

Invoices from vendors (to be paid by bank transfer)

To be approved in **Continia Web Approval Portal** – You will receive a reminder per e-mail when there is an invoice to be approved

IMPORTANT – Inform all new vendors/suppliers to send invoices to documentcapture@albatros.dk in PDF-format.

(If you receive the invoice from the vendor you can forward to the e-mail above)

Expenses paid with company credit card

To be registered in **Continia Expense App** or **Continia Expense Portal (web)** – You will receive a reminder per e-mail when the bank has registered a payment with your company card.

The date and amount will be locked to the information from the bank.

Expenses paid with your private money

To be registered in **Continia Expense App** or **Continia Expense Portal (web)**

Always register the expense in the currency that you have paid.

Expenses paid with cash from team finance (typical currency for business trips)

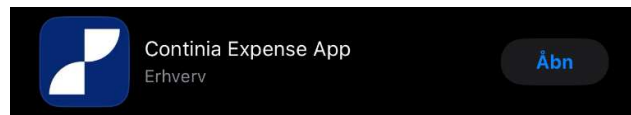
To be registered in **Continia Expense App** or **Continia Expense Portal (web)** - No reminder. You are responsible for getting all expenses registered and deliver remaining cash back to team finance.

Always register the expense in the currency that you have paid.

Continia Web Approval Portal – link:

<http://atr-nav-vm01:8000>

Continia Expense App – download to your phone



Continia Expense Portal (web) – link:

<https://cem.continiaonline.com/>

Continia Web Approval Portal (you are automatically logged on when using Citrix)

Make sure all fields with a * is filled. Typical department or departure code

TO TEAM LEADERS – This is also the portal where you approve employees registered expenses from company credit card, private paid expenses and expenses paid with cash. You will receive a reminder per e-mail when you have expense for approval.

The screenshot shows the Continia Web Approval Portal interface. The main header displays 'Sjællandske Medier' and the amount 'DKK 24.750,00 INKL. MOMS'. Below this, there is a 'Faktura' section with details: Nummer (KB017187), Leverandørs fakturanr. (1395243), Dato (29-02-2024), Forfaldsdato (30-03-2024), Afdeling, Departure, Cost type (cogs), and Bærer (1. Anette Bech-Hansen, 2. Jens H. Rasmussen). A 'Fakturalinjer' table shows a single line item for 'SJÆLLANDSKE MEDIER | 1395243 | 29-02-24'. On the right, a preview of the invoice is visible, including a table of items and their costs.

Continia Expense App (and Continia Expense Portal)

Always log in with 'Microsoft365' in the bottom of the star screen. It is connected to your Citrix log-in.

Expenses from **company card** will be shown in 'Åbne' when they are registered in the bank. Expenses paid with your **private money or cash from team finance** have to be registered via 'Ny Udgift'.

Always begin register a new expense by taken a picture of the receipt using the 📷 – Amount, date and vendor/supplier will then be filled out. Remaining fields with * have to be filled out before you can send to expense for approval. **IMPORTANT** – capture a picture of the whole receipt. All information is needed.

The image shows two screenshots of the Continia Expense App. The left screenshot is the main menu with a 'Ny Udgift' button circled in green. The right screenshot shows the 'Udgift' form with fields for 'Beløb' (DKK), 'Privat kreditkort eller kontant' (toggle), 'Bilagsg dato' (Mandag, 11. marts 2024), 'Udgifttype' (Leverandør/butik), and 'Beskrivelse'. A 'Send' button is circled in green at the bottom.

Reminder per e-mail looks like below (yes they do not look good, but we cannot change them. Do not send to Moxso).

Sender is always noreply@albatros.dk

Fakturaer til godkendelse - Albatros Travel A/S

Continia <noreply@albatros.dk>
To: Hans Blond, Albatros Travel

ti 08-08-2023 11:02

Du har følgende bilag til godkendelse

Bilag	Kreditor	Dato	Forfaldsdato	Valuta	Beløb ekskl. moms	Beløb inkl. moms
Faktura KB013372	5261011525 - Polska Izba Turystyki	25-04-23	07-08-23	PLN	1.215,00	1.215,00

[Klik her for at se dine bilag til godkendelse](#)

From: Albatros Noreply <noreply@albatros.dk>
Sent: Tuesday, 6 February 2024 11.06
To: Geir Aasgaard Hansen, Albatros Travel <gah@albatros.se>
Subject: Dine udgifter er klar til registrering - Albatros Travel A/S

Påmindelser som skal opfølges (06. februar 2024)

Dato	Type	Kode	Beskrivelse	Valuta	Beløb	Beløb (RV)	Klik her:
01. februar 2024	Udgift				0,00	0,00	Åbn påmindelse i webbrowser

[Se alle påmindelser på webportalen](#)

From: Continia <noreply@albatros.dk>
Sent: 25. august 2023 11:23
To: Martin Berg, Albatros Travel <mbm@albatros.dk>
Subject: Udgifter til godkendelse - Albatros Travel A/S

Du har følgende dokumenter til godkendelse:

Bilag	Bilagstype	Medarbejder	Dato	Beskrivelse	Valuta	Beløb	Beløb DKK
586	Udgift	ALBATROS\ATLPO - Lisbet Pors	28-06-23	TRAVEL SOUTH USA	USD	395,00	2.700,14
913	Udgift	ALBATROS\ATRN - Rune Nortoft	16-08-23	SAFESTAY BERLIN	EUR	637,15	4.748,83
858	Udgift	ALBATROS\ATBW - Berit Willumsgaard	11-08-23	281 Lagkagehuset		254,77	254,77
935	Udgift	ALBATROS\ATKMV - Kelly McVey	21-08-23	CCI-HOTELRES	USD	449,62	3.085,92