

PAGERO



Pagero E-Invoicing

User's Guide v1.2

Pagero E-Invoicing is an add-on/extension that enables sending of invoices (electronic, printed and PDF via e-mail) through a single pre-developed format and communication.

The add-on/extension introduces new fields and functionality in to Microsoft Dynamics 365 Business Central that covers the most common requirements for electronic invoicing within the B2B and B2G section. Pagero E-invoicing is tightly integrated with Pagero Online, a cloud-based network platform for communication of business documents within the purchase-to-pay, order-to-cash and logistic-to-pay (TMS) processes.

The purpose of this guide is to explain certain steps and activities in Dynamics 365 Business Central and Pagero Online to enable sending of invoices from Business Central to Pagero Online.

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1 Getting started

1.1 Sign Up Your Company with Pagero Online

If your company is already using Pagero Online, skip this step and continue with the section titled Initial Setup instead. If you haven't used Pagero Online before and need to register your company, please use the sign up wizard available from Microsoft Dynamics 365 Business Central. To access the sign up wizard search for **Pagero Online Company Sign Up**.

The wizard contains a number of steps that guides you through the sign up process, below is a short description of these steps.

- Step 1 (Primary company information)

PAGERO ONLINE COMPANY SIGN UP

Project Code PageroProjectCode

Company Name CRONUS

E-Mail communication@mail.se

Phone Number 031-00000

Business Unit

GLN

VAT Registration No. SE9999999999999999991

Organizational Number 9999999999999999

Back Next Finish



- **Project Code:** The project code will be handed out by your reseller before registration. Mandatory field.
- **Company Name:** Specifies the company's name, default value is taken from company information. Mandatory field.
- **E-Mail:** Specifies the company's e-mail, default value is taken from company information. Mandatory field.
- **Phone Number:** Specifies the company's phone number, default value is taken from company information. Optional field.
- **Business Unit:** The business unit that the company belongs to. Optional field.
- **GLN:** Specifies the company's GLN, default value is taken from company information. Semi-mandatory field*.


- **VAT Registration No.:** Specifies the company's VAT registration number, default value is taken from company information. Semi-mandatory field*.
- **Organizational Number:** Specifies the company's organizational number, default value is taken from company information for SE localization. Semi-mandatory field*

*At least one of these fields must be filled.

- Step 2 (Company address information)

PAGERO ONLINE COMPANY SIGN UP



Address	Ringvagen 5
Address 2	box105
City	Goteborg
County	
Department	
Post Code	415 06
Post Box	
Country/Region Code	SE ▼

Back

Next

Finish

- **Address:** Specifies the company's address, default value is taken from company information. Optional Field.
- **Address 2:** Additional address field for the company, default value is taken from company information. Optional field.
- **City:** Specifies the city the company resides in, default value is taken from company information. Optional field.
- **County:** Specifies the county the company resides in, default value is taken from company information. Optional field.
- **Department:** Specifies the company's department.
- **Post Code:** Specifies the company's post code default value is taken from company information. Optional field.

- **PostBox:** Specifies the company's post box. Optional field.
- **Country/Region Code:** Specifies the company's country code, default value is taken from company information. Mandatory field.

- Step 3 (User Information)

