



Welcome to the BillStore Help Center.
Here you will find all the guides you need to get started quickly and easily.

Create a company profile

After registration, your user account is active.
To create invoices and use additional BillStore features, you must first complete your company profile.

Complete your company profile

Follow these steps to set up your company profile:

1. Open company profile

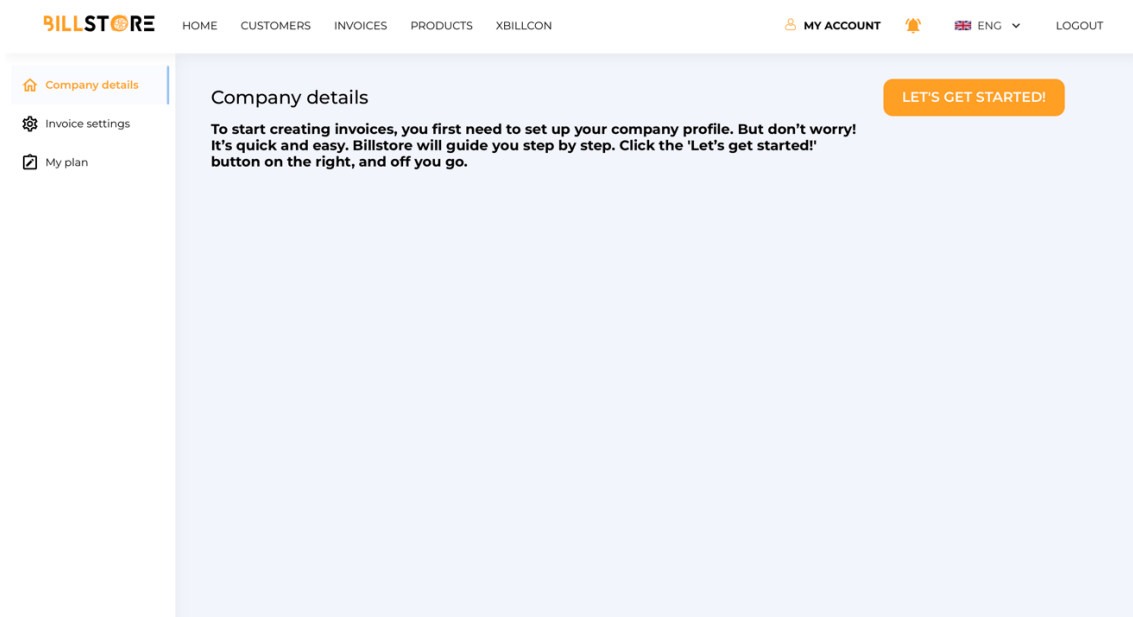
After logging in, you will be on the dashboard page.

Click on “My Account” in the top right corner to open the profile settings.

2. Start company profile setup

Navigate to the “Company details” section.

Click “Let’s get started!” to begin the setup process.



3. Enter company information

Enter the basic information about your company:

- Company name

- Line of business/industry
- Legal form

Depending on the selected legal form, additional fields may appear that must be completed according to legal requirements.
All mandatory fields are marked with an asterisk (*).

4. Registration Details & Management (legal entities only)

Enter the official company registration details:

- District court
- Commercial register
- Registration number

Then enter the management information:

- Title
- First and last name of the authorized representative
- To add additional managing directors or owners, click “+ Add Managing director”.

Details about your company CANCEL

1* 2* 3* 4* 5* 6

* Mandatory fields

Managing Director ▲

Title*

First Name* Last Name*

[+ ADD MANAGING DIRECTOR](#)

[+ ADD EXECUTIVE BOARD](#)

[BACK](#) [NEXT](#)

please find hereafter the invoice for my services as agreed.

Pos.	Description	Qty	Unit	VAT	Price	Total	
1.		3,00	h	19%	20,00	60,00	
						Net	480,00
						plus 19% VAT	€11,40
						Total	€1,40

Please settle the invoice within 14 days by bank transfer, quoting the invoice number.

Thank you for your confidence.

Yours sincerely
Musterunternehmen

Musterunternehmen GmbH | Germany
Germany
CEO
District court:

Contact
Tel:

Bank details
Bank:
BIC/SWIFT:

Click “Next” to continue.

5. Address & Contact information

Enter your company address:

- Street and house number
- ZIP code and city
- Country

Details about your company CANCEL

1* 2* 3* 4* 5* 6

* Mandatory fields

Address of the company ▲

Street* House number*

ZIP Code* City*

Country*

Contact details of the company ▲

Phone number* Fax number

[BACK](#) [NEXT](#)

YOUR LOGO

Musterunternehmen GmbH | Germany
BeispielTech GmbH
Max Mustermann
Musterstraße 12
12345 Musterstadt

Customer number: 1234
Service period: 24.06.2022

Invoice R-2022-00001 15.07.2022

Dear customer,

please find hereafter the invoice for my services as agreed.

Pos.	Description	Qty	Unit	VAT	Price	Total	
1.		3,00	h	19%	20,00	60,00	
						Net	480,00
						plus 19% VAT	€11,40
						Total	€1,40

Please settle the invoice within 14 days by bank transfer, quoting the invoice number.

Thank you for your confidence.

