



**Central Bank of Nigeria**

# **CROSS-BORDER E-INVOICING PROGRAM**

## **USER MANUAL**

### **ENROLMENT PORTAL AND**

### **E-INVOICING PLATFORM**



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## **INTRODUCTION**

Further to Circular TED/FEM/FPC/PUB/01/001 from the Central Bank of Nigeria, this document is for foreign and domestic suppliers of goods to or from Nigeria (“Suppliers”) needing to issue electronic invoices (“e-invoices”). It contains the steps that Suppliers should follow in order to register for authentication through the SGS Enrolment Portal, as well as to access the SGS e-Invoicing Platform.

The main aspects detailed in this manual are:

- **Supplier registration on the Enrolment Portal**
  - Registration form
  - Generation of certificate
  - Authentication by SMS and setting up password
  
- **Access to the e-Invoicing Platform**
  
- **Issuance of e-invoices on the e-Invoicing Platform**
  - Entry screen and e-invoice data
  - Cancellation of e-invoices
  - E-invoice data entry rules

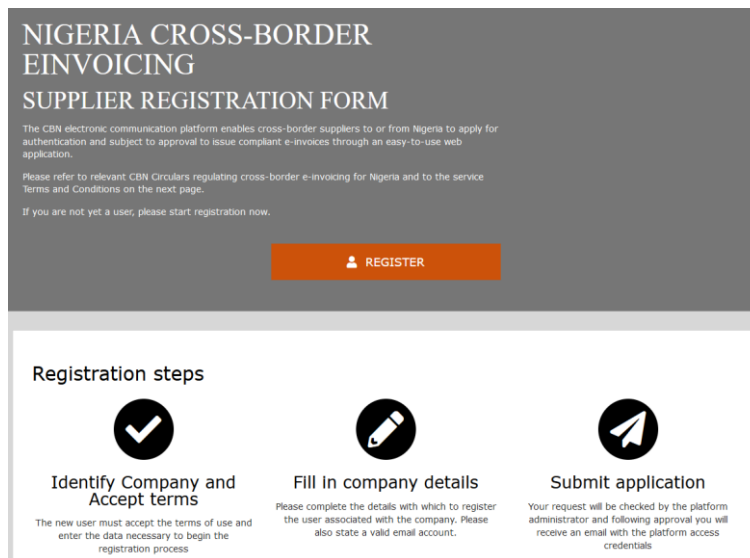
# ENROLMENT PORTAL

## SUPPLIER REGISTRATION FORM

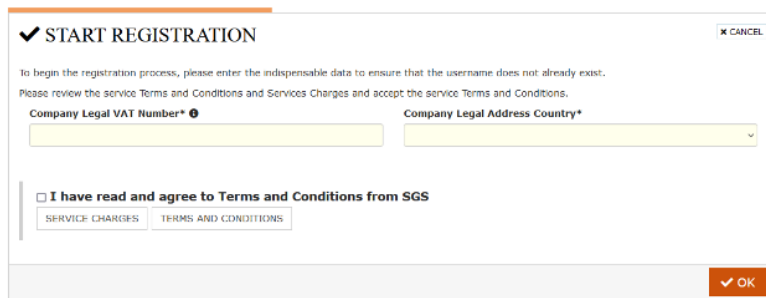
This section explains how a Supplier can register on the SGS Enrolment Portal and what information is required to complete the registration process.

The steps to follow are:

1. Go to the following link: <https://webportal.edicomgroup.com/suppliers/sgs/registry.htm>



2. Click on the “REGISTER” button. A registration form will be shown.
3. To start the registration process, the Supplier will have to provide information related to the company’s VAT number (or if not available, tax identification number or similar legal identification) and country of legal address:



The screenshot shows the 'START REGISTRATION' form. It has a title bar with a checkmark and 'START REGISTRATION' and a 'CANCEL' button. Below the title, there is a message: 'To begin the registration process, please enter the indispensable data to ensure that the username does not already exist. Please review the service Terms and Conditions and Services Charges and accept the service Terms and Conditions.' There are two input fields: 'Company Legal VAT Number\*' and 'Company Legal Address Country\*'. Below these fields, there is a checkbox labeled 'I have read and agree to Terms and Conditions from SGS' with two links: 'SERVICE CHARGES' and 'TERMS AND CONDITIONS'. At the bottom right, there is an 'OK' button.

**Note:** Terms and Conditions must have been read and agreed upon by the Supplier, and the checkbox selected. Corresponding PDFs can be downloaded below.

4. The Supplier will now have to provide the official legal details of the company. There are five different sections to be completed.

