New Vendor Creation Form

This ‘New Vendor Creation Form’ is required to be filled in by the vendor contact person when making a purchase agreement. Vendor is responsible of providing the correct information to Basware. Basware standard invoicing, payment and delivery terms should be used. Any deviation to standard terms is not allowed without liaison with Basware Purchase department.

**By filling in this document and providing it to Basware the vendor is accepting the general purchasing terms of Basware described in page 2 on this document.**

It is mandatory to submit the vendor form together with an official bank details confirmation (e.g. bank statement, bank account confirmation letter )

We require vendors from the USA to attach the official W-9 (Request for Taxpayer Identification Number and Certification) document to the vendor form.

Please use always the latest version of this document found from internet: [http://services.basware.com/LP=3279??id=Basware](http://services.basware.com/LP%3D3279??id=Basware)

Form must be filled in electronically and returned via email to Basware contact person and to basware.p2p@basware.com

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| **Type of information** | **Vendor information Please fill all the fields/country specific information** |
| **Vendor Company name**  |  |
| **Vendor Company VAT ID/Tax ID/ABN ID** |  |
| **Vendor Company street address**  |  |
| **Vendor ZIP/Postal Code**  |  |
| **Vendor City**  |  |
| **Vendor Country** |  |
| **Vendor State**  |  |
| **Vendor Bank name**  |  |
| **Vendor Bank address** |  |
| **Vendor Bank account Owner name**  |  |
| **Vendor Bank Key number / BSB** |  |
| **Vendor Bank account number** |  |
| **Vendor IBAN Code (*SEPA payments require correct IBAN number)*** |  |
| **Vendor SWIFT/BIC**  |  |
| **Vendor ABA/Routing/Clearing code Country Specific** |  |
| **Vendor Contact person**  |  |
| **Vendor Contact person phone number** |  |
| **Vendor Contact person email address**  |  |
| **Vendor Finance contact details** |  |
| **PO email address (Vendor address where to send PO pdf document)** |  |
| ***Basware* entity’s name*****To which company invoice is addressed to.*** | **Choose the correct Basware entity from the dropdown** |
| **Basware contact person name** |  |
| **Terms Of payment**  | **Basware standard payment term is 45 days net. If any other payment term should be used please contact** **basware.p2p@basware.com** |
| **Terms Of delivery**  | **Basware standard delivery term is DDP. If any other delivery term should be used please contact** **basware.p2p@basware.com** |
| **Invoicing requirements** | **Basware only accepts electronically delivered invoices. Detail information of how to send e-invoices to Basware can be found from the internet:** [http://services.basware.com/LP=3279??id=Basware](http://services.basware.com/LP%3D3279??id=Basware) |
| **Payment method** | **Electronic bank transfer. If any other payment method should be used please contact** **basware.p2p@basware.com** **(NO cheque or credit card payment allowed)**  |

**Basware General Purchasing Terms**

Vendor has to fill in the Basware Group New vendor form and have it accepted by the Basware P2P department prior to signing an agreement or creating purchase order.

**Payment term:** Basware general payment term is **45 days net**

**Delivery term:** 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

**Invoicing requirements:**

Basware accepts only e-invoices. Invoicing information can be found from the internet: [http://services.basware.com/LP=3279??id=Basware](http://services.basware.com/LP%3D3279??id=Basware)

* 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/Requester)
* 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