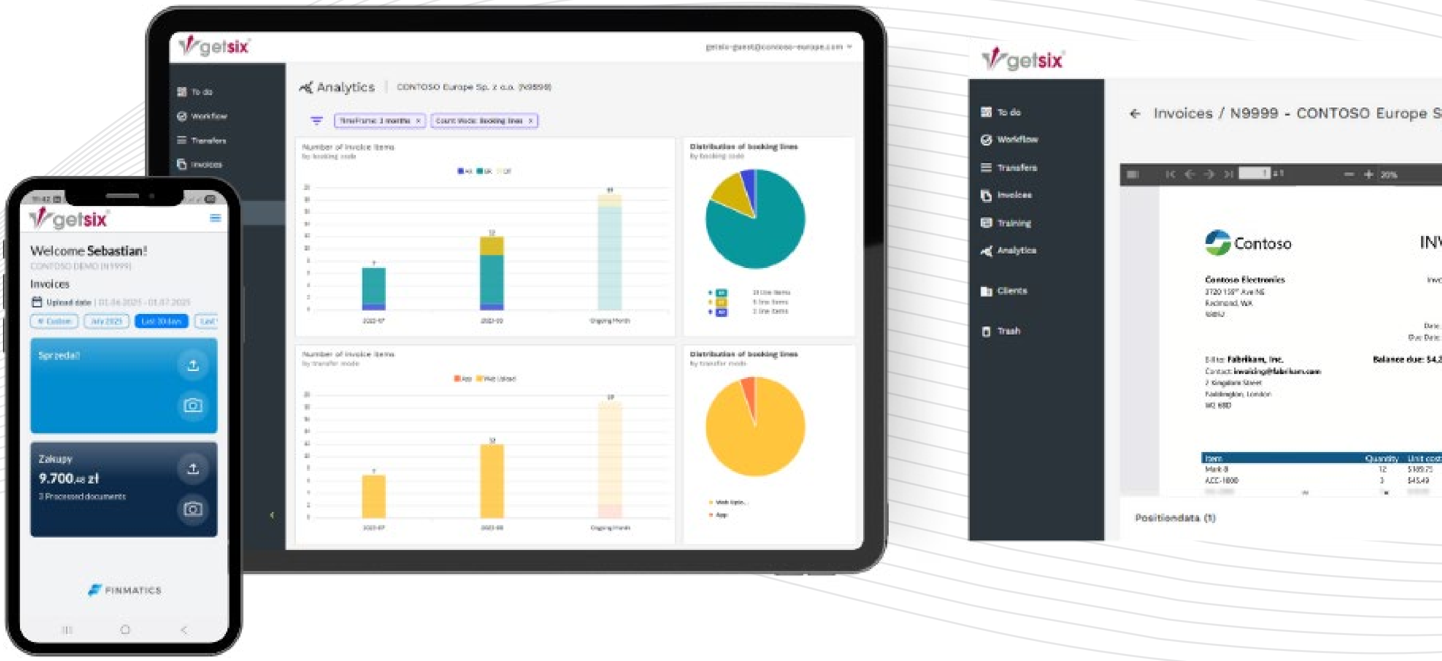
USER MANUAL
E-SERVICES

USER MANUAL
INVOICE AND WORKFLOW PORTAL



DIGITAL DOCUMENT WORKFLOW

CONVENIENT • SECURE • ECO-FRIENDLY

TABLE OF CONTENTS

1. INTRODUCTION

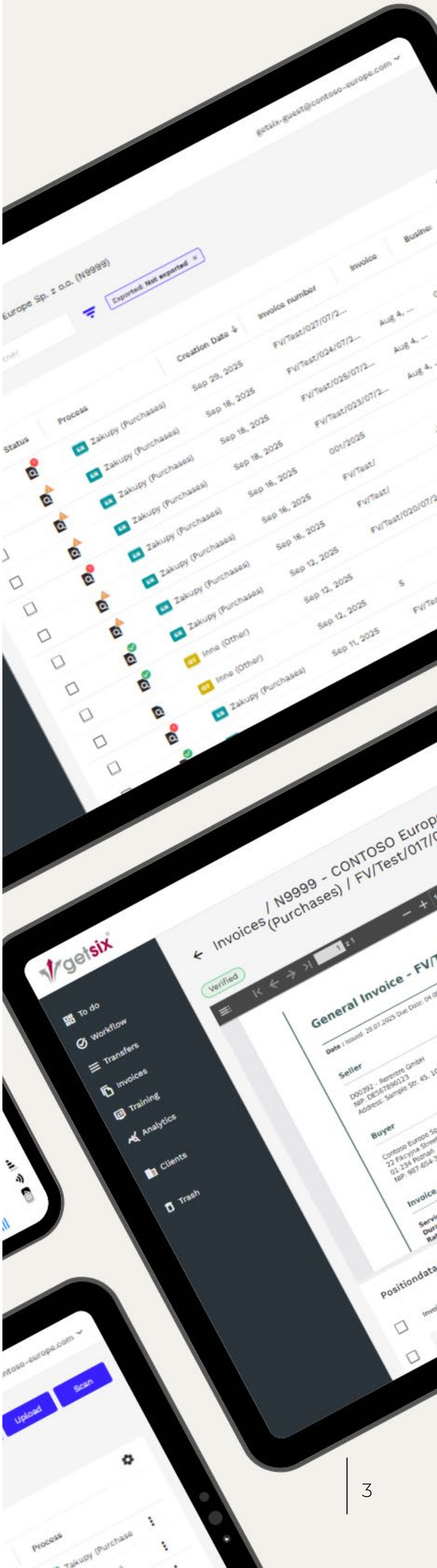
ABOUT THE SERVICE

The getsix® Invoice and Workflow Portal is a platform with embedded AI designed to automate and digitise the processing of financial documents. The tool supports the complete invoice workflow – from the moment a user submits a document, through to its final posting in the financial and accounting system. The system was created with accounting teams, purchasing departments, operations managers, and companies aiming to digitally transform their business processes in mind.

ADVANTAGES OF THE SYSTEM

- **A modern, browser-based interface that provides** improved control over document flow – document filtering, invoice approval/rejection process.
- **Secure and fast document submission** – no need to use email.
- **Mobile application** – the ability to manage invoices from anywhere. Ideal for mobile teams and field staff. Photos of invoices or documents are sent directly to the system.
- **Flexible real-time monitoring** – full visibility of document status. Automatic email notifications.
- **Permission system** – individual access levels according to the user's role.
- **Document analytics** – clear dashboards with automatic recognition and classification of documents.
- **A response to environmental challenges and ESG goals** – digital document workflows reduce paper usage and significantly lower the carbon footprint, supporting your company's sustainability and environmental responsibility strategy.

The Invoice and Workflow Portal operates in a European data center certified with **ISO 27001** and **ISO 9001.** Regular IT security audits and state-of-the-art web technologies ensure the **highest level of security**.



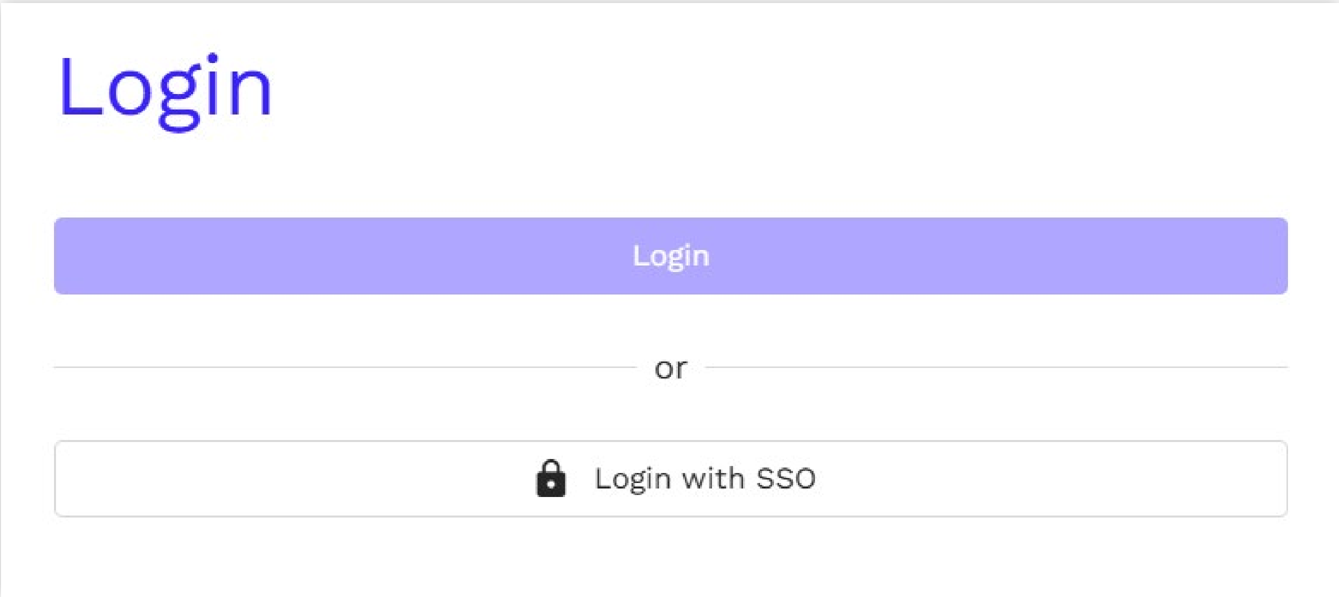
2. ACCESS AND LOGIN TO THE PORTAL

ACCESS TO THE PORTAL

To start using the Invoice Portal, open your browser and go to the login page provided by getsix®.

Login is available at: getsix.support/iwp/portal

1. On the login screen, enter your **email address and password** – these are identical to the credentials used to log in to the **getsix® Customer Extranet**. New users receive their login details via email.
2. On the login screen, you can also select your **preferred interface language** from the list of currently available language versions.



ACCESS TO THE MOBILE APPLICATION

To access the portal in its mobile version, you need to download and install the Finmatics app – available free of charge from the Google Play Store (for Android devices) and the App Store (for iOS devices).

Download the app

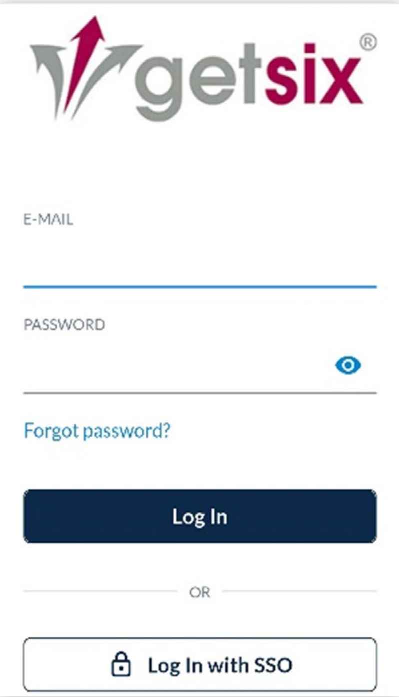
FINMATICS

GET IT ON Google Play

Download on the App Store

After installing the application:

- Open the Finmatics app on your mobile device.
- Select the “Log In with SSO” option (single sign-on).
- Enter your email address – this is the same address you use to log in to the getsix® Customer Extranet. New users will receive their login details via email.



