

SUPPLIER KIT

HOW TO SEND PDF- INVOICES

September 2018



Suppliers follow the
Supplier Kit.



ROBERTSHAW CORPORATION
INC.
improves purchase to
payment cycle and process
efficiency.



Invoices are paid on time,
saving time and money.



Basware Corporation

ROBERTSHAW CORPORATION
INC.
13 September 2018

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13 September 2018

ROBERTSHAW CORPORATION INC. are moving to electronic invoicing

This guide contains detailed instructions on how to send PDF-invoices to ROBERTSHAW CORPORATION INC.. When following these instructions, ROBERTSHAW CORPORATION INC. will receive PDF-invoices as electronic invoices. This service is free of charge.

Watch this short [registration video](#) and activate the service:

Register for the Basware Portal: <http://services.basware.com/Robertshaw>

- Activate PDF eInvoice service
- Ensure you've added the email addresses that you will send invoices from.
- Go to your email- or invoicing software and attach a PDF-invoice to your email and start sending.

If you have questions about sending invoices to ROBERTSHAW CORPORATION INC., please do not hesitate to contact us as per below:

Contact details

PO Beginning with	Email
MTD	ap-controls.americas@robertshaw.com
NLD	ap-controls.americas@robertshaw.com
UNI/MIS	ControlsAP@robertshaw.com
CST	ApplianceAP@robertshaw.com
Basware	ServiceNow

Useful links

ROBERTSHAW CORPORATION INC.	http://services.basware.com/Robertshaw
PDF e-Invoice user guide	https://kb.basware.com/basware-network/basware-pdf-e-invoice-receiving

Kind regards,

ROBERTSHAW CORPORATION INC.

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Registration process

By using this free of charge PDF-service you can start sending e-invoices to ROBERTSHAW CORPORATION INC.. To get started you must register for the PDF e-Invoice service via Basware Portal. Watch this short [registration video](#) and activate the service:

1. Create an account

Open the registration link: <http://services.basware.com/Robertshaw>

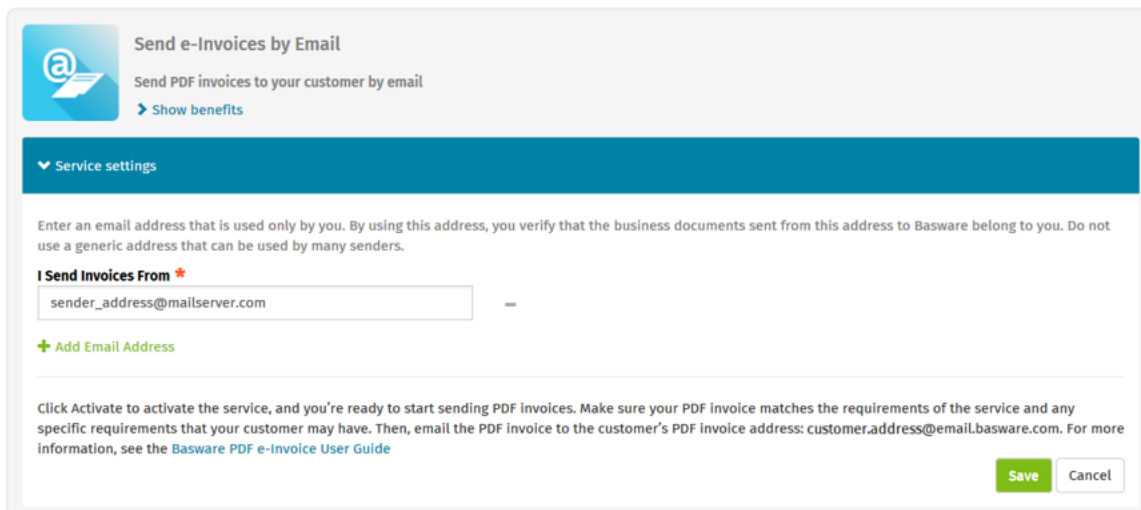
On the service landing page, enter your email address and click **Sign Up**. Choose a secure password and create the account. The service sends a confirmation message to your email address. The confirmation message is sent from <no.reply@basware.com> and could end up in your spam filter. Open the confirmation message to activate your account.

