

PAGERO



Pagero E-Invoicing

User's Guide v2

Pagero E-Invoicing is an add-on/extension that enables sending 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 into 2016, 2017, 2018 and 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 the transfer 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 to enable sending of invoices from your ERP to Pagero Online.

1	Getting started	5
1.1	Sign Up Your Company with Pagero Online	5
1.2	Initial Setup (2016 and 2017 only)	8
1.3	Pagero Online credentials	8
2	Setting up Customers for Sending Documents Through Pagero Online	9
2.1	E-Invoices.....	9
2.2	E-mail.....	11
2.3	Print	12
3	Before sending documents.....	12
3.1	Check the International standard codes	12
3.2	Add tax registration status if needed	13
4	Sending documents	13
4.1	Batch sending	14
4.2	Schedule the sending of documents to Pagero Online	15
4.3	Status of Documents Sent to Pagero Online	15
5	General functions	18
5.1	Pagero Online Settings	18
5.1	Document sending profile	20
5.2	Job Queues and Tasks	21
	Job Queue settings (2016 only)	22
	Periodic status checking of sent documents	22
	Periodic clean-up of Pagero Online Communication Log.....	22
	Job queue for document sending.....	23
5.3	Restoring default settings	23
5.4	Role Centers	23
5.5	Managing User	25
	Change user credentials	25
5.6	Troubleshooting	25
5.7	Pagero Online Communication Log.....	26
5.8	Attachments	27
	PDF presentation.....	27
	Additional Attachments.....	28
5.9	Configure more than one account for payment	29
5.10	Configure Invoices with certain amount or less not to be sent to Pagero Online	30
5.11	Sending Reminders and Finance Charge Memos (2018 and onwards).....	31
5.12	E-mail distribution sync (2018 and onwards).....	31
5.13	E-mail distribution and Party Identification imports.....	33
6	Country specific functions	33

6.1	Spain	33
	DIR3 codes	33
	How to Setup IRPF Account.....	35
	How to setup VAT Posting Setup for IRPF line:	36
	How to enter the IRPF line in sales document:	36
	Application response.....	37
6.2	France	38
	Service code.....	38
	Application response.....	38

If your company is already using Pagero Online, skip this step and proceed with the [Initial Setup](#) instead. If you haven't used Pagero Online before and need to register your company, please use the sign-up wizard available in your ERP. To access the sign-up wizard search for **Pagero Online Company Sign Up**.

- Step 1 (Primary company information)



- **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	<input style="width: 90%;" type="text" value="Ringvagen 5"/>
Address 2	<input style="width: 90%;" type="text" value="box105"/>
City	<input style="width: 90%;" type="text" value="Goteborg"/>
County	<input style="width: 90%;" type="text"/>
Department	<input style="width: 90%;" type="text"/>
Post Code	<input style="width: 90%;" type="text" value="415 06"/>
Post Box	<input style="width: 90%;" type="text"/>
Country/Region Code	<input style="width: 90%;" type="text" value="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; default value is taken from company information. Optional field.
- **County:** Specifies the county the company resides; 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.

- **Post box:** 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

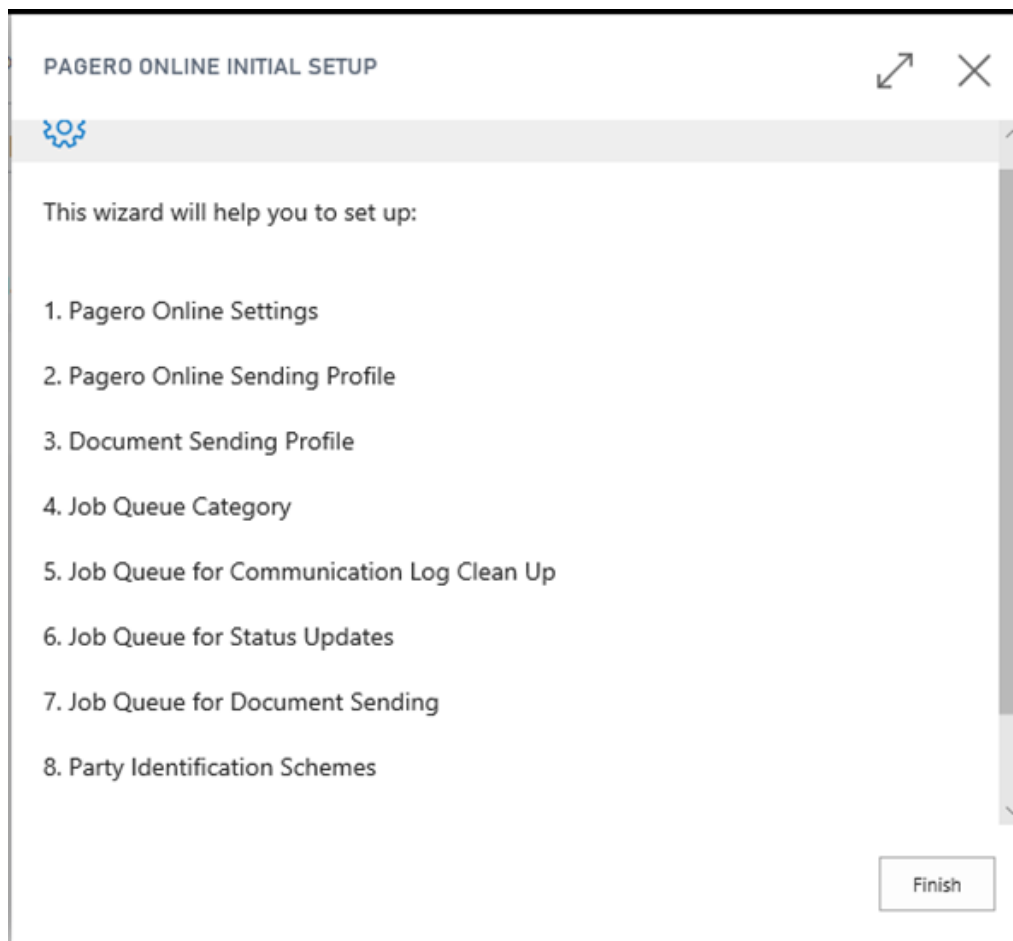
Finish

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

If the company is successfully registered, a message will be sent to the administrator's email address given in the wizard with instructions on how to complete the registration.

1.2 Initial Setup (2016 and 2017 only)

All Pagero Online related settings are set automatically by the initial setup, so you will only have to run it once. To begin with 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 the ERP and your Pagero Online account, you need to store your Pagero Online credentials and Time Zone in the ERP. 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 try again.

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.

1. Search for the customer in Pagero Online and add them to the customer directory of your company. You can do this by clicking on "Search & add customers".



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 (separated by comma).

CUSTOMER CARD

DEM00001 · Example Company 01

New Document

Request Approval

Customer

Actions

Navigate

Report

Less options

General

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

10000 · Adatum Corporation

Search + New Edit List Delete Open in Excel

EDIT - PAGERO ONLINE E-MAIL DISTRIBUTION + New

TO: Demo@Email.com CC: demo1@Email.com; Demo2@Email.com

Close

General

No.

Name 79,163.50

IC Partner Code 40,457.10

Balance (LCY) 20,517.80

Balance Due (LCY) 0.00

Credit Limit (LCY) Profit % 33.6

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 the ERP. The international standard codes could be found in: <https://www.unece.org/tradewelcome/un-centre-for-trade-facilitation-and-e-business-uncefact/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 Add tax registration status if needed

In some countries, a tax registration status needs to be stated on the invoices. In Sweden for example, the text “Godkänd för F-Skatt” or similar might be needed to state in the invoices. To add the needed text, place 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			Picture			
Post Code	W2 8HG	...				
Country/Region Code	GB	...				

