

SUPPLIER KIT

HOW TO SEND INVOICES USING BASWARE SmartPDF

December 2019



Suppliers follow the
Supplier Kit.



Uponor
improves purchase to
payment cycle and process
efficiency.



Invoices are paid on time,
saving time and money.



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UPONOR is moving to electronic invoicing

This guide contains detailed instructions on how to send invoices in PDF format to UPONOR using Basware SmartPDF. When following these instructions, UPONOR will receive these invoices as electronic invoices. This service is free of charge for the supplier.

- Open the [registration link](#) that you received from UPONOR.
- Add to Basware Portal the email address(es) from which you will send invoices
 Each email addresses used to send invoices from must be confirmed before invoices can be processed. This is done to make sure the invoices are being sent from an email address you claimed ownership of.
- Go to your email - or invoicing software and attach a PDF file to your email and start sending.

In case you don't have a registration link provided by your customer or you wish to start sending invoices without registration, then you can simply email the invoices to the SmartPDF customer email address. Your customer's email addresses for invoicing are listed at section A of this document.

If you have questions about sending invoices to UPONOR, please do not hesitate to contact us as per below:

Contact details

UPONOR	Questions regarding invoice content	UPONOR Email address & phone number
Basware Customer Support	Questions on Basware service, search for answers or fill-in support form	https://basware.servicenow.com/bw?id=bw_sc_cat_item_public

Useful links

Basware SmartPDF User Guide	User guide in English	https://s3-eu-west-1.amazonaws.com/user-guidance/documentation/network-services/user-guides/en-us/pdf/Basware.SmartPDF.User.Guide_EN-US.pdf
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Kind regards,

UPONOR

1. Ways of connecting with your customer for Basware SmartPDF

Your customer has offered you the possibility to submit invoices using Basware SmartPDF.

When starting to use the SmartPDF service, you can choose to register or not to register to the service. We recommend that you will register, because then you will be able to check that your invoice has been submitted to your customer. If you already have an account for the Basware Portal, you can use that account and add SmartPDF as a new service to use.

The instructions underneath cover the registration process. If you wish to register, you need to have an invitation link from your customer to access registration process. If you do not wish to register at this stage, go to section A & B.

SmartPDF is capable of handling both machine readable PDFs and scanned images. We recommend you to send invoices in [machine-readable](#) text format because this will ensure a better quality data extraction. The better the data quality the easier it is for your customer to automate their invoice handling and the faster they'll be able to process your invoices.

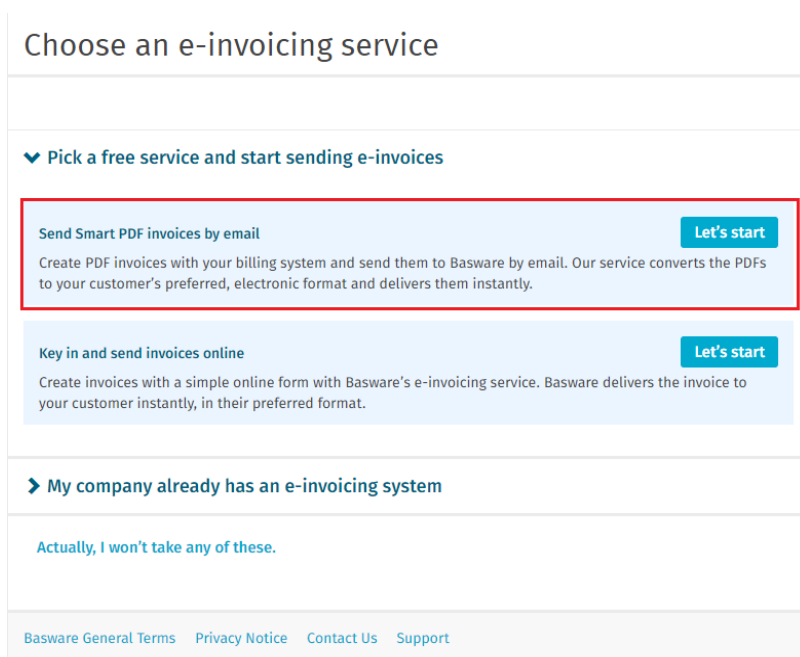
2. Registration process

By using the free of charge SmartPDF service you can start sending e-invoices to UPONOR. To get started you should register to the SmartPDF service via Basware Portal. You only need to register once to be able to send SmartPDF invoices to UPONOR.

2.1. Create an account

Open the [registration link](#) that you received from UPONOR.

On the service landing page, click **Get started**. On the next page, choose Send SmartPDF invoices by email option and click **Let's start**.