PAGERO ONLINE COMPANY SIGN UP

⚙️

Username *

User Full Name *

User E-Mail *

Confirm User E-Mail *

Language English ▾

User Phone Number *

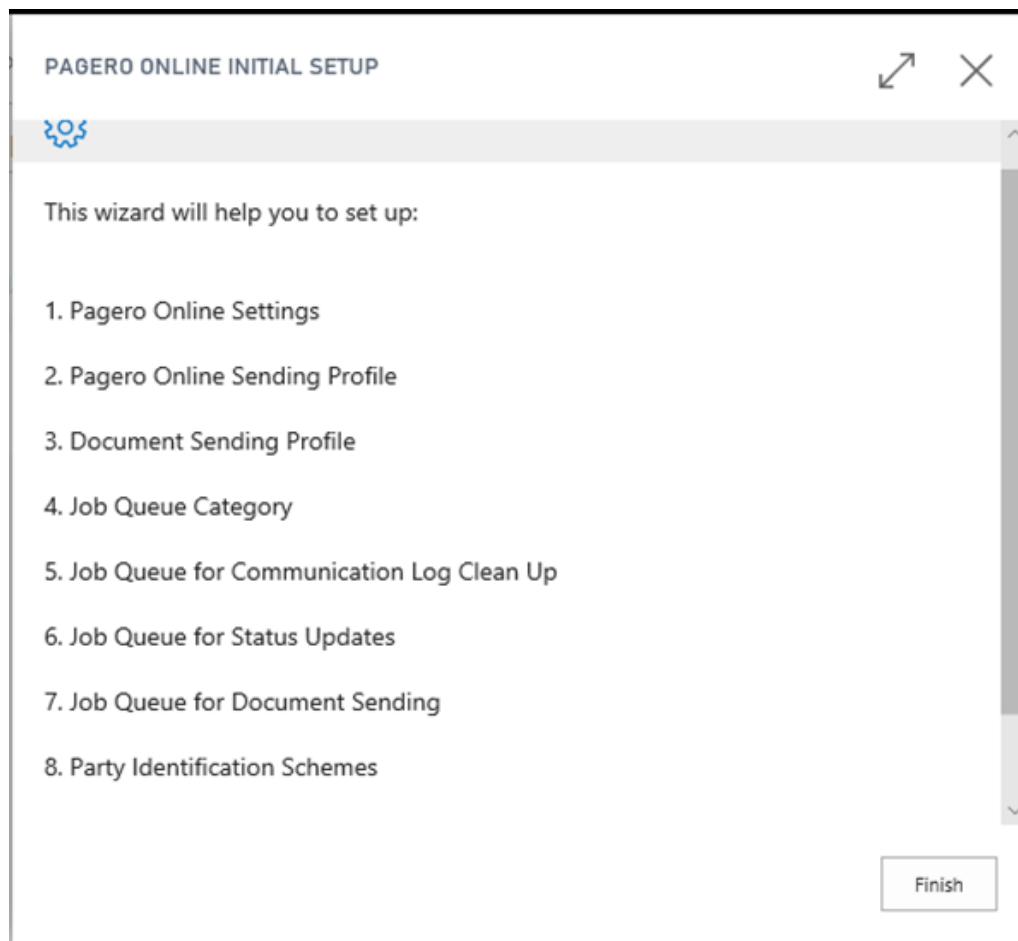
Back Next Finish

- **Username:** Specifies the administrators username. Mandatory field.
- **User Full Name:** Specifies the administrators full name. Mandatory field.
- **User E-Mail:** Specifies the administrators e-mail. Mandatory field.
- **Confirmation E-mail:** Confirm the User E-mail.
- **Language:** Choose the language to receive the user activation e-mail in.
- **User Phone Number:** Specifies the administrators phone number. Mandatory field.

If the company is registered successfully an e-mail will be sent to the administrators address given in the wizard with instructions on how to complete the registration.

1.2 Initial Setup

All Pagero Online related settings are set automatically by the initial setup, so you will only have to run it once. The Initial Setup search for: **Pagero Online Initial Setup**



Dialog window when running the wizard for the first time.

1.3 Pagero Online credentials

To finalize the connection between Microsoft Dynamics 365 Business Central and your Pagero Online account, you need to store your Pagero Online credentials and Time Zone in Dynamics 365 Business Central. You can enter or change your credentials in **Pagero Online Credentials**. Credentials can only be saved when they are valid, or the password field is empty.

The Status field indicates the condition of your Pagero Online Credentials:

- **Valid** – User have entered correct credentials for Pagero Online.
- **Invalid** – User have entered incorrect credentials for Pagero Online.
- **Not Verified** – User have entered an empty username or password and therefore the credentials could not be verified. This could also happen if there was a problem contacting Pagero Online. Please verify that you can access www.pageroonline.com through a browser and login to the site if the latter happens.

The **Locked** checkmark indicates that the user account is locked in Business Central because the user has performed more than the allowed numbers of attempts to authenticate with Pagero Online. If you haven't performed more than 5 authentication attempts, the user account is automatically unlocked when you enter correct credentials for Pagero Online. After 5 failed authentication attempts, users account will also be locked in Pagero Online. You will need to contact Pagero SSC (Support and Service Center) to unlock your user account before you may retry again.

