



Simplify Operations, Spend Smarter.

USER GUIDE

Basware Invoice Key-In (June 2022)

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1 Overview

For Suppliers

Basware Invoice Key-In lets you can create invoices online with ease. You can enter basic header level data, row level data and add attachments to the invoice. The service validates every field that you fill in real time. When you send the invoice, the service automatically generates a legal invoice image in PDF format. You can view and print this image after you have created and sent the invoice.

You can access the invoices in Basware Network for 18 months. After three months from the document delivery, the actual invoice files (legal invoice image PDF files, XML invoice data files, and invoice attachments) will be removed from the service.

For Customers

Basware invites your suppliers to register to the service by email. Your suppliers will receive an email with a unique, token-based secure link to Basware Network. Your suppliers must register to Basware Network before they can activate the Basware Invoice Key-In service.

Before Basware can send out invitations, you must provide a list of your suppliers and their email addresses to Basware. If you do not have a list of your suppliers' email addresses, Basware provides you with a list of supplier-specific links to the registration page. You can then invite your suppliers to the service by a mail-based campaign.

You can access the invoices in Basware Network for 18 months. After three months from the document delivery, the actual invoice files (legal invoice image PDF files, XML invoice data files, and invoice attachments) will be removed from the service.

2 Getting started

Before you can start sending e-invoices to your customers with Basware Invoice Key-In, you must:

- [Sign up for a Basware Network account](#)



If you already have an account in Basware Network, you can simply activate Basware Invoice Key-In without having to sign up first when you receive an invitation to the service.

- [Activate Basware Invoice Key-In service](#)

Once you have completed these steps, you can [create and send your first e-invoice](#) to your customer.

2.1 Sign up for a Basware Network account and activate Basware Invoice Key-In

Basware Invoice Key-In is a part of Basware Network. Before you can activate this service, you must sign up for a Basware Network account.



If you already have an account in Basware Network, you can simply activate Basware Invoice Key-In without having to sign up first when you receive an invitation to the service.



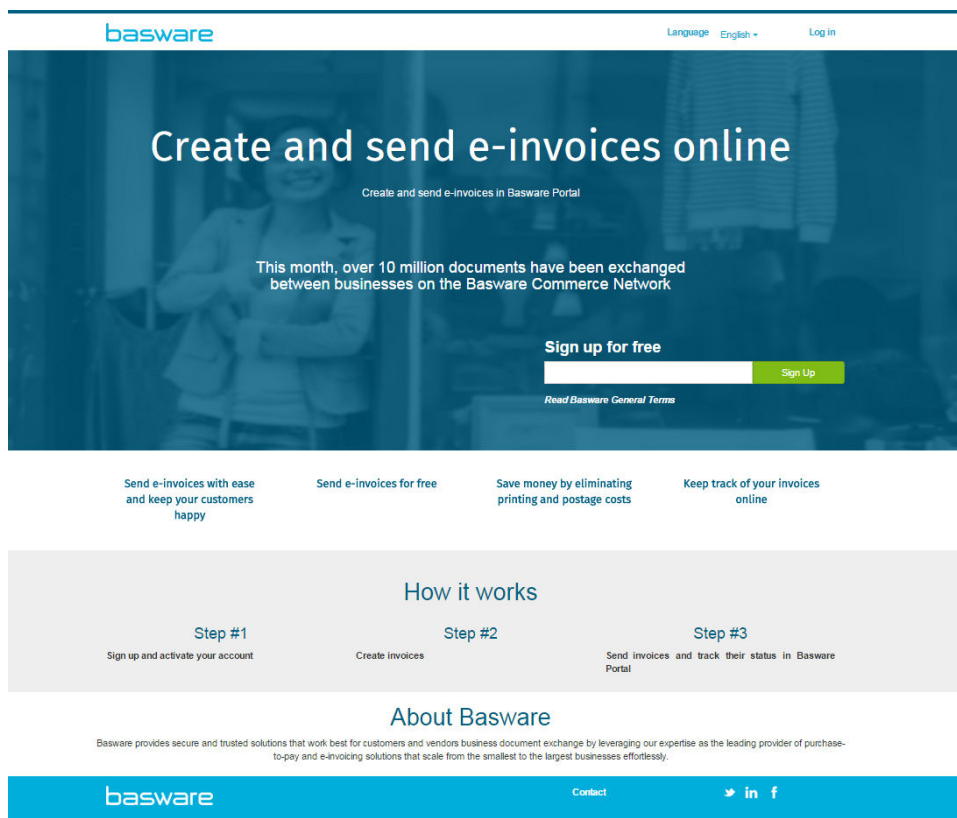
1. Open the Basware Invoice Key-In service's landing page.

- If you received an email invitation, follow the link in the invitation.
- If you received an invitation letter, enter the web address in the invitation letter into your browser's address bar.



The letters used in the web address are case-sensitive.

The Invoice Key-In service's landing page in Basware Network opens.



The image shows the Basware service landing page. At the top, there's a navigation bar with the Basware logo, a language dropdown set to 'English', and a 'Log in' link. The main heading is 'Create and send e-invoices online', with a subtext 'Create and send e-invoices in Basware Portal'. Below this, a statistic states 'This month, over 10 million documents have been exchanged between businesses on the Basware Commerce Network'. A 'Sign up for free' section features an email input field and a green 'Sign Up' button, with a link to 'Read Basware General Terms' below. Four benefits are listed: 'Send e-invoices with ease and keep your customers happy', 'Send e-invoices for free', 'Save money by eliminating printing and postage costs', and 'Keep track of your invoices online'. A 'How it works' section outlines three steps: 'Step #1: Sign up and activate your account', 'Step #2: Create invoices', and 'Step #3: Send invoices and track their status in Basware Portal'. An 'About Basware' section describes the company's secure and trusted solutions. The footer includes the Basware logo, a 'Contact' link, and social media icons for Twitter, LinkedIn, and Facebook.