**4.1. Company Legal details:**

**FILL IN COMPANY DETAILS** X CANCEL

**Company Legal details**

Complete all company / legal representative details and upload relevant documents to apply for a user account associated with your company. Fields tagged with an asterisk \* are mandatory. The Company authorization to legal representative needs to be submitted by using the downloadable template. The Company Legal Representative E-mail address and Mobile Phone Number are needed to send the access information and to set-up your account.

<p><b>Company Legal VAT Number</b> <span style="color: #000080;">●</span></p> <input type="text" value="1234567890"/>	<p><b>Company Legal Address Country*</b></p> <input type="text" value="SPAIN"/>
<p><b>Company Legal name*</b> <span style="color: #000080;">●</span></p> <input type="text" value=""/>	<p><b>Company Contact email address*</b></p> <input type="text" value=""/>
<p><b>Company Legal Address Street/Number*</b></p> <input type="text" value=""/>	<p><b>Company Legal Address City*</b></p> <input type="text" value=""/>
<p><b>Company Legal Address State/Province</b></p> <input type="text" value=""/>	<p><b>Company Legal Address City ZIP Code*</b></p> <input type="text" value=""/>
<p><b>Company Main Phone Number*</b></p> <input type="text" value="+34"/>	<p><b>Company website URL</b></p> <input type="text" value=""/>

**4.2. Company operating details:**

**Company operating details** ●

Company operation details are different than the data provided below

<p><b>Company Operating Name*</b></p> <input type="text" value=""/>	<p><b>Company Contact email address*</b></p> <input type="text" value=""/>
<p><b>Company Operating Address Street/Number*</b></p> <input type="text" value=""/>	<p><b>Company Operating Address City*</b></p> <input type="text" value=""/>
<p><b>Company Operating Address State/Province</b></p> <input type="text" value=""/>	<p><b>Company Operating Address City ZIP Code*</b></p> <input type="text" value=""/>
<p><b>Company Main Phone Number*</b></p> <input type="text" value="+34"/>	<p><b>Company website URL</b></p> <input type="text" value=""/>
<p><b>Company Operating Address Country*</b></p> <input type="text" value="SPAIN"/>	

This section will be completed automatically with the “Company Legal Details” section information. Where the information differs, the Supplier can check the option below the section header and complete in the form:

**Company operating details** i

**Company operation details are different than the data provided below**

**4.3. Send SGS invoice to:**

**Send SGS invoice to** ❗

Company data to which SGS has to invoice is different than the ones below

<b>Name*</b> <input type="text"/>	<b>Address Street/Number*</b> <input type="text"/>
<b>Address City*</b> <input type="text"/>	<b>Address State/Province</b> <input type="text"/>
<b>Address City ZIP Code*</b> <input type="text"/>	<b>Contact name*</b> <input type="text"/>
<b>Contact email address*</b> <input type="text"/>	<b>Contact phone number*</b> <input type="text" value="+34"/>
<b>Address Country*</b> <input type="text" value="SPAIN"/>	

This section will be completed automatically with the “Company Legal Details” section information. Where the information differs, the Supplier can check the option below the section header and fill in the form:

**Send SGS invoice to** ❗

Company data to which SGS has to invoice is different than the ones below

**4.4. Company legal representative details:**

**Company legal representative details**

<b>Company Legal Representative First Name*</b> <input type="text"/>	<b>Company Legal Representative Surname*</b> <input type="text"/>
<b>Company Legal Representative Position*</b> <input type="text"/>	<b>Company Legal Representative email address*</b> <input type="text"/>
<b>Company Legal Representative Mobile Phone Number*</b> <input type="text" value="+34"/>	

**4.5. Documents:**

**Documents**

**Company proof of identity\* ❗**  
 No se ha seleccionado ningún archivo.

**Copy of the certificate of registration with commercial registry\* ❗**  
 No se ha seleccionado ningún archivo.

**Copy of company chamber of commerce registration ❗**  
 No se ha seleccionado ningún archivo.

**Company authorization to legal representative to process company registration. Download File\***  
 No se ha seleccionado ningún archivo.

**Legal representative proof of identity\* ❗**  
 No se ha seleccionado ningún archivo.

**Note:** All the documents uploaded must be in PDF format and the 'company authorization to legal representative' file can be downloaded from the available link, signed by the corresponding parties, and uploaded again to the form:

Company authorization to legal representative to process company registration. [Download File\\*](#)

5. At the end, a summary of the form is shown to the Supplier in order to confirm the provided details and submit the registration form.
6. When the Supplier submits the application, the information is sent to SGS. If the registration form is correctly completed, the following message will be shown:

Authorization request process successful

Dear user,

Your application has been successfully received. An invoice will be sent to the "Send SGS invoice to" email address you have specified.