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.

Invoice	Correct	Print/Send	Pagero Online	Show Attached	More options
 Send...	 Print...	 Email			

Sending from posted documents

Posting	Invoice	Release	Request Approval	Pagero Online	Actions	Navigate	Less options
 Post	 Post and New...	 Post and Send...	 Preview Posting				

Sending from not posted 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

If there is a need to re-send a posted document to Pagero Online, the Send functionality for posted sales and service documents could be used. A notification message will inform you that the document has already been sent before, so you can confirm that it really should be re-sent.

4.1 Batch sending

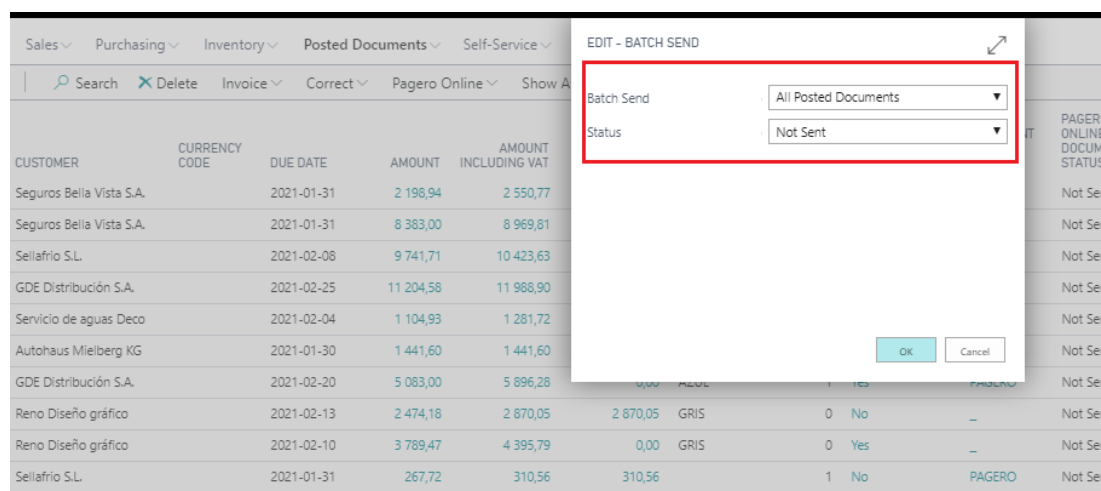
To send more than one document at the same time (only documents that have the Pagero document sending profile pre-selected), you can click on the “Batch send” button highlighted in the image below.

The screenshot shows the Pagero Online interface with a list of documents. A context menu is open over the list, showing various actions. The 'Batch Send' option is highlighted with a red rectangle.

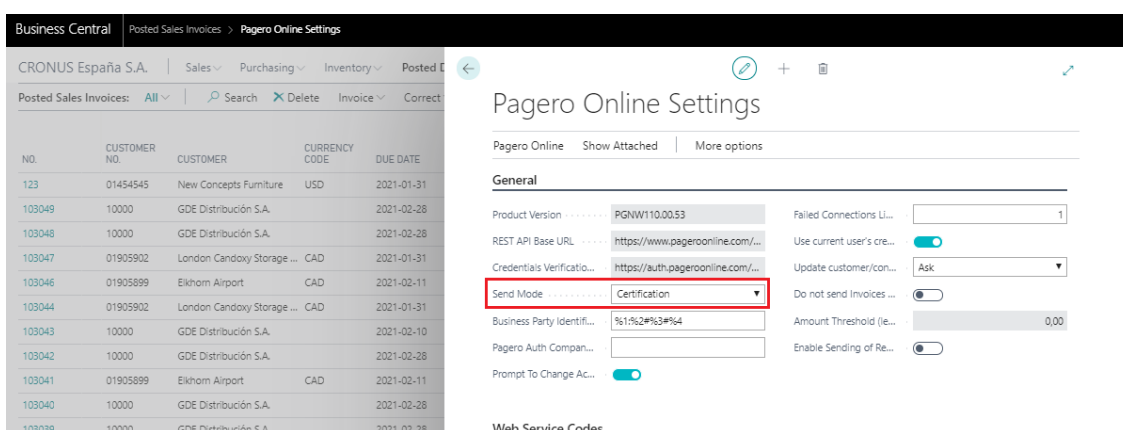
Customer	Currency Code	Due Date	Document Code	No. Printed	CLOS...	COR...	Document Sending Profile	Pagero Online Document Status
guros Bella Vista S.A.		2021-01-31	77	0	No			Not Sent
guros Bella Vista S.A.		2021-01-31	81	0	No			Not Sent
Ilafrio S.L.		2021-02-08	63	1	No		PAGERO	Not Sent
DE Distribución S.A.		2021-02-25	00	1	Yes		PAGERO	Not Sent
ivicio de aguas Deco		2021-02-04	72	0	No			Not Sent
itohaus Mielberg KG		2021-01-30	60	0	No			Not Sent
DE Distribución S.A.		2021-02-20	00	1	Yes		PAGERO	Not Sent
ino Diseño gráfico		2021-02-13	05	0	No			Not Sent
ino Diseño gráfico		2021-02-10	00	0	Yes			Not Sent
Ilafrio S.L.		2021-01-31	267,72	310,56	310,56	1	No	PAGERO

Before any documents are sent, you will be given the following options:

- Batch send:
 - **My posted document** – the document posted by you as a user
 - **All Posted Documents** – All posted documents
- Status:
 - **Error sending** – All documents that have this status could be sent at once.
 - **Not Sent** - All documents that have this status will be sent at once.
 - **Both** - All documents that have status “Error sending” and “Not Sent” will be sent at once.



The documents will be sent in the same send mode that is selected in Pagero Online Settings.

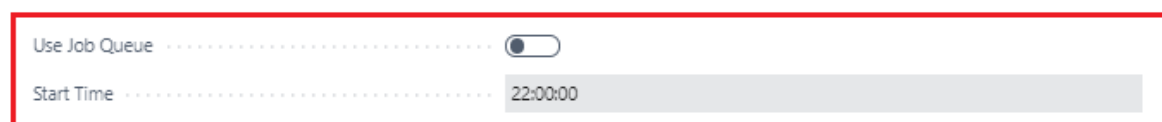


4.2 Schedule the sending of documents to Pagero Online

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**, see image below. The job queue will be disabled by default, to enable it search for **Pagero Online Job Queue Setup** and change it there. The documents will be sent in the same send mode selected in Pagero Online Settings.

JOB QUEUE FOR DOCUMENT SENDING

If you want NAV to automatically send documents to Pagero Online, we recommend creating a Job Queue for this purpose.



4.3 Status of Documents Sent to Pagero Online

You can track the statuses of documents sent to Pagero Online in your ERP. 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.](#)

Search

Manage

Invoice

Correct

Pagero Online

Show Attached

Open in Excel

Actions

Navigate

Less options

Views

×

Filter list by:

× Document Sending Profile

PAGERO

+ Filter...

NO.	REMAINING AMOUNT	LOCATION CODE	NO. PRINTED	CLOS...	COR...	DOCUMENT SENDING PROFILE	PAGERO ONLINE DOCUMENT STATUS	SEND MODE
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**.

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.