EDIT - PAGERO ONLINE CREDENTIALS

Username: 365BCTest

Password:

Time Zone: W. Europe Standard Time

Status: Valid

Locked: ☐

OK Cancel

2 Setting up Customers for Sending Documents Through Pagero Online

With Pagero, you can send invoices electronically, through email and print. To be able to do that, you need to assign the Pagero document sending profile to the customer (see pictures below), this is to indicate that each invoice created for customers having the Pagero sending profile should be sent through Pagero.

2.1 E-Invoices

The following steps need to be performed before you can send electronic documents to customers through Pagero Online.

CUSTOMER CARD

10000 · Adatum Corporation

New Document Request Approval Customer Actions Navigate Report Less options

General Show less

No.	10000	Responsibility Center	
Name	Adatum Corporation	Document Sending Profile	PAGERO
IC Partner Code		Total Sales	79,163.50
Balance (LCY)	10,564.70	Costs (LCY)	40,457.10
Balance Due (LCY)	10,564.70	Profit (LCY)	20,517.80
Credit Limit (LCY)	0.00	Profit %	33.6
Blocked		Last Date Modified	3/18/2019
Privacy Blocked	<input type="checkbox"/>	Disable Search by Name	<input type="checkbox"/>
Salesperson Code	MS	Not in AEAT	<input type="checkbox"/>

Address & Contact Show less

ADDRESS CONTACT

1. Search for the customer in Pagero Online and add them to the customer directory of your company.



Start

Pagero Web Portal

Customer directory

My Customers

Search & Add Customers

Suggest New Customers

View requests

2. Add the customer number to the corresponding customer in Pagero Online. You can add more than one customer number for the same entity in Pagero Online.

CUSTOMER CARD

DEM00001 · Example Company 01

New Document

Request Approval

Customer

Actions

Navigate

Report

Less options

General

Show less

No. DEM00001

Responsibility Center

Name Example Company 01

Document Sending P...

IC Partner Code

Total Sales 0.00

Customer number

If more than one customer number is used, they can be separated with a comma.

DEM00001

Edit customer number

Save Cancel

Search results

Company name	Send with service provider	Customer number	
Example Company 1 (Awaiting approval)	Pagero	DEM00001	Settings

2.2 E-mail

Add an e-mail on the customer card by navigating to **Action->E-Mail Distribution**. You can add one main e-mail and several Cc e-mails by separating them with one of the following symbols: [,], [;], [[]].

← CUSTOMER CARD ✎ + 🗑 ↗

10000 · Adatum Corporation

New Document Request Approval Customer **Actions** Navigate Report Less options ⓘ

New Document ▾ ⚡ Functions ▾ **E-Mail Distribution** 📅 Sales Journal

Workflow ▾ 📄 Party Identification 💰 Post Cash Receipts... 📄 Register Customer Payments

Name Adatum Corporation Document Sending P... DIRECTFILE ▾

IC Partner Code Total Sales 79,163.50

← CUSTOMER CARD 🔍 Search + New 📄 Edit List ✕ Delete 📊 Open in Excel

10000 · Adatum Corporation

EDIT - PAGERO ONLINE E-MAIL DISTRIBUTION + New ☰ 📄 ↗

TO: CC:

Demo@Email.com demo1@Email.com;Demo2@Email.com

No.

Name

IC Partner Code

Balance (LCY)

Balance Due (LCY)

Credit Limit (LCY) 0.00 Profit % 33.6

79,163.50

40,457.10

20,517.80

Show less

Close

You can also add e-mails for a specific contact by navigating to **Contact card->Actions-> E-Mail Distribution**.

← CONTACT CARD ✎ + ↗

CO000001 · Adatum Corporation

Process Report Page **Actions** Navigate Report Less options ⓘ

⚡ Functions ▾ **E-Mail Distribution** 🔄 Create Interaction 📄 Create Opportunity

2.3 Print

If the customer is not identified as an e-invoice receiver or e-mail receiver, the invoice will be sent as a printed invoice. If the invoice is being printed no additional actions are needed in Pagero Online.

