

<https://e-invoice.danucem.com>



Customer portal e-Invoice
User Guide

Version: 2.13

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1. PORTAL eInvoice

This guide describes the eInvoice - web portal module , which is available to authorized customers of the CRH North Danube Group. The main function of this module is to provide and share issued signed electronic invoices and related documents, including their attachments. On this portal, customers of the CRH North Danube group of companies will find the documents which were issued to them, regardless of the form of invoice delivery they have chosen. In addition to invoices, other types of documents can be found on the portal (delivery notes, credit note, debit note, etc.). The system also sends customers email notifications regarding embedded documents to a registered list of email addresses.

2. USER LOGIN

2.1. Introduction

Login to the Customer Portal eInvoice CRH (hereinafter in this article mentioned as a "Portal") is possible via the website <https://e-invoice.danucem.com>, the list of supported web browsers can be found in the section [System requirements](#).

The screenshot shows the login interface for the eInvoice portal. At the top is the CRH logo. Below it, the text 'eInvoice (SecuFEx v. 2.0.12)' is displayed. The main section is titled 'Login' and contains two input fields: 'Email' and 'Password'. A blue button labeled 'Sing in' is positioned below the password field. A link for 'Forgot password' is located below the button. At the bottom of the page, a small footer reads 'GDPR | All rights reserved © Synergon 2012 - 2021'.

2.2. Change the interface language

The portal language is not changed through the user account settings, but the language is displayed based on the web browser language setting. Regardless of the web browser you use to connect to the portal, the process of changing the browser language to change the portal language is the same. Start by going to your web browser settings, finding the language menu, changing the browser display language, restarting the browser, and reloading the portal.

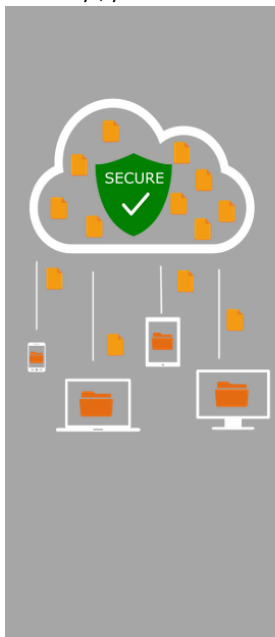
2.3. First Login

To log in to the portal, the user must enter their login details (login name and password). Your login is in the form of your e-mail address you have registered in CRH and for which you received an email with information about creating a user account and the procedure how to apply.

Login

[Forgot password](#)

A temporary password has been sent to you in a separate email, which must be changed when you first log in. The portal will automatically prompt you to change your password after logging in. You cannot log in to the portal without changing the password. If you do not change your password after a few days, you will receive an email reminding you that your user account has not yet been activated.



eInvoice

(SecuFEx v.)

To increase security, you must change your password the first time you sign in. Please change your password and automatically sign in to the app.

