

MyInvoices Portal

Operating Guide

1	Introduction	3
1.1	Subjects who can register with the MyInvoices Portal.....	3
1.2	System requirements	3
2	Login to the Portal	4
3	Registration to the Portal MyInvoices	4
3.1	Step 1 – Entering personal data	4
3.2	Step 2 – Company Selection.....	5
3.3	Step 3 – Acceptance of conditions	7
3.4	Supplier that invoices to Polish companies ("PL")	
4	First access	7
5	Initial mask	9

1 Introduction

This manual provides instructions on how to use the Document Management Portal (MyInvoices) with the invoices issued by suppliers to the companies of Iveco Group, in order to:

- use e-mail and / or direct upload to the portal to send documents
- facilitate and speed up the transmission of documents from the supplier to the receiving company
- trace the reception of documents.

1.1 Subjects who can register with the MyInvoices Portal

You can register all suppliers (any physical or legal entity, company or freelancer) who have a business relationship with certain Iveco Group companies whose list is visible when registering on the Portal.

You must have a VAT number or Fiscal Code and an email address that will be requested during registration to the site.

The Portal is constantly updated, consult the Help Desk section to find new companies added and request new qualifications.

1.2 System requirements

You can use the following browsers:

- Windows Internet Explorer® 11 or higher, the compatibility mode is as follows (open an IE page and F12 click):

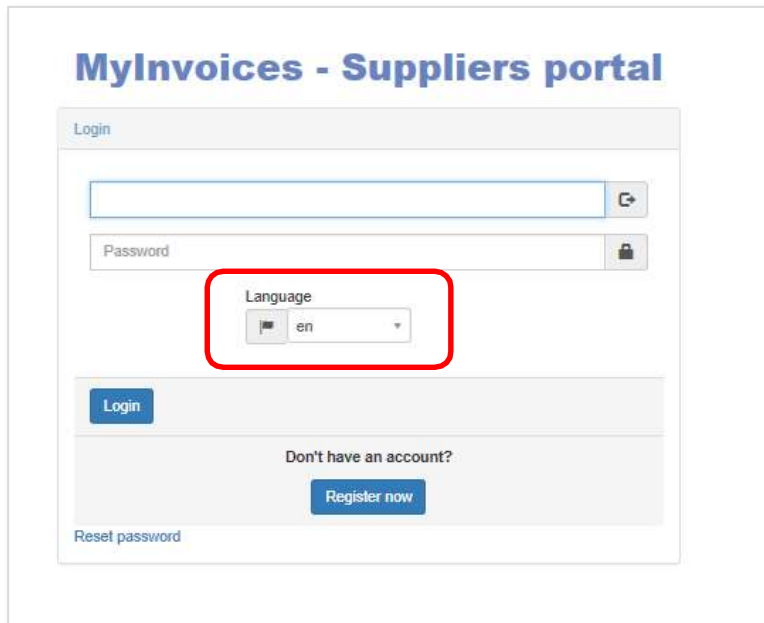


- Chrome starting from version 38
- Firefox from version 40.

2 Login to the Portal

URL: <https://ivecogroup.digtechs.com/myinvoices/>

Before starting the registration process choose the language, the system offers automatically "English":



3 Registration to the Portal MyInvoices

The registration process on the MyInvoices Portal consists of three phases:

1. Entering personal data;
2. Choice of companies;
3. Acceptance of conditions.

3.1 Step 1 – Entering personal data

To start the registration process, click on the "Register now" button and enter the VAT number or Fiscal Code, the company name and the nationality of your company.

VAT number / Cod. Fiscal will be your Username.

The email you indicate will be the one we will use to send you communications.

Enter the Captcha code you are viewing.

DT Digital Technologies

Register User

Enter the data: vat number and name of your company. Email address: this address will be sent to the notices. For every single VAT, an account will be issued. Your request will be subject to FCA Services authorization. You will be sent a notification email.

Company Vat Number:

Company Name:

eMail reference:

Registered Office:

Enter Captcha to proceed.

1wn0kz

Captcha:

Next Step Cancel Registration

When finished, click on Next Step.