3 Before sending documents

3.1 Check the International standard codes

The international standard codes for the unit of measures you are using needs to be added in Microsoft Dynamics 365 Business Central. The international standard codes could be found in: <https://www.unece.org/tradewelcome/un-centre-for-trade-facilitation-and-e-business-uncfact/outputs/cefactrecommendationsrec-index/list-of-trade-facilitation-recommendations-n-16-to-20.html> . Below image is an example of the International standard codes added.

← UNITS OF MEASURE

Search + New Edit List Delete Open in Excel Navigate Less options

CODE	DESCRIPTION	INTERNATIONAL STANDARD CODE
BT	Bote	CA
CAJA	Caja	BX
DÍA	DÍA	DAY
HORA	Hora	HUR
KG	kilo	KGM
KM	Kilómetro	KMT
MILES	Miles	1A
PALET	PALET	PF
PAQ.	PAQ.	PK
UDS	Unidad	EA

3.2 For Swedish suppliers - Add tax registration status

In Sweden, the text "Godkänd för F-Skatt" or similar might be needed to state, add it in Company information as shown in the image below.

Company Information


Report Application Settings System Settings Currencies Codes Regional Settings ...

City London GLN

County

Post Code W2 8HG

Country/Region Code GB

Picture 

Communication >

Payments >

Shipping >

System Indicator

System Indicator Company System Indicator Text CRONUS International Ltd.

System Indicator Style Standard

Additional Information (Pagero Online)

Tax Registration Status

Bank Post Code

Bank Address Bank Country/Region...

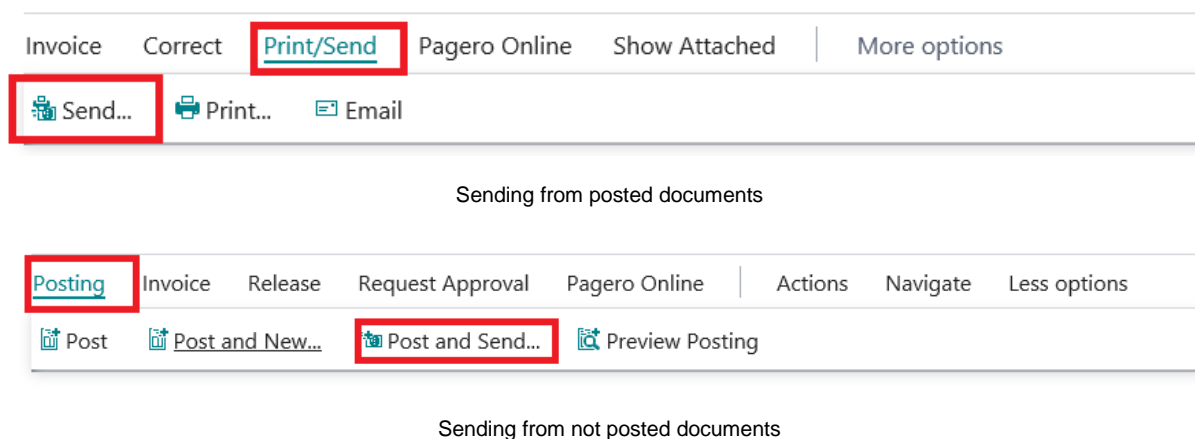
Bank Address 2 Bank County

Bank City

4 Sending documents

Once the Pagero Document Sending profile is assigned to a customer, all sales and service documents will be sent to Pagero Online for that customer. This means that the following functionality will be adjusted to send the documents to Pagero Online:

- 1) Send functionality for posted sales and service documents.
- 2) Post and Send functionality for not posted sales and service documents.



