

## Send PDF invoices to your customer via Marketplace Conextrade



View steps to send PDF invoices to Customer via e-mail:

- Step 1: [Online-Registration on the Marketplace Conextrade  
www.marketplace.conextrade.com](http://www.marketplace.conextrade.com)
- Step 2: [Maintain Company and User Data](#)
- Step 3: [Request your customer as trading partner](#)
- Step 4: [Send PDF invoices to your customer](#)

### Step 1: Online-Registration on the Marketplace Conextrade (Free Account)

- Start your registration: [Online-registration Marketplace Conextrade  
http://www.marketplace.conextrade.com/](http://www.marketplace.conextrade.com)

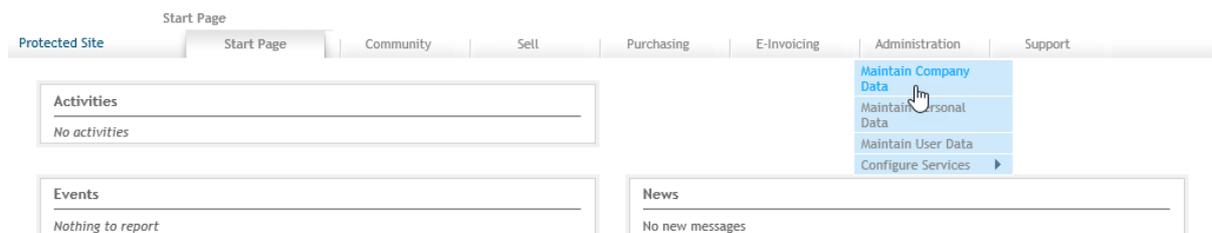
Select the account-type «Free» and follow the registration process. An account upgrade is possible at any time.

- Company name and address will be checked against the commercial register (please consider upper and lower case). A valid UID-number is mandatory (VAT-number).

### Step 2: Maintain Company and User Data

#### Company data:

You will receive a confirmation e-mail of the registration immediately. Please review and complete/adjust your data if necessary under «Administration» → «Maintain Company Data».



Protected Site | Start Page | Community | Sell | Purchasing | E-Invoicing | Administration | Support

Administration menu items:

- Maintain Company Data
- Maintain Personal Data
- Maintain User Data
- Configure Services ▶

Activities: No activities

Events: Nothing to report

News: No new messages

#### Create Users:

Invoices can only be submitted from an e-mail address that is registered as a user.

- Menu option «Administration» → «Maintain User Data»

Under «Maintain User Data» you see the created users with the e-mail address from which the invoices can be submitted. The number of possible users depends on the account type (e.g. Free Account: max. 5 users).

We recommend creating a second user with the e-mail address of a team mailbox. You create a new user as follows:

- Menu option «Administration» → «maintain user data» → «add user».

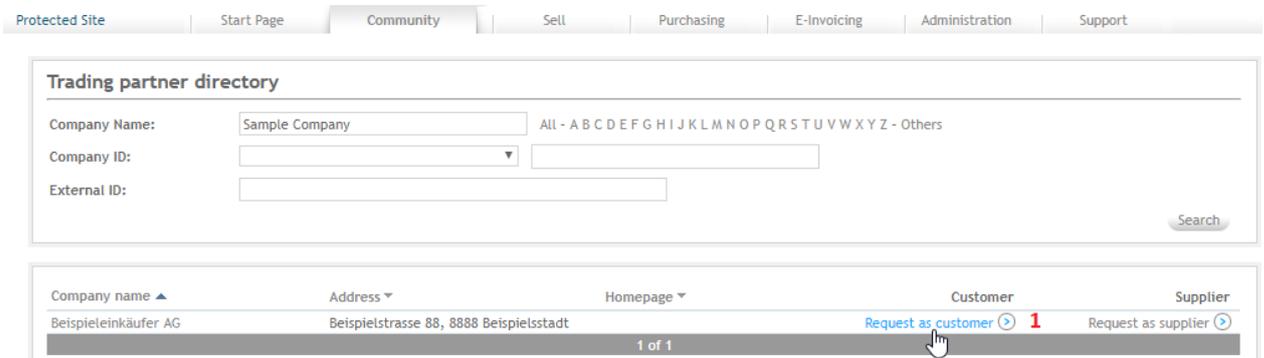
- Newly created users receive an e-mail with the access information after the account user profile has been created.

*Requirements team mailbox:*

- The e-mail address must not be a noreply e-mail address, it must be able to receive replies.
- The e-mail address must not send any automatic replies or a corresponding rule must be stored for our messages.

