

# HOW TO SEND E-INVOICES/EDI TO

Basware group

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## Basware is going for full e-invoicing!

### Dear supplier

Basware receives invoices in electronic format only. We encourage you to use electronic invoicing as it offers multiple benefits in time and cost savings. Further, the paperless feature of electronic invoicing makes it a more environmentally friendly choice.

### Mandatory invoice reference information

- All invoices must be addressed to appropriate Basware Group subsidiary
- Basware general payment term is 45 days net. In any deviation to this payment term please contact [basware.p2p@basware.com](mailto:basware.p2p@basware.com)
- It is mandatory to always reference the Basware contact and purchase order number or contract number on the invoice (please ask your Basware contact person to provide this)

If you have any questions related to invoicing, please send your questions to [basware.p2p@basware.com](mailto:basware.p2p@basware.com) .

### Contact details

Company	Contact details	
Basware Corporation	For more information about e-invoice sending solutions and for registration to Basware portal (In English): <a href="mailto:activation.services@basware.com">activation.services@basware.com</a>	For Basware customers: <a href="http://www.basware.com/contact">http://www.basware.com/contact</a>
	Accounts Payable, for questions about invoice contents.	<a href="mailto:basware.p2p@basware.com">basware.p2p@basware.com</a> .

## HOW TO SEND E-INVOICES/EDI

### A. E-invoice address

Include the correct e-invoice address in the data file and/or on the invoice. Address is needed for correct delivery of the e-invoice to Basware subsidiary.

Company Unit	Contry	E-invoice Address	VAT reg. number
Basware Oyj	Finland	003705925424	FI05925424
Basware AB	Sweden	00075565980082	SE556598008201
Basware Pty Ltd	Australia	0060741533194	ABN 52096671528
Basware B.V.	Holland	NL809647035B01	NL809647035B01
Basware A/S	Denmark	5790001418311	DK26404703
Basware GmbH	Germany	DE210775733	DE210775733
Basware Belgium NV	Belgium	BE0500813770	BE0500813770
Basware Inc	USA	0060624637737	98-0383758
Basware Technologies LLC	USA	967403932	30-0596329
Basware SAS	France	FR91452052780	FR91452052780
Basware AS	Norway	NO923829644MVA	NO923829644MVA
Basware Holdings Ltd	Great Britain	GB213195924	GB213195924
Basware India Private Ltd	India	AAF0838H	U72900CH2012FTC033907
Basware SRL	Romania	RO14050297	RO14050297

### Service Provider Details

Service provider is Basware Business Commerce Network.

Service provider	Service provider ID / Operator ID	Contact and Support
Basware	<b>BAWCFI22</b>	<a href="http://www.basware.com/contact">http://www.basware.com/contact</a>

## B. General information

### 1. Invoice types

All invoice types need to be Basware supported invoice types. Note that some invoice types might require additional content information. Check and agree with Basware before sending the invoices.

- **Single invoices**

We prefer all invoices to be sent as single invoices. This ensures increased automatic invoice handling, automated processes and allows us to settle your invoices promptly.

- **Collective invoices**

Although it is possible to distribute collective invoices also electronically, we strongly advise against it. Collective invoices diminish the possibilities for automatic invoice handling and make it difficult to maintain automated processes. Collective invoices might also require a customer specific layout, increasing cost for all involved parties.

- **Specific requirements for specific suppliers**

In addition to the requirements presented in this document some suppliers might be required to enclose additional information. Such additional requirements are and will be regulated by your agreement with us.

### 2. XML Format

We are able to receive invoices in all relevant standardized xml formats. In this document the usage of the latest version of XML format is assumed. Please contact Basware or your e-invoicing service provider for a detailed format description.

### 3. Enclosed invoice images

All enclosed invoice images must come in the form of either a PDF-file or a TIFF-file. If no invoice is enclosed, a standardized invoice image will be generated by Basware. This generated image might not include all the information you would like to share with us or is required by us. Therefore it is strongly recommended to include a PDF/TIFF-copy of your own to be presented to us.

## C. Invoice Content

The tables below show what must be included in your e-invoices to Basware. Most of it is required by law, while the other fields are important for us to enable automatic invoice handling and automated processes. Information marked as mandatory enables us to settle your invoices promptly. If your invoice already has all the mentioned information included, you are ready to send us e-invoices.

