
Time: 9:00 h to 13:00 h and 14:00 to 18:00

Duration: 1 day (8 hours)

Location: Lisbon

Course Objectives:

Preparing the responsables for billing in the companies to the issuance, delivery and archiving of electronic invoices and other financial documents, taking into account the law of electronic invoice currently in force. At the end of the course, students will be able to manage the project of electronic invoicing in the context of their business.

Recipients:

This course is for directors of companies, directors (SI, IT, administrative, financial, legal, commercial), managers and systems analysts applications,

coordinators and the responsables of the web infrastructure, coordinators of the purchasing and accounting departments.

Summary of program content:

Module 1: Legal Framework of Digital Signatures

Module 2: Legal Framework of Electronic Billing

Module 3: Legal procedure

Module 4: Effectiveness evidence

Module 5: Digital Certificates

Module 6: Digital Certificates of Costumers

Module 7: The Digital Signature applied to the Electronic Billing

Module 8: Digital Signature applied to documents (PDF, DOC, etc)

Module 9: Forms of transmission of electronic billing (Email, Web, EDI, etc)

Module 10: Electronic Billing in Your Business

Methodology:

Joint sessions of theory and practice, with description of the subjects by the trainer training and testing in the personal computer. Will be conducted exercises and simulations of practical situations.

Trainers:

This course is taught by experienced consultants in various fields, particularly in the theme of electronic billing and its variants, digital certification, security, law, among others.

Offers:

Symantec SSL Digital Signature (for 60 days)

The book: Electronic Commerce in Portugal, edited by ANACOM

For Registration or Information

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[Registration Form](#)