Warning! If you specify a PEC email address, it is recommended to check the settings of your mailbox in order to accept our communications.

Company Vat Number:

Company Name:

eMail reference:

Registered Office:

In case you enter a certified mail address in eMail reference field, please check that your mailbox accepts messages from a non-certified mail address

3.2 Step 2 – Company Selection

Click on the "Add Rule" button to select the companies to which you invoice:

DT Digital Technologies

Routing Rules

E-Mail Channel rule definition: In order to use e-mail document channel a set of rules must be defined. Each rule define allowed sender address and related recipient.

Company Vat Number:

Company Name:

Next Step Cancel Registration

Add Rule

For each company selected, you will need to write the email address with which you intend to send us your documents.

Type only one address at a time.

If you want to use multiple email addresses, select the same company again and write an additional email address. Up to 10 e-mail addresses are allowed.

Warning! The tool checks whether the e-mail address entered is already present in the database for another previously registered provider. If it is present, an error message will appear and you will need to enter a new one.

Example of error:

Routing Rules

E-Mail Channel rule definition: In order to use e-mail document channel a set of rules must be defined. Each rule define allowed sender address and related recipient.

Rule: from to already exist in the system for another VAT Number

Company Vat Number Company Name

Ristorante XX

From Address Customer To Address

Next Step Cancel Registration Add Rule

Rule: from to already exist in the system for another VAT Number

The system will immediately show you the email address of our companies, take note, will be the email to send your documents.
Example:

DT Digital Technologies

Routing Rules

E-Mail Channel rule definition: In order to use e-mail document channel a set of rules must be defined. Each rule define allowed sender address and related recipient.

Company Vat Number Company Name

DFGS GAFFGAFG

From Address Customer To Address

prova1@prova.it

prova2@prova.it

prova3@prova.it

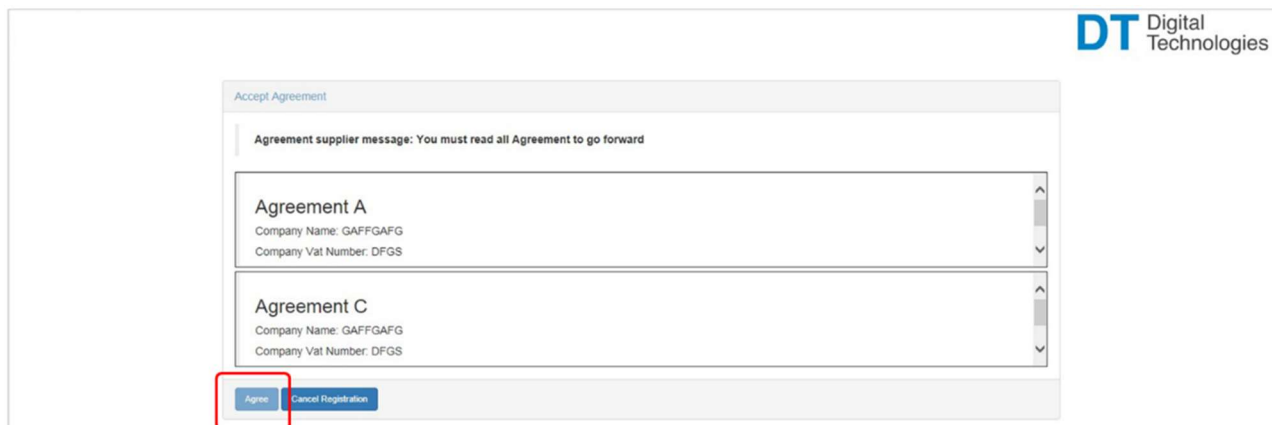
Next Step Cancel Registration Add Rule

3.3 Step 3 – Acceptance of conditions

Based on the nationality you declared in step 2, the system will propose you the conditions to be signed.

Readable and acceptable.

At any time you can go to consult them in your Profile.



