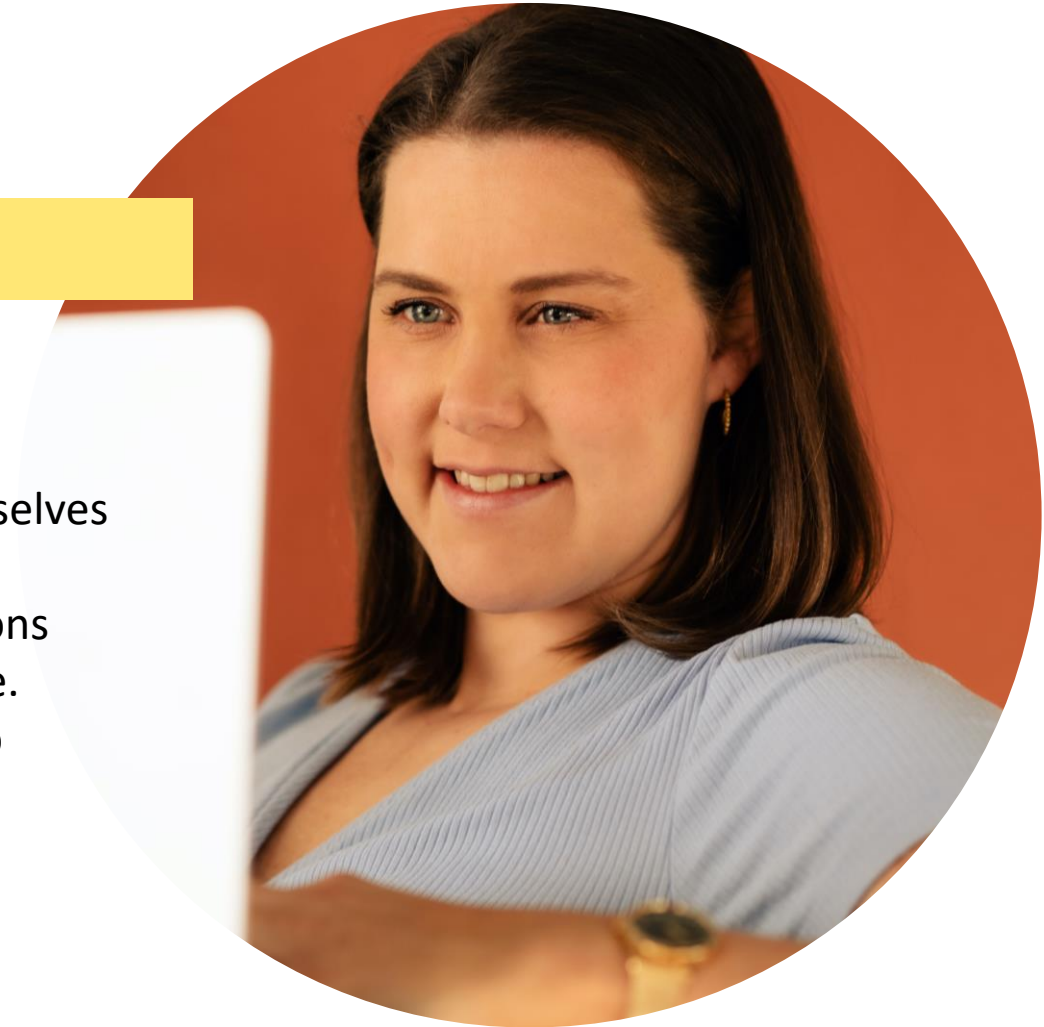


End-User training

Target-group

This training is designed for end-users who will:

1. Approve, forward, or reject invoices either for themselves or on behalf of others.
2. Apply the appropriate account and various dimensions (such as cost, project, etc.) to each individual invoice.
3. Add comments to an invoice, which will be visible to anyone with access to it.
4. Set out-of-office assistant
5. Use SEMINE's mobile app for easy invoice approval



