Splitting Multiple Supplier Invoices from a Single PDF

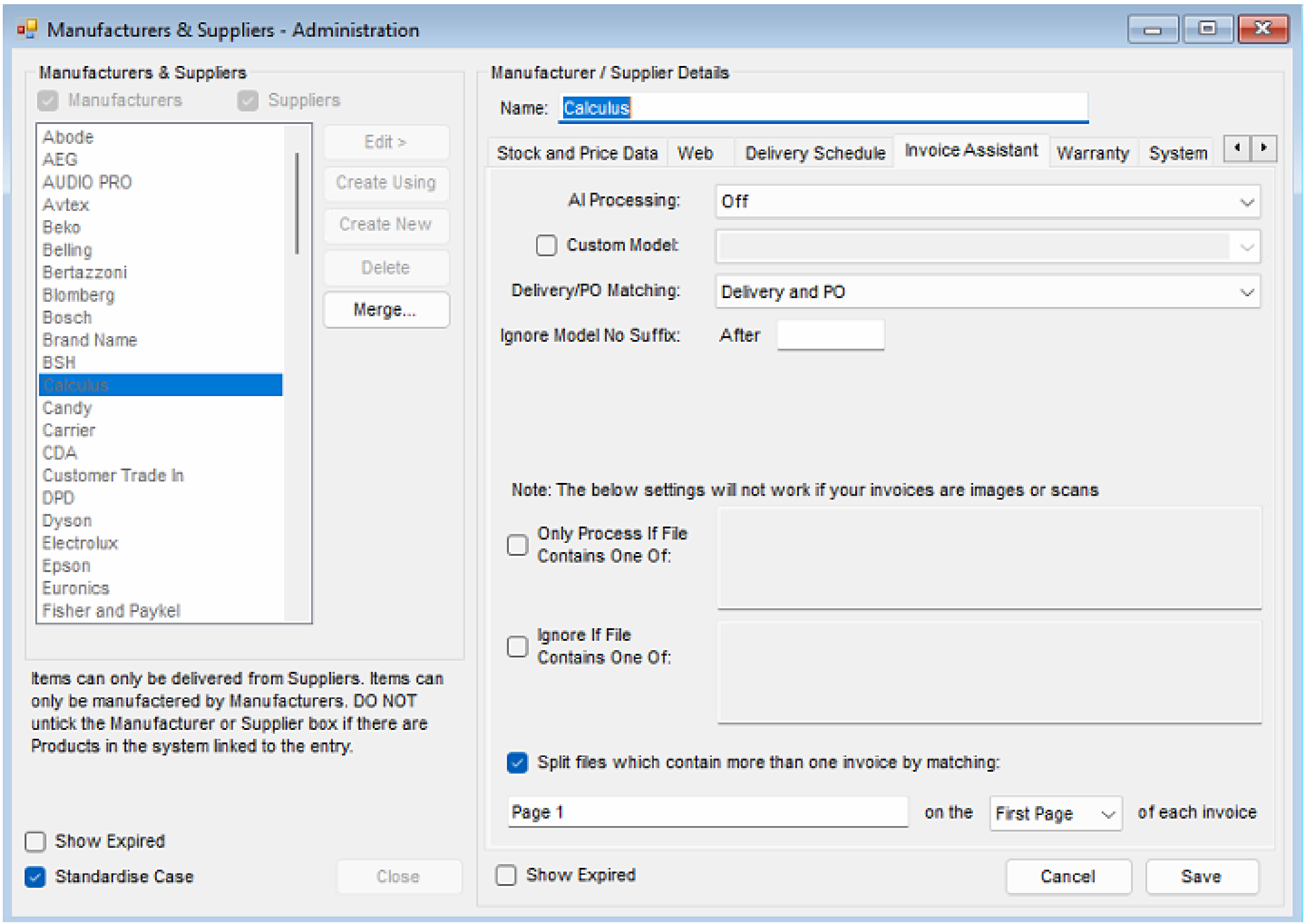
If a supplier sends **multiple invoices within a single PDF file**, NCompass can automatically split the document into separate invoice files during processing.

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.



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