The screenshot shows a web interface for accepting terms. At the top right is the 'DT Digital Technologies' logo. The main area is titled 'Accept Agreement'. Below this is a message: 'Agreement supplier message: You must read all Agreement to go forward'. There are two scrollable boxes. The first is titled 'Agreement A' and contains 'Company Name: GAFFGAFG' and 'Company Vat Number: DFGS'. The second is titled 'Agreement C' and contains the same information. At the bottom left, there is a red box around the 'Agree' button, and next to it is a 'Cancel Registration' button.

At the end of registration, you will receive an informative email on the mailbox indicated by you in Step1.

At this point, your registration request to the Portal is terminated.

You will have to wait for the validation by the Iveco Group staff.

Check your e-mail!

In case of acceptance of your registration request to the Portal, you will receive a summary email with the Username and the link to the portal where you can set the password for the first access.

In case of refusal you will receive an email with an indication of the motivation. If you wish, you can apply again for registration on the Portal.

From now, you will be able to access the MyInvoices Portal and the system will accept your documents that you have sent via email and/or upload.

Remember: it is the Supplier's responsibility to check the correct upload of documents on the platform through the website. Therefore, it is necessary to constantly access the tool.
Below are the steps to access and use the tool.

3.4 Supplier that invoices to Polish companies ("PL")

If the Supplier selects one or more Polish Customer Companies it is required to sign a specific agreement for each client company chosen.

The system then sends an information email to the address of the supplier indicated by him in Step 1.

Email example:

SUPPLIER ALREADY REGISTERED

Dear User,

to complete the request to add the following companies:

[lista società]

download the contracts, sign the files and upload the signed files. Use the following link for the operation:

[link token]

This email has been sent automatically. Please DO NOT reply to this message.

Best regards

IVG MyInvoices team

NEW REGISTRATION

Dear User,

we inform that your request to access to Iveco Group MyInvoices Documental Platform was taken over.

To complete the registration download the Polish companies contracts, sign the files and upload the signed files. Use the following link for the operation:

[link token]

This email has been sent automatically. Please DO NOT reply to this message.

Best regards

IVG MyInvoices team

In the mail there is a link (token) to a web page.

The Supplier is required to click on the link and follow the instructions to attach the scans of the signed agreement previously signed and send the same signed originals to the address indicated.

During the upload of the scans, the system will verify the format of the files, informing the supplier of any anomalies.

Only when Iveco Group received the agreement in paper format, they will compare it with it what was loaded on the portal by the Supplier. Next they proceed to accept or refuse the supplier registration request depending on the result of comparison.

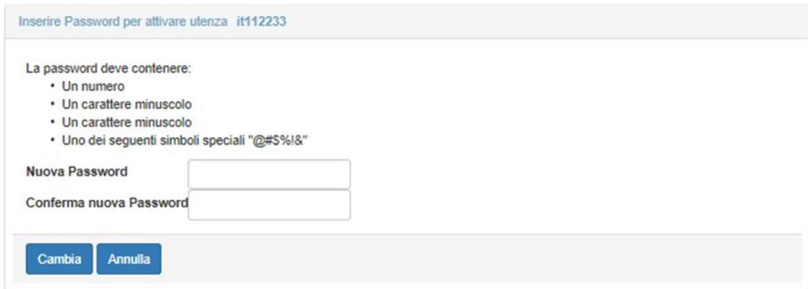
4 First access

Follow the instructions given by email and set the password.

The sending mail is noreply-invoicing@ivecogroup.com

It is the responsibility of the supplier to verify that their e-mail system accepts e-mail reception from this sender address.

Follow the instructions given by e-mail and set the password.



Inserire Password per attivare utenza it112233

La password deve contenere:

- Un numero
- Un carattere minuscolo
- Un carattere maiuscolo
- Uno dei seguenti simboli speciali "@#%&"