3. PORTAL STRUCTURE

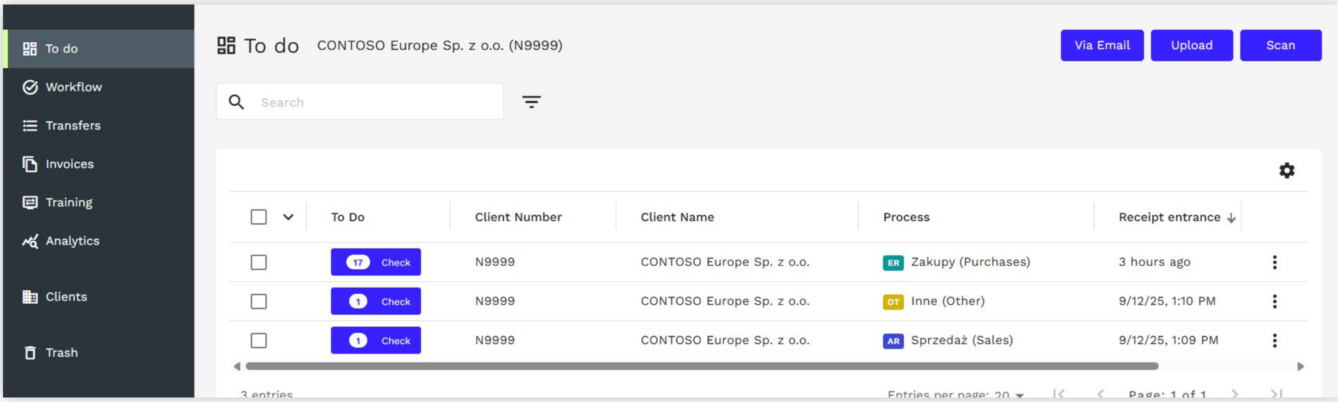
MAIN MENU

After logging in to the getsix® Invoice Portal, the user has access to the main navigation menu, located on the left-hand side of the screen. Below is a brief overview of the available modules and their use when working with the system.

TO DO

This section is your "home page" and contains all documents that require review. The search function allows you to look up a specific document type. Various filtering options are also available. You can also personalize the columns of the TO DO table.

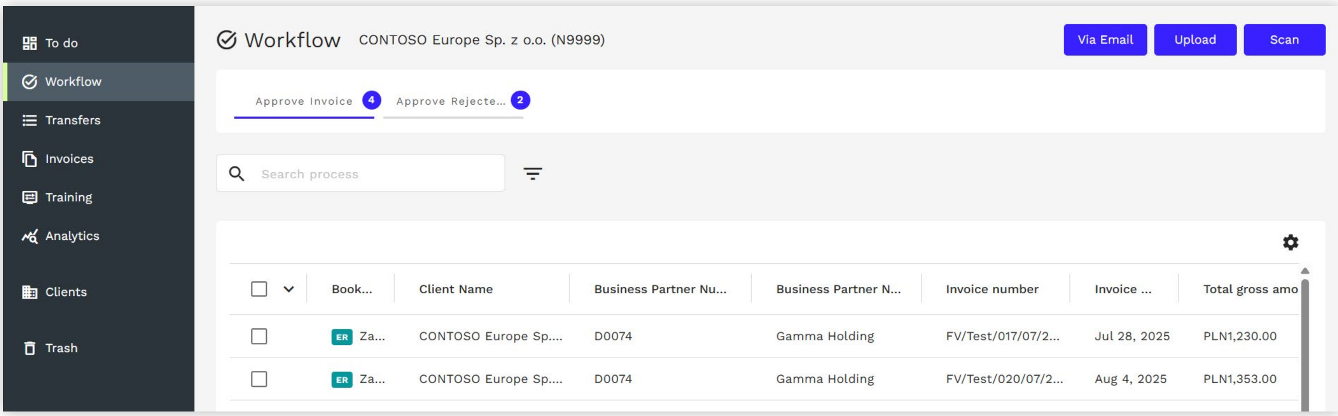
- A list of user tasks, presenting documents that require action - such as validation, or approval.
- Provides a quick overview of current responsibilities, broken down by priority.



WORKFLOW

Document approval process.

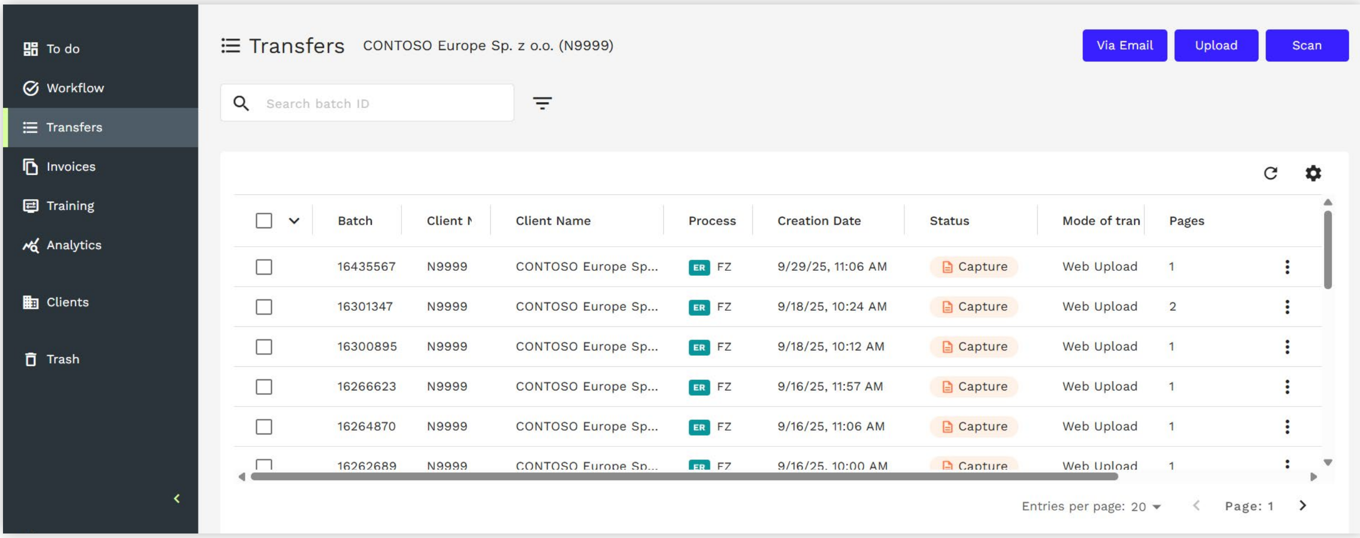
- Allows you to add a comment to an approved or rejected invoice.
- The system blocks the export of a rejected invoice to MS BC.



TRANSFERS

In this section, you will find all documents grouped by transfer date. You can use the search function to locate documents. Various filtering options are also available. The Batch column contains the identifier of the package of documents submitted in a single file.

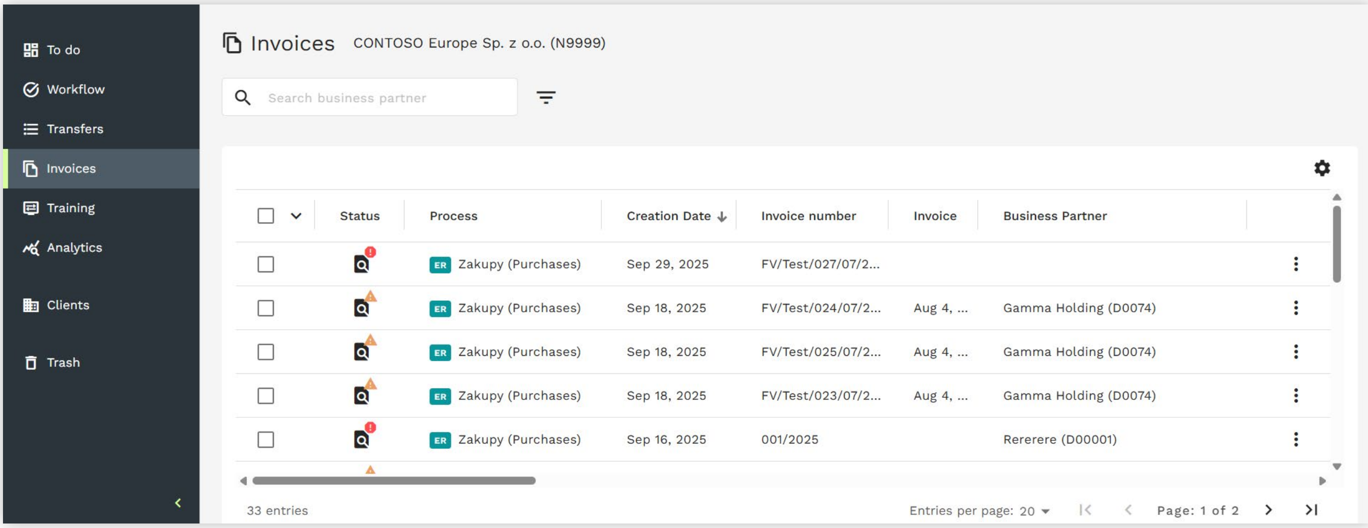
- Processing transferred or uploaded documents.
- Documents processed by the system in the TRANSFERS module are automatically displayed in the INVOICES module, and in the TO DO module the documents will be included in the “to do” list.



INVOICES

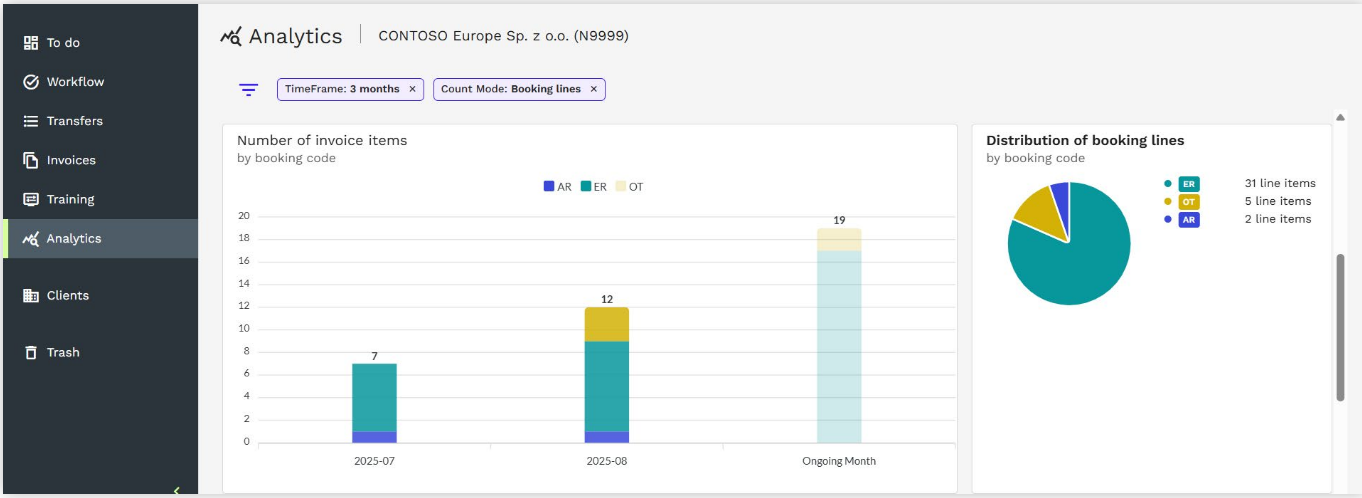
The main section for handling invoices - both expenses (ER), sales (AR) and others (OT).

