

Uploading invoices

Step 1	C C C C C C C C C C C C C C C C C C C
1. Go to www.billexco.com	Home Breefits FAQ About us Contact Pricing Become
2. Login with your username and password	Selevandari, Control e La Fall Sel 1998. Viene 🚺 Regatization: Create INT: Uplicad. Sono. Video 🧿 Babacegateuro Dantes: Dancierol. Terminor. Video 🗿
➔ Watch out for upper and lower case letters when entering your details!	Summary Billexco is the simplest way of sending and receiving invoices electronically.

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Step 2 3. Click «Upload invoices»

Step 3

Step 1

- 4. Select your customers (⇔ only confirmed business links are shown!)
- 5. Use either «Drag-and-drop upload» or «Conventional upload»

Help You can find help here: Instructions (PDF) in Start ⇒ Help ⇒

Instructions Online Help You can find pagespecific help by clicking on 🙎

Videos in various languages On the homepage of «www.billexco.com»

Billexco Ltd.

helpdesk@billexco.com www.billexco.com

Step 4

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- 6. Click «1) Select PDF invoice(s)»
- 7. Select the PDF invoice(s) to be sent

Step 5

- 8. Check whether any error messages are displayed
- 9. Duplicates are labelled red and must be deleted manually. To do this, click «Open sending outbox»
- → Documents uploaded by accident can be deleted from the sending outbox within 10 minutes of uploading