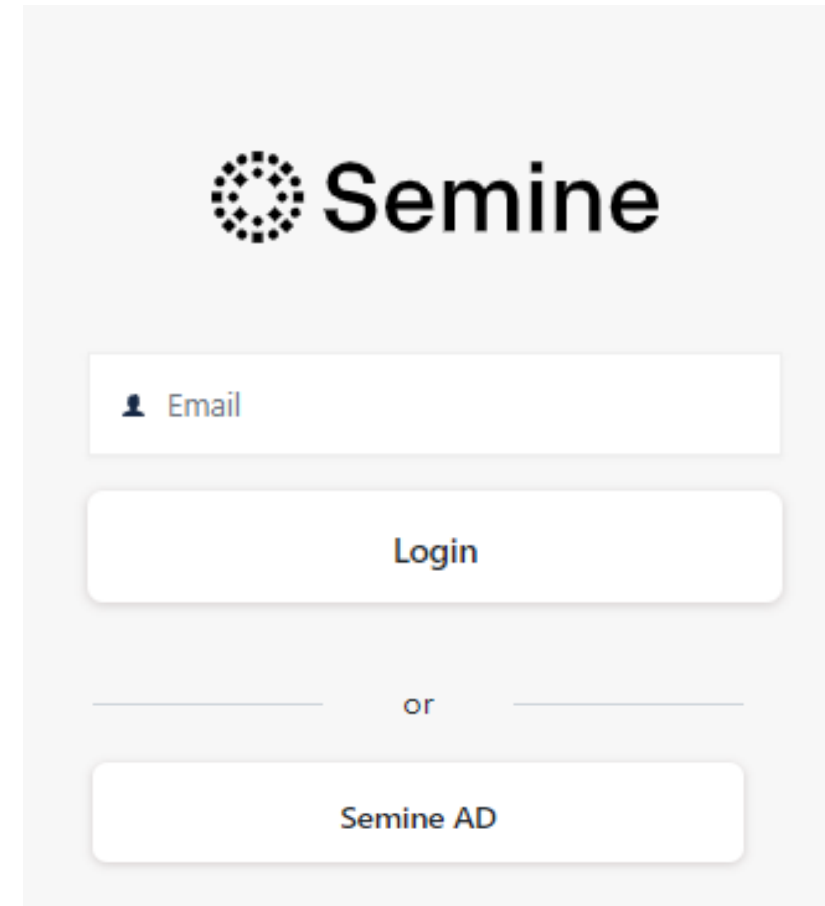
Get started


You will receive an email from SEMINE that contains your username and password for <https://my.semine.no/>. The sender is marked Semine No-Reply with the subject field SEMINE login. If you cannot find the auto-generated mail, please look in junk or spam in your mail account. You'll find the login instructions at the bottom of the email.


Alternatively, click directly into the <https://my.semine.no/> in the Google Chrome or Microsoft Edge browser

How to log in?

- Username: your work email
Password: At the first login, you will be sent an email with a link to set up your password.
The password must be:
Do not consist of your first name, last name or e-mail address.
Minimum 10 characters
Minimum 1 uppercase letter
Minimum 1 number
Minimum 1 special characters (!" #&)
- If you have activated Single Sign-On, you can log in by clicking the button with your company name. The button will appear when you enter your email. If you encounter any difficulties while trying to log in using Single Sign-On, please reach out to your Semine super user

The image shows a login interface for Semine. At the top, there is the Semine logo, which consists of a circular icon made of dots followed by the word "Semine". Below the logo is a white input field with a blue person icon and the text "Email". Underneath the input field is a white button with the text "Login". Below the button is a horizontal line with the word "or" in the center. At the bottom is another white button with the text "Semine AD".

 Semine

 Email

Login



or

Semine AD

Home page











1

2

Assigned  




Showing 2 invoices

☐ Show archived vouchers

<input type="checkbox"/>	Client name	Issue date 	Due date	Type	Invoicenr	ERP ID	Supplier
		 	 				
<input type="checkbox"/>	Nilsen Holding AS	16/11/2021	16/12/2021	Cost invoice	R00	50061	Rust Bilutleie
<input type="checkbox"/>	Nilsen Holding AS	14/03/2021	14/04/2021	Cost invoice	T02	50054	Telenor AS