The reference data are as follows:

Sincerely,  
The SGS eInvoicing team

[✓ OK](#)

**Note:** In the event of any error or doubts regarding form completion or submission, please contact SGS using the email address provided at the bottom of the form:

**To contact us, please email us at:**

[einvoicing.ng@sgs.com](mailto:einvoicing.ng@sgs.com)

7. After the successful submission of the registration form, the user will have to wait until SGS verifies the information and accepts or rejects the registration petition. A notification will be sent to the email address of the authorized representative of the Supplier.

## COMPLETE USER REGISTRATION

Subsequent to the successful submission of the registration form, the authorized representative of the Supplier shall receive by email an invoice for the SGS application processing charges (see document on Charges for e-Invoicing Services).

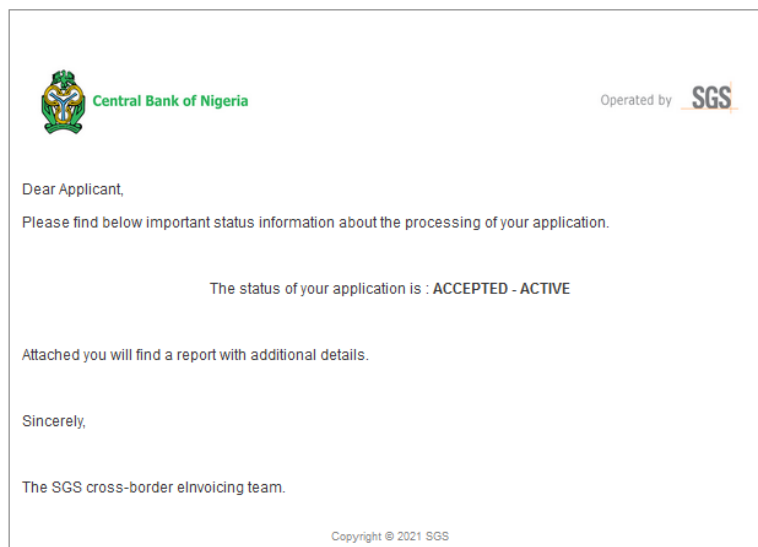
Once payment is received and after SGS verifies the application, 3 (three) emails shall be sent to the email address of the authorized representative of the Supplier regarding:


1. Status of the application with the Supplier Verification Report
2. Applicant credentials to access the e-Invoicing Platform
3. Activation of user account and password creation for e-Invoicing Platform

## STATUS OF THE APPLICATION

The applicant receives an email detailing the status of the application, including the Supplier Verification Report attached in PDF format.

From: SGS-CBN-Nigeria\_TST@reports.edicomnet.com ☆  
Subject: **SGS NIGERIA CROSS-BORDER EINVOICING status user : ES-73656298H**  
To: [REDACTED]



>  1 attachment: PDF\_ [REDACTED].pdf 64,6 kB





There are four different possible status for applications:

**ACCEPTED – ACTIVE:** The applicant has been successfully verified and authenticated, with active status, as invoice for SGS application processing charges has paid in full.

**ACCEPTED – INACTIVE:** The applicant has been successfully verified and authenticated with inactive status, as invoice for SGS application processing charges has not been paid.

**REJECTED:** The applicant has not been authenticated as verified information provided by applicant was deemed unsatisfactory.

**CANCELLED:** The application was cancelled at the discretion of SGS on the basis of legitimate reasons (for instance error made by applicant), thus requiring the Supplier to submit a new registration form.

## **PORTAL CREDENTIALS EMAIL**

The applicant receives an email containing information about user and access credentials, to the e-Invoicing Platform. This includes an automatically generated password that must be modified after the reception of another email.

From: SGS-CBN-Nigeria\_TST@reports.edicomnet.com ☆

Subject: **CBN Nigeria cross-border eInvoicing Program: New user access data notification.**



Central Bank of Nigeria

Operated by 

Dear Applicant,

Your application has been approved subject to the Terms and Conditions for eInvoicing services available on the enrolment platform.

The connection data are as follows:

USER: [REDACTED]  
NAME: [REDACTED]  
EMAIL: [REDACTED]

**You will receive an email shortly to set up your password to access the application**

**You will receive an email shortly to activate your account and to set up a password for accessing to the eInvoicing portal.**

Portal access link

[https://webportal.edicomgroup.com/suppliers\\_test/sgs/index.htm](https://webportal.edicomgroup.com/suppliers_test/sgs/index.htm)

