



DO SOMETHING THAT MATTERS

## Manual to submit foreign invoices through Prospectiva

### Step 1:

Access to [pginvoice.com](http://pginvoice.com) and choose the flag of the country you are going to submit the invoice for.



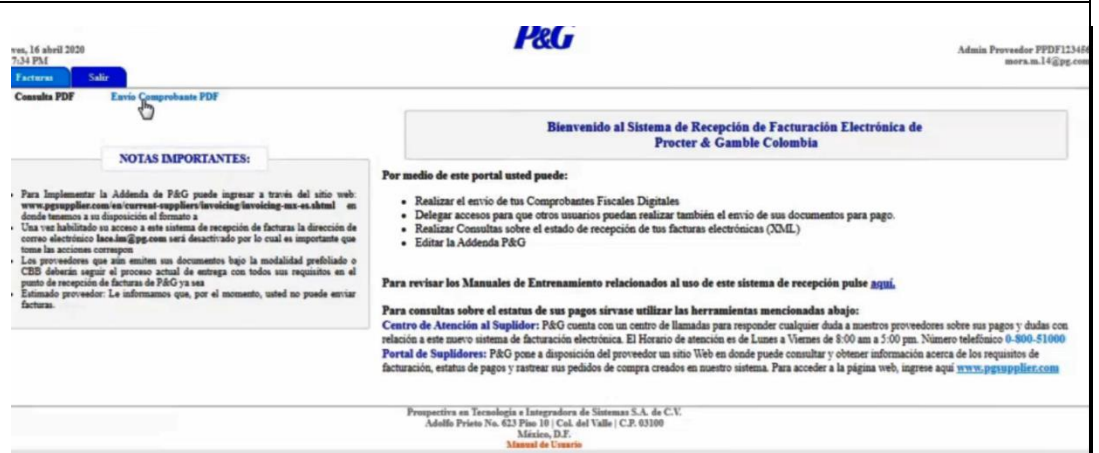
### Step 2:

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