



User Guide:

Pagero Free Web Portal SAAB GROUP

Create and send electronic invoices

Subscribe for your Free Web portal to SAAB GROUP

To be able to send e-invoices via Pagero Web Portal to SAAB GROUP, you first need to register. To register, follow the instructions below.

Click on the link: <https://www.pagero.com/project-pages/saabgroup/>

Choose if you want to see the information in English or in Swedish. You will find information about how to send e-invoices to SAAB GROUP.

1. Choose if you wish to see the information in Swedish or in English.



Information to Saab Group's suppliers

Saab Group has decided to replace the current use of paper invoices with e-invoices. This project is carried through together with Pagero. Click either of the links below for more information.

[Börja skicka e-fakturor till Saab Group](#)

[Start sending e-invoices to Saab Group](#)

2. Click on **FREE WEB PORTAL**, and follow the steps to register.



Information to Saab Group's suppliers

To further streamline management of vendor invoices, Saab Group has decided to start transitioning in to receiving electronic invoices. Large investments have gone in to executing this, which means that Saab Group has been receiving electronic invoices since January 1 2011.

In the future, all new procurements and renegotiations will include an electronic invoicing requirement.

Saab Group has chosen Pagero as their partner in this project.

We will contact you shortly to help your company find the best e-invoicing solution for you, and help you start sending electronic invoices to Saab Group. To get started straight away, register your interest by entering your information through the link on the left. Sign up by entering the project code **SAAB3825**.

[INTERESTED](#)

Project code: SAAB3825

[FREE WEB PORTAL](#)

Project code: FreePortal_SAAB GROUP

3. In the first step, add your user information, name, phone number, and click on next.

Registration Pagero Online

User information

Step 1 of 3

* Name

* Email(user name)

* Phone

[< Previous](#) [Next >](#) [Confirm](#)

4. Add your company information, such as your company name. At least one of the company identification numbers must be added (VAT-registration number, organizational number).

Registration Pagero Online

Your company information

Step 2 of 3

Address information	
* Company name	Company AB
Department	
Street	Street 1
Additional street	
Post box	
Post code	00000
City	City
Province	
Country	Sweden

Company information	
IBAN number (1)	
Organization number (1)	000000-0000
OVT number (1)	
GLN number (1)	
VAT number (1)	
Unit	

(1) At least one of these fields must be provided.

< Previous **Next >** Confirm

5. Control that your information is correct, and then click on " Confirm ". If you need to change anything, click on " Previous ".

After you have fulfilled your registration, you will receive an email with an activation link, to the email address you have entered.

Registration Pagero Online

Confirmation

Step 3 of 3

This is a list of what you are ordering. Proceed by clicking the Confirm-button

User information	
Username	example@email.com
Name	Example Name
Email	example@email.com
Phone	03100000

Your company information	
Company name	Company AB
Department	
Street	Street 1
Additional street	
Post box	
Post code	00000
Town	City
Province	
Country	Sweden
Organization number	000000-0000
VAT number	
Unit	5
GLN number	

< Previous Next > **Confirm**

Activate your Pagero Online Account

1. When your company have been registered an activation email will be sent to your email address. In the email you will find a link to activate your user account in Pagero Online.

2. Follow the link. Read and approved the user agreement (note that paragraph 8. "Charges" does not apply to you when you use Pagero Free Portal), choose a password, and then go on to Pagero Online. The password can be changed later on in Pagero Online via Settings - User Information.

3. Log in to Pagero Online at www.pageroonline.com

4. Go to **Settings – Company Information**, to complete your company information. a. Complete your company information by adding your company ID-number (organizational number, Vat-registration number etc.)

b. Also add your address and phone number.

PAGERO Language english Logged in as Demo Outbound, Demo Outbound

Start
Pagero Web Portal
Customer directory
Supplier directory
My documents
Settings
User information
Company information
Logotype
Users
Settings
Messages
Support
Logout

Pagero Connect
0 new messages

Company information

Basic settings Portal settings

Address information	Contact information
* Company name: Demo Outbound	* Email: exampel@pagero.com
Department:	Phone:
Street: Street 1	Fax:
Additional street:	
Post box:	
Post code: 000 00	
City: City	
Province:	
Country: Sweden	

Company information	Other information
OVT number (1):	Visible in the public recipient directory: <input checked="" type="checkbox"/>
IBAN number (1):	Visible in the public issuer directory: <input checked="" type="checkbox"/>
VAT number (1):	
EAN number (1):	
Organization number (1):	
Unit number:	

(1) At least one of these fields must be provided.

