



E-INVOICE: IS YOUR BUSINESS READY FOR NEW REGULATIONS?

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THE POWER OF BEING UNDERSTOOD
AUDIT | TAX | CONSULTING



Content

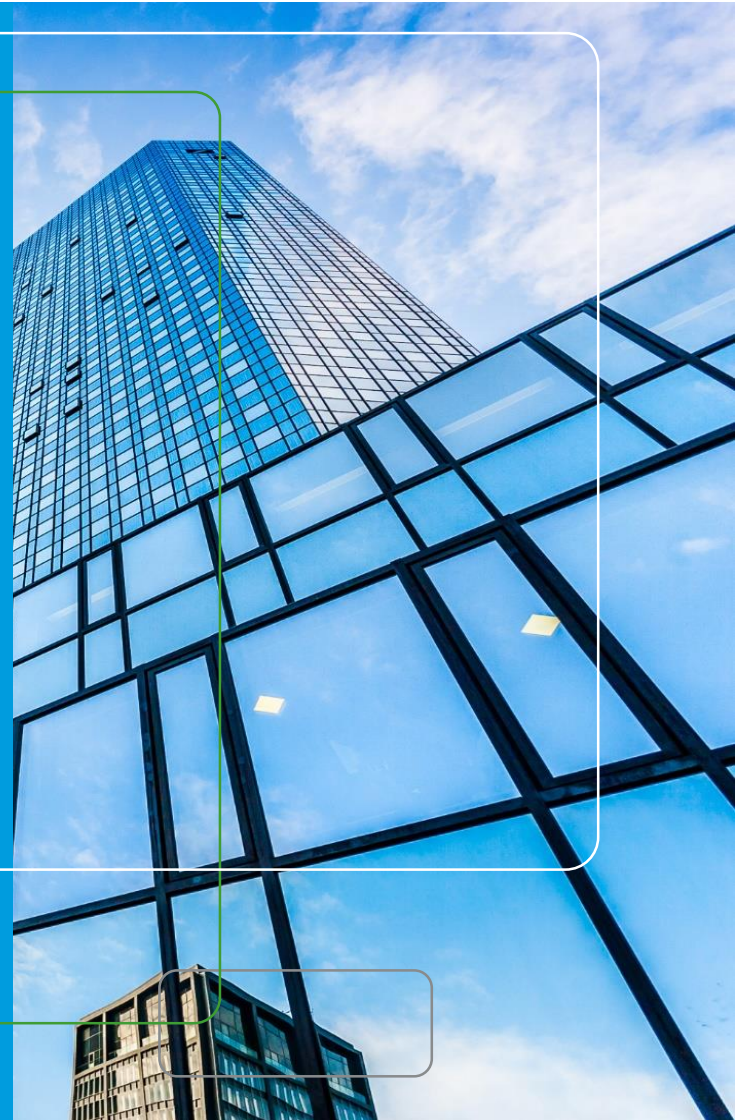
01 WHY E-INVOICE?

02 KEY POINTS OF NEW DECREE (NO. 119/2018/ND-CP)
ON E-INVOICE AND THE DRAFT CIRCULAR

03 IMPLICATION OF E-INVOICE TO YOUR BUSINESS

04 DISCUSSIONS

WHY E-INVOICE?



Why Vietnam moves to electronic invoice?

Reducing time and resource for administrative procedures

Monitoring taxpayer's data easier

Mitigating invalid/ fraud invoices and illegal transaction

Keeping up with digital trend in tax management

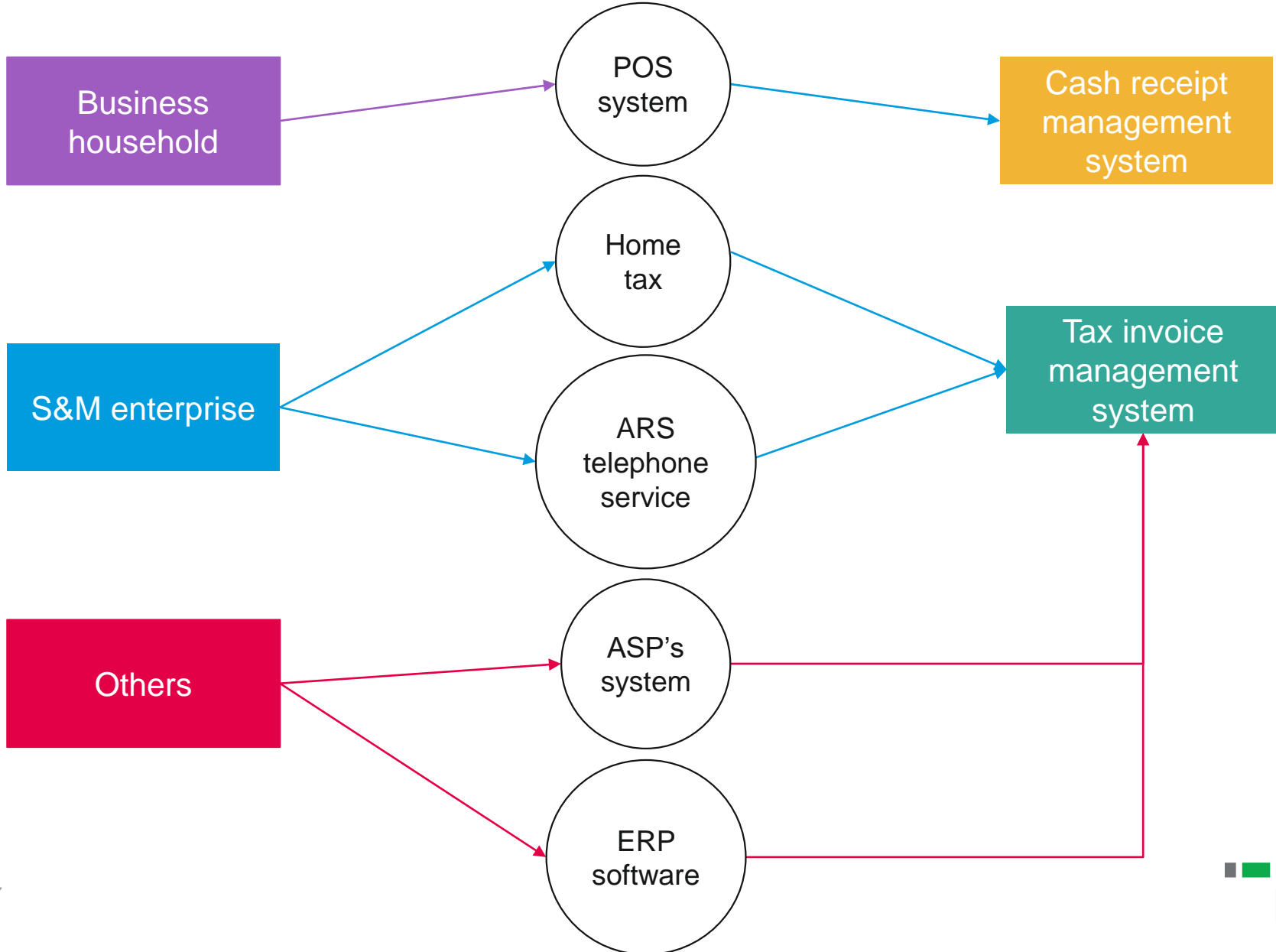
E-invoice implementation in other countries

Countries	Year	Actions taken
Korea	2008	Established a commission for researching e-invoices
	2010	70% of enterprises voluntarily applying for e-invoices
	2012	Compulsory for enterprises with high revenue
	From 2014	Compulsory for business individuals with high revenue
Europe	Before 2002	European countries applied different e-invoice models
	2002	European Commission prepared for action plan
	2008-2009	Established a Special Team for developing a framework of e-invoice implementation in Europe
	2014	Issued Directive 2014/55/EU on electronic invoicing standards for European countries
	April 2019	European countries will be in compliance with e-invoicing standards

E-invoice implementation over the countries

Countries	Year	Action taken
Taiwan	2000	Deployed pilot program in Finance Data Center (FDC) of Ministry of Finance
	2006	Nationwide implementation
Singapore	2008	Implemented e-invoices in public sector
	March 2018	Announced the plan of nationwide e-invoicing
	May 2018	Implemented for 06 sectors: securities, retail, logistic, environment services, food and beverage, wholesale trade
	January 2019	Nationwide e-invoicing network comes into operation

E-invoicing model of Korea



E-invoicing model of Korea (cont'd)

Cash receipt

- Business households use cash receipt issued via POS cash register independently from tax invoice system

