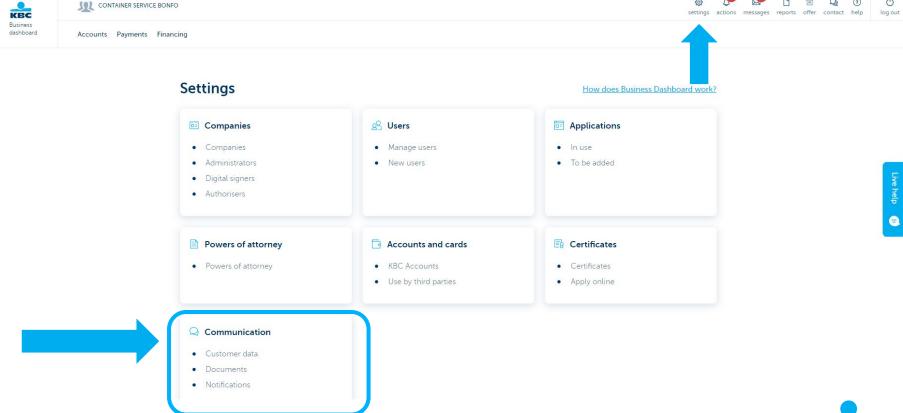# Step-by-step guide

How can I choose another format for the invoices?

Step 1: Click '**Settings'** in the menu bar at the top of the Business Dashboard
Step 2: Click the '**Communication**' tile

Differently:
THE NEXT LEVEL

KBC
Business
dashboard

CONTAINER SERVICE BONFO

settings   actions   messages   reports   offer   contact   help   log out

Accounts   Payments   Financing

Settings

How does Business Dashboard work?

Live help

Companies
- Companies
- Administrators
- Digital signers
- Authorisers

Users
- Manage users
- New users

Applications
- In use
- To be added

Powers of attorney
- Powers of attorney

Accounts and cards
- KBC Accounts
- Use by third parties

Certificates
- Certificates
- Apply online

Communication
- Customer data
- Documents
- Notifications

KBC

Step 3: Click the link '**Process your invoices automatically'** at the bottom of the tile 'Invoice Preferences'

KBC
Business dashboard

CONTAINER SERVICE BONFO

settings

Accounts   Payments   Financing

Communication

Documents

KBC will send you as many documents as possible in digital format. If you're the Business Dashboard administrator, legal representative or full-mandate holder, you'll see these documents in the document overview.

Notifications about important documents   >

Document overview

Customer data

Change

Alerts about irregularities in payment orders

Off

BRANDHOUT MALPHEN
ARTISTE KALEY
VEEFOKKERSCENTR. SGUIBER
NV BOUWONDER. GEZA
BVBA VEEFOKK. KYENO
GARAGE NV CICCHESA
BEGRAFENISONDERN. INKSTAR
DISTR. CENTR. HOLBERG
BVBA VEEFOKK. VERINA
CONTAINER SERVICE ZIESTENZ
ASBESTVERWIJD. KRADNAK
DAKDEKKER BVBA ANCINIAS
DOKTER GANOVICH

Invoice preferences

Users who can view invoices
OFELT ARZI
UMONTANARI FAIGI   >
VAN DALABAS KEYANO

Process your invoices automatically

KBC

Step 4: Select the company

CONTAINER SERVICE BONFO

settings · actions · messages · reports · offer · contact · help · log out

Accounts   Payments   Financing

Invoice preferences

Process your invoices automatically in your accounting package

If you want to process invoices automatically, adjust your preference below for each company. Soluz.io gives you two ways of doing that:

- With PEPPOL (UBL invoices)*
- By e-mail (with a PDF and UBL file in attachment)

In both cases, you will always find your invoices in PDF format in Touch and the Business Dashboard.
*PEPPOL enables you to send e-invoices in a secure way to companies and governments all over Europe.

BRANDHOUT MALPHEN
No preference set   >

ARTISTE KALEY
No preference set   >

VEEFOKKERSCENTR. SGUIBER
No preference set   >

NV BOUWONDER. GEZA
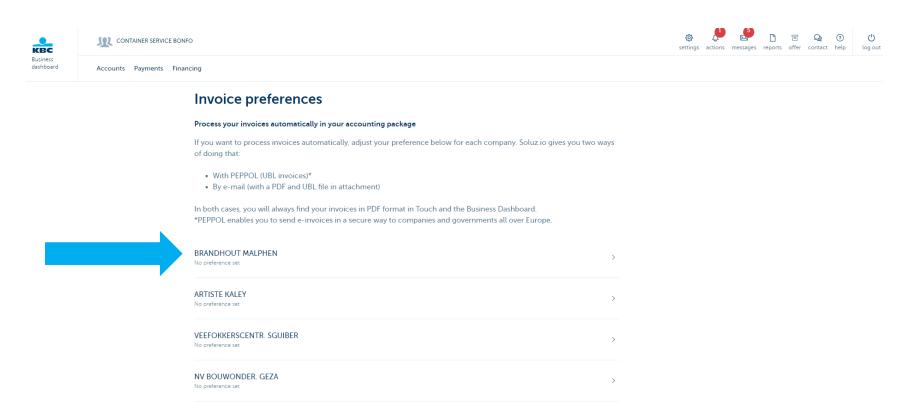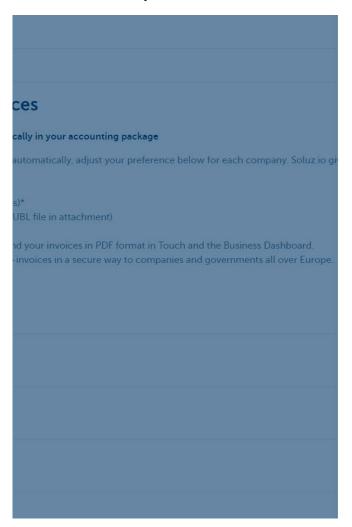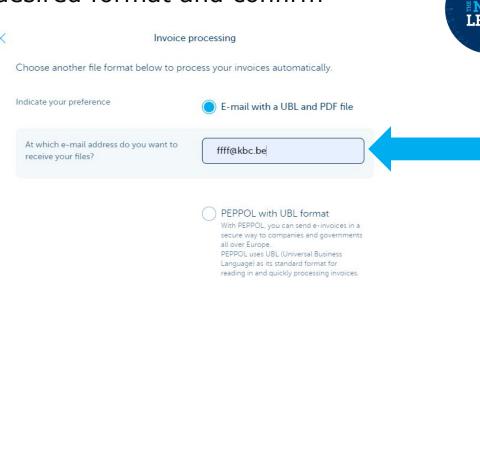No preference set   >

BVBA VEEFOKK. KYENO

Step 5: Indicate the desired format and confirm

✕   Invoice processing

Choose another file format below to process your invoices automatically.

Indicate your preference   ⬤ E-mail with a UBL and PDF file

At which e-mail address do you want to receive your files?   ffff@kbc.be

◯ PEPPOL with UBL format

With PEPPOL, you can send e-invoices in a secure way to companies and governments all over Europe.
PEPPOL uses UBL (Universal Business Language) as its standard format for reading in and quickly processing invoices.

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cally in your accounting package

automatically, adjust your preference below for each company. Soluz.io gi

s)*

UBL file in attachment)

nd your invoices in PDF format in Touch and the Business Dashboard.
-invoices in a secure way to companies and governments all over Europe.

Cancel   Confirm