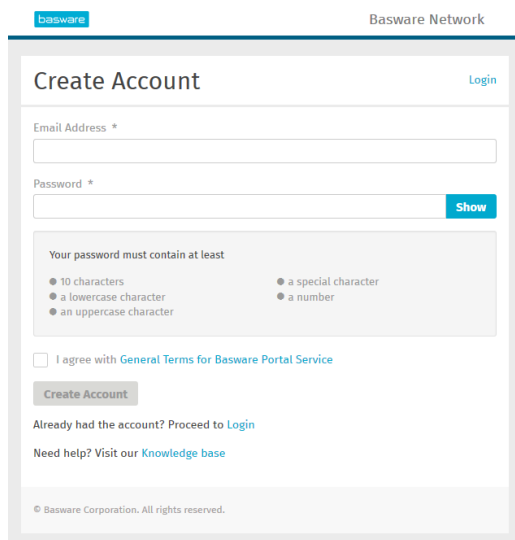
- On the service landing page, enter your email address in the **Sign up for free** field and click **Sign Up**.



The email address that you enter will be your username in the service.

If you were invited to the service by email, the email address that the invitation was sent to will be automatically used here. You can change the email address, if you want to use another email address with the service.

The **Create Account** page opens.



The image shows the 'Create Account' page on the Basware Network. It features a 'Login' link in the top right. The form includes an 'Email Address *' field and a 'Password *' field with a 'Show' button. Below the password field, a section titled 'Your password must contain at least' lists requirements: 10 characters, a lowercase character, an uppercase character, a special character, and a number. There is a checkbox for 'I agree with General Terms for Basware Portal Service'. A 'Create Account' button is at the bottom. Links for 'Already had the account? Proceed to Login' and 'Need help? Visit our Knowledge base' are provided. The footer states '© Basware Corporation. All rights reserved.'

- Choose a username and enter it in the **Email Address** field.



The service selects the email address that your invitation was sent to as your username. If you want to use another email address as your username, enter that address in the **Email Address** field.

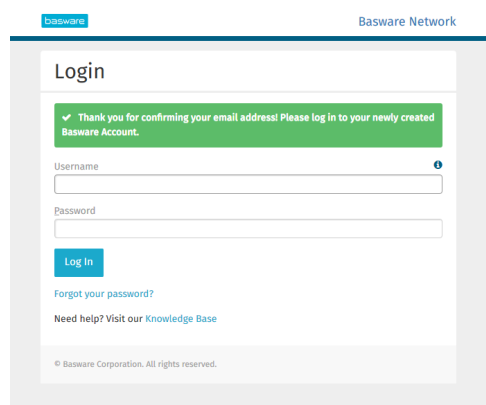
4. Choose a secure password and enter it in the **Password** field.
5. Read the **General Terms for Basware Portal service** and tick the checkbox to confirm that you agree to the terms.
6. Click **Create Account** to create a new Basware Network account.

The service sends a confirmation message to your email address.



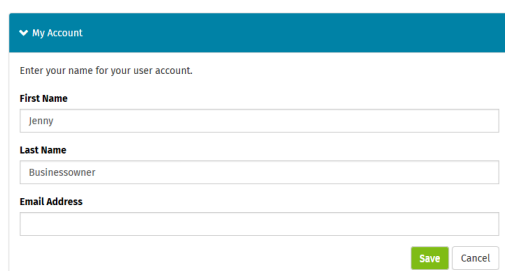
It may take a while before the confirmation message is delivered to your email address. If you do not receive the confirmation message within an hour, contact Basware Support: https://basware.service-now.com/bw?id=bw_sc_cat_item_public.

7. Open the confirmation message and click **Confirm Your Email** to activate your account. The login page opens and you'll see a confirmation message telling you that your account has been activated.

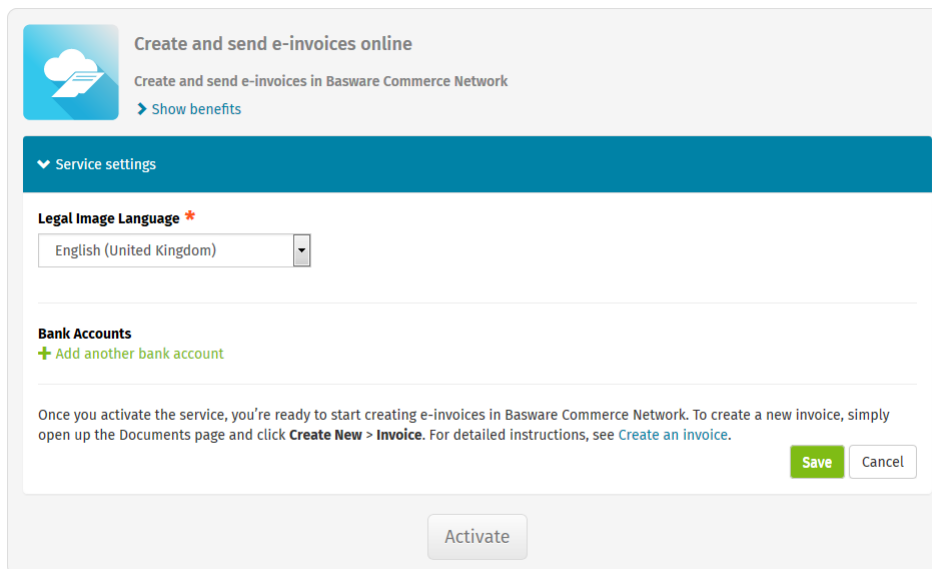


If you get a message that says your confirmation link has expired, you must start the registration process over. To do this, open the link in the invitation you received and sign up to the service again.