**Please keep this email as reference for future accesses.**

Sincerely,

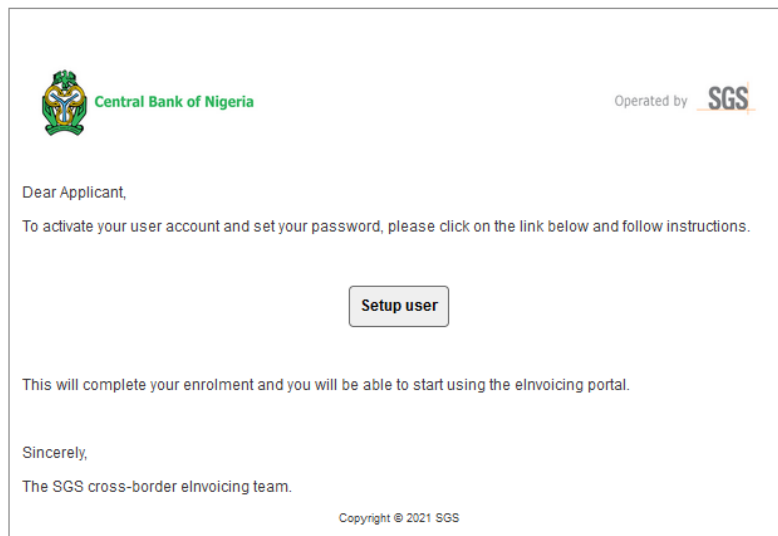
The SGS cross-border eInvoicing team.

Copyright © 2021 SGS

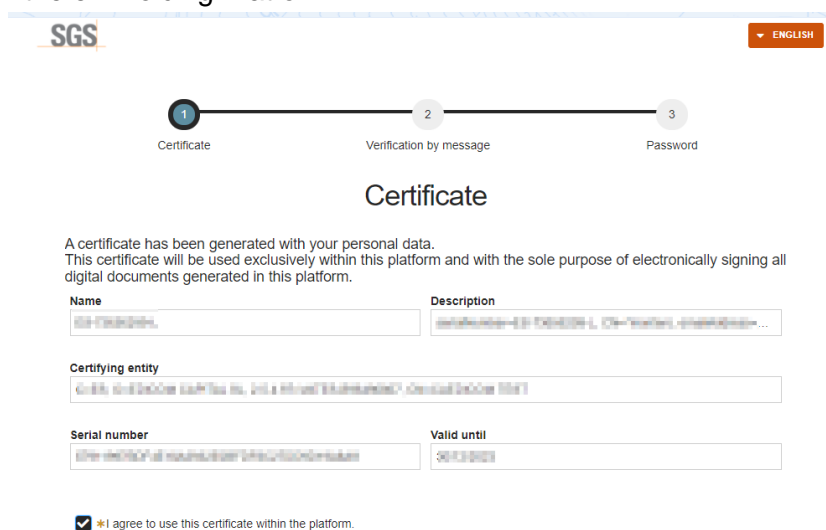
## SET USER PASSWORD

The applicant receives an email allowing for activation of the user account for the e-Invoicing Platform and setting up of the account's user password.

From: SGS-CBN-Nigeria\_TST@reports.edicomnet.com ☆  
 Subject: **CBN Nigeria cross-border eInvoicing Program: Set setup user Notification.**  
 To: [redacted]



When accessing the link for user set up, applicant must agree to use the digital certificate created to sign e-invoices on the e-Invoicing Platform.



The screenshot shows the 'Certificate' page on the SGS platform. At the top, there is a progress bar with three steps: 1. Certificate, 2. Verification by message, and 3. Password. The 'Certificate' step is currently active. The page title is 'Certificate'. Below the title, there is a message: 'A certificate has been generated with your personal data. This certificate will be used exclusively within this platform and with the sole purpose of electronically signing all digital documents generated in this platform.'

The form contains the following fields:

Name	Description
[redacted]	[redacted]

Below this table, there is a 'Certifying entity' field with a value: [redacted].

Serial number	Valid until
[redacted]	[redacted]

At the bottom of the form, there is a checkbox with the text:  \*I agree to use this certificate within the platform.

Once applicant confirms use of the digital certificate, an SMS with a verification code will be sent to the phone number added during the registration process in the field *Company Legal Representative Mobile Phone Number*. Fill in the code and click “Next”

