

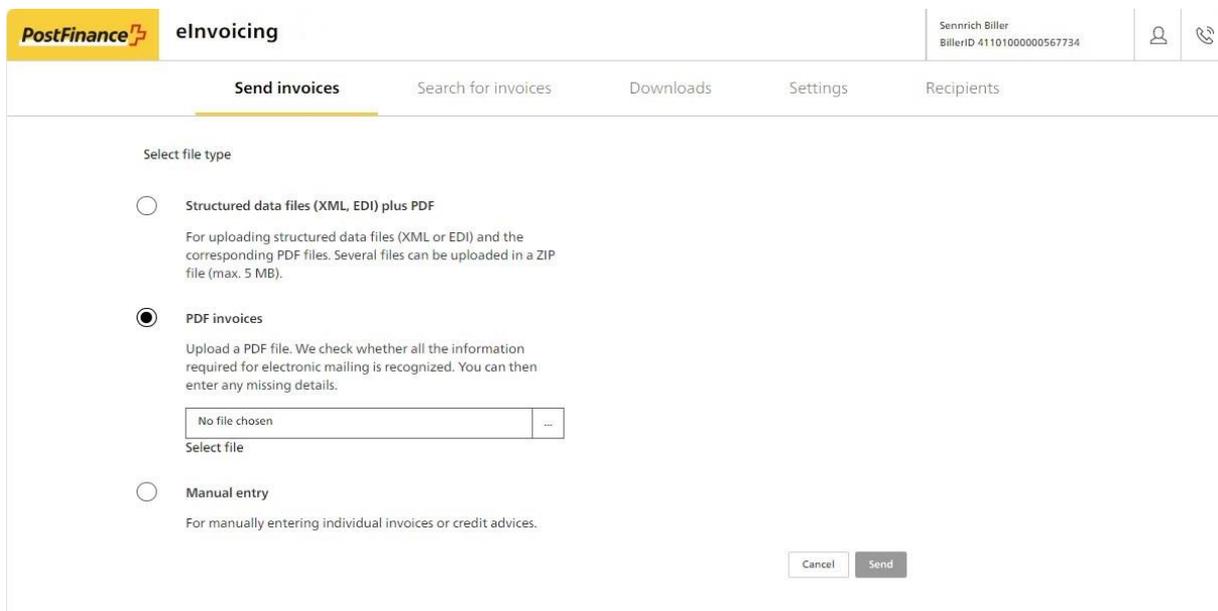
Digital invoicing via the eInvoicing portal: upload invoices as PDFs or enter them manually – it couldn't be easier

Via the PostFinance eInvoicing portal, you can digitize your invoice delivery with your business partners (B2B) and private customers (eBill) conveniently –, especially if your invoice volume is low. This is where you can upload your invoice data individually as a PDF file or manually create an invoice.

We provide you with an initial insight in this PDF.

Menu: Send invoices

In the "Send invoices" menu, you can select whether you would prefer to upload your invoice data as PDF invoices or enter it manually.



The screenshot shows the 'Send invoices' menu in the PostFinance eInvoicing portal. The page header includes the PostFinance logo, the title 'eInvoicing', and user information: 'Sennrich Biller' and 'BillertID 41101000000567734'. The main navigation bar contains 'Send invoices', 'Search for invoices', 'Downloads', 'Settings', and 'Recipients'. The 'Send invoices' section is active and displays three options under the heading 'Select file type':

- Structured data files (XML, EDI) plus PDF**
For uploading structured data files (XML or EDI) and the corresponding PDF files. Several files can be uploaded in a ZIP file (max. 5 MB).
- PDF invoices**
Upload a PDF file. We check whether all the information required for electronic mailing is recognized. You can then enter any missing details.
A file selection box shows 'No file chosen' with a '...' button and the label 'Select file' below it.
- Manual entry**
For manually entering individual invoices or credit advices.

At the bottom right of the form, there are 'Cancel' and 'Send' buttons.

PDF invoice upload

When you upload PDF invoices, we will check whether all the information required for electronic mailing is recognized. You can then enter any information that may be missing.

PostFinance eInvoicing website GmbH
BilleriD 41101000000596252

Send invoices Search for invoices Downloads Settings Recipients

i Your document is ready for mailing!

It is transmitted with the following data:

Recipient	Fred Feuerstein
Recipient ID	41012236088152832
Recipient type	eBill
Document type	Invoice
Document number	T1WB03qrb2cAP02a
Currency/amount	CHF 220
Credit account	CH3030000002001999994
Creditor/QR reference	108378468383600951520095898
VAT rate	7.7 %
Delivery of	30.10.2023

Document date *

Manual entry of digital invoices:

Enter invoices manually in three steps:

1. Select recipient and enter master data
2. Enter invoice items
3. Check and send

Credit advices can also be sent.

PostFinance eInvoicing Sennrich Biller
BilleriD 41101000000567734

Send invoices Search for invoices Downloads Settings Recipients

1 Recipient and basic data
2 Items
3 Control & despatch

Recipient

Sennrich Payer

Recipient ID: 4110000300010567
 Recipient type: B2B

Webergstrasse 12
 3052 Zollikofen
 Switzerland

Different delivery address
 Different invoice address

basic data

Document type *

Credit account *

Currency *

Due date *

Delivery from *

Order Reference *

Additional reference

Free text

Document number *

Creditor/QR reference

Delivery to *

Recipient directory:

Create your personal recipient directory in the "Recipient" menu. You can also easily add additional recipients using the search functions for business and eBill recipients. An e-mail template makes the contact request easier.

PostFinance eInvoicing Blaser Second SIX AG
BillID 4110100000587425

Send invoices Search for invoices Downloads Settings **Recipients**

Add business recipients

 The directory for B2B e-invoicing in Switzerland

Add eBill recipients

 The digital invoice from Swiss banks

Recipient ID

Personal recipient directory

Olis Outlet GmbH.
8008 Zürich