



Simplify Operations, Spend Smarter.

USER GUIDE

Basware PDF e-Invoice for Receiving (June 2022)

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1 Overview

Your customer expects you to send e-invoices. A quick and easy way to to meet their expectations is to sign up for Basware PDF e-Invoice for Receiving service. Simply create a PDF invoice with your regular invoicing software and email it to your customer's Basware Service address. Basware PDF e-Invoice for Receiving then reads the invoice data from the PDF invoice, creates an electronic invoice based on the data, and delivers both the electronic invoice and the PDF invoice to your customer.

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

2 Getting started

Before you can start sending e-invoices to your customers with Basware PDF e-Invoice for Receiving, you must:

- [Sign up for a Basware Network account](#)



If you already have an account in Basware Network, you can simply activate Basware PDF e-Invoice for Receiving without having to sign up first when you receive an invitation to the service.

- [Activate Basware PDF e-Invoice for Receiving service](#)
- [Create a PDF Invoice](#).

Once you have completed these steps, you can [send your first PDF invoice](#) to the service. Basware provides you with additional information during the service's setup phase.

2.1 Sign up for a Basware Network account and activate the service

Basware PDF e-Invoice for Receiving is a part of Basware Network. If your customer requires you to register to the service, you must sign up for a Basware Network account.



If you already have an account in Basware Network, you can simply activate Basware PDF e-Invoice for Receiving without having to sign up first when you receive an invitation to the service.

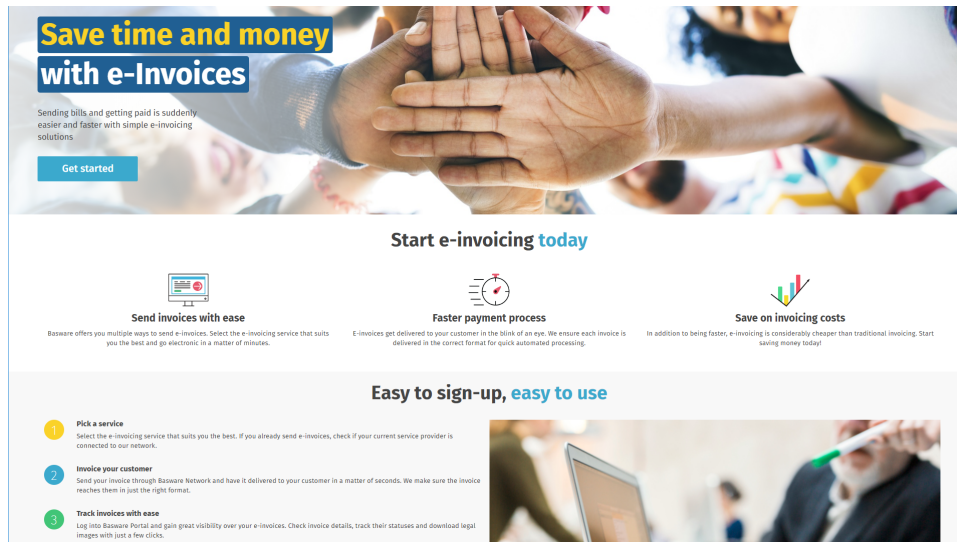


1. Open the Basware PDF e-Invoice for Receiving service's landing page.
 - If you received an email invitation, follow the link in the invitation.
 - If you received an invitation letter, enter the web address in the invitation letter into your browser's address bar.

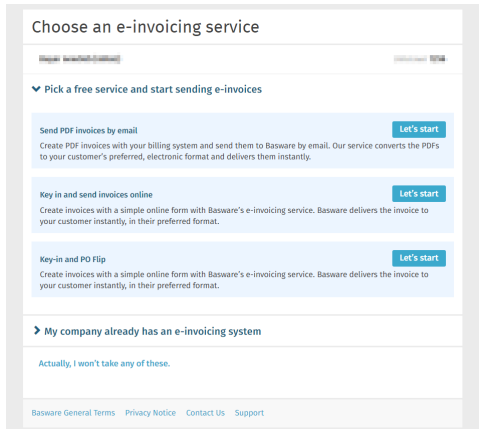


The letters used in the web address are case-sensitive.

The Basware PDF e-Invoice for Receiving service's landing page in Basware Network opens.