- Allows you to view and filter invoices. In this section, our getsix® Validation Team reviews the document and completes any missing data.



ANALYTICS

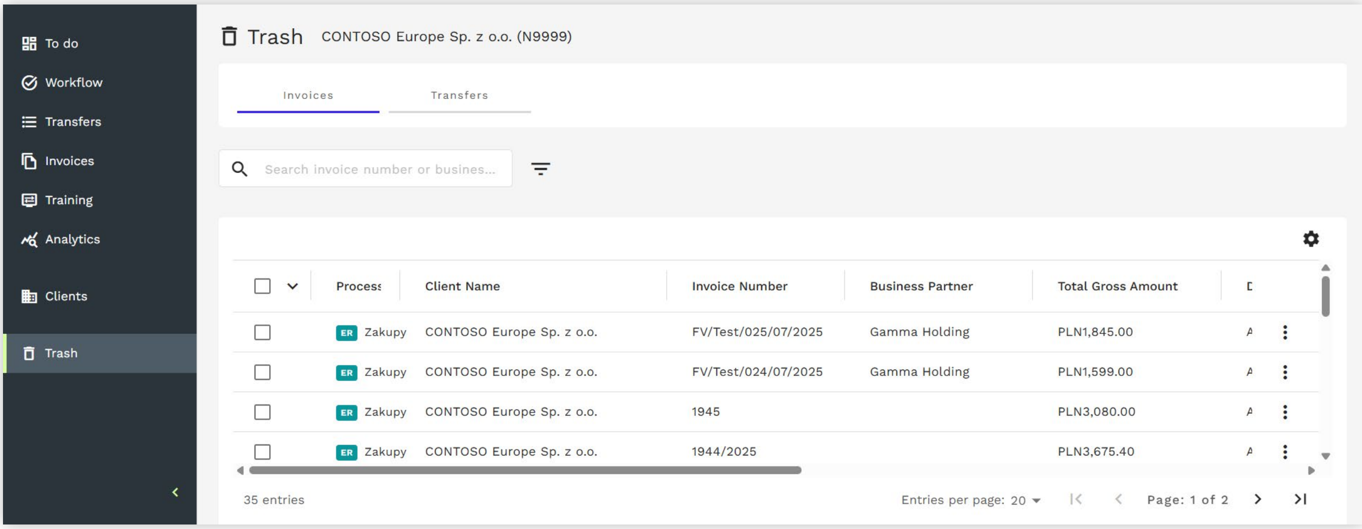
- An analytics module offering dashboards and reports related to processed documents.



TRASH

In this section, you will find all deleted documents. You can use the search function to locate them. Various filtering options are also available. It is also possible to restore a deleted document back into circulation.

- View a list of deleted documents.
- Ability to restore deleted document.
- Preview of deleted document.



4. BASIC FUNCTIONALITIES

METHODS OF DOCUMENT SUBMISSION

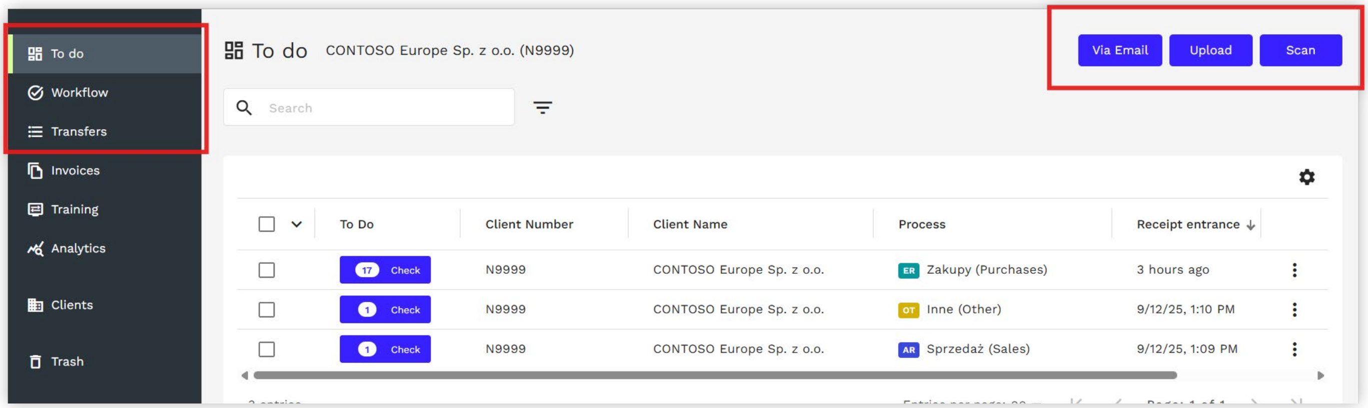
The getsix® Invoice Portal allows documents to be submitted using several convenient methods – both from a computer and a mobile device.

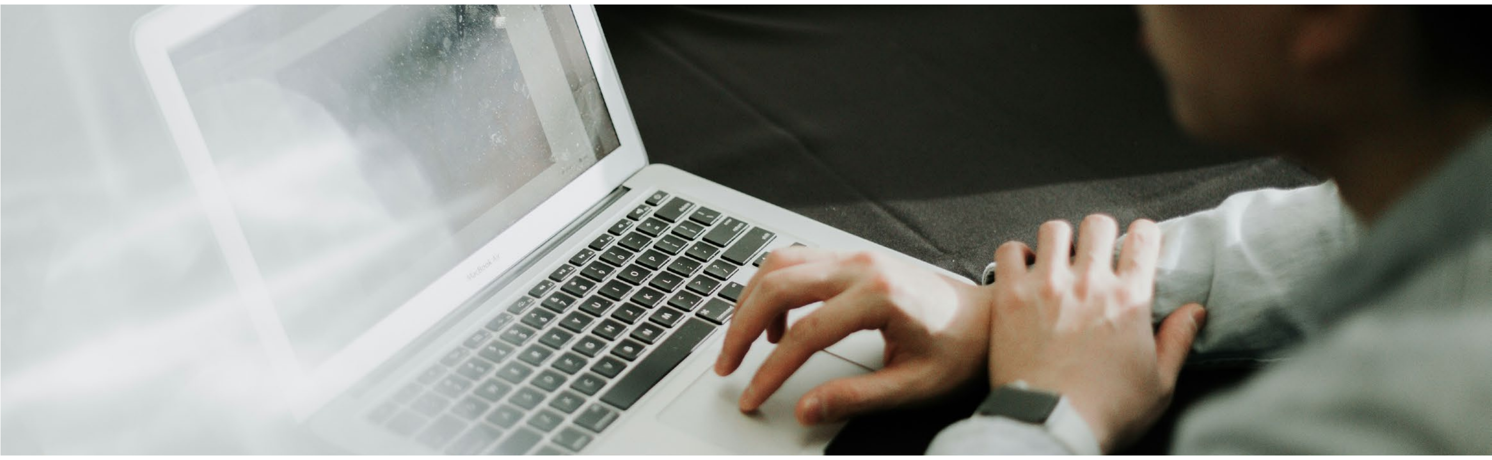
1. UPLOAD DOCUMENTS VIA INTERFACE (BROWSER)

Click the logo in the top-left corner to access the task view, where you can upload documents. You can also click directly from the **TO DO**, **WORKFLOW**, or **TRANSFERS** tabs in the left-hand menu: “Upload” or “Scan.”

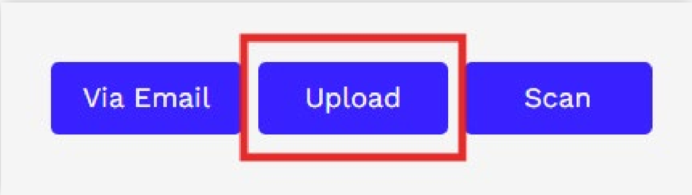
We do not recommend submitting invoices via the technical email address available under the “Via Email” button.

If you already have invoices in digital form, please use the “Upload” option or the mobile app.





UPLOAD BY CLICKING UPLOAD BUTTON



To upload a document, please follow these steps:

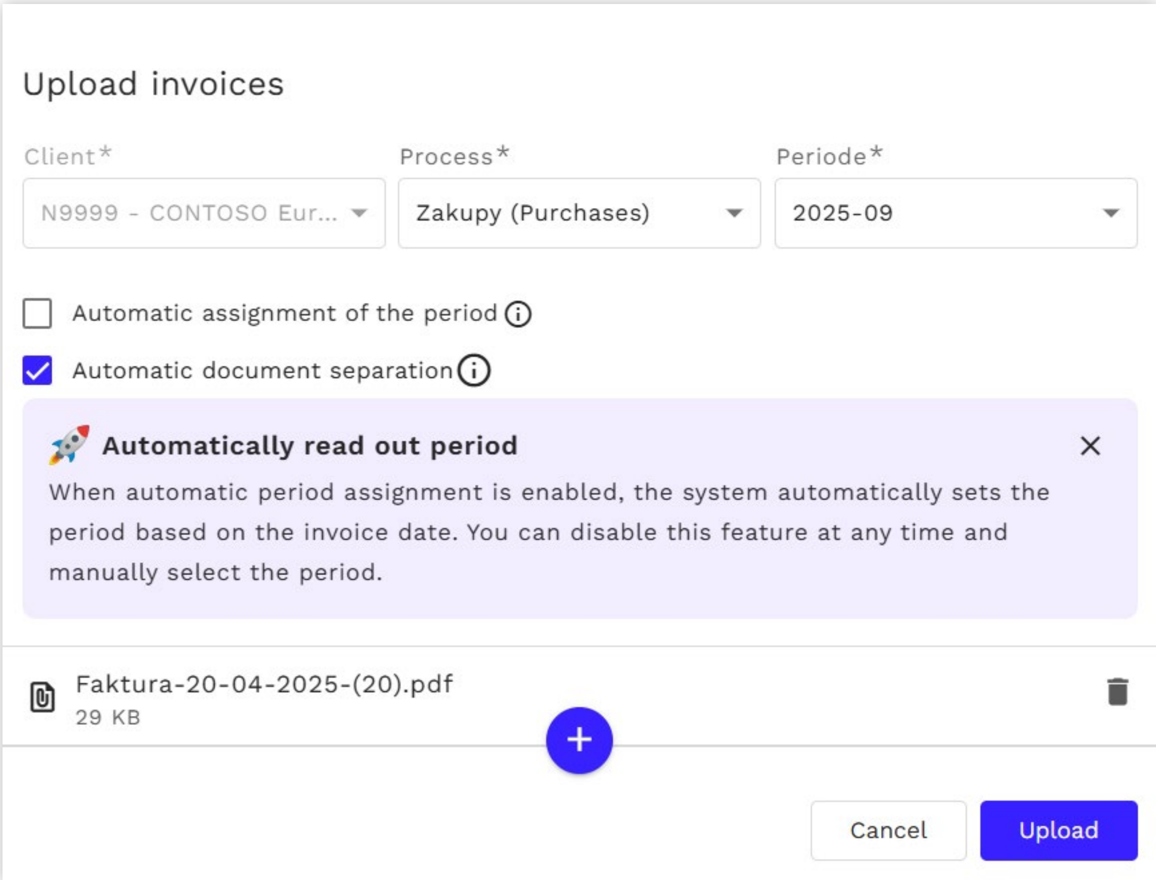
1. Select the respective process:

    AR – sales invoices,

    ER – purchase invoices, or

    OT – other documents.

