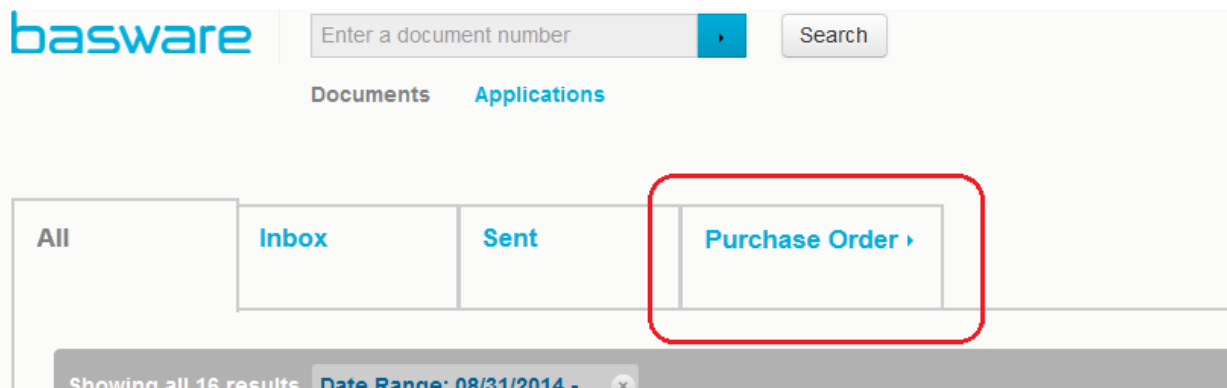


1. Accessing Basware Portal

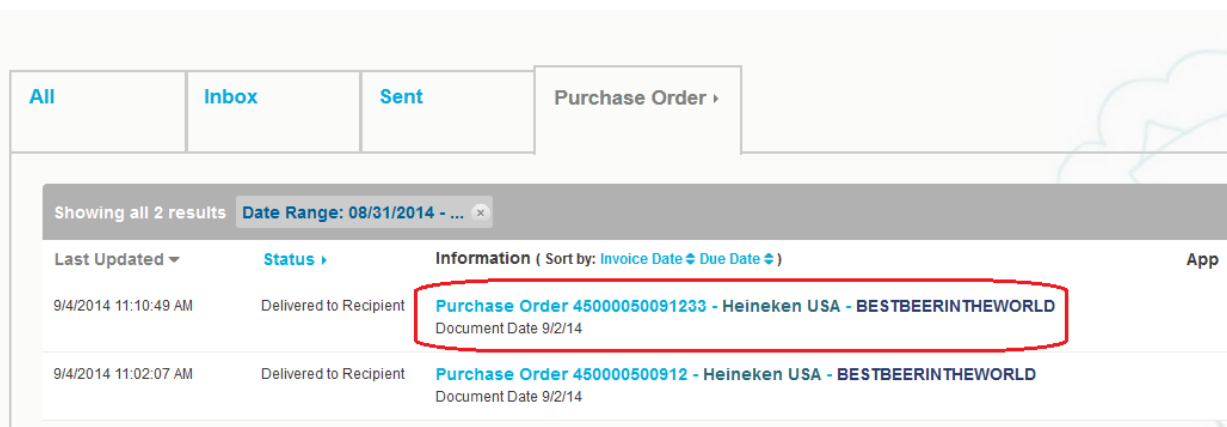
Go to: <https://portal.basware.com/>. Enter your username and password. You will then be directed to the home screen.

2. To Create an Invoice from a Purchase Order

- a. Click on the tab “Purchase Order”



- b. Then review any POs sent to you and select the one you’d like to pay by clicking on the actual purchase order.



- c. Select “Convert to Invoice” in the top right corner.

basware Documents Applications Beer Tasters »

Purchase Order #45000050091233
Quick help >>

Buyer
Heineken USA

Order Information
Order Date
9/2/14
Requested Delivery Date
(From)

» Convert to Invoice

d. Enter the **Invoice Number** in the corresponding field.

Order » Discard Draft » Save Draft » Send Invoice
Saved at 12:36 PM

Invoice Details

Invoice Date
10/15/2014

Invoice Number

Recipient's Invoicing Address
US13-1539933

Purchase Order Number
PartialPOTest3

Recipient's Email Address
A.Alexandre@heineken.com

Currency
USD

Comment

e. Review the data on the invoice for that specific purchase order.

- 1.If you are not fully invoicing the purchase order, modify the **Amount To Be Invoiced**, if necessary, for each line item.
- 2.Any line not invoiced has to be either deleted or the amount should be "0". (Please ensure all line items are accurate).

