Guide for the app Ludvig Skicka

February 2022

Thanks for using Ludvig Skicka

2 things to think about:

1 All financial transactions should be sent in as soon as the transaction has occurred. The last day to send in documents is the 5th day in the following period*.

2 The app can be used in two ways: You take photos of physical documents and hand them in. Documents that are already digital can be sent into the client specific e-mail address that you find in the app, see page 10 for instruction.

*Applies to new agreements made after 1/1 2020

Download the app Ludvig Skicka.

You need to sign in with mobile bankID the first time you are using the app. After that you need to sign in after 90 days not using the app.

First time you need to add your company. You do that by clicking on the gear up to the right.


After that, click on the plus icon

Write the name of the company in box number 1, organization number in box 2 and the e-mail receipts should be sent to after sending in the documents in box 3.

Choose the categories the documents should be sent to. Click on the red button "spara" when you are done.

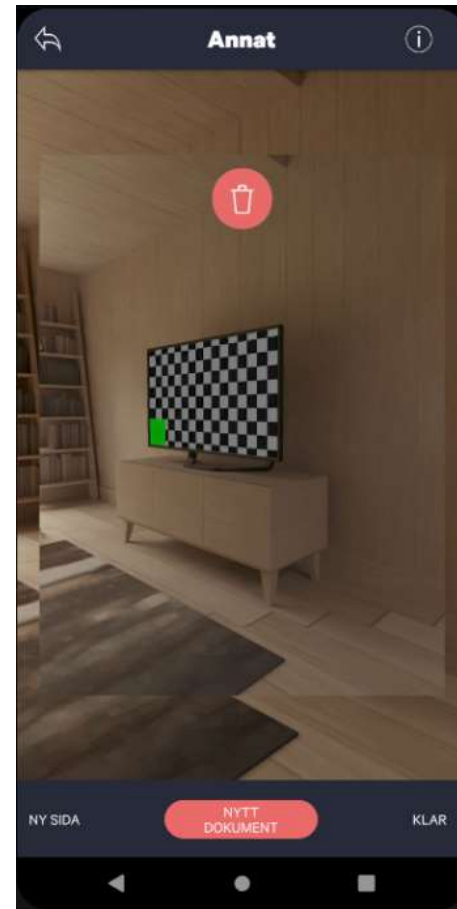Go back to the previous view by clicking on the arrow up to the left.

Now it's time to take photos of the documents by clicking on the red camera icon.
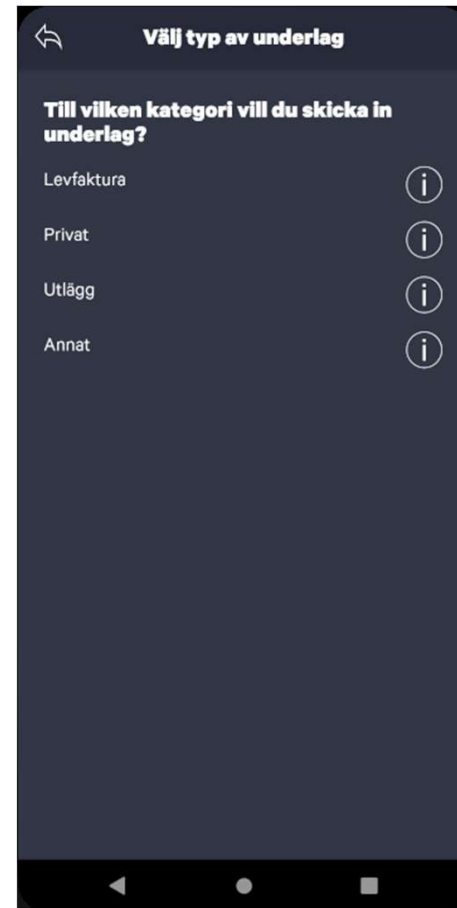
Choose the category that the documents should be sent into.

