Expenses at Dümmen Orange

SRXP Mobile Expense Reporting

Introduction for new users

DÜMMEN ORANGE

SRXP is an user friendly online expense management solution

Not only are privately paid expenses and mileages dealt with in SRXP, but SRXP also realizes a direct feed of all your credit card transactions.

In this presentation you will find a guide of how to activate and use your account.

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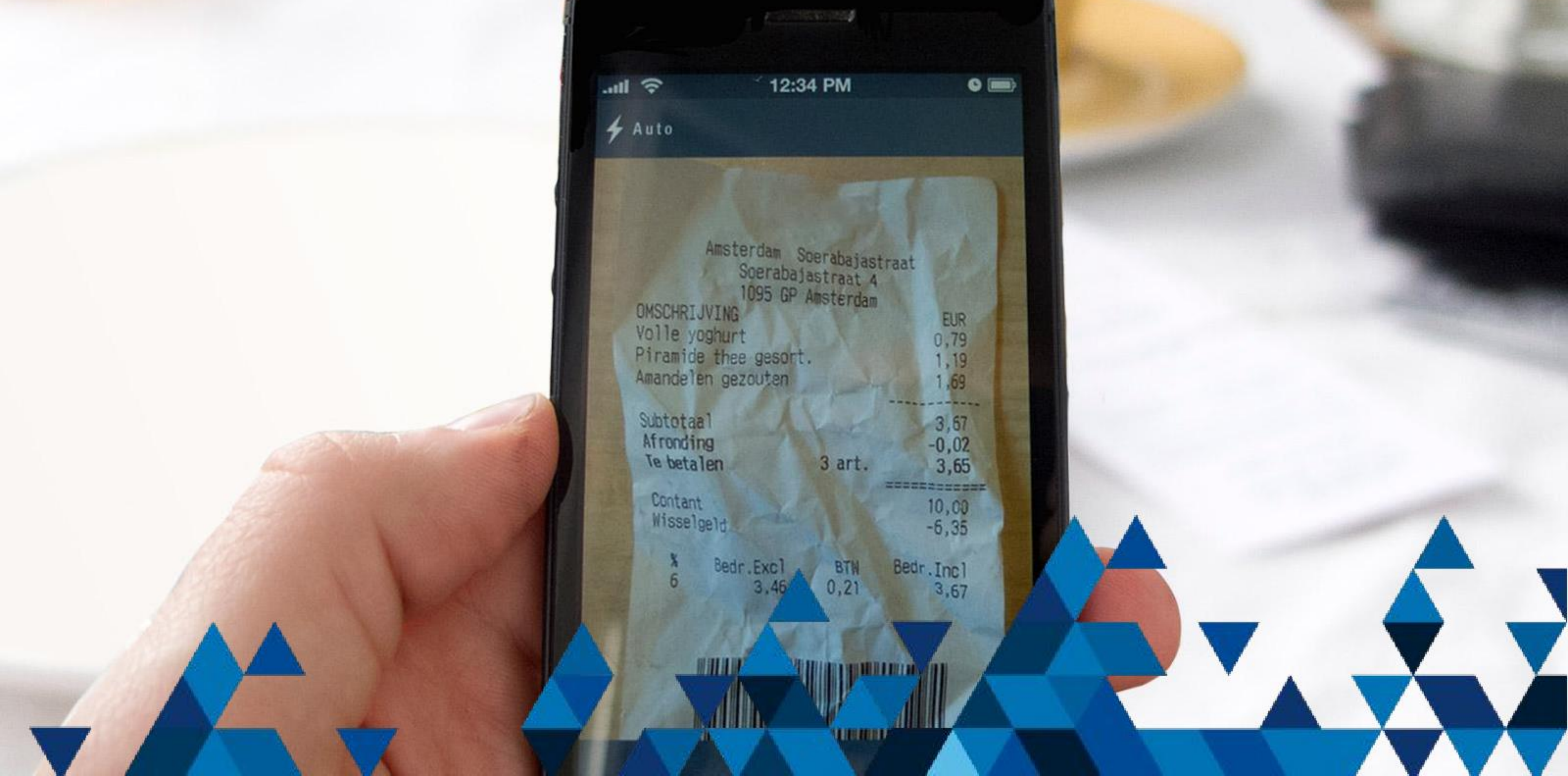
1. What can you do with SRXP