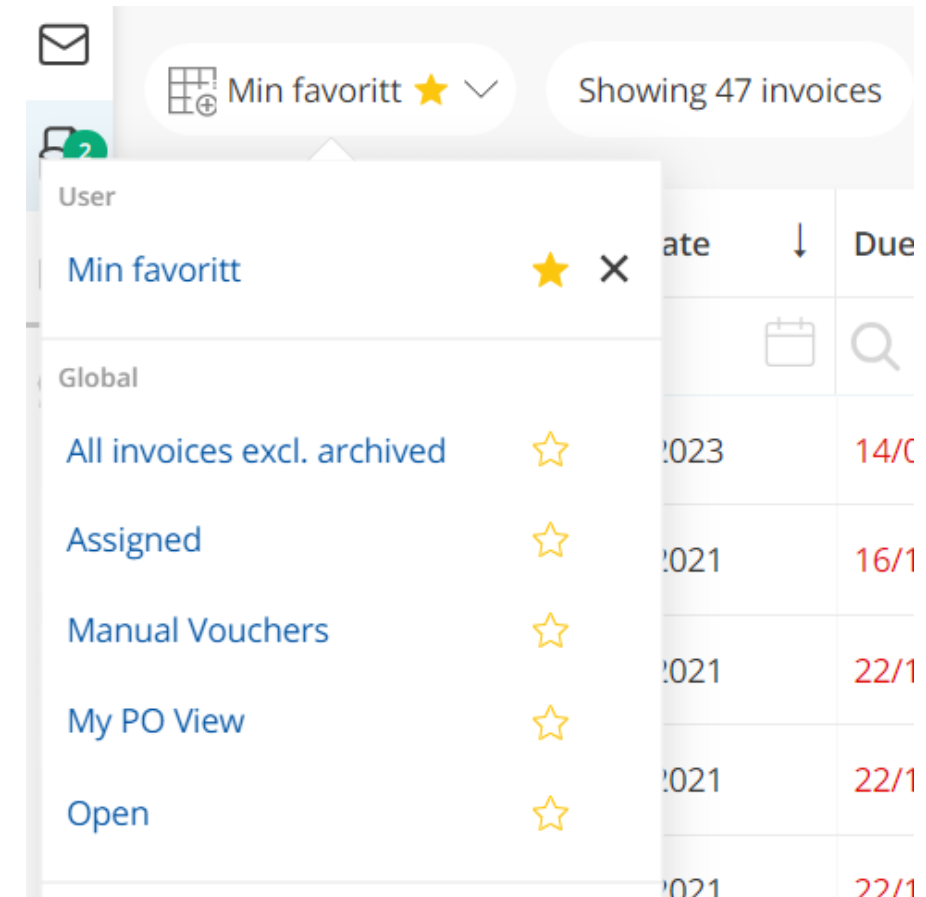
Approvers only get access invoices sent to them for approval, so upon the initial login, you might not see any invoices.

- You can customize your own view by drag & drop the fields
- Remove the fields that you don't want to show in your customized view
- Remember to save when you are satisfied with your view




XLS Export		Refresh grid	Clear filters	Save view
Accounted	Balance	Status	Buyer Ref	 
		<input type="checkbox"/> Account <input checked="" type="checkbox"/> Accounted <input type="checkbox"/> Agreement status <input type="checkbox"/> Archived <input checked="" type="checkbox"/> Assigned <input checked="" type="checkbox"/> Balance <input checked="" type="checkbox"/> Buyer Ref <input type="checkbox"/> Capture <input type="checkbox"/> Category <input type="checkbox"/> Client ERP ID <input type="checkbox"/> Client erptype <input type="checkbox"/> Client ID		
14,071.25	-686.25			
0.00	-1,513.75			

My favourite view

- Star your favourite view that will become the default view for Semine
- "Assigned invoices" show invoices that you need to follow up on. (We recommend starting with this view as favourite if you only want to see invoices that require follow-up/approval)
- Customize and save your personal view
- The view "all invoices" show all the previously approved invoices
- Common views created by super users appear at the bottom of the list under Organization



Open an invoice

- Open invoice in a separate tab in the browse  or use 
- It is only possible to have one additional sheet tab up using the 
- You may also double click on the invoice line to open the invoice
- To see invoices that you have for approval remember to use the vies “Assigned”



<div> <div>Refresh grid</div> <div>Clear filters</div> <div>Save view</div> </div>			
ed	Balance	Buyer Ref	<div> <div>🔍</div> <div>^</div> <div>⚙️</div> </div>
	🔍		
71.25	-686.25	MS(<div> <div>📄</div> <div>💬</div> <div><div>🔗</div></div> <div>🔍</div> </div>
0.00	-1,513.75	MS(<div> <div>📄</div> <div>💬</div> <div><div>🔗</div></div> <div>🔍</div> </div>

Invoice Processing




- Enter the account and dimensions/cost carriers, if that is your responsibility on this invoice
- If an invoice has several invoice lines and perhaps the same account on all the lines, you can right-click on the desired field and select "copy this value to all"
- You can also Split and Group the lines (etc.) before the invoice is approved

The screenshot displays the Semine software interface for processing an invoice. The top navigation bar includes tabs for Details, Activity, Attachments, and Workflow. The main content area is divided into several sections: a header with navigation icons, a form for invoice details, and a table of invoice lines. The 'Split' button in the bottom toolbar is highlighted with an orange box. The table below shows three lines with the same account type and account, demonstrating the 'copy this value to all' functionality.