8. Enter your **Username** and **Password**, and click **Log in**. The Invoice Key-In service pages open.
9. First, fill in your personal details in the **My Account** section, and click **Save**.



10. In the **Basic details** section, fill in your company's details.
11. In the **Primary contact** section, enter the details of the person, who will be your company's primary contact towards Basware.
12. In the **Service settings** section, set your service preferences.
 - **Legal Image Language:** Basware creates a PDF image of each invoice and credit note that you send through the service and stores it on the business document's **Files** tab. Use this setting to define the language of the PDF images.
 - **Bank Accounts:** Click **Add Bank Account** to add your company's bank account information to the service.



Create and send e-invoices online

Create and send e-invoices in Basware Commerce Network

[Show benefits](#)

▼ Service settings

Legal Image Language *

English (United Kingdom)

Bank Accounts

[+ Add another bank account](#)

Once you activate the service, you're ready to start creating e-invoices in Basware Commerce Network. To create a new invoice, simply open up the Documents page and click **Create New > Invoice**. For detailed instructions, see [Create an invoice](#).

[Save](#) [Cancel](#)

[Activate](#)

13. Click **Activate** to activate the service.

2.2 Activate Basware Invoice Key-In

If you already have an account in Basware Network, you can activate Basware Invoice Key-In without having to sign up to the service first.

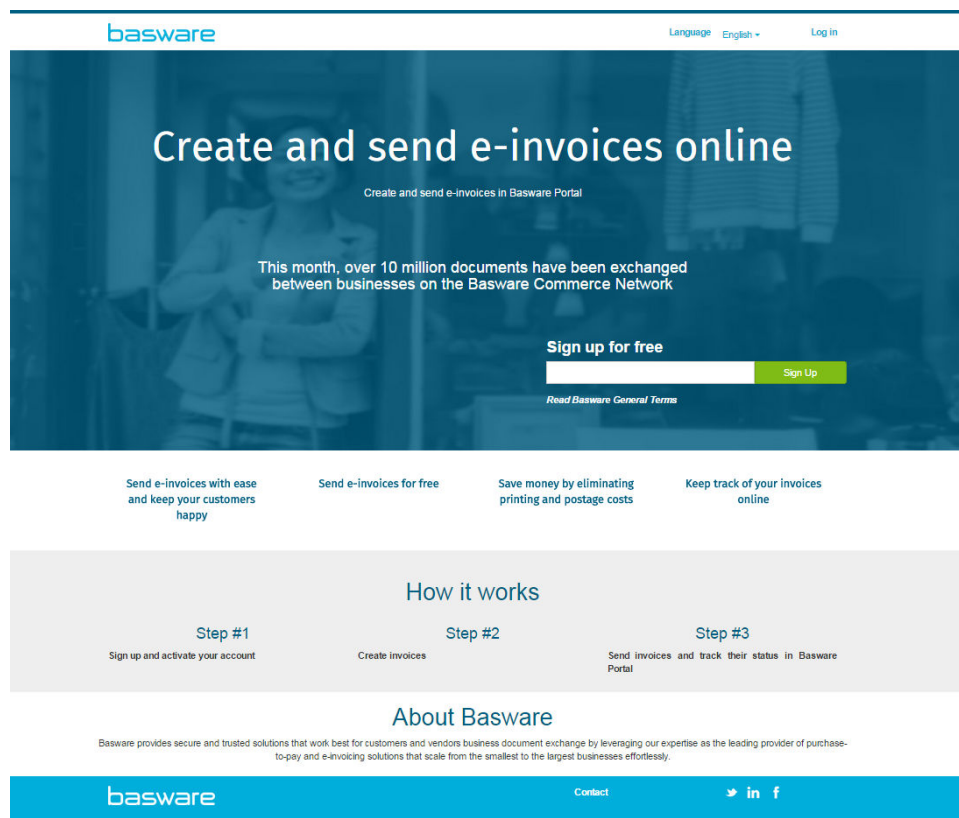


1. Open the Basware Invoice Key-In service's landing page.
 - If you received an email invitation, follow the link in the invitation.
 - If you received an invitation letter, enter the web address in the invitation letter into your browser's address bar.



The letters used in the web address are case-sensitive.

The Invoice Key-In service's landing page in Basware Network opens.



2. Click **Log in**.
The Invoice Key-In service pages open.
3. In **My Account**, make sure your account details are correct and that no information is missing.
Click **Save** to save any changes you made.
4. In **My Organization**, make sure your company details are correct and that no information is missing.
Click **Save** to save any changes you made.
5. In **Organization's Contact Information**, make sure your company's contact details are correct and that no information is missing.
Click **Save** to save any changes you made.
6. Read the **General Terms for Basware Portal service** and tick the checkbox to confirm that you agree to the terms.
7. Click **Activate** to activate the service.