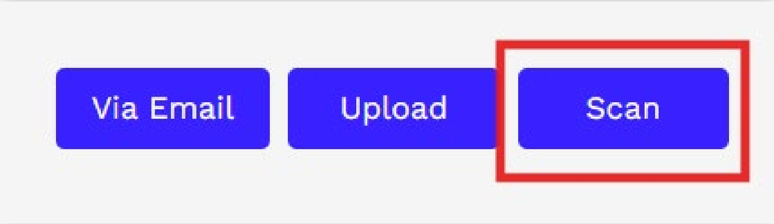
2. Upload the document using the available option.
3. Click the "**Upload**" button to confirm.



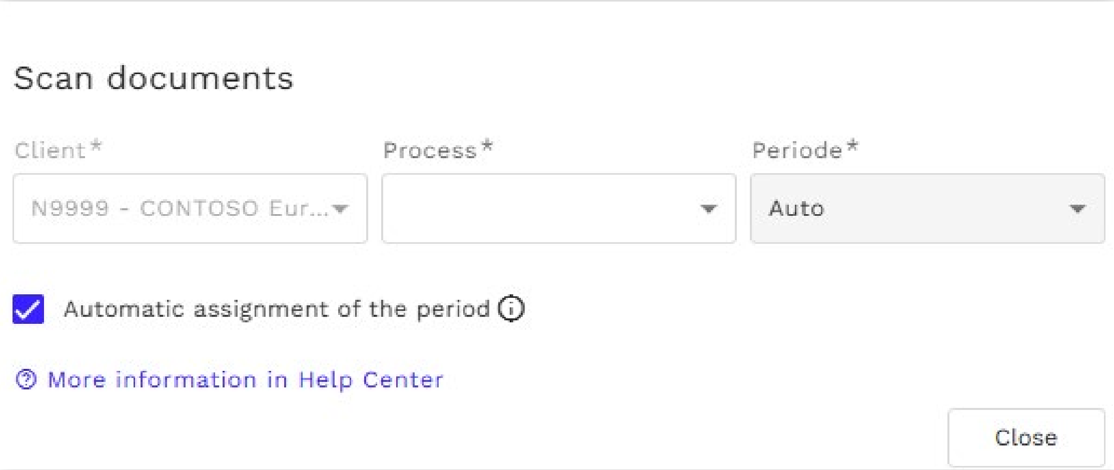
UPLOAD BY CLICKING SCAN BUTTON

Scan Automat connects to desktop scanners via the TWAIN interface and automatically separates documents. This option is recommended when scanning 200 or more paper documents per month.

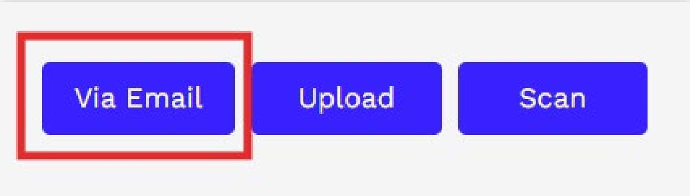
In the TO DO, WORKFLOW, or TRANSFERS view, click “Scan” in the upper right corner.



Select the document type, then open Advanced Settings to define the scanning options.



UPLOAD BY CLICKING VIA EMAIL BUTTON



Please do not use the “Via Email” button.

If the invoices are already in your mailbox, use the technical email address provided during configuration. When you send an email with a PDF, TIFF, JPG, or PNG attachment to this technical email address, the attachment will be processed.

If you would like to receive the technical email address again, please contact the getsix® Support Team.

Make sure you are sending invoices from the registered company domain provided during configuration. For security reasons, invoices cannot and will not be accepted from public domains such as gmail.com, onet.pl, wp.pl, home.pl, or similar.

We do not recommend sending ZIP files.

Please ensure you do not send encrypted emails, as the system cannot decrypt them. If an encrypted email or file is sent, the sender will receive an automatic notification that the file could not be processed.

Can I send invoices to the technical address from any email address?

For security reasons, invoices can only be sent to technical email addresses from the company domains registered by the client and entered by the getsix® Administrator during configuration.

CORRECTLY UPLOADED INVOICES

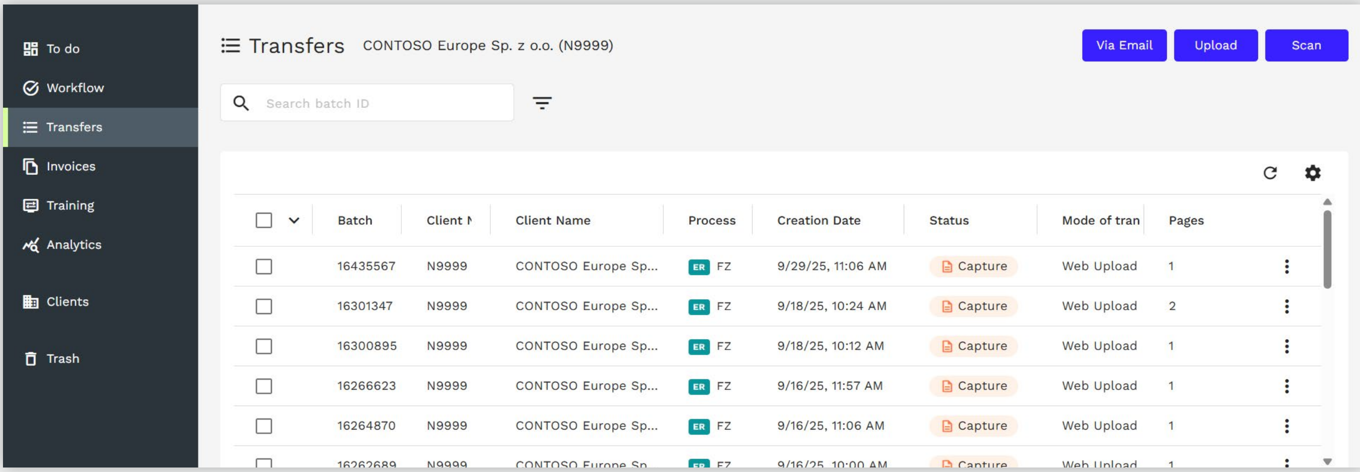
Ensure that all documents have been properly uploaded to the system.

Please make sure to upload only the following types of documents:

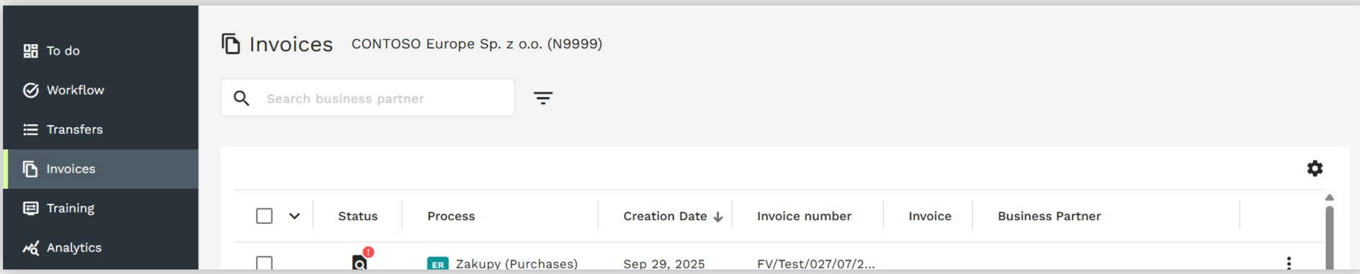
- Purchase (cost) invoices
- Sales invoices
- Other documents subject to accounting (e.g., travel expense reports, resolutions on capital increase, etc.)

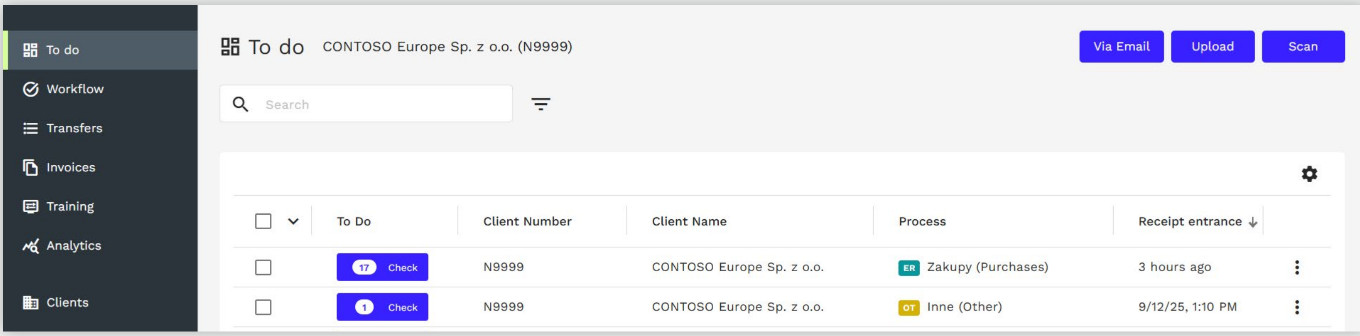
All documents should be properly sorted and submitted to the appropriate process.

Properly loaded invoices will appear in the **TRANSFERS** module. In the "Pages" and "Invoices" columns, you can see how many documents have been uploaded and how many pages.



Documents processed by the system in the **TRANSFERS** module are automatically displayed in the **INVOICES** module, and in the **TO DO** module the documents will appear in the to-do list.