Linje	Varenr	Navn	Antall	Enhet	Enhetspris	MVA
1	1	Jaguar i-Pace Regnr:EL74832	1	JIP	4.249,00	25 %
1	1	Jaguar i-Pace Regnr:EL74832	1	MCKS	3.549,00	25 %

Approve an invoice

- Click Approve If the invoice is correct
- Click Forward to send the invoice to a colleague who needs to approve it.
- Click 'Reject' if the invoice is incorrect. The invoice will be sent back to your accounting team. Comment is obligatory when rejecting invoices

Deviation total amount **-686,25**  Til godkjennerne  

	Account	Lokasjon
	5200 Fri bil	
	5200 Fri bil	

 Forward  Reject invoice  Approve

- You can comment on each invoice, and the comment will be saved as a historical record for others who see the same invoice later.
- You can communicate directly with your colleagues by tagging their names using the @-sign. Users who are "tagged" will be granted reading access to the invoice but will not be able to approve. Remember to save the comment by clicking enter or the save button

<

>

1/2

Cost invoice R00

Status

In review

!

☐

Do not pay

1

Nilsen Holding AS

✕

Details

Activity

Attachments

Workflow 1

Purchase Orders

Advanced Payment

Supplier

50061 Rust Bilutleie AS

✕

Client

Nilsen Holding AS

✕

Purchase Invoice

✕

Client name

Nilsen Holding AS

Invoice

R00

^

Client ERP ID

0000015

Posting date

16/11/2021

Buyer ref

Martine Solberg ... ✕ ▾ ✓ 1

Invoice No.*

R00

Invoice date

16/11/2021

Due date

16/12/2021

Payment ID

Payment ref

1

Order ref

Comments

^

@Christoffer Helgesen (Support) please check this

Save

2

CAN(S)

Invoice 31/03/2022, 16:26

test

Adjust the invoice display

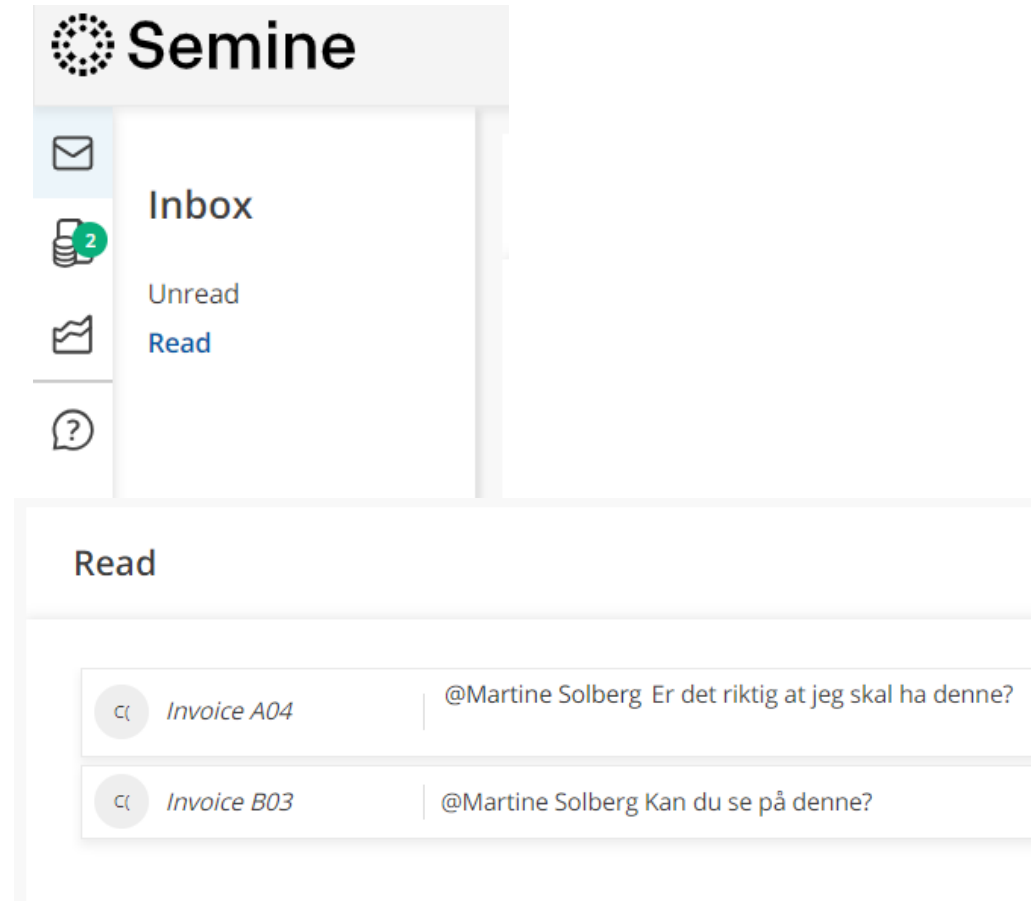
- You can also customize the invoice screen
- Remove and move the fields that you want to show and then save the view. Put as Favourite.
- If you have access to multiple companies, you make one view per company

