CGI - Supplier Portal User quick guide – Invoicing company

The user interface for the vendor portal is located at https://www.laskuhotelli.fi/portaali   The Vendor must enter and maintain his / her own basic data in the **Settings** view at the first login.

Click the **Create New Invoice** button on the Dashboard front page.

Required fields are marked with a red star on the billing form. Creating an invoice is not possible if the mandatory fields are not filled or the entered information is in invalid form. At the top of the screen, the Create PDF Invoice button becomes active only after the required information has been provided.

The lower part of the billing form defines the products or services to be invoiced and their prices. Adding new empty counters is done with the Add row button. A row can be removed by using the **Trash** button on the right side of the row.

Additional row information ca be added by using the **Tab** button located on the right side of the row. If more information is added to the counting line, a character appears on the top of the tab.

Adding an attachment to an invoice.

The invoice can contain one PDF attachment that will be attached to the end of the invoice and is delivered to the recipient as such. The pdf attachment can have multiple pages. The maximum size of the attachment is 2MB. The attachment is added to the invoice in the data entry step with the **Add pdf attachment** button. Other file formats are not allowed.

Sending invoice

Once all required information has been entered into the invoice and the data has been verified, the user can send an invoice by pressing the **Send** invoice button.

The service creates a pdf file and opens it to the user for preview.

The user can download and, if desired, print the invoice pdf before uploading by pressing the **Preview as PDF** button or the user can send the invoice to the recipient by pressing the **Send** button. After sending, the invoice will be transferred to e-invoice platform for processing and forwarding. Upon successful delivery, invoice status changes as **Delivered**.