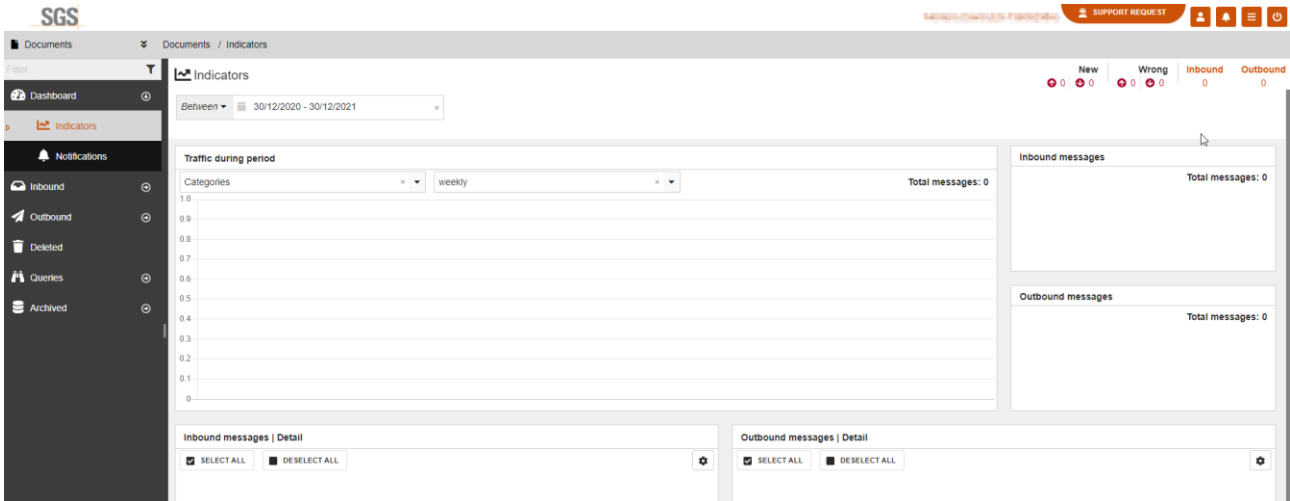
The screenshot shows a web interface for the 'Verification by message' step. At the top left is the SGS logo, and at the top right is a language dropdown menu set to 'ENGLISH'. A progress bar at the top indicates two steps: '1 Verification by message' (active) and '2 Password'. The main content area is titled 'Verification by message' and contains the following text: 'The service provider requires user authentication with a secure key. This secure key will be sent to your cell phone via SMS message. Sending this SMS message will be free of charge for you.' Below this text is a form with a label 'Key' and a text input field. To the right of the input field is a refresh icon. At the bottom right of the form area is a 'NEXT →' button.

The last step is to add the user password. This will be used for accessing the e-Invoicing Platform, therefore it is important to memorize it.

The screenshot shows a web interface for the 'Password' step. At the top left is the SGS logo, and at the top right is a language dropdown menu set to 'ENGLISH'. A progress bar at the top indicates two steps: '1 Verification by message' and '2 Password' (active). The main content area is titled 'Password' and contains the text 'Enter your new password'. Below this text are two input fields: '\*Password' and '\*Repeat password'. At the bottom of the form area is a red box containing the following password requirements:

- Minimum number of characters in password is: 8
- Maximum number of characters in password is: 20
- The only characters allowed are: (a..z)(A..Z)(0..9)(#%&()\*+.,!:=@{}|\_)

Once the password is created, user configuration will be completed and you can access the e-Invoicing Platform using the credentials set.



# **ACCESS TO THE E-INVOICING PLATFORM**

Once the registration process has been completed following the previous steps, the Supplier will have access to the SGS e-Invoicing Platform to issue e-invoices.

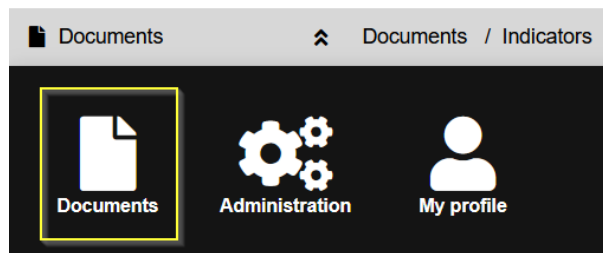
- **URL:** <https://clients.edicomgroup.com/ediwin-asp-access.htm>
- **User:** [Exporter Tax ID]
- **Password:** [Set up during the registration process]
- **Domain:** CHE102147502\_TST

# ISSUANCE OF E-INVOICES

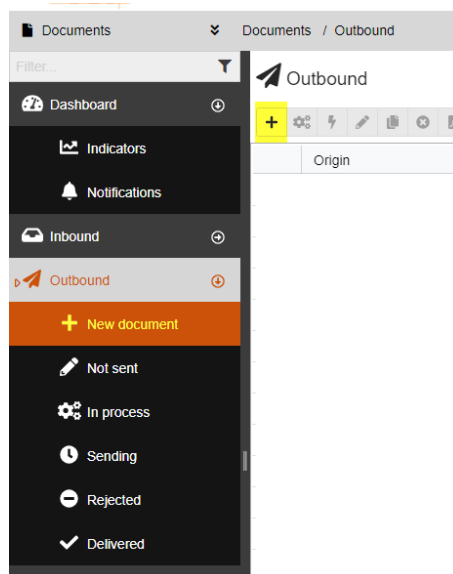
## E-INVOICE ACCESS AND DATA ENTRY

In the SGS e-Invoicing Platform, the Supplier can generate an e-invoice. Once logged in, the following step should be followed to generate and issue an e-invoice:

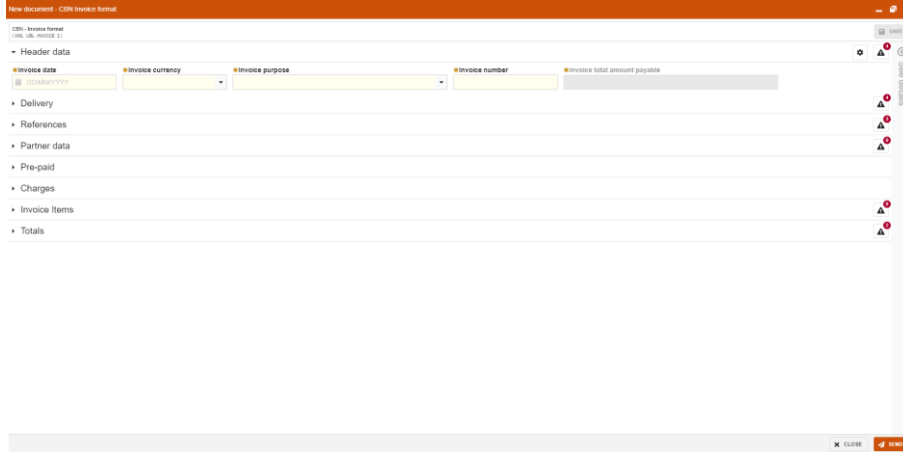
1. Go to “Documents”:



2. Click on “New document” or the “+” button:

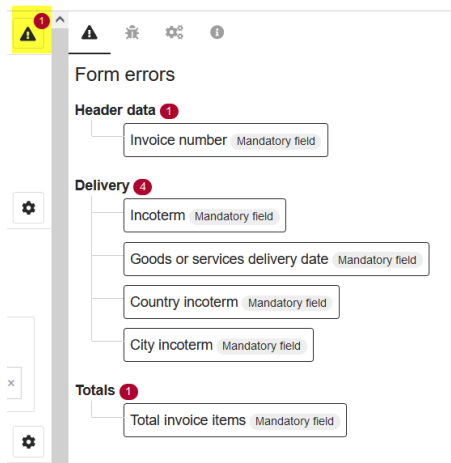


3. The screen will be displayed as follows:



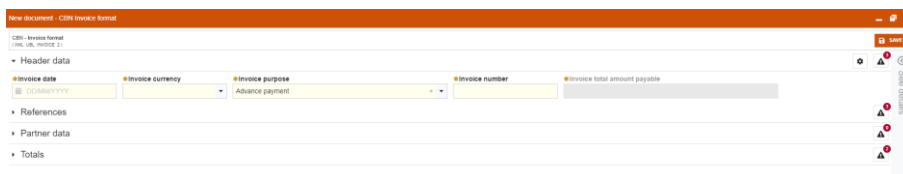
**Note:** All the fields with \* are mandatory

- When the Supplier sends/saves the e-invoice, the system will check all the information entered and will highlight any errors or incomplete fields. The user can also check the errors by clicking the marked button (on the right-hand side of the screen):



4. Depending on the “**Invoice purpose**” field, the screen adapts the required sections.

- Advance payment:**





- **Delivery of goods or goods and services:**

- **Services delivery only**

## 5. Screen for “Advanced payment”

### 5.1. Header data

- ✓ Invoice date
- ✓ Invoice currency
- ✓ Invoice purpose
- ✓ Invoice number
- ✓ Invoice total amount payable (will be filled in automatically)

▼ Header data

*Invoice date	*Invoice currency	*Invoice purpose	*Invoice number	*Invoice total amount payable
23/12/2021	EUR - Euro	Advance payment	12345	

### 5.2. References:

- ✓ Contract/pro forma number
- ✓ Contract/pro forma date
- ✓ Reference Type:
  - ✓ Form M or Form NXP
- ✓ Form M or Form NXP reference number

▼ References

*Contract/pro forma n...	*Contract/pro forma d...
123	23/12/2021

Additional reference

*Reference Type	*Form M reference number	Form M approval date
Form M	123	23/12/2021

**5.3. Partner data:**

▼ Partner data ⚙

<p><b>Issuer</b></p> <p>*Q Find issuer</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <span style="font-size: 0.8em;">DAVID ES-T736563333</span> <span style="float: right; font-size: 0.8em;">Q    📍</span> </div> <p>Trade name</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	<p><b>Receiver</b></p> <p>*Q Find recipient</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <span style="font-size: 0.8em;">TEST TEST_10212</span> <span style="float: right; font-size: 0.8em;">x Q    📍    ▼</span> </div>
---	--

**Note:**

The issuer field is automatically assigned, as it corresponds to the Supplier data.

“Trade name” is optional.