With SRXP you can upload receipts of expenses from your mobile device

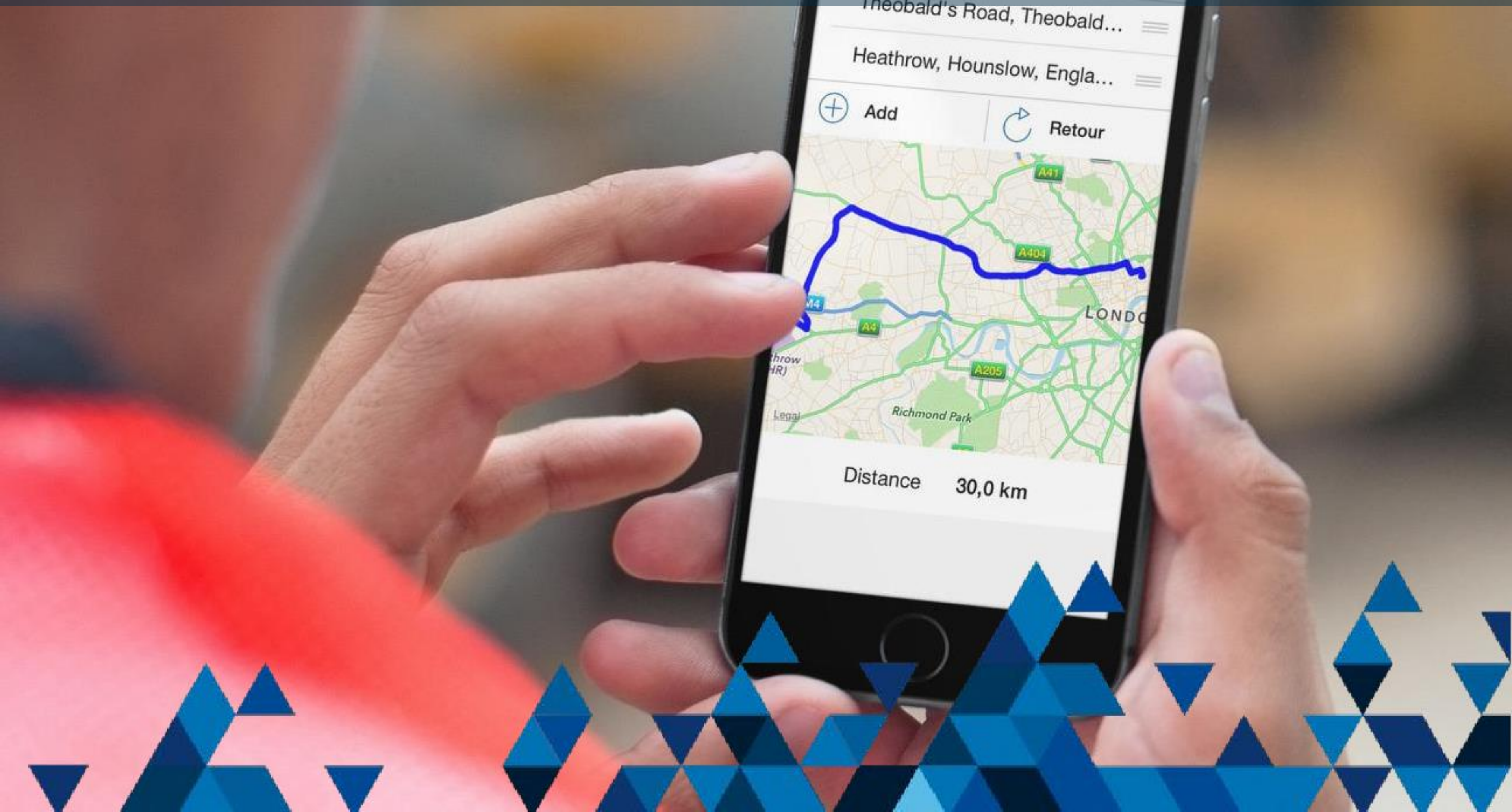
It is also possible to add expenses without a smartphone via the online portal, this will be described further in this document



Submit mileages in the mobile app

Google Maps automatically calculates your distance

It is also possible to add mileages without a smartphone via the online portal, this will be described further in this document