Add your company ID-number (organization number, VAT-number)

5. Then click on **Portal settings**. Add your payment information (**Account information**)

PAGERO Language english Logged in as Demo Outbound, Demo Outbound

Start
Pagero Web Portal
Customer directory
Supplier directory
My documents
Settings
User information
Company information
Logotype
Users
Settings
Messages
Support
Logout

Company information

Basic settings **Portal settings**

Information that you enter in the fields below are automatically inserted into invoices that you create with the Pagero Web Portal.

Account information	Other information
Bankgiro:	Web address:
Plugiro:	(e.g. www.pagero.com)
BIC/SWIFT:	
Bank account:	
Iban:	

Add your payment information

Save

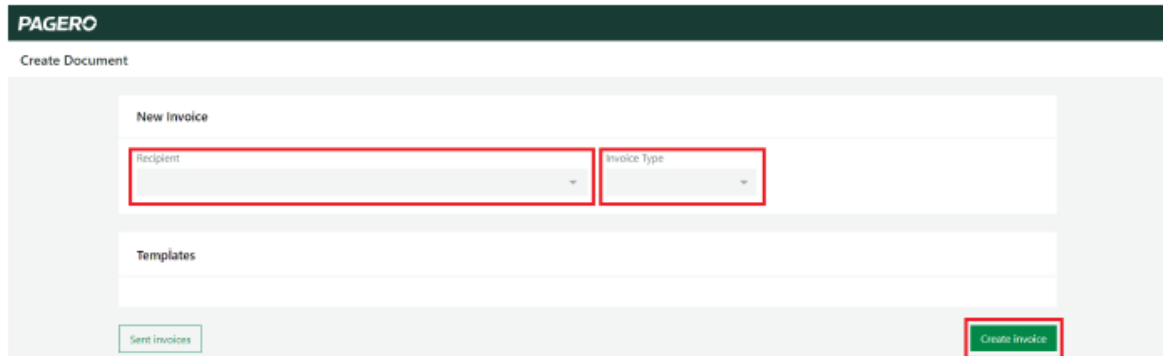
Create and send invoices

1. Log in to your Pagero Online account.

2. Click Create invoice



3. Choose the recipient you wish to send a document to, and the type of invoice you wish to create (debit or credit). If you can't find the recipient in the drop-down menu, you need to add them in your customer directory in Pagero Online. Information on how to add customers can be found in the end of this guide.



4. The invoice form will show below. a. Information about the recipient will be pre-populated. If needed, this information can be edited by clicking **Edit**.

Recipient Details ▾

Customer Number [Edit](#) Organisation Number
 1122 000000-0018

Delivery Address [Edit](#) Invoice Address [Edit](#)
 Demo Example Company 1
 SE

5. Fill in the invoice details. If needed, additional fields can be added, by click **Add fields**. All mandatory fields, marked with a star, need to be filled in, if not, you will not be able to process/send the invoice.

Invoice Details ▾

Invoice Number*

Invoice Date*

Payment Terms Overdue Fine (%)

Due in Days Due Date*

Purchase Order Number

Buyer Contact

Buyer Reference

Message to Receiver

[Add Fields](#)

Invoice Details ✕

Please select additional fields

- Seller Supplier ID
- Seller Order Number
- Seller Order Date
- Seller Contact
- Purchase Order Date
- Agreement Id
- Agreement Date
- Buyer's Contract Number
- Buyer's Contract Date
- Invoice Period
- OCR
- Delivery Date
- Delivery Terms
- Delivery Method
- Cost Center

6. Articles – Add information about the articles of the invoice.

- a. Add more rows by click **Add Row**.
- b. If needed you can add additional fields to all rows, by click **Add field to all rows** on the bottom left. If you wish to add a field to only one specific row, click the **plus** sign on that row. Choose the additional fields you wish to add from the list on the right side.
- c. To see all added additional fields, click **Expand All**, and **Collapse All** to hide the fields (the additional fields will still be added to the invoice).

