



How to register and submit PDF invoices on Conextrade

Follow these simple steps to send PDF invoices by email



Simple steps to get started

Sending invoice by PDF will reduce time from invoice to payment

The online registration will only be possible for companies located in this [list of countries](#).

For companies located outside of the list of countries, please send your invoices to

Idorsia Pharmaceuticals Ltd
Finance Accounts Payable
Hegenheimermattweg 91
CH-4123 Allschwil



Step 1 : Register on Conextrade

Click this link to start your online registration: [Conextrade Webportal](#)

Conextrade maintains a databased of verified companies, which shortens the registration process. To find out if your company is in the database

- Enter your company name or company UID
- Click "Search"

If your company is found in the database, you will automatically go to **Step 2**.

If your company is not found, click on "Register company manually" and proceed to **Step 2**.

The screenshot shows the 'Idorsia Pharmaceuticals Ltd connection page'. At the top, a message congratulates the user and invites them to register or log in to send PDF invoices as a supplier. Below this is a progress indicator with four steps: 1 (green), 2 (blue), 3 (blue), and 4 (blue). Underneath the progress bar are four links: 'Conextrade nova', 'Search company', 'Company data', and 'Personal data'. The 'Search company' link is active. Below the links is a search section titled 'Search your company'. It contains a text input field with the placeholder 'COMPANY NAME' and a blue 'Search' button. Below the search field, it says 'What's the name or UID[®] of your company?'. Underneath, it shows 'Search results' with the message 'No results found for COMPANY NAME' and a suggestion to adjust search criteria or continue with manual registration. At the bottom of the search section are two buttons: a blue 'Register company manually' button and a grey 'Back' button.

Step 2 : Verify/Complete company data

If your company was found in Conextrade

- Verify that the company data in the system is correct, and if not, update the information
- Click “Continue” to go to **Step 3**.

If you are manually registering your company

- Enter your company information
- Click “Continue” to go to **Step 3**.

Company data

Company name *

UID

VAT number

Address *

Address 2

ZIP *

City *

Region

Country *

Homepage

* Mandatory field

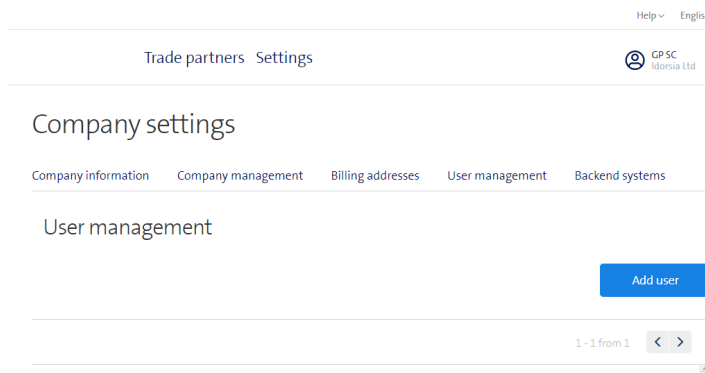
Step 3: Complete personal data

Complete the personal data fields, accept the user agreement and the terms and conditions, and click “Sign up”.

VERY IMPORTANT: The Business E-mail address must be able to receive emails and must not send automatic replies.

Please note that only email addresses registered as users here can be used for sending PDF invoices. We recommend the use of a group email address so that team members can all send invoices to Idorsia from the same mailbox.

It is also possible to add additional users after the registration process is completed by going to “Company settings” → “User management” → “Add user”



Personal data

Title *

Mr. Ms.

First name *

TEST USER

Last name *

TEST NAME

Business E-Mail *

GP.SC@IDORSIA.COM

Password *

.....

At least 8 characters, one number, and one uppercase letter.

Telephone *

+123456789

Mobile

+41 79 123 45 67 (optional)

* Mandatory field

Use a different address than the company

I accept the [user agreement](#) and the [terms and conditions](#).

Back

Sign up

Step 3: Complete personal data

Once you have completed this step, you will receive 3 follow up emails within 4-6 hours. If you registered the company manually, this process may take 24-48 hours, depending on the verification process.

