



Basware PDF Invoice Receiving Options

Smart PDF (Email – no registration required)

Email-based PDF invoicing where data is automatically extracted and transformed into structured e-invoices.

Pros:

- **Fully automated for suppliers:** just email a PDF — no need to log in anywhere.
- **Data extraction with AI/ML:** Reads structured PDFs and converts them into e-invoices with high accuracy.
- **No supplier registration required:** Zero onboarding friction.
- **Supports multiple formats:** Works with standard, machine-readable PDFs generated from ERP systems and scanned PDFs, also supports new e-invoice formats (e.g, ZUGFerd).

Cons:

- **Minimal feedback loop:** Suppliers don't receive detailed delivery or error notifications.
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PDF E-invoice Portal (Email – registration required)

Email-based PDF invoicing where suppliers send their PDF invoice to a designated **portal email address**, and the portal processes it into an e-invoice.

FAQ can be found in the Basware Knowledge Base: [Knowledge Base - Basware Customer Support](#)

Pros:

- **Simple Submission via Email:** Just email a PDF, same as Smart PDF.
- **Networking:** Suppliers can easily add other customers to the account also using Basware
- **Offers confirmation emails:** Notify suppliers on success/failure.
- **Error notifications:** Rejected or failed invoices are flagged with reasons and next steps.
- **Invoice tracking:** Suppliers can track the status of sent invoices (sent, received, approved, paid, rejected).
- **Support for attachments:** Add supporting documents to invoices (e.g., POs, delivery notes).
- **Format-Agnostic:** Accepts machine-readable PDFs (e.g., exported from SAP, Oracle, QuickBooks) and ZUGFerd.

Cons:

- **Self-service registration:** Quick and simple but requires account maintenance.
- **Less intelligent:** Rigid templates, resulting in more failures or manual interventions.
- **Portal-specific rules:** Suppliers need to follow strict naming or formatting rules.
- **Limited to specific formats:** May reject invoices that don't follow portal's template guidelines.
- **Scanned PDFs:** Scanned PDFs or poorly formatted invoices are rejected.

Basware Web Portal (Key-In)

1. Manual Invoice Creation

- Create invoices directly in the browser with a structured form.
- Use customer-specific templates if predefined by the buyer.
- Fields include invoice number, date, buyer reference, PO number, item details, taxes, and totals.

2. Attachments Support

- Upload supporting documents (PDFs, images, receipts, delivery notes, etc.) with the invoice.
- Optional or mandatory depending on buyer settings.

3. Real-Time Validation

- Built-in checks for missing or invalid fields before submission.
- Alerts on duplicate invoice numbers, formatting issues, and mandatory fields.
- Helps ensure compliance with buyer rules and local tax regulations.

4. Invoice Tracking & Status Updates

- Suppliers can view the full lifecycle of each invoice:
 - **Sent** → **Received** → **Approved** → **Paid**
- Real-time updates improve transparency and reduce follow-ups with AP departments.

5. Multi-language and Global Compliance

- Available in multiple languages.
- Adapts to regional tax laws (e.g., VAT fields, currency, digital signatures if required).
- Complies with local e-invoicing mandates and Peppol where applicable.

6. User Management

- Suppliers can create multiple user accounts with different permissions.
- Enables finance, admin, and sales teams to share access or responsibilities.

7. Simple Supplier Onboarding

- Self-registration or invitation from a buyer.
- No software installation required — just a browser and internet access.
- Easy start for SMEs or low-volume suppliers.