

BBSI



This supplier kit is for sending invoices to BBSI using the Basware e-Invoice Email Lite service. Below is the information for sending invoices to BBSI, but if you have any questions, please visit the Knowledgebase page to chat with a support agent. Or you may email US.Activation.Services@basware.com.

A. Accessing the Basware Portal

Go to: <https://portal.basware.com/>. Enter your username and password. You will then be directed to the home screen. From here, you can check the status of invoices you have submitted via Basware.

B. Organization ID

When you register for the service, please ensure your Organization ID is entered with the drop down of VAT and your organization's Tax Identification Number (TIN) entered. Your TIN should be entered with the dash (i.e. xx-xxxxxxx).

To check your Organization ID or update it, please follow these steps:

1. Log in to the Basware Portal
2. Click on your Username (top right in blue) then select My Organization.
3. Then select Edit (in green).
4. Go to the Organization Identifier section
5. The following information is mandatory:
6. Select VAT in the drop down box.
7. Enter your Tax ID (TIN) in the box to the right.
8. Then click Save Changes

C. Sending Invoices

Please ensure your invoices are in a machine-readable PDF format and are sent to: Barrett_Business@email.basware.com

You can confirm that your invoice is a machine-readable PDF by opening the invoice document and being able to highlight and copy individual parts of the invoice text to a text document.

D. Information to Include on Invoices

Please continue to include all of the information that you include today on your invoices. In addition, ensure the below items are included:

- Invoice Number
- Invoice Date
- Currency
- Your full address
- The receiver's full address
- Total sum
- Total taxes
- Total shipping
- Email address of your contact
 - Include the complete email address of your buyer contact at BBSI. (For example: adam@bbsihq.com is acceptable. If you enter Adam Jones, that is not acceptable)
- eInvoice address: E: US5208129771