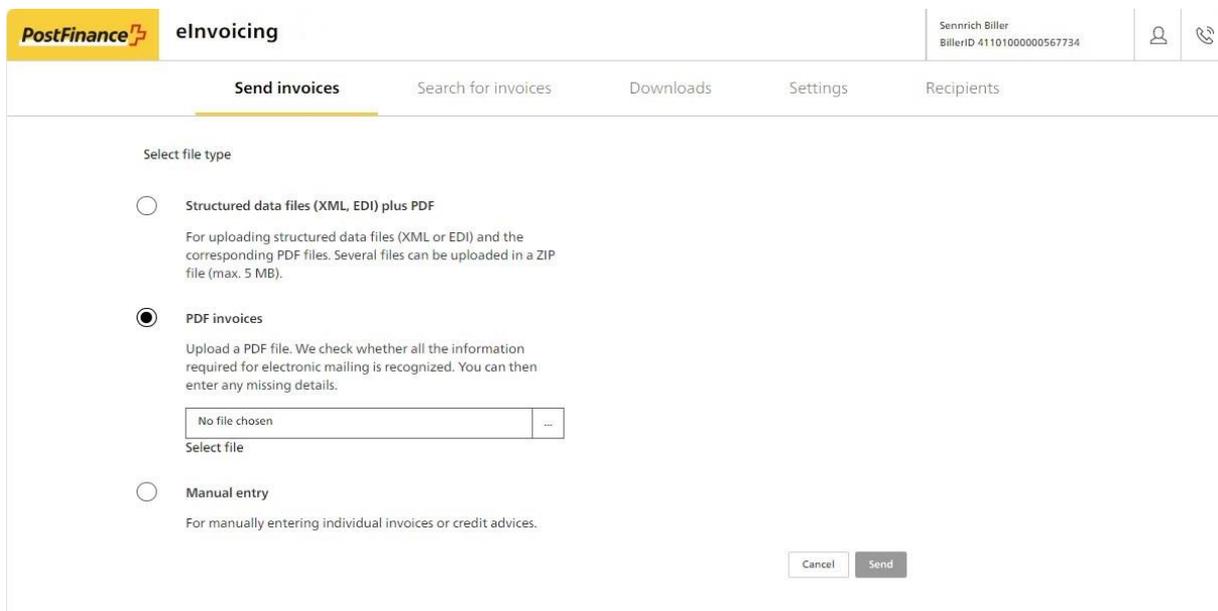# Digital invoicing via the eInvoicing portal: upload invoices as PDFs or enter them manually – it couldn't be easier

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.

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
Recipient ID   41012236088152832
Recipient type   eBill
Document type   Invoice
Document number   T1WB03qrrb2cAP02a
Currency/amount   CHF 220
Credit account   CH3030000002001999994
Creditor/QR reference 10837846838360095152095898
VAT rate   7.7 %
Delivery of   30.10.2023

Document date *
27.03.2024

Cancel   Send

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   41100000300010567
Recipient type   B2B

Webergustrasse 12   ✏ Edit
3052 Zollikofen
Switzerland

German

☐ Different delivery address
☐ Different invoice address

basic data

Document type *
Invoice

Document number *

Credit account *
01-111111-1

Creditor/QR reference

Currency *
CHF

Due date *
26.04.2024

Delivery from *
26.04.2024

Delivery to *
26.04.2024

Order Reference *

Additional reference

Free text

Cancel   Save as draft   Next

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.