

# Enabling the Billing Document Generator (Add-On) for Google Sheets

Reference Guide (v2.2)

# Overview



After completing this reference guide, you will be able to:



Obtain a Partner Domain User Account to access the Add-On



Install the Add-On to generate standardized billing sheets



Address common Add-on enablement issues



- ▶ **Intended Audience:** Suppliers
- ▶ **Purpose:** This reference guide provides an overview of the Billing Document Generator Add-On that will be required by you to use to create and submit billing sheets.
- ▶ **Related Resources:**
  - [Using the Billing Document Generator](#)
  - [How to Submit your Billing Sheet and Invoice to Google](#)
  - [Billing Document Generator Add-on Template Fields](#)



## Obtaining & Maintaining A Partner Domain

- Making the Add-On accessible
- Obtaining a Partner Domain User Account
- Adding and removing users from a Partner Domain

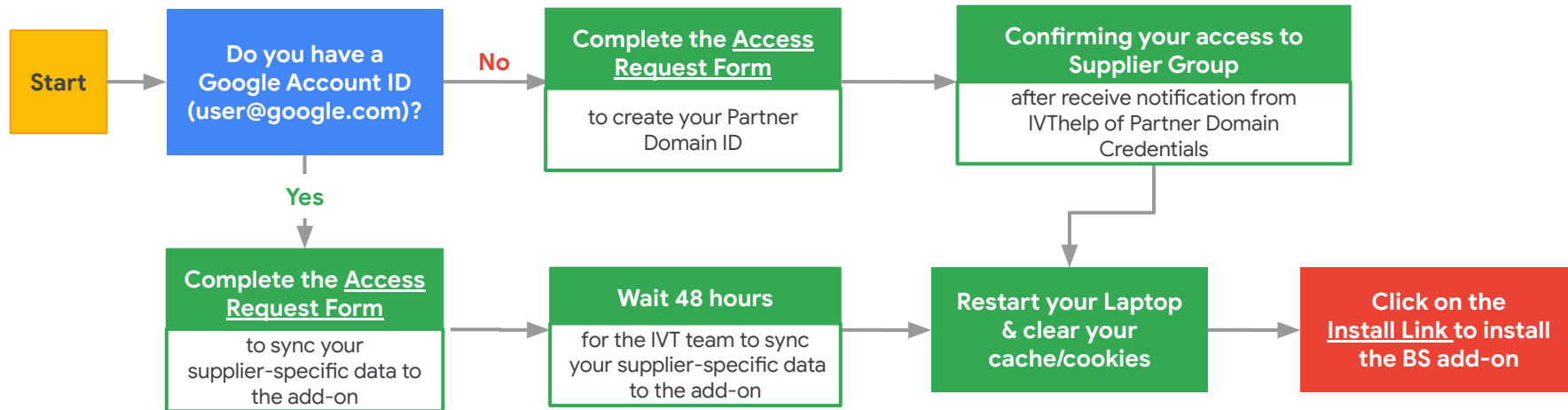




# How to make the Add-On accessible to you

In order to enable the Billing Document Generator Add-on , suppliers will need either a Google Account ID ([user@google.com](mailto:user@google.com)) or a Partner Domain ID ([user@corp-partner.google.com](mailto:user@corp-partner.google.com)).

Use the flowchart below to understand how to make the Add-on accessible to you:



# Maintaining a Partner Domain (add/remove users)



All suppliers will be created a Partner Domain account by the Invoice Validation Team; however, to ensure that individuals in your team have a User Account within the Partner Domain, complete the below form.

## Complete the Billing Document Generator Access Form ([form available here](#))

Be sure to provide the following information:

- Please provide your company id or PO Number as per the SOW signed with Google
- Please provide the name of the partner domain you are requesting changes for
- [Optional] Please provide a list of emails of users who need access to your domain
- [Optional] Please provide a list of emails of users who need to be removed from your domain



## Installing the Billing Document Generator

- Installing the Billing Document Generator Add-On
- Opening the Add-On on GSheets

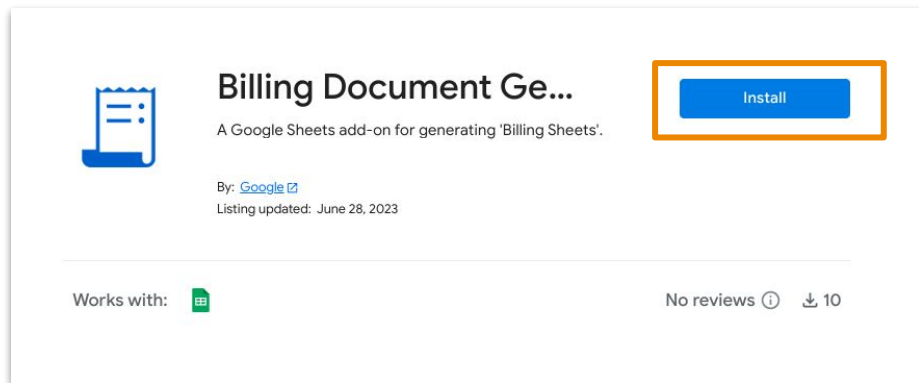




# Installing the Add-On

The Billing Document Generator Add-On is an extension that can only be located in the Google Workspace Marketplace [via a download link](#) once a supplier has a Google Account ID or Partner Domain.