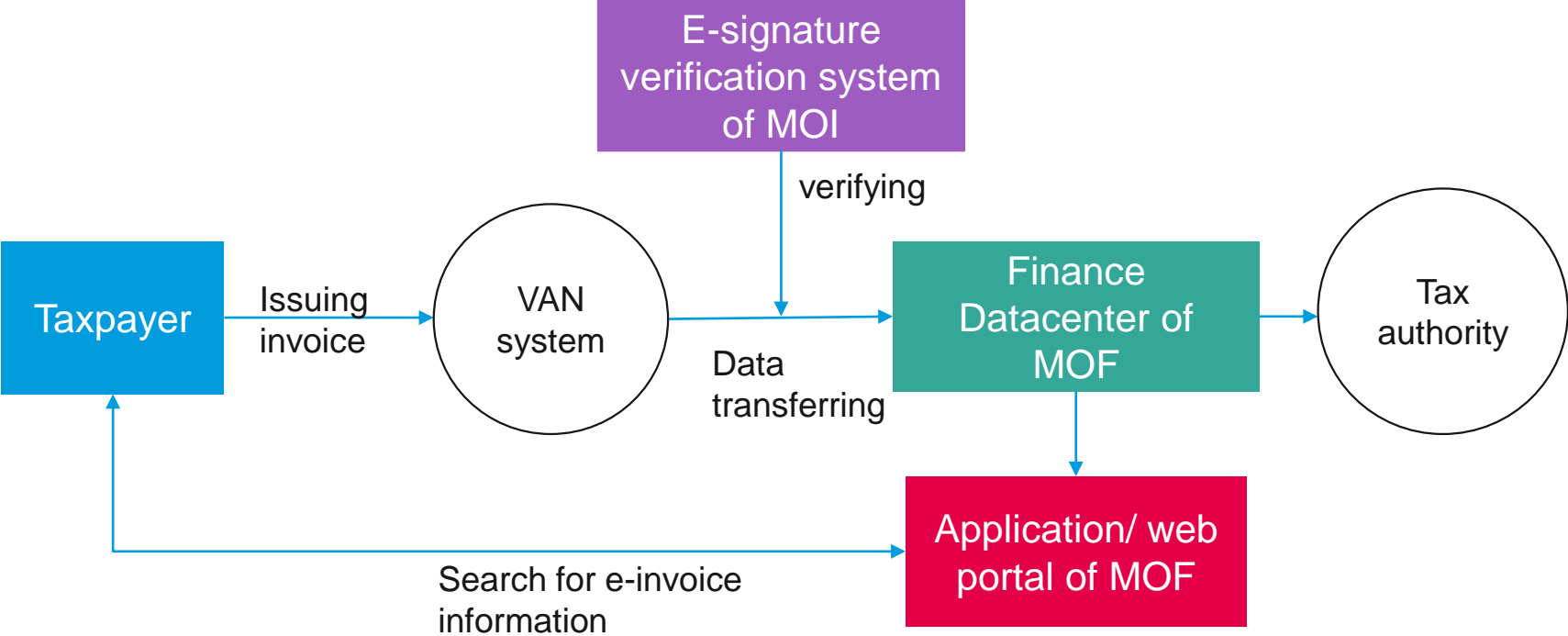
Tax invoice

- S&M enterprises use Home tax or Mobile Home tax of tax authority for issuing tax e-invoice (free of charge)
- ARS telephone service is for supporting electronically invoicing in case the access to internet is limited
- ASP is the intermediary service provider of e-invoice solution (like T-VAN in Vietnam)
- ERP: Accounting software

E-invoicing model of Korea (cont'd)

Issues	How to handle
Conversion of e-invoice into paper copies	<ul style="list-style-type: none">• Not mentioned (due to Korea does not require evidence for goods in transit)
E-invoice template	<ul style="list-style-type: none">• Regulated by tax authorities including compulsory contents and non-compulsory contents
Electronic signature	<ul style="list-style-type: none">• The seller must electronically sign on e-invoice or use security card for verification.• The buyer's signature is not required
Handling of erroneous e-invoice	<ul style="list-style-type: none">• Re-issuing new invoice for replacing
Data	<ul style="list-style-type: none">• Data of issued e-invoice must be sent to tax authority immediately or within a day• Taxpayer can access to e-invoice information via Hometax application
Storage	<ul style="list-style-type: none">• Tax authority stores all of e-invoices• Taxpayer does not need to store e-invoices

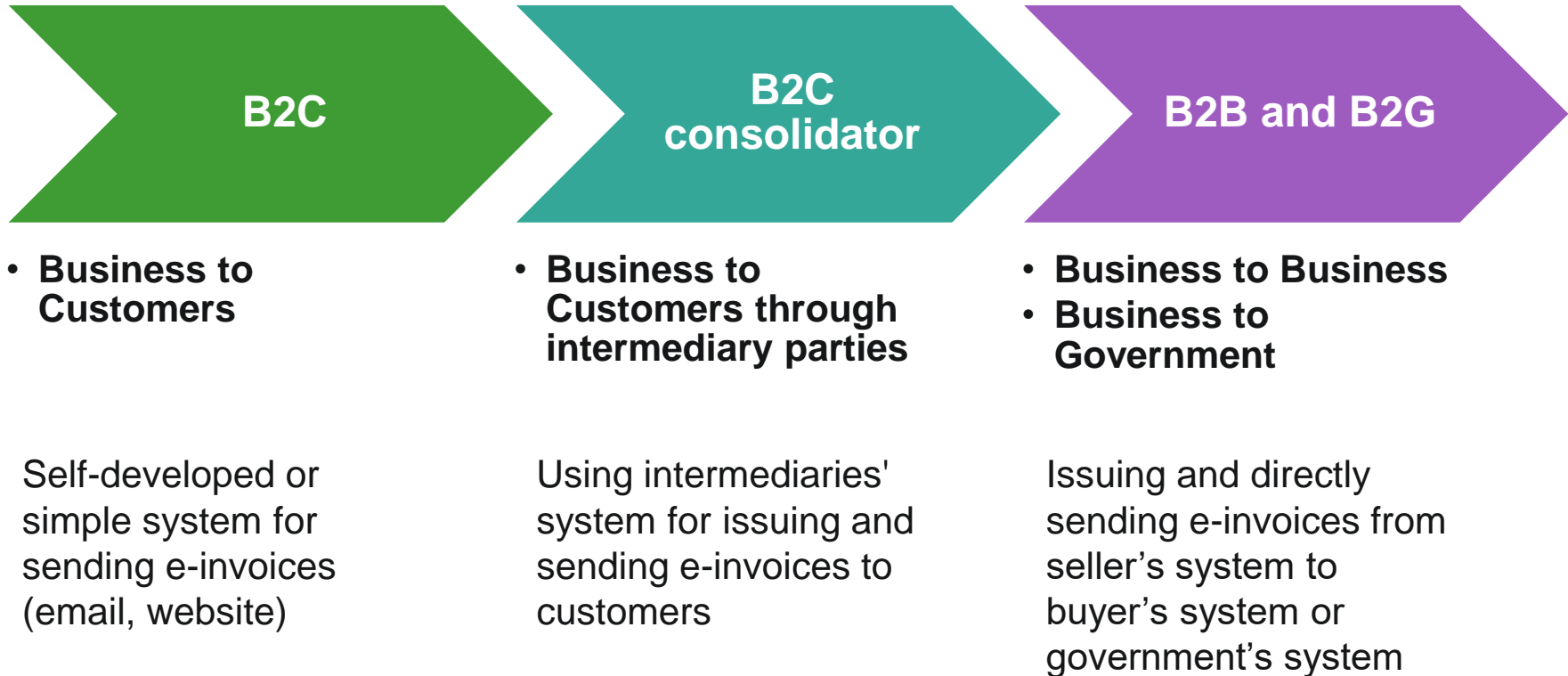
E-invoicing model of Taiwan



E-invoicing model of Taiwan (cont'd)

Issues	How to handle
Applicable subject	<ul style="list-style-type: none">• Eligible enterprises who registered for e-invoice application
VAN	<ul style="list-style-type: none">• Intermediary service providers who help in tax filing, invoicing, etc
Electronic signature	<ul style="list-style-type: none">• Sellers must sign e-invoices electronically• Ministry of Interior's system verifies electronic signatures and seals before sending e-invoices to tax systems
Data	<ul style="list-style-type: none">• Data of issued e-invoice is stored in FDC• Tax authority can access into it for management
Storage	<ul style="list-style-type: none">• Stored at FDC (with certain fees)• MOF establishes an application / web portal for taxpayers to access