Nuova Password

Conferma nuova Password

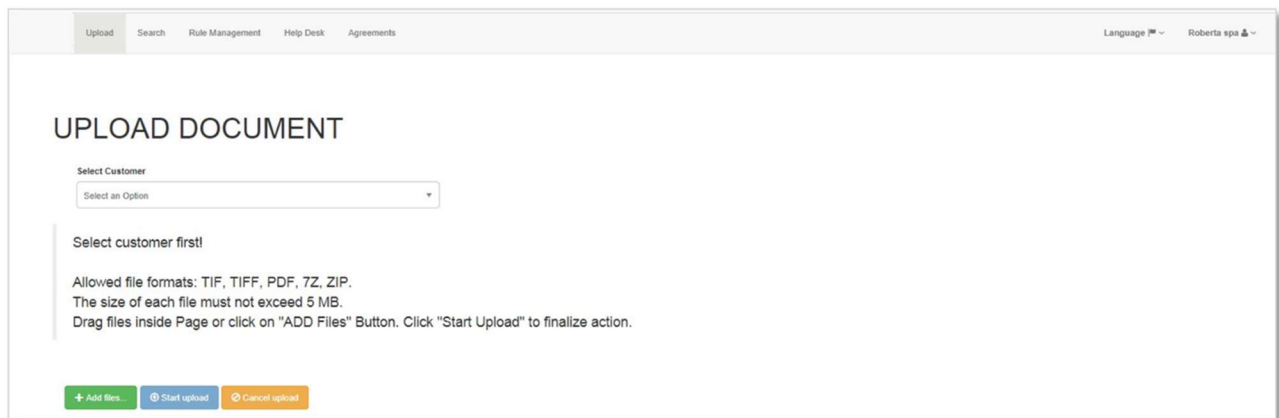
4.1 Failure to receive e-mail for account validation

If the supplier should find that the eMail with token is not delivered, simply send an email to the following address myinvoices_technicalsupport@ivecogroup.com

Please indicate the account under which the supplier has registered.

Iveco Group will send an e-mail with a new token to the e-mail address you indicated as e-mail for communications (par.3.1).

5 Initial mask



Pic. 1

5.1 Type of files allowed

In order to allow Iveco Group to view and process documents correctly, files with the extension: .TIF, .TIFF, .7Z, .ZIP, .PDF are correct.

The pdf compliant files must not have the "Vis. Fast Web "enhanced, correct example:

Proprietà documento	
Descrizione	Protezione Font Personalizz. Avanzate
Descrizione	
File:	Manuale MyInvoices_ITA_V01.pdf
Titolo:	Microsoft Word - Manuale MyInvoices_ITA_V01.docx
Autore:	gf03002
Oggetto:	
Parole chiave:	
Creato il:	15/12/2017 16:00:13
Modificato:	15/12/2017 16:00:13
Applicazione:	PScript5.dll Version 5.2.2
Avanzate	
Autore del PDF:	GPL Ghostscript 8.15
Versione PDF:	1.4 (Acrobat 5.x)
Posizione:	D:\UFFICIO\MyInvoices\Manuale\Italiano\
Dimensioni file:	1,59 MB (1.669.475 Byte)
Dimensioni pagina:	21,587 x 27,937 cm
PDF con tag:	No
Numero di pagine:	8
Vis. Web veloce:	No



The resolution for a correct display of information written on the document is greater than or equal to 200 dpi.

Files with a lower resolution will be rejected.

PDF files should not be protected and **ONLY ONE INVOICE** can be included in one file.

The mask shown in Pic. 1 is divided into sections:

1. **UPLOAD:** you can upload your documents directly from the site instead of sending them via email.