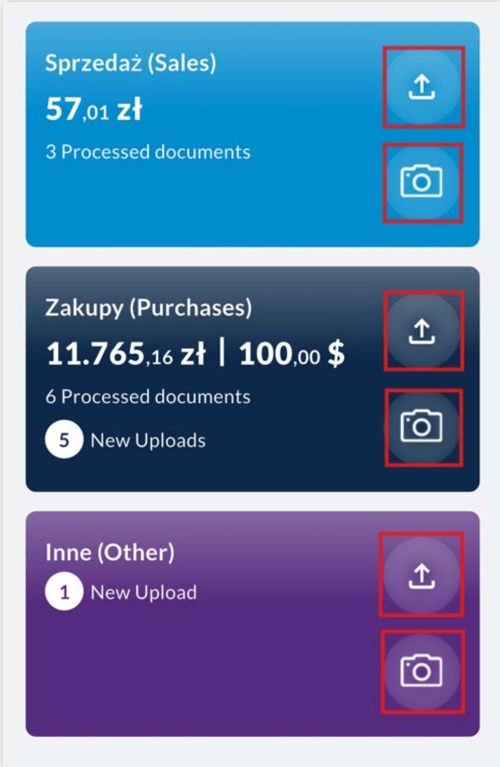


2. UPLOAD DOCUMENTS VIA MOBILE APP

After logging in with the SSO option, you will see the same options as in the web version.

Each document must be assigned to the correct process:

- **AR** – sales invoices
- **ER** – purchase invoices
- **OT** – other documents



To add a document, you can either:

- tap the “Upload” button to select a PDF file of photo from your phone, or
- tap “Take a picture” to capture the document directly with your camera. The app automatically takes the photo once the document is stable in view.

FINALISE DOCUMENT UPLOAD

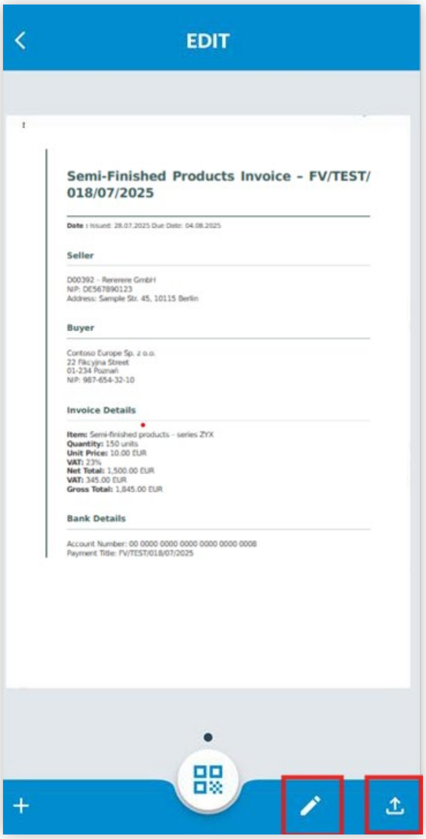
Review and edit

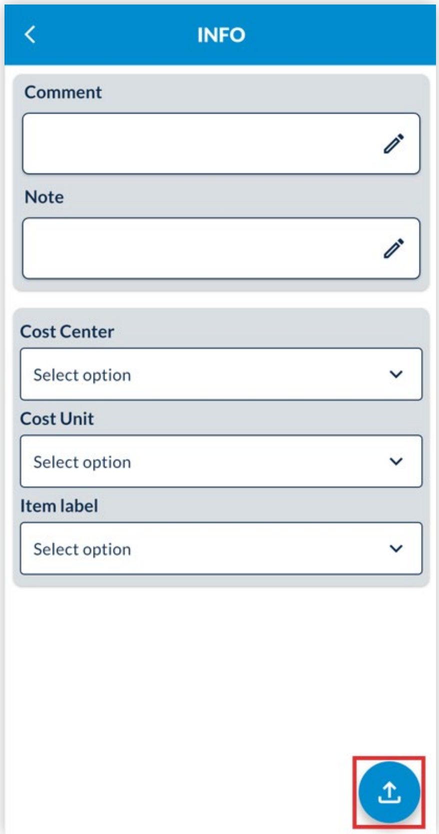
After scanning or uploading, the document preview will appear on your screen.

At this stage, you can:

- add a comment or note,
- assign the document to a cost centre, cost unit, or item label using the drop-down menus.

These fields help categorise the document correctly before it enters the workflow.





Confirm upload

Once the document is complete, tap the send icon located in the bottom-right corner of the screen to finalise the upload.

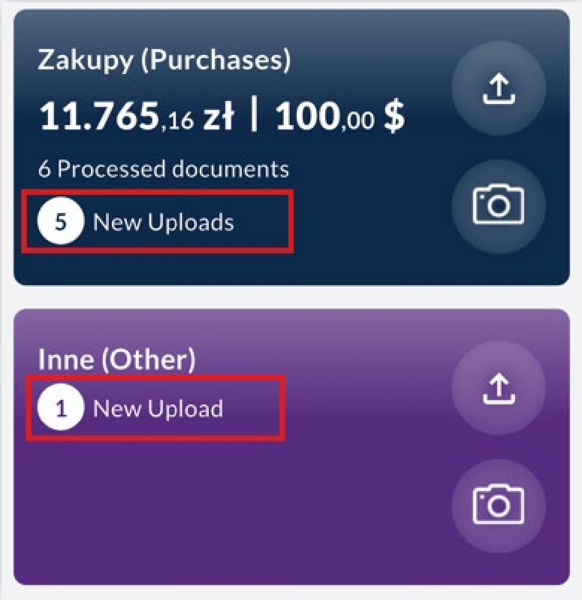
The document will then be transferred to the selected process in the portal.

CORRECTLY UPLOADED INVOICES

Once documents have been uploaded successfully, they will appear in the main view of the portal.

To see them, simply navigate to the respective process (AR – sales invoices, ER – purchase invoices, or OT – other documents).

From there, you can continue validation, approval, or further processing.



RECOMMENDATION FOR SUBMITTING INVOICES

1. UPLOADING EACH DOCUMENT AS A SEPARATE FILE

For related documents (e.g., a travel expense report and its invoices, or an invoice with an attachment), we recommend uploading only the related documents together in a single file, using the ER process (for purchase invoices) or the AR process (for sales invoices).

If you upload several documents in one file, and only some of them are related, please ensure that clear instructions for the accountant are included on the documents, indicating how they are linked (if applicable).

2. ACCEPTED DOCUMENT FORMATS

Please upload your documents in the formats supported by the system:

- **PDF, JPG, TIFF, PNG**
- **XML format** (e-invoices)

Which e-invoice formats are supported? See **page 19.**

3. UPLOAD RESTRICTIONS

You can upload up to **20 pages per transfer** to the Invoice and Workflow Portal.

The size limit for a single email is **30 MB**.

Notice: The maximum size of a single email is determined by your email provider – for corporate accounts it is usually 10 MB.

4. CORRECT PROCESS ASSIGNMENT FOR DOCUMENTS

To ensure efficient processing and correct workflow assignment, users must submit each invoice to its appropriate category. Incorrect classification may delay processing or require manual intervention.

Please make sure to upload each type of invoice into the appropriate process:

- Purchase (cost) invoices – only to the **ER process** (dedicated to purchase invoices),
- Sales invoices – to the **AR process** (dedicated to sales invoices),
- Other documents – to the **OT process** (dedicated to other documents).

A file containing purchase invoices and their related “Other documents” should be uploaded to the ER process, with clear instructions for the accountant on which invoices the documents are linked to.

5. MAINTAINING DATA CONSISTENCY AFTER VALIDATION

Invoices in the Approval Workflow view are already correctly validated – **remember not to delete or merge invoice lines after validation**. Making such changes causes discrepancies between the amounts in the system and the original document, which prevents the invoice from being correctly posted.

6. SUBMITTING ACCOUNTING DOCUMENTS ON TIME

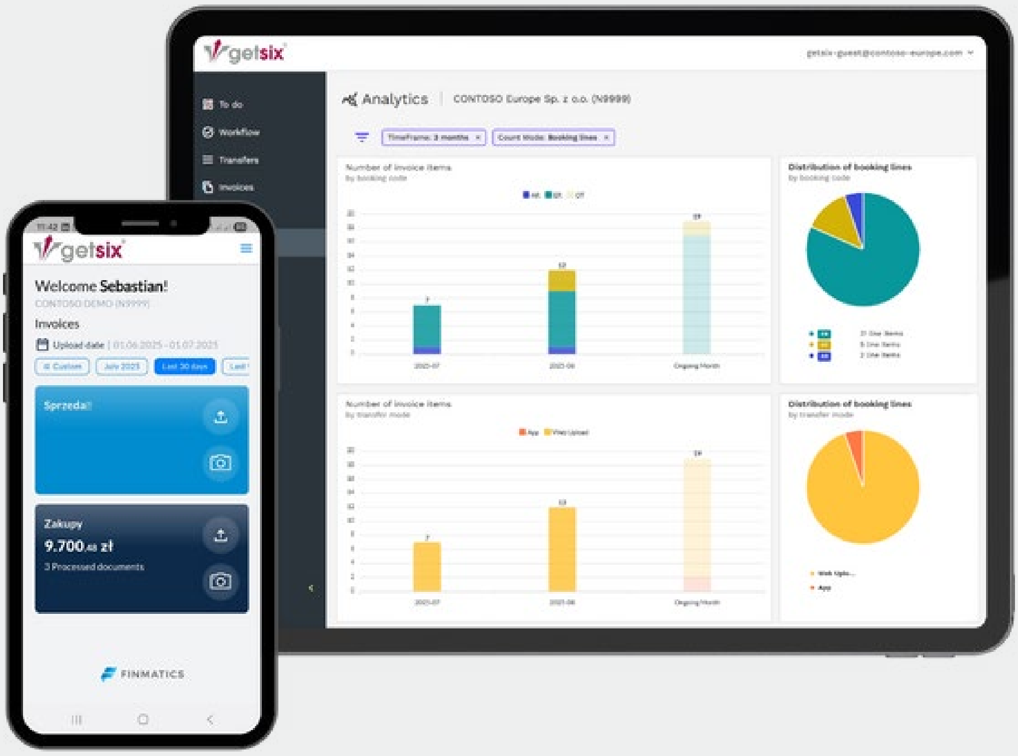
Please ensure that accounting documents for a given month are submitted progressively throughout the month, no later than the deadline specified in the agreement.

7. BEST PRACTICES FOR INVOICE EMAIL INTEGRATION

To ensure proper integration with the Invoice Portal and maintain control over the document flow, **we strongly recommend not using and not sharing the technical email address directly with your suppliers.**

This technical email is intended solely for automated import into the system and should not be made publicly available.

For security reasons, invoices can be sent to technical email addresses only from the client's registered corporate domains, which are entered by the getsix® administrator during configuration.