1. “Welcome to Conextrade”, **please follow instructions** to verify the business email
2. “Conextrade: Account activated” email
3. “Conextrade: Subscription activated” email

Once you have received all 3 emails, you are now fully registered on Conextrade.



Manual verification pending

Thank you! You have successfully verified your E-Mail Address.

Manual verification

Since your company is not registered in the Swiss commercial register, we need to verify your registration data manually. You will receive an email as soon as the verification is completed (this usually takes place within 24 hours).

When you log in for the first time we will send a connection request to your partner (Idorsia Pharmaceuticals Ltd). Once your partner (Idorsia Pharmaceuticals Ltd) accepts your request you will receive an E-Mail confirmation and you will be able to send them PDF invoices per email.

Step 4 : Submit PDF invoice

You can begin submitting PDF invoice from the registered business email address to idoresia@scan.conextrade.com

Please ensure that your PDF meet the requirements on the next page

Important requirements for PDF invoices

Please ensure that your PDF invoices meet the following requirements

Ensure that the PDF invoice is PDF/A compliant

Non-PDF/A compliant documents will be converted by Conextrade. If the conversion fails, the invoice will be rejected because the long-term achievability of the VAT-compliant invoice is not guaranteed (the electronic invoice is the relevant document for the tax authority). You can use this tool to check your PDF: <http://www.pdf-tools.com/pdf/validate-pdf-a-online.aspx>

Send single or multiple invoices and attachments in one email

You can submit a single invoice or multiple invoices in one email. You can also attach additional PDFs as needed (such as timesheets). Make sure that the PDF invoices or PDF invoice attachments comply with the naming convention below to be processed by the system.

- **Do not use special characters and spaces!**
(The processing of special characters depends on the email software used for sending PDF invoices (e.g. Outlook, webmail accounts, etc.) and can lead to errors during transmission.)

Examples for the naming convention:

Multiple invoices

INV_<document name1>.pdf

INV_<document name2>.pdf

Multiple invoices with additional information, as attachment to an invoice:

<document name2>_ATT_<attachment name1>.pdf

<document name2>_ATT_<attachment name2>.pdf

Format/Resolution of images

- Invoices and attachments must be delivered as PDF documents. All other formats will not be accepted.
- PDFs created by scanning must have a high resolution (at least 300 dpi).
- An invoice and its attachments must not exceed a total of 5 MB (invoice + attachments ≤ 5 MB). Otherwise, it will be rejected.
- PDF invoices must not be password protected.
- Logos, e.g. in the disclaimer of the emails, must be removed.

E-Invoicing is currently supported for the following countries:

- Andorra (AD)
- Australia (AU)
- Austria (AT)
- Belgium (BE)
- Bulgaria (BG)
- Canada (CA)
- Croatia (HR)
- Cyprus (CY)
- Czech Republic (CZ)
- Denmark (DK)
- Estonia (EE)
- Finland (FI)
- France (FR)
- Germany (DE)
- Greece (GR) 1
- Hong Kong (HK)
- Hungary (HU)
- Iceland (IS)
- India (IN) 1
- Ireland (IE)
- Isle of Man (IM)
- Israel (IL)
- Italy (IT)1
- Japan (JP)
- Latvia (LV)
- Liechtenstein (LI)
- Lithuania (LT)
- Luxembourg (LU)
- Malaysia (MY)
- Malta (MT)
- Monaco (MC)
- Montenegro (ME)
- Morocco (MA)
- Netherlands (NL)
- New Zealand (NZ)
- Norway (NO)
- Oman (OM)
- Poland (PL)
- Portugal (PT)
- Qatar (QA)
- Romania (RO)
- Saudi Arabia (SA)
- Singapore (SG)
- Slovakia (SK)
- Slovenia (SI)
- Spain (ES)
- Sweden (SE)
- Switzerland (CH)
- United Arab Emirates (AE)
- United Kingdom (GB)
- United States of America (US)