Old password

New password

Confirm new password



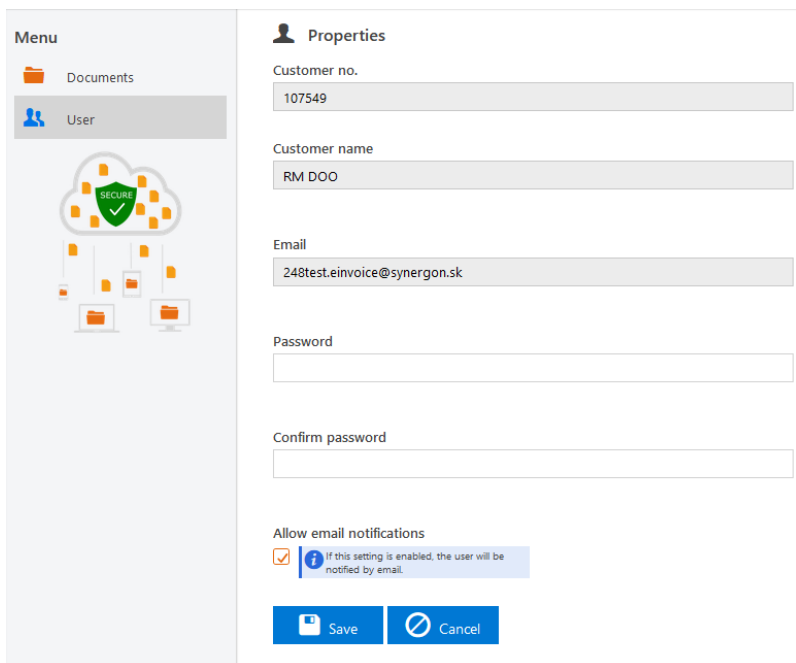
Important

If you are unable to log in to the portal or receive an error message when logging in, make sure that your email address has been registered in the customer database.

2.4. Sign In, activation account

After successfully changing the password and activating the account, you will then be taken to the portal, where you will see your user profile. In the left menu, select the user settings and check your data:

- **No. Customer** - the internal ID of the customer to whom your user account, invoice is assigned
- **Customer Name** - The name of the company associated with the customer ID
- **Email** - email address assigned to the user account and it is also the login name
- **Enable email notifications** - If you do not want the system to send you email notifications about documents, you need to turn off this setting.
- **Password / Confirm password** - items to change / enter a new password



Menu

- Documents
- User

SECURE

Properties

Customer no.
107549

Customer name
RM DOO

Email
248test.einvoice@synergons.sk

Password

Confirm password

Allow email notifications
 If this setting is enabled, the user will be notified by email.

Save Cancel

2.5. System requirements

Supported browsers are:



Google Chrome



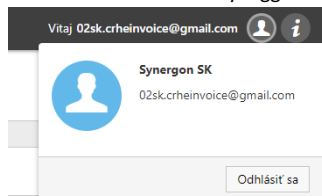
Mozilla Firefox



Microsoft Edge

2.6. Sign out

To log out of the portal, select Log Out in the upper right corner. In case of inactivity on the portal, the user will be automatically logged out after 20 minutes.



2.7. Forgotten password

If you have forgotten your password for your already created portal account, you can use the "Forgotten password" service within the portal login screen.

Then enter your email address, which the system verifies, and if it is registered in the system, you will receive a URL link to a page that allows you to enter a new password. After clicking on the URL link, you will be prompted to enter and confirm a new password.

2.8. Password change

If you want to change your original password after logging in, you can do so within your user profile, enter your new password and select **Save**.

Password must contain

- Minimum number of 8 characters (may vary depending on the configuration by the administrator)
- at least one capital letter
- at least one lowercase letter
- at least one number
- at least one special character

3. BEGIN TO WORK WITH THE PORTAL

3.1. Application user interface

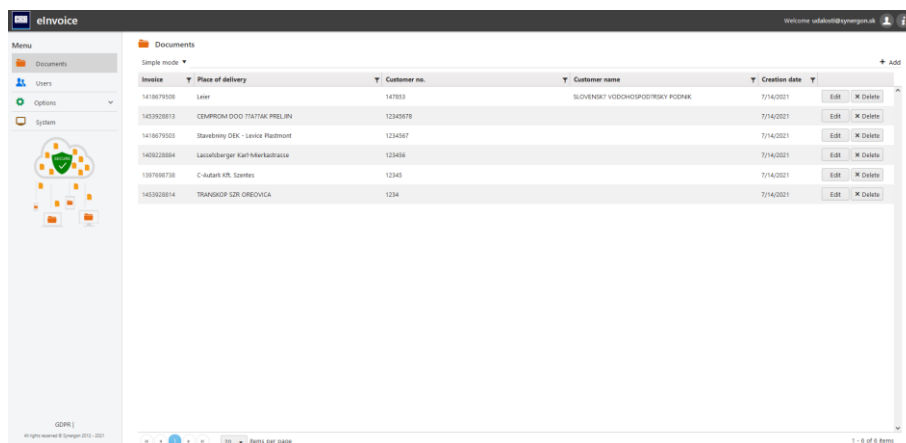
The main page of the portal is divided into two parts. The right part is used to display information, while its content depends on the user's selection in the left menu. The display of menu items as well as the display of the content part depends on the access rights of the logged-in user.