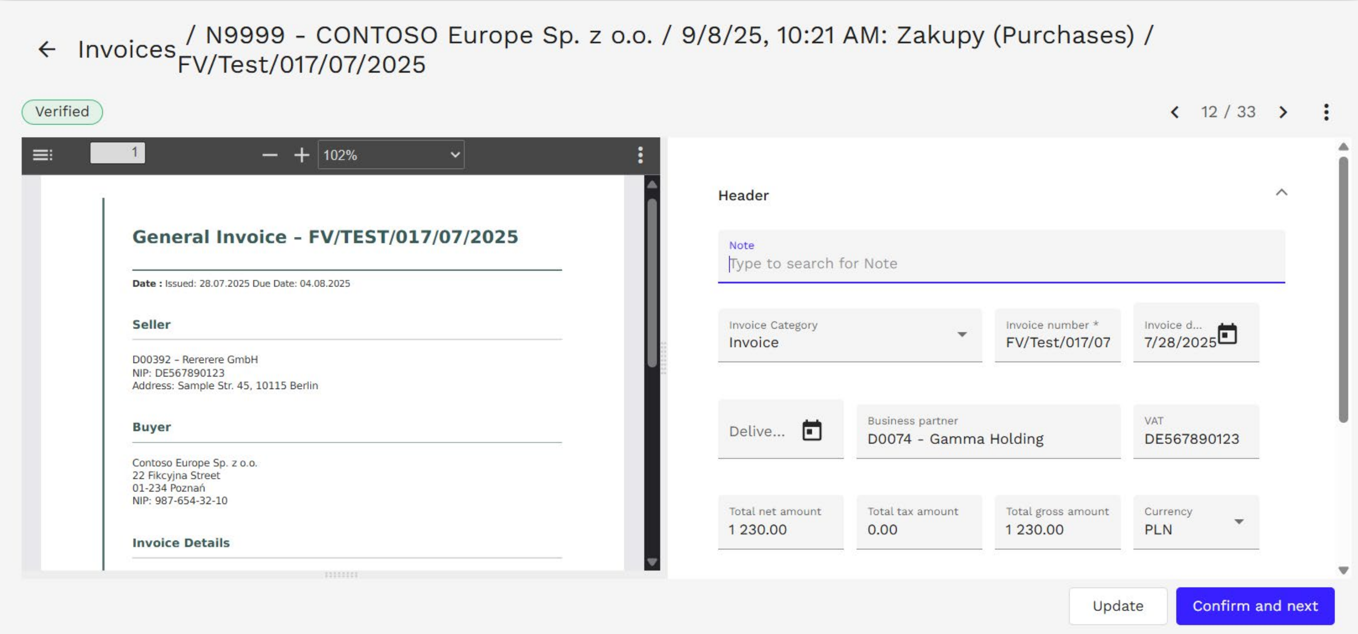
DOCUMENT WORKFLOW

INVOICE PROCESSING

The system automatically scans documents.

Invoices (Purchases and Sales): Invoice Portal recognizes basic data such as document number, document date, contractor, Tax no. (NIP), due date, net and gross value, VAT amount.

In addition, the system recognizes invoice lines including: account number, description, quantity, unit price, net value, gross value, VAT amount, MPK.



Other document (OT) processing: Invoice Portal will, by default, provide a field for the validator/approver to enter comments, for further processing in MS BC.

Other document can be sorted and linked with proper invoice as an attachment.

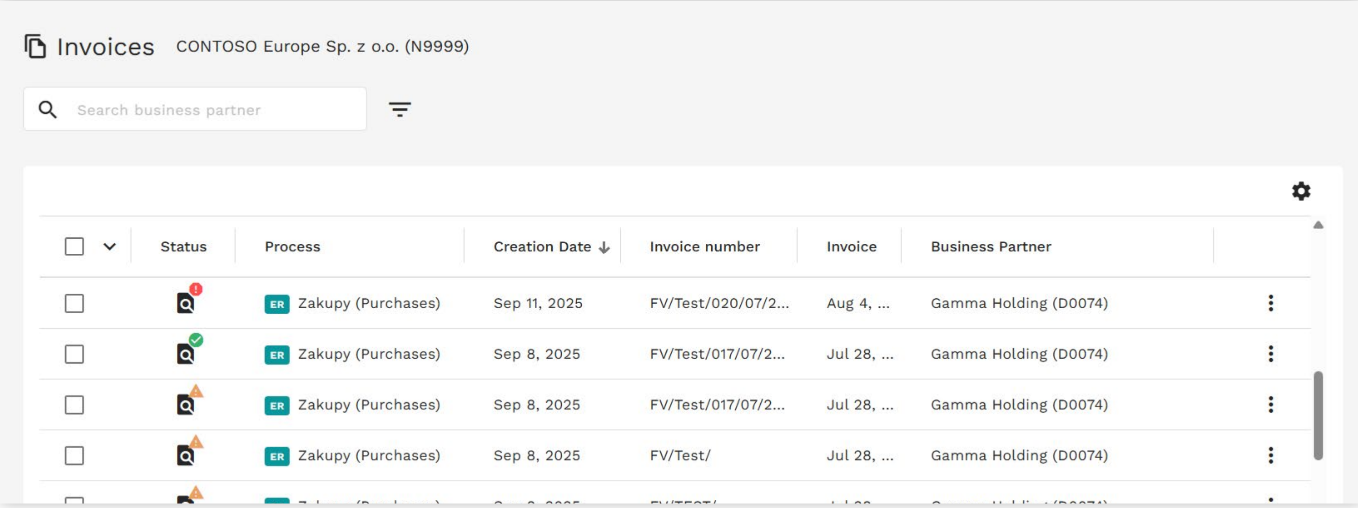
VALIDATION

The validation team checks and corrects the data in the INVOICES module:

✅ **Green validation status:** Documents validated correctly the system displays in green.

⚠️ **Red validation status:** Errors (warning) are marked by the system in red - the system blocks the validation and export of the invoice before the respective corrections are made by the validator.

⚠️ **Yellow validation status:** This is a warning that does not block the approval and export of the invoice. It is information for the validator to check the document. The document can be approved despite the warning - possible cases: duplicate invoice (2 same documents in the system), recognized TIN is not active in VIES, distant document date, etc.



APPROVAL (OPTIONAL)

After receiving a document, it should be forwarded for approval to the responsible person in the company. In small businesses, this task is usually performed by management. However, as the company grows, the complexity increases. Invoices and receipts often require verification by team leaders, cost center managers, or other responsible individuals.

The defined invoice approval process identifies the appropriate person, who then receives the document on their task list and can approve it, reject it, or forward it for verification. Approval is carried out via the Finmatics mobile app or the web version.

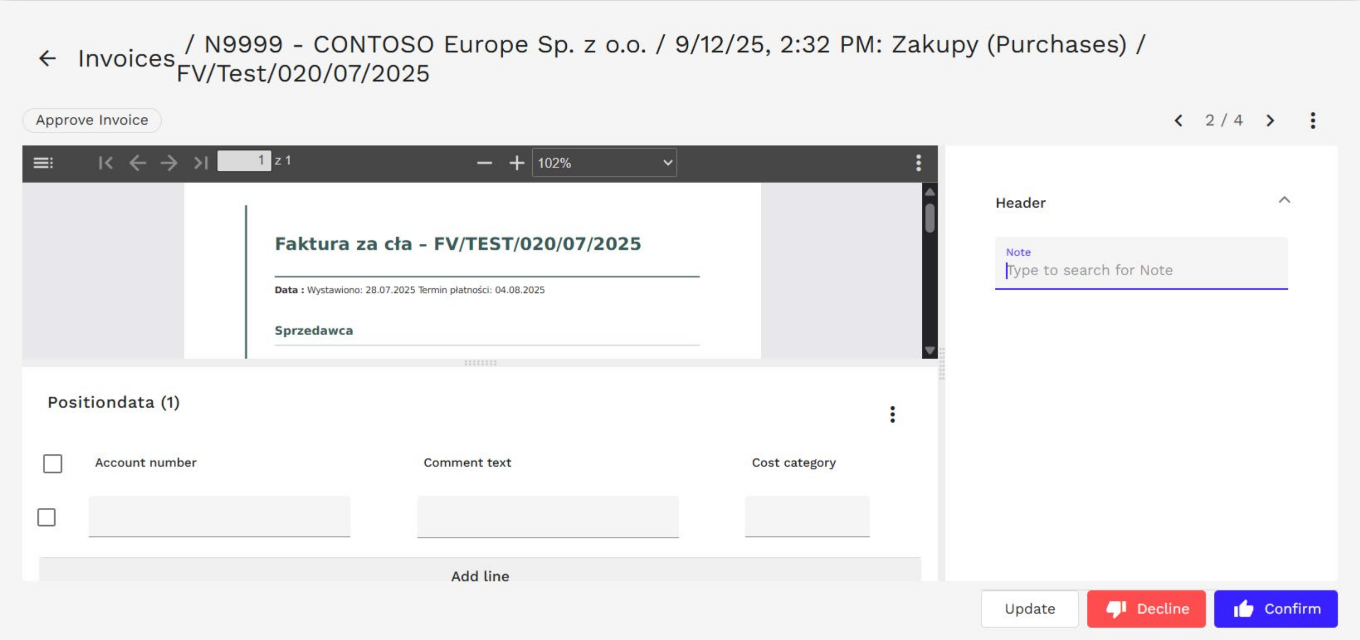
APPROVED INVOICE

Once approved, the invoice is automatically sent to the accounting system and removed from the “Approve Invoice” list.

REJECTED INVOICE

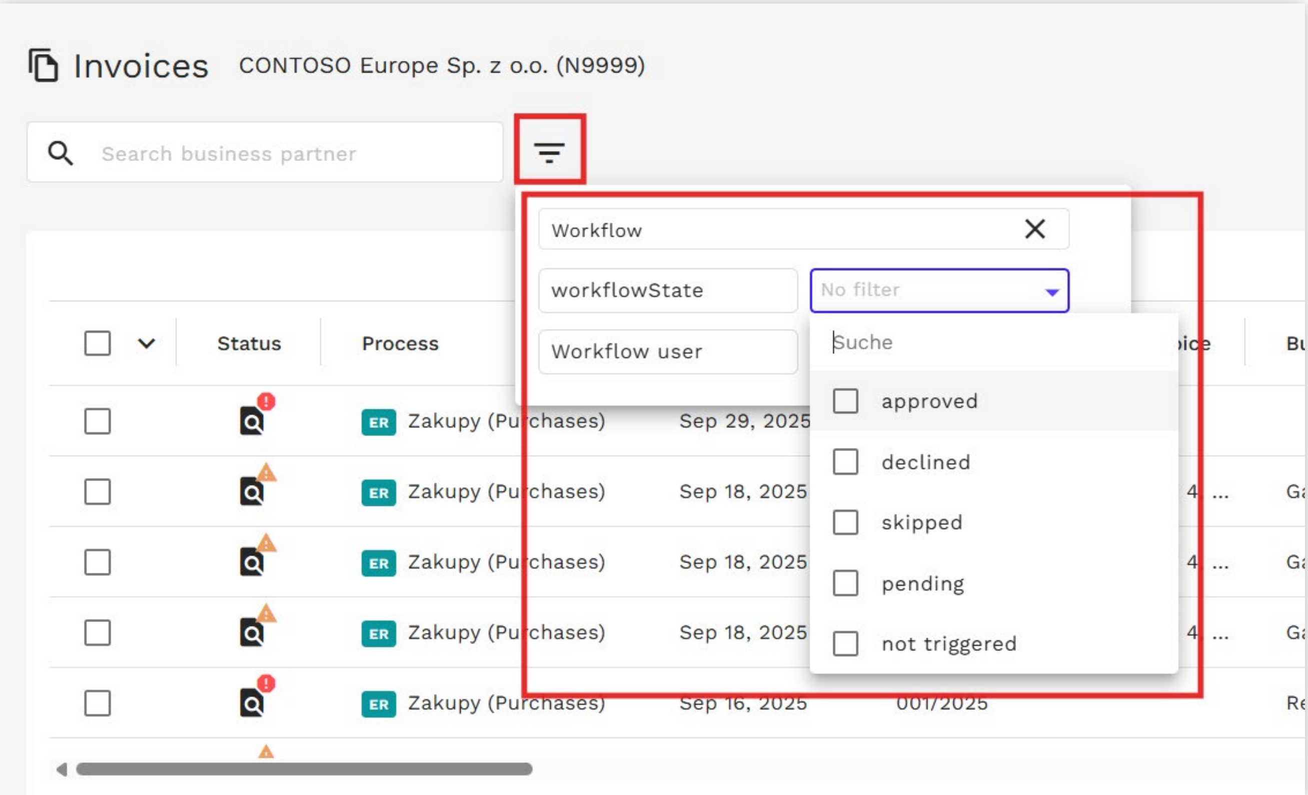
A **rejected invoice** is removed from the “Approve Invoice” list and moved to the “Approve Rejected Invoice” tab, where:

- **Decline button** – clicking this button again will permanently remove the invoice from the workflow. It will be deleted from the “Rejected Invoices” list and will never be transferred to the accounting system.
- **Confirm button** – this option allows you to reintroduce the invoice into the workflow. By clicking this button, the invoice will be approved and sent to the accounting system.



