

# MyInvoices Portal

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## Operating Guide

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## 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.

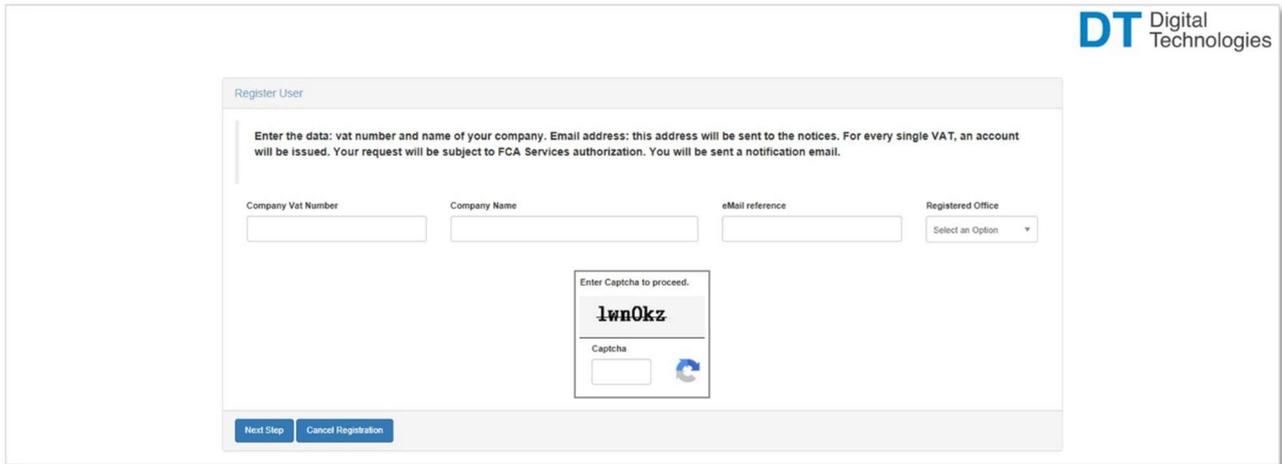
### 3.1 Step 1 – Entering personal data

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.



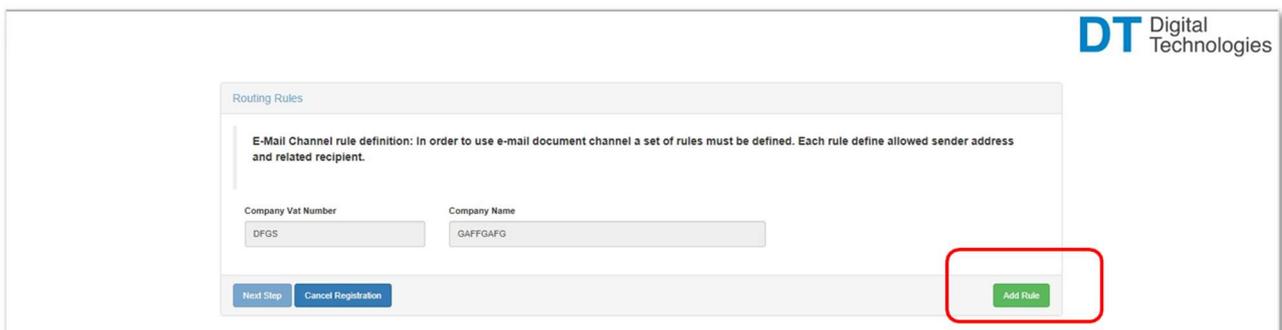
When finished, click on Next Step.

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



### 3.2 Step 2 – Company Selection

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



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 [DFGS] Company Name [GAFFGAFG]

From Address [prova1@prova.it] Customer [ ] To Address [ ] ❌

[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.

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](mailto: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.