**Step 3: Establish Trading Partnership**

The connection to your customer (as a trading partner) must be requested by you and confirmed by your customer. Via the menu option «Community» → «Trading Partner Directory» you are able to search for your customer -> click then on «request as customer» to send the request to your customer.



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**Trading partner directory**

Company Name:  All - A B C D E F G H I J K L M N O P Q R S T U V W X Y Z - Others

Company ID:

External ID:

Company name ▲	Address ▼	Homepage ▼	Customer	Supplier
Beispieleinkäufer AG	Beispielstrasse 88, 8888 Beispielstadt		<a href="#">Request as customer</a> 1	<a href="#">Request as supplier</a>

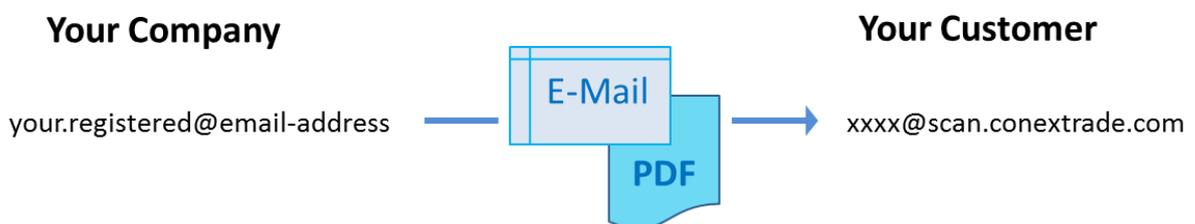
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As soon as your customer has confirmed the trading partnership with you, you can immediately submit PDF invoices for your customer - step 4. You will be informed by e-mail about the receipt of your customer's confirmation. Your confirmed trading partnerships can be seen under menu option «Community» → «My Trading Partners».

**Step 4: Send PDF Invoices**

Send your PDF invoice from your registered e-mail address to your customer's designated submission e-mail address. Conextrade prepares the invoice and transfer it as e-invoicing to your customer's workflow.

Note: Please ask your customer for his designated submission e-mail address.



## PDF Format

### Naming convention for PDF invoices and all other attachments, transmitted in the e-mail

- We recommend that you create the PDF invoice PDF/A compliant. If possible, a non-PDF/A compliant document will be converted by Conextrade.

The reason for the recommendation: If the conversion fails, the invoice will be refused because the long-term archivability of the VAT-compliant invoice (the electronic invoice is the relevant document to the tax authority) is not guaranteed.

Use the following link to check whether your document conforms to PDF/A:

<https://www.pdf-online.com/osa/validate.aspx>

- One or more PDF invoices can be submitted in an e-mail by e-mail attachment. Attachments to the invoice in PDF format can also be provided with each invoice.
- The PDF invoices or PDF invoice attachments must comply with the naming convention.

**Do not use special characters and spaces!** The processing of special characters depends on your e-mail software used for sending PDF invoices (e.g. Outlook, webmail accounts, etc.) and can lead to errors during transmission.

If you send several invoices or invoices with attachments, you must follow the naming convention so that the individual documents can be identified or, in the case of the attachment, assigned.

Examples for the naming convention:

#### Multiple invoices:

Invoice 1:                    INV\_<document name1>.pdf  
Invoice 2:                    INV\_<document name2>.pdf

#### Multiple invoices with additional information, as attachment to an invoice:

Invoice 1:                    INV\_<document name1>.pdf  
Invoice 2:                    INV\_<document name2>.pdf  
Attachment to invoice 2:    <document name2>\_ATT\_<attachment name1>.pdf  
   <document name2>\_ATT\_<attachment name2>.pdf

#### Format/ picture resolution:

- Invoices and attachments must be delivered as PDF documents. All other formats will not be accepted.
- For PDFs, which are created by scanning, a high resolution must be chosen (at least 300 dpi).
- An invoice and its attachments may not exceed 5 MB in size in total (invoice + attachments ≤ 5 MB). Otherwise it will be rejected.
- PDF invoices may not be password protected.
- Logo's, e.g. in the disclaimer of the e-mails, must be removed.

#### Legal aspect - E-Invoicing

The signed invoices that are made available for download on the online Marketplace after they have been sent are the relevant documents for your accounting.

We therefore recommend that you download and review the archive files on a monthly basis. Report errors to Swisscom by the 20th of the following month.

#### Contact/Help:

- You are already registered with Conextrade: Log on to [www.marketplace.conextrade.com/](http://www.marketplace.conextrade.com/) and contact us via a [support request](#) under menu option «Support» → «Request Support».
- You have forgotten your password: The password can be reset directly in the login window.
- You have not yet registered or could not register: [Contact](#)