3 Working with invoices

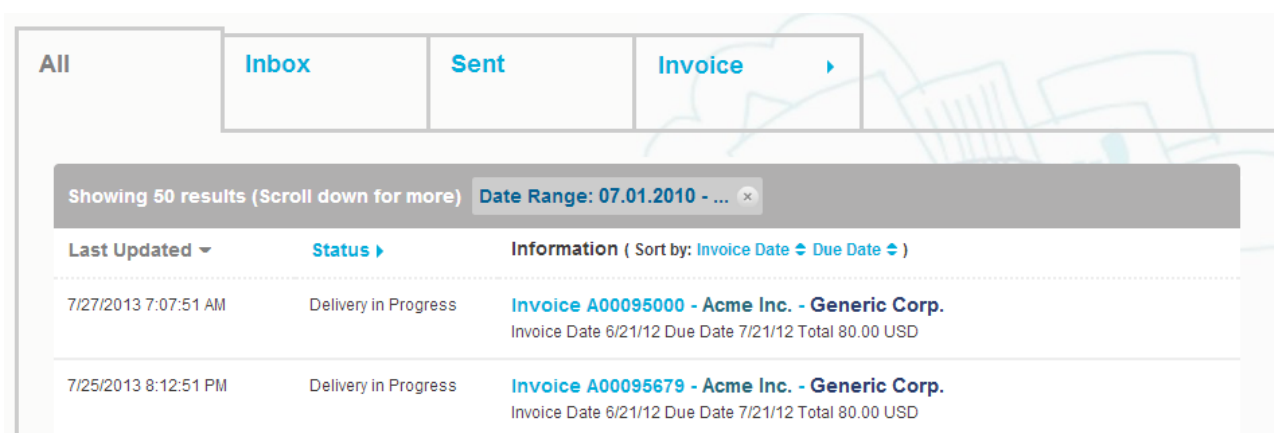
Business documents are documents that your company uses to interact with other companies. Common business documents include, for example, invoices, purchase orders, and credit notes. With Basware Network, you can:

- [Find a document](#)
- [Find a document using advanced search](#)
- [Create an invoice](#)
- [Convert an invoice into a credit note](#)

Basware Network stores all your business documents online for a set period of time. Consult your Service Description documentation to find out for how long your business documents are available through the service.

3.1 Getting an overview of your business documents

The **Documents** page gives you an overview of all your business documents - [invoices](#), [purchase orders](#), [and credit notes](#) - and their [statuses](#). You can manage your organization's business documents on the **Documents** page. You can use the search field at the top of the page to [find documents](#), and the page is divided into several tabs to help you browse your documents with ease.



All	Inbox	Sent	Invoice ▶
Showing 50 results (Scroll down for more) Date Range: 07.01.2010 - ...			
Last Updated ▼	Status ▶	Information (Sort by: Invoice Date ⬆ Due Date ⬆)	
7/27/2013 7:07:51 AM	Delivery in Progress	Invoice A00095000 - Acme Inc. - Generic Corp. Invoice Date 6/21/12 Due Date 7/21/12 Total 80.00 USD	
7/25/2013 8:12:51 PM	Delivery in Progress	Invoice A00095679 - Acme Inc. - Generic Corp. Invoice Date 6/21/12 Due Date 7/21/12 Total 80.00 USD	

Figure 1: Documents page

The tabs contain the following business documents:

All	Shows all the business documents that your organization has either sent or received.
Inbox	Shows all the business documents that your organization has received.
Sent	Shows all the business documents that you have sent to your business partners. The tab also shows the draft versions of all the business documents that you are working on.
Business document tab	The rightmost tab on the page shows all business documents of a certain type that your organization has sent and received. Click the label of the tab to select which types of documents are shown on this tab.

3.2 Business document statuses

You can follow up on your business documents' statuses in Basware Network. The following list explains what the different statuses mean and what you can do if one of your business documents has been rejected or cannot be delivered.

Table 1: Statuses and their explanations

Status	Description
Draft	Business documents that you have not sent yet.
Ready for Delivery	Business documents that you have sent, but that have not yet been forwarded to delivery.
Delivery in Progress	Business documents that are currently being delivered to the recipient.
Delivered to Recipient	Business documents that have been delivered to the intended recipient.
Received	Business documents that the recipient has opened.
Rejected during Delivery	Business documents that have been rejected during the delivery process. Usually, this means that Basware Network has forwarded your document to your business partner's e-invoicing operator, but their system has rejected the document. If your document gets rejected, make sure that the contents of the document are valid, and try sending the document again. If the problem persists, contact Basware Support .
Delivery Delayed	Business documents that Basware Network could not deliver to the intended recipient. Often, this message is caused by a temporary delivery failure. If, however, your document remains in this status for over 24 hours, contact Basware Support .

3.3 Find and view business documents

Business documents are documents that your company uses to interact with other companies. Common business documents include, for example, **invoices**, **purchase orders**, and **credit notes**. With Basware Network, you can:

- [Find a document](#)
- [Find a document using advanced search](#)



If the company that has sent you a business document requires 2-step verification for additional security, you must set up 2-step verification to be able to view the document. Follow the instructions that are shown when you try to open the document, or see .

3.3.1 Find a document

When you log in to [Basware Network](#), you see a list of all the business documents that your company has received, and that you have sent to your business partners. If you are looking for a specific document, you can use search to limit the number of search results.



1. Enter the business document number in the **Search** field.

2. Click **Search**.

The business documents that match your query are displayed in the **Search Results** table.

Showing 50 results (Scroll down for more) Date Range: 07.01.2010 - ...		
Last Updated ▾	Status ▶	Information (Sort by: Invoice Date ↕ Due Date ↕)
7/27/2013 7:07:51 AM	Delivery in Progress	Invoice A00095000 - Acme Inc. - Generic Corp. Invoice Date 6/21/12 Due Date 7/21/12 Total 80.00 USD
7/25/2013 8:12:51 PM	Delivery in Progress	Invoice A00095679 - Acme Inc. - Generic Corp. Invoice Date 6/21/12 Due Date 7/21/12 Total 80.00 USD

Figure 2: Search Results table

3. To sort the results, click the **Sort** labels:

(Sort by: [Invoice Date](#) ▾ [Due Date](#) ↕)