HOW TO FILTER APPROVED OR REJECTED INVOICES

To filter approved or rejected invoices, use the “Workflow” filter in the “Invoices” view.



PROCESSING INVOICES IN XML FORMAT (E-INVOICE)

An electronic invoice is an invoice issued, sent, and received in a structured XML electronic format.

An e-invoice is a set of data containing all invoice information sent from the supplier to the customer. The European Directive 204/55/EU defines how such an e-invoice should look. E-invoices are XML files or PDF files with embedded XML data. XML stands for “Extensible Markup Language.”

HOW IS XML DATA USED FOR PROCESSING?

Once an e-invoice is uploaded to the Invoice and Workflow Portal, the file is converted and checked for the e-invoice format. The data contained in the e-invoice is then interpreted for further processing.

For ZUGFeRD formats, the XML part of the e-invoice is used for automation, while the PDF part is used for display in Finmatics. The XML portion of the invoice can also be visualized. The Invoice and Workflow Portal also checks whether the IBAN number and the amount in the XML and PDF sections match. This allows for early detection of invoice manipulation and potential errors.

Data synchronization between ZUGFeRD-PDF and ZUGFeRD-XML is active for clients using DATEV, Agenda, or Business Central.

WHICH FORMATS ARE SUPPORTED?

All popular European e-invoice formats are supported, and the list is continuously expanding. Below you will find all supported formats:

- ZUGFeRD: from version 2.0.1 for EN16931 profile
- XRechnung: from version 2.3
- eb interface 4.1
- eb interface 4.2
- eb interface 4.3
- eb interface 5.0
- eb interface 6.0
- ebUtilities
- fatturaPA 1.2.1
- UBL 2.x invoice
- UBL 2.x credit note
- SAP IDoc FI

DOCUMENT EXPORT TO THE ACCOUNTING SYSTEM

- The Invoice Portal system is integrated with the accounting system Microsoft Business Central.
- After validation and approval, invoices are exported to MS Business Central automatically.

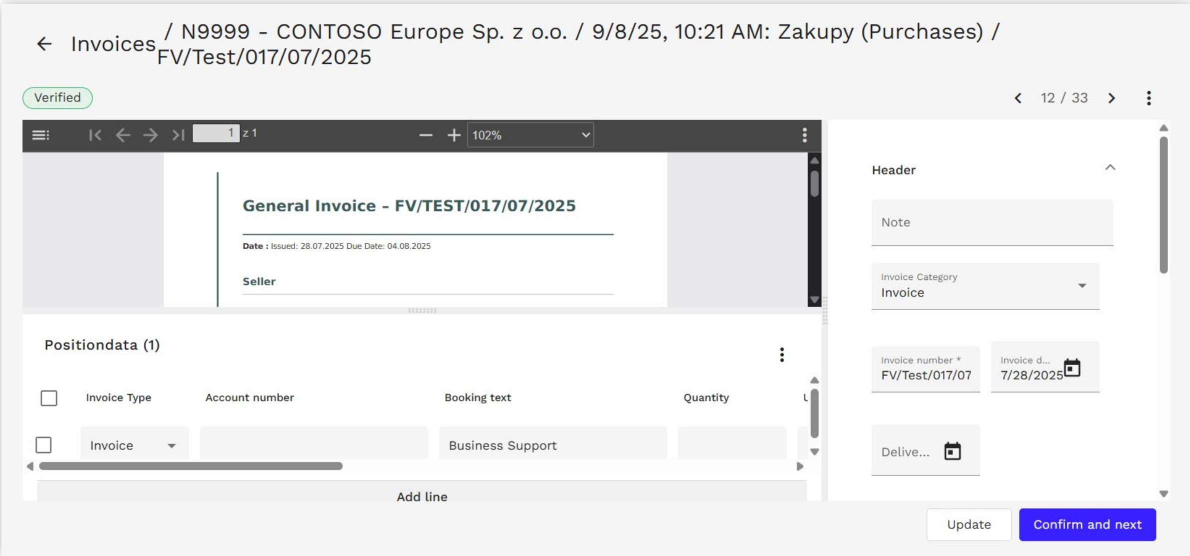
TRACKING DOCUMENT STATUS

In the Invoice Portal you can see the status of the documents:

- **In Work** - the document is being processed (may take a few seconds per page).
- **Sorting** - the document is awaiting verification of the structure (e.g., whether the pages have been divided correctly).
- **Capture** - Invoice Portal captures data if some fields need to be completed by the user/Validation Team.
- **Verify** - the document is ready for approval - all mandatory fields completed or verified.
- **Verified** - document has been exported to ERP system (e.g. MS BC).
- **Exported** - posted (feedback from MS Business Central).

Example:

Invoice properly validated and exported to MS BC system using the “Confirm and Next” button receives the status Verified.

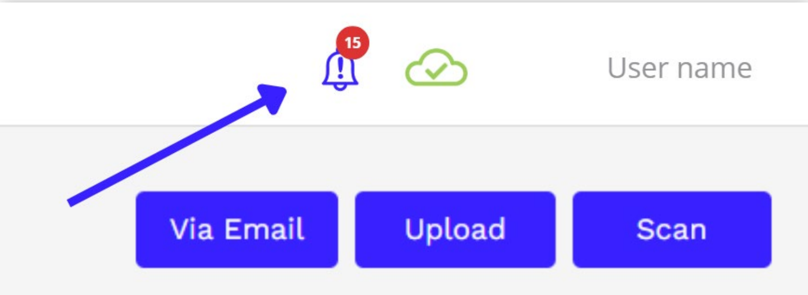


SYSTEM NOTIFICATIONS IN THE INTERFACE (ERROR MESSAGES)

System notifications in Finmatics highlight export and upload errors, enabling targeted intervention and ensuring smooth processing.

WHERE TO FIND SYSTEM NOTIFICATIONS

To view an overview of all notifications, click the bell icon in the upper right corner of the web interface.



Please check whether the attached file is in the correct format, size, and not encoded. If you encounter issues with transferring attachments, report the problem to support: getsix® Help Center.

5. HELPFUL FEATURES

DOCUMENT HISTORY

The Invoice and Workflow Portal records numerous changes made to documents on your behalf. The document history is available in the document view. To access it, click the three-dot menu and select "History."

Each document includes a complete audit trail, detailing:

- Who uploaded the document and when.
- Upload method (email, portal, or mobile app).
- Who validated the document.
- Status changes, each with a timestamp.
- Optional) Who approved or rejected the invoice and when.
- Final verification date and posting date in MS Business Central.

The document history can be downloaded as a CSV or PDF file. It can also be retrieved via the REST API.

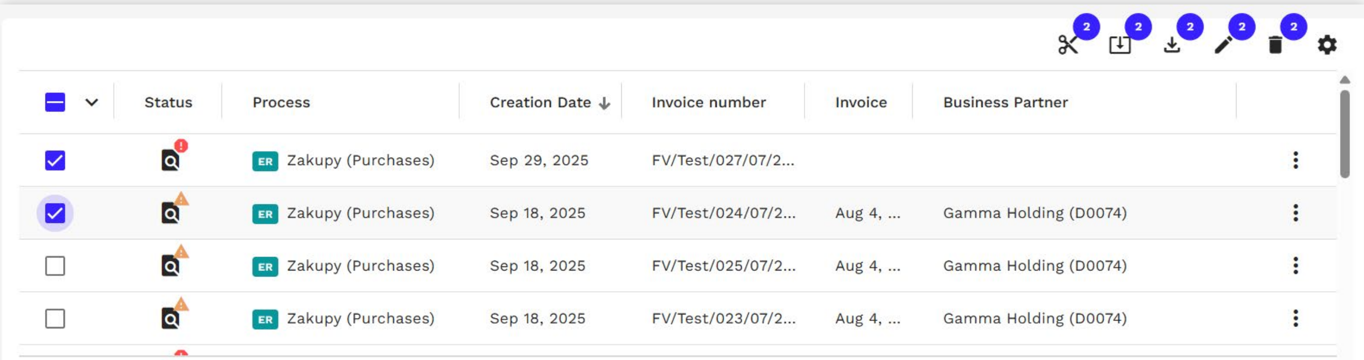
MERGING/SPLITTING DOCUMENTS

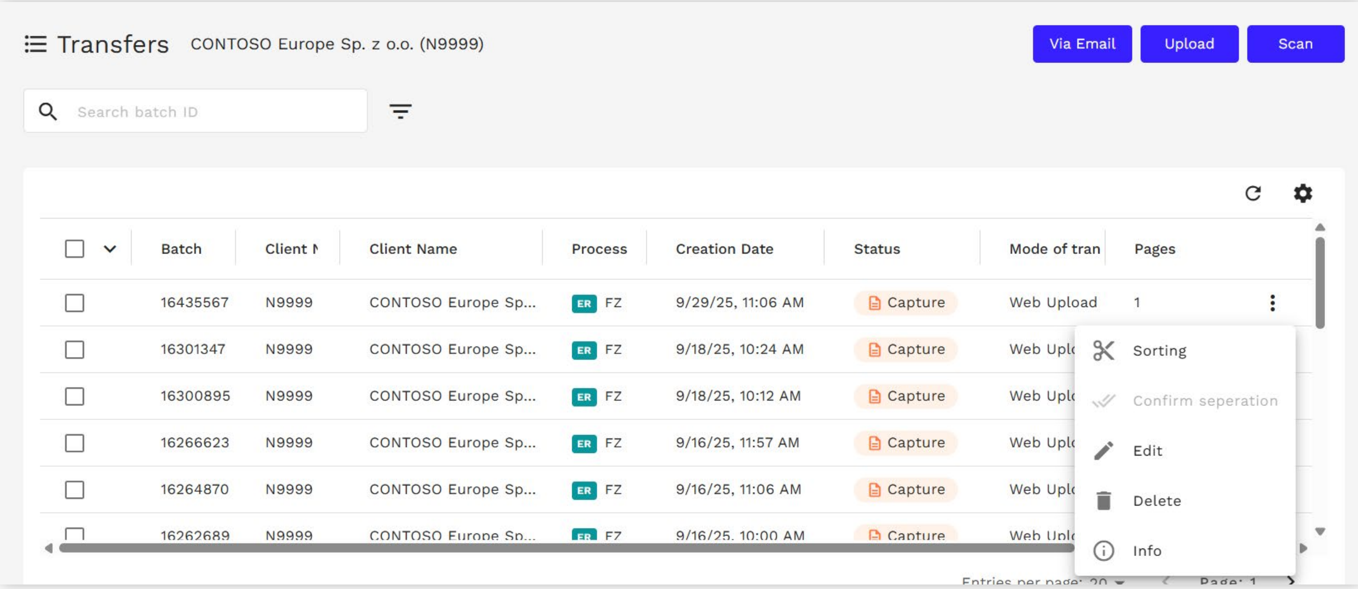
Using the **SORTING / CUT / STAPLE** functions, the system allows the validator to merge an invoice with its attachment and export both as a single file to the MS Business Central system. Similarly, documents can be split into multiple files when needed.

