



Introduction

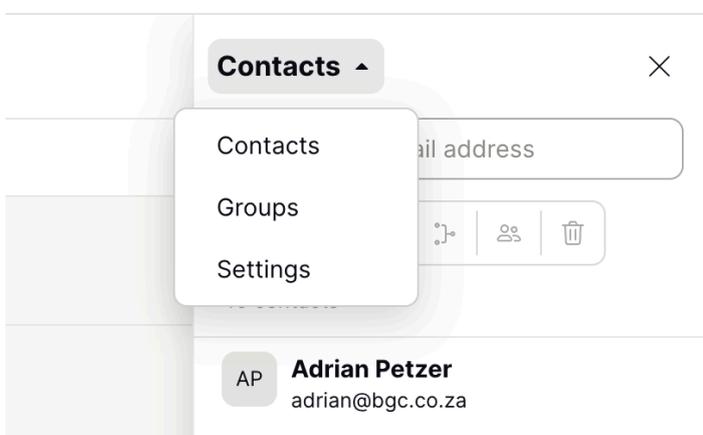
This article details how to create an email group in proton mail. These groups will need to be used to send invoices by grant officers to Oracle for processing and payment. So, it is essential to create these groups before sending any invoices. Invoices will be routed directly onto Oracle and to a secondary address. The system uses specific email addresses per legal entity. Currently it is extremely hard to figure out which oracle email account belongs to which entity so that is why the creation of these groups is needed. The @globalinitiate.net addresses won't be attended so we invite you to check the invoices before sending them. The 4th internal email has been create for the Colombian entity, we are just waiting for the Oracle email address to be generated.

Steps to Create a New Group

Sign into your personal proton account at account.proton.me/mail and select the Contacts icon from the side panel on the right.



Click on the **Contacts** button. From the dropdown menu select the **Groups** button. If you've already created contact groups, you'll find them here.



Use the **Add new group** button to create a new contact group. A new window will open, where you can name the new group, assign it a color, and add contacts to the group.

Create new group ✕

Name

Color ● Enzian

Add email address

Name	Address	Action
No contacts added yet		

Use the following email addresses:

Please create one group per entity

Geneva

GVA.Payme@globalinitiative.net
emails.9224185.976.640590cbce@9224185.email.netsuite.com

Vienna

VIE.payme@globalinitiative.net
emails.9224185.977.9118df2c30@9224185.email.netsuite.com

Cape Town

CPT.Payme@globalinitiative.net
emails.9224185.978.0ca14bfa88@9224185.email.netsuite.com

Bogota

BGT.Payme@globalinitiative.net
emails.9224185.996.0b1cef183c@9224185.email.netsuite.com

Edit contact group ✕

Name

Color ● Carrot

Add email address

Name	Address	Action
Vienna Payme	vienna.payme@globalinitiative.net	<input type="button" value="Remove"/>



Create new group



Name

Color Olive

Add email address

Name	Address	Action
emails.9224185.976.640590cbce@9...	emails.9224185.976.640590cbce@9...	<input type="button" value="Remove"/>
GVA Payme	GVA.payme@globalinitiative.net	<input type="button" value="Remove"/>

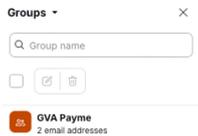
2 Members

Close

Save

Make sure to click on the **save** button once you have added the accounts to the group.
You should have 2 emails per group, one specific to NetSuite and one ending with Globalinitiative

Steps on How to Add a New Group When You Have Previously Created a Group



Add new group

Steps to Adding an Email Address to a Group That Has Already Been Created

Go back to group
Double click onto the group
Select the Edit button

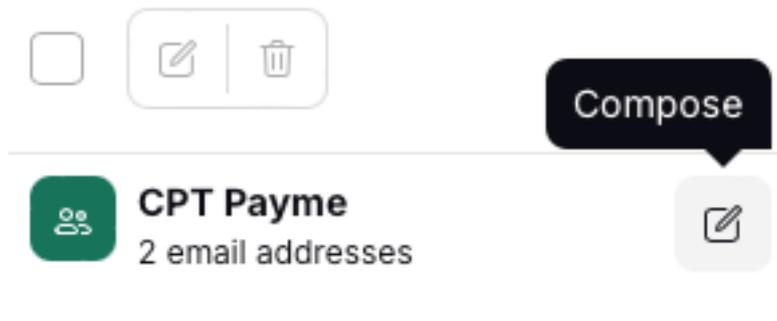


Steps on Sending invoices

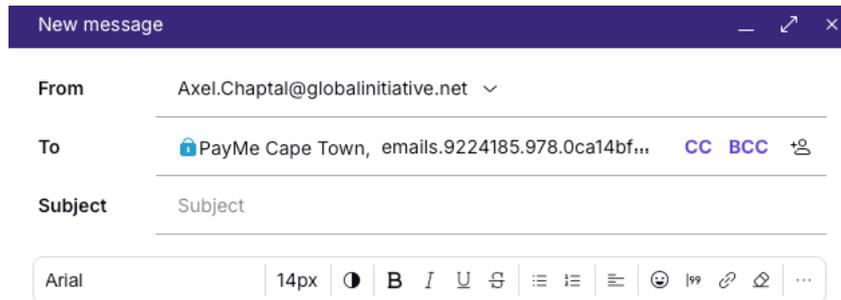
Select the group Icon



Select the group that you want to use and click onto compose



An email page will automatically be generated with the two emails you have entered in the group



Axel Chaptal
Director of Finance

Key Points to Keep In Mind

- The vendor form will have to be generated before sending us any invoices. There is no exception to this process.
- Oracle will only accept PDF documents.
- The invoice and all supporting documents/additional pages/expense claims will need to be combined in one document. 1 invoice = 1 pdf.
- You can send up to 20 invoices per email. In case you are sending 1 pdf that contains 20 invoices the system will not split them up so it will automatically be rejected.
- Any deviation from the normal invoicing process will mean that the invoices will be rejected and payments to the vendor will be delayed.