

## Schenker e-Invoicing tool - Quick User Guide

Once you have **User** and **Password**, you can connect to the system.

The login form features the DB SCHENKER logo at the top. Below it, there are three input fields: 'User ID:', 'Password:', and a 'Submit' button.

The following screen will appear, where you can list the documents you are looking for.

As searching criteria you can use **Document Number and Year of issue** or **STT number**. You are also requested to indicate the **E-Mail address** to get the documents back (this field is mandatory).

The search results form includes an 'E-Mail' input field at the top. Below it is a table with the following structure:

E-Mail	Doc. Number	Doc. YEAR	STT Number
		YEAR	

Below the table are 'Submit' and 'Logout' buttons.

Enter the complete Document number.  
The format is always **one letter + 6 numbers** (e.g.: V000001)

Pls, select Year of issue in **four digits format** (e.g. 2006)

At the end of the inquiry press **Submit**. The system then automatically generates a **request number** on top of your list and the following message will appear on the screen:

**Dear colleague, your request Nr. \_\_\_\_\_ has been accepted and will be performed immediately.**

Your request Nr. 11911 has been accepted and will be performed immediately		
		
E-Mail	<input type="text" value="ant.sant@schenkerit.com"/>	
Doc. Number	Doc. YEAR	STT Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Finally press **Logout** to leave the system.

Please note that if you need more than 10 documents, multiple requests will be created.

In a short time you will receive an Email containing **one PDF file** (grouped) with the documents previously asked.

The message (referring to a request number) will also report if some errors have occurred in your inquiry (documents not found or not issued in your name).

Should you need any further info, please send an e-mail to **invoicing@schenkerit.com**