Send (to Pagero Online) is supported from the following sales and service documents:

- Posted Sales Invoice
- Posted Sales Credit Memo
- Posted Service Invoice
- Posted Service Credit Memo

Post and Send (to Pagero Online) is supported from the following sales and service documents:

- Sales Invoice
- Sales Credit Memo
- Service Invoice
- Service Credit Memo
- Sales Order

Post and Send (to Pagero Online) is not supported from the following sales and service documents:

- Service Orders

4.1 Schedule the sending of documents to Pagero Online

With Pagero you can automate the sending of posted invoices. All posted invoices with the Pagero Online sending profile assigned could be sent automatically at a selected time. This is done through the **Job Queue for Document Sending**. The job queue will be disabled by default, to enable it search for **Pagero Online Job Queue Setup** and change it there.

4.2 Status Of Documents Sent to Pagero Online

In Microsoft Dynamics 365 Business Central, you can track the statuses of documents sent to Pagero Online. The document status is shown in the Pagero Online Documents section. You can view the status of posted sales documents in the column Pagero Online Document Status:

× You have not entered Pagero Online credentials. [Pagero Online Credentials](#) | Do not show this notification again.

Views	NO.	REMAINING AMOUNT	LOCATION CODE	NO. PRINTED	CLOS...	COR...	DOCUMENT SENDING PROFILE	PAGERO ONLINE DOCUMENT STATUS	SEND MODE
Filter list by: × Document Sending Profile PAGERO + Filter...	103035	0.00	AZUL	1	Yes		PAGERO	In Progress	Certification
	103026	1,646.28		1	No		PAGERO	Awaiting U...	Certification
	103002	10,423.63		1	No		PAGERO	Awaiting U...	Certification
	103001	0.00	AZUL	1	Yes		PAGERO	In Progress	Certification
	103031	0.00	AZUL	1	Yes		PAGERO	Processed	Certification
	103020	310.56		1	No		PAGERO	Awaiting U...	Certification
	103018	1,131.73		1	No		PAGERO	Awaiting U...	Certification
	103014	0.00	AZUL	1	Yes		PAGERO	In Progress	Certification

To view the status regardless of document type, search for **Pagero Online Documents**.

← PAGERO ONLINE DOCUMENTS

DOCUMENT NO.	DOCUME... TYPE	STATUS	CONTACT NO.	CONTACT NAME	DOCUMENT AMOUNT	DOCUME... DATE
103035	Invoice	In Progress	10000	GDE Distribución S.A.	4,000.00	1/28/2021
103001	Invoice	In Progress	10000	GDE Distribución S.A.	11,204.58	1/25/2021
103014	Invoice	In Progress	10000	GDE Distribución S.A.	10,040.92	1/7/2021
103026	Invoice	Awaiting U...	20000	Sellafrio S.L.	1,419.21	1/18/2021
103002	Invoice	Awaiting U...	20000	Sellafrio S.L.	9,741.71	1/25/2021
103020	Invoice	Awaiting U...	20000	Sellafrio S.L.	267.72	1/17/2021
103018	Invoice	Awaiting U...	20000	Sellafrio S.L.	975.63	1/13/2021

Processed documents are hidden by default. Click **Show Processed Documents** to see the processed documents.

← PAGERO ONLINE DOCUMENTS

Search Manage Actions Pagero Online Show Attached

Download Document as XML **Show Processed Documents**

Update Document Status Hide Processed Documents

The possible statuses are described in the following table:

Microsoft Dynamics 365 Business Central Status	Description
Not Sent	The document has not been sent to Pagero Online. Visible only in posted sales documents view.

- Black – Connection between Business Central User and Pagero Online is established.
- Yellow –The Business Central user have incorrect or no Pagero Online user credentials entered.
- Red – The Business Central user does not exist anymore.

Pagero Group | www.pagero.com

5 For Spanish customers - How to set up the IRPF account and VAT Registration Groups for the IRPF line

5.1 How to Setup IRPF Account

To enter the withholding tax information, the user must setup an IRPF Account. There are two ways to access this, both ways are described below:

- 1) Search for **Chart of Accounts**, select a g/l account line and press **Edit**. Check the box **IRPF Account**.

- 2) When entering a new line in document with type **G/L Account**, press lookup on **No.** field and then press **Advanced**. New page will pop up, select a line and press **Edit**. Check the box **IRPF Account**.