After logging in to the system, the main page will be displayed, which consists of the following sections:

- I. **The main menu** is located on the left side of the application and provides links to all the main functionalities of the system.
- II. **The content panel** is located in the right part, which displays the data according to the selection from the main menu.


Menu	Description
Documents	It allows customers to view all shared documents , download all types of invoices and related attachments with the ability to search, filter , sort by displayed data (metadata).
User	Allows to view the properties of a user profile, with the option to change the password.

In several parts of the application, a tabular display of items the so-called " grid " is used. The view allows to sort, search, and filter items based on user-defined criteria.



3.2. User profil

In the main menu, click on the **user** item, your user profile detail will open where the following information can be found:

 **Properties**


Customer no.

Customer name

Email

Password

Confirm password

Allow email notifications
  If this setting is enabled, the user will be notified by email.

Properties	Description
No. customer	A unique internal identifier (ID) of the CRH customer, which is used to assign documents to users .
Customer name	Customer name associated with customer number .
E-mail	The user's email address to which notifications from the portal will go , as well as the login name.
Password	Discrete data .
Enable email notifications	Off/ On mode for sending email notifications regarding embedded documents to the user.

3.3. Documents

The documents are used to display all billing documents that have been issued to you. This is the main workspace where you can download all types of invoices and their related attachments. Documents are inserted into so-called invoice repositories with the possibility of searching, filtering, sorting according to displayed data (metadata).

In this section you will see all invoices in the set time period during which the documents are available for download. Global document retention time settings (availability expiration time) are managed by the system administrator.

When you try to access documents using a URL link from an email from "Customer Portal eInvoicing ", you will be taken directly to the created invoice repository.

In the content panel, you have two options/modes for viewing working repositories of invoices and documents. Use the drop-down box at the top above the list of documents to you select the content view.

Mode	Description
Simple	The view shows a simple list of invoice repositories with basic data such as invoice number, issue date, which were created by the customer.
Complex	The view shows a detailed list of invoice repositories with extended invoice data such as the type of goods, the date of issue of the invoice and a list of inserted documents.

Commented [PL1]: toto nemá zmysel ani v sk. nemajú byť náhodou tie dve vety spolu ?

Invoice	Place of delivery	Customer no.	Customer name	Creation date
1418679508	Leier	147853	SLOVENSKY VODOHOSPOD'RSKY PODNIK	7/14/2021
1453928813	CEMPROM DOO ?A7AK PRELJIN	12345678		7/14/2021
1418679503	Stavebniny DEK - Levice Plastmont	1234567		7/14/2021
1409228884	Lasselsberger Karl-Mierkastrasse	123456		7/14/2021
1397698738	C-Autark Kft. Szentes	12345		7/14/2021
1453928814	TRANSKOP SZR. OREOVICA	1234		7/14/2021

3.3.1. Invoice Repository (Workspace)

You can imagine the invoice repository as a working folder where all documents related to the number of the issued invoice are stored. The name of each repository is the invoice number in which the relevant documents are stored. The individual repositories are assigned a customer ID on the basis of which the documents are made available to individual assigned users.

1418679508

Download as zip

FILES

Type	Invoice number
<input type="checkbox"/> Invoice	1234667890
<input type="checkbox"/> Signed invoice	1418679508

3.3.2. Automatic saving of new documents

For each issued invoice, the system creates a repository in the background in which various types of documents are automatically stored, such as signed electronic invoices or delivery notes in PDF file format.

3.3.3. Document availability expiration time

Each document stored in the invoice repository has a set deadline for deletion from the portal database. It is the default preset. After the expiration date, you will not be able to download the saved files, even if you open the URL link to the invoice repository from the email from "Customer Portal eInvoicing ". Date of expiration is shown in the document list column Deletion date.