### 1. For invoices within and between EU countries

A. Type of information	B. Comment
Supplier's e-invoicing address * e.g.	VAT registration number, DUNS code, EDI id or OVT number
Supplier's name *	The official name. If billing party name is different than official name. Please add this here
Supplier's address *	
Supplier's VAT ID *	VAT ID
Supplier's bank account / IBAN number *	SEPA payments require correct IBAN number.
Supplier's bank name and SWIFT / BIC code *	SEPA payments require correct BIC code.
Basware's e-invoicing address *	See part A.
Basware entity's name *	It must be clearly stated, which company's invoice is addressed to.
Basware's billing address *	
Basware's delivery address *	
Basware's VAT ID *	
Invoice number *	
Invoice date *	
Invoice due date *	Invoice due date need to be shown on the invoice.
Invoice cash discount due date *	Cash discount due date need to be shown on the invoice.
Invoice gross amount *	Invoice sum including VAT
Invoice net amount *	Invoice sum excluding VAT
Total Vat amount	Total amount of value-added- tax
Vat %	Percentage of VAT (domestic purchases)
Taxation information	For EU purchases, invoice should contain a statement of VAT compliance - reverse charge. For domestic purchases there has to be stated why the invoice is not subject to VAT.
Invoice cash discount amount	Cash discount amount need to be shown on the invoice.
Currency *	Three digit currency code, stated clearly
Payment terms *	Basware standard payment term is 45 days
Purchase order (PO) number *	If PO number exists, it must be inserted on the invoice, in following format BWxxxxx
Contract number *	If contract number exists, it must be inserted on the invoice

**2. For invoices from other countries**

A. Type of information	B. Comment
Supplier's e-invoicing address *	e.g. VAT registration number, DUNS code, EDI id or OVT number
Supplier's name *	The official name
Supplier's adress*	
Supplier's VAT ID/Sales tax number*	
Supplier's bank account *	
ABA, Routing and/or clearing code and or BSB code*	ABA Routing mandatory for US, Clearing code mandatory for Canada, BSB code mandatory for Australia, if invoices come from US or Canada or Australia to EU.
Suppliers´ s bank name and SWIFT / BIC code *	Foreign payments require correct SWIFT / BIC code.
Basware's e-invoicing address *	See part A.
Basware entity's name *	It must be clearly stated, which company's invoice is addressed to.
Basware's billing adress *	
Basware's delivery address *	
Basware VAT ID/Sales tax number *	
Invoice number *	
Invoice date*	
Invoice due date*	Invoice due date need to be shown on the invoice.
Invoice cash discount due date*	Cash discount due date need to be shown on the invoice.
Invoice gross amount*	Invoice sum including VAT
Invoice net amount *	Invoice sum excluding VAT
Total GST/sales tax amount *	Total amount of value-added-tax
Sales tax % / GST %	Percentage of VAT (domestic purchases)
Invoice cash discount amount*	Cash discount amount need to be shown on the invoice.
Currency *	Three digits currency code, stated clearly
Payment terms*	Basware standard payment term is 45 days
Purchase order (PO) number*	If PO number exists, it must be inserted on the invoice, in following format BWxxxxx
Contract number*	If contract number exists, it must be inserted on the invoice
Basware´s reference *	Basware reference person/buyer must be stated clearly.

## D. Additional information – please note the following

1. Include all the attachments to your electronic invoices. We do not approve invoices and attachments that are delivered separately.
2. If Basware has provided for a purchase order number, please use it. If there is no purchase number, please use at least contract number or state the name of the buyer at Basware.
3. How do I know which address to invoice?
  - a. For e-invoices: Please look for the right entity, from here <http://www.basware.com/contact> . Select the country of the Basware entity. Next select the street address for that entity. This applies both for goods and services.
  - b. Delivery of goods, custom clearance documents, order confirmations, certificate of origin, reminders, statements and all marketing material must be sent to the postal address. **Delivery address** is the street address for each unit.
  - c. If you are sending invoices to several Basware entities, please note that we require you to provide for a separate invoice for each entity. It is not allowed to bundle the invoices contents for different entities.

## E. Why e-invoicing and ways of sending

### 1. What is an e-invoice

An e-invoice has the same contents as a paper invoice. It consists of invoice data fields and invoice image. An e-invoice can be received directly to an electronic purchase invoice handling system in electronic format where it can be processed further. The invoice image makes the review, approval and other actions on the invoice easier. An e-invoice can be archived like a paper invoice, but more cost-efficiently.

### 2. Advantages of e-invoices

There are many advantages of sending e-Invoices.

- Promote punctual payment
- You improve the customer relationship
- Take advantage of a range of services, some free of charge

### 3. E-invoice address

An e-invoicing address identifies the invoice sender and the invoice receiver and also the service provider is required. E-invoicing addresses need to be defined for both parties. More information about Basware's e-invoice addresses can be found at part A of this document.