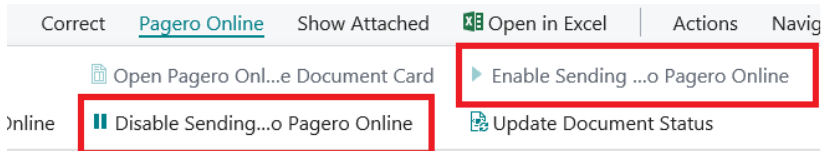
← PAGERO ONLINE DOCUMENTS

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.
Sent	The document has been sent to Pagero Online and is waiting to be processed.
N/A	Sent document not found in files sent to Pagero Online and needs to be resent.
In Progress	The document is being processed by Pagero Online or needs handling by Pagero's Support and Service Center (SSC). If the file is being handled by Pagero's SSC the user will be notified if they need to take any action, otherwise it's handled entirely by Pagero's SSC.
Awaiting user action	<p>The document has been stopped in Pagero Online for one of the following reasons:</p> <ul style="list-style-type: none"> The document contains invalid or insufficient data and was therefore stopped. Go to My Documents/Handle files with errors in Pagero Online to handle the error. The document is waiting for approval or third-party interaction, before it can be sent to the receiving party <p>Sending user will receive an e-mail notification about actions needed in this scenario.</p>
Processed	File has been processed in Pagero Online and a document was created from it.
Sending disabled	<p>You can disable a document from being sent to Pagero Online. This is useful if you have the job queue for sending documents enabled and don't want a specific invoice to be sent automatically. The button is accessible in Posted Sales Invoice, Posted Sales Credit Memo, Posted Service Invoice and Posted Service Credit Memo.</p>  <p>The screenshot shows a toolbar with buttons: 'Correct', 'Pagero Online', 'Show Attached', 'Open in Excel', 'Actions', and 'Navig'. Below these are 'Open Pagero Online Document Card', 'Enable Sending ...o Pagero Online', 'Disable Sending...o Pagero Online' (highlighted with a red box), and 'Update Document Status'.</p>
Error sending	An unexpected communication error occurred when the job queue for sending documents tried to send the invoices. Invoices with status "Error sending" must be resent manually to Pagero Online. Visible only in posted documents view. All invoices with this error can be resent at once through the Batch send functionality described earlier in this guide.

To be able to check if an ERP user is connected to Pagero Online, you can check the colour of the ERP Username column in **Pagero Online documents** view.

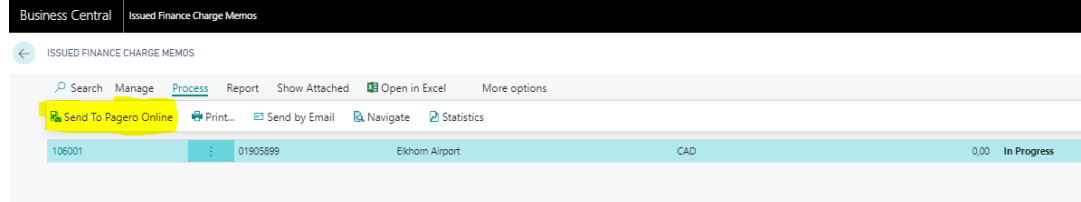
- Black – Connection between Business Central User and Pagero Online is established.
- Yellow –The Business Central user have incorrect or no Pagero Online user credentials entered.
- Red – The Business Central user does not exist anymore.

This section will describe the general functions available with Pagero solution.

Pagero Online Settings table contains the settings related to Pagero Online functionality.

These settings will be automatically prepopulated during the initial setup. They can be restored to their default values by clicking the action button **Restore Default Settings** in **Pagero Online Settings** page. Be careful when changing these settings since they affect all users of the Pagero Online solution, users may be unable to send documents to Pagero Online or retrieve updates from documents already sent.

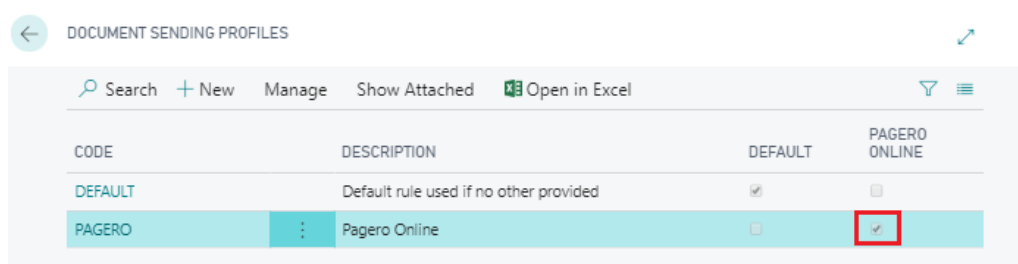
18 | Pagero Group | www.pagero.com

Field	Description
Use current user's credentials for Send Batch	When this option is checked, the posted invoices will be sent using Pagero Online credentials belonging to the sending user, regardless of who posted the invoices. If not checked, the Pagero Online credentials of the ERP user(s) that posted the invoice(s) will be used.
Update customer/contact information in sales and service documents	Used in French/Spanish localization only. This setting gives you 3 options: <ul style="list-style-type: none"> - Ask: When changing the DIR3 codes (Spain) / Service Code (France) on the customer card or contact card, you will be asked if the updated value(s) should be updated in the existing sales orders and in the already posted sales documents. - Automatically: When changing the DIR3 codes (Spain) / Service Code (France) on the customer card or contact card, the new value(s) will automatically be updated in the existing sales orders and in already posted sales documents. - Manually: When changing the DIR3 codes (Spain) / Service Code (France) on the customer card or contact card, the new value(s) will not be updated in the existing sales orders and in already posted sales documents. However, for existing sales orders, you will be able to manually change the values before posting.
Do not send Invoices below certain amounts:	Sometimes it is not needed to send invoices under certain amount to Pagero Online (In most cases zero-amount invoices). This functionality allows you to skip these invoices from being automatically sent (Batch send and Job Queue) to Pagero Online. To enable this functionality, you have to enable 'Do not send Invoices below certain amounts' in Pagero Online Settings. These invoices will be skipped from being sent by the job queue and the batch send button. You will have the option of sending the effected invoices manually one by one if needed.
Amount Threshold (less than or equal to):	Linked to "Do not send Invoices below certain amounts", here you should enter the invoice amount which invoices having less than or equal to that amount will not be sent to Pagero online. Amount is in currency set on General Ledger Setup. When document uses different currency, amount is converted to default currency and compared with Amount Threshold value. If posted Pagero document has lower or equal amount, status of the document will be set to "Sending Disabled".
Enable Sending of Reminders/Finance Charge Memos:	Pagero Online extension (2018/D365BC) also provides possibility to send reminders and finance charge memos to Pagero Online. This is an additional service, please contact your account representative before activating and sending, otherwise all documents will fail validation in Pagero Online. To use this functionality, you have to enable it in Pagero Online Settings by checking 'Enable Sending of Reminders/Finance Charge Memos'. After you have enabled this functionality, you can navigate to Issued Reminder/Issued Finance Charge Memo card and send it using 'Send to Pagero Online' button: 

Field	Description
Web Services Codes	
Signup	Web Service Identifier in Pagero Online Communication Log for web service calls related to signing up to Pagero Online. Read-only. Populated automatically during initial setup.
Upload File	Web Service Identifier in Pagero Online Communication Log for web service calls related to sending documents to Pagero Online. Read-only. Populated automatically during initial setup.
Check Status	Web Service Identifier in Pagero Online Communication log for web service calls related to checking document status in Pagero Online. Read-only. Populated automatically during initial setup.
Document Types	
Invoice	Document type identifier for Invoices in Pagero Online REST API. Read-only. Populated automatically during initial setup.
Credit Memo	Document type identifier for Credit Memos in Pagero Online REST API. Read-only. Populated automatically during initial setup.
Service Invoice	Document type identifier for Service Invoices in Pagero Online REST API. Read-only. Populated automatically during initial setup.
Service Credit Memo	Document type identifier for Service Credit Memos in Pagero Online REST API. Read-only. Populated automatically during initial setup.
Reminder	Document type identifier for Reminders in Pagero Online REST API. Read-only. Populated automatically during initial setup.
Finance Charge Memo	Document type identifier for Finance Charge Memos in Pagero Online REST API. Read-only. Populated automatically during initial setup.