All the parties created by the Supplier will be available in the “Receiver” list.

- ✓ New receiver can be created from the screen:

**Receiver**

\*Q Find recipient

Find recipient to fill in their data from address book Q    📍    ▼

+ SAVE PARTNER

<b>Buyer local VAT number</b>	<b>*Buyer legal name</b>
<input style="width: 95%; border: 1px solid #ccc;" type="text"/>	<input style="width: 95%; border: 1px solid #ccc;" type="text"/>
<b>Trade name</b>	
<input style="width: 95%; border: 1px solid #ccc;" type="text"/>	
<b>Buyer address</b>	
<b>*Address Street / Number</b>	<b>*City</b>
<input style="width: 95%; border: 1px solid #ccc;" type="text"/>	<input style="width: 95%; border: 1px solid #ccc;" type="text"/>
<b>Postal code</b>	<b>*Country</b>
<input style="width: 95%; border: 1px solid #ccc;" type="text"/>	<input style="width: 95%; border: 1px solid #ccc;" type="text"/>

**5.4. Totals:**

- ✓ Invoice total

▼ Totals

---

**\*Invoice total**

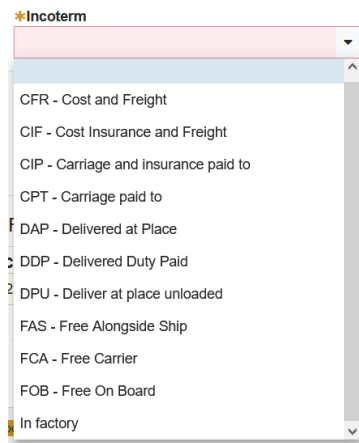
5000,00 x

## 6. Screen for “Delivery of goods or goods and services”

6.1. The “Header data”, “References” and “Partner data” sections have the same fields as in the previous invoice type (Advance payment).

### 6.2. Delivery

- ✓ Delivery terms:
  - ✓ Incoterm:



- ✓ City incoterm
- ✓ Country incoterm

- ✓ Delivery details
  - ✓ Goods or services delivery date
  - ✓ Address
  - ✓ City
  - ✓ Country

Delivery

Delivery terms

\*Incoterm  
CFR - Cost and Freight

\*City incoterm  
City

\*Country incoterm  
Nigeria

Delivery details

\*Goods or services delivery date  
23/12/2021

Address  
Address

City  
City

Country  
Nigeria

### 6.3. Pre-paid

- ✓ Pre-paid amount

- ✓ Pre-paid date
- ✓ Prepayment invoice number

▼ Pre-paid

<b>*Pre-paid amount</b>	<b>*Pre-paid date</b>	<b>*Prepayment invoice ...</b>
1000,00 ×	23/12/2021 ×	123 ×

**6.4. Charges:**

- ✓ Amount
- ✓ Charge type:

**Charge type**

▼

Freight charges amount

Insurance charges amount

Other charges amount

▼ Charges

<b>*Amount</b>	<b>Charge type</b>
1000,00 ×	Other charges amount × ▼

**6.5. Invoice Items:**

- ✓ HS code
- ✓ Country of origin
- ✓ Description
- ✓ Quantity
- ✓ Unit of Measurement
- ✓ Unit price
- ✓ Line Amount
- ✓ Package details

▼ Invoice Items

<span style="float: left;">+ INSERT    - DELETE    📄 DUPLICATE    🔄 REPLICATE DATA</span> <span style="float: right;">🔍</span>										
*HS code	*Country of origin	*Description	*	Quantity	*Unit of Measure	*	Unit price	*	Line Amount	*Package details
845951 - Mac	Nigeria	Description		1	Unit		1,000		1,000	Details

**6.6. Totals:**

- ✓ Total invoice items
- ✓ Total Charges
- ✓ Pre-paid total amount
- ✓ Invoice total

▼ Totals

*Total invoice items	Total Charges	Pre-paid total amount	*Invoice total
1000,00 ×	1000,00 ×	0,00 ×	2000,00 ×

**7. Screen for “Services delivery only”**

**7.1.** The “Header data”, “Partner data”, “Pre-paid”, “Charges” and “Totals” sections have the same fields as in the previous invoice type (Delivery of goods or goods and services). The sections “Delivery” and the sub-section “Additional reference” under “References” are not found in this type of invoice.