Articles ▾

Article Number	Article Name*	Quantity*	Unit*	Unit Price*	VAT %*	Net Amount
Article No	Article Name	Quantity	Unit	Unit Price	25	<input type="text"/>

[Add Row](#) [Add field to all rows](#) [Expand All](#) [Collapse All](#)

All rows ✕

Please select additional fields

- Seller Order Number
- Seller Order Date
- Purchase Order Date
- Purchase Order Number
- Buyer Article Number
- Buyer Row Number
- Row Specification
- VAT Exemption
- Discount
- Delivery Reference
- VAT Withholding

Discounts and Charges ▾

7. If applicable, add discounts or charges, by clicking **Add Discount** or **Add Charge** and fill in the needed information.

Discounts and Charges ▾

Discounts

Description	Discount Rate (%)	Net Amount*	VAT %*
Example discount		100	25

+

Charges

Charge Type*	Description	Net Amount*	VAT %*
Freight ▾	Example charge	10	25

+

1) If a discount or charge should be tax exempt, click the **plus** sign to add this information.

Discounts and Charges ▾

Discounts

Description	Discount Rate (%)	Net Amount*	VAT %*
Example discount		100	25

+

VAT Type VAT Exemption

Charges

Charge Type*	Description	Net Amount*	VAT %*
Freight ▾	Example charge	10	25

+

Discounts: Example discount ✕

Please select additional fields

VAT Exemption

8. If needed, change the currency, and choose if you wish to use rounding. If needed, additional fields can be added, by click **Add fields**.

Invoice Total ▾

Currency*

Rounding

Net Amount	0.00
VAT	0.00
Amount to pay	0.00

9. Add payment method. To change payment method, click the drop-down list.

- a. You can add several payment methods, by clicking **Add Account** and choosing the account type you wish to add from the drop-down list.

The screenshot shows a form titled "Sender Details" with a dropdown arrow. Below it is the "Accounts" section. It contains five input fields: "Account Type" (with a dropdown menu showing "Bank account"), "Account Number", "BIC / SWIFT", "Branch Code", and "Bank Code". At the bottom left of this section, there is a green "Add Account" button, which is highlighted with a red rectangular box.

This information can be added once and thereafter automatically be inserted to the invoice:

- b. Click, the left-hand side in the main menu, on **Settings** and then **Company information**
- c. Click on the tab **Portal settings**
- d. Add the information and **Save**

Company information

The screenshot shows a horizontal row of five tabs: "Basic settings", "Security settings", "Service provider settings", "Portal settings", and "Other information". The "Portal settings" tab is highlighted with a green border.

Information that you enter in the fields below are automatically inserted into invoices that you create with the Pagero Web Portal.

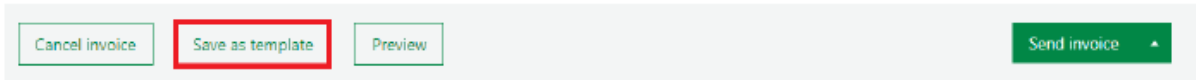
The screenshot shows two side-by-side form sections. The left section is titled "Accounts" and contains fields for "Account type" (set to "PLUSGIRO"), "Account number", "Currency" (set to "Choose One"), "BIC (Swift)", "Branch code", and "Bank code". There is a "Delete" link at the bottom. The right section is titled "Other information" and contains a "Web address" field with a placeholder "(e.g. www.pagero.com)" and a "Save" button.

10. If you wish to add other attachments, click **Add attachment** to add the attachment and then choose **Type** of attachment.

The screenshot shows a form titled "Attachments" with a dropdown arrow. It contains two input fields: "File" (with a "Choose file" button and "No file chosen" text) and "Type" (with a dropdown menu showing "Miscellaneous"). At the bottom left, there is a green "Add Attachment" button.

11. Once the invoice is complete you can proceed and send the invoice by clicking **Send invoice** in the lower right corner.

a. You can also choose to save your invoice as a Template. The template can be used the next time you wish to send an invoice to this recipient. All information saved in the template will be added to the invoice the next time you choose that template. Templates are chosen in the first step, when you choose recipient. All saved templates will be presented.



b. Additionally, you can choose to preview the invoice before sending it. The purpose of this function is to ensure fields have been filled in correctly.



Support

Do you have any questions?

Contact [Pagero Service & Support Center](#)

You can also find contact information to our Support team in Pagero Online, under the tab **Support, Contact**. Or via <https://support.pagero.com/contact-us/>