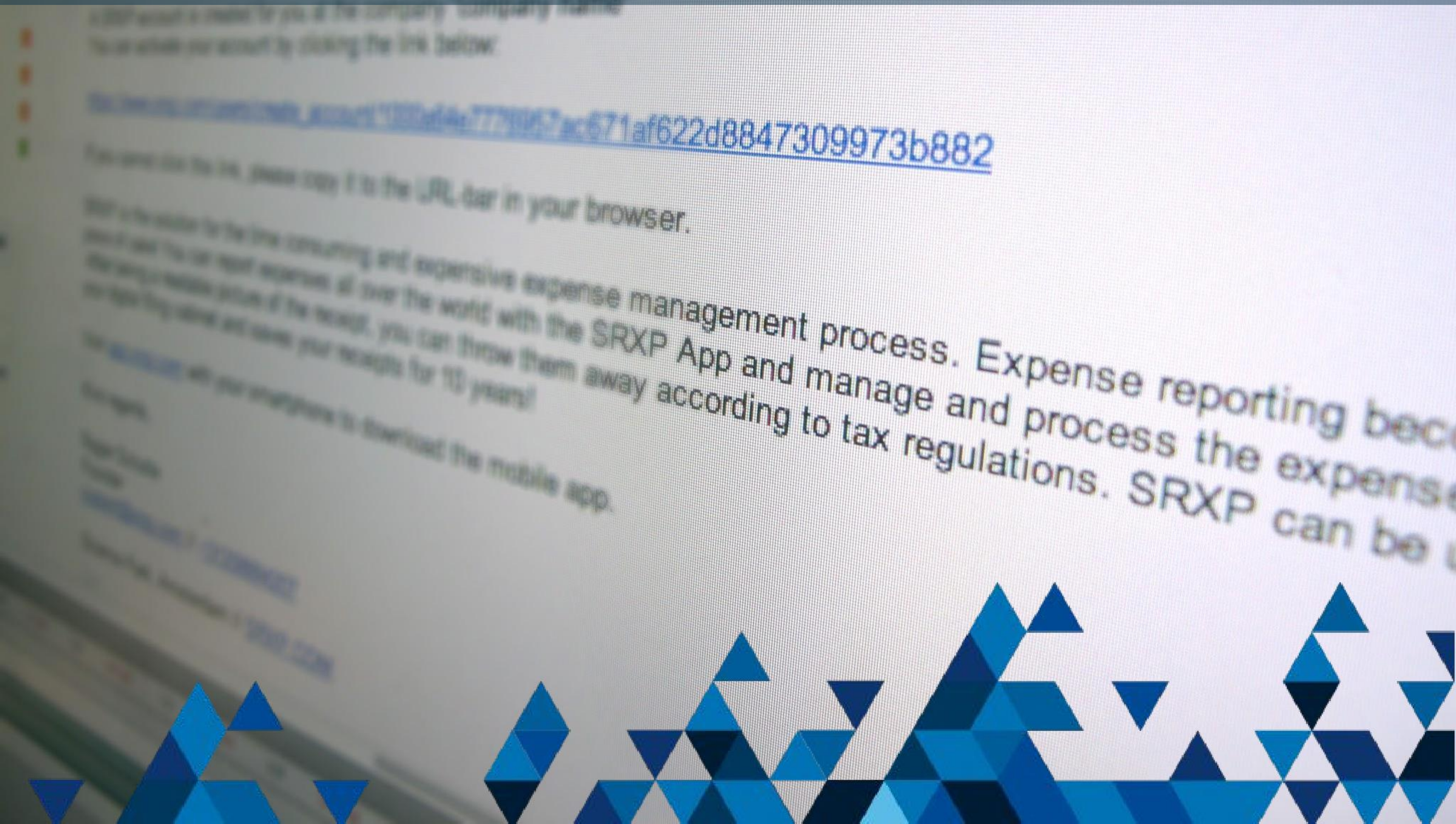


2. Activate your account

with online and mobile expense reporing

Click the link

Dümmen Orange sent you an e-mail with the link 'activate your account'



Please be aware:

Do not make your own company account in SRXP with the company name “Dümmen Orange”.

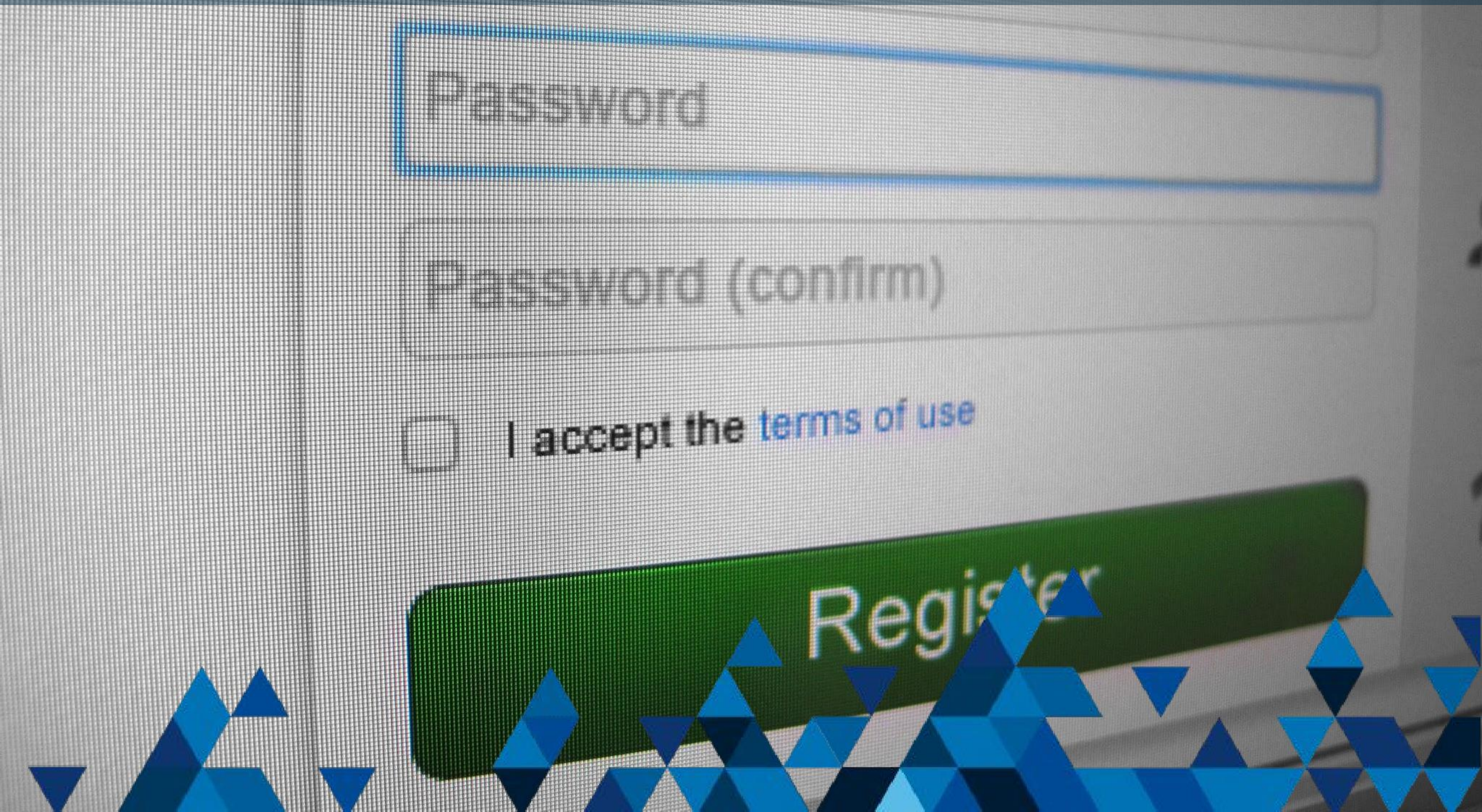
Make only use of the account that is given to you through the e-mail.

If you see the Dümmen Orange logo in the left corner, you are in the correct account.

Choose a password

Minimum of 8 characters, 1 capital letter, and 1 number

Please complete the **getting started guide** after logging in



3. Download the app

Next to activating your account, also download the mobile application

Search for 'SRXP' in the app store of Apple, Android or Windows.

