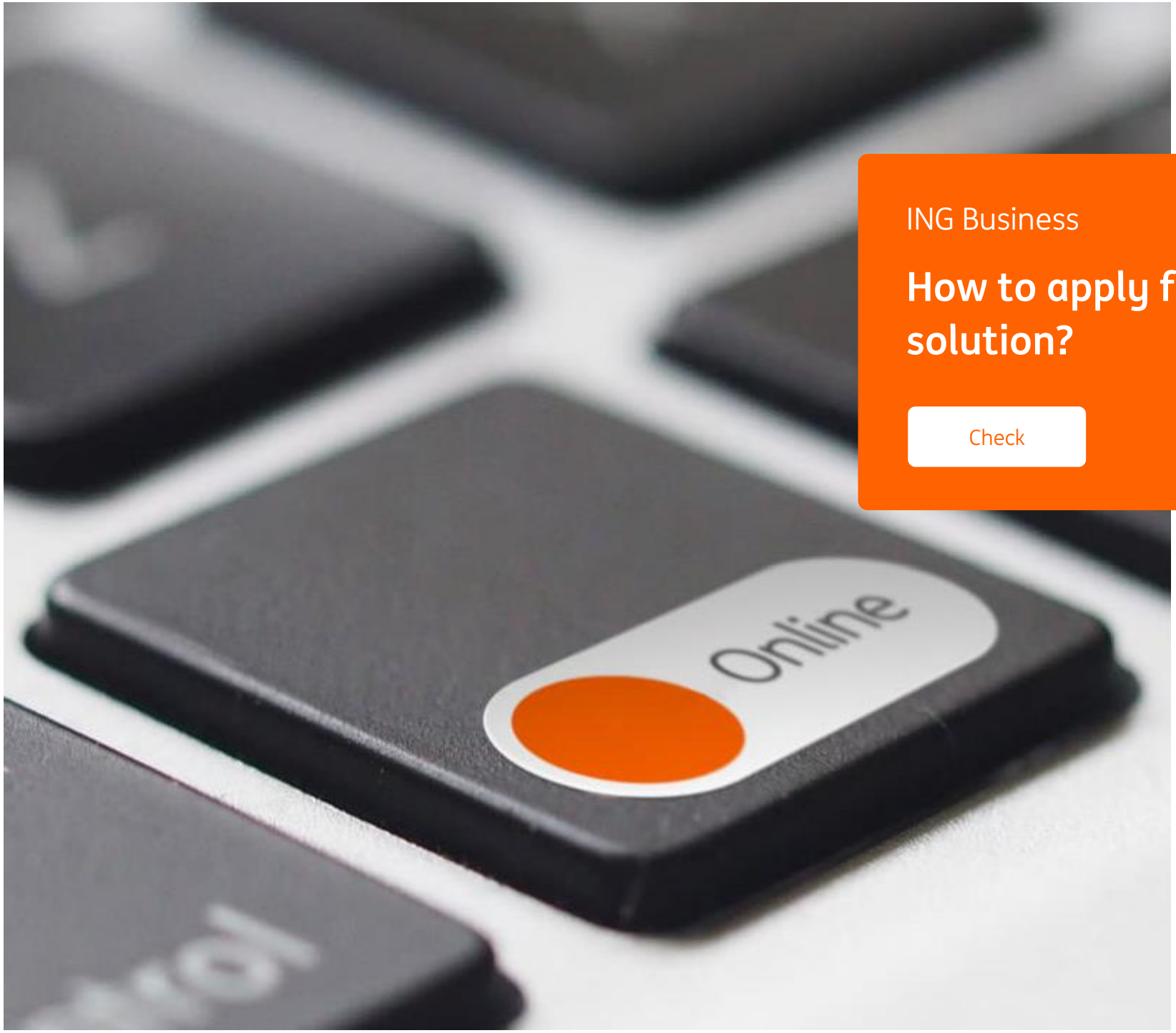


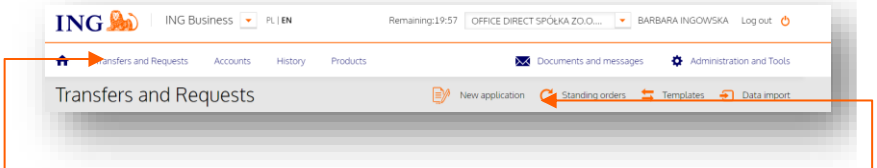
ING Business

How to apply for the Invoicing solution?