3.3.4. Display a simple view on the list of documents

This view shows a list of invoice repositories through which you can access the documents of a specific

Simple mode ▼

Invoice	Place of delivery	Customer no.	Customer name	Creation date
1418679508	Leier	147853	SLOVENSK? VODOHOSPOD?RSKY PODNIK	7/14/2021
1453928813	CEMPROM DOO ?A77AK PRELJIN	12345678		7/14/2021
1418679503	Stavebniny DEK - Levice Plastmont	1234567		7/14/2021
1409228884	Lasselsberger Karl- Mierkastrasse	123456		7/14/2021
1397698738	C-Autark Kft. Szentcs	12345		7/14/2021
1453928814	TRANSKOP SZR OREOVICA	1234		7/14/2021

invoice. In the main menu, click Documents. In the content panel, select Simple mode in which you will see a list of all invoice repositories with the ability to search, filter, sort data.

- **Invoice** - the number of the issued invoice , a unique number for each invoice with a length of 10 characters .
- **Place of delivery** - defines the place of physical delivery of goods, services.
- **No. Customer ID** - A unique internal identifier (ID) of the CRH customer that is used to associate documents with users .
- **Customer Name** - the name of the company associated with the customer ID Ovi .
- **Issue Date** - The date the invoice was created.

Open the invoice repository by clicking on any link in the Invoice column (the mouse cursor will change to a hand). You will see a list of documents that can be downloaded, the exact procedure , see section [Download documents](#).

3.3.5. Display a detailed view on the list of documents

This view shows a list of documents in the invoice repositories, through which you can immediately access all saved documents in bulk. In the main menu, click Documents. In the content panel, select Complex mode in which you will see a list of all documents with the ability to search, filter, sort data.

- **Type** - the type of document , which can be saved as. signed invoice, delivery note.
- **Invoice number** - number of issued invoices , a unique number for each invoice with a length of 10 characters.
- **Place of delivery** - defines the place of physical delivery of goods and services.
- **Type of goods** - Identification of the invoice by type of product .
- **Name** - the name of the saved file, most often in PDF format.
- **Issue Date** - The date the invoice was created.
- **Delivered** - delivery date.
- **Country** - Code landscape of the company that has issued the invoice .
- **Document type** - SAP for O d of the content of the document.
- **Creation date** - the date the document was inserted into the portal.
- **Deletion date** - the date of expiry availability of the document in.

Documents

Complex mode

Download as zip | Sort documents

Type	Invoice number	Place of delivery	Kind of goods	Name	Invoice issue date	Delivery date	Country	Document type	Creation date	Deletion date
Document: 1418679508										
Invoice	1418679508	Leier	Cement	1418679508.pdf	7/16/2021	7/16/2021	at	SADP	7/16/2021 7:53 AM	10/04/2021 7:53 AM
Signed invoice	1418679508	Leier	Cement	1418679508.pdf	2/18/2021	7/14/2021	sr	2F2	7/14/2021 2:17 PM	10/04/2021 2:17 PM

1 - 2 of 2 items


3.4. Content panel searching, filtering

A tabular display of items in the so-called " grid " is used in this panel. The view allows you to sort, search, and filter items based on user-defined criteria.


Type	Invoice number	Place of delivery	Kind of goods	Name	Invoice issue date	Delivery date	Country	Document type	Creation date	Deletion date	
Document: 1397698738											
<input type="checkbox"/>	Delivery note	1397698738	C-Autark Kft. Szentes	Brash	L0000006317.pdf	2/18/2021	7/9/2021	hu	ZF2	7/9/2021 6:49 PM	10/19/2021 6:49 PM
<input type="checkbox"/>	Delivery note	1397698738	C-Autark Kft. Szentes	Brash	L0000006311.pdf	2/18/2021	7/9/2021	hu	ZF2	7/9/2021 6:49 PM	10/19/2021 6:49 PM
<input type="checkbox"/>	Signed invoice	1397698738	C-Autark Kft. Szentes	Brash	1397698738.pdf	2/18/2021	7/9/2021	hu	ZF2	7/9/2021 6:49 PM	10/19/2021 6:49 PM
Document: 1397698742											
<input type="checkbox"/>	Signed invoice	1397698742	C-Algy75 Beton7zoom	Cement	1397698742.pdf	2/18/2021	7/9/2021	hu	ZF2	7/9/2021 6:49 PM	10/19/2021 6:49 PM
Document: 1397698743											
<input type="checkbox"/>	Delivery note	1397698743	C-871CS BETON Kft.-Kiskunf??	Cement	L0000006319.pdf	2/18/2021	7/9/2021	hu	ZF2	7/9/2021 6:47 PM	10/19/2021 6:47 PM
<input type="checkbox"/>	Delivery note	1397698743	C-871CS BETON Kft.-Kiskunf??	Cement	L0000006313.pdf	2/18/2021	7/9/2021	hu	ZF2	7/9/2021 6:47 PM	10/19/2021 6:47 PM

