



USER MANUAL FOR CONSULTATION OF ELECTRONIC DOCUMENTS

To consult electronic documents issued by INDUSTRIA DE SISTEMAS ELECTRICOS INSELEC CIA. LTDA., Since 2018, the user must enter the following link:

<https://inseleccia.e-custodia.com.ec>

The following E-BILLING portal access page will appear:

The screenshot shows the INSELEC logo at the top, followed by the heading "FACTURACIÓN ELECTRÓNICA". Below this is a welcome message: "BIENVENIDOS A nuestro portal Aquí tu podrás visualizar tu Factura Electrónica Ingresar tus datos". The main form contains three input fields: "1790319520001" (with an arrow pointing to the instruction "Type the RUC number of INSELEC"), "identificación" (with an arrow pointing to "Type the identification number of Customer or Supplier"), and "contraseña" (with an arrow pointing to "If this is the first time you enter the portal, type the first four numbers of your RUC or Identification of the Client or Supplier"). There is also a "Registrarme" link, a checkbox for "No cerrar sesión" with the text "Cual es mi Contraseña?", and an "Ingresar" button.

In the first section of the page will appear the RUC of INSELEC CIA. LTDA., This data should not be modified.

In the second section (identification), the RUC of the client or supplier must be specified.

In the third section, you must specify the access password. If this is the first time you enter the E-Billing portal, the password will be the first four digits of the RUC or ID of the Customer or Supplier. Once you enter the portal, it will be necessary for security to change the password for the correct use of the system.



The following screen will appear, please enter your new password in the second section and it must be repeated in the third section. The new password must have at least 8 digits and must include at least one uppercase letter and one number.

The screenshot shows a user interface for password reset. At the top center is a blue stylized 'e' logo. Below the logo, there is a block of text in Spanish: 'Debes actualizar tu contraseña para poder continuar. Utiliza mínimo 8 dígitos que incluyan por lo menos una mayúscula y un número.' Below this text is a light gray rectangular box containing three input fields: the first is a password field with 10 dots, the second is a text field with a vertical cursor, and the third is a label 'Repetir Nueva Contraseña'. At the bottom of this box is a blue button labeled 'Actualizar'.

After the reset of the password, a screen appears in which the Client or Supplier must register, with his name, surname, e-mail and optionally his cell phone number. In the last section you must choose for default the option of "Notify by E-mail". Finally you must press the Register button.

The screenshot shows a registration form titled 'Registro en e-billing' with a blue stylized 'e' logo above it. The form is contained within a light gray box and includes several input fields: 'Nombre', 'Apellido', 'E-mail' (with a plus icon to its right), and 'Celular'. Below these fields is a dropdown menu labeled 'Notificar por E-mail'. At the bottom of the form, there is a checked checkbox labeled 'Acepto Condiciones de Uso' and a blue button labeled 'Registrar'.



Once the user is registered, the portal shows, in the central right part, the electronic documents issued to the client or supplier in the last three months. The information displayed is: date, type of document, document number and value.

The user can view both the XML and the RIDE by pressing the icons in the "VIEW" column.

By clicking on the "Download" button in the Voucher column, the system downloads a compressed ZIP file containing the XML.

The screenshot shows the 'Documentos' page of the e-billing portal. The top navigation bar includes 'e-billing', 'Notificar Documento', 'Documentos Históricos', 'Manual de Usuario', and the user name 'OÑA AUGUSTO ROSALINO'. The main content area is titled 'Documentos' and displays a summary: 'Tiene 2 comprobantes electrónicos nuevos'. Below this is a table with columns: Fecha, Tipo, Número, Valor, Autorización, Ver, and Comprobante. The table lists two documents: a 'Factura' for \$99.51 and a 'Guia de Remisión' for \$0. Search filters on the left include 'Empresas' (INDUSTRIA DE SISTEMAS E), 'No. Autorización', 'No. Documento' (Desde/Hasta), 'Doc. Asociado', 'F. Emisión Desde-Hasta', and 'Tipo de Documento' (Todos). A 'Buscar' button is at the bottom of the filters. The bottom right corner shows '1 de 1'.

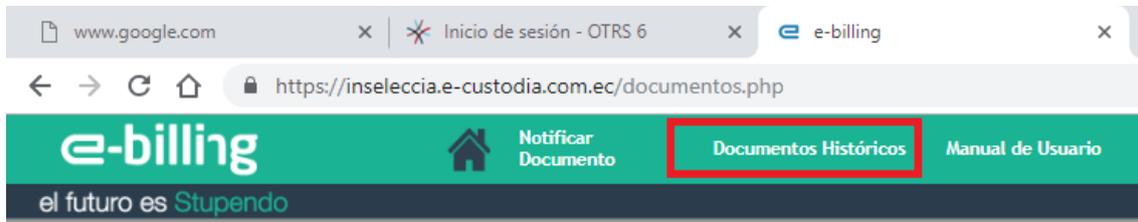
On the left side, the user can search for documents that meet the specified parameters: range of numbers, range of dates and type of documents.

If the documents were issued more than three months ago, the user must search for them using the "Historical Documents" option at the top of the portal.

This screenshot shows the top navigation bar of the e-billing portal. The 'Documentos Históricos' link is highlighted with a red rectangle. Other links include 'Notificar Documento' and 'Manual de Usuario'. The e-billing logo and the slogan 'el futuro es Stupendo' are also visible.



The user can review the detailed manual of the use of the system through the option "User Manual" in the upper right part of the portal.



EMAIL CONFIGURATION RECOMMENDATIONS:

It is important to mention that electronic documents will be sent to the client or supplier from this email address: facturacionelectronica@inseleccia.e-billing.com.ec, therefore, this address must be configured by the client or supplier as reliable and must be "whitelisted" in order to ensure that it is not classified as spam and that messages are blocked or sent to the junk mail.

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