Check

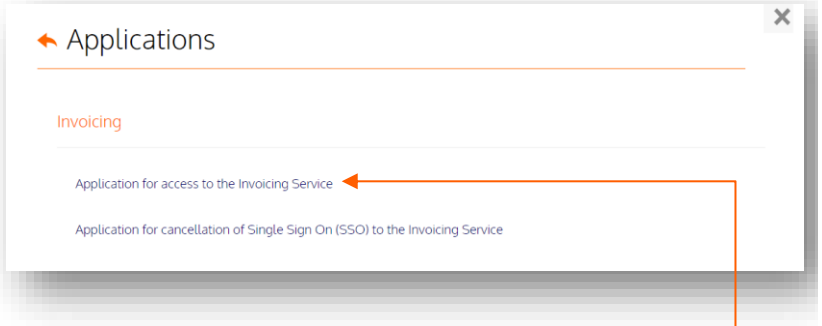
Activation

1



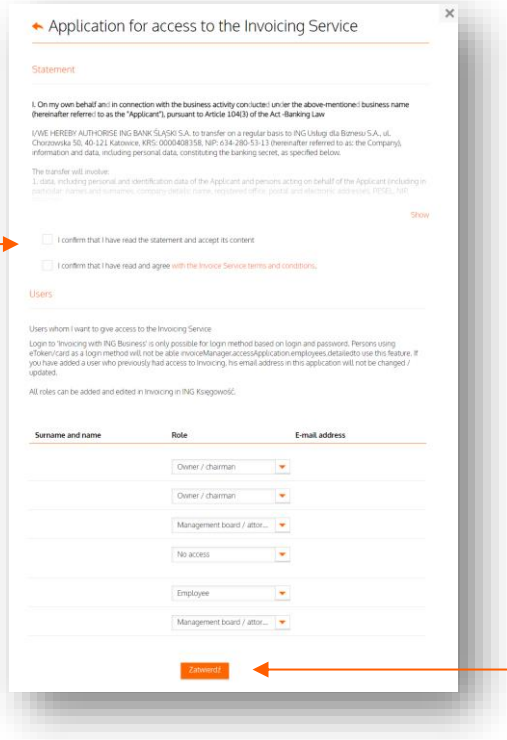
From the main menu choose **Transfers and Requests**, then click **New applicaiton**.

2



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

3

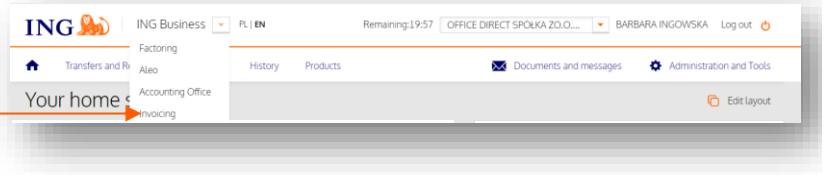


- → Get familiar with the statement and regulations of the service – **mark the checkboxes** near the content.
- → Define which users from Your company's account in ING Business banking service shall get access to the Invoicing. Then click **Accept**.
- → You will receive a SMS code, which You can use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

IMPORTANT!

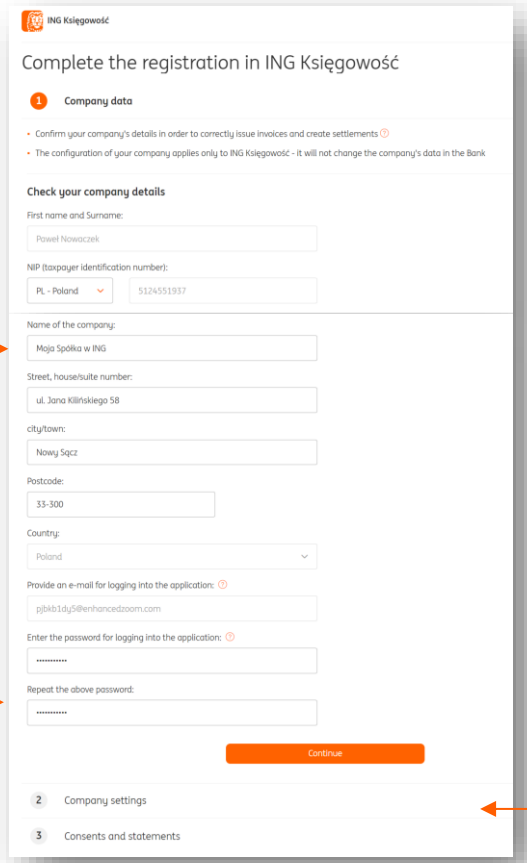
→ Rest of the persons allowed to submit an appliciaton also have to confirm it.

