



sbbSLIM

sbbSLIM is a digital accounting platform for fast, smart and effective businesses. No need to bring your invoices and receipts to our office ever again, your entire administration is stored in a single digital archive, and you can consult the latest results and figures any time, anywhere.

SBB Accountants & Advisors collaborates with over 23,000 clients: start-ups, self-employed entrepreneurs and SMEs, liberal professionals, and non-profit organisations. SBB offers a broad expertise in accountancy, tax and environmental law from a branch in your neighbourhood. In addition, SBB helps their clients grow with customised business and legal advice. Thanks to the specialised knowledge centre and extensive customer base, more than 490 SBB employees are able to deliver on this promise and help clients be smart in business.

Logging on

1. Go to online.sbb.be to sign in with your user name and password. You received this information by email.
2. On the customer page, go to the sbbSLIM application. You are directed to the home page, the dashboard of your online platform. You can see key figures and trends on the dashboard.

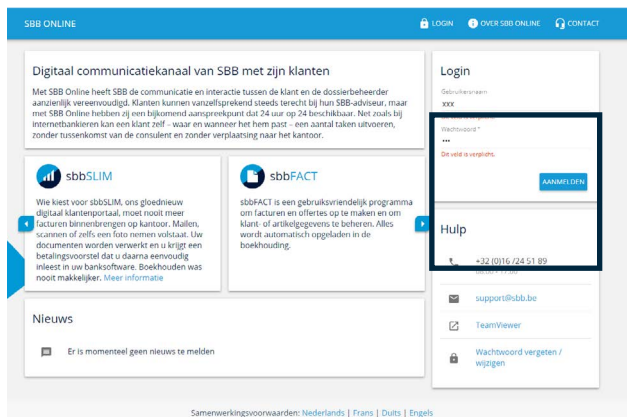


Image 'logging on to sbbSLIM'

Uploading documents

You can upload your documents to the platform in several ways:

- You can upload documents to the dashboard directly from your documents;
- You can forward documents via e-mail to a predefined e-mail address which is linked to your dashboard;
- Or you can scan and send the documents to the platform.

Drop the documents in one of the coloured mailboxes that appear on the left when you drag documents onto the page.

Note: A document is dropped successfully when a check mark is displayed in the respective mailbox.

1. Uploading documents directly

Documents can be dragged and dropped from a folder accessible from your computer to one of the mailboxes of your dossier (Purchase, Sales or Miscellaneous).



Image 'successful drop'

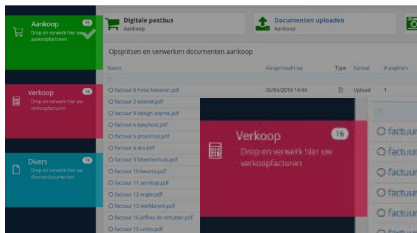


Image 'drag & drop'

Documents that have not yet been assigned a TYPE are shown in a blue box at the top of each mailbox. Drag a document from this list to the correct mailbox (Purchase, Sales or Miscellaneous).

Documents can be moved easily by clicking on the square arrows when performing actions and selecting the new type.

Acties



Image 'choose document type'

You can also drag and drop the document in the correct mailbox.

Note: Some (versions of) internet browsers do not (yet) provide a (good) solution for this drag & drop functionality. In this case, use the "Upload" function and/or the "Choose document type" command.

2. Forwarding documents by e-mail

When your user account was activated, you were assigned personalised, unique e-mail addresses that you can use to forward digitised documents to your platform's digital mailboxes.

Each unique e-mail address contains your company number.

Sending documents by e-mail is even easier if your suppliers also send you their invoices digitally. Read more on page 7.

- Place purchase, sales or miscellaneous for this address to send documents directly to the correct mailbox.
- These e-mail addresses can also be consulted in the 'dossier settings' on the platform.
- You can use the e-mail address in various ways outside the application.

