

GENERAL TERMS AND PURCHASING GUIDELINES



1st August 2018

THIS DOCUMENT

- This document describes the general purchasing terms of Basware
 - Vendor has to agree to the terms described in this document. Any deviation to standard terms is not allowed without liaison with Basware Purchase to Pay department
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- **Owner of this document:** Purchase to Pay Department, Basware Corporation
 - **Related documents:** [Basware invoicing instructions](#), [New vendor creation form Basware Group DDMMYYYY](#)

GENERAL TERMS

- Vendor has to fill in the New vendor creation form or register to Basware Vendor Manager within Basware Portal and have the details accepted by the Basware P2P department prior to signing an agreement or creating purchase order to supplier.
- **Payment terms:** Basware general payment term is 45 days net
- **Delivery terms:** Basware general delivery term is DDP
- **Payment method:** Bank transfer
- **Basware will NOT accept:**
 - ✓ Direct debit is NOT accepted
 - ✓ Proforma invoice NOT accepted
 - ✓ Cheque payment NOT accepted

In case of any deviation to above terms, please contact Basware P2P team basware.p2p@basware.com

GENERAL TERMS

- Invoicing requirements:
 - ✓ Invoices have to be generated in English language
 - ✓ Basware accepts only e-invoices. Invoicing information can be found from the internet: <http://services.basware.com/suppliers>
 - ✓ Invoice has to be sent by the vendor that has been defined on the Basware Purchase Order document
 - ✓ It is mandatory to always reference the Basware buyer name and purchase order number or contract number on the invoice
 - ✓ Vendor is required to send order confirmation of the Purchase Order to Basware within 3 days from receiving the Purchase Order document to the Basware Purchase Order contact person (Delivery recipient)
 - ✓ Vendor is allowed to send the purchase invoice to Basware only when goods or services have been delivered without deficiencies
 - ✓ Vendor is responsible of providing a VAT compliant invoice to Basware
 - ✓ Vendor is not allowed to charge any other costs on the invoice that has not been agreed on the contract or purchase order such as delivery costs
 - ✓ Vendor is not allowed to deliver goods or services in any other unit price that has been agreed either in contract or purchase order

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