



PAGERO E-INVOICE PORTAL

With Pagero e-invoice Portal you can create, send and receive your e-invoices directly in your web browser. No installation required. All you need to do to get started with e-invoicing is to log in to Pagero's web interface.

RECEIVING E-INVOICES USING PAGERO E-INVOICE PORTAL COSTS NOTHING

Pagero e-invoice Portal allows you to receive genuine e-invoices directly via your web browser. When new invoices have arrived, you will receive a notification by e-mail. Your received invoices are shown in a list. If you click on an invoice, detailed invoice information will be displayed and you can simply save it on your computer.

Received invoices

- Only requires an internet-connected computer with a web browser
- Notification via e-mail of newly-received invoices
- Clear interface for managing and downloading received invoices
- The service allows you to receive e-invoices in PDF format
- Access to Pagero's public recipient directory. You can make yourself visible in Pagero's public recipient directory, so that more people can send you e-invoices. Your suppliers in turn can search out more customers to send e-invoices to.

IT'S SIMPLE TO CREATE AND SEND E-INVOICES

To create an invoice, you simply enter your details in a neat and well-arranged interface. You can save the information at any time in order to return later and complete the invoice. This functionality can also be used to create invoice templates, making the work even simpler. You can save up to ten different invoice templates.

Once you have created an invoice, it is saved in a list, where you approve and check the invoice before it is sent off. It is possible to create several invoices, approve them and send them all off at the same time. At any time before sending an invoice you can open it up in editing mode, to make changes or additions.

Creating and sending B2B invoices

- Only requires an internet-connected computer with a web browser
- Clear interface for creating invoices
- Save up to ten different invoice templates
- Send off the invoices directly in the web browser
- Access to Pagero's recipient directory. Here you can find more customers to send e-invoices to as well as adding yourself as a recipient and getting your suppliers to send you e-invoices.

CONTACT

For more information on Pagero e-invoice Portal or to order, contact Pagero on tel.: +46 (0)31-730 88 30 or via info@pagero.com

Creating invoices

It's simple to create an electronic invoice using Pagero e-invoice Portal.

Some of the functions included are a clear interface, fields that automatically validate information in real time, and easily-accessible help information.

Invoice lines

The image shows management of invoice lines. It is possible to add any number of lines, and the functionality for automatically rounding up öre, pence, etc. is easy to activate.

It is simple to add a line specification to an invoice line.

Approve and send

Once you have created an invoice, it is displayed in a list, where you can check it, save it as a PDF, approve, amend and edit it before sending it off. It's simple to send off several invoices simultaneously. You choose if you want to send it in production mode or as a test.

Receiver	Invoice no.	Invoice date	Send mode	Status
<input type="checkbox"/> Test Company	F1234	2016-03-03	Production	Ready to be sent
<input type="checkbox"/> Test	133	2008-12-29	Production	Ready to be sent
<input type="checkbox"/> Customer 900	123	2009-12-02	Production	Ready to be sent
<input type="checkbox"/> Customer 900	123456	2009-11-06	Test	Ready to be sent

Accessing received invoices

Your received invoices are listed in date order. If you click on a received invoice, detailed information will be displayed along with available appendices to the right of the list. Any invoices you have not opened are shown clearly in green.

It is also possible to hide opened invoices, so that only unopened invoices are shown in the list.

The screenshot displays the PAGERO web application interface. At the top left is the PAGERO logo with the tagline 'your financial supply chain network'. A navigation menu on the left includes options like 'Start', 'Invoices', 'My profile', and 'Logout'. The main area is titled 'Inbox' and contains a table of 'Received invoices'. The table has columns for 'Sender', 'Invoice number', 'Invoice due date', and 'Net Amount'. Several rows are visible, with the last one highlighted in green. Below the table is a pagination control showing 'Showing 1 to 10 of 51'. A detailed view of a selected invoice is shown below, including fields for 'Sender', 'Sender id', 'Invoice number', 'Created', 'Invoice date', 'Due date', 'Net amount', and 'VAT amount'. To the right of these fields are 'Attachments' with PDF icons. At the bottom of the interface, there is a footer with contact information and a small logo.

Sender	Invoice number	Invoice due date	Net Amount
Cross AB	10300	5/7/07	SEK 76,100.00
Cross AB	10305	5/7/07	SEK 220,730.00
Cross AB	10304	4/20/07	SEK 4,000.00
Cross AB	10303	4/20/07	SEK 4,000.00
Cross AB	10302	3/28/07	SEK 4,000.00
Cross AB	10301	3/7/07	SEK 4,000.00
Cross AB	10300	3/7/07	SEK 4,000.00
Cross AB	10309	3/7/07	SEK 4,000.00
Cross AB	10308	3/7/07	SEK 4,000.00
Cross AB	10307	3/7/07	SEK 4,000.00

Showing 1 to 10 of 51

Sender	Cross AB	Attachments
Sender id	730420-4017	CH2012_10304.pdf
Invoice number	103004	Q20000_103004_000000.pdf
Created	2/1/10 2:50:46	
Invoice date	3/20/07	
Due date	4/20/07	
Net amount	SEK 5,000.00	
VAT amount	SEK 1,250.00	

Download target invoice

Hide fetched invoices

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