4. Log in the mobile app

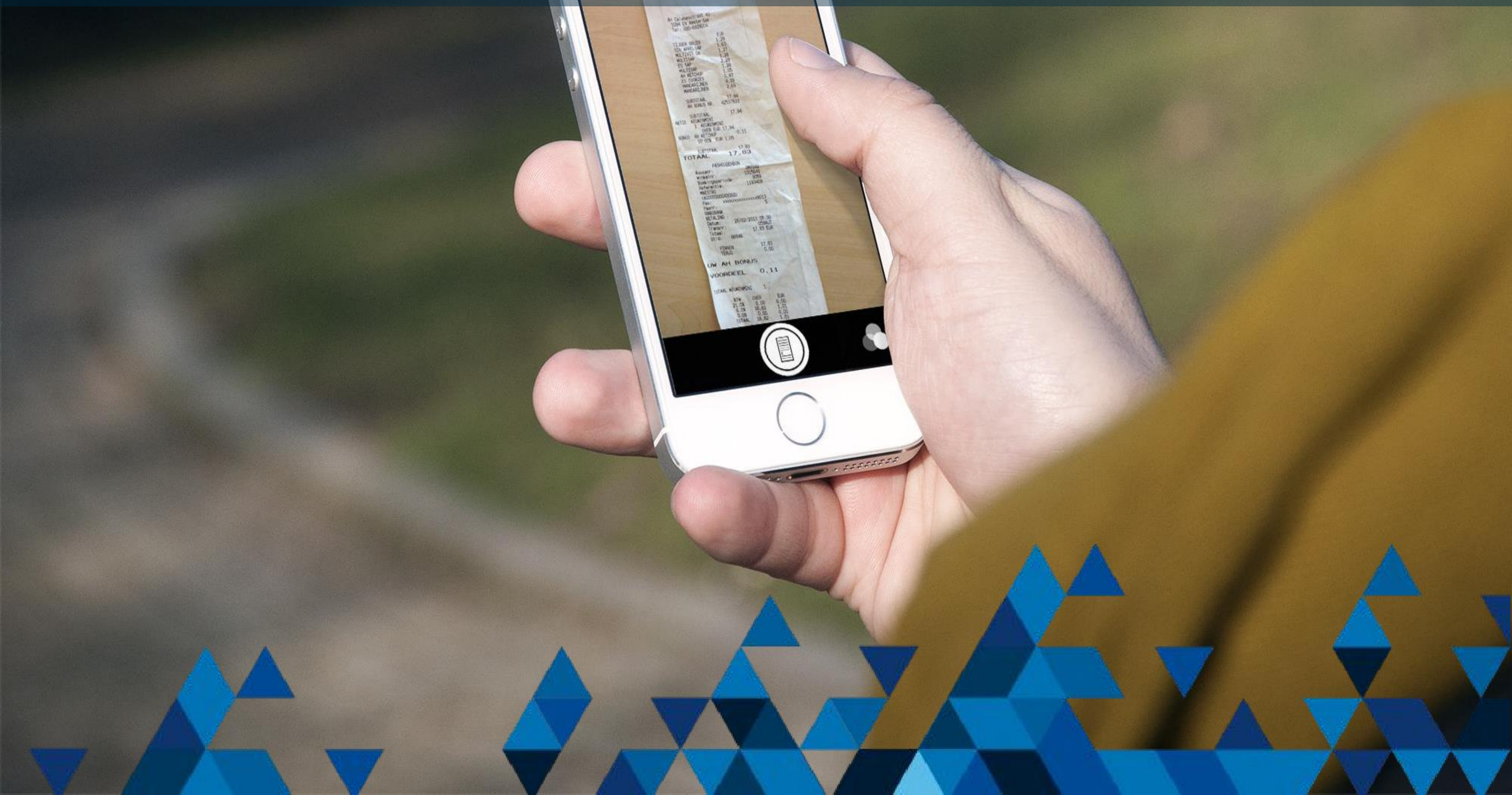
Username is your email address of Dümmen Orange (firstletter.

- lastname@dummenorange.com)

5. Submit your first expense

Click '+ new expense'

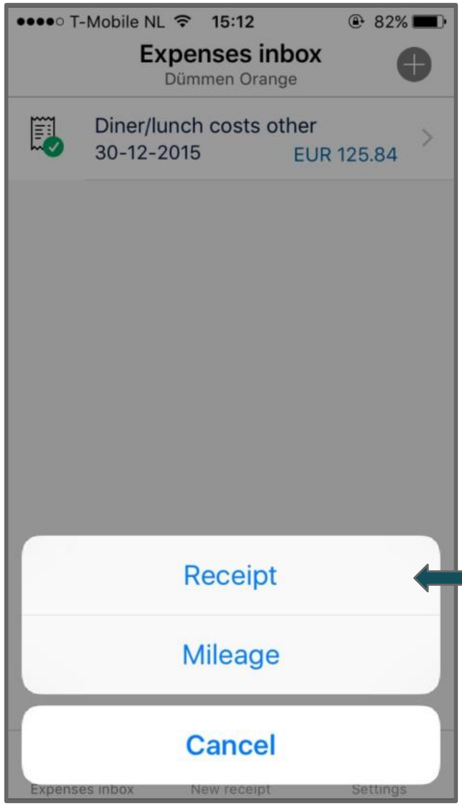
The app sends your expenses to the online portal, where you can find them in the 'expenses inbox'