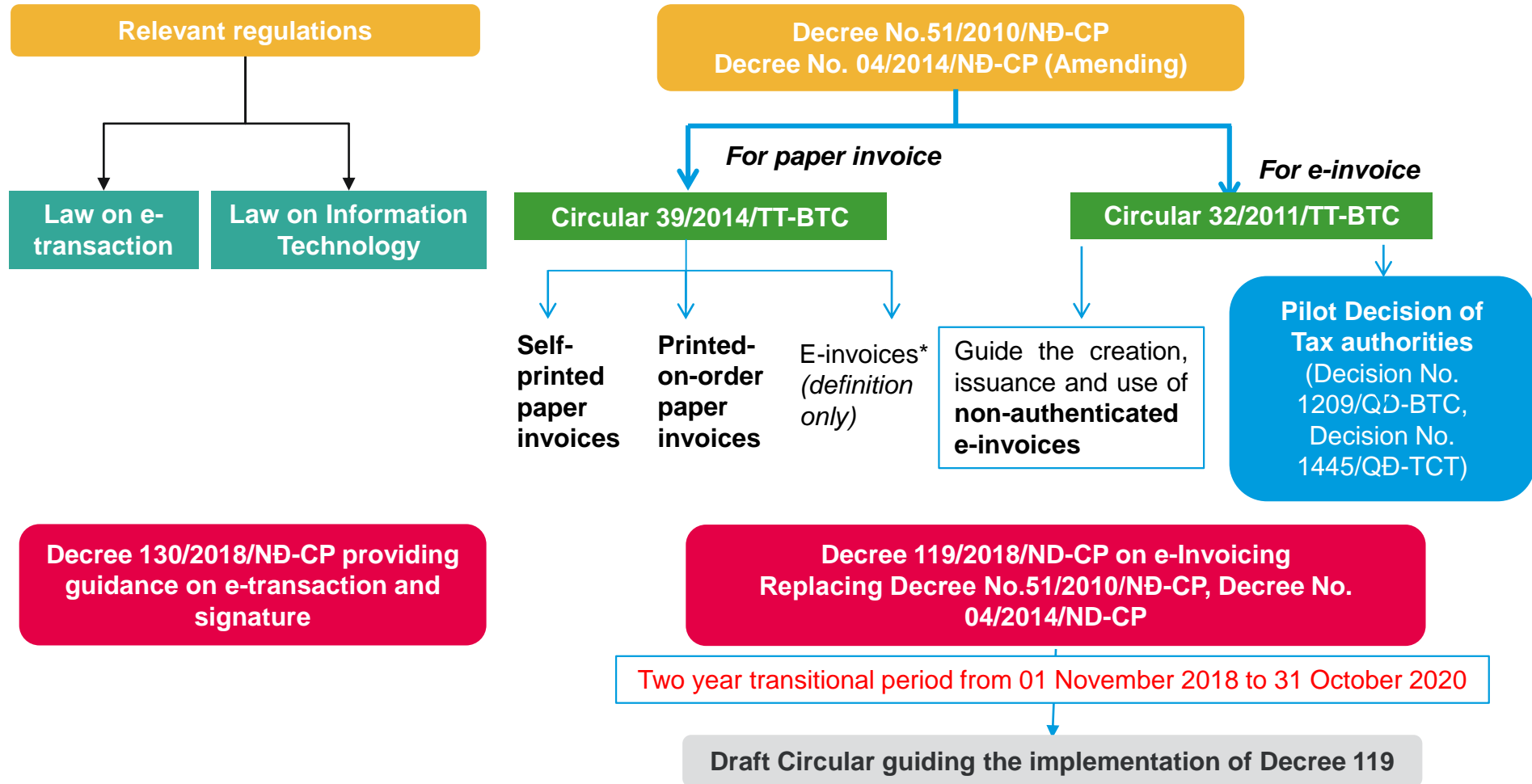
Stages of e-invoice development



**KEY POINTS OF
NEW DECREE (NO.
119/2018/ND-CP) ON
E-INVOICE**



Legal base



E-invoice implementation during the 02 year transitional period

No	Possible Scenarios	Based on the old Circular 39/2014/TT-BTC (Paper Invoice)	Based on the old Circular 32/2014/TT-BTC (E-invoice)	Based on the New Decree 119/2018/NĐ-CP (New e-invoice)
1	Paper invoices based on the old regulations	✓		
2	E-invoices based on the old regulations		✓	
3	Paper and e-invoices based on the old regulations	✓	✓	
4	E-invoices based on the old regulations but referred to better treatments of the new regulations		✓	✓
5	E-invoices based on the new regulations			✓
6	E-invoices based on the new regulations but referred to the better treatments in the old regulations		✓	✓

Frequently asked questions

- Which scenario our business shall choose?
- Which will be the low-risk scenario?
- How many times does our business have to apply for e-invoice?
- When will be the best time for our business to implement e-invoice?
- Who shall be the good service provider for e-invoice?
- Which type of e-invoice shall our business use (i.e. authenticated e-invoice or non-authenticated e-invoice)?
- Is the buyer's digital signature required?
- How to store/ manage e-invoices?
- Which data format of e-invoice will be accepted by the Tax Authority?
- How to know whether an e-invoice was recorded in our system or not?
- How to avoid duplicate payment for e-invoice?
- Should the Government postpone the application of e-invoice?

Key points of the new Decree 119

Items	Contents	Notes
Applicable subjects	Enterprises who are providing goods and services	Compulsorily applicable for all enterprises
Types of invoices	<ul style="list-style-type: none"> • Authenticated e-invoice • Non-authenticated e-invoice • Sale invoice created from POS cash register • Electronic stamps, tickets, cards, goods dispatch 	Detailed in Decree 119
E-invoice issuance	No specific guidance on issuance procedures of non-authenticated e-invoice (only procedures on registration of e-invoice are provided)	
Data transfer procedures (with Tax Authority)	No specific guidance on data transfer of authenticated e-invoice (with Tax authority) The seller using non-authenticated e-invoice must send data of invoices issued to Tax Authority	No provision on: → Format of data transfer → Method of data transfer

Key points of the new Decree 119 (cont'd)

Items	Contents	Notes
Handling of invoices issued	When the erroneous e-invoice are detected, the seller must submit Form 04 to inform the error	The erroneous invoice must be canceled and re-issued (Invoice Adjustment Minutes are not mentioned)
Converted paper invoices	The conversion of e-invoices to paper copies is only for the purpose of recording and monitoring, and is NOT valid for executing transaction or payment	
Digital signature	Digital (electronic) signature of the seller and the buyer are required on e-invoice	There is no guidance on exemption of the buyer's digital signature on e-invoice

Key points of the new Decree 119 (cont'd)

Items	Contents	Notes
Effective date	<ul style="list-style-type: none">• Decree 119 takes effect on 01 November 2018.• There is a transitional period of two years from the effective date (from 01 November 2018 to 31 October 2020)• From 01 November 2020, all older Decrees (i.e. Decree 51/2010/ND-CP) will be terminated.	Enterprise should pay attention to handle paper invoice in the transitional period.

Forms issued together with Decree 119

Forms	Purpose	When	Who
Form 01	Statement on registration/ change of e-invoice usage	Before the application of e- invoice	Enterprise
Form 02	Notice on approval/ non-approval of e-invoice usage	Within 01 day from the date of receipt of Form 01	Tax Authority
Form 03	Statement on data of invoices, documents of goods & services sold	Monthly/ Quarterly	Enterprise
Form 04	Announcement of the erroneous e-invoice to be withdrawn	Upon the detection of erroneous e-invoices	Enterprise
Form 05	Notice on e-invoice needed to be re-checked	Upon the detection of erroneous e-invoices	Tax Authority

Forms issued together with Decree 119 (cont'd)

Forms	Purpose	When	Who
Form 06	Request for buying a single authenticated e-invoice from Tax Authority	On demand	Enterprise/ individual
Form 07	Notice on the expiration of authenticated e-invoice usage via GDT's web portal and the move to the authorized service providers	After the Tax Authority works with the service provider	Tax Authority

