PDF-invoices to your Customer via Marketplace Conextrade

View steps to send PDF-invoices to Customer via E-Mail:

Step 1:   Online-Registration on the Marketplace Conextrade
            www.marketplace.conextrade.com

Step 2:   Enter/Maintain Company Data

Step 3:   Request your Customer as trading partner

Step 4:   Send PDF-invoices to your Customer

Marketplace Conextrade

It couldn't be simpler!

You can quickly and easily register your company in the Conextrade trading platform portal and start exchanging electronic documents with your trading partners there and then.

Simply complete the online registration ⊙ and you're on your way!

Step 1:   Online-Registration on the Marketplace Conextrade (Free Account)

→   Start your registration: Online-registration Marketplace Conextrade
                                                    www.marketplace.conextrade.com

Select the Account-Typ „Free" and follow the registration process. An account upgrad is possible at any time.

→   Company name and address will be checked against the commercial register (please consider upper and lower case). A valid UID-number is mandatory (VAT-number).

Step 2:   Maintain Company and user data

Company data:

You will receive a confirmation E-Mail immediately. Please review and/or complete your data.
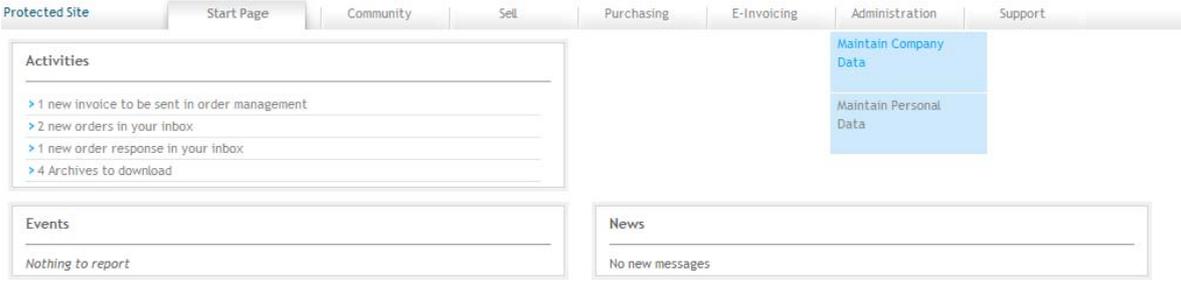
User data:

> → Click on «Administration» → «maintain user data» → «add user».

- New users will receive an E-Mail with all needed access information.

- Please activate "Notification" (recommended).

> → Click on «Administration» → «maintain personal data» → «notification».

- Pease note: to send PDF-invoices is only possible of registered mail-addresses. We recommend you to open a second user account with a shared team mailbox.

Step 3:   Trading partner

The connection to your Customer (as trading partner) must be requested by you and confirmed by your Customer. Via the register "Community" you can search for your Customer -> click on «request as customer» and send it to your Customer.
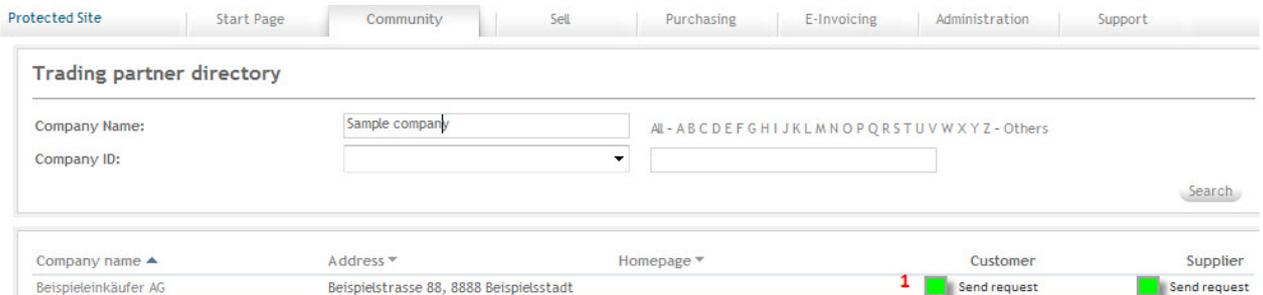

As soon as your Customer has confirmed you as trading partner, you will be able to send PDF-invoices to your Customer via the E-Mail address described under step 4. If you have "Notifications" enabled you will get a confirmation by E-Mail.

Step 4: Send PDF-invoices

Please send the PDF-invoices (incl. attachments) from your registered E-Mail address to the particular E-Mail address from your Customer.

Reference: Please ask your Customer for this particular E-Mail address.
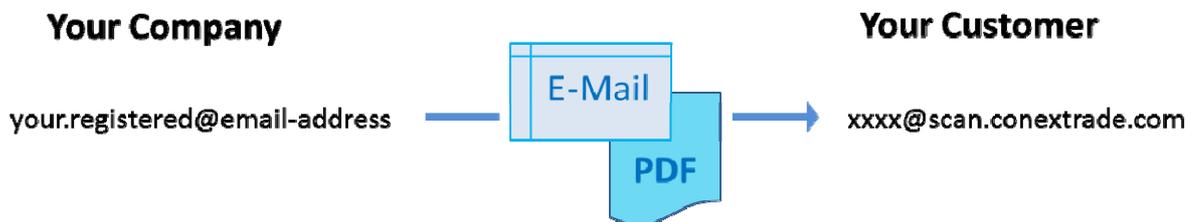
Please note:

Naming convention for PDF-invoices and all other attachments, transmitted in the E-Mail

You can transmit one or multiple PDF-invoices, incl. PDF-attachments, per E-Mail, but you have to respect following naming convention: (example)

One invoice:

Invoice:	INV_<document name1>.pdf	→ e.g.: INV_Rechnung-Nr.9999.pdf

Multiple invoices:

Invoice 1:	INV_<document name1>.pdf
Invoice 2:	INV_<document name2>.pdf

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

Invoice 1:	INV_<document name1>.pdf
Invoice 2:	INV_<document name2>.pdf
Attachment to invoice 2:	<document name2>_ATT_<attachment name1>.pdf <document name2>_ATT_<attachment name2>.pdf

Format/ picture resolution:

- Invoices and attachments must be delivered as PDF documents. All other formats will not be accepted.
- Use a high picture resolution (at least 300 DPI).
- LOGO's, e.g. in the disclaimer of the E-Mails, must be removed.

Legal aspect:

The digital signed invoice package is available on the Marketplace Portal. The signed invoices are the relevant documents for your bookkeeping.

We advise you to review and download the prepared invoices on a monthly basis (until the 20th of the following month) and inform Swisscom by errors.