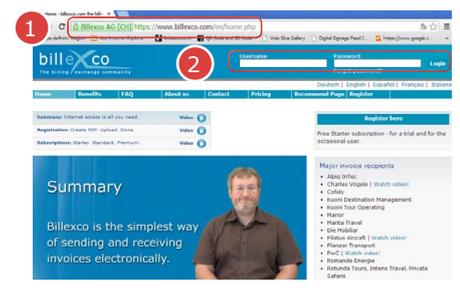


Uploading invoices

Step 1

1. Go to www.billexco.com
2. Login with your username and password
→ Watch out for upper and lower case letters when entering your details!



Step 2

3. Click «Upload invoices»



Step 3

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:

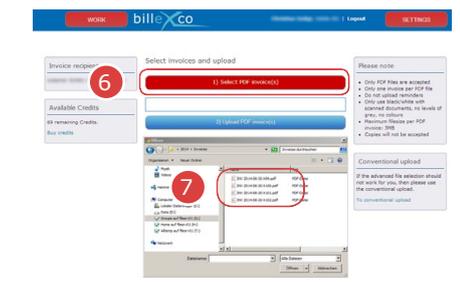
- **Instructions (PDF)** in Start ⇒ Help ⇒ Instructions

- **Online Help** You can find page-specific help by clicking on

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

Step 4

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



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