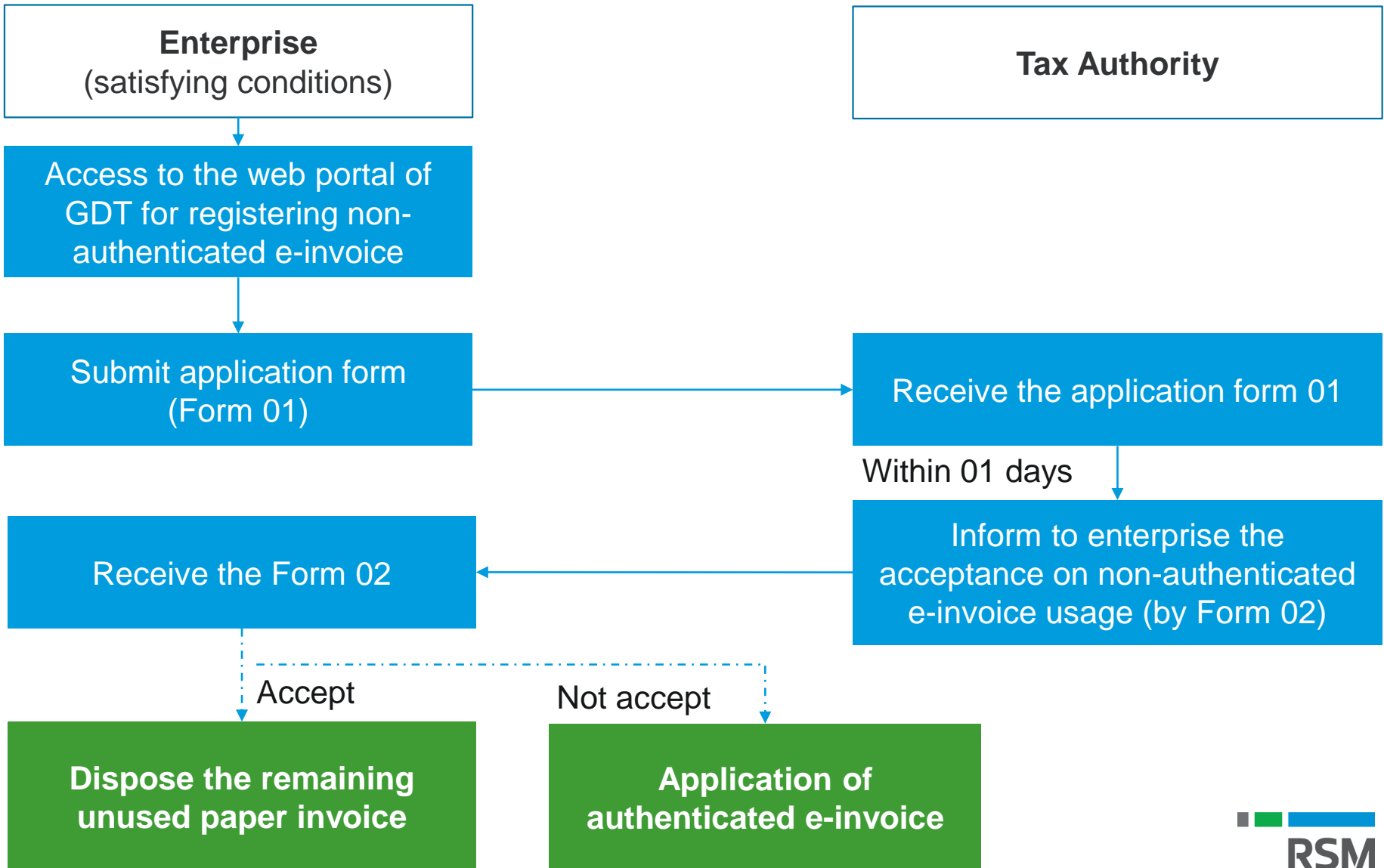
Benefits of e-invoice

- Saving expenses for invoice printing, storing, delivery; improving business-production efficiency
- Reducing damaged, losing invoices
- Ensuring the accuracy and reliability of invoices
- Mitigating risks of invalid invoices
- Saving time for conducting relevant administrative procedures

Applicable subjects and conditions

Types of e-invoice	Authenticated e-invoices (invoices with verification code of tax authorities)	Non-authenticated e-invoices (invoices without verification code of tax authorities)
Applicable subject	<p>Irrespective of the value of sales of goods and services for:</p> <ul style="list-style-type: none"> • Individual/ household business • Enterprises with high tax risk • Business organization having needs of using authenticated e-invoice 	<p>Enterprises in certain industries, such as electricity, petroleum, telecommunication, transportation, financial services, insurance, ecommerce, supermarket, trading etc., and other enterprises, economic organisations</p>
Conditions	<ul style="list-style-type: none"> • Enterprises who are subject to using authenticated e-invoice, or not accepted to use non-authenticated e-invoice by Tax Authority • Voluntarily applying authenticated invoice and being accepted by tax authority 	<ul style="list-style-type: none"> • Having transaction with tax authority by electronic method • Maintaining technology infrastructure, accounting software, e-invoice software as regulated

Application for e-invoice usage – Procedures



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FORM

Registration/adjustment of information of using e-invoices

Name of tax payer:
Tax code:
Contact person:
Contact address:
Email address:
Tel:

Pursuant to Government's Decree No./2018/ND-CP dated ..., we are subject to using e-invoices.

We register/adjust the registered information with the tax authorities about using e-invoices as follow:

- Apply for e-invoices:

- E-invoices authenticated by tax authorities
- E-invoices unauthenticated by tax authorities

- Register the transactions via:

- Tax authority's website (according to clause... Article...Decree...)
- E-invoice service provider

- Type of invoice:

- VAT invoices
- Sale invoices
- Invoices directly printed from cash registers
- Other invoices

- List of digital certificates:

No.	Name of organization which authenticates/issues/certifies the digital signature/electronic signature	Series number of digital certificate	Duration of digital certificate		Form of registration (new issuance, extension, termination)
			From	To	

We guarantee to be entirely responsible before law about the accuracy and honesty of the above information and comply with the prevailing regulations./.

....., date..... month..... year.....

TAX PAYER or

LEGAL REPRESENTATIVE OF TAX PAYER

(Digital signature, electronic signature of tax payer)

NAME OF HIGHER-LEVEL TAX
AUTHORITY

**NAME OF TAX AUTHORITY
ISSUING THE NOTICE**

No. :/TB-.....

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....., dated ...

NOTICE

Re: Approve/Disapprove of using e-invoices

Respectfully to: (Full name of taxpayer....)

(Tax code of taxpayer:.....)

After reviewing the Registration/Adjustment form of using e-invoices dated...

Tax authority would like to notify the entity of approving/disapproving of request for using e-invoices

(In case of approving of using e-invoices of taxpayer then written: The account has been sent to tax payer's email/ tax-payer's telephone number, we request taxpayer to declare the related information according to the Tax authority's instructions in this email).

(In case of disapproving of using e-invoice of tax payer then written: Tax authority do not approve for tax payer to use e-invoices). Reason: (Reason for disapproving).

In case the entity authorized for e-invoice service provider, the tax authority must notify the tax payer about registering the transactions using free e-invoices via e-invoices service provider. (Registered name, address).

The tax authority notifies tax payer for your acknowledgment and actions./.

HEAD OF TAX AUTHORITY ISSUING THE NOTICE

(Digital signature of Head of Tax authority)

Application for e-invoice usage (cont'd)

THE ANNOUNCEMENT OF INVOICE ISSUANCE

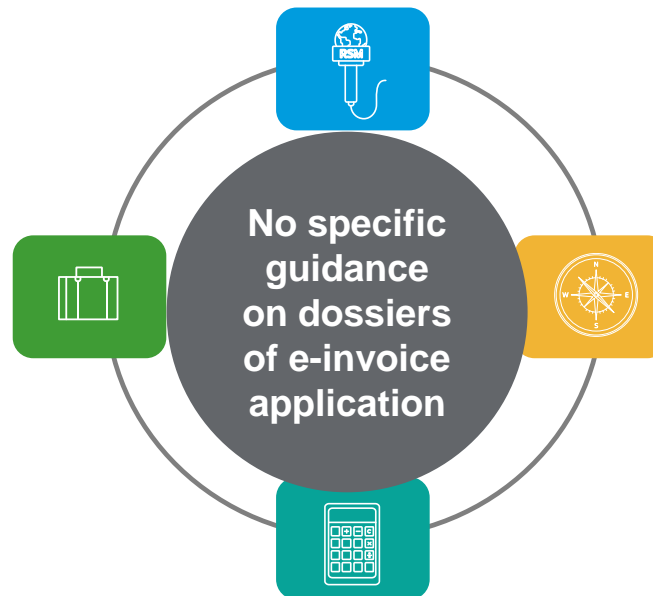
Prevailing regulations:

- Form for announcement of invoice issuance;
- Sample e-invoice and Decision on e-invoice usage prepared by the enterprise

DATA FORMAT OF APPLICATION DOSSIER

Prevailing regulations:

- **XML**
- Scanned copies of application dossier in PDF and WORD



TIMING OF E-INVOICE USAGE

Prevailing regulations: 02 days from the date of submission of announcement of e-invoice issuance.

DISPOSAL OF UNUSED PAPER INVOICE

Prevailing regulations: Within 30 days from the date of receipt of the approval from Tax Authority

Valid e-invoices

A valid e-invoice must satisfy 03 conditions:

Having fully compulsory contents regulated by the Decree

Complying with requirements on data format

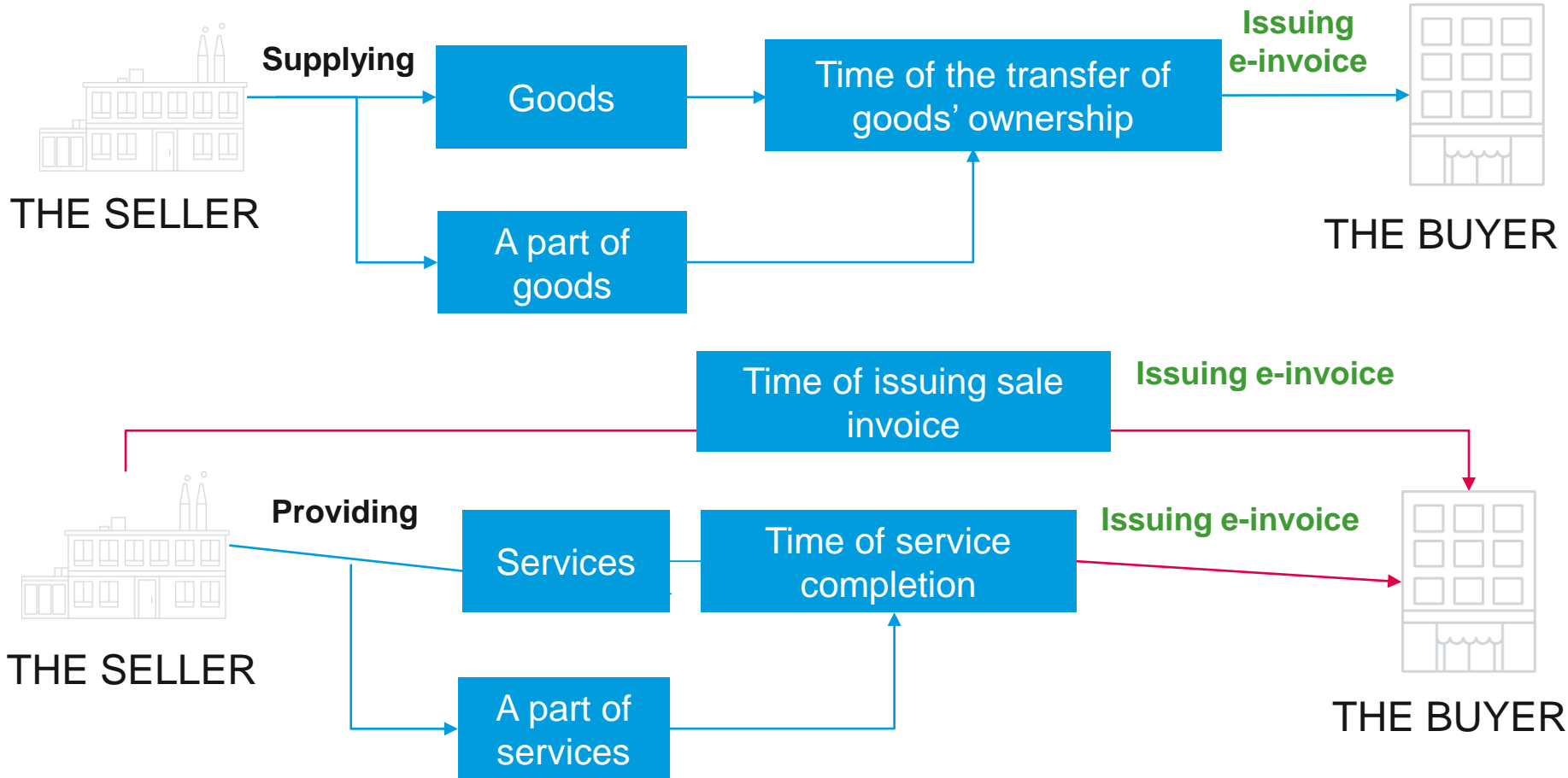
Complying with requirements on the time of invoicing