Add your contact information:

- Phone number

- E-Mail address

Optional:

- Fax number
- Website

The screenshot shows the BILLSTORE interface. The top navigation bar includes 'HOME', 'CUSTOMERS', 'INVOICES', 'PRODUCTS', 'XBILLCON', 'MY ACCOUNT', 'ENG', and 'LOGOUT'. The left sidebar has 'Company details', 'Invoice settings', and 'My plan'. The main content area is titled 'Details about your company' and contains a form with the following fields:

- Step indicators: 1*, 2*, 3* (active), 4*, 5*, 6*
- * Mandatory fields
- ZIP Code * and City *
- Country * (Germany)
- Contact details of the company:
 - Phone number * (+49 (0)) and Fax number
 - Email * and Site

Buttons for 'BACK' and 'NEXT' are at the bottom of the form. To the right is a preview of an invoice with the following details:

YOUR LOGO

Musterunternehmen GmbH | Germany
 BeispielTech GmbH
 Max Mustermann
 Musterstraße 12
 12345 Musterstadt

Customer number: 1234
 Service period: 24.06.2022

Invoice R-2022-00001 15.07.2022

Dear customer,
 please find hereafter the invoice for my services as agreed.

Pos.	Description	Qty	Unit	VAT	Price	Total
1.		3,00	h	19%	20,00	60,00
Net						€60,00
plus 19% VAT						€11,40
Total						€71,40

Please settle the invoice within 14 days by bank transfer, quoting the invoice number.
 Thank you for your confidence.

6. Tax information

Enter your tax details:

- Tax number
- VAT ID (if applicable)

If these are not yet available, they can be marked as “not yet available”.

Note:

At least one of these tax numbers must be provided in order to create invoices.

Also select your VAT status:

- Small business regulation according to §19 UStG (without VAT)
- VAT exemption (e.g. doctors, lecturers, etc.)
- VAT liable (e.g. 7%, 19%, §13b UStG)

BILLSTORE HOME CUSTOMERS INVOICES PRODUCTS XBILLCON MY ACCOUNT ENG LOGOUT

Company details Invoice settings My plan

Details about your company

1* 2* 3* 4* 5* 6

* Mandatory fields

Tax numbers

Tax number not yet available

VAT ID number not yet available

Are you subject to VAT? *

No, because I am a small business owner according to §19 of the German Value Added Tax Act.

No, due to the value-added tax exemption according to §4 No. 2-8 of the German Value Added Tax Act.

Ja

BACK NEXT

YOUR LOGO

Musterunternehmen GmbH | Musterstr. 11 | 12345 Musterstadt | Germany Customer number: 1234
 BeispielTech GmbH Max Mustermann Musterstraße 12 12345 Musterstadt Service period: 24.06.2022

Invoice R-2022-00001 15.07.2022

Dear customer,

please find hereafter the invoice for my services as agreed.

Pos.	Description	Qty	Unit	VAT	Price	Total
1.		3,00	h	19%	20,00	60,00
					Net	60,00
					plus 19% VAT	€11,40
					Total	€71,40

Please settle the invoice within 14 days by bank transfer, quoting the invoice number.
 Thank you for your confidence.

CANCEL

7. Add bank details

Enter your company's bank information:

- Name of the bank
- IBAN
- BIC / SWIFT

Note:

Currently, payment reconciliation in BillStore is performed manually.

A future software update will allow you to connect your bank account and perform automatic payment reconciliation.

BILLSTORE HOME CUSTOMERS INVOICES PRODUCTS XBILLCON MY ACCOUNT ENG LOGOUT

Company details Invoice settings My plan

Details about your company

1* 2* 3* 4* 5* 6

* Mandatory fields

Bank Details

Name of the Bank *

IBAN *

BIC/SWIFT *

BACK NEXT

YOUR LOGO

Musterunternehmen GmbH | Musterstr. 11 | 12345 Musterstadt | Germany Customer number: 1234
 BeispielTech GmbH Max Mustermann Musterstraße 12 12345 Musterstadt Service period: 24.06.2022

Invoice R-2022-00001 15.07.2022

Dear customer,

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1.		3,00	h	19%	20,00	60,00
					Net	60,00
					plus 19% VAT	€11,40
					Total	€71,40

Please settle the invoice within 14 days by bank transfer, quoting the invoice number.
 Thank you for your confidence.

CANCEL

8. Upload company logo

Optionally upload your company logo.

The logo will appear on invoices and documents.

You can also define the logo placement (left, center, or right).

If no logo is available, you can select “Not available”.
The logo can be added later at any time.

Company details

Details about your company CREATE COMPANY NOW

1* 2* 3* 4* 5* 6*

* Mandatory fields

Company logo

Place on right
 Place on center
 Place on left

Not available

BACK

Invoice example

Musterunternehmen GmbH | Musterstr. 11 | 12345 Musterstadt | Germany
BeispielTech GmbH
Max Mustermann
Musterstraße 12
12345 Musterstadt

Customer number: 1234
Service period: 24.06.2022

Invoice R-2022-00001 15.07.2022

Dear customer,
please find hereafter the invoice for my Services as agreed.

Pos.	Description	Qty	Unit	VAT	Price	Total	
1.		3.00	h	19%	20,00	60,00	
						Net	490,00
						plus 19% VAT	€11,40
						Total	€71,40

Please settle the invoice within 14 days by bank transfer, quoting the invoice number.

9. Complete company profile setup

After entering all information, click “Create Company Now”.

Your company profile will then be created.

Company details

MANAGE DETAILS

Company

Name of the company *
Musterunternehmen

Line of business/industry *
Other Services

Legal form *
GmbH

SAVE

Legal Registration

District Court *
Deutschland

Commercial Register *
Registration Number *

After successfully setting up your company profile, you can use all available platform features.

Note:

All information in your company profile can be edited at any time.

Using the “Manage Details” button, you can update, edit, or add company information. Changes are automatically applied and reflected in your documents.

Please note that changing your tax classification is subject to legally required binding periods and requires prior approval from the tax office.