The screenshot shows the Semine invoice display customization interface. On the left, there's a sidebar with a green checkmark and a blue information icon. The main area displays a 'Comments' section with a text input field and a button labeled 'Type your comments here... <enter>'. Below this, there's a comment from 'CAN(S)' dated '31/03/2022, 16:26' with the text 'test'. On the right, a dropdown menu is open, showing a list of fields to be displayed: 'Invoice Text' (checked), 'Item identification' (unchecked), 'Line' (checked), 'Lokasjon' (checked), 'Account' (checked), and 'Account Type' (checked). Below the dropdown, there's a summary bar showing 'tion total amount -686,25' with a warning icon, 'Til godkjennerne' with a star icon, and buttons for 'Clear filters' and 'Save view'. At the bottom, there's a table with columns 'Account', 'Lokasjon', and 'Start'. The table contains three rows, each with '5200 Fri bil' in the 'Account' column. Each row has a speech bubble icon in the 'Start' column.

Account	Lokasjon	Start
5200 Fri bil		
5200 Fri bil		
5200 Fri bil		

Comments - Inbox

- Your inbox displays a list of comments you're tagged in.
- When you receive a new message, it is shown by a green circle that says how many new messages you have.
- You see the invoice number on the left side, followed by the comment, the company the invoice is associated with, and the time the comment was published. By clicking on the comment, you will be redirected to the specific invoice and can reply in the comments section of the invoice details page.
- When you have opened and read the comment it moves to the “Read” section together with all your previous read messages.



Mobile App

- If you want to use the mobile app to approve invoices it can be downloaded from the App Store (iPhone) or Google Play (Android), and the correct app is called Semine Mobile.
- Possibility to approve/reject/forward, as well as add/change posting down at line level on invoice
- App Store: <https://apps.apple.com/no/app/semine-mobile/id1530005108>
- Google Play: https://play.google.com/store/apps/details?id=com.semine.ap&hl=en_US&gl=US



Semine Mobile

Semine AS

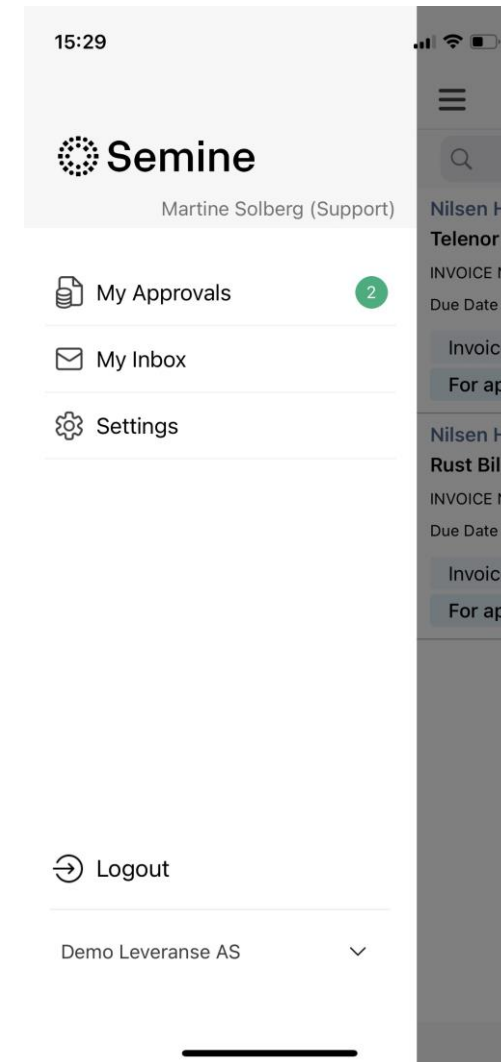
Designed for iPhone

★★★★★ 4.6 • 5 Ratings

Free

Mobile App

- See "My invoices" for approval
- Messages in your inbox
- If you have access to several companies, you can choose between these (bottom).