4



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

5

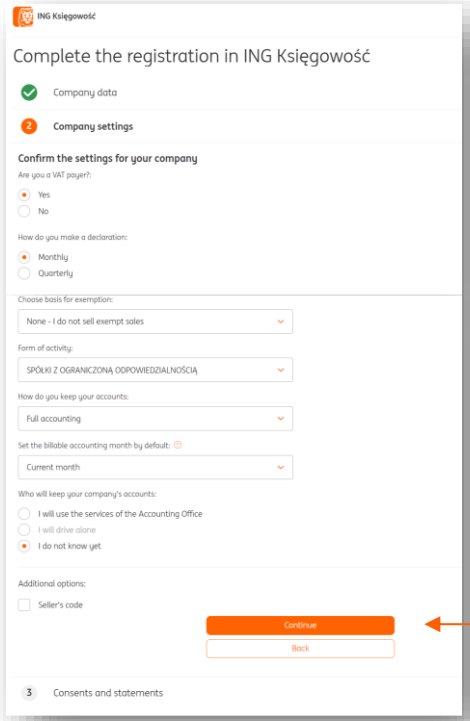


→ Verify Your company's data.

→ Create password, which You will be able to use to log in to the application by ingksiegowosc.pl site.

→ Click **Continue**.

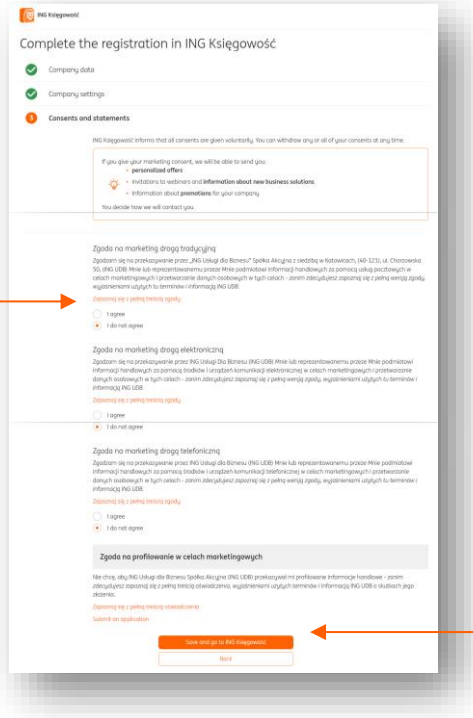
6



Confirm Your company's settings. You can also decide if You want **to start with Accounting Office** after the registration.

Click **Continue**.

7



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

ATTENTION!

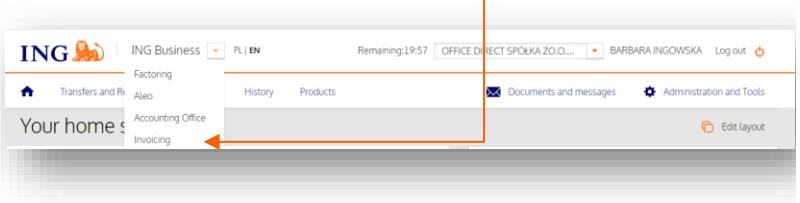
→ Other users will receive messages with instructions to set a password on the given e-mail adresses.

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

Login to the service

1

- → Go to ingksięgowosc.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) 32 356 22 23 or send us and e-mail:
wsparcie@ingksiegowosc.pl

We are available Monday-Friday 8am – 6pm

Read instruction

Niniejsza informacja stanowi wyłącznie informację edukacyjną i nie stanowi oferty w rozumieniu przepisów Kodeksu cywilnego. Została przygotowana przez ING Bank Śląski S.A., z siedzibą przy ul. Sokolskiej 34, 40-086 Katowice, zarejestrowaną w Krajowym Rejestrze Sądowym pod numerem KRS 0000005469 przez Sąd Rejonowy Katowice - Wschód w Katowicach, Wydział VIII Gospodarczy Krajowego Rejestru Sądowego, NIP: 634-013-54-75, REGON: 271514909, kapitał zakładowy 130 100 000 zł w całości opłacony.