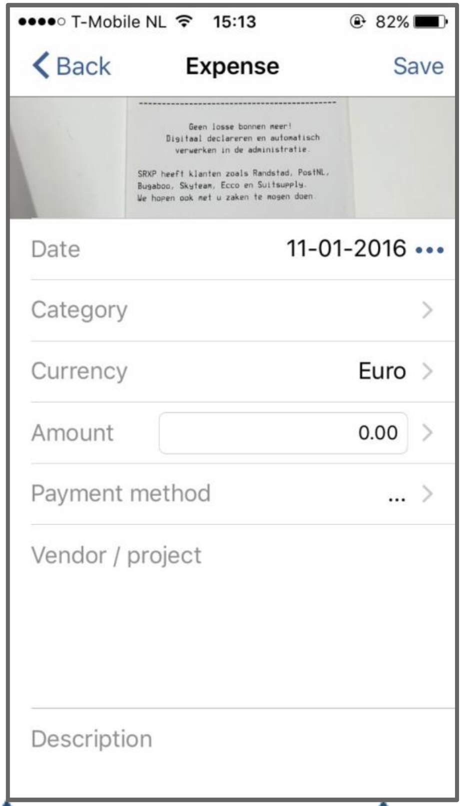


Complete the expense and press save

Fill out date, category, currency, amount, payment method and description

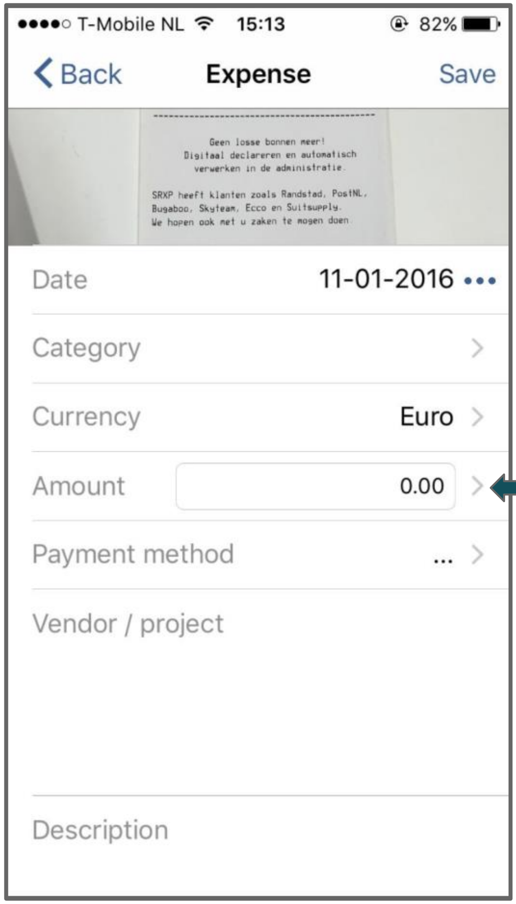
Please note: layout is different between iOS, Android & Windows

