



DO SOMETHING THAT MATTERS

Manual to submit foreign invoices through Prospectiva

Step 1:

Access to pginvoice.com and choose the flag of the country you are going to submit the invoice for.



Step 2:

Access using your credentials and click on Accept



Step 3:

Click on "Facturas" tab and then "Envío de Comprobantes PDF".





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Step 4:
Choose the document type:
Invoice (Factura)/Debit Note “Nota de Débito” or Credit Note “Nota de Crédito”.

Step 5:
If the Invoice has an associated PO, choose “Con orden de compra”. You must attach the invoice PDF and fill below fields: SAP box, PO number (if applicable) and invoice number. Finally click on Send (Enviar)



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Step 6:

If the Invoice has NO associated PO, choose "Sin Orden de Compra". You must attach the invoice PDF and fill below fields: SAP box, PO number (if applicable), invoice number, Tax ID and currency. Finally click on Send (Enviar)

Seleccione el tipo de comprobante que desea cargar. *

Factura / Nota de débito

Nota de crédito

Editor de Addenda

Con Orden de Compra Sin Orden de Compra *

* Factura (PDF)

Choose File TEST.pdf

* SAP Box / Caja SAP

* Correo del Aprobador

* No Factura

Comentarios

G4P

Test@pg.com

4567

Enviar