Figure 3: Sort by labels

4. To view a business document, click the title of the business document in the **Search Results** table. .

3.3.2 Find a document using advanced search

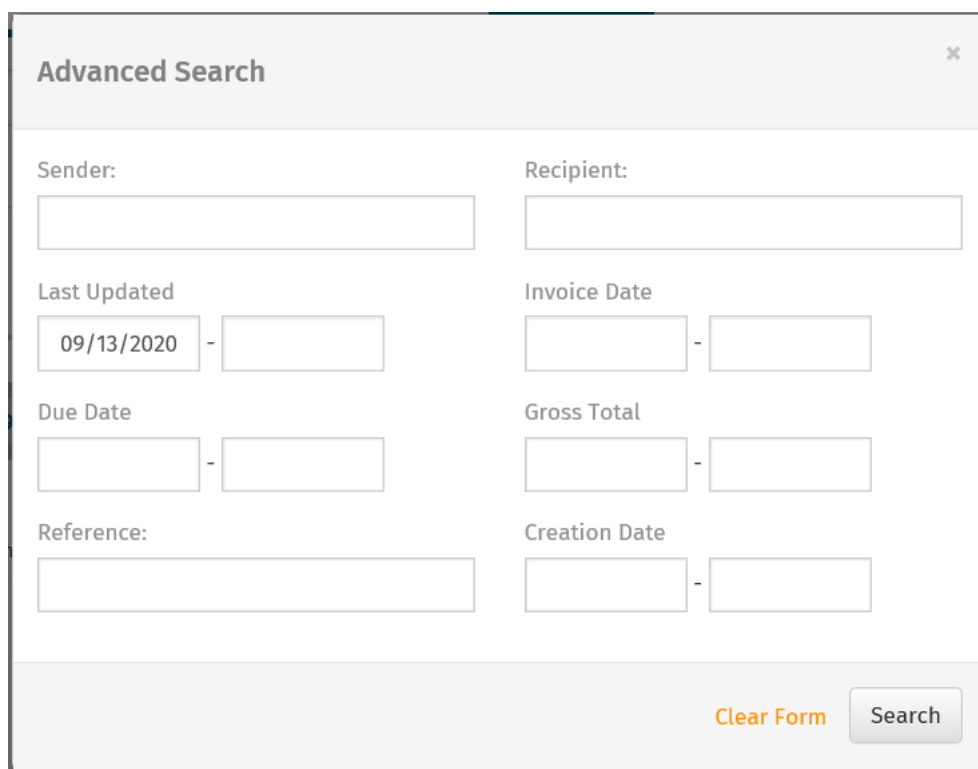


When you log in to [Basware Network](#), by default, you can see the business documents that you have sent and received in the last 30 days. To see all your business documents, close the **Date Range** pane at the top of the **Search Results** table.



1. Open the [Documents](#) page in Basware Network.
The URL of the page is <https://portal.basware.com>.
2. Enter a document number in the **Search** field.

3. To filter the search results by document details, add the filters that you want to use:
 - a) Click to open the **Advanced Search** panel.



The screenshot shows the 'Advanced Search' panel with the following fields:

- Sender:** A single text input field.
- Recipient:** A single text input field.
- Last Updated:** A date range selector with a pre-filled start date of '09/13/2020' and an empty end date field.
- Invoice Date:** A date range selector with two empty input fields.
- Due Date:** A date range selector with two empty input fields.
- Gross Total:** A numerical range selector with two empty input fields.
- Reference:** A single text input field.
- Creation Date:** A date range selector with two empty input fields.

At the bottom right of the panel are two buttons: 'Clear Form' (in orange text) and 'Search' (in a grey button).

Figure 4: Advanced Search panel

b) Enter the filters that you want to use:

- **Sender:** Show documents from a specific sender.
- **Recipient:** Show documents that have been sent to a specific recipient.
- **Last Updated:** Show documents that have been updated within the defined period.
- **Invoice Date:** Show documents whose invoice date is within the defined period.
- **Due Date:** Show documents whose due date is within the defined period.
- **Gross Total:** Show documents whose gross total amount is within the defined limits.
- **Buyer Reference:** Show documents with a specific buyer reference number.
- **Creation Date:** Show documents with a specific creation date.

4. Click **Search**.

The documents that match your query are displayed in the **Search Results** table.

5. To sort the results, click the **Sort** labels:

(Sort by: **Invoice Date** ▼ **Due Date** ⬅)

Figure 5: Sort by labels

- **Invoice Date:** Sort the results based on the invoice dates of the documents.
- **Due Date:** Sort the results based on the due dates of the documents.

The arrow icon next to the label defines whether the results are sorted in ascending or descending order. To reverse the order, click the label again.

6. To view a document, click the title of the document in the **Search Results** table. The [business document page](#) opens.



The service notifies you, typically within 7 to 14 days, if you have forgotten to open an invoice that you have received from your business partner.

3.3.3 Business document page

The business document page shows you a detailed description of a business document.

