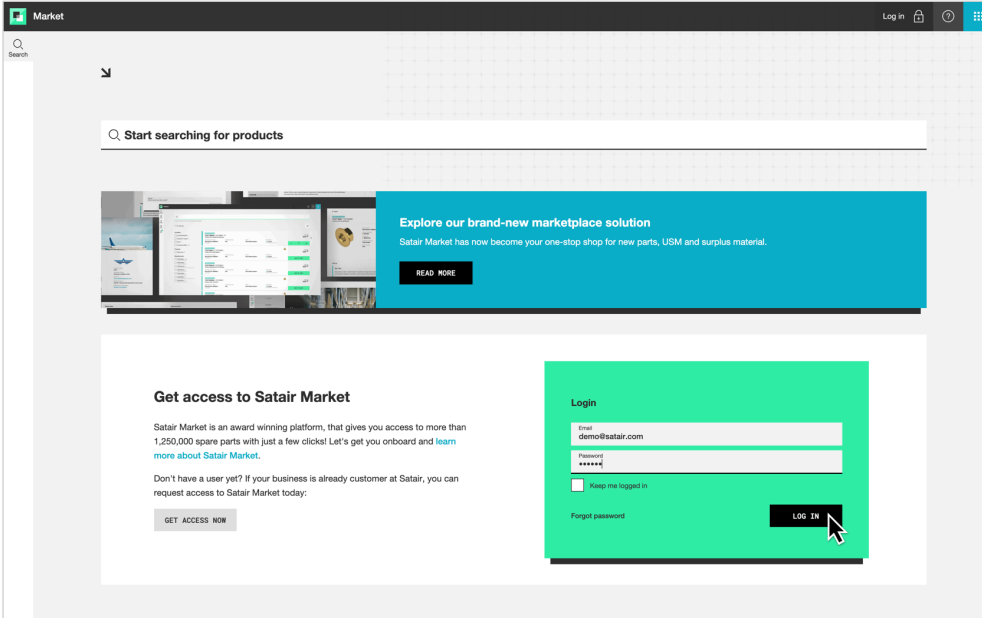


Finance Quick Guide

How to use Satair Finance in 5 simple steps

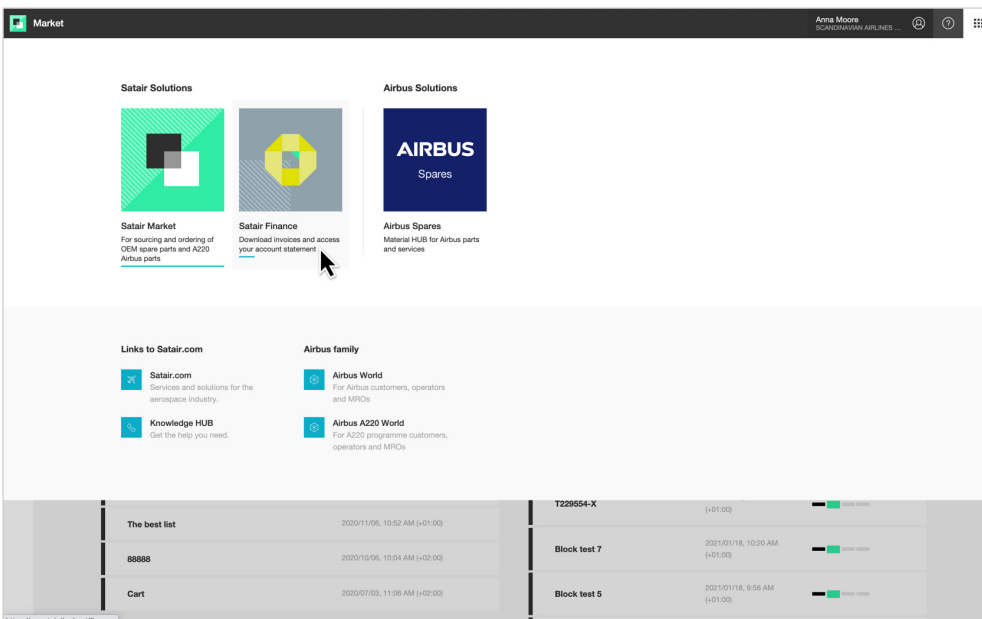
Step 1: Log on to Satair Market



If you are already a Market user, log on using your Satair Market credentials, which is your account email address and your password.