- 01 Click on the following link to access the Billing Document Generator: ([Download Link](#))
- 02 Click on “Install”
- 03 If prompted for permission to install, click “Continue”
- 04 If prompted, ensure that you are logged into your Google ID or Partner Domain User Account



**Note:** Before installing the Billing Document Generator Add-on, it's a best practice to (1) restart your computer, (2) give permission to your browser to allow pop-ups for this site, (3) and grant permissions to the app when requested.

# Opening the Billing Document Generator Add-On



Once installed, the Add-on will appear in your Extensions menu as “Finance - Billing Document Generator”.

01

Navigate to a Google Sheet and ensure that you are logged into your Google Account or Partner Domain User Account (check top right corner)

02

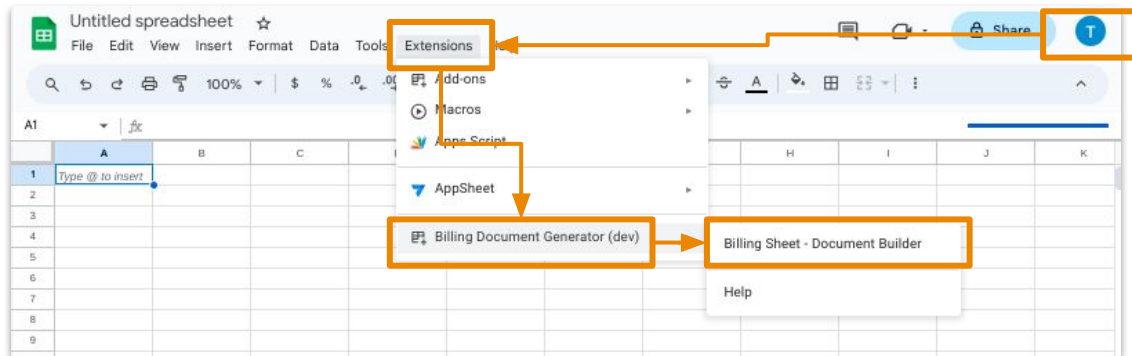
Select “Extensions” in the top toolbar

03

Select “Billing Document Generator” from the menu dropdown

04

Click “Billing Sheet - Document Builder”



**Note:** Users must be on a Chrome browser to access the add-on.





# Troubleshooting Enablement Issues

- Common issues and resolution



# Common issues and resolution



Having issues downloading the Billing Document Generator Add-on from the Marketplace Workplace?



If you are unable to install the add-on from the Marketplace Workspace, make sure to have completed the [Access Request Form](#). Then (only after 48 hours) follow these best practice before attempting to re-install the add-on:

- Restart your computer.
- Give permission to your browser to allow pop-ups for this site
- Grant permissions to the app when requested

If you are still experiencing access issues, please reach out to [IVThelp@google.com](mailto:IVThelp@google.com) and send us a screenshot.

Confused about which laptop to use for accessing the Billing Document Generator Add-on?



- If you have a Google Account ID, you must use your Google provisioned laptop and access the [Billing Document Generator add-on](#) directly after ensuring you have been [added to your Supplier Group](#).
- If you do not have a Google Account ID, be sure to have requested an EVE Partner Domain Account ID via the [Access Request Form](#) so we can create a Partner Domain User ID and send you the details for how to login to your account. You will then be able to access the [Billing Document Generator add-on](#) from your company-provided laptop.

# Common issues and resolution (Cont'd)



Experiencing errors upon signing in to your Google Partner Domain Account?



- Please closely follow the email instructions you received when your Partner Domain user ID was created. A 2-step authentication needs to be set up when you first log on.
- If you are using a corporate laptop (non-Google laptop), then your Administrator may have decided to block some Google Apps through your company's firewall (eg "*This account is not allowed to sign in within this network*", "*Please talk to your administrator for more information*"). By following these [instructions](#), your company's IT team/administrator will be able to provide you with the access.
- If your original code/key or back-up code no longer work upon 2-step authentication, then please reach out to [IVThelp@google.com](mailto:IVThelp@google.com) so we can resend you a backup code.
- Please consult the follow Help Center articles for more help:
  - [Setup 2 Step Verification](#)
  - [Gmail Help Center](#)
  - [Hangouts Help Center](#)
  - [Drive Help Center](#)
  - [Sites Help Center](#)

# Common issues and resolution (Cont'd)



Do not see your vendor/company's name or any of my contracts in the add-on?



- If you do not see your supplier name(s) or contracts in the add-on, please ensure that your supplier-specific data is synced with the add-on by completing the [Access Request Form](#) and submitting (1) your supplier name, (2) your corporate supplier-provided email (user@supplier.com), and (3) your Google-provided Idap ([user@google.com](#)).Once enabled, you must use your Google provisioned laptop.
- Please allow for 48 hours for your supplier-specific data to sync with the add-on.
- If the issue persists, reach out to [IVThelp@google.com](mailto:IVThelp@google.com) regarding the supplier group you belong to in order to see your information in the add-on.

# Resources and next steps



## Ready to learn how to use the Add-On?

Use this [link](#) to navigate to instructions on How to Use the Add-On.



### More resources

Find more information on the [Supplier Help Center](#)



### Questions

Contact [IVThelp@google.com](mailto:IVThelp@google.com) for additional questions on EVE