Bepaal het type document

Aankoop
Verkoop
Divers

Image 'define document type'

Examples:

- A. Forward a digital invoice you received to a personalised e-mail address using the 'Forward' function in your e-mail application: Send-to-Email
- B. Use a personalised e-mail address as destination in your multifunctional network device (printer/scanner): Scan-to-Email
- C. You can scan a document using any of the available smartphone scanning apps. From the app, you can then send the scan as a PDF to a personalised e-mail address: Scan-to-Email

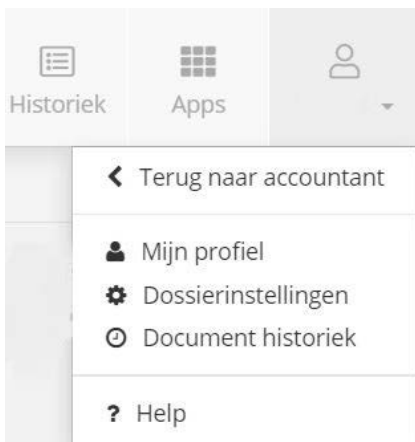


Image 'dossier settings'

3. Scanning or uploading documents

3.1 Scanning

First select a mailbox (Purchase, Sales, Various) and then click 'Scan documents'.



Image 'select mailbox'

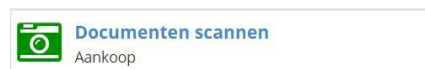


Image 'scan documents'

Note: If you do not have the correct software, the application will suggest to install a plug-in.

Select the connected USB scanner from the drop-down list on the scan page.

Then click the 'Scan' button.

The scanner controls window opens.

Place the document on the scanner and start scanning by clicking the Scan or Start button in the controls window.

The document is scanned and displayed using thumbnails.

Select, rotate, rearrange and delete pages using the control buttons.

After creating a document, click the 'Upload' button.

3.2 Uploading

First select a mailbox (Purchase, Sales, Various) and then click 'Upload documents'.

Select one or more PDF documents to upload from a folder accessible from your computer.

Then click the 'Open' button.

The selected documents are now available in the list for the relevant mailbox.



Image 'select mailbox'

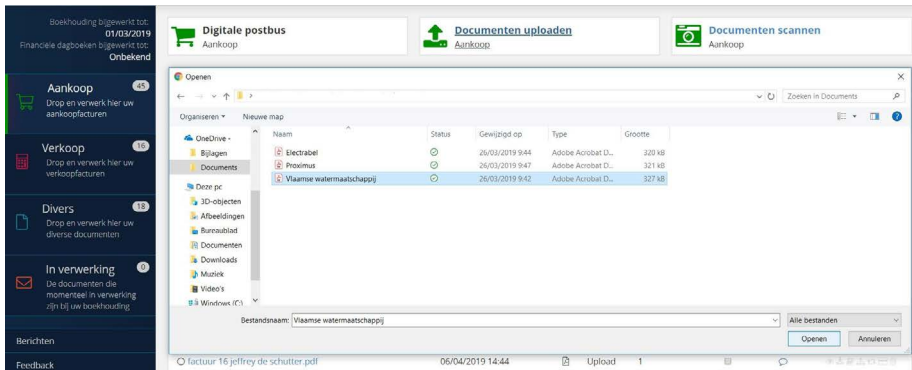


Image 'upload documents'

Editing documents and sending them to the work list

After uploading all the documents, you need to send them to the work list.

All documents entered via the input channels are sent to a digital mailbox.

To send documents, select one or more documents in the mailbox and click the 'Send' button at the top (or the appropriate diary if multiple diaries are active).

Click a document name (blue hyperlink) to view the document, edit the document name, add a comment or instructions for your account manager, or forward the document by selecting the correct diary.