Compulsory contents of e-invoice

A valid e-invoice must contain the following:

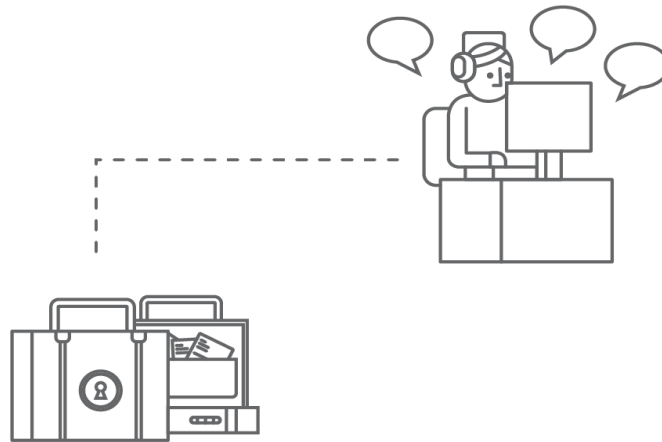
1. Invoice name, invoice symbol, invoice form and serial number
2. Name, address and tax code of the seller
3. Name, address and tax code of the buyer
4. Name of goods or services; unit, quantity, unit price of goods or services, total amount without VAT, VAT rate, VAT amount;
5. Total payable amount
6. The buyer's digital signature (if any)
7. The seller's digital signature
8. Invoicing date
9. Verification code of Tax Authority (for authenticated e-invoice)

Time for invoicing



Format and method of data transfer

- Enterprise using non-authenticated e-invoice must periodically send data of issued e-invoice to Tax Authority
- Decree 119 does not have particular guidance on format(s), method(s) and time scheduling for sending data of e-invoice issued
- For the time being, the standard format of tax file sent to GDT is in **XML**



Converted e-invoices (paper)

Legality of converted e-invoice

The conversion of e-invoices to paper copies is only for the purpose of recording and monitoring the invoices in accordance with the Law on Accounting but is NOT valid for executing transaction or payment.

Evidence for goods in transit

For goods in transit, the competent authorities can access the web portal of the GDT for obtaining detailed information regarding the e-invoices; paper-converted invoices are not mandatorily required in this case but to facilitate the competent authorities' checking purpose.

E-invoice withdrawal

Scenario	Errors detected before sending e-invoice to buyer	Errors detected after Sending e-invoice to buyer	Errors detected by the Tax Department after the data of Non-authenticated e-invoices submitted to the Tax Department
Withdrawal and Re-invoicing Process	<ul style="list-style-type: none"> The seller and the buyer must make a written agreement clearly stating the errors, and at the same time, the seller shall notify the tax authorities (using Form 04) The seller shall cancel the erroneous Non-authenticated e-invoice and make a new Non-authenticated e-invoice to replace such the erroneous e-invoice. 		<ul style="list-style-type: none"> The Tax Department based on their detection shall notify the erroneous Non-authenticated e-invoice to the seller (using Form 05) Within two (02) days from the date of receipt of the notice from the Tax Department, the seller shall cancel the erroneous non-authenticated e-invoice and make a new non-authenticated e-invoice to replace the erroneous invoice (notifying the Tax Department with Form 04)
Adjustment of invoice	Not mentioned in Decree 119		

Form No.04

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CANCELATION OF E-INVOICES NOTIFICATION

To: (Tax authorities)

Name of taxpayers:

Tax code:

Taxpayers notify the destruction/explanation of E-invoices due to errors as follows:

Number	Form No.	E-invoices symbol	E-invoices number	Date of invoice	Types of E-invoices	Cancellation / explanation	Reason
1	2	3	4	5	6	7	8

....., date.....month.....year.....

TAXPAYER or
LEGAL REPRESENTATIVE OF THE TAXPAYER
(Digitals and e-signatures of taxpayers)

Form No.05

NAME OF HIGHER-LEVEL TAX AUTHORITY
NAME OF TAX AUTHORITY ISSUING NOTICE

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NOTIFICATION FOR REVIEWING E-INVOICES

Name of taxpayers:

Tax code:

Contact Address:

Tax authorities announce that E-invoices of the enterprise need to be reviewed as follows:

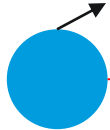
Number	Form No.	E-invoices symbol	E-invoices number	Date of invoice	Types of applied E-invoices	Reason for reviewing
1	2	3	4	5	6	7

Within 2 days from the date of receiving the notice from tax authorities, the enterprise makes notify tax authorities.

MANAGER OF DISTRICT TAX DEPARTMENT
(Digitals signatures of manager of district tax department)

Transitional period of e-invoice application

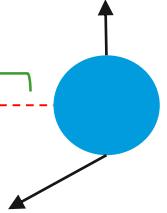
01 November
2018



Decree 119
comes into
effect

Allowed to use remaining unused paper
invoices

01 Nov 2020



Prevailing decrees will
be terminated

- According to OL 4311/TCT-CS, enterprise can choose:
- continuing using remaining paper invoices or
 - applying e-invoice as regulated

For the transitional period:

Enterprise who are:

- Using e-invoices (authenticated/ non-authenticated)
- Using paper invoices but receiving the notice on change into **authenticated** e-invoice of Tax Authority
- Newly established (from 01 November 2018) and receiving the notice on change into e-invoice
- Using paper invoices (other cases)

Transitional period

- Continue using such invoices
- Submit Form 03 together with quarterly/monthly VAT return if enterprises want to continue using paper invoices
- Continue using paper invoices

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FORM INVOICE DATA, RECEIPTS OF SOLD GOODS AND SERVICES

[01] Tax period: month.....year..... or quarter year....

[02] Name of tax payer:

[03] Tax code

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[04] Name of tax agency (if any):.....

[05] Tax code

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Unit: Vietnamese Dong

No.	Sold invoices, receipts		Nam of the buyer	Tax code of the buyer	Revenue before VAT	VAT	Notes
	Invoice template numbers, invoice symbol	Date of good sale invoice					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1. Goods and services are not subject to Value Added Tax (VAT):							
Total							
2. Goods and services are subject to VAT 0%:							
Total							
3. Goods and services are subject to VAT 5%:							
Total							
4. Goods and services are subject to VAT 10%:							
Total							

Total revenue from selling goods and services subject to VAT (*):

Total VAT of selling goods and services (**):

I guarantee that the above declared information is correct and shall entirely be responsible before the law for the figure declared./.

....., date..... month..... year.....

TAXPAYER or

LEGAL REPRESENTATIVE OF THE TAXPAYER

(Digital signature, electronic signature of the tax payer)

Notes:

(*) Total revenue from selling goods and services subject to VAT is the total of the figure at Column 6 of the Total line of point 2, 3, 4.

(**) Total VAT of selling goods and services is the total of figures in Column 7 of the Total line of point 2, 3, 4.