5.1 Document sending profile

You need a sending profile that is Pagero Online enabled to send documents to Pagero Online. The document profile is inherited from the document sending profile and assigned to the Customer card. In the document sending profile, the "Pagero Online" checkbox must be checked and the Pagero Online Profile assigned to it.



Note: For customers having the Pagero Online Document Sending Profile assigned, the standard Microsoft Dynamics **Document Sending Profile** functionality is not available, i.e. all options in the **Sending Options** Fast-Tab can't be changed as that kind of set up would be incorrect.

Pagero Online Sending Profile specifies Codeunits that executes business logic for documents sent through a **Document Sending Profile** marked as Pagero Online Profile. This way you may improve the flexibility (usually with the help of our reseller) for the business logic that runs when sending and validating documents.

The list of settings related to the Pagero Online Sending Profile are described in the table below.

Field	Description
General	
Code	Unique identifier for settings.
Description	Self-explanatory.
Sales Invoice	
Sending Codeunit	Codeunit that handles invoice export to Pagero Online format and sending documents to Pagero Online.
Validation Codeunit	Codeunit that performs additional checking, before document is posted, for customers with Pagero Document Sending profile.
Sales Credit Memo	
Sending Codeunit	Codeunit that handles invoice export to Pagero Online format and sending documents to Pagero Online.
Validation Codeunit	Codeunit that performs additional checking, before document is posted, for customers with Pagero Document Sending profile.
Service Invoice	
Sending Codeunit	Codeunit that handles invoice export to Pagero Online format and sending documents to Pagero Online.
Validation Codeunit	Codeunit that performs additional checking, before document is posted, for customers with Pagero Document Sending profile.
Service Credit Memo	
Sending Codeunit	Codeunit that handles invoice export to Pagero Online format and sending documents to Pagero Online.
Validation Codeunit	Codeunit that performs additional checking, before document is posted, for customers with Pagero Document Sending profile.

5.2 Job Queues and Tasks

The solution has a couple of periodic tasks that could be automated with the help of NAS (NAV Application Server). Job Queue Entries are configured during initial setup.

All settings related to job queues can be changed in **Departments/Pagero Online/Pagero Online Job Queue Setup**.



JOB QUEUE FOR STATUS UPDATES

If you want NAV to automatically update status of documents sent to Pagero Online, we recommend creating a Job Queue for this purpose.

Use Job Queue ☒

No of Minutes Between Attempts

JOB QUEUE FOR COMMUNICATION LOG CLEAN UP*

To make it easier to navigate the log entries in Pagero Online Communication Log, we recommend creating a Job Queue for this purpose.

Use Job Queue ☒

Run On

Start Time

No of Days to Keep

Web Service Code Filter

JOB QUEUE FOR DOCUMENT SENDING

If you want NAV to automatically send documents to Pagero Online, we recommend creating a Job Queue for this purpose.

Use Job Queue ☐

Start Time

Job Queue settings (2016 only)

Parameters to create separate Job Queue for handling Pagero related Job Queues. Applicable to 2016 only as Job Queues are replaced by Task Scheduler functionality in 2017.

Periodic status checking of sent documents

Creates a periodic task for checking the status of documents sent to Pagero Online. The **No of Minutes Between Attempts** specifies checking interval. Job Queue runs Codeunit 12070780 that checks the status of all documents that hasn't been processed yet.

Periodic clean-up of Pagero Online Communication Log.

Pagero Online Communication Log gets cluttered over time. It is possible to set up a periodic job that cleans up old entries in the Pagero Online Communication Log. Specify the **No of Days to Keep** to set how many days of logging you wish to keep.

Job Queue runs Codeunit 12070781 that deletes expired communication log entries. Log expiration period in days is specified in **Parameter String** field as number. Filter can also be added to deleted specific log entries.

Codeunit · 12070781 · PGN Log Clean Up


Process	Report	Actions	Navigate	Fewer options
General				
Object Type to Run	Codeunit	Parameter String	14:PAGERO_CHECK_CONNECT PAGERO_STATUS_CHECK	
Object ID to Run	12070781	Job Queue Category Code	PAGERO	
Object Caption to Run	PGN Log Clean Up	User ID	SYSTEM	
Description	Pagero Log Clean Up	Maximum No. of Attempts to Run	3	

Job queue for document sending

The job queue for document sending enables the user to schedule a time to automatically send posted documents (Sales Invoice, Sales Credit Memo, Service Invoice, Service Credit Memo) to Pagero Online. Documents are sent with Pagero Online credentials used by the ERP user that posted the document. Invoices to customers with the Pagero Online sending profile will automatically be sent at the predefined time set by the user. The Job queue will be created but disabled by default when running the initial setup. The user can choose to enable the Job queue for document sending in Pagero Online Job Queue Setup.

5.3 Restoring default settings

In **Departments/Pagero Online/Pagero Online Restore Dialog** you may restore the default settings that are related to the product. You can do all or partial restore of default settings.

EDIT - PAGERO ONLINE RESTORE DIALOGUE 

Restore All Settings

Restore Pagero Online Sett...

Restore Pagero Online Sen...

Restore Document Sending...

Restore Party Identification...

Restore Job Queue Category

Restore Job Queue Entries

OK

Cancel

5.4 Role Centers

Pagero Online Role Center Home Page (ID 12070769) consists of 2 dashboards:

- **Pagero Online Dashboard** with access to important document statuses represented as tiles.
- **Pagero Online Links** which contains links to useful activities performed in Pagero Online.

Pagero Online Dashboard and Pagero Online Links have been added to the standard role centers. These parts enable users to have an overview of documents sent to Pagero Online and access links to common tasks in Pagero Online. Here is the list of modified role center pages:

Object ID	Object Name	Applicable To
9000	Whse. WMS Role Center	2016, 2017, 2018, Business Central
9001	Accounting Manager Role Center	2016, 2017, 2018, Business Central
9003	Acc. Receivables Adm. RC	2016, 2017, 2018, Business Central
9004	Bookkeeper Role Center	2016, 2017, 2018, Business Central
9005	Sales Manager Role Center	2016, 2017, 2018, Business Central
9006	Order Processor Role Center	2016, 2017, 2018, Business Central
9008	Whse. Basic Role Center	2016, 2017, 2018, Business Central
9010	Production Planner Role Center	2016, 2017, 2018, Business Central
9011	Shop Supervisor Mfg Foundation	2016, 2017, 2018, Business Central
9012	Shop Supervisor Role Center	2016, 2017, 2018, Business Central
9015	Job Project Manager RC	2016, 2017, 2018, Business Central
9016	Service Dispatcher Role Center	2016, 2017, 2018, Business Central
9019	CEO and President Role Center	2016, 2017, 2018, Business Central
9020	Small Business Owner RC	2016, 2017, 2018, Business Central
9022	Small Business Role Center	2016, 2017, 2018, Business Central
9023	Accounting Services RC	2016, 2017, 2018, Business Central
9026	Sales & Relationship Mgr. RC	2017, 2018, Business Central
9027	Accountant Role Center	2017, 2018, Business Central

Here is an example of how these parts look like in the Accounting Manager Role Center.

