

Splitting Multiple Supplier Invoices from a Single PDF

If a supplier sends **multiple invoices within a single PDF file**, NCompass can automatically split the document into separate invoice files during processing.

Prerequisites

Before enabling this feature, ensure you know the text that consistently appears on either the **first** or **last** page of every invoice (for example, "**Page 1**").

Enabling Invoice Splitting

1. Navigate to **Administration** → **Manufacture & Suppliers**.
2. Open the supplier you want to configure.
3. Select the **Purchase Invoice** tab.
4. Locate the setting:
Split files which contain more than one invoice by matching
5. Enable this setting.

Manufacturers & Suppliers - Administration

Manufacturers & Suppliers

☒ Manufacturers ☒ Suppliers

Abode
AEG
AUDIO PRO
Avtex
Beko
Belling
Bertazzoni
Blomberg
Bosch
Brand Name
BSH
Calculus
Candy
Carrier
CDA
Customer Trade In
DPD
Dyson
Electrolux
Epson
Euronics
Fisher and Paykel

Edit >
Create Using
Create New
Delete
Merge...

Items can only be delivered from Suppliers. Items can only be manufactured by Manufacturers. DO NOT untick the Manufacturer or Supplier box if there are Products in the system linked to the entry.

☐ Show Expired
☒ Standardise Case

Manufacturer / Supplier Details

Name: Calculus

Stock and Price Data Web Delivery Schedule Invoice Assistant Warranty System

AI Processing: Off

☐ Custom Model:

Delivery/PO Matching: Delivery and PO

Ignore Model No Suffix: After

Note: The below settings will not work if your invoices are images or scans

☐ Only Process If File Contains One Of:

☐ Ignore If File Contains One Of:

☒ Split files which contain more than one invoice by matching:

Page 1 on the First Page of each invoice

☐ Show Expired

Cancel Save

Configuring the Split

Once enabled, NCompass will split the PDF whenever it finds a specified piece of text.

Split on First Page

Choose this option if the matching text appears on the **first page** of every invoice.

For example:

- **Split On:** First Page
- **Matching Text:** Page 1

This will create a new invoice each time "**Page 1**" is detected, ensuring that invoices spanning multiple pages remain together.

Split on Last Page

Choose this option if the matching text appears on the **last page** of every invoice.

NCompass will end the current invoice whenever the specified text is found and begin a new invoice on the following page.

Created 2026-06-30 08:59:30 UTC by Duncan Shaw
Updated 2026-06-30 09:33:36 UTC by Duncan Shaw