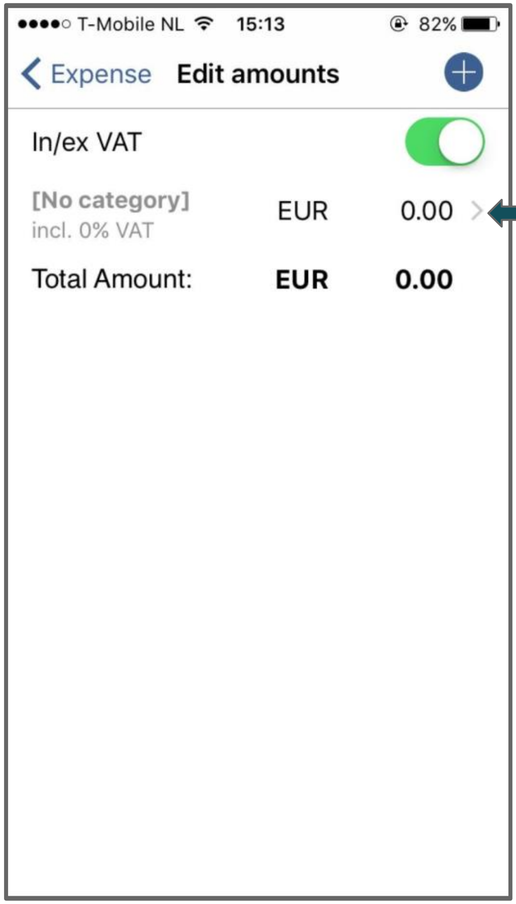


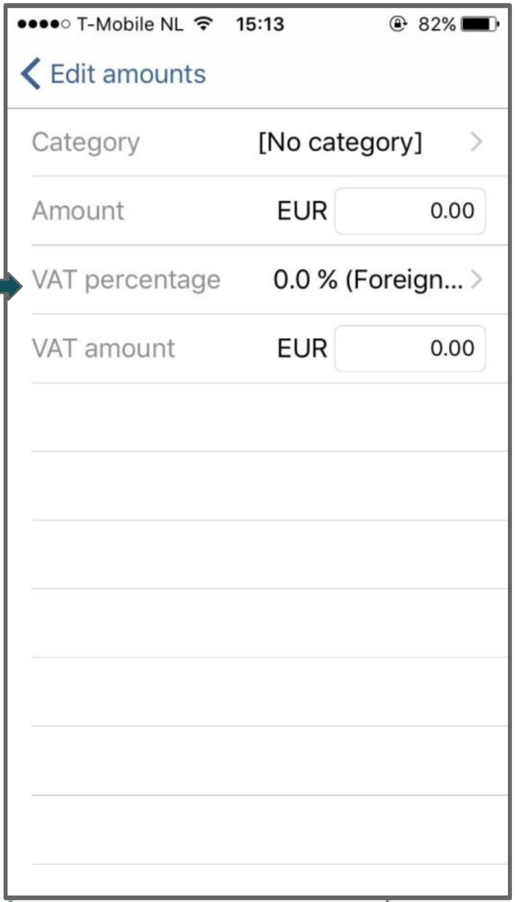


Do not forget to add the VAT

Please note: layout is different between iOS, Android & Windows

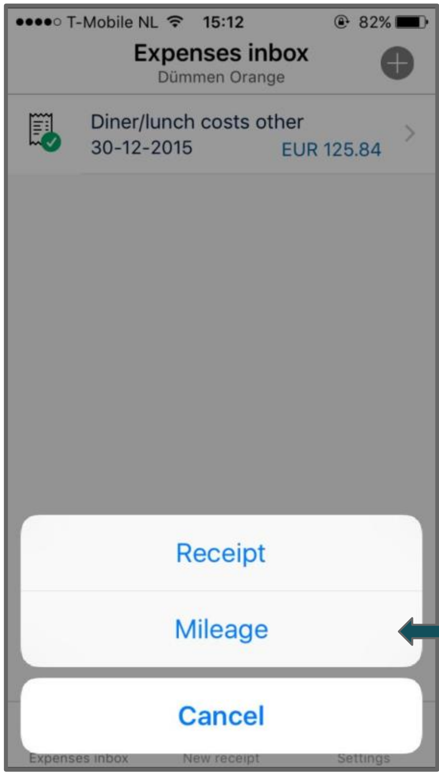


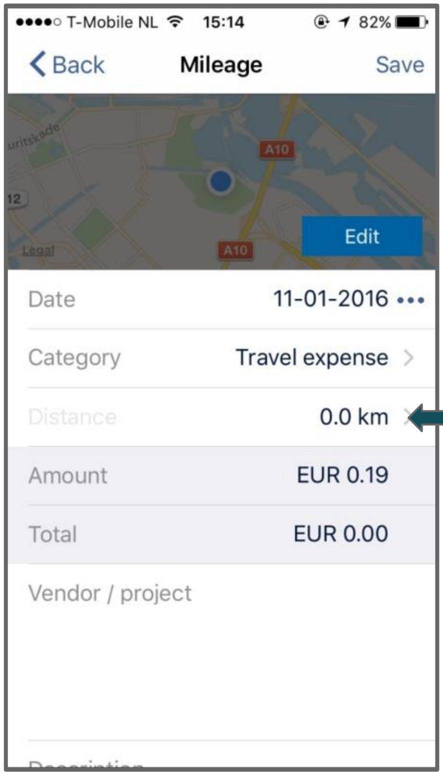


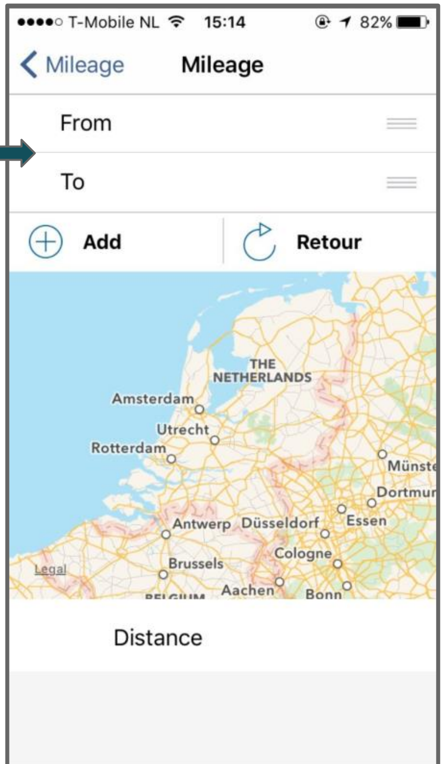


Submit mileages

from: current location or street address 1 To: street adress 2
Please note: layout is different between iOS, Android & Windows







6. Log in the online portal in your web browser

Go to portal.srxp.com

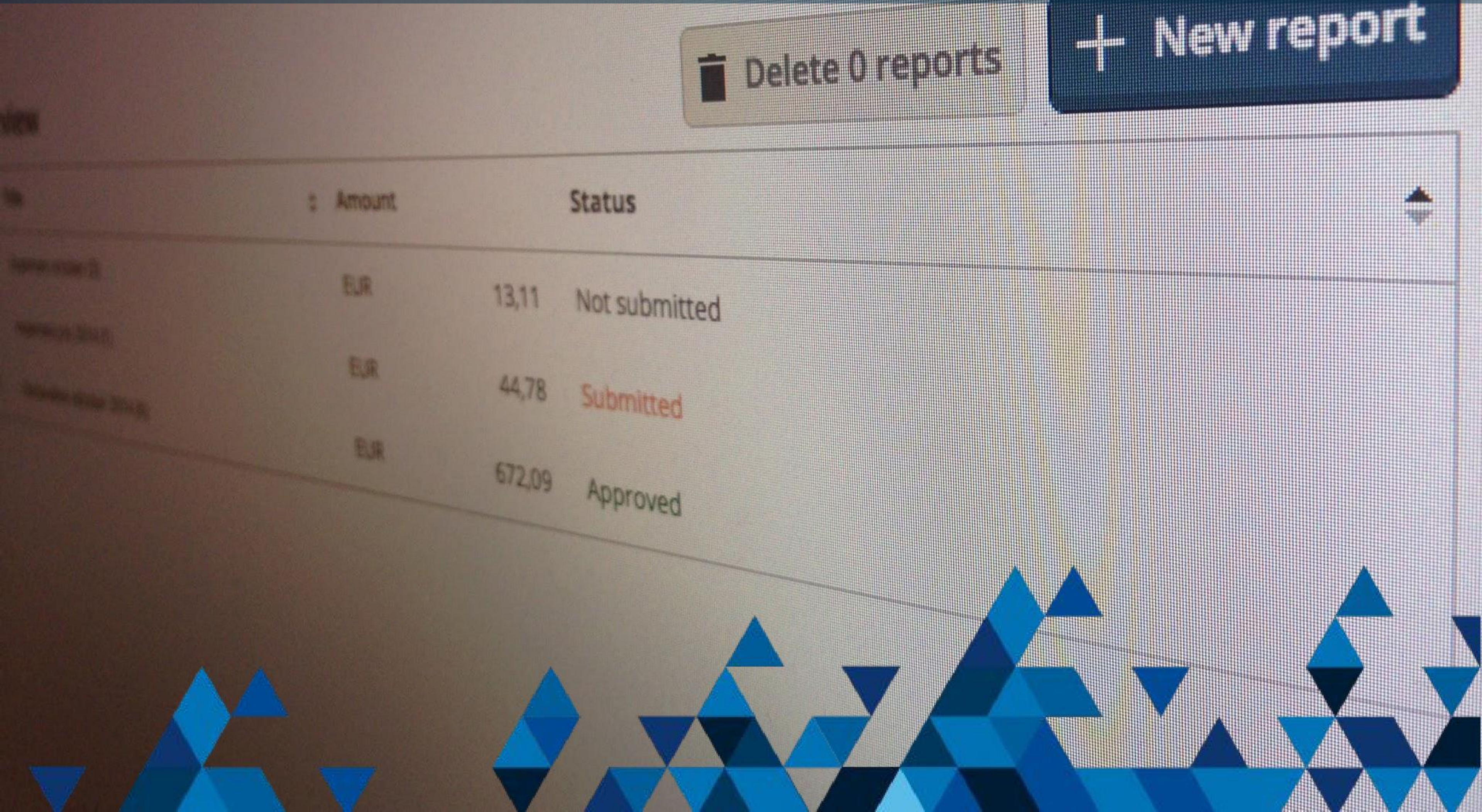
Add expenses without a smartphone?