Pagero Online Dashboard ▾

MY DOCUMENTS

MY IN PROGRE... ...GERO ONLINE 1 >	MY ACTIONS N... ...GERO ONLINE 2 >	MY PROCESSE... THIS MONTH 0 >
---	---	--

ALL DOCUMENTS

IN PROGRESS ... ONLINE 1 >	ACTIONS NEE... ...GERO ONLINE 11 >	PROCESSED D... THIS MONTH 0 >
-------------------------------------	---	--

Pagero Online Links

Handle Customers	Handle Files With Errors
Customer Directory	Handle Documents With Errors
Add Customer to Customer Directory	For Company Administrators
Suggest New Customer	Company Users
	Add Pagero Online User To Company
Handle Documents	Company Information
Sent Documents	Company Settings

5.5 Managing User

Change user credentials

Pagero user credentials are mapped to the ERP user and stored in the table Pagero Online User Setup – **Departments/Pagero Online/Pagero Online User Setup**

The following functionality is available through the Pagero Online User Setup:

- Update your user credentials.
 - o Enter Pagero Credentials in the fields **Pagero Online Username** and **Pagero Online Password**.
 - o You can check if credentials are valid by clicking **Check Connection** Action.
- Unlock your user
 - o When user credentials changes in Pagero Online, the ERP automatically locks the user to prevent locking user in Pagero Online due to multiple failed authentication attempts. In order to unlock user, enter the correct user credentials. The locked checkmark will automatically be removed, after entering correct Pagero Online credentials.
- Enable and disable notifications from showing (2017 and onwards).

← PAGERO ONLINE USER SETUP CARD

DYNAMICSTOCLOUD\SPU2007047294

Encryption | Pagero Online | Show Attached | More options

General

NAV Username : DYNAMICSTOCLOUD\SPU2007... Time Zone : W. Europe Standard Time ...

Pagero Online Userna... : demo@pagero.com Locked : ☒

Pagero Online Passwo... : Use This User for Job ... : ☒

Notifications

Do not show credenti... : ☒ Do not show Initial se... : ☒

Do not show sending ... : ☒ Do not show docume... : ☒

5.6 Troubleshooting

View electronic document in raw format.

You can view the raw format of the exported electronic document from Pagero Online Documents page – **Departments/Pagero Online/Pagero Online Documents**.

Click action Download Document as XML.

← PAGERO ONLINE DOCUMENTS

Search Manage Actions Pagero Online Show Attached Open in Excel

Download Document Update Applicat...Response Status Hide Processed Documents

Update Document Status Show Processed Documents

103051	Invoice	Awaiting U...	10000	GDE Distribución S.A.	4 000,00	2021-01-28
103051	Invoice	Awaiting U...	10000	GDE Distribución S.A.	4 000,00	2021-01-28
104001	Credit Memo	Awaiting U...	10000	GDE Distribución S.A.	355,64	2021-01-17
104001	Credit Memo	Awaiting U...	10000	GDE Distribución S.A.	355,64	2021-01-17
SOI0000001	Service Inv...	Awaiting U...	10000	GDE Distribución S.A.	4 000,00	2021-01-28
SOI0000001	Service Inv...	Awaiting U...	10000	GDE Distribución S.A.	4 000,00	2021-01-28
SCSP00001	Service Cre...	Awaiting U...	10000	GDE Distribución S.A.	4 000,00	2021-01-28
SCSP00001	Service Cre...	Awaiting U...	10000	GDE Distribución S.A.	4 000,00	2021-01-28
103051	Invoice	Awaiting U...	10000	GDE Distribución S.A.	4 000,00	2021-01-28
104002	Credit Memo	Awaiting U...	20000	Sellafrio S.L.	975,63	2021-01-19
104003	Credit Memo	Awaiting U...	20000	Sellafrio S.L.	1 419,21	2021-01-22
106001	Finance Ch...	In Progress			0,00	2021-01-28

5.7 Pagero Online Communication Log

Pagero Online Communication Log captures all calls made to the Pagero Online API. You can access Pagero Online Communication Log from menu **Departments/Pagero Online/Pagero Online Communication Log**.

It is possible to download the request and response messages from the action menu.

For certain queries, all information is located in the REST query string with an empty message body. In these cases the **Download Request Message** action will be unavailable.

← PAGERO ONLINE COMMUNICATION LOG

Search Pagero Online Show Attached Open in Excel More options

Download Request Message Download Response Message Log Clean Up

DATE	TIME	TIME ZONE	SERVICE	DIRECTIO...	TYPE
2021-01-28	17:15:00	UTC	PAGERO	GET	200

Communication log is read-only, but you can clean up the communication log by clicking the action **Log Clean Up**. Specify the number of days with log entries that you wish to keep.

EDIT - PAGERO ONLINE COMMUNICATION LOG CLEAN UP



Delete communication log entries older than:

No. of Days

Web Service Code Filter

PAGERO_CHECK_CONNECT|PAGERO_STATUS_CHECK

Schedule...

OK

Cancel

Description of Communication Log Fields

Field	Description
Date	Contains the date the web service call was made.
Time	Contains the time the web service call was made.
Web Service	Contains the type of web service that was called. You can view the names of the web services in the Pagero Online Settings Page.
Direction	Outbound – Outgoing Web Service Calls. Inbound – Incoming Web Service Calls.
Type	Identifies the type of Web Service, REST or SOAP.
Username	The username that triggered the message to be logged.
Request Message	Indicates whether a request message exists.
Response Message	Indicates whether a response message exists.
Status Code	Contains status code returned by server.
Result Message	Contains result message returned by server.
Response Message Format	Specifies, in what format message was returned XML,JSON,HTML or TXT.
Base URL	Contains the base URL used in the web service call.
Endpoint	Contains the endpoint used in the web service call.
Query String	Contains the query string used in the web service call. This is appended to the base URL and the endpoint to form the resulting query sent in the web service call.

5.8 Attachments

PDF presentation

Per default, the PDF presentation will be embedded in the XML and sent to the customer if the customer has support for receiving it. The Pagero Online sending profile created during the initial setup will automatically support exporting PDF presentation. You can unselect it or create a new sending profile without support for exporting PDF presentation.

←
PAGERO ONLINE SENDING PROFILE C...
✎
+
🗑
↗

PAGERO

Show Attached

General

Code
Default ☒

Description
Export PDF Presentati... ☒

Sales Invoice >

Additional Attachments

You can send additional documents attached to your sales documents (Sales Invoice, Sales Credit Memo).

Attachments are stored in the **Pagero Online Attachments** table available for all Sales Documents. When attachments are linked to not posted document, they are automatically transferred to posted document and you can use **Post and Send** functionality for such documents.

To add an attachment to your document, click the **View Pagero Online Attachments** action.

SALES INVOICE ✎ + 🗑

1017 · GDE Distribución S.A.

Process Posting Invoice Release Request Approval Show Attached | Actions Navigate Less options

⚡ Functions ✚ Posting Pagero Online

📎 View Pagero Online Attachments

Customer Name GDE Distribución S.A. Due Date 2021-02-28

Click Add Attachment

🔍 Search
📋 Edit List
✕ Delete
Pagero Online
Show Attached
📊 Open in Excel
Actions
Less options

📎 Add Attachment
📄 Open Attachment

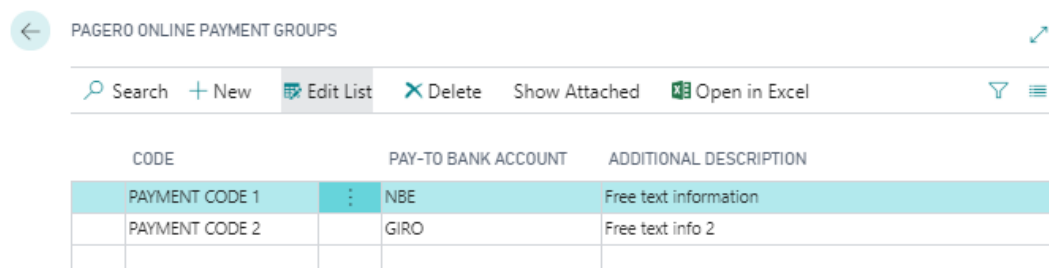
ATTACHMENT NO.	DESCRIPTION	FILE NAME	MIME TYPE
(There is nothing to show in this view)			

Select the document you want to attach.

