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What can I find on this page?

On this page, you can send your files, via BancaNet Empresarial, and receive the notification of deducted documents by their suppliers and make several queries.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Documents query

When you select this option, a list with the following options will be displayed:

- Documents paid to the supplier:
Register the query period of the files sent, in other words, register the *Start Date* and the *Target date* in the format dd/mm/yyyy (day, month, and year). Afterwards click "Continue".
- Valid Documents:
Register the query period of the files sent, in other words, register the *Start Date* and the *Target date* in the format dd/mm/yyyy (day, month, and year). Afterwards click "Continue".
- Rejected documents: By clicking on this option:
 - You must select the type of Rejected document you want to query:
 - Sent files
 - TEF
 - Furthermore, you must enter the query period, in other words the Start Date and the Target Date in the format dd/mm/yyyy (day, month, and year). Subsequently, Click "Continue".
- Sent files status:
Register the query period of sent files, in other words the Start Date and the Target Date in the format dd/mm/yyyy (day, month, and year). Subsequently, Click "Continue".
- Notified documents:
Register the query period of the files sent, in other words, register the *Start Date* and the *Target date* in the format dd/mm/yyyy (day, month, year). Afterwards click "Continue".

2. File sending

By clicking on this option:

- You must choose any of the following criteria:
 - Open or generate file: Choose this option when you want to query a permanent file previously created or generate a new one from BancaNet Empresarial.
 - File sending: This option proceeds when you send your file.