KEY POINTS OF DRAFT CIRCULAR GUIDING DECREE NO. 119/2018/ND-CP ON E-INVOICE



Additional guidance on contents of e-invoice

E-invoice form

Types of e-invoice	No.
• VAT invoice	01
• Sale invoice	02
• Sale invoice used for organizations in non-tariff zones	03
• Invoice - cum - tax return	04
Electronic vouchers managed as electronic invoices include:	
• Stock issuance - cum - internal delivery notes	05
• Notes of goods sent to agent	06
• E-stamps	07
• E-ticket	08
• E-card	09
• E-receipt	10
• Other vouchers	11

Additional guidance on contents of e-invoice (cont'd)

E-invoice symbol

[CM/KM][year][X/L/D]

02 first characters

02 next characters 01 last character

- CM: Authenticated e-invoice
 - KM: Non-authenticated e-invoice
 - CMMTT or KMMTT: e-invoice created by POS cash register
- Year of creation of e-invoice
- X: E-invoice issued by enterprises, organizations, business households and individuals
 - L: E-invoice issued by tax authority
 - D: Special e-invoice issued by enterprises and organizations.

Example:

Design serial: **01** => VAT e-invoice
Symbol: **CM19X** => Authenticated e-invoice created by enterprise in 2019
No.: **000819** => e-invoice number

Additional guidance on contents of e-invoice (cont'd)

- **Measurement unit:** In case the business organization is using its own measurement unit other than those stated by Vietnamese laws, then the unit should be converted according to Vietnamese standards
- **Buyer's electronic/ digital signature:** if the seller and the buyer have an agreement that the buyer meets the technical requirements for electronically signing on e-invoices, the seller and the buyer will sign on the e-invoice before sending (Optional?)
- **Seller's electronic/ digital signature:** E-invoices printed out from POS cash register of business households are not required for electronic/ digital signature
- **Non-mandatory contents:** logo, images used for decoration or advertisement on e-invoice (must not obscure the required contents)

Additional guidance on time for invoicing

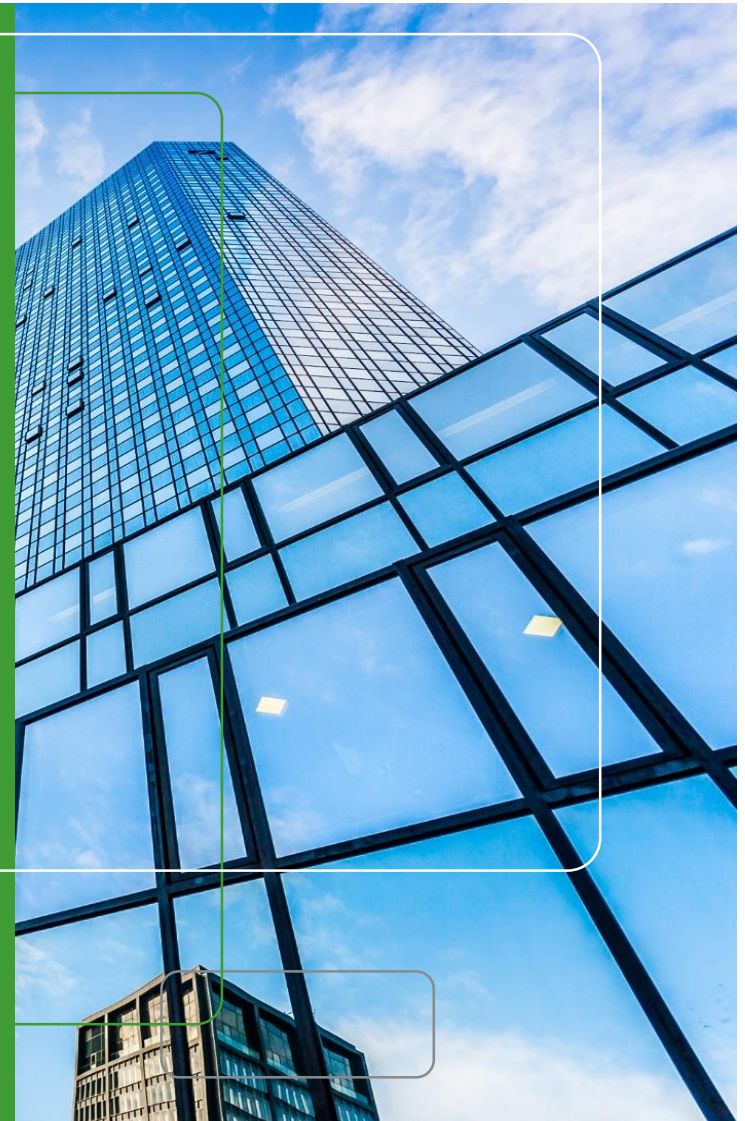
Cases	Timing
Non-authenticated e-invoice	Time of electronical signing (by the seller)
Electricity/ water supply, telecommunications and television services	No later than seven (07) days from the date of recognizing electricity/ water consumption index, or the ending date of the agreed period (based on the agreement between suppliers and users)
Construction and installation activities	The time of the handover and acceptance of the completed work/ work items, construction volumes regardless of whether the payments are made or not
Real estate, infrastructure construction, house construction for sale	Date of receiving payments

Note: The Director of provincial Tax Departments shall provide specific guidance on the time of e-invoicing for special cases

Other key points

Issues	Proposed regulations
Valid format of e-invoice	<ul style="list-style-type: none">• XML
Registration procedure	<ul style="list-style-type: none">• Report on invoice usage is required and must be enclosed with registration dossier.
Transfer of e-invoice data to the tax authorities	<ul style="list-style-type: none">• Imported goods, soil, stone, sand and gravel: immediately• Other goods & services: on the same date of selling goods• Certain specific goods & services (electricity, petroleum, post and telecommunication services, etc.): monthly /quarterly basis together with VAT return.
Method of data transfer	<ul style="list-style-type: none">• Directly sending via GDT's system with the account granted by tax authorities: applicable for enterprise supplying electricity, petroleum, post and telecommunication services, air transport, railway, water, financing and insurance services with more than one million invoices issued per year• Sending via T-VAN organizations: all other cases

THE IMPACTS OF THE NEW DECREE TO ENTERPRISES



Impacts on compliance

Issues	Implication	Notes
Registration of e-invoice application	Compulsorily applicable for all enterprises	
Procedures	<ul style="list-style-type: none">• Reducing time for conducting relevant procedure• Conducting procedure electronically (GDT's web portal)	
Reporting obligation	<ul style="list-style-type: none">• Decreased (for authenticated e-invoices)• Increased (for non-authenticated e-invoices)	No particular guidance for the time being
Storage obligation	<ul style="list-style-type: none">• Decreased (electronic storage)• Storage policies and procedure to ensure the safety of data• Confidentiality of data stored on intermediaries' systems should be concerned	

Impacts on operation and management

Issues	Implication
Additional expenses	<ul style="list-style-type: none">• Hardware, software• Training• Service fees paid for service providers• Storage
Storage management	<ul style="list-style-type: none">• Confidentiality of internal systems• Reliability of storage systems• The involvement of the third parties
Potential risks	<ul style="list-style-type: none">• Authenticated e-invoices: failure of GDT's systems• Non-authenticate e-invoices: failure of e-invoice software• Adaptability of e-invoice system to operation and management of enterprises
Internal control	<ul style="list-style-type: none">• Update of accounting/ finance procedures, documents/ invoices control policies

