

Manual de Utilizador
User Manual

Partnership

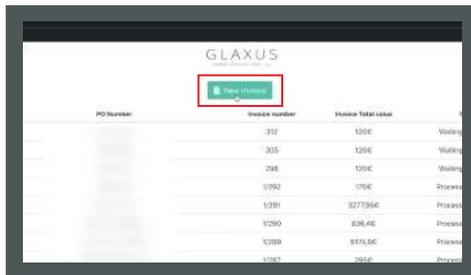
GLAXUS

SHARED SERVICES CORP., S.A.



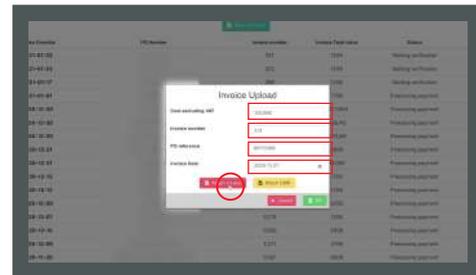
1º Passo: Faça login na sua página pessoal em <https://www.partnership.glaxus.pt>

1st Step: Log in to your personal page at <https://www.partnership.glaxus.pt>



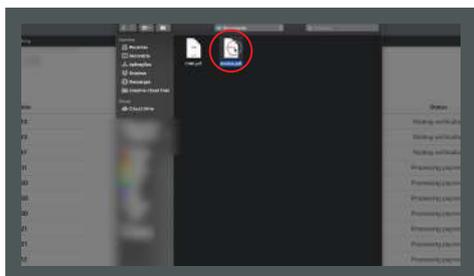
2º Passo: Para criar nova fatura clique no botão "New Invoice".

2nd Step: To create a new invoice click on the "New Invoice" button.



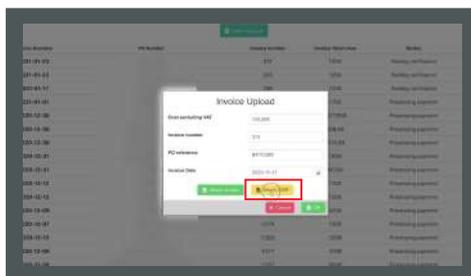
3º Passo: Preencha os campos obrigatórios e em seguida carregue no botão "Attach Invoice" para carregar a fatura.

3rd Step: Fill in the mandatory fields and then click on the "Attach Invoice" button to upload the invoice.



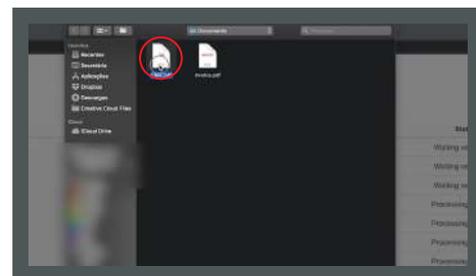
4º Passo: Escolha o ficheiro da fatura na pasta referente.

4th Step: Choose the invoice file in the related folder.



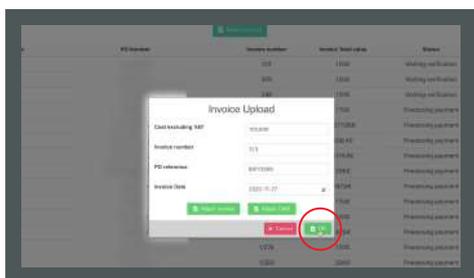
5º Passo: Na página carregue no botão "Attach CMR" para carregar o guia de transporte CMR.

5th Step: On the page click on the "Attach CMR" button to load the CMR waybill.



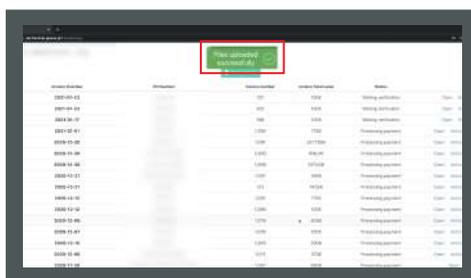
6º Passo: Escolha o ficheiro do guia de transporte CMR na pasta referente.

6th Step: Choose the CMR waybill file in the relevant folder..



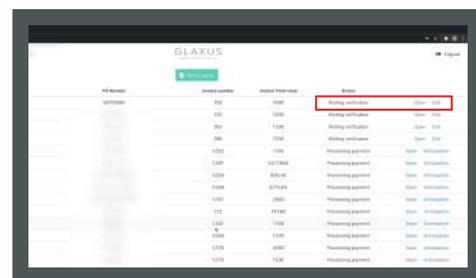
7º Passo: Depois de tudo preenchido e carregado basta carregar no botão "OK".

7th Step: After everything is filled in and loaded, just click on the "OK" button.



8º Passo: Irá aparecer a mensagem de sucesso da fatura carregada.

8th Step: The uploaded invoice success message will appear.



9º Passo: No mesmo menu poderá ver o estado da fatura, tal como o seu número PO e também conseguirá Abrir e Editar caso precise.

9th Step: In the same menu you will be able to see the status of the invoice, as well as its PO number and you will also be able to Open and Edit it if you need to.

GLAXUS
SHARED SERVICES CORP., S.A.

Rua das Fontainhas, Fr A Ed. Alfaloc // 2431-902 Marinha Grande
Tel. +351 912 482 687 email fatura@glaxus.pt