Line Data 3/3 line items Files 0 attachments History 1 events **Before**

Line ID	Product Code	Order Line ID	Name	Amount To Be Invoiced	Remaining Order Value	Total Order Value
1	0000000000	10	Destruction/Obsolescence	25,000.00	0.00	25,000.00
2	0000000000	20	Advertising	40,000.00	0.00	40,000.00
3	0000000000	30	Vehicle Lease	10,000.01	0.00	10,000.01

➕ Add Service Line

Line Data	3/3 line items	Files	0 attachments	History	1 events	After
Line ID	Product Code	Order Line ID	Name	Amount To Be Invoiced	Remaining Order Value	Total Order Value
1	0000000000	10	Destruction/Obsolescence	7,000.00	18,000.00	25,000.00
2	0000000000	20	Advertising	40,000.00	0.00	40,000.00
3	0000000000	30	Vehicle Lease	10,000.01	0.00	10,000.01

+ Add Service Line

PLEASE NOTE: DO NOT ADD ANY ADDITIONAL LINES TO THE INVOICE!
You may edit existing lines, but under no circumstance may you add a new line to the invoice.

f. Please add your original invoice to the system as well. Click “Files”.

[» Edit Construction Site](#)

Line Data

1

line items

Files

0

attachments

History

0

events

Line ID	Product Code	Order Line ID	Name	Quantity	Unit of Measure	Unit Price	Sales Tax	Net Total
1			Service	1	Each	100.00	0.00	

g. You will upload the file by clicking the green text and then selecting the file from your computer.

Line Data	1 line items	Files	0 attachments	History	0 events
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Show/hide requirements

The file type is unsupported. Please make sure that the file you upload is in .csv, .doc, .docx, .html, .jpeg, .odt, .pdf, .png, .ppt, .pptx, .rtf, .tif, .t

The file name of the file you have selected is too long. Please select a file whose file name is a maximum of 75 characters long.

The file you have selected is too large. Please select a file smaller than 5MB.

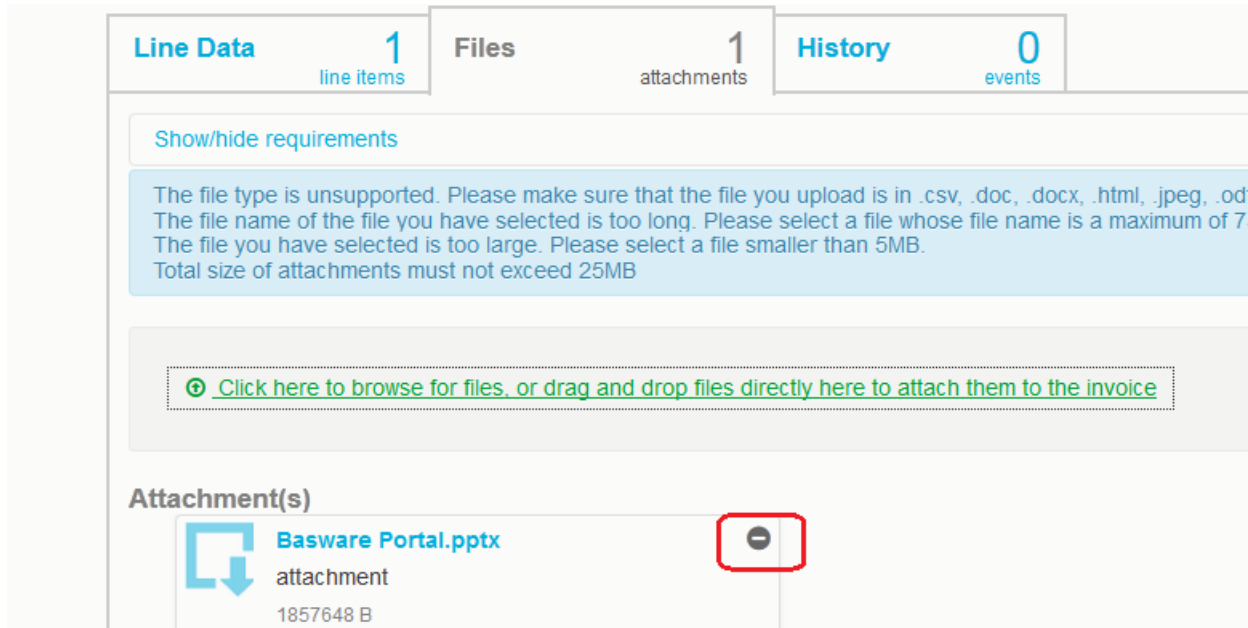
Total size of attachments must not exceed 25MB

[Click here to browse for files, or drag and drop files directly here to attach them to the invoice](#)

Attachment(s)

h. The attachment will show on the screen once fully uploaded.

1. If you need to delete the attachment for any reason, please click the circle in the right corner.



- i. Once you are satisfied with the invoice, please scroll to the top and select **“Send Invoice”**.