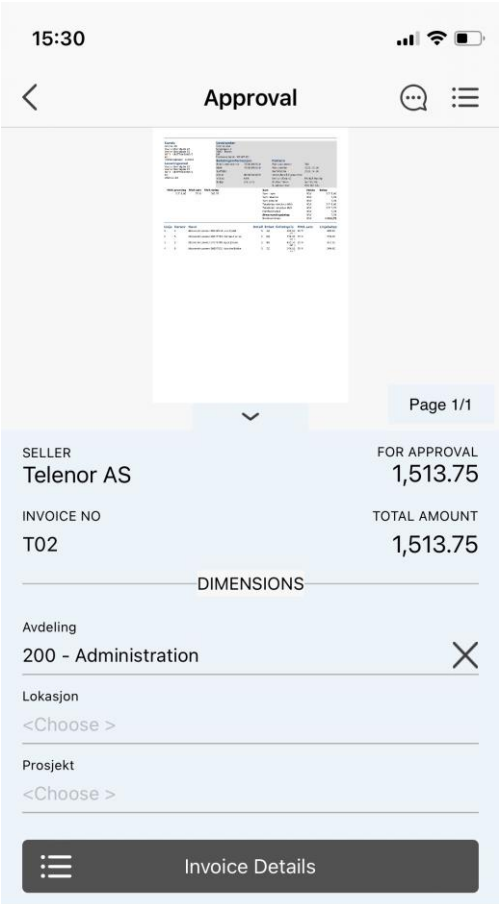
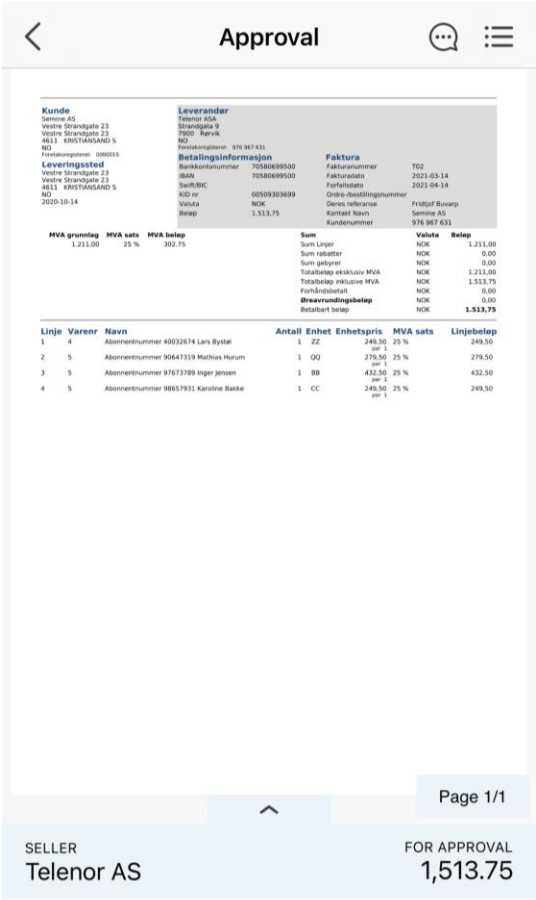


Mobile App

- Write comments and change posting on invoice



- Reject/Forward/Approve/Continue



Out of Office Assistant

- Enter My Profile (Initials in the upper right corner)
- Activate out of office assistant
- Choose start- and end date for your absence, and then click
- Select the clients you need an assistant for and then select who will be the approver during your absence.
- If you want several different assistants for different clients you have access to, the point above is repeated. Exit with save.

Your details ⓘ

First name*	Martine	Last name*	Solberg (Support)
Email*	martine.solberg@semine.com	Mobile number	48123068
Preferred language	English		

☒ Activate out of office ⓘ

Start* End*

Client Approver

[+ Add](#) [Clear all](#)

[Save changes](#) [Change password](#)

Check "Activate out of office". You need to choose start date and end date. Invoices assigned to you in this period will be forwarded to your temporary approver. Please note that the start-date must be before the end-date. You can also set a date forward in time. When you have chosen period, you can choose from available clients in the list and then who to approve the invoices. If you have access to several clients, the selection of approvers will be limited to the ones with access to the selected clients. You can have different approvers in the different clients. Press "Save changes" to activate.



Semine