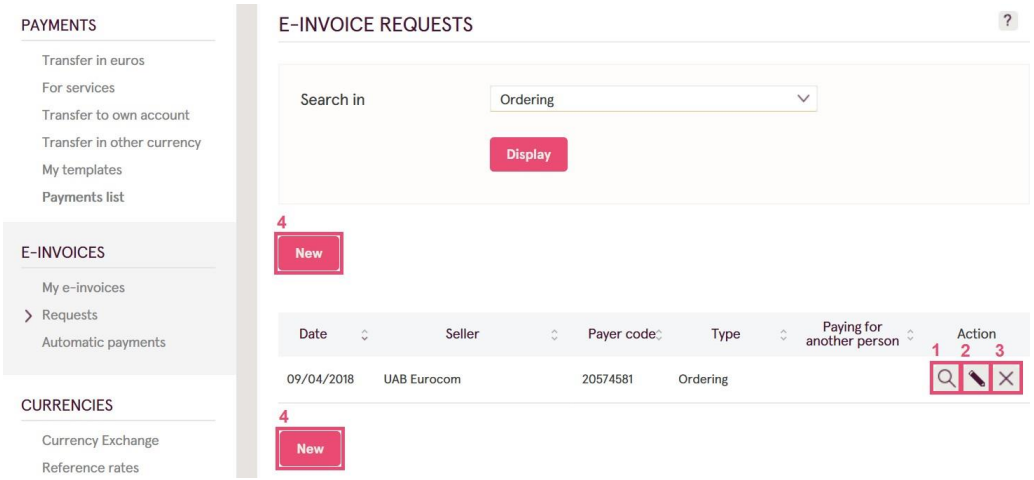
E-invoice request

Select *Payments* > *E- invoices* > *Requests* in the menu section.



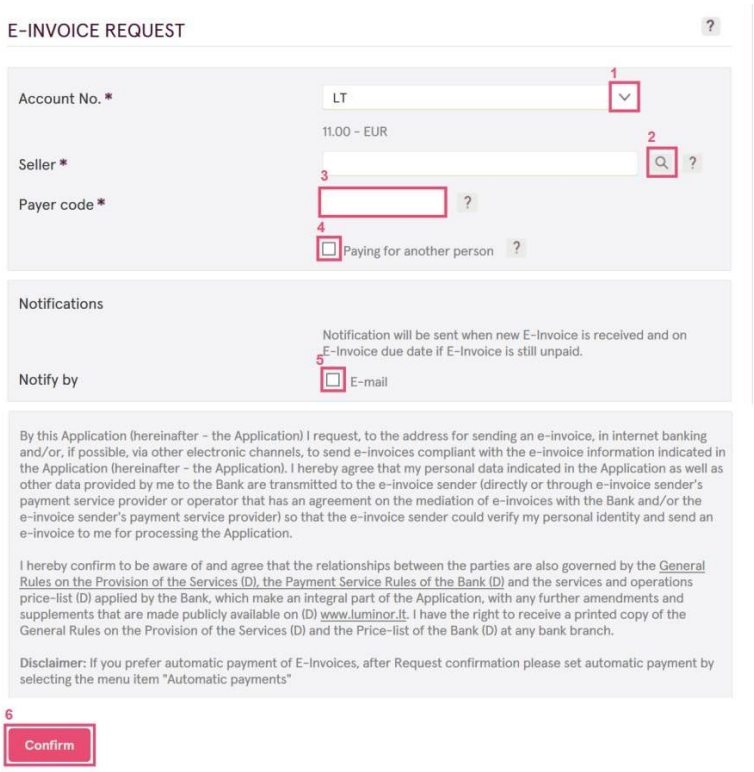
In the “E-invoice request” window, you can:

1. Review the request (ordering).

2. Edit e-mail notification.

3. Cancel the ordering request.

4. Create a new request / apply for receiving service provider‘s e-invoices.



Click on “Create a new request“ and:

1. Select the bank account.

2. Select the service provider.

3. Enter the payer‘s code assigned by service provider.

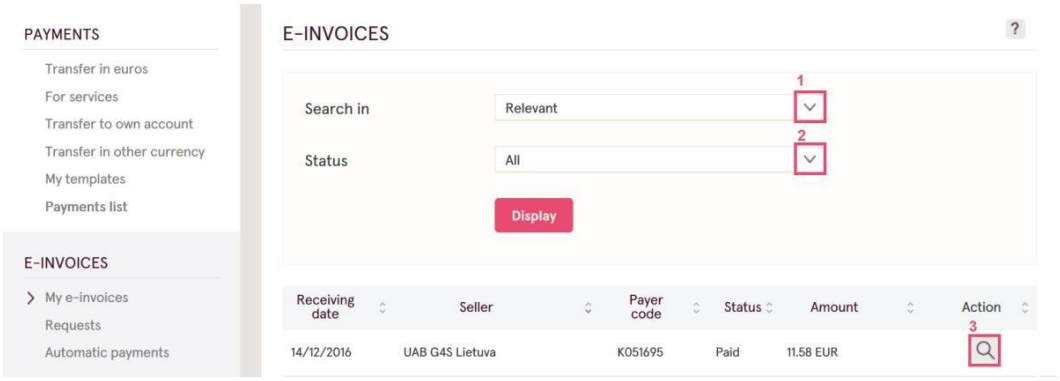
4. Tick if you want to pay e-invoices for another person.

5. Tick if you want to receive e-mail notifications when an e-invoice is received and when an e-invoice is still unpaid on the due date.

6. Read the request and confirm.

E-invoice review

Select *Payments* > *E-invoices* > *My e-invoices* in the menu section.

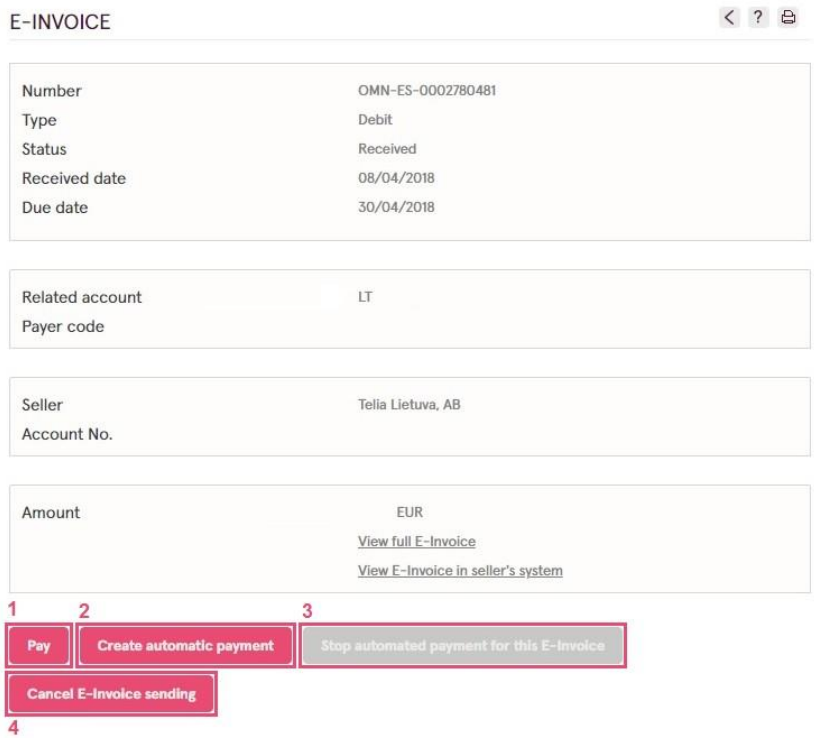


Select to review:

1. Relevant or archived e-invoices.

2. Status of e-invoices.

3. E-invoice details.



View details of received e-invoice and choose what you prefer to do:

1. Pay the e-invoice by one-off credit transfer (in case you do not have automatic payment set up for e-invoices).

2. Create an automatic payment for e-invoices received.

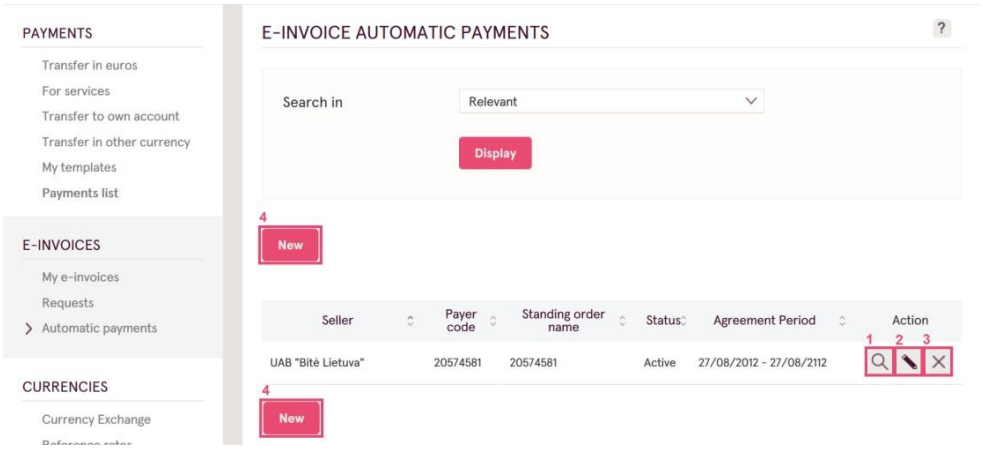
Cancel if necessary:

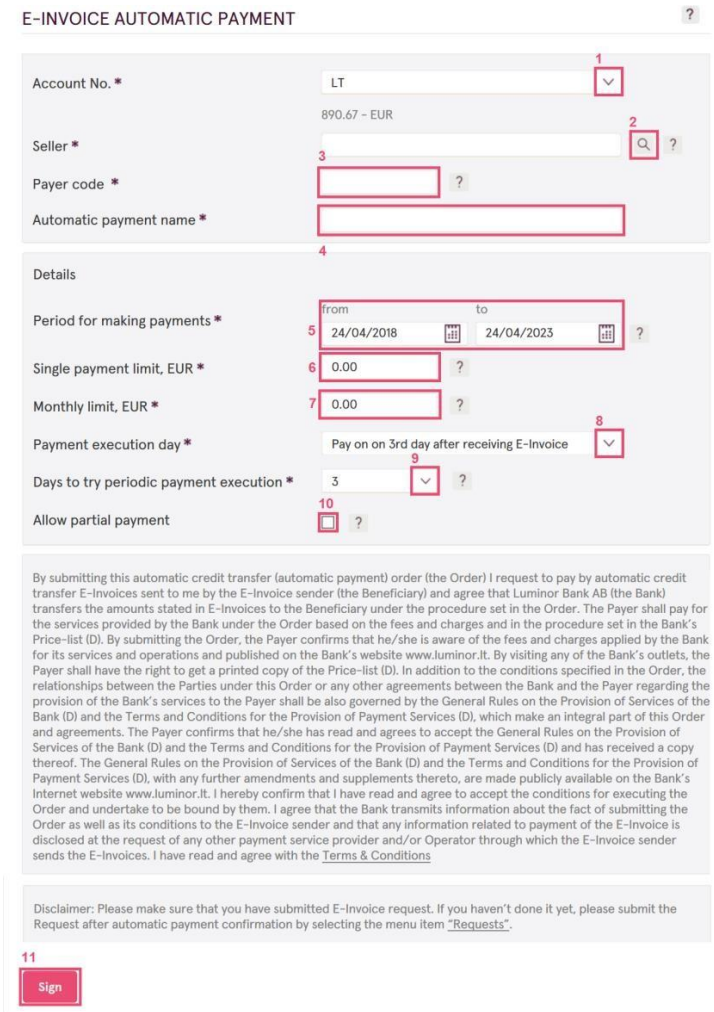
3. Automatic payment of received e-invoice.

4. E-invoice sending (request).

E-invoice automatic payment request

Select *Payments* > *E-invoices* > *Automatic payments* in the menu section.





In the "automatic payment of received e-invoice" window, you can:

1. Review an automatic payment.

2. Edit an automatic payment.

3. Cancel an automatic payment.

4. Create a new automatic payment.

Click on "create an e-invoice automatic payment" and:

1. Select the bank account.

2. Select the service provider.

3. Enter the payer's code assigned by the service provider.

4. Create the name for an automatic payment (the payer's code appears automatically and may be changed).

5. Select the period for an automatic payment.

6. Enter a single payment limit.

7. Enter a monthly limit.

8. Select the payment date.

9. Select the number of days to repeat payment if failed.

10. Tick if partial payment is allowed (after the last repeated attempt).

11. View the automatic payment conditions and confirm.