Forgot your password? Please click the "Forgot password" button in the login box and you will receive an email with a link to reset and create a new one. In case of multiple users, each user will have to get their own access based on their email and password.

Step 2: Find the Finance module



Once logged in, click on the menu in the upper-right corner on Satair.com, where you normally access Satair Market. If you have the rights to view Finance, the Finance icon will appear right next to Market.

If you don't see a Finance icon, you don't have access to Finance yet. Please contact our Customer Order Fulfilment, who can assist you in getting access.

<https://www.satair.com/about-satair/contact-us/customer-order-fulfilment>

Step 3: Type your search query

The screenshot shows the 'Billing documents (6)' page in the Satair Finance system. A search filter overlay is active, showing options for 'Period' (Custom), 'Document type' (All), and 'Doc. no.' (92082737). The main table lists six invoices with columns for Doc. No./Type, Doc. Date, PO No., Order No., Net Amount, Vat Amount, and Total Amount.

DOC. NO./TYPE	DOC. DATE	PO NO.	ORDER NO.	NET AMOUNT	VAT AMOUNT	TOTAL AMOUNT
92082692 Invoice	2020/01/17	PO9001504	1293669	1,333.32 USD	0.00 USD	1,333.32 USD
92082699 Invoice	2020/01/22	PO9001055	1293687	1,555.00 USD	0.00 USD	1,555.00 USD
92082729 Invoice	2020/02/11	PO9001001	1293801	1,059.00 USD	0.00 USD	1,059.00 USD
92082737 Invoice	2020/02/17	PO9001022	1293802	0.00 USD	0.00 USD	0.00 USD
92082814 Invoice	2020/03/23	PO9001110	1293984	0.00 USD	0.00 USD	0.00 USD
92083182 Invoice	2020/05/27	PO9001220	1294719	0.00 USD	0.00 USD	0.00 USD

The screenshot shows the same 'Billing documents (4)' page, but with a calendar selection overlay. The calendar is set to January 2020, and the date 17th is selected. The table below shows the filtered results for the selected date.

DOC. NO./TYPE	DOC. DATE	PO NO.	ORDER NO.	NET AMOUNT	VAT AMOUNT	TOTAL AMOUNT
92082729 Invoice	2020/02/11	PO9001001	1293801	1,059.00 USD	0.00 USD	1,059.00 USD
92082729 Invoice	2020/02/11	PO9001001	1293801	1,059.00 USD	0.00 USD	1,059.00 USD
92082729 Invoice	2020/02/11	PO9001001	1293801	1,059.00 USD	0.00 USD	1,059.00 USD
92082729 Invoice	2020/02/11	PO9001001	1293801	1,059.00 USD	0.00 USD	1,059.00 USD
92082729 Invoice	2020/02/11	PO9001001	1293801	1,059.00 USD	0.00 USD	1,059.00 USD

You can search for specific or multiple results. Type a specific PO-number, Document number, or Order number. You can even search for a Part number to track all invoices containing that specific purchase. Search for multiple numbers at once using the multiline query.

Step 4: Narrow your search results

The screenshot shows a search interface with the following elements:

- Period:** A dropdown menu set to "Custom" with a date range of "2020-01-01 - 2020-12-31".
- Search for:** A section with a "Clear search" link and several input fields: "Document type" (set to "All"), "Doc. no." (set to "92083182"), "Part no.", "Order no.", and "PO no.".
- Results:** A table with columns "DOC. NO./TYPE" and "DOC. DATE". One result is visible: "92083182 Invoice" dated "2020/05/27".