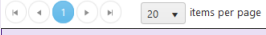
Each " grid " contains hard-coded columns that cannot be renamed, hidden, or reordered.

3.4.1. Searching, filtering documents

The application allows full-text search of data above each column by clicking on the filter character .

Invoice	Place of delivery
1418679508	Show items with value that: Is equal to <input type="text"/> <input type="button" value="Filter"/> <input type="button" value="Clear"/>
1453928813	
1418679503	
1400330004	

. A window will appear in which you can filter the list by entering a text string or selecting from the context menu according to the type of data displayed in the column. Type the search string in the text box and confirm with the Filter button. The undercolor of the filter character changes to blue . You can cancel the filter by clicking the Clear button .

You can select the number of items per page via the context menu below the list of items in the paging panel. 

Commented [PL2]: doplnený obrázok

For date columns, you can select a date in the available calendar pop-up window.

Show items with value that:						
Is equal to						
7/14/2021						
July 2021						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7
Wednesday, July 14, 2021						

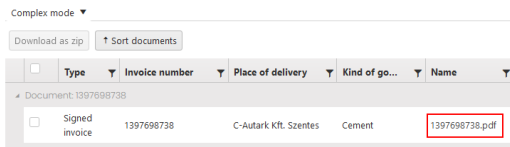
3.4.2. Sort documents

You can sort the items by the desired column by clicking on the column name (ascending sort). If you want to sort in descending order, click on the column name itself again.



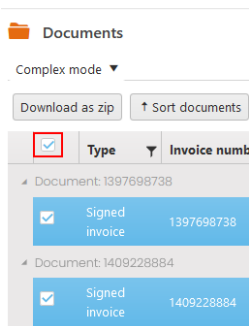
3.4.3. Download documents

In the Documents list, click the Name column for a specific item (the mouse cursor changes to a hand). The web browser downloads or opens the selected document.



3.4.4. Bulk download of documents

Bulk actions depending on the type of column, different bulk actions can be performed on items. Items



can be selected individually by clicking on the check box on the left side of the list of items. If you want to select all displayed items, you need to click on the check box at the top left of the table (in the header). After selecting multiple items, click the "Download as zip" button at the bottom left of the screen to activate the "Download as zip" button.

3.5. Notifications

The portal automatically announces important events in the background to your registered email address. In case you have registered multiple email addresses (of users) under the same customers (ID) related notifications respect your shared documents will be sent to all users.

The following section lists the events that the system informs you about:

- **eMail about user account registration** - Notification about creating access to the portal .
- **eMail user account has not been activated yet** - Notification that the account has not been activated by the set date.
- **eMail password recovery** - more information , see [Forgotten password.](#)
- **eMail for electronic cement invoices** - Notice that you have set up an electronic invoice, after issuing it we will send it to you by e-mail with an attachment .
- **eMail of new documents, which were published** - Notice that the documents were recorded and are available for download.
- **eMail warning before the removal of them with a series** - more information, see the section [Document availability expiration time.](#)

3.5.1. Turn off notifications

If you do not want the portal to send you email notifications regarding documents, it is possible to turn off notifications in the user profile. You see [User Profile](#) for settings.