### 4. Options for sending e-invoices to Basware

Basware receives the e-invoices through Basware Business Transactions (BT) service. As a Basware supplier you can choose the best option how to send e-invoices to Basware. **Basware strongly encourages its suppliers to send only electronic invoices since it will gradually be taken as the only invoicing option.**

#### 4.1 If you already send e-invoices to other customers through a service provider

If you already have an agreement with an e-invoice service provider, ask your service provider to route the e-invoices to Basware through Basware e-invoice service (Basware's Service Provider ID is BAWCFI22). Basware has agreements with many e-invoice service providers in the Nordic



countries, Europe and USA. The network members are listed here:  
[https://kb.basware.com/sites/default/files/interop-operators-kb-2017\\_0.pdf](https://kb.basware.com/sites/default/files/interop-operators-kb-2017_0.pdf)

See part F. for more instructions

#### 4.2 An integrated solution by Basware

If you send more than 500 invoices per month: it is recommended to send all invoices as e-invoices.

With Basware e-Invoice Basic, you send your invoice data directly from your billing system and we take care of creating and sending the e-invoices for you. Your customers can choose to receive invoices directly to their invoice processing systems or as email attachments. This is a fully automated way of sending e-invoices. It helps you to eliminate time-consuming processes and saves you time and money with every invoice sent. It also offers flexibility for your customers because they can choose their preferred delivery method. You can send line item data and attachments.

Using Basware e-invoice solution you can monitor the invoicing traffic with the help of a web based follow-up tool and also edit the contents.

Basware will be glad to help you to start using e-invoicing.  
<http://www.basware.com/solutions/sending-e-invoices>

#### 4.3 Basware portal Key-in

The Basware Portal Key-in features an intuitive web user interface that allows you to submit invoices to Basware. You can enter basic header level data and row level data. The Key-in service is easy to use and free of charge for your company.

The input data is validated in real time. The validation rules cover available input fields and control of mandatory field information. You receive immediate feedback if the validation criteria are not met.

Before entering the actual invoice data, you have to select the invoice recipient from the customer list. Once the customer is selected, you can open an invoice form with prefilled customer data. After the initial selection, you can enter the invoice data and add attachments to the invoice. A legally compliant invoice image PDF is generated automatically when the invoice is sent. This invoice image can be viewed and printed after the invoice has been created.

The invoice key-in form will automatically calculate VAT amount. This calculation is performed based on the net sum and VAT percent defined on the invoice line level.

Please register to the Basware Portal here: <http://portal.basware.com/open/basware>

See detailed instructions on Basware portal Key-in:  
[https://portal.basware.com/temp/assets/guides/EN/Basware.Network.User.Guide\\_EN-US.pdf](https://portal.basware.com/temp/assets/guides/EN/Basware.Network.User.Guide_EN-US.pdf)

## F. How to get started with e-invoicing

These are instructions for sending e-invoices with a service providing partner. Your partner can be Basware or a partner that is already connected to our network. If your service provider is in this list, ([https://kb.basware.com/sites/default/files/interop-operators-kb-2017\\_0.pdf](https://kb.basware.com/sites/default/files/interop-operators-kb-2017_0.pdf)) please proceed with these instructions. If your service provider is not in this list, please fill in the form in STEP 1.

### STEP 1. Contact your e-invoicing service provider

If you are already cooperating with an e-invoicing service provider (operator), please contact the service provider and ask them to ensure that they are connected to Basware. Forward the “Operator Questionnaire” to your service provider. You can download the document here: [https://kb.basware.com/sites/default/files/basware\\_operator\\_questionnaire.pdf](https://kb.basware.com/sites/default/files/basware_operator_questionnaire.pdf)

If you are currently unable to send e-invoices and/or you are not connected to an e-invoicing service provider, we are happy to provide you assistance – please contact us, you can find our contact details on page 2. Basware has chosen to cooperate with Basware for electronic invoicing, and your company is welcome to contact them to learn more about their offering. Please see contact information at the end of this document.

### STEP 2. Create a test invoice

Generate a test invoice according to the content requirements listed in this document. In order for Basware to be able to automate their invoice handling, it is important that you include on your test invoice all fields that have been marked as mandatory. It is also highly recommended that you mention in header and line level that the invoice is just for testing purposes, by typing “TEST” somewhere to the invoice fields.

### STEP 3. Submit the test invoice

Send the test invoice to your e-invoicing service provider, and ask them to forward it to Basware. Basware’s Business Transactions service verifies and converts the invoice according to the customer’s requirements, and forwards it to the customer. After you have sent the test invoice, please also notify Basware’s contact person by e-mail (see contact details on page 3). Please remember that sending e-invoices many times requires some coordination with your Account Receivables department. Please ask to confirm that your test invoices have been received by Basware.

### STEP 4. Receive the customer’s feedback

Basware will examine the test invoice and may ask you to modify the test invoice and repeat steps 2 and 3, or immediately give their acceptance for you to start sending e-invoices.

### STEP 5. Start sending e-invoices!

Once the test invoices have been approved by Basware, live invoices can be sent to the production environment. Please inform your contact person at Basware before sending your first live invoice. See contact information at the end of this document.

If you or your e-invoicing service provider needs help during this process, do not hesitate to contact us- we are happy to help you.