You can also perform a number of actions on the documents from the mailbox (i.e. before sending):

- Download documents
- Split or merge document(s)
- Edit document type (Purchase, Sale or Miscellaneous)
- Delete document
- Add a comment or instructions for your account manager.

factuur 5 proximus.pdf 06/04/2019 14:44 Upload 1

Image 'edit documents'



🔍 Klik op het dagboek waarbinnen deze factuur verwerkt mag worden

Bloemenhuis
Groenten Kruiden en Bloemen
C100 - Brussel
Tel.: 02775 54 00
Fax: 02775 42 00
BTW: BE045422108
Website: www.bloemenhuis.be
E-Mail: info@bloemenhuis.be

FACTUUR

Nummer	Datum	Verzenddatum	Afzender	Bestemming
18001	1/03/19		2107	2107-01-01

Aantal	Aantal	Omschrijving	BTW %	BTW (Basis)	Totaal (Basis)
1,00	POTTEN		21 %	€ 8,57	€ 8,57
1,00	CRONED		21 %	€ 4,58	€ 4,58

Selecteer dagboek

Aankopen

Opmerking of instructie

Naam document

factuur 3 bloemenhuis.pdf

Image 'edit annotation'

Making arrangements with your suppliers about digitising invoices

1. Processing invoices digitally with sbbSLIM

A constant monitoring of your results and figures, flexibility, security, etc. Digitising your administration with sbbSLIM offers many advantages. Digitising also saves a lot of time, provided it is organised efficiently. To process incoming invoices quickly, suppliers should also deliver their invoices digitally.

Our clients use 3 methods for this:

1.1 Your supplier sends invoices digitally to a separate e-mail address

Supplier

If you have your own domain name (e.g. www.company.be), you can ask your digital agency to create a separate e-mail address (e.g. invoices@company.be). You then ask your suppliers to only send invoices digitally (PDF) to that e-mail address.

sbbSLIM user

You can then check the invoices in your inbox at a specific time every week and forward the approved invoices yourself to your sbbSLIM e-mail address.

1.2 Your supplier sends invoices digitally to your sbbSLIM e-mail address

Supplier

You ask your suppliers to send invoices directly to your sbbSLIM e-mail address (e.g. purchase-0123456789@sbbslim.be). In this case, you do not have to create a separate e-mail address.

sbbSLIM user

Invoices are not checked in your mailbox but directly in sbbSLIM. However, this has the disadvantage that you cannot reply to the e-mails you receive.

1.3 A combination of the two systems: invoices go to a separate e-mail address and are then forwarded automatically to your sbbSLIM e-mail address.

Supplier

You ask your supplier to send invoices directly to a separate e-mail address (e.g. invoices@company.be).

sbbSLIM user

You set up your invoices mailbox so that it immediately forwards all messages (or all messages with a PDF document) to your sbbSLIM e-mail address. You can still answer e-mails and everything is uploaded automatically in sbbSLIM.

2. Message for suppliers

Many suppliers are used to forwarding invoices digitally and to the customer's separate e-mail address. The following is sample text that you can use to contact your supplier.

Dear supplier,

To increase the efficiency of our administration, we have also digitised the processing of incoming invoices.

From now on, please e-mail your invoices for our company in digital PDF-format only and to: <invoices@company.be / purchase-0123456789@sbbSlim.be>.

Note:

- This is a unique e-mail address that is only suitable for receiving invoices. Other messages can be sent to our standard e-mail address: <info@company.be>.
- You may send several invoices with one e-mail, but only one invoice per PDF file (so do not combine multiple invoices in one file).

The digital delivery of your sales invoices will in fact ensure faster processing, and the link with the software used by our SBB accountant guarantees a more streamlined accounting process.

If you have any questions about this, you can always e-mail me.

We are looking forward to an excellent digital collaboration!

Kind regards,

sbbSLIM mobile app

Are you already using sbbSLIM? Good news! A mobile application is now available to support our platform, so you can work even more efficiently with your accountant.

Once you have downloaded the sbbSLIM app and sign in, you can:

- consult your file(s);
- forward invoices and receipts to the platform;
- check your key results and figures quickly and easily by simply selecting them;
- and perform mobile searches in the digital document archive.