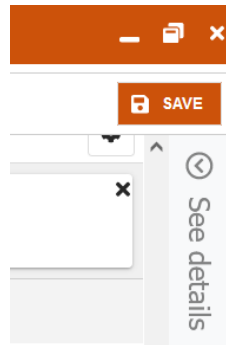
**7.2. Invoice Items:**

- ✓ Description
- ✓ Quantity
- ✓ Line Amount

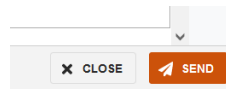
▼ Invoice Items

*Description	*Quantity	*Unit of Measure	*Unit price	*Line Amount
Description	1	Unit	1,000	1,000

**8.** Once all the fields are completed, the user can save the document by clicking the “Save” button on the top-right side of the screen:



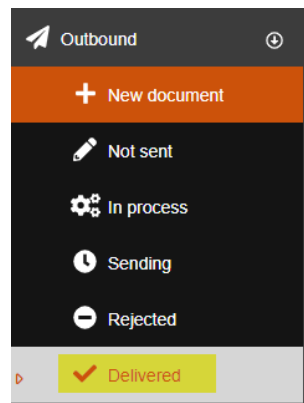
9. If all the information is correctly entered, the user can also send the document for clearance by clicking the “Send” button on the bottom-right side of the screen:



## E-INVOICE CANCELLATION

The e-Invoicing Platform also allows users to cancel an e-invoice (with some restrictions to be considered). In order to do this, the Supplier should follow the following steps:

1. Go to the “Delivered” folder of the portal:

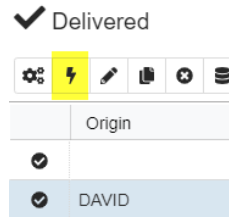


2. Select the e-invoice to cancel:

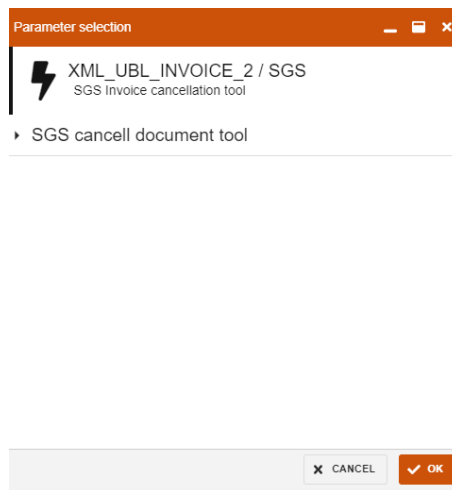
Origin	Destination	NOMBRE_RECEPTOR	EXT_STRING1	EXT_STRING2
			SUCCESS: elinvoice successfully imported	Document generated in UAT phase. It is non cancellable.
DAVID	SGS	TEST	Technical error: -ns2:TechnicalError xmlns:ns2="http://vdb.sgs	Invoice cancellable

**Note:** in the column “Cancellation status” you can check if the invoice is cancellable or not.

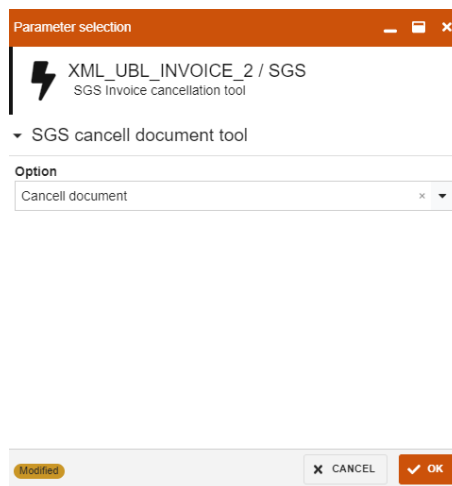
3. Click on the following button:



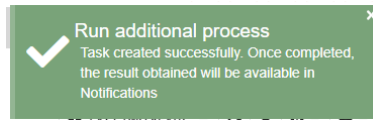
4. A new window will appear:



5. Select the option “Cancel document” and press the button “OK”:



6. An asynchronous task will be executed which takes approximately one to two minutes. Once the task is finished, a ZIP file will be uploaded with the result.



7. Until the task is completed, the Supplier cannot know if the document has been cancelled correctly or not.



## **VALIDATION RULES**

In order for the e-invoice to be cleared, there are some points that must be taken into account by the user for the generation and issuance of e-invoices:

- ✓ The sections “Header data”, “References”, “Partner data” and “Totals” must be filled for all the invoices.
- ✓ “Delivery”, “Invoice items” and “Charges” should only be filled when “Invoice purpose” is “Delivery of Goods and Services” (DG).
- ✓ Depending on the “Incoterm” value selected, more than one charge may need to be added:
  - Freight charges:
    - CFR: Cost and freight
    - CPT: Carriage paid to
  - Insurance and freight charges:
    - CIP: Carriage and insurance paid to
    - CIF: Cost, insurance and freight
    - DAP: Delivery to a location
    - DPU: Deliver at place unloaded
    - DDP: Delivered to destination with dues paid
- ✓ If appropriate charges are required and not entered, the screen will show corresponding errors.
- ✓ An e-invoice can be “Cancelled” only within 24 hours following its submission.