

## Using Dext

- If capturing a batch of single invoices i.e. the invoice has just one page use the multiple setting along the bottom and capture the batch of invoices and hit send when done. Please note the app will only let you capture 40 at a time so hit send after reaching 40 and begin to capture again if you have more invoices to submit.
- If capturing an invoice that has more than one page use the combine setting and capture all pages in order then hit sent. Invoices with more than one page can only be captured one at a time.
- Please do not send the following: pro forma invoices; delivery notes; quotations; dispatch docket etc. The only proof of purchase is an invoice or a receipt.
- When you have submitted invoices tick them and file them away so you know not to send them in again.