The sbbSLIM app is connected to the client platform and this means that documents are forwarded to the selected digital mailbox by simply clicking the 'Send' button. It couldn't be easier.

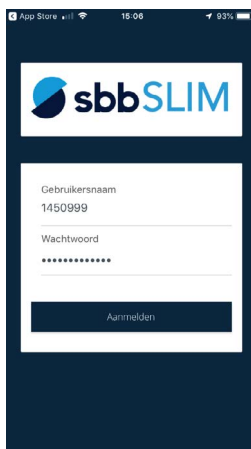


Image 'logging on'



Image 'consulting key results and figures'

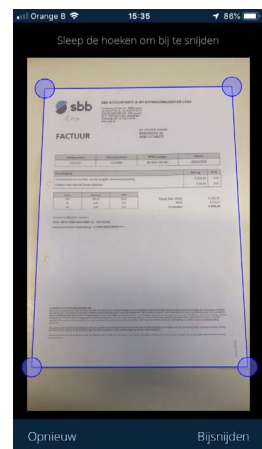


Image 'forwarding invoices'

When uploading receipts, you also have the option of providing additional information about the document (e.g. the category, amount and payment method). sbbSLIM recognises these details and enriches the receipt with the data. This means we always have the most accurate data available.

The screenshot shows the sbbSLIM app interface on a mobile device. At the top, there's a status bar with 'App Store', signal strength, time '15:08', and battery '88%'. Below that, a dark blue header contains 'Bon' and 'Factuur.' icons. The main form area is light gray and includes:

- 'Pagina's' with a small image and a '+' icon.
- 'Categorie' dropdown menu with 'Parking' selected.
- 'Datum' field with '20/09/2019' and 'Bedrag' field with '€ 5,00'.
- 'Betaalwijze' dropdown menu with 'Cash' selected.
- 'Opmerkingen' section with a text field containing 'Prospectie in Gent'.
- 'Bestandsnaam' field with 'Mobiële scan 20/09/2019 15:07'.

 At the bottom, a dark blue bar contains 'Terug', a trash icon, and 'Verzenden' with a right arrow.

Image 'enriching data'

Where to find the app

The sbbSLIM app is available for both iOS and Android, and you can find it in the App Store and Play Store under the name 'sbbSLIM' (app developer: Clearfacts).



sbbSLIM

Samen slim ondernemen

Image 'sbbSLIM app'



Image 'Downloading from the App Store and Play Store'

Tips & tricks!

1. Experience worldwide has shown that **Firefox** and **Google Chrome** internet browsers give the best results when using internet applications. This is also the case for your online platform.
2. Documents should be scanned at a resolution of **300 dpi** in PDF-format (scanner settings).
3. Limit the number of pages and documents that you feed per scan job into your platform's digital mailboxes using a multi-feed scanner . It is recommended to send one invoice per PDF instead of several. Otherwise, the processing time for splitting up and handling large files becomes too long. Documents are split with the following action: 
4. When an e-mail without a PDF attachment is forwarded to a digital mailbox, the e-mail itself (HTML) is converted into a PDF document and displayed in the relevant mailbox.
5. You can also send photos in JPG-format via e-mail. These photos will be converted to PDF documents for further processing.
6. Set the unique e-mail addresses as 'favourites' in your e-mail program, multi-functional scanner or the scanning app on your smartphone. This speeds up the use of these input channels.
7. Miscellaneous documents means all accounting documents that cannot be processed as purchase or sales invoices but are relevant for preparing your accounts. Examples: bank statements, VAT statements, contracts, expense reports, publications, etc.
8. Our digital platform also features a Help function. If you need help, you can easily use this function by clicking Help in the dashboard.

TIP: Our accountants do like to be informed about when all documents with VAT have been submitted. You can let them know by clicking the 'Messages' button in the bottom left corner of the mailboxes. A green button then appears in the top right corner.

BTW-Aangifte OK