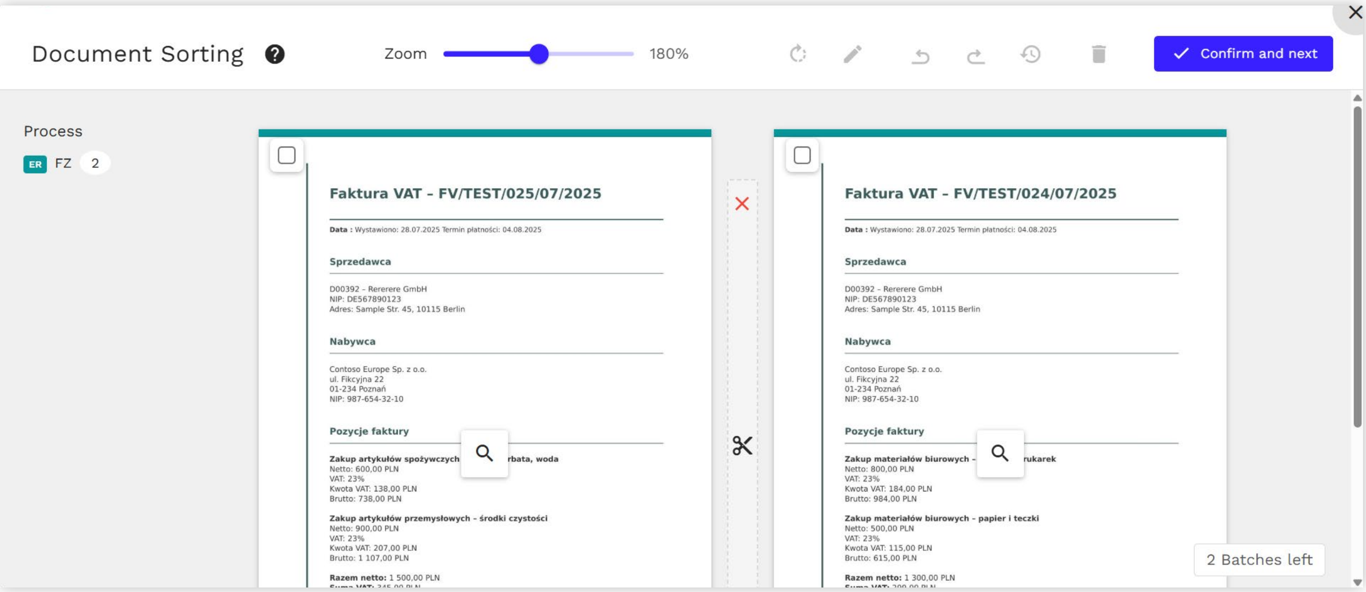
The **SORTING** option is available in two places within the system:

1. It appears after selecting checkboxes in the **INVOICES** module.
2. It is also accessible in the **TRANSFERS** module – either by selecting checkboxes or by using the contextual menu (the "more options" menu).

This functionality is particularly useful when working with scanned files containing multiple invoices or attachments that need to be logically grouped or separated before export.







LANGUAGE SUPPORT

The Invoice and Workflow Portal can operate in different interface languages, depending on the settings. In addition, the system is able to recognize invoices issued in all European languages.

FEATURE	SUPPORTED LANGUAGES
Web interface	EN, ES, DE, CZ, SK, SR
Mobile application	DE, EN, ES
Invoice processing	All European languages

ANALYTICS

The Invoice Portal offers built-in analytics in the form of clear dashboards, which allow you to:

- Monitor document flow within a selected time period.
- Break down data by document type (e.g. purchase invoices, sales invoices, others).
- Track processing statuses.
- Visualise data in dashboard format – helpful for assessing the efficiency of the invoice submission process.

USER ROLES AND PERMISSIONS

The system offers different user types with assigned access levels, tailored to the client's needs. Roles and permissions are defined during the system configuration. Additionally, access to specific modules and functionalities depends on the assigned permissions and can be customised to meet client requirements.

Two main user types are available:

- **Upload User** – a user with permissions to upload documents,
- **Approval User** – a user with permissions to both upload and approve documents.

NOTIFICATIONS

The designated users receive daily notifications containing:

- a daily summary of the number of documents submitted on a given day,
- a daily summary (reminder) about documents pending approval.

BEST PRACTICES

- Upload documents daily to avoid backlogs.
- Check warnings before approving a document.
- We recommend submitting invoices as separate files: one invoice = one PDF/JPG.
- If a warning appears during upload and the document is not accepted, please contact your administrator by submitting a ticket at: support.getsix.pl
- Analytics and dashboards help detect delays and irregularities quickly and support operational decision-making.

7. TECHNICAL SUPPORT

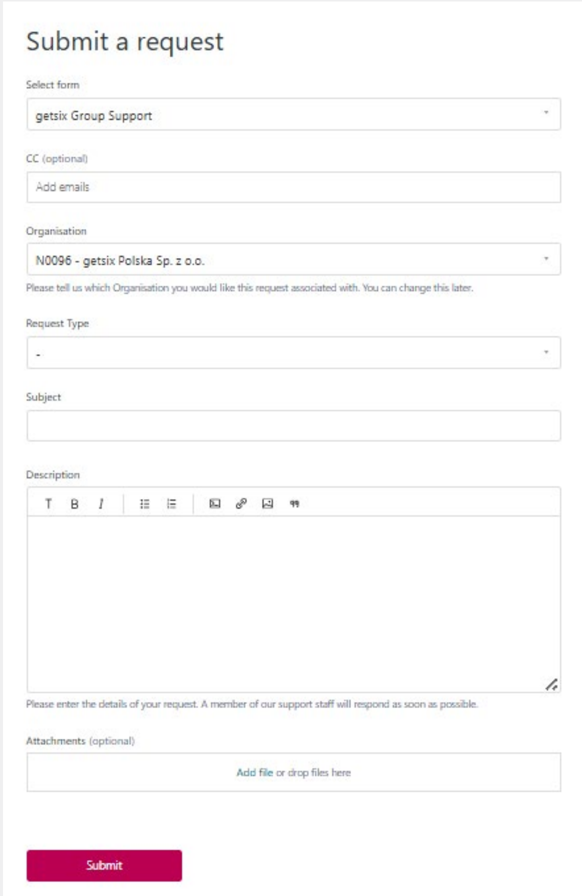
HELPDESK

We have created a **Helpdesk** for you, which can be accessed at: support.getsix.pl

There you will find:

- answers to frequently asked questions (FAQ) about the Invoice Portal,
- a form to submit a ticket in case of additional questions or issues,
- and documentation related to the portal.

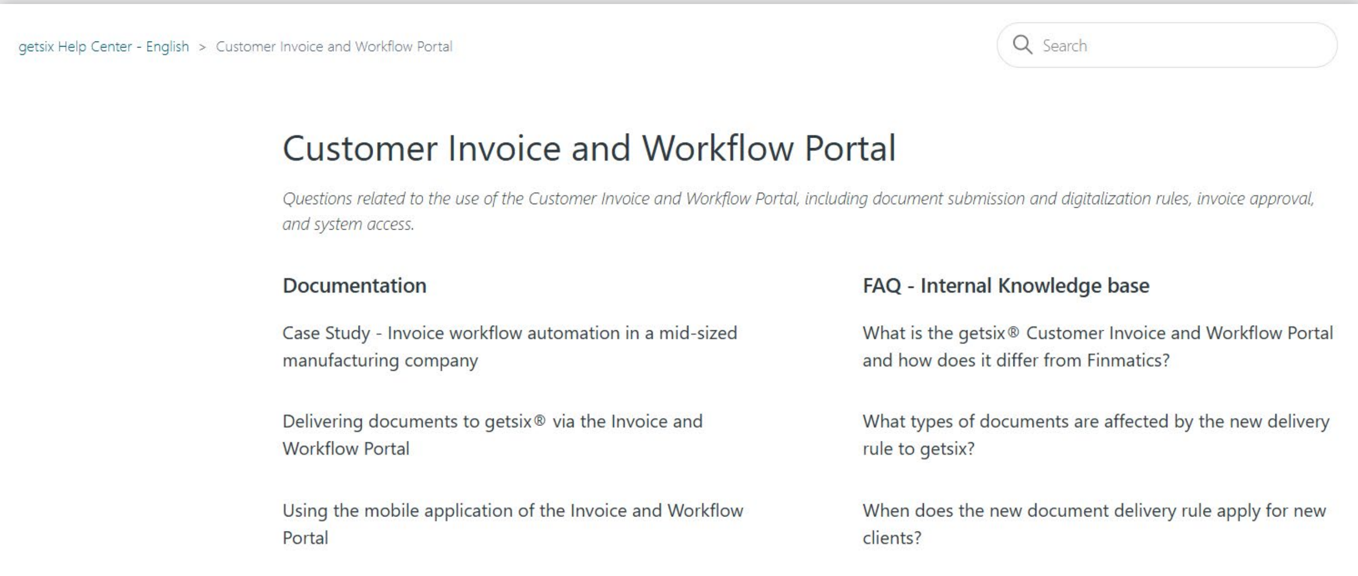
A ticket submitted via the "Submit a request" form is sent directly to our IT department. We will do our best to respond within 48 hours.



FREQUENTLY ASKED QUESTIONS

Before submitting a ticket, please check whether the answer is already available in the **FAQ section**. The search function will help you locate relevant information.

The FAQ (Frequently Asked Questions) section will be continuously updated with new explanations of the most frequently reported topics.



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Certificates

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Competencies

Business Central

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Partnerships

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