2. Fill in your company details

Now, you must fill in some details about your organization to activate the Basware PDF e-Invoice for Receiving -service. In the My Organization section, fill in your organization's details. You can enter your TIN number by selecting 'Add Organization Identifier' under Organization Identifiers. From the dropdown, please select the TIN and enter your Tax Identification Number only.

3. Add email address(es) for PDF invoices

To add the email address(es) from which you will send PDF e-Invoices, click **Add Email Address**. You can only send invoices from the address(es) that you define here. Invoices sent from other addresses will not be delivered to ROBERTSHAW CORPORATION INC.. You can add up to 200 email addresses here:



Send e-Invoices by Email
Send PDF invoices to your customer by email
[Show benefits](#)

▼ Service settings

Enter an email address that is used only by you. By using this address, you verify that the business documents sent from this address to Basware belong to you. Do not use a generic address that can be used by many senders.

I Send Invoices From *

sender_address@mailserver.com

[+ Add Email Address](#)

Click Activate to activate the service, and you're ready to start sending PDF invoices. Make sure your PDF invoice matches the requirements of the service and any specific requirements that your customer may have. Then, email the PDF invoice to the customer's PDF invoice address: customer.address@email.basware.com. For more information, see the [Basware PDF e-Invoice User Guide](#)

Save **Cancel**

If you wish to add more email addresses later, please go to the [Basware Portal](#) and login. Go to the tab **Services** and click on the box named **PDF e-Invoice**. Click on **View details**. Next, go to section **I send invoices from** and click on **Add an email address** from which you will send invoices to ROBERTSHAW CORPORATION INC..

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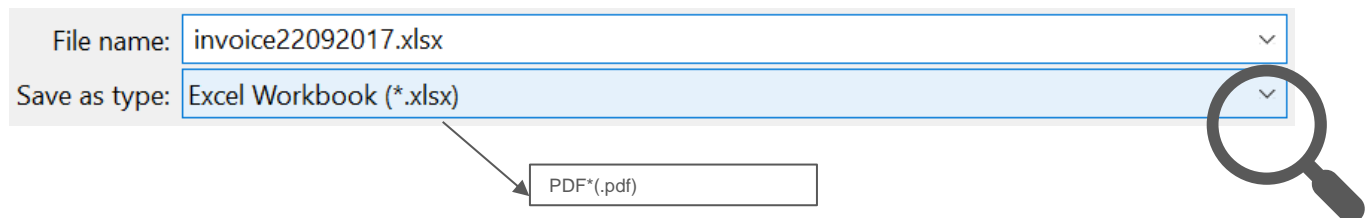
Start sending PDF-invoices

For the service to work, the invoices that you send in must have the same layout as the first invoice. Because the invoices are read electronically, the content of each invoice must be in [machine-readable](#) text format - the invoices cannot be hand-written, scanned or contain the information in image format. Please make sure that your PDF-invoices are machine-readable and that they are sent to the correct ROBERTSHAW CORPORATION INC. email address for PDF-invoices (found in section A of this supplier kit).

1. Create a PDF-invoice

There are many ways you can create a PDF invoice:

- You can use your current accounting software, if it allows you to export invoices in machine-readable PDF format.
- You can use a word processing or spreadsheet software - for example, tools from the Microsoft Office, if it allows you to save documents in machine-readable PDF format:



2. Attachment policy

If you attach invoice attachments to your email message, make sure that you follow the attachment policy of the service:

- You can only send attachments in PDF format. The service ignores all other attachment types.
- Name the attachment so that it contains the word *attachment*. For example, attachment_112233.pdf.
- If you send multiple attachments, Basware recommends that you send only one invoice per each email.
- If you must send multiple PDF e-Invoices and attachments in a single email, follow these guidelines:
 - Make sure that each attachment has the keyword attachment in their filename.
 - Make sure that each attachment is associated to a business document PDF:
 - Single business document PDF: each attachment is automatically linked to the business document PDF.
 - Multiple business document PDFs: attachments are linked to a business document PDF, if the filename of the attachments contains the filename (without the file extension) of the business document. For example, document1_attachment.pdf will be linked to document1.pdf.
 - The attachments are valid, if:
 - The email contains at least one business document PDF.
 - Each extra attachment is linked to a business document PDF.

