

How to send an invoice to others for review/information

If you want your colleague to see an invoice, you can send the invoice to your colleague for review/information. Your colleague can then see the invoice on his/her IndFak2 front page and must confirm that the information has been received. Your colleague will then be able to find the invoice in his/her **'Invoice archive'**.



The invoice can still be processed even though it has been sent out for review/information. It is not possible to send an invoice for review/information if it is placed in your **'Invoice archive'**.

Click the tab **'Review'**.

Main menu > Invoices for acceptance > 29516200-Radisson SA:

Overview Accounting note E-invoice **Review** History Comment (2)

Users who have this invoice for review

 Send for review  Revoke



List is empty


Click **'Send for review'**.

Main menu > Invoices for acceptance > 29516200-Radisson SAS

Overview Accounting note E-invoice **Review** History Comment (2)

Users who have this invoice for review

 Send for review  Revoke

Office: -- Not selected -- User: 

List is empty

In the field **'Office'**, select an 'office' to limit the number of options in the field **'User'**.

In the field **'User'**, write the name or part of the name of the colleague you wish to send the invoice to – click the down arrow and select from the list.

Click **'Send'**.

Overview Accounting note E-invoice **Review** History Comment (2)

Users who have this invoice for review

Send for review Revoke

Office: -- Not selected -- User: [input] [Search] [Send]

Invoice sent

<input type="checkbox"/>	Received by	Sent by	On behalf of	Sent date	Archived date
<input type="checkbox"/>	Anja Svennesen	Randi Randisen		14/06/2015 21:33:32	

On the **'Review'** tab, you can see who the invoice has been sent to.

If you want to revoke, check the line box and click **'Revoke'**.

Overview Accounting note E-invoice **Review** History Comment (2)

Users who have this invoice for review

Send for review Revoke

Office: -- Not selected -- User: [input] [Search] [Send]

<input type="checkbox"/>	Received by	Sent by
<input checked="" type="checkbox"/>	Anja Svennesen	Randi Randisen