5.9 Configure more than one account for payment

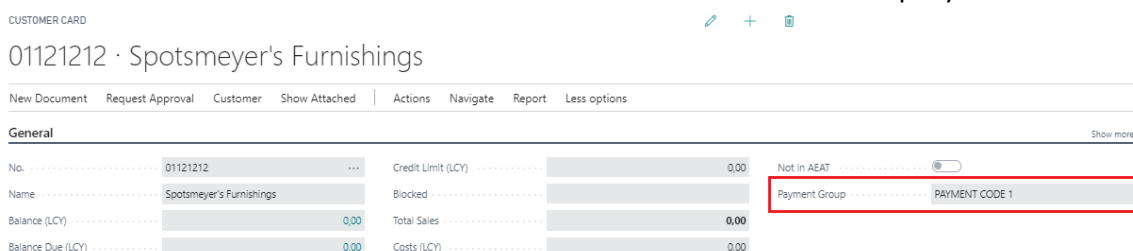
This functionality is useful if you needed to use different bank account information for specific customer(s) than stated in company information. To configure, you need to search for Pagero Online Payment group.

The Pagero Online Payment Group contains three fields:



CODE	PAY-TO BANK ACCOUNT	ADDITIONAL DESCRIPTION
PAYMENT CODE 1	NBE	Free text information
PAYMENT CODE 2	GIRO	Free text info 2

- **Code** – Allow you to create a code for a specific bank account to be selected on the customer card (see image below). If a code is selected on the customer card, the bank info linked to the code will be included in the XML file instead of the bank info in the company information.



CUSTOMER CARD

01121212 · Spotsmeyer's Furnishings

New Document Request Approval Customer Show Attached Actions Navigate Report Less options

General

No. 01121212 Credit Limit (LCY) 0,00 Not in AEAT ☐

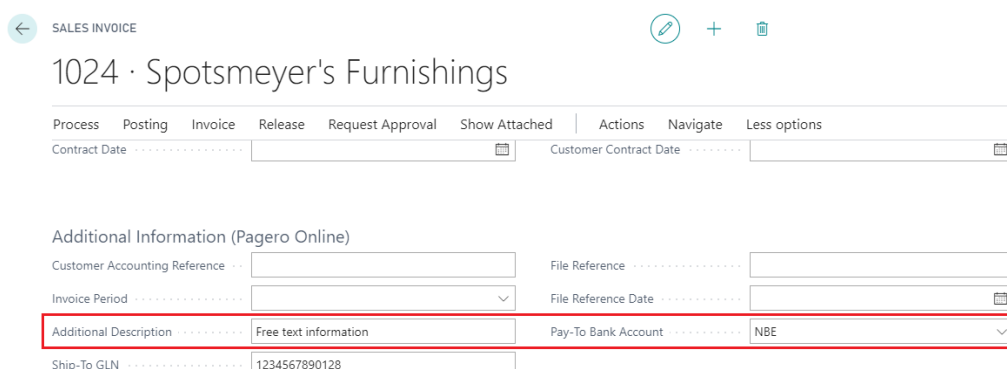
Name Spotsmeyer's Furnishings Blocked ☐ Payment Group PAYMENT CODE 1

Balance (LCY) 0,00 Total Sales 0,00

Balance Due (LCY) 0,00 Costs (LCY) 0,00

- **Pay-To Bank Account** – You will be able to select bank account information from the bank account card.
- **Additional Description** – Free text information which are transferred can be included depending on what code/bank account is used. This can be useful if you need to provide different information for different customers, either different text or in different languages.

The information will be transferred to document header when customer is selected and can be changed before posting if it is needed.



SALES INVOICE

1024 · Spotsmeyer's Furnishings

Process Posting Invoice Release Request Approval Show Attached Actions Navigate Less options

Contract Date Customer Contract Date

Additional Information (Pagero Online)

Customer Accounting Reference File Reference

Invoice Period File Reference Date

Additional Description Free text information Pay-To Bank Account NBE

Ship-To GLN 1234567890128

When 'Pay-To Bank Account' field is filled, payment information is exported from this bank account card to xml document.

5.10 Configure Invoices with certain amount or less not to be sent to Pagero Online

Sometimes it is not needed to send invoices under certain amount to Pagero Online (In most cases zero-amount invoices). This functionality allows you to skip these invoices from being automatically sent (Batch send and Job Queue) to Pagero Online. To enable this functionality, you have to enable 'Do not send Invoices below certain amounts' in Pagero Online Settings. These invoices will be skipped from being sent by the job queue and the batch send button. You will have the option of sending the effected invoices manually one by one if needed. Here is how to configure this function

1. Check the checkbox to enable the functionality

Pagero Online Settings

Pagero Online		Show Attached	Actions	Less options
General				
Product Version	PGNW110.00.57	Failed Connections Li...	1	
REST API Base URL	https://www.pageroonline.com/...	Use current user's cre...	<input checked="" type="checkbox"/>	
Credentials Verificatio...	https://auth.pageroonline.com/...	Update customer/con...	Ask	
Send Mode	Certification	Do not send Invoices ...	<input checked="" type="checkbox"/>	
Business Party Identifi...	%1:%2#%3#%4	Amount Threshold (le...	0.00	
Pagero Auth Compan...		Enable Sending of Re...	<input checked="" type="checkbox"/>	
Prompt To Change Ac...	<input checked="" type="checkbox"/>	Use E-mail on Custom...	<input type="checkbox"/>	
Web Service Codes				
Signup	PAGERO_SIGN_UP	Check Status	PAGERO_STATUS_CHECK	
Upload File	PAGERO_UPLOAD_FILE	Check Connection	PAGERO_CHECK_CONNECT	

2. Enter the amount, under which invoices should not be sent to Pagero online:

Pagero Online Settings

Pagero Online		Show Attached	Actions	Less options
General				
Product Version	PGNW110.00.57	Failed Connections Li...	1	
REST API Base URL	https://www.pageroonline.com/...	Use current user's cre...	<input checked="" type="checkbox"/>	
Credentials Verificatio...	https://auth.pageroonline.com/...	Update customer/con...	Ask	
Send Mode	Certification	Do not send Invoices ...	<input checked="" type="checkbox"/>	
Business Party Identifi...	%1:%2#%3#%4	Amount Threshold (le...	0.00	
Pagero Auth Compan...		Enable Sending of Re...	<input checked="" type="checkbox"/>	
Prompt To Change Ac...	<input checked="" type="checkbox"/>	Use E-mail on Custom...	<input type="checkbox"/>	
Web Service Codes				
Signup	PAGERO_SIGN_UP	Check Status	PAGERO_STATUS_CHECK	
Upload File	PAGERO_UPLOAD_FILE	Check Connection	PAGERO_CHECK_CONNECT	

5.11 Sending Reminders and Finance Charge Memos (2018 and onwards)

Pagero Online extension also provides possibility to send reminders and finance charge memos to Pagero Online. This is an additional service, please contact Pagero Online support before activating and sending, otherwise all documents will fail validation in Pagero Online.