More information about the attachment policy can be found [here](#).

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3. Send the PDF-invoice

1. Using your standard email client, create a new email message.
2. Attach the PDF-invoice you have saved on your computer to the email message.
3. If you want to send invoice attachments to your ROBERTSHAW CORPORATION INC., attach them to the email. For instructions on how to name the attachments, see Attachment Policy.
4. Type ROBERTSHAW CORPORATION INC.'s PDF-invoice address in the email receiver field. ROBERTSHAW CORPORATION INC. email addresses for PDF-invoices are found in section A of this supplier kit.
5. Send the email.
6. Please note for the first invoice you send, please only send one invoice until you receive confirmation. Please continue to read below for more information:

THE BASWARE PDF-SERVICE DELIVERS TO ROBERTSHAW CORPORATION INC. ONLY PDF-INVOICES THAT ARE SENT FROM EMAIL ADDRESSES THAT ARE REGISTERED TO THE SERVICE. THE SERVICE WILL AUTOMATICALLY REJECT INVOICES THAT ARE SENT FROM AN UNREGISTERED EMAIL ADDRESS.



4. Invoice delivery

Basware sets up the conversion process when you send the first invoice into the service. For the service to work, the invoices that you send in must have the same layout as the first invoice.

Basware will notify you by email when the first email has been delivered to ROBERTSHAW CORPORATION INC. successfully. The first PDF-invoice can take a few business days to be mapped and delivered to ROBERTSHAW CORPORATION INC.. No further confirmation emails will be sent unless there are delivery problems with the invoices.

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A. Company profile

Please use the following email addresses when sending PDF-invoices to ROBERTSHAW CORPORATION INC.:

Company Name	Email Address
Robertshaw Controls Company (Uniline/Mississauga)	RBSW-UNI@email.basware.com
Robertshaw Controls Company (Itasca)	RBSW-CST@email.basware.com
Robertshaw Controls Company (Nuevo Laredo)	RBSW-NLD@email.basware.com
Robertshaw Controls Company (Matamoros)	RBSW-MTD@email.basware.com
Robertshaw S.r.l. (Milan)	RBSW-MIL@email.basware.com
Burner Systems International de Mexico SA de CV (Celaya)	RBSW-CLY@Email.basware.com

Please ensure that the following information is included in your invoice prior to your email being sent. If any of the mandatory fields are not included, your invoice will be returned.

- Invoice Number
- Purchase Order Number
 - This is a 9 character field (3 alpha, 6 numeric).
 - The first three characters of the Order Number correspond to the business unit.
 - UNI#####
 - CST#####
 - NLD#####
 - MTD#####
 - MIL#####
 - CLY#####
- Invoice Date
- Delivery Date
- Currency
- Your full address
- The receiver’s full address
- Total sum
- Total taxes
- Total shipping
- Buyer Reference
 - Include the buyer’s name on the invoice, if available.



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C. Invoice validation and rejections

Typical scenarios where the PDF-invoice is being rejected:

- The PDF invoice file is not machine-readable.
- The invoice was sent from an un-registered email address.
- A mandatory field was not included on the invoice.
- The name of the attachment file doesn't include attachment.

Basware will notify by email if the invoice cannot be delivered. Please note, the rejection notifications are sent to the email address, which sent the invoice. Therefore, please ensure the email address is a monitored mailbox.

If you have more questions about the rejection messages, please review the [FAQs here](#).