The screenshot shows a web form titled "Inserire Password per attivare utenza it112233". The form contains the following elements:

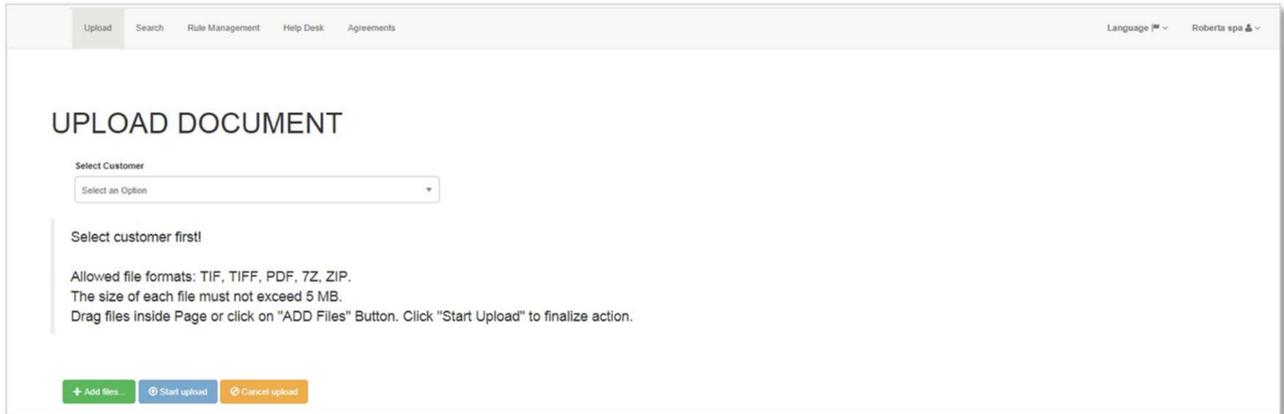
- La password deve contenere:**
  - Un numero
  - Un carattere minuscolo
  - Un carattere minuscolo
  - Uno dei seguenti simboli speciali "@#5%!&"
- Nuova Password:** A text input field.
- Conferma nuova Password:** A text input field.
- Buttons:** "Cambia" and "Annulla".

### 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](mailto: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

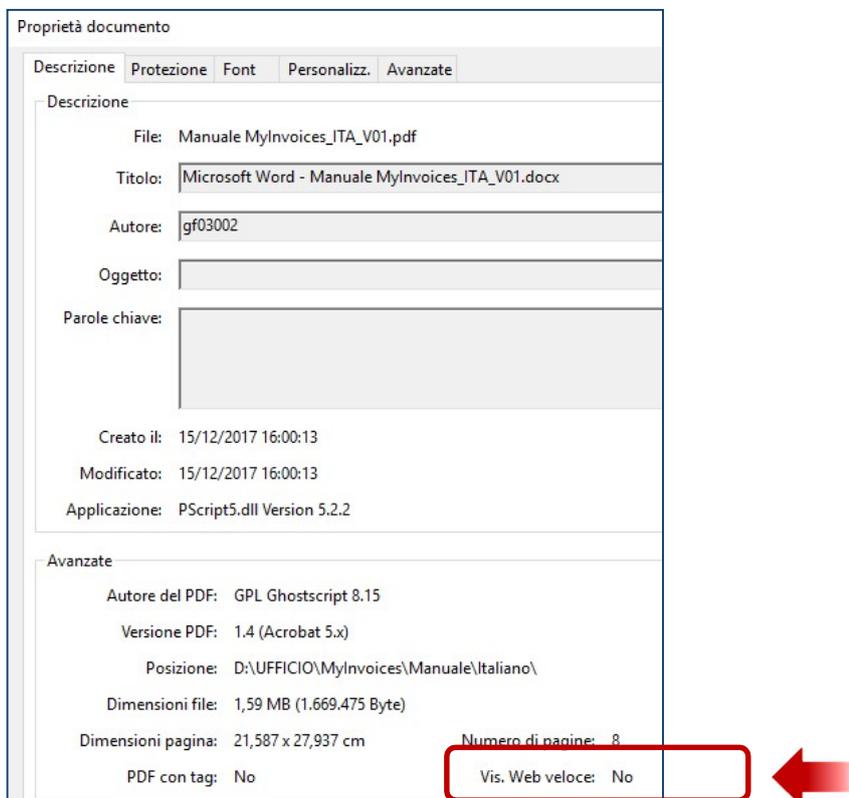


Pic. 1

### 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:



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.