Discussion

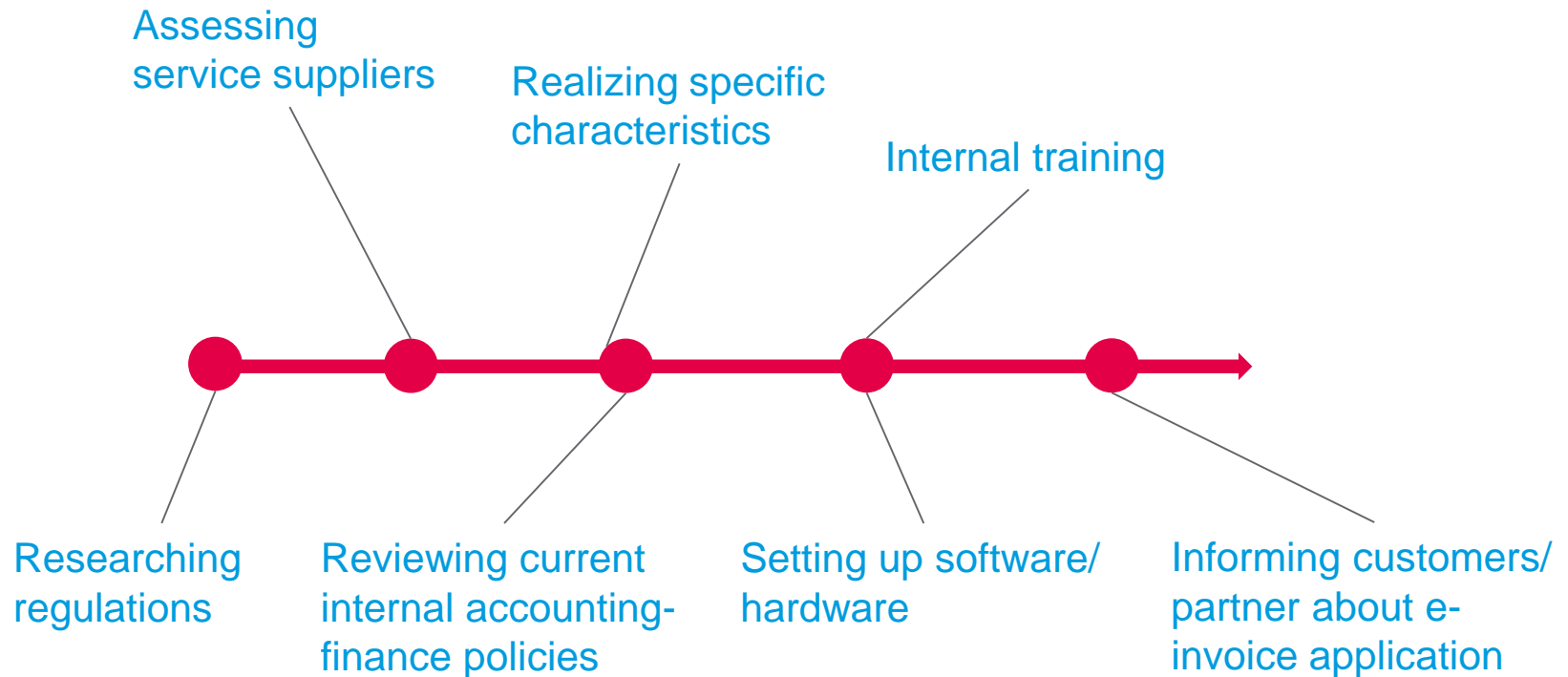
**SUGGESTED STEPS
FOR THE PREPARATION**

CURRENT CONCERNS

**7 Steps for the preparing
e-invoice application**

**6 Concerns when implementing
e-invoice**

Suggested steps for e-invoice application



Issues to be addressed

01 Announcement of e-invoice issuance

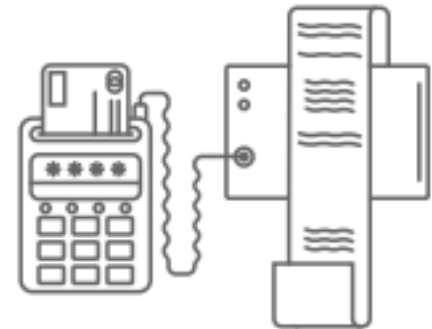
- Tax Authorities' viewpoint on e-invoice issuance
- Dossier/ documents required

02 Converted (paper) e-invoice

- Input invoice management
- Output invoice management

03 Receipt & Issuance of e-invoice

- Electronic signing on e-invoice
- Invoices for goods in transit
- Management on duplicate payment of e-invoices



Issues to be addressed

04 Using e-invoice in operation

- Time of invoicing
- Using e-invoice at branches

05 Withdrawal and Re-invoicing

- Amendment of erroneous e-invoices
- Discount/ promotion in e-invoice

06 E-invoice storage

- Storage method
- Format of e-invoice in storage

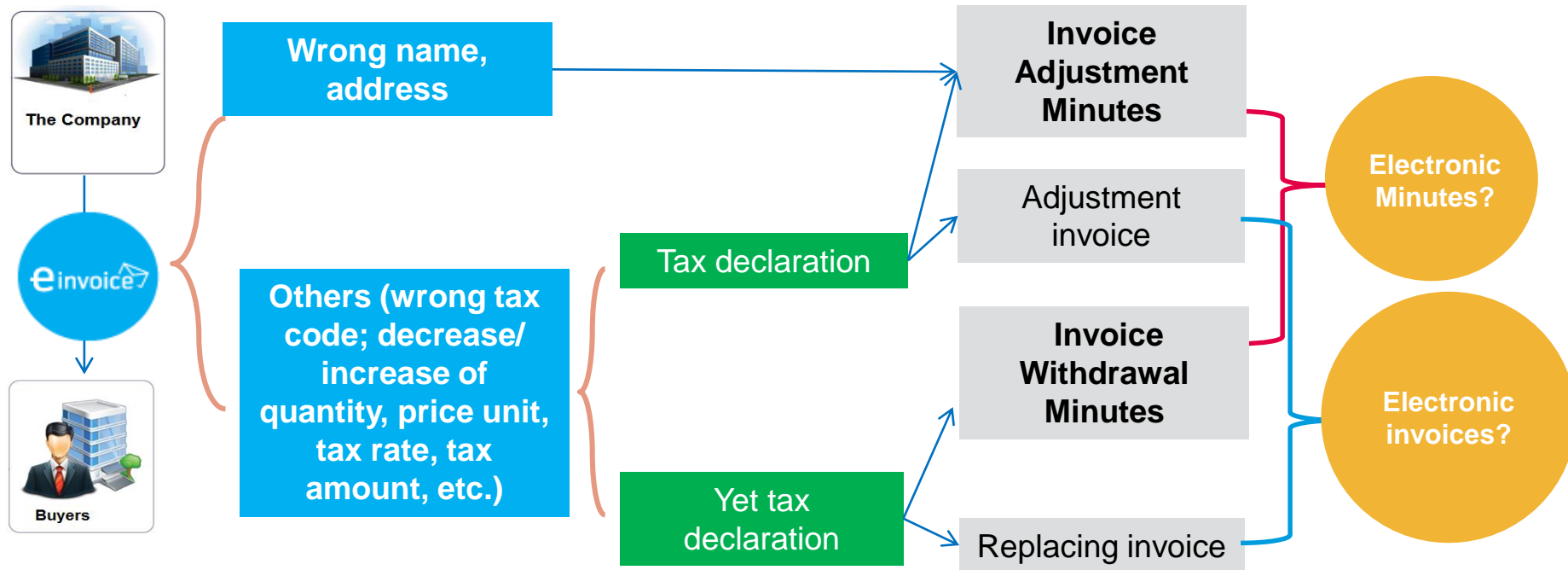


HANDLING OF ERRONEOUS E-INVOICES



Handling of erroneous e-invoices – Based on Circular 32/2011/TT-BTC

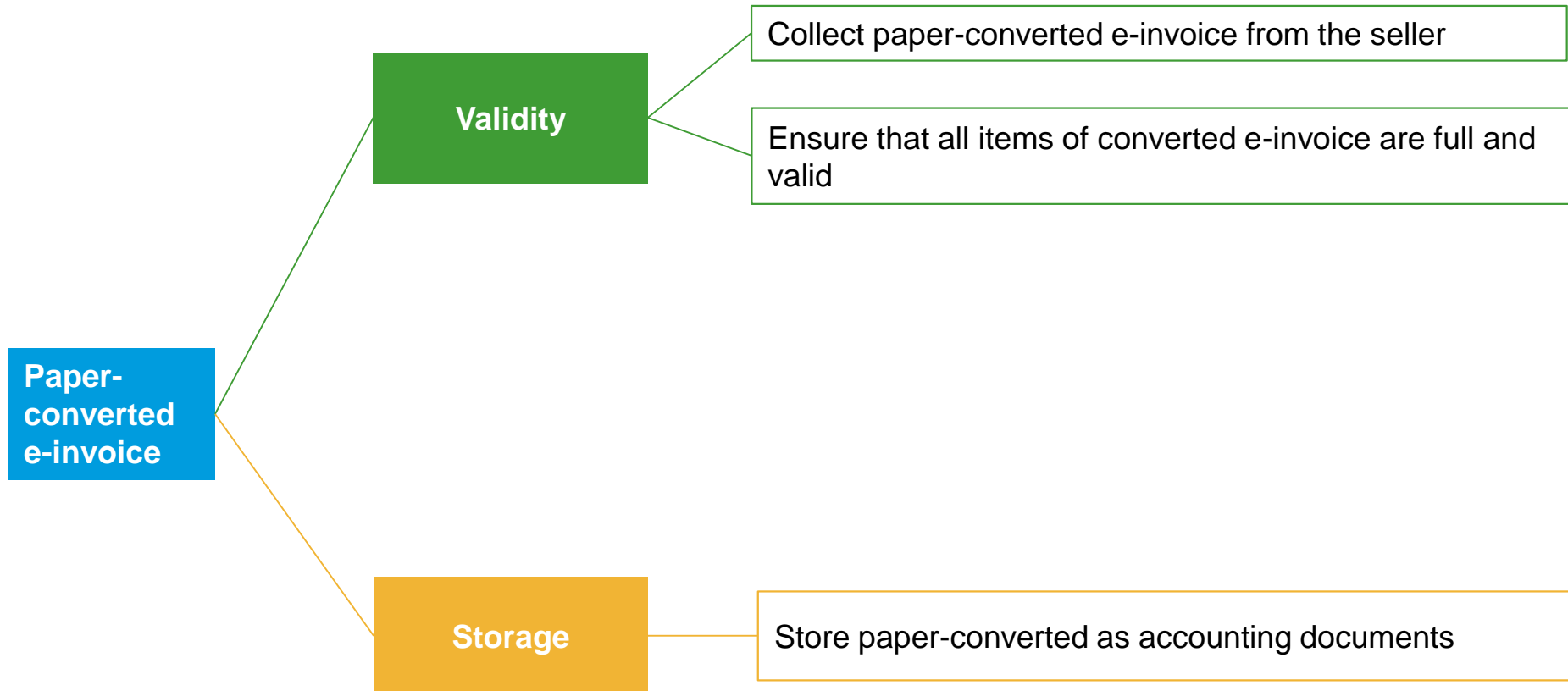
The erroneous e-invoice can only be canceled if both **the seller and the buyer agree on such cancellation.**



