

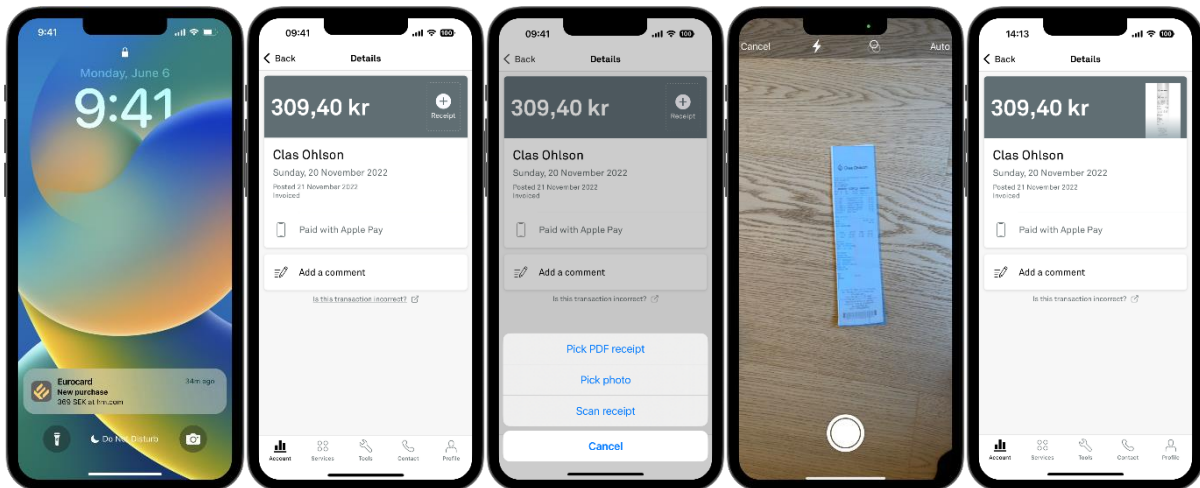
Administrating corporate paid expenses  
No Expense Management System?

## Invoices and all receipts sent to your financial system

Simple administration for your employees – your bookkeeping gets electronic invoices with the receipts and can do the accounting and pay the invoice.

### This is how it works

- ✓ Pay with your Eurocard.
- ✓ Digitize receipts in the Eurocard app.
  - ➔ Take a picture of the receipt and attach it to the transaction
- ✓ Receive an electronic invoice to you Expense Management System together with all the receipts where it is read and processed automatically.



### Your process

- All employees must follow the process.
- Capture receipts when purchase is made to ensure it is available when the Eurocard invoice is generated.

### How to get started

Make sure to have electronic invoicing in your company to get the most out of the invoice administration.

#### **Sweden:**

#### **Register as a receiver for Svefaktura (Peppol BIS Billing 3)**

An Svefaktura/Peppol invoice is sent from the sender to the recipient's financial system, where it is read and processed automatically. This ensures that the invoice arrives quickly to the correct recipient. In order to receive an Svefaktura/Peppol invoice, the company must have an agreement with a distributor if you don't already have one.

Her er en oversikt over hvem du kan kontakte for å registrere deg som mottaker.

#### **Norway:**

##### **Register as a receiver for EHF (Peppol BIS Billing 3)**

An EHF invoice is sent from the sender to the recipient's financial system, where it is read and processed automatically. This ensures that the invoice arrives quickly to the correct recipient. In order to receive an EHF invoice, the company must be registered in the ELMA register.

Her er en oversikt over hvem du kan kontakte for å registrere deg som mottaker.

#### **Denmark:**

##### **Register as a receiver for Peppol BIS Billing 3**

An Peppol invoice is sent from the sender to the recipient's financial system, where it is read and processed automatically. This ensures that the invoice arrives quickly to the correct recipient. In order to receive a Peppol invoice, the company must have an agreement with a distributor if you don't already have one.

Her er en oversikt over hvem du kan kontakte for å registrere deg som mottaker.

#### **Finland:**

##### **Register as a receiver for TEAPPSXML/Finvoice/Peppol BIS Billing 3**

An electronic invoice (Nätfaktura) is sent from the sender to the recipient's financial system, where it is read and processed automatically. This ensures that the invoice arrives quickly to the correct recipient. The formats can be TEAPPS or Finvoice. In order to receive an electronic invoice, the company must have an agreement with a distributor if you don't already have one.

Considering an Expense Management System?

## **Want to simplify your expense management even more?**

Your employees finalize the expense, and your bookkeeping receives electronic invoices with the receipts directly to the Expense Management System.

### **Try our Smart receipts solution**

Works with most Expense Management Systems. With our Smart receipts solution, you'll have your purchase data and receipts sent straight to your Expense Management System. There, all you need to do is to control and comment/finalize the expense. It minimizes risks and cut administration costs.

#### **Read more about Smart receipts:**

<https://eurocard.com/expense-handling-services/smart-receipts/>