Header section


<p>Sender / Remittance address</p>  <p>Puoti Oy Service Subscription Service Provider Service Agreement Helsinki Helsinki 00910 Finland</p> <p>Tax Registration Country and ID Finland VAT FI088</p>	<p>Invoice Details</p> <table> <tr> <td>Invoice Date 10/09/2020</td> <td>Due Date 10/31/2020</td> </tr> <tr> <td>Invoice Number 108203</td> <td></td> </tr> <tr> <td>Payment Reference Supplier's Reference Number</td> <td>Payment Reference Message Purchase Order Number B039119077</td> </tr> <tr> <td>Delivery Date 10/09/2020</td> <td>Supplier's Contact Person Sari H</td> </tr> <tr> <td>Recipient's Contact Person Contract Number</td> <td>Recipient's Email Address Reference</td> </tr> <tr> <td>Payment Terms 21vrk</td> <td>Currency EUR</td> </tr> <tr> <td>Comment Shipment Number</td> <td>Exchange Rate Payment Penalty Rate</td> </tr> <tr> <td>Tax Information</td> <td>Advance Payment Terms</td> </tr> </table>	Invoice Date 10/09/2020	Due Date 10/31/2020	Invoice Number 108203		Payment Reference Supplier's Reference Number	Payment Reference Message Purchase Order Number B039119077	Delivery Date 10/09/2020	Supplier's Contact Person Sari H	Recipient's Contact Person Contract Number	Recipient's Email Address Reference	Payment Terms 21vrk	Currency EUR	Comment Shipment Number	Exchange Rate Payment Penalty Rate	Tax Information	Advance Payment Terms
Invoice Date 10/09/2020	Due Date 10/31/2020																
Invoice Number 108203																	
Payment Reference Supplier's Reference Number	Payment Reference Message Purchase Order Number B039119077																
Delivery Date 10/09/2020	Supplier's Contact Person Sari H																
Recipient's Contact Person Contract Number	Recipient's Email Address Reference																
Payment Terms 21vrk	Currency EUR																
Comment Shipment Number	Exchange Rate Payment Penalty Rate																
Tax Information	Advance Payment Terms																
<p>Recipient</p> <p>Hau Oy Service Subscription Service Provider Service Agreement Finland</p> <p>eInvoicing Address (Unnamed eInvoicing address) 0037020</p>																	

Figure 6: Header section

The header section contains the basic details of a business document and information about the sender and recipient of the document. This section contains, for example, the following information:

- **Sender:** Contact information of the organization that has sent the business document
- **Recipient:** Contact information of the organization that is the recipient of the business document
- **Business Document Details:** For example, the business document number, creation and due dates of the business document and contact persons of the document's sender and recipient

Additional information section

Line Data1line items

Files0attachments

History0events

Show/hide requirements

Click here to browse for files, or drag and drop files directly here to attach them to the document

Attachment(s)
None

Business Document Image(s)
None

Data File(s)
None

Figure 7: Additional information section

The additional information section shows you a detailed description of the business document content and shows you the history of the business document. The section is divided into three tabs:

- The **Line Data** tab lists the individual invoice lines on the business document and a summary of the business document.
- The **Files** tab contains all the files — attachments, business document images, and data files — that are attached to the business document.
- The **History** tab contains all the dates related to this business document. On this tab, you can check when the business document was first sent, when it was accepted by the recipient, and when it was paid.

Tax details section

Tax Details			Invoice Summary		
Tax %	Net Total	Amount	Currency	Net Total	11.80
0.00 %	11.80	0.00	EUR	Tax	0.00
				GROSS TOTAL	11.80

Figure 8: Tax details section

The tax details section shows you an overview of the various taxes related to this business document.

Sender's details section

Sender's Details Company: Test company 33215 Tampere Finland Legal Image Language: English (United Kingdom) ▾ Tax Identification Number: Company No.: Y-TUNNUS: Tel.: Fax: Email: nen@basware.com		Add Bank Account Account No. IBAN123456 Bank Name The Bank
---	--	--

The sender's details sections shows you the contact information and banking details of the company that sent the business document.

3.3.4 Download attachments

You can download attachments from the **Files** tab on any business document page.




1. Click **Documents**.
2. Navigate to the business document that you want to download attachments from, and click the title of the business document.
You can open the business document page from the **All**, **Inbox**, **Sent** or **Invoice** tab.
3. On the business document page, open the **Files** tab.
4. Click an attachment to download it.
The attachment is downloaded onto your device.

3.3.5 Business document types

Table 2: Business document types

Business document	Description	Note
Invoice	A business document under which a supplier charges a buyer for transaction(s) and which contains an itemized list of goods and services bought.	Typically contains at least the following elements: <ul style="list-style-type: none"> • Unique reference number • Date of issuing the invoice • Relevant tax payments, such as GST and VAT • Name, details, and contact address of the supplier • Name, details, and contact address of the buyer • Date on which the good or service was sold or delivered • Unit price of the goods or service

Business document	Description	Note
Credit note	An invoice that indicates a credit amount owed by the supplier.	
Purchase order	A business document which specifies needed goods or services and represents an agreement between buyer and supplier.	<p>Typically contains the following header data elements:</p> <ul style="list-style-type: none"> • Purchase order number • Order date • Recipient • Delivery and invoicing addresses <hr/> <p> Basware consultants can set up business rules for invoices that have been created from purchase orders. Business rules increase the accuracy of matching your invoices, and prevent suppliers from over-invoicing your organization.</p>
Order change/cancellation	A purchase order message from a buyer, which is used to modify or cancel an existing purchase order.	

3.4 Create an invoice



1. On the **Documents** page, click **Create New > Invoice**.

Basware Network opens the **Edit Invoice** view and creates a draft invoice.

2. Select a sender.

By default, the service selects your favorite organization as a sender. If you want to change the sender, do the following:

- a) Under **Sender**, click **Change**.
- b) Find the company that you want to select as the sender, and click **Select**.



Click the ☆ icon next to the name of a company to set that company as your favorite. Your favorite companies are always displayed at the top of the list.

3. Select a recipient:

- a) Click **Select Recipient**.
- b) Find the company that you want to select as the recipient, and click **Select**.

Use the search field to filter out companies from the list.

Select Recipient

×



Company	Tax Registration	Action
 DEMO BUYER Finland	Finland VAT 32132147	Select
 DEMO SUPPLIER Finland	Finland VAT 51515151	Select

Figure 9: Select Recipient window



If the recipient that you selected has a tax registration number in multiple countries, a list of available tax registration countries opens. Select the tax registration country that you want to use with this invoice.