Click ‘new expense’ and select either a receipt or mileages

7. Create a new ‘expense report’

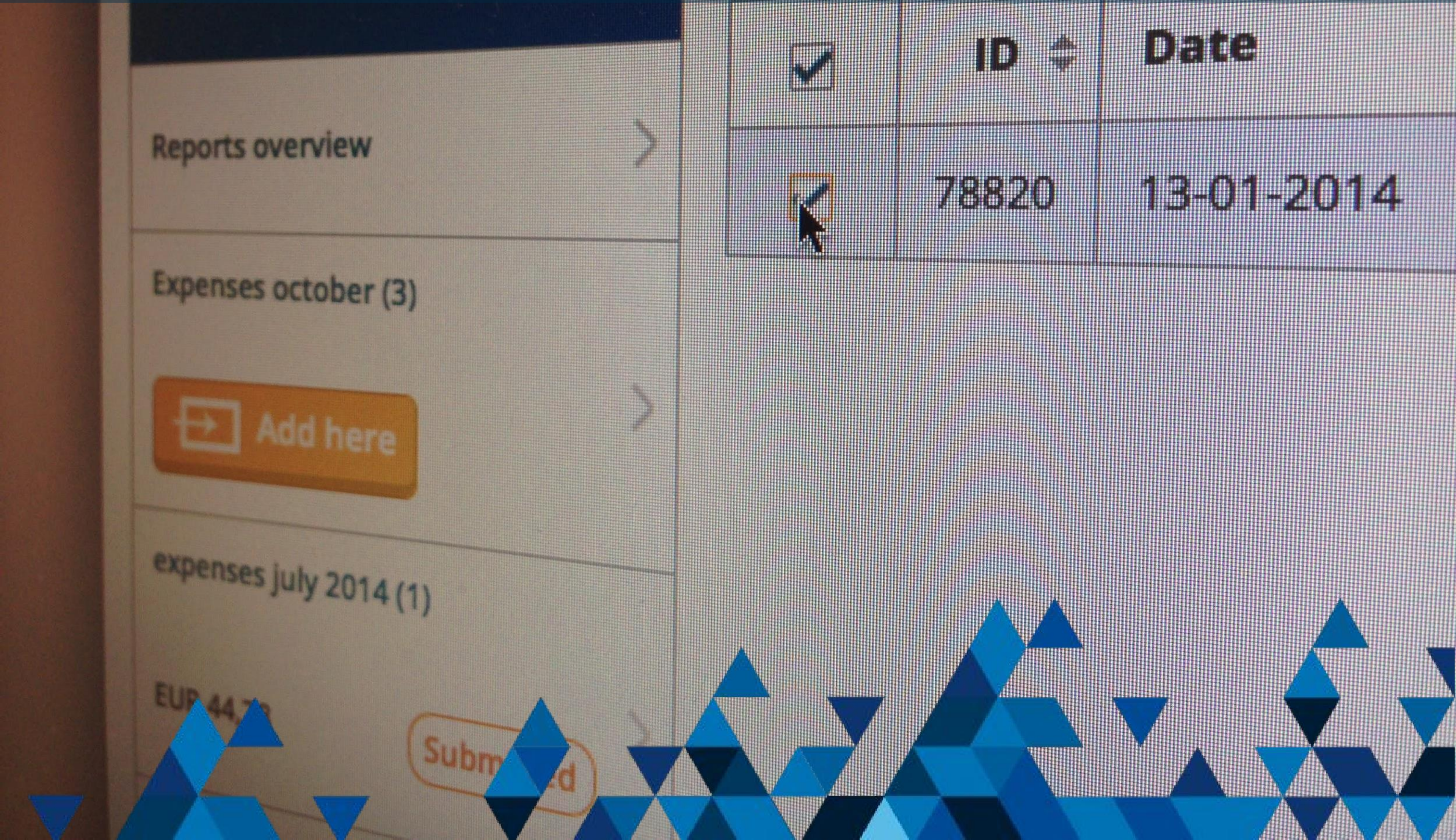
Go to ‘Expense overview’ and click on ‘new report’

Give a title to the expense report e.g. ‘Expenses January’