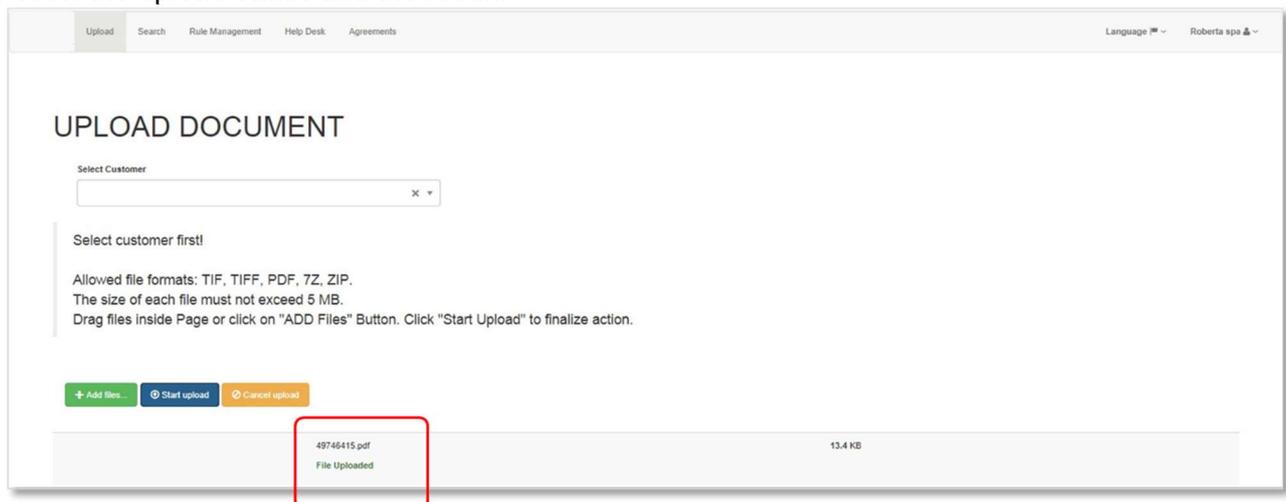
In this section we ask you to select the company to which you are invoicing.

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:

The screenshot shows the 'Search' section of the application. At the top, there are navigation tabs: Upload, Search, Rule Management, Help Desk, Agreements, and Actions. The search form includes fields for Customer (a dropdown menu), Load Date, Filename, N. Pages, Source Channel (a dropdown menu), Internal ID, Mail Sender, and Mail To. Below the form are 'Search' and 'Reset' buttons. A table below the form displays search results with columns for Internal ID, Customer, Filename, Source Channel, Load Date, N. Pages, Mail Sender, and Mail To. The first row shows Internal ID 3161, Customer 49746415, Filename 49746415.pdf, Source Channel UPGLOAD, Load Date 14/12/2017 15:13, and N. Pages 3. At the bottom, there are pagination controls: '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:

The screenshot shows the 'Document Info' section. On the left, there is a 'Document Info' sidebar with fields for Internal ID (3161), Customer, Filename (49746415.pdf), Source Channel (UPGLOAD), Load Date (14/12/2017 15:13), N. Pages (3), Mail Sender, and Mail To. A 'Back' button is at the bottom of this sidebar. The main area shows a preview of a document titled 'FATTURA / INVOICE'. The document is a table with the following content:

FATTURA / INVOICE	
Documento nr. / Document Nr. 7001008451	Data documento / Document Date 07.06.2017
Numero Ord. Acq. / PO Number	Data Ord. Acq. / PO Date
Cliente / Customer	Intestatario fattura / Bill to

At the top of the document preview, there are navigation icons and a toolbar with 'Strumenti', 'Compila e firma', and 'Commento' buttons.

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.

The screenshot shows the 'Rule Management' section. At the top, there are navigation tabs: Upload, Search, Rule Management, Help Desk, Agreements. The form has three main sections: 'From Address', 'Customer', and 'To Address', each with a text input field. At the bottom, there are 'Confirm' and 'Cancel' buttons on the left, and an 'Add Rule' button on the right.

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:

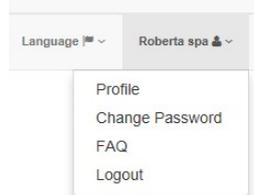
- a. if you request a company whose nationality is the same as the companies previously authorized to you, there will be no authorization from Iveco Group and you will automatically be enabled to send by email or upload your documents to the site.

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

- b. 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.