Click the  icon next to the name of a company to set that company as your favorite. Your favorite companies are always displayed at the top of the list.

4. Enter the invoice details.

The service validates the contents of the fields and notifies you if the content of a field does not pass validation. For descriptions of the fields, see [Invoices](#).

5. Enter the line data.

a) On the **Line Data** tab, click **Add Line** to add a new invoice line.

Line Data

1 line items

Files

0 attachments

History

0 events

Name	Quantity	Unit Price	Net Total
1 -			EUR

Line Type

Material

?

Remove

Product Code

Quantity

Tax %

Name

Unit Price

Tax Category ID

Standard

Description

Unit of Measure

Order Line ID

Discount %

Purchase Order Number

Discount Amount

Add Line

Figure 10: Invoice lines

b) Enter the details of the line item.

You can only select line types that the recipient supports. For descriptions of the fields and more information about line types, see [Invoices](#)



The decimal separators used on the line items differ based on the user interface language that you have selected. If you use an incorrect decimal separator, Basware Network may save the number that you enter incorrectly. To find out which decimal separators each language supports, see [Table 5: Language-based decimal separators](#)



Different buyers may require a different number of fields on their invoices. The fields you see on the invoice may be different than in the figure above.

Similarly, some buyers may enforce various validation rules on certain invoices fields. They may, for example, limit you from setting the invoice date too many days in the past, or place limitations on how many characters you may enter in certain fields.

c) Click **Add Line** to add another line item, if necessary.

6. Add invoice attachments.

a) Click **Files** to open the **Files** tab.

b) Click the highlighted text to browse for attachments, or drag and drop files directly on the highlighted text to attach them to the document.



If the sender organization's profile has no bank account, you can add a bank account in the **Sender's Details** section. Bank accounts that are added directly to an invoice are not saved to the organization's profile.

7. Click **Send Invoice** to send the invoice to your customer.



Basware Network does not store the invoice data indefinitely. Remember to download a copy of the document image through the Files tab and store it locally.

3.5 Convert an invoice into a credit note

You can convert an invoice you have created into a credit note. This way you do not have to fill in all the fields of the credit note yourself, but the service fills in a number of the fields based on the original invoice.



1. On the **Documents** page, locate the invoice that you want to convert into a credit note.

2. Click the invoice to open the invoice page.

3. Click **Convert To Credit Memo**.

The service creates a credit note based on the invoice details.

4. Fill in the credit note details.

Mandatory fields are marked with a blue background.



Make sure that the **Invoice Reference** field contains the number of the invoice that this credit note refers to.

-
5. Edit the **Line Data** information so that the lines contain the products and services that you want to reimburse.
 6. Add attachments to the credit note.
If you need to add attachments to the credit note, you can add them through the **Files** tab.
 - a) Click **Files** to open the **Files** tab.
 - b) Click the highlighted text to browse for attachments, or drag and drop files directly on the highlighted text to attach them to the document.
 7. Click **Send Credit Memo** to send the credit note to your customer.
You can also click **Save Draft** to save the credit note draft for later use.



Basware Network does not store the invoice data indefinitely. Remember to download a copy of the document image through the Files tab and store it locally.

4 Contact Basware Support

If you cannot find the information you are looking for in this document, please have a look at the [Online Help](#). In case you cannot find the information you are looking for there, either, please contact Basware Support. The Basware Support personnel will assist you in using the application and send all suggestions for improvement related to the applications or documentation to the supplier of the system.

To find the contact information of Basware Support, visit [Basware Knowledge Base](#).

You can also contact Basware Support by clicking the Chat tab that is available on each page. This opens the **Chat with Basware Support** pop-up window that lets you send questions to Basware Support.