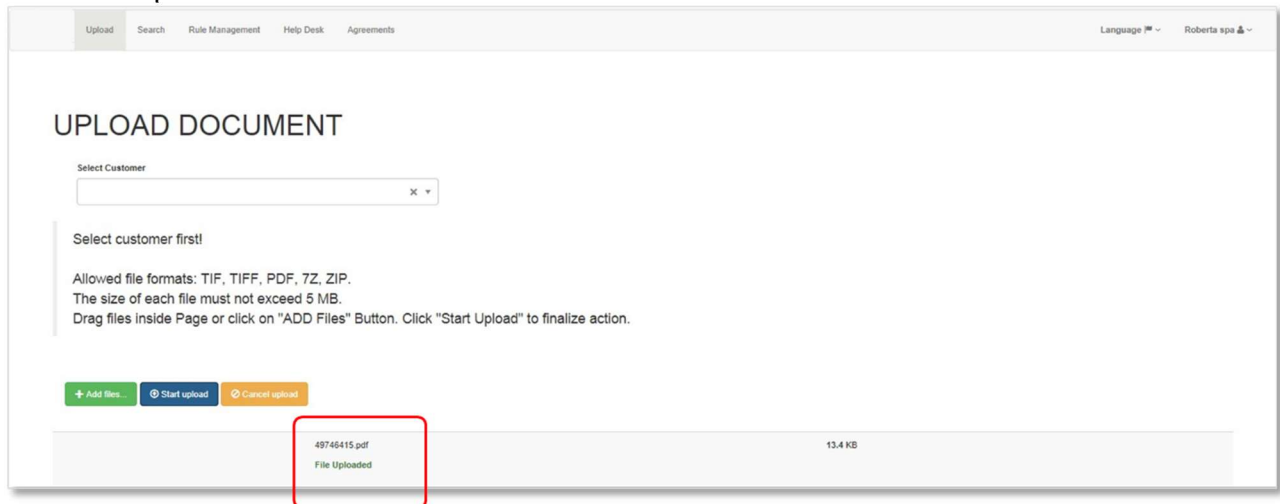
In this section we ask you to select the company to which you are invoicing.

Then drag your files or use the "Add File" button.

Follow the instructions written on the page for the file formats that you can attach.

To start uploading, click "Start Loading".

Follow the upload status and the result:



RECOMMENDATIONS

In order to speed up the management of documents, we recommend that you follow these guidelines:

- attach the .pdf files to the mail with 1 document per file (1 PDF: 1 invoice)
- attach .ZIP files with N pdf files to each mail and for each 1 document only
- name files with invoice numbers, this will allow you to recognize documents faster.

The invoices must be integrated with any attachments in the same file (pdf, tiff, zip, 7z) loaded on the platform.

Any documents other than invoices will be rejected.

2. **Search:** in this section you can view your documents:

Search

Reset

Internal ID	Customer	Filename	Source Channel	Load Date	N. Pages	Mail Sender	Mail To
3161	49746415 pdf	UPLOAD	14/12/2017 15:13	3			

Total Rows: 1 (View from 1 to 1)

Start Previous 1 Next End View 100 Lines

If you click on the single line, you can see the image of what you have uploaded:

Document Info

Internal ID 3161

Customer 49746415 pdf

Source Channel UPLOAD

Load Date 14/12/2017 15:13

N. Pages 3

Mail Sender

Mail To

Back

FATTURA / INVOICE

Documento nr. / Document Nr. 7901008451	Data documento / Document Date 07.06.2017
Numero Ord. Acq. / PO Number	Data Ord. Acq. / PO Date
Cliente / Customer	Intestatario fattura / Bill to

3. **RULE MANAGEMENT:** if you want to review the email addresses you indicated during registration and modify them, or request new companies, you can go to this section and apply for a new subscription.

Rule Management

From Address

Customer

To Address

Confirm Cancel Add Rule

Changing email addresses is not subject to approval and after your confirmation are active right away to allow you to send your documents.

The request to enable new companies, instead follows two simple rules:

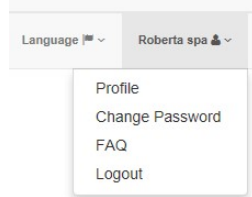
- if you request a company whose nationality is the same as the companies previously authorized to you, there will be no authorization from Iveco Group and you will automatically be enabled to send by email or upload your documents to the site.

We advise you to log out and log in to get the changes.

- Instead, if you request companies of a different nationality from those previously authorized, you will be asked to review the agreements that the Portal itself will submit to you. Your request will be authorized (or refused) by Iveco Group.

As a reminder you will receive a summary email of your request.

4. **HELP DESK:** in this section you will find the references in case you need help.
5. **AGREEMENTS:** you can consult the agreements you have accepted.
6. **LANGUAGE:** you can choose to view the site in Italian or English.
7. **PROFILE:** you can view the registration data, change the password, consult the FAQs and log out.



Remember that the password expires after 180 days.