

Invoicing

[invoice-to-email.mp4](#)

To issue an invoice, go to [personal account](#), and in section **Invoice to Email** fill in several fields.

Выставить счет на оплату

Отправляйте ссылку на оплату клиенту по эл. почте

Данные отправителя

Отправитель <input type="text" value="http://www.mail.ru/"/>	Продавец <input type="text" value=""/>
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Данные клиента

E-mail клиента <input type="text" value=""/>	ФИО клиента <input type="text" value=""/>
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Параметры заказа

Сумма платежа <input type="text" value=""/>	Номер заказа <input type="text" value=""/>
Язык <input type="text" value="RU"/>	Оплатить до <input type="text" value="26.06.2020 16:43"/>
Описание платежа <input type="text" value=""/>	

If the section **Invoice to email** the following message is displayed: “You do not have sufficient rights to send the payment form”, please contact the technical support service support@ecom.sberbank.ru with a request to activate the invoicing option. Make sure to include the following information in your request:

- operator login (used to enter your personal account).
- environment (test/production) for which changes need to be made

Below is the order of actions.

1. Log in to your personal account ([test environment](#)/[production environment](#)) using the operator's login and from the left menu select the item **Invoice**.
2. Fill in the fields using the table below.

Field name	Description
Sender	Specify the sender that will be displayed to the buyer.
Merchant	A field that is filled in automatically and cannot be edited.
Client e-mail	Specify the buyer's email address to which the cash receipt will be sent. Most OFDs support delivery of receipt only to one email address. Some OFDs allow receipt delivery to multiple emails. In this case, the emails should be separated by commas without spaces. Contact your OFD for availability of receipt delivery to multiple emails.
Client name	Enter the client's full name.
Language	Select the language in which the invoice letter will be sent.

Field name	Description
Pay until	Indicate the date and time by which the payment should be made. You can enter data manually by clicking on the field with the mouse to select the date and time from the calendar.
Payment amount	Enter the order amount. If an invoice is issued for an order in which a shopping cart is transferred, this field will be filled in automatically after the cart is formed.
Order number	Enter the order number (identifier).
Description	Enter a description for your order.

Registration of an order with a shopping cart (manual formation of a cart)

To add a new product to the cart, click on the **ADD ITEM** button in the **Cart** section (see image below).

Корзина					ДОБАВИТЬ ТОВАР УДАЛИТЬ КОРЗИНУ				
ID	Наименование	Цена, ₽	Кол-во	Ед. изм.	Сумма, ₽	Артикул	Тип налога	Налог, ₽	Признак предмета
1	Наименование	0.00	0.000	Ед. изм.	0.00	Артикул		0.00	

The presence of some fields depends on the version of the fiscal document format used. Fill in the fields:

Field name	Description
ID	Item identifier.
Name	Name of product.
Price	Unit cost.
Qty	Quantity of goods.
Measure	Units of measurement of the item.
Amount	The total cost for the entire quantity of goods.
Article	Article.
Tax type	Tax type, the list contains the following values: <ul style="list-style-type: none"> ◦ Without VAT; ◦ VAT rate of 0%; ◦ VAT rate of 10%; ◦ VAT calculated rate of 10/110; ◦ VAT rate of 20%; ◦ VAT calculated rate of 20/120.
Tax	Tax amount.

Field name	Description
Sign of the subject of calculation	The attribute of the subject of calculation, the list contains the following values:
	<ul style="list-style-type: none"> Product
	<ul style="list-style-type: none"> Excisable product
	<ul style="list-style-type: none"> Work
	<ul style="list-style-type: none"> Service
	<ul style="list-style-type: none"> Gambling bet
	<ul style="list-style-type: none"> Gambling winnings
	<ul style="list-style-type: none"> Lottery ticket
	<ul style="list-style-type: none"> Lottery winnings
	<ul style="list-style-type: none"> Intellectual property
	<ul style="list-style-type: none"> Payment
	<ul style="list-style-type: none"> Agent's fee
	<ul style="list-style-type: none"> Several subjects
	<ul style="list-style-type: none"> Other payment subject
	<ul style="list-style-type: none"> Property rights
	<ul style="list-style-type: none"> Non-operating income
	<ul style="list-style-type: none"> Insurance premiums
	<ul style="list-style-type: none"> Trade fee
	<ul style="list-style-type: none"> Resort fee
	<ul style="list-style-type: none"> Deposit
	The following payment subject attributes are available only for FFD version 1.2
	<ul style="list-style-type: none"> Expense;
	<ul style="list-style-type: none"> Contributions for mandatory pension insurance for individual entrepreneurs
	<ul style="list-style-type: none"> Contributions for mandatory pension insurance
	<ul style="list-style-type: none"> Contributions for mandatory health insurance for individual entrepreneurs
	<ul style="list-style-type: none"> Contributions for mandatory health insurance
	<ul style="list-style-type: none"> Contributions for mandatory social insurance
	<ul style="list-style-type: none"> Casino payment
	<ul style="list-style-type: none"> Issuance of funds by a bank paying agent
	<ul style="list-style-type: none"> Excisable goods subject to labeling with an identification tool that does not have a marking code
	<ul style="list-style-type: none"> Excisable goods subject to labeling with an identification tool that has a marking code
	<ul style="list-style-type: none"> Goods subject to labeling with an identification tool that does not have a marking code, with the exception of excisable goods
	<ul style="list-style-type: none"> Goods subject to labeling with an identification tool that has a marking, with the exception of excisable goods

Field name	Description
Payment method attribute	Payment method attribute, the list contains the following values: <ul style="list-style-type: none"> Full prepayment before the transfer of the subject of payment; Partial advance payment until the transfer of the subject of payment; Advance payment; Full payment at the time of transfer of the subject of payment; Partial payment of the settlement item at the time of its transfer with subsequent payment on credit; Transfer of the subject of settlement without payment at the time of its transfer with subsequent payment on credit; Payment for the subject of settlement after its transfer with payment on credit;
Excise tax	Indirect tax.
Code of the country	Country of origin code.
Number of customs declaration	Number of customs declaration.

Registering an order with a shopping cart (loading CSV with a shopping cart)

To load a shopping cart, upload the required file in the **Loading cart from .csv file** section under the form for filling in customer data.

Корзина

ДОБАВИТЬ ТОВАР | УДАЛИТЬ КОРЗИНУ

ID	Наименование	Цена, ₽	Кол-во	Ед. изм.	Сумма, ₽	Артикул	Тип налога	Налог, ₽	Признак предмета

Загрузка корзины из .csv файла ?

Перетащите файл сюда
или
ВЫБЕРИТЕ НА УСТРОЙСТВЕ

ОТПРАВИТЬ ПЛАТЕЖНУЮ ФОРМУ

Click on the **Submit payment form** button. Upon successful registration of the order, an email containing a link to the payment page will be sent to the specified e-mail address of the buyer.

If you set the invoice validity period too short, the client will not be able to use the same invoice to pay for the order after some time.

You can use [test cards](#) to try out the functionality.

Was this page helpful?

(1) (1)