

Factoring and Electronic Signature

General Objectives:

This course aims to prepare and clarify those responsible for IT, finance and accounting in companies regarding the applicability, use and sending of electronic invoices. Identify the technical aspects that ensure the use and secure sending of electronic invoices, as well as their legal framework.

Specific Objectives:

At the end of the course, participants will know how to frame the Electronic Invoicing project in the context of their companies and:

- Define the actions necessary to implement electronic invoicing;
- Envision the benefits of using the electronic process;
- Fit the invoicing and electronic signature in the business process of the company;
- Request technical complementarity to the company's information systems;
- Coordinate with customers, suppliers and business partners the implementation of electronic invoicing.

Recipients:

This course is intended primarily for company administrators, directors (IS, IT, administrative, financial, legal, commercial), application systems managers and analysts, Web infrastructure coordinators and managers, purchasing and accounting department coordinators.

Duration:

12 Hours

Content Program:

Module I - Legal Framework of the Digital Signature

- Decree-Law No. 290-D/99 of August 2 regulates the digital signature;
- Digital signature procedures.

Module II - Legal Framework of the Electronic Invoice

- Decree Law No. 196/2007 of May 15;
- Formal procedures of the electronic invoice;
- Organizational benefits.

Module III - Legal Procedures to be complied with

- Technical regulations on techniques for issuing, storing and archiving invoices or equivalent documents issued and received by electronic means under the terms of the VAT Code.

Module IV - Evidential Effectiveness

- Judicial acceptance;
- Archive media and mandatory standards;
- Reliability Guarantee;
- Inspection Actions.

Module V - Digital Certificates

- Usage and certification.

Module VI - Customer Digital Certificates

- Generator and End User;
- Utilization and certification.

Module VII - Digital Signature Applied to the Electronic Invoice

- Implementation methods;
- The agreement of the intervenients.

Module VIII - Digital Signature Applied to Documents (Pdf, Doc, Etc.)

- Technological solutions;
- Specialized services market.

Module IX - Ways of Sending the Electronic Invoice (Email, Web, Edi, Etc.)

- The creation and adoption of the technological platform;
- Automation of means and its reflection in the business process.

Module X - The Laws of Electronic Commerce

- The electronic data interchange system and the legal conditions of the "European EDI standard agreement" approved by the Commission Recommendation no. 1994/820/EC of October 19, 1994.

Module XI - Project of Electronic Invoicing in your Company

- The dematerialization of processes;
- Portaria n.º 1370/2007, de 19 de October;
- The streamlining of the invoicing process and filing;
- Indispensable technical means;
- Return on investment of the electronic invoicing system.

Module XII - Exercises and Simulations of Practical Situations.