

ING Business

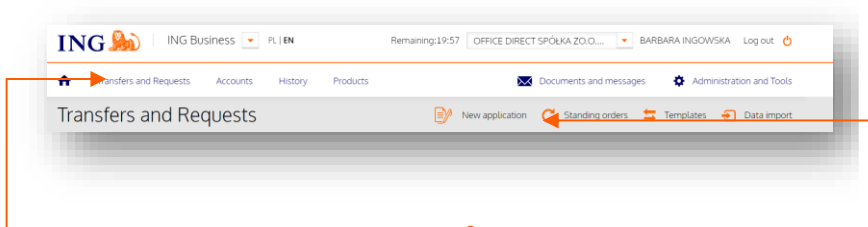
How to apply for the Invoicing solution?

[Check](#)



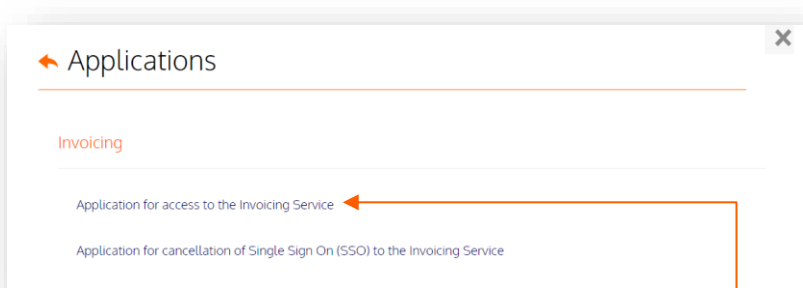
Activation

1



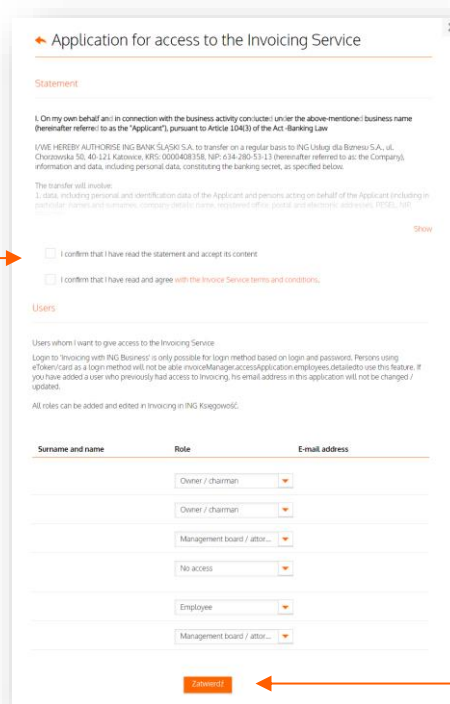
From the main menu choose **Transfers and Requests**, then click **New applicaiton**.

2



Go to **Invoicing** section and choose **Application for access to the Invoicing Service**.

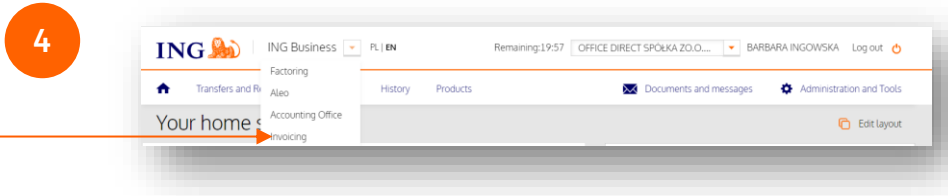
3



- Get familiar with the statement and regulations of the service – **mark the checkboxes** near the content.
- Define which users from Your company's account in ING Business banking service shall get access to the Invoicing. Then click **Accept**.
- You will receive a SMS code, which You can use to confirm submission of the application.

IMPORTANT!

→ Rest of the persons allowed to submit an application also have to confirm it.



After confirmation of the application (made by people entitled to do so) and its fulfillment by ING Business, You can go to invoicing module. Click expandable list at the header of site and choose **Invoicing**.

5

- Verify Your company's data define VAT status, , way of how do You make a declaration and how do You keep Your accounts.
- Create password, which You will be able to use to log in to the application by ingksiegowosc.pl site.
- Click **Continue**.



6

Confirm data of the users which You want to have access to the system (the same ones which You indicated during submitting an application in ING Business – [step 3](#))

IMPORTANT!

→ To check details of the users roles and their rights, click **Show roles description**.

• Click **Continue**.

7

Get familiar with content of consents and mark them as **I agree** or **I disagree**. Then click **Save and go to Invoicing**.

ATTENTION!

→ Other users will receive messages with instructions to set a password on the given e-mail addresses.

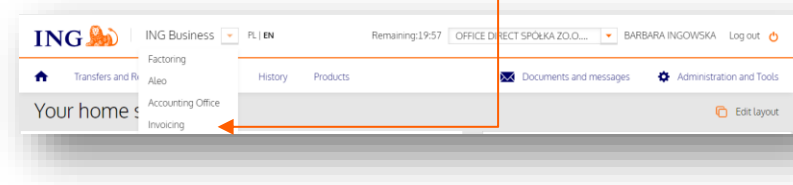


That's all! Now You can use ING Invoicing module.

Login to the service

1

- Go to ingksiegowosc.pl site and login to the system or
- Go to ingbusiness.pl and login to the system, then click expandable list in the header and choose **Invoicing**.



If You have any questions, call us:

(+48) 32 357 88 77 or send us and e-mail:
wsparcie@ingksiegowosc.pl

We are available Monday-Friday 8am – 6pm



[Read instruction](#)