To use this functionality, you have to enable it in Pagero Online Settings by checking 'Enable Sending of Reminders/Finance Charge Memos':

Pagero Online Settings

Pagero Online Show Attached Actions Less options

General

Product Version	PGNW110.00.57	Failed Connections Li...	1
REST API Base URL	https://www.pageronline.com/...	Use current user's cre...	<input checked="" type="checkbox"/>
Credentials Verificatio...	https://auth.pageronline.com/...	Update customer/con...	Ask
Send Mode	Certification	Do not send Invoices ...	<input checked="" type="checkbox"/>
Business Party Identifi...	%1:%2#%3#%4	Amount Threshold (le...	0.00
Pagero Auth Compan...		Enable Sending of Re...	<input checked="" type="checkbox"/>
Prompt To Change Ac...	<input checked="" type="checkbox"/>	Use E-mail on Custom...	<input type="checkbox"/>

Web Service Codes

Signup	PAGERO_SIGN_UP	Check Status	PAGERO_STATUS_CHECK
Upload File	PAGERO_UPLOAD_FILE	Check Connection	PAGERO_CHECK_CONNECT

After you have enabled functionality, you can go to Issued Reminder/Issued Finance Charge Memo card and send it using 'Send to Pagero Online' action:

Business Central Issued Finance Charge Memos

ISSUED FINANCE CHARGE MEMOS

Search Manage Process Report Show Attached Open in Excel More options

Send To Pagero Online Print... Send by Email Navigate Statistics

106001	01905899	Elkhorn Airport	CAD	0.00	In Progress
--------	----------	-----------------	-----	------	-------------

5.12 E-mail distribution sync (2018 and onwards)

This feature enables you to use the e-mail address from the customer card for distribution of invoices by e-mail. If the e-mail address in the customer card is the correct one for distribution of the invoice, you can use this function to enable that.

To update E-mail distribution for specific customers when needed, you can use 'Update E-mail Distribution for Customers' action in Pagero Online Settings:

Pagero Online Settings

[Pagero Online](#)
[Show Attached](#)
[Actions](#)
[Less options](#)

[⚡ Check Connection](#)
[↺ Restore Default Settings](#)
[✉ Update E-mail D...n for Customers](#)
[🔗](#)

Product Version	PGNW110.00.57	Failed Connections Li...	1
REST API Base URL	https://www.pageroonline.com/...	Use current user's cre...	<input checked="" type="checkbox"/>
Credentials Verificatio...	https://auth.pageroonline.com/...	Update customer/con...	Ask
Send Mode	Certification	Do not send Invoices ...	<input checked="" type="checkbox"/>
Business Party Identifi...	%1:%2#%3#%4	Amount Threshold (le...	0,00

This action will open a report where you can filter customers in update email distribution:

[EDIT - UPDATE E-MAIL DISTRIBUTION FOR CUSTOMERS](#)
[↗](#)

For selected customers, e-mail distribution will be updated with customer's e-mail.

Customer

Show results:

Where: is:

[Schedule...](#)
[OK](#)
[Cancel](#)

If you also want to update E-Mail Distribution every time when you enter E-mail in customer card, then you should use 'Use E-mail on Customer Card for E-mail Distribution' setting in Pagero Online Settings:

Pagero Online Settings

[Pagero Online](#)
[Show Attached](#)
[Actions](#)
[Less options](#)

General

Product Version	PGNW110.00.57	Failed Connections Li...	1
REST API Base URL	https://www.pageroonline.com/...	Use current user's cre...	<input checked="" type="checkbox"/>
Credentials Verificatio...	https://auth.pageroonline.com/...	Update customer/con...	Ask
Send Mode	Certification	Do not send Invoices ...	<input checked="" type="checkbox"/>
Business Party Identifi...	%1:%2#%3#%4	Amount Threshold (le...	0,00
Pagero Auth Compan...		Enable Sending of Re...	<input checked="" type="checkbox"/>
Prompt To Change Ac...	<input checked="" type="checkbox"/>	Use E-mail on Custom...	<input checked="" type="checkbox"/>

Web Service Codes

Signup	PAGERO_SIGN_UP	Check Status	PAGERO_STATUS_CHECK
Upload File	PAGERO_UPLOAD_FILE	Check Connection	PAGERO_CHECK_CONNECT

When you check this setting, you will be asked if you want to update e-mails for existing customer (same as action 'Update E-mail Distribution for Customers'). Also, when this setting is checked, Pageros E-mail distribution field 'To:' will be not editable.

5.13 E-mail distribution and Party Identification imports

Two imports are available in Pagero Online Settings which helps to add E-mail Distribution and Party Identification for Customers easier. Using these functions, you can import new and modify already existing records in database from excel files.

Excel format for E-mail Distribution:

This will insert new and modify existing email addresses.

First (Header) row is ignored.

Three columns: Customer No.(mandatory), To:(mandatory), Cc:(optional)

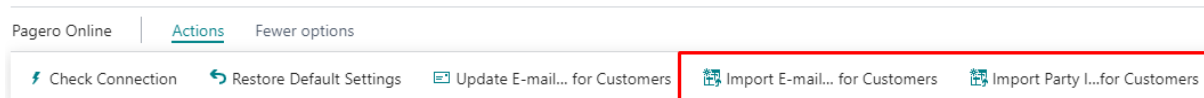
Excel format for Party Identification:

This will only insert new party identification numbers.

First (Header) row is ignored.

Three columns: Customer No.(mandatory), Party Identification Scheme(mandatory), Party Identification ID(mandatory)'

Pagero Online Settings



6 Country specific functions

This section will describe the country specific functions available for customers from these specific countries/localizations.

6.1 Spain

DIR3 codes

If you have customers behind PGEF (Puntos generales de entrada de factura, FAcE is the biggest one of them), you will probably need to add the DIR3 codes specific for each customer. Pagero offers multiple way to add the DIR3 codes.

1. You can save the DIR3 codes on the customer cards, the fields for that is highlighted in the picture below.

← CUSTOMER CARD ✎ + 📄

10000 · GDE Distribución S.A.

New Document Request Approval Customer Show Attached More options

General Show more

No.	10000	Credit Limit (LCY)	0.00	Not in AEAT	<input type="checkbox"/>
Name	GDE Distribución S.A.	Blocked		Payment Group	
Balance (LCY)	239 467.81	Total Sales	85 972.86		
Balance Due (LCY)	0.00	Costs (LCY)	22 787.07		

Address & Contact Show more

ADDRESS		CONTACT	
Address	Plaza del mercado 192	Primary Contact Code	CO000008
Address 2		Contact Name	Sr. Humberto Acevedo
City	Barcelona	Phone No.	
Post Code	08010	Email	
Country/Region Code	ES	Home Page	

[Show on Map](#)

Invoicing NAC NAC

Payments 1MIB01

Shipping AZUL Rental ENF

DIR3 Codes (Pagero Online)

Accounting Office		Processing Authority Unit	
Management Agency		Proposing Agency	

- If you would like to save more than one set of DIR3 codes for each customer, you can add the DIR3 codes on the contacts linked with the customer. You will later need to select the correct contact before posting a document.

← CONTACT CARD ✎ + 📄

CO000007 · GDE Distribución S.A.

Process Report Show Attached Page More options

General Show more

No.	CO000007	Type	Company
Name	GDE Distribución S.A.	Company Name	GDE Distribución S.A.

Communication Show more

ADDRESS		CONTACT	
Address	Plaza del mercado 192	Phone No.	
Address 2		Mobile Phone No.	
Post Code	08010	Email	gde.distribucion.sa@contoso.com
City	Barcelona	Home Page	
Country	BARCELONA	Language Code	ESP

[Show Map](#)

Foreign Trade Show more

Currency Code

DIR3 Codes (Pagero Online)

Accounting Office		Processing Authority Unit	
Management Agency		Proposing Agency	

- You are also able to add/change the DIR3 codes directly on the document before posting.

SALES ORDER

1013 · GDE Distribución S.A.