Choose an e-invoicing service

▼ Pick a free service and start sending e-invoices

Send Smart PDF invoices by email **Let's start**
Create PDF invoices with your billing system and send them to Basware by email. Our service converts the PDFs to your customer's preferred, electronic format and delivers them instantly.

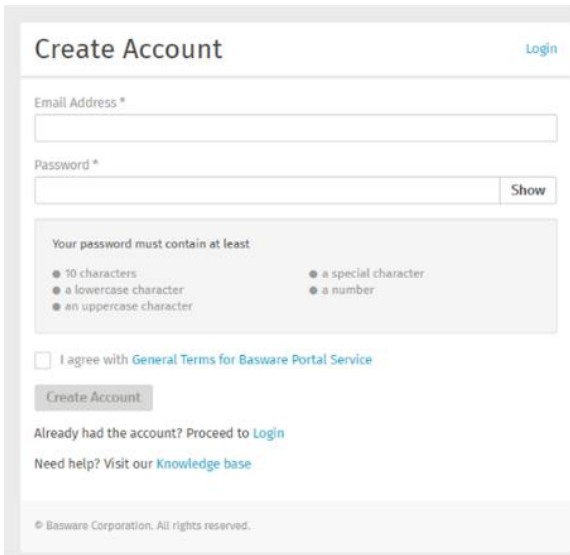
Key in and send invoices online **Let's start**
Create invoices with a simple online form with Basware's e-invoicing service. Basware delivers the invoice to your customer instantly, in their preferred format.

► My company already has an e-invoicing system

[Actually, I won't take any of these.](#)

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Create an Account page opens:



Enter your email address, 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.

If you already have an account at Basware portal, you will be able to Login from the top right corner. Use the registration link to enter and login and you'll be able to use SmartPDF for UPONOR.

2.2. Fill in your company details

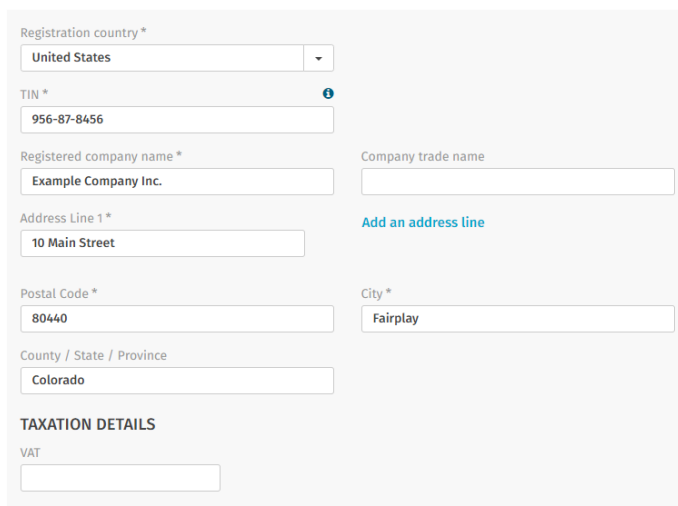
Now, you must fill in some details about your organization to activate the Basware SmartPDF - service.

SmartPDF e-Invoice

[Company Details](#) > [Service Settings](#) > [Instructions](#)

Check the information we already have on your company and fill in any missing information.

▼ Basic details *



In the Company Details section, fill in your basic organization's details – company identifier, company name and address. Also, in the Primary contact section, enter the details of the person, who will be your company's primary contact towards Basware.

2.3. Add email address(es) for PDF invoices

To add the email address(es) from which you will send PDF invoices, click **Add new email address** from Service Setting tab. You must confirm each of the email addresses that you add to the service by opening the confirmation link sent to the address.

You can only send invoices from the email address(es) that you define here. Invoices sent from other addresses will not be delivered to UPONOR.

SmartPDF e-Invoice

Company Details > **Service Settings** > Instructions

Customize the way the service works

▼ **Email addresses for invoicing ***

Enter the email address(es) from which you will send invoices to your customers. The service rejects invoices sent from addresses other than the ones listed below.

Email	Status
[Redacted]	Confirmed

[Add new email address](#)

[Cancel](#) [Previous](#) [Next](#)

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 **SmartPDF e-Invoice**. Here you can define new email addresses from which you will send invoices to UPONOR.

← SmartPDF e-Invoice

▼ **Email addresses for invoicing *** [+](#)

Email	Status
> [Redacted]	Confirmed 🗑️

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3. Start sending invoices to Basware SmartPDF

Make sure that you have finished the registration and clicked on **Complete** in the final page of the registration flow. Now you can go to your email or invoicing software and create a PDF file.

With SmartPDF service you can submit scanned images PDFs and machine-readable PDFs but we recommend you to send invoices in [machine-readable](#) text format because it will ensure a better quality data extraction.