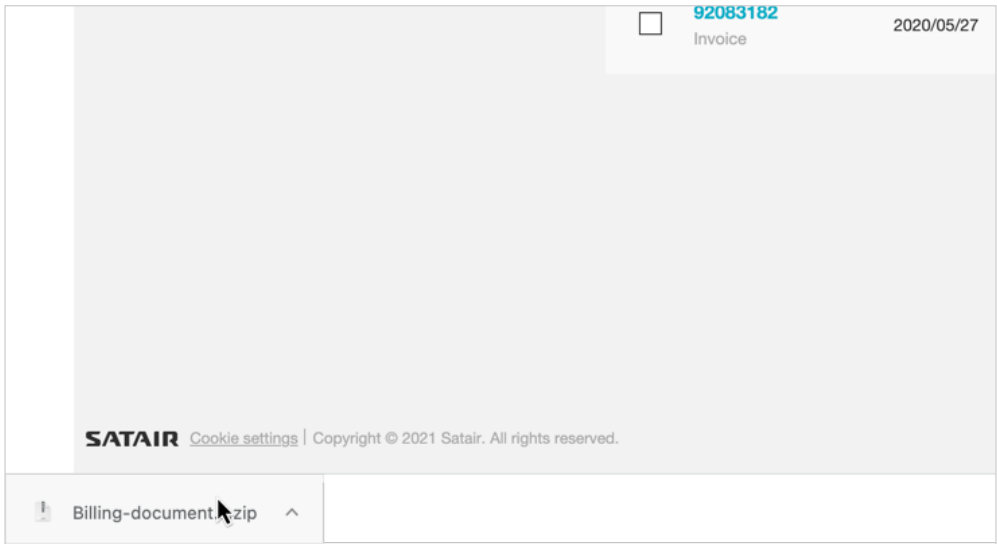
In the billing session, select one of the pre-set filters to control which documents to be listed – All documents, Invoices only, or Credit notes only. In “Balance” (which contains your account statements), select the filter All statements, Open statements, or Overdue statements.

Refine your search period to the current month, current year, or custom. You are able to track documents up to 2 years back in time.

Step 5: Get your documents

The screenshot shows the "Billing documents (6)" table with the following columns: DOC. NO./TYPE, DOC. DATE, PO NO., ORDER NO., NET AMOUNT, VAT AMOUNT, and TOTAL AMOUNT. The table contains six rows of data. Three rows are selected, indicated by checkmarks in the first column. A circular callout highlights the selected rows. A "DOWNLOAD SELECTED (3)" button is visible at the bottom right of the table.

DOC. NO./TYPE	DOC. DATE	PO NO.	ORDER NO.	NET AMOUNT	VAT AMOUNT	TOTAL AMOUNT
<input type="checkbox"/> 92082692 Invoice	2020/01/17	Exclusion2	1293669	1,333.32 USD	0.00 USD	1,333.32 USD
<input checked="" type="checkbox"/> 92082699 Invoice	2020/01/22	testko	1293667	1,555.00 USD	0.00 USD	1,555.00 USD
<input checked="" type="checkbox"/> 92082729 Invoice	2020/02/11	test112	1293801	1,059.00 USD	0.00 USD	1,059.00 USD
<input checked="" type="checkbox"/> 92082737 Invoice	2020/02/17	PO#001022	1293802	0.00 USD	0.00 USD	0.00 USD
<input checked="" type="checkbox"/> 92082737 Invoice	2020/03/23	testPOc	1293984	0.00 USD	0.00 USD	0.00 USD
<input type="checkbox"/> 92083182 Invoice	2020/05/27	TANN	1294719	0.00 USD	0.00 USD	0.00 USD



Download your invoices both individually or in bulk as a PDF file to print or save in your own system. If you select one document, a PDF file of that document is downloaded. If you select multiple documents, a .zip file is created and downloaded containing a PDF file for each of the selected documents.

Account statements can be viewed as an Excel file (.xlsx) or a PDF file. Maybe you want to look up specific invoices from an open statement? Simply copy the document number(s) from the exported statement file into the invoice multiline query search.