Release	Prepare	Documents	Order Confirmation	Posting	Request Approval	Show Attached	More options
Total excl. VAT (EUR)				0.00		Total excl. VAT (EUR)	
Inv. Discount Amount Excl. VAT (EUR)				0.00		Total VAT (EUR)	
Invoice Discount %				0		Total Incl. VAT (EUR)	

Contract (Pagero Online)

Contract No.

Contract Date

Customer Contract No.

Customer Contract Date

Additional Information (Pagero Online)

Customer Accounting Reference

Invoice Period

Additional Description

Ship-To GLN 8712345000004

File Reference

File Reference Date

Pay-To Bank Account

DIR3 Codes (Pagero Online)

Accounting Office

Management Agency

Processing Authority Unit

Proposing Agency

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**.

FICHA CUENTA | FECHA DE TRABAJO: 4/8/2019

4730001 · H.P., retenc. y pagos a cuenta

Procesar Cuenta Saldo Más opciones

General

Nº 4730001

Nombre H.P., retenc. y pagos a cuenta

Ingresos/Saldo Balance

Categoría de cuenta Pasivo

Subcategoría de cuenta Pasivos corrientes

Debe/Haber Ambos

Tipo mov. Auxiliar

Sumatorio 0.00

Saldo 0.00

Saldo controlable en diarios ☐

Texto adicional automático ☐

Entrada directa ☒

Cta. regularización ☐

Bloqueado ☐

Fecha últ. modificación 3/24/2019

Omitir descripción predetermin... ☐

Cuenta IRPF ☒

Registro

Tipo de registro gen.

Grupo registro neg. gen.

Grupo registro prod. gen.

Grupo registro IVA neg.

Grupo registro IVA prod.

Nº cuenta IC asociada predet.

Omite descuentos ☐

Plantilla de fraccionamiento pre... ..

- 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**.

← FACTURA VENTA | FECHA DE TRABAJO: 4/8/2019

102223 · Adatum Corporation

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

Posting Prepare Invoice Release Request Approval Pagero Online Categoría 11 Más opciones

General [Mostrar más](#)

Nombre del cliente Adatum Corporation Fecha vencimiento 4/30/2019

Contacto Daniel Almaraz Nº sig. factura

Fecha registro 4/8/2019

Líneas Administrar Más opciones

TIPO	Nº	DESCRIPCIÓN	CÓD. ALMACÉN	CANTIDAD	CÓD. UNIDAD MEDIDA	PRECIO VENTA EXCL. IVA	% DESCUENTO LÍNEA	IMPORTE LÍNEA E
Cuenta	*	*						

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	CATEGORÍA 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		

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.

← PEDIDO VENTA | FECHA DE TRABAJO: 4/8/2019

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 N° documento externo:

Fecha pedido: 4/8/2019

Líneas Administrar Más opciones

TIPO	N°	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	4730001	H.P., retenc. y pagos a cuenta		-0.15	-		1,005.80	

Application response

When sending invoices to PGEF, you will receive application responses from PGEF or the buyer informing you about the latest status of the invoice, called an application response. The latest application response for each document will be found in the ERP under the posted sales invoice view and in Pagero Online Documents. The application response will be automatically updated in 2017 and onwards 3 times a day (9.00, 12.00 and 17.00 GMT+2). You can also update the status at any time by manually updating the status using the **Update Application Response Status** button found in the posted sales invoice view and in Pagero online documents, this option works also for 2016. The picture below shows the two columns that will be updated, **Recipient Response Status** will give you an indication of the latest status, while **Recipient Response Message** is a description of the status (if any is provided).

Correct Print/Send Show Attached Open in Excel More options

Open Pagero Online Document Card ☐ Disable Sending...o Pagero Online ☒ Enable Sending ...o Pagero Online ☐ Update Document Status ☒ Update Applicat...Response Status

WT AT	REMAINING AMOUNT	LOCATION CODE	NO. PRINTED	CLOS...	COR...	SENDING PROFILE	DOCUME... STATUS	RECIPIENT RESPONSE STATUS	RECIPIENT RESPONSE MESSAGE	SEND MODE	USER ID	
50	3 980,50	GRIS	0	No	-	PAGERO	Not Sent	-	-	DYNAMICST...		Inc
00	0,00	AZUL	1	Yes		PAGERO	Processed	-	-	Certification	DYNAMICST...	NA
00	0,00	AZUL	1	Yes		PAGERO	Processed	-	-	Certification	DYNAMICST...	
00	0,00	AZUL	0	Yes		PAGERO	Not Sent	-	-		DYNAMICST...	
00	0,00	GRIS	0	Yes		PAGERO	Not Sent	-	-		DYNAMICST...	No
06	571,06	GRIS	1	No		PAGERO	Awaiting U...	-	-	Certification	DYNAMICST...	
36	11 959,36	GRIS	0	No		PAGERO	Sending D...	-	-		DYNAMICST...	
00	0,00	AZUL	1	Yes		PAGERO	Processed	-	-	Certification	DYNAMICST...	
00	0,00	AZUL	1	Yes		PAGERO	Not Sent	-	-		DYNAMICST...	
68	5 979,68	GRIS	1	No		PAGERO	Sending D...	-	-		DYNAMICST...	

6.2 France

Service code

If you have customers behind CPP (Chorus Pro), service code might be required to add. Service code is used for routing and is specific for each customer. Pagero offers multiple way to add the Service code.

1. You can save the Service code on the customer cards, the fields for that is highlighted in the picture below.
2. If you would like to save more than one set of Service code for each customer, you can add the DIR3 codes on the contacts linked with the customer. You will later need to select the correct contact before posting a document.
3. You are also able to add/change the Service code directly on the document before posting.

Application response

When sending invoices to Chorus Pro, you will receive application responses from Chorus Pro or the buyer informing you about the latest status of the invoice, called an application response. The latest application response for each document will be found in the ERP under the posted sales invoice view and in Pagero Online Documents. The application response will be automatically updated in 2017 and onwards 3 times a day (9.00, 12.00 and 17.00 GMT+2). You can also update the status at any time by manually updating the status using the **Update Application Response Status** button found in the posted sales invoice view and in Pagero online documents, this option works also for 2016. The picture below shows the two columns that will be updated, **Recipient Response Status** will give you an indication of the latest status, while **Recipient Response Message** is a description of the status (if any is provided).

Correct Print/Send Show Attached Open in Excel More options											
Open Pagero Online Document Card Disable Sending...o Pagero Online Enable Sending ...o Pagero Online Update Document Status Update Applicat...Response Status											
WT AT	REMAINING AMOUNT	LOCATION CODE	NO. PRINTED	CLOS...	COR...	SENDING PROFILE	DOCUME... STATUS	RECIPIENT RESPONSE STATUS	RECIPIENT RESPONSE MESSAGE	SEND MODE	USER ID
50	3 980,50	GRIS	0	No			Not Sent				DYNAMICST...
00	0,00	AZUL	1	Yes		PAGERO	Processed			Certification	DYNAMICST...
00	0,00	AZUL	1	Yes		PAGERO	Processed			Certification	DYNAMICST...
00	0,00	AZUL	0	Yes		PAGERO	Not Sent				DYNAMICST...
00	0,00	GRIS	0	Yes		PAGERO	Not Sent				DYNAMICST...
06	571,06	GRIS	1	No		PAGERO	Awaiting U...			Certification	DYNAMICST...
36	11 959,36	GRIS	0	No		PAGERO	Sending D...				DYNAMICST...
00	0,00	AZUL	1	Yes		PAGERO	Processed			Certification	DYNAMICST...
00	0,00	AZUL	1	Yes		PAGERO	Not Sent				DYNAMICST...
68	5 979,68	GRIS	1	No		PAGERO	Sending D...				DYNAMICST...