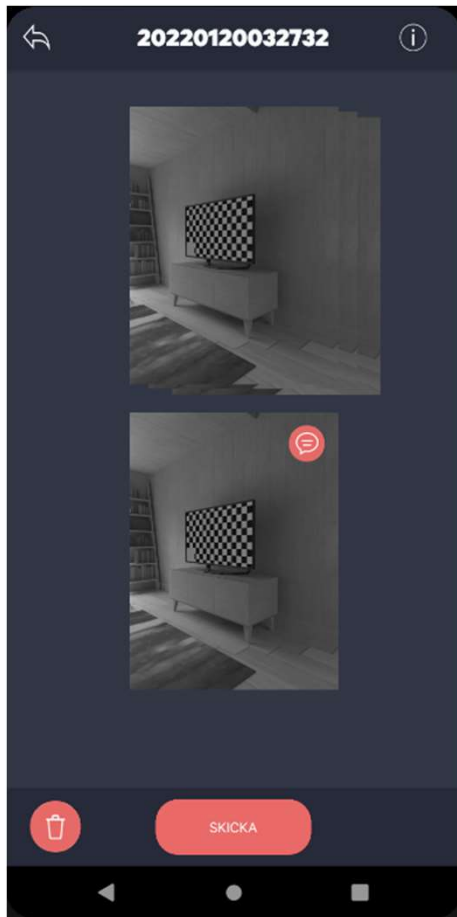Find the right focus and then click on the camera icon.
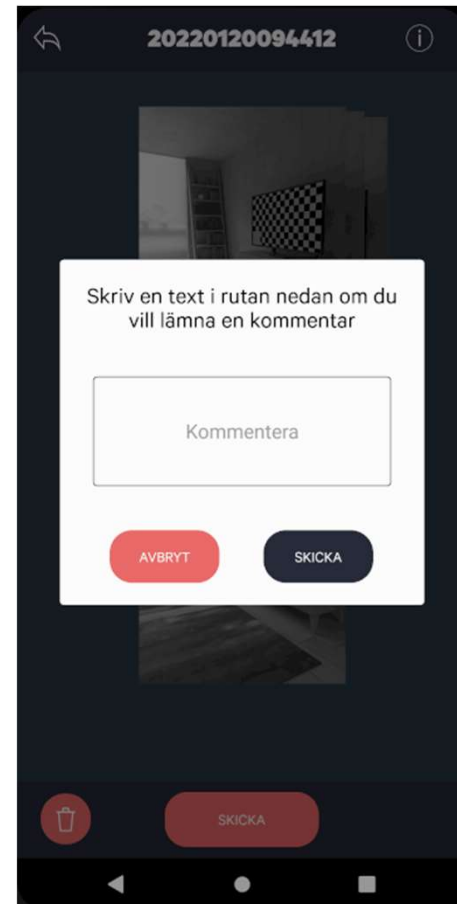

Then choose one of the following options:

Ny sida: if a page should be added to the existing document e.g. if your invoice has several pages.

**Nytt dokument**: the document will be a new separate file

**Klar**: move on to send in the documents

When you are done taking photos, you will come to this view where you can add comments on the photo by clicking on one or several photos.

Then click on the red "Skicka" icon. Then there is an opportunity to write a comment that applies for all documents that will be sent in on the same time. When you have written the comment, or skipped this, click on the blue "Skicka" icon to send in the documents.
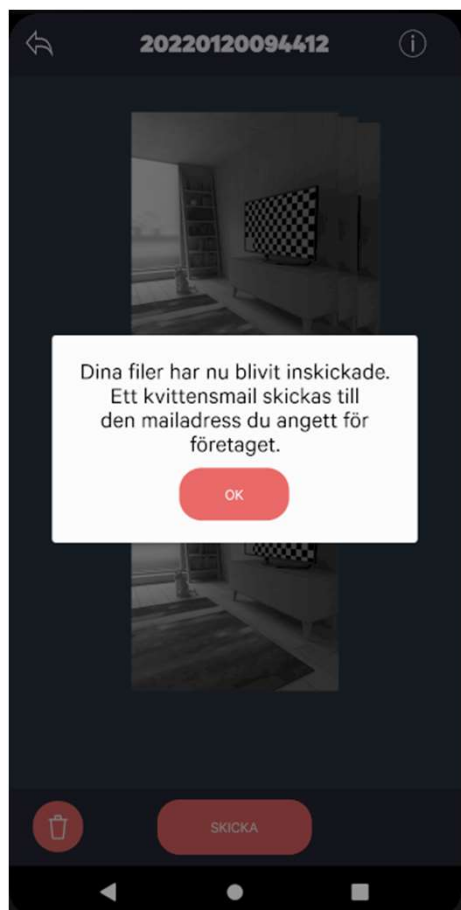
After that you will get a receipt if the documents have been sent in.
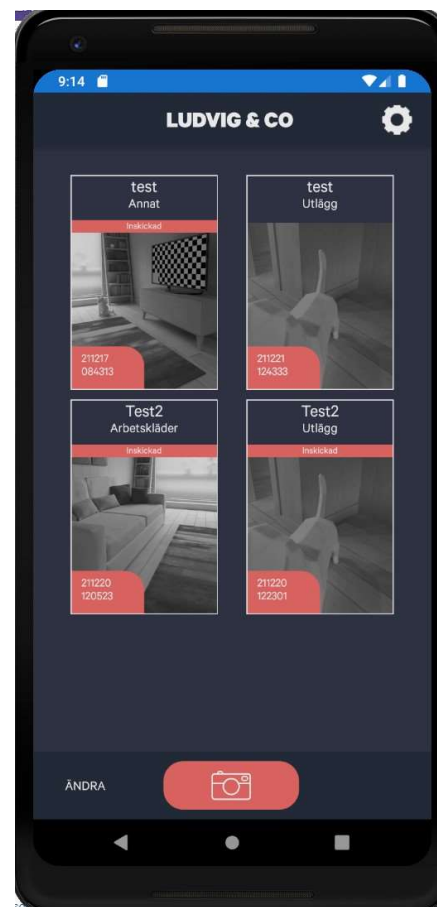
All documents will be saved at the home screen and there you can also see the status of the documents. **Inskickad** (pink row on documents 1, 3 and 4) means that it's sent in successfully. Documents number 2 is missing that row and hasn't been sent in successfully.
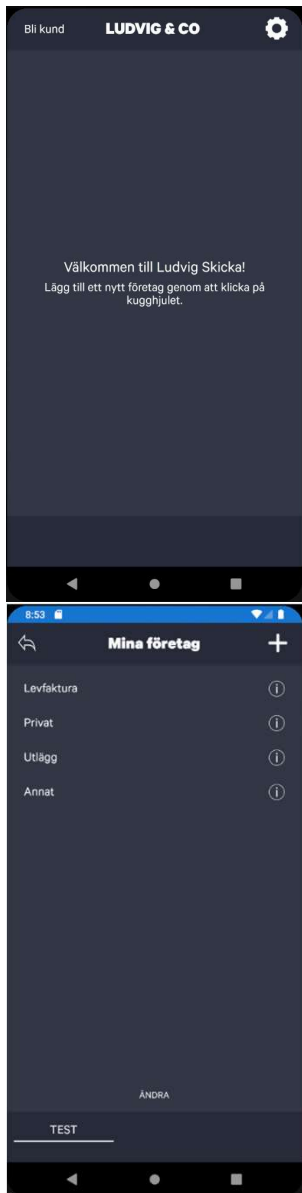
**How to send
in documents
that already are digital**