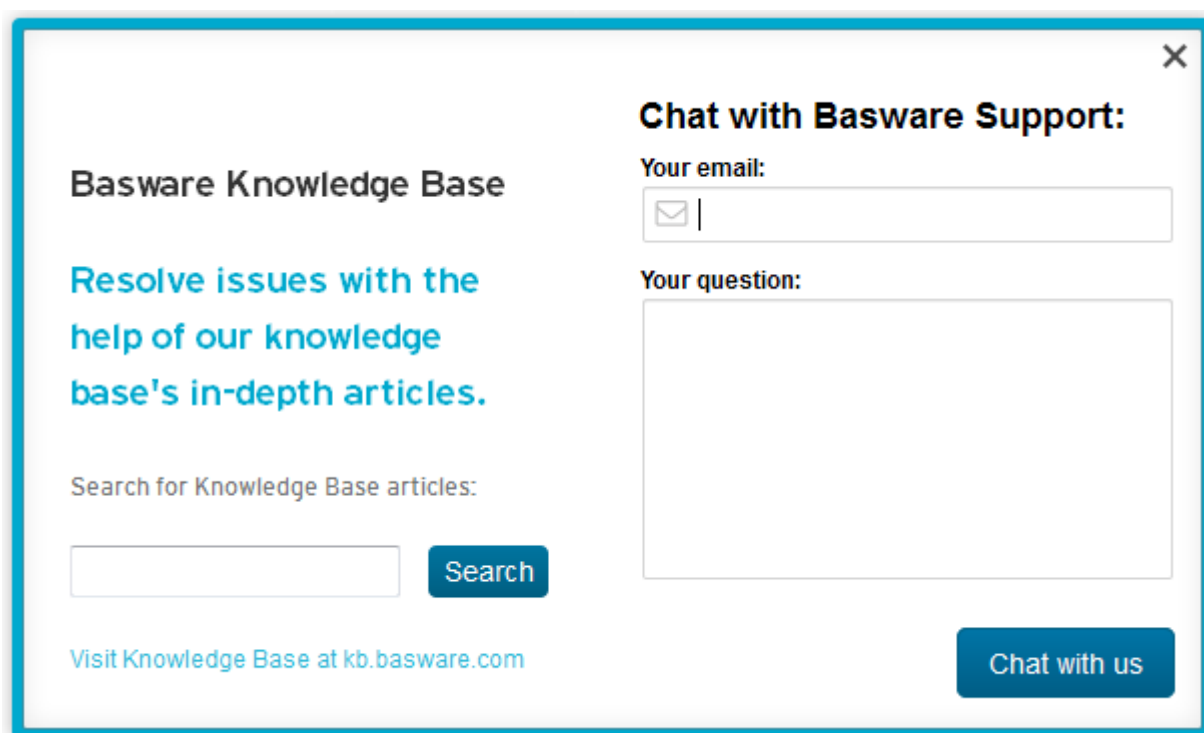


Figure 11: Chat with Basware Support popup window

Appendix

A

Invoices



Basware Network verifies that the invoice content against local and international regulations in some countries. You can send the invoice only if the invoice content passes this verification.

Basware does not, however, guarantee the legality of invoices sent through Basware Network. It is the invoice sender's responsibility to ensure that the invoice complies with relevant legislation.



Different buyers may require a different number of fields on their invoices. If your buyer does not require all of the fields described below, some of the fields may be hidden from the Invoice view. Some buyers may also require that you fill in custom fields not listed here.


Similarly, some buyers may enforce various validation rules on certain invoices fields. They may, for example, limit you from setting the invoice date too many days in the past, or place limitations on how many characters you may enter in certain fields.

Table 3: Invoice Header

Field name	Description	Notes
Invoice Date	The date on which the invoice was issued	06/15/2015
Due Date	The date on which the invoice must be paid	07/15/2015
Invoice Number	A unique identification number of the invoice	Invoice number can contain letters, numbers, and special characters.
Payment Reference	Reference number of the payment	
eInvoicing Address	The recipient's e-invoicing address	<p>The recipient's e-invoicing address is a unique identifier that Basware Network uses to identify the correct recipient.</p> <div> This field will show only after you have selected a recipient. If the service has filled in this field automatically, do not edit the value. </div>
Sales Tax Number	Your organization's sales tax number	1234567890

Field name	Description	Notes
Supplier's Reference Number	Reference number of the invoice that the supplier provides	1138
Purchase Order Number	Number of the purchase order that this invoice is based on	5553226
Delivery Date	Date on which the invoiced goods will be delivered	06/17/2015
Supplier's Contact Person	Contact person on the supplier's side that the customer can contact	John Q. Contact
Recipient's Contact Person	Contact person on the recipient's side that the supplier can contact	Jane Q. Contact
Recipient's Email Address	Email address of the company that receives this invoice	Acme Buyers Inc.
Contract Number	Number of the contract between the supplier and the customer	80085
Buyer Reference	Identification number that the customer has provided	715517
Payment Terms	Conditions related to the payment of the ordered goods	Net 30
Currency	Drop-down list. Lets you select the currency used on the invoice.	USD
Exchange Rate	If the currency code is different from the sender's local currency (for example, if a supplier from the United Kingdom issues an invoice in EUR), the exchange rate field is shown. In this case, it is a mandatory field that the sender must fill in. When a value is filled in, Basware Network calculates all sales tax amounts also in the local currency.	1.23
Comment	The supplier can add a message to the buyer in this field.	
Shipment Number	Identification number of the shipment	BG123321123321
Payment Penalty Rate	Rate at which the customer is charged if the invoice is not paid in time	10% per annum
Tax Information	Text field that can be used to provide details about sales taxes related to this invoice	
Advance Payment Terms	Conditions related to the advance payment of the ordered goods	1% 10 Net 30
Freight	The charge for transporting the ordered goods	\$22.50
Handling Fee	The cost of packaging and mailing an order	\$12.50

Table 4: Invoice Line Items

Field name	Description	Notes
Name	Name of the invoiced item	Widget
Quantity	Quantity defines the number of items that have been invoiced	20
Unit Price	Unit price defines how much one invoiced item costs	\$4.99
Net Total	Total price of the invoiced items before tax	\$98.30
Line Type	Line type  Line types that are visible on an invoice depend on the capabilities of the recipient you have selected.	Material
Purchase Order Number	Number of the purchase order that this invoice line is related to	5553226
Order Line ID	The identification number of the order line on which this item was ordered	LN1

Field name	Description	Notes
Product Code	Product code of the invoiced item	235765676
Unit of Measure	Unit of measure defines the units in which the invoiced items are measured.	Bundle
Sales Tax %	Sales tax percentage of this item	6.68%
Description	Description of the invoiced item	Green Acme Brand Widget
Discount %	Discount percentage of this item	1.5%
Discount Amount	The amount of discount in the selected currency. Updated automatically based on the quantity, unit price, and discount percentage.	1.5

The main line types on an invoice are **Material** and **Service** lines, which are divided into subtypes according to the type of goods. The available line types are:

- Material
 - Material invoiced by quantity (Contractual)
 - Material invoiced by amount
- Service
 - Service invoiced by quantity
 - Service invoiced by quantity (Contractual)
 - Service invoiced by amount
- Unplanned budget

Table 5: Language-based decimal separators

Language	Decimal separator
Arabic	. (dot)
Czech	, (comma)
Danish	, (comma)
Dutch (all variants)	, (comma)
English (all variants)	. (dot)
Finnish	, (comma)
French (all variants)	, (comma)
German	, (comma)
Greek	, (comma)
Hungarian	, (comma)
Italian	, (comma)
Norwegian	, (comma)
Polish	, (comma)
Portuguese	, (comma)
Spanish	, (comma)
Swedish	, (comma)