5.2 How to setup VAT Posting Setup for IRPF line:

- VAT % must be set to 0;
- VAT Calculation Type must be set to **No Taxable VAT**;
- **Tax Code** must be set to **04**. (This is Spanish code for IRPF. In Spanish sales transactions, usually code **01** (VAT) or **04** (IRPF) is used. For some Spanish regions, there could be other Tax Codes for VAT, but for IRPF it is always the same code).

← CONFIG. GRUPOS REGISTRO IVA | FECHA DE TRABAJO: 4/8/2019 ✓ GUARDADO ↗

🔍 Buscar + Nuevo 📄 Editar lista 🗑 Eliminar ✎ Editar 🔍 Ver 🗨 Sugerir cuentas ⋮ ⚙

GRUPO REGISTRO IVA NEG.	TIPO CÁLCULO IVA	CTA. IVA POR PAGAR	CTA. IVA ACREI	CT... REV IVA	CÓDIGO DE CLÁUSULA DE IVA	SE... A UE	CATEGO... DE IMPUESTO	CÓDIGO IMPUESTO	NO ES UN TIPO IMPONIBLE
	Normal	4770001	4720001			<input type="checkbox"/>	E		
	Normal	4770001	4720001			<input type="checkbox"/>	E		
	Normal	4770001	4720001			<input type="checkbox"/>	E		
	Normal	4770001	4720001			<input type="checkbox"/>	E		
EXPORT.	Normal	4770001	4720001			<input type="checkbox"/>	E		
EXPORT.	Normal	4770001	4720001			<input type="checkbox"/>	E		
EXPORT.	Normal	4770001	4720001			<input type="checkbox"/>	E		
EXPORT.	Normal	4770001	4720001			<input type="checkbox"/>	E		
EXPORT.	No sujeto	4770001	4720001			<input type="checkbox"/>	E		
NAC	Normal	4770001	4720001			<input type="checkbox"/>	S		
NAC	Normal	4770001	4720001			<input type="checkbox"/>	S		
NAC	Normal	4770001	4720001			<input type="checkbox"/>	S		
NAC	Normal	4770001	4720001			<input type="checkbox"/>	E		
NAC	No sujeto	4770001	4720001			<input type="checkbox"/>	E	04	
UE	Reversión	4770001	4720001	4770...		<input type="checkbox"/>	S		
UE	Reversión	4770001	4720001	4770...		<input checked="" type="checkbox"/>	S		
UE	Reversión	4770001	4720001	4770...		<input checked="" type="checkbox"/>	S		
UE	Reversión	4770001	4720001	4770...		<input type="checkbox"/>	E		
UE	No sujeto	4770001	4720001			<input type="checkbox"/>	E		

5.3 How to enter the IRPF line in sales document:

- Create a new line in document with type **G/L Account** and choose G/L Account that have the **IRPF Account** checked;
- Enter the tax rate in decimal digits (for example 15% = 0.15) in quantity field, also this rate must be negative. (For service documents amount must be positive);
- Enter amount 'Unit Price', - this amount represents the amount from which withholding tax is calculated. Users should enter all remaining lines sum of **Line Amount** in this field. (For service documents amount must be negative);
- IRPF line must not have VAT or discounts;
- There should be only 1 IRPF line entered in the document.

101005 · Adatum Corporation

✕ Este cliente tiene un saldo vencido. [Mostrar detalles](#)

Procesar | Lanzar | Registrar | Preparar | Pedido | Solicitar aprobación | Imprimir y enviar | Navegar | Más opciones

General

[Mostrar más](#)

Nombre del cliente	Adatum Corporation	Fecha vencimiento	4/30/2019
Contacto	Daniel Almaraz	Fecha entrega requerida	
Fecha registro	4/8/2019	Nº documento externo	
Fecha pedido	4/8/2019		

Líneas

Administrar

Más opciones

[🔍](#)

TIPO	Nº	DESCRIPCIÓN	CÓD. ALMACÉN	CANTIDAD	CANTIDAD RESERVADA	CÓD. UNIDAD MEDIDA	PRECIO VENTA EXCL. IVA	DESCR.
Producto	1896-S	Escritorio ATENAS		1	-	UDS	1,005.80	
Cuenta	47300001	H.P., retenc. y pagos a cuenta		-0.15	-		1,005.80	