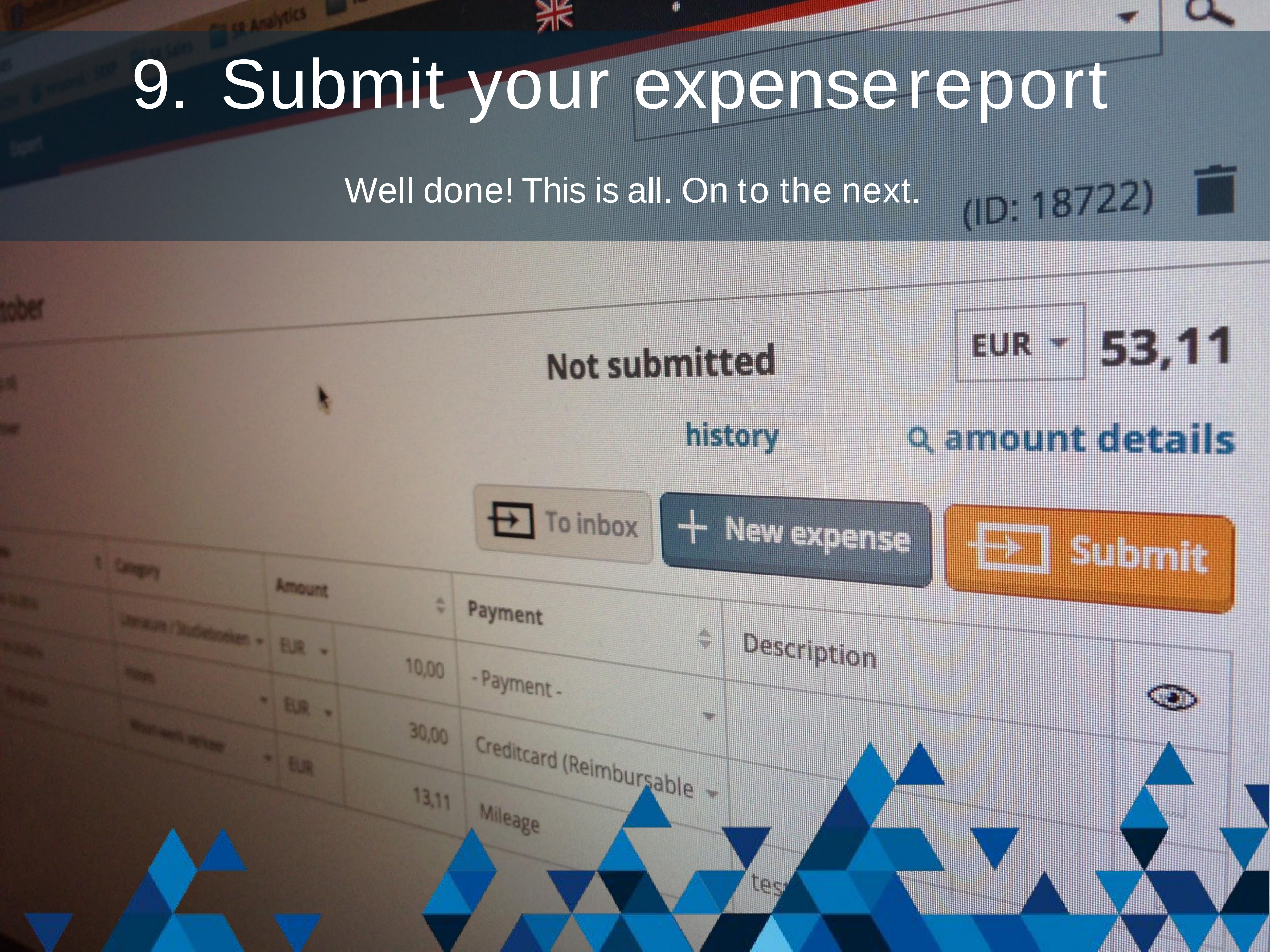
8. Add expenses to your report

Select an expense from your inbox and click on ‘Add here’



9. Submit your expense report

Well done! This is all. On to the next.



Please be aware:

Do not put the expenses paid by company credit card in a self created expense report.

The credit card statement will be put ready for you as an expense report, after which you can add the expenses paid by company card.

Once the credit card statement is available, you will receive an email notification

10. Additional information

There are currently two different payment methods in use:

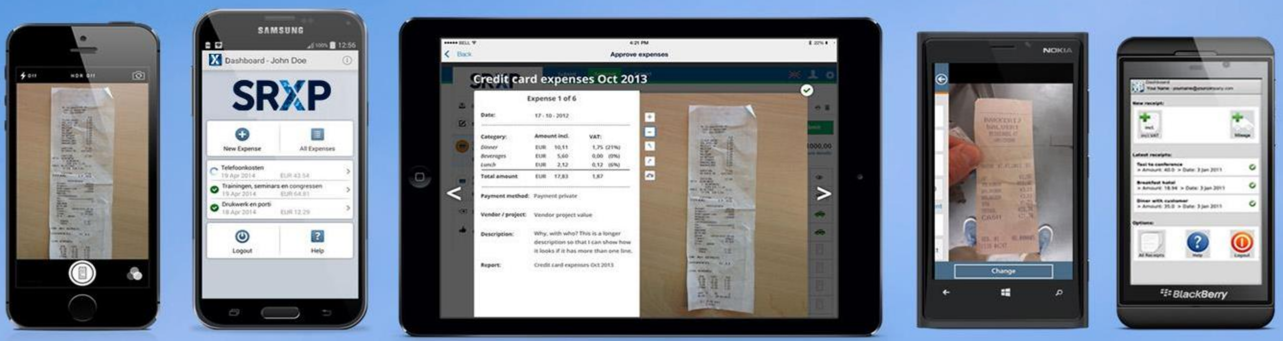
- **Cash (private)**; choose this payment method for all expenses you paid from your own pocket
- **Credit card**; choose this payment method for all expenses paid by company credit card

11. Questions? Ideas?

support@srxp.com

SRXP

Mobile Expense Reporting



Happy reimbursing!

Don't forget to do our 'Getting Started Guide' online