

## **XGLB – „Gelangensbestätigung“**

### **how to use the interactive PDF**

## 1) Open Document


When you receive the email by your vendor containing the Entry Certificate (Gelangensbestätigung), the document is attached as a PDF.

Open it by using the Adobe Reader, usually by doubleclick on the attachment.

Only the Reader by Adobe is supporting interactive forms.


Notice: **Adobe Reader Version 9** or higher is required and must be installed on the computer.

English



Our Document ID  
Fax : +49 (7629)-908471

XAP/900



Certification of the entry of the object of an intra-Community supply into another EU Member State  
(Entry Certificate)

Recipient  
Xaption Austria  
Prater 1  
1020 WIEN  
AUSTRIA

Delivery organisation  
and end customer of dispatch  
Xaption GmbH  
Hans-Dreher-Weg 6  
D-79585 STEINEN

I as the customer hereby certify my receipt/the entry of the following object of an intra-Community supply

Sales document	Order	Purchase order	Destination	Country	Delivery date	Confirmed
80000142	142	test1	Wien	AT	May.14	<input type="checkbox"/>
10	KG	Our material number : 800110				
7	PC	Our material number : 800112				
13	PC	Our material number : 800114				
8	PC	Our material number : 800115				
80000143	143	test2	Wien	AT	May.14	<input type="checkbox"/>
14	PC	Our material number : 800112				
80000144	144	test3	Wien	AT	May.14	<input type="checkbox"/>
14	KG	Our material number : 800110				

Confirmation date of the certificate:

Outgoing protocol

Send date: May 7, 2014  
E-mail address of recipient: glb@xaption.com

Incoming protocol

Receive date:  
E-mail address of sender: guest@www.xaption.net

The document should look similar to this one.

## 2) Choose Language (optional)

The interactive form is a multi-language form as well, the literals are translated into different languages.

Choose a language by using the dropdown list in the left upper corner.

## 3) Confirm Goods Receipts

Confirm the goods receipts related to the deliveries or invoices by clicking the checkboxes:

unconfirmed

confirmed

After the confirmation the list should look like this:

Sales document	Order	Purchase order	Destination	Country	Delivery date	Confirmed
80000142	142	test1	Wien	AT	May.14	<input checked="" type="checkbox"/>
	10 KG	Our material number : 800110				
	7 PC	Our material number : 800112				
	13 PC	Our material number : 800114				
	8 PC	Our material number : 800115				
80000143	143	test2	Wien	AT	May.14	<input checked="" type="checkbox"/>
	14 PC	Our material number : 800112				
80000144	144	test3	Wien	AT	May.14	<input checked="" type="checkbox"/>
	14 KG	Our material number : 800110				

Notice: At least one goods receipt must be confirmed.

If no document has been confirmed, the certificate cannot be confirmed at all.

## 4) Confirmation Date

After confirming the goods receipt, the certificate must be confirmed at all by entering the confirmation date.

Enter the current date or use the calendar popup to fill the confirmation date.

Confirmation date of the certificate:  ▼

Mai 2014						
M	D	M	D	F	S	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

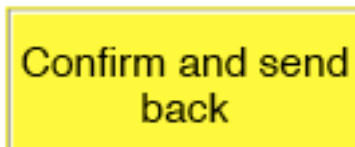
Confirmed:

Confirmation date of the certificate:

Notice: The confirmation date must be entered, otherwise it's not possible to send the document back to the vendor.

## 5) Confirm and send back

Confirm the document and send it back to the vendor by pressing this button:



When pressing the button, all input fields will be closed, the form is confirmed and cannot be changed anymore.

A popup appears by the email program you are using. Press the Send button and send the document back.

Thank you for participating.