Note: Canceled e-invoice must be stored for tax audit in future

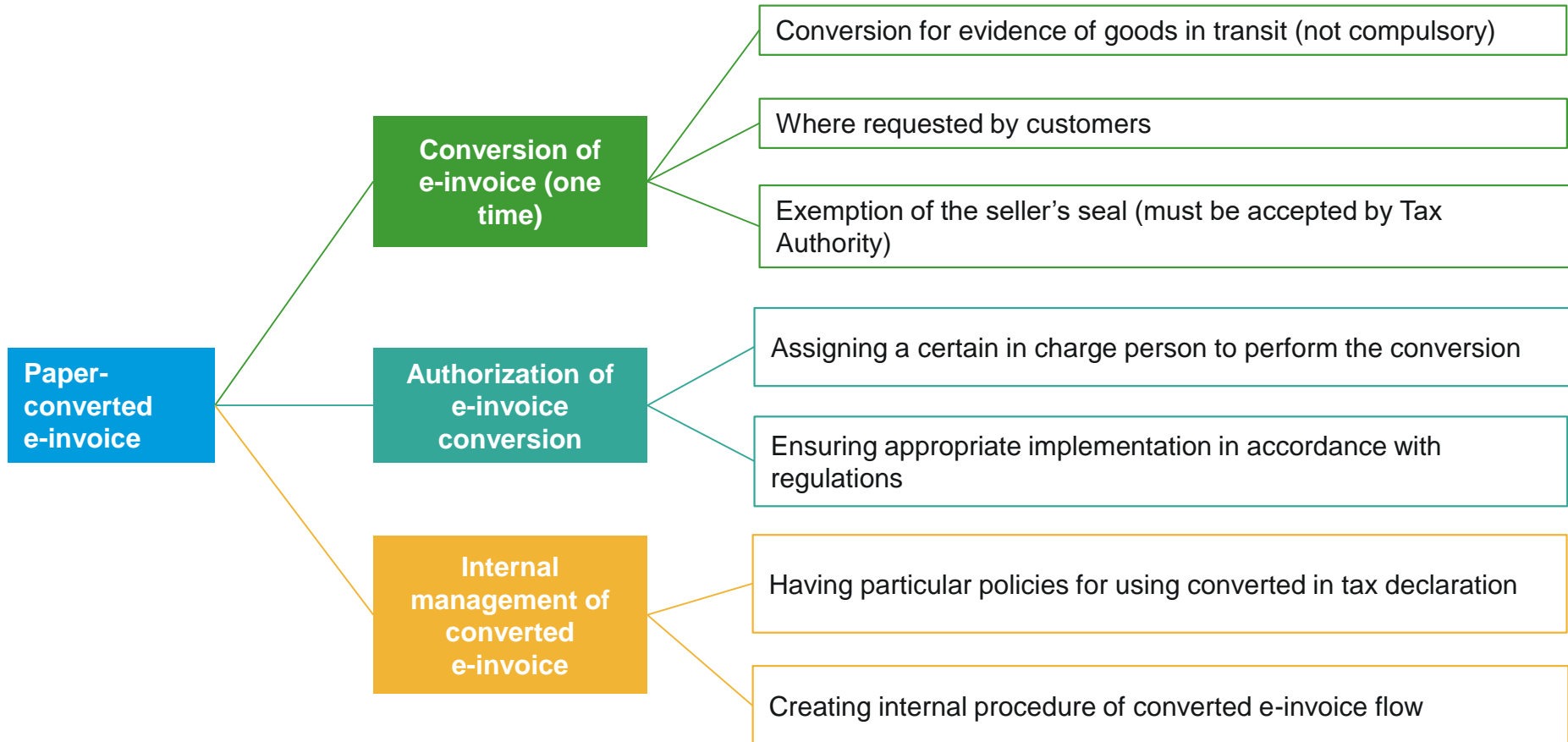
Management of paper-converted e-invoice

Input e-invoice



Management of paper-converted e-invoice

Output e-invoice



Using e-invoice at branches

Prevailing regulation allows branches using e-invoice (but not particularly guide) as follows:

	Dependent branches	Independent branches
Sample of invoices	Using the same sample of invoice with HQ	
Announcement of invoice issuance	<ul style="list-style-type: none"> Not required where VAT obligation are centrally declared at HQ Separated issuance if branches declare VAT as its own liability 	<ul style="list-style-type: none"> Separated announcement of invoice issuance
Invoicing	<ul style="list-style-type: none"> HQ will invoice to customers where VAT obligation are centrally declared at HQ Separated invoicing if branches declare VAT as its own liability 	<ul style="list-style-type: none"> Separately invoicing

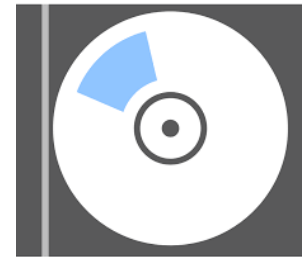
Signature of the seller: HQ may authorize branches to sign in the converted e-invoice
(Official Letter 820/TCT-DNL dated 13 March 2017 of GDT)

Storage of e-invoice

Storing method



USB



CD



Server

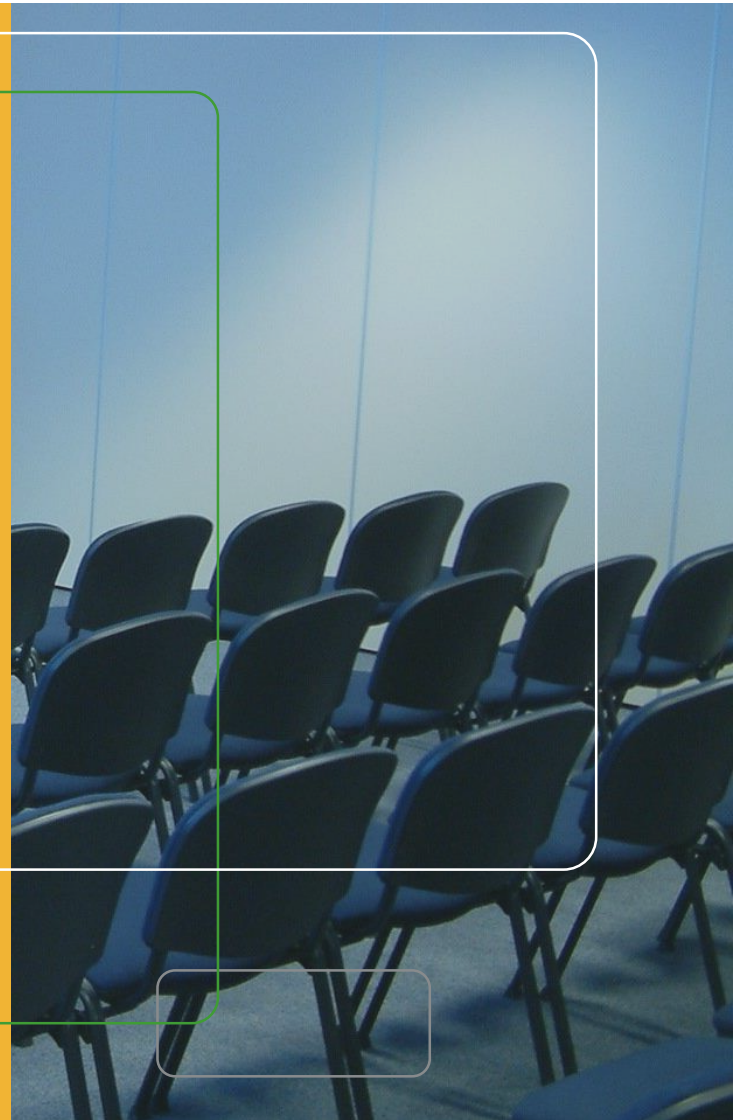


Online/Cloud storage service
(intermediary service provider)

Suggestion of e-invoice management

Format	Suggestions
XML (valid e-invoice)	<ul style="list-style-type: none">• Downloading from the seller's system• Having internal policies for management of the e-invoice file• Storing as original invoice for tax/ accounting purpose
PDF	<ul style="list-style-type: none">• Using for reference purpose only
Paper-converted e-invoice (with the specific symbol, signature and name of the converter, signature of legal representative and seal)	<ul style="list-style-type: none">• Collecting from the seller• Storing as original invoice for tax/ accounting purpose
Paper invoice printed out from e-invoice (without the seller's signature and seals)	<ul style="list-style-type: none">• Using for reference purpose only

RECENT GUIDANCE ON E-INVOICE



Recent guidance on e-invoice

Issues	Guidance
Can we issue an overall e-invoice attached with a separate list of goods/ services?	No Goods/ services must be fully displayed on the e-invoice
Is there the limitation of conversion of e-invoice into paper copies?	No Multiple conversion are allowed (Bac Ninh Tax Department)
Handling of erroneous e-invoices in practice	<ul style="list-style-type: none">• Re-issuing e-invoices for replacing erroneous e-invoices which have not been sent and declared in the tax return• Issuing adjustment e-invoices for erroneous e-invoices which have been sent and declared in tax returns
Registration of e-invoice application	<ul style="list-style-type: none">• Still using the paper application form for registering e-invoice due to GDT's system are not available up to now

Thank you
for your time
and attention