Please make sure that your invoices are sent to the correct UPONOR email address for SmartPDF service (found in section A of this supplier kit). Please ensure that you have included at least the mandatory contents (Section B) to your invoice for SmartPDF to process it. Please also include other recommended content listed in the table.

3.1. Send invoices to SmartPDF

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. It is possible to attach multiple invoices into one email.
3. It is not possible to send additional invoice attachments to your customer, such as delivery notes.
4. Type UPONOR SmartPDF email address in the email receiver field. UPONOR email addresses for SmartPDF are found in section A of this supplier kit.
5. Send the email.

3.2. Invoice delivery & monitoring

Basware sets up the conversion process when you send the first invoice into the service.

If you have an account in the Basware Portal, then you can check the status of your invoices directly in the Basware Portal.

If you don't have an account and wish to see the status of your invoices, you need to register by using the registration link that was provided by your customer.

If you want to check on invoice delivery status, please go to the [Basware Portal](#) and login. Go to the tab **Documents** and see an overview of your sent SmartPDF invoices.

Please note that the first PDF invoice that you send to a UPONOR new email address can take a few business days to be delivered and to be visible in the portal.

A. Company Profile

Please use the following email addresses when sending invoices to UPONOR:

Legal Unit Name	E-invoice Address	Email Address
Uponor Infra A/S	5790002584176	UponorDK0003@pdf.basware.com
Uponor A/S	5790002584077	UponorDK0001@pdf.basware.com
Uponor Business Solutions Oy	003719343732	UponorFI0004@pdf.basware.com
UPONOR OYJ	003701487316	UponorFI0003@pdf.basware.com
Uponor Infra Oy	003725001763	UponorFI0007@pdf.basware.com
Uponor Suomi Oy	003715417263	UponorFI0001@pdf.basware.com
Uponor AS	NO960253108	UponorNO0001@pdf.basware.com
Uponor Infra AS	NO911567555	UponorNO0003@pdf.basware.com
Uponor Innovations AB	SE556548974601	UponorSE0002@pdf.basware.com
Uponor AB	SE556690080801	UponorSE0001@pdf.basware.com
Uponor Infra AB	SE556911381301	UponorSE0005@pdf.basware.com
Uponor Infra Oy	NO915769896	UponorFI0007_NO@pdf.basware.com
Uponor Infra Oy	EE101646758	UponorFI0007_EE@pdf.basware.com

B. Mandatory content requirements for SmartPDF

Please ensure that the following information requested by the UPONOR is included in your invoice prior to your email being sent.

General Information	Fields
Invoice number	M
Tax invoice/tax credit note (indicates if debit or credit invoice)	M
If credit note, reference to erroneous invoice	*
Doc Date (Invoice date)	M
Due Date (Valuta Due Date)	*

Delivery Date	M
Currency	M
Purchase Order Number	*
Contract Number	*
Customer Reference	* (This is a mandatory field for Uponsor and should always be visible on the invoice)
Customer Information	
Full name of customer	M
Full address of the customer	M
Customer VAT number	*
Supplier Information	
Full name of the sender (Supplier Name)	P
Full address of the sender (Supplier Address)	P
The VAT identification number or other appropriate business identification number of the supplier	P
IBAN (bank account in IBAN format)	*
SWIFT (BIC)	*
Sender Bank Account (local format)	*
Payment Reference (Maksuviite, OCR nummer, KID nummer, FIK code, OGM-VCS)	*
Line Items (only for Line Level solution)	
<i>Product Code</i>	*
<i>Quantity</i>	*
<i>Unit Of Measurement</i>	*
<i>Unit Price</i>	*
<i>Net Amount</i>	*
<i>Gross Amount²</i>	*
Summary	
Net amount (VAT excluded)	M
Gross amount (VAT included) ²	M
Freight	*
VAT/GST rates applied	M
Break-down of the taxable amount (excluding VAT) per VAT rate or exemption	M

Break-down of the VAT amount per VAT rate or exemption		M
Total VAT amount payable (total VAT amount)		M
P	Populated from the information the supplier provides if the supplier has registered into the service. If the supplier has not registered to the service, information is captured from the invoice.	
M	Mandatory for layout specific automatic data capture. If not on the invoice, invoices are always processed using OCR based technology and default values are populated.	
M1	Mandatory for layout specific automatic data capture. If both of these fields are found empty, invoices are always processed using OCR based technology and default values are populated.	
*	Captured if this data is found on the first invoice the supplier sends into the service. The invoice data must be found on the invoice in a machine-readable format.	
2	If Gross amount does not equal Net amount + Total VAT amount (+ Freight), invoices are always processed using OCR based technology and default values are populated.	