Documents that already
are digital doesn't have to
be printed and
photographed with the
app. You can just send
them to the client specific
e-mail address.

Click on the gear up to the
right.
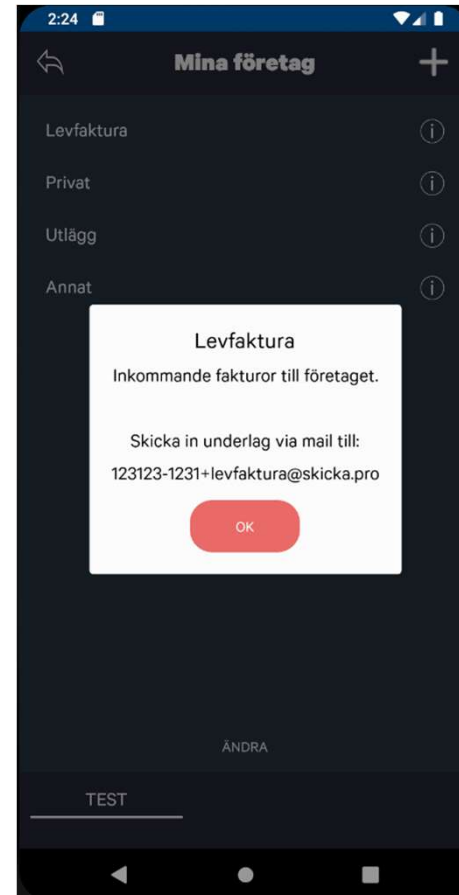
Then click on the i-icon
on the category that the
documents should be
sent to, to see which e-
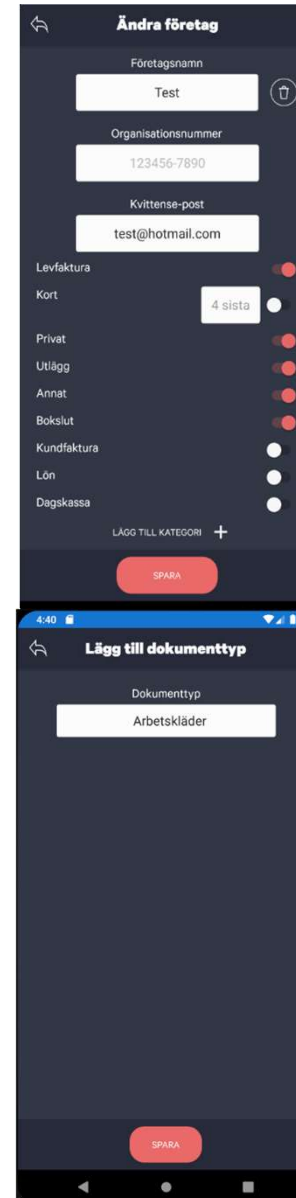mail address that should
be used.

Add your own category

In addition to the
existing categories, it's
also possible to add your
own.

Click on the gear up to the
right.

Then choose "ändra" on
the company that you
want to add a category to.

Click on "Lägg till kategori"

Choose the name on the
new category and then click
on "spara".

If you have any questions,
please contact your advisor at Ludvig & Co!