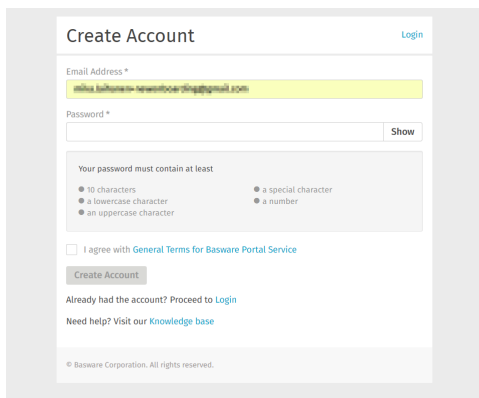


2. On the service landing page, click **Get Started**.
The **Choose your e-invoicing service** page opens.



The "Choose an e-invoicing service" page has a header "Choose an e-invoicing service" and a sub-header "Pick a free service and start sending e-invoices". It offers three options: "Send PDF invoices by email", "Key in and send invoices online", and "Key-in and PO Flip". Each option has a "Let's start" button. At the bottom, there is a link to "My company already has an e-invoicing system" and a footer with links to "Basware General Terms", "Privacy Notice", "Contact Us", and "Support".

3. Select **Send PDF invoices by email** and click **Let's start**.
The **Create Account** page opens.



The "Create Account" page includes a "Login" link at the top right. It has fields for "Email Address *" and "Password *". The email field contains the text "mlm.basware-receiving@basware.com". The password field has a "Show" button. Below the password field, there are requirements: "Your password must contain at least" followed by four bullet points: "10 characters", "a lowercase character", "an uppercase character", and "a special character" or "a number". There is a checkbox for "I agree with General Terms for Basware Portal Service" and a "Create Account" button. At the bottom, there are links for "Already had the account? Proceed to Login" and "Need help? Visit our Knowledge base". The footer states "© Basware Corporation. All rights reserved."

4. Choose a username and enter it in the **Email Address** field.



The service selects the email address that your invitation was sent to as your username. If you want to use another email address as your username, enter that address in the **Email Address** field.

5. Choose a secure password and enter it in the **Password** field.
6. Read the **General Terms for Basware Portal service** and tick the checkbox to confirm that you agree to the terms.
7. Click **Create Account** to create a new Basware Network account.

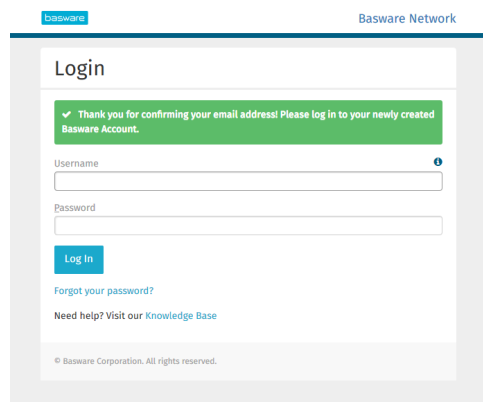
The service sends a confirmation message to your email address.



It may take a while before the confirmation message is delivered to your email address. If you do not receive the confirmation message within an hour, contact Basware Support: https://basware.service-now.com/bw?id=bw_sc_cat_item_public.

8. Open the confirmation message and click **Confirm Your Email** to activate your account.

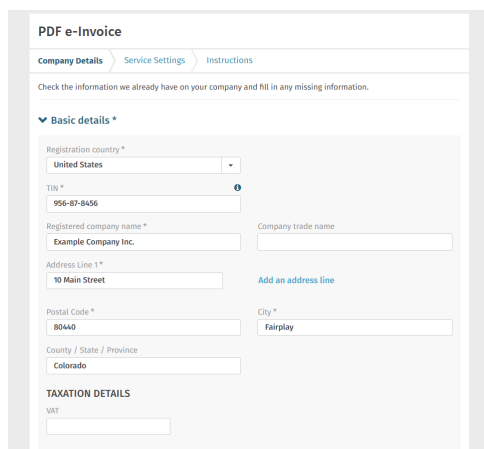
The login page opens and you'll see a confirmation message telling you that your account has been activated.



If you get a message that says your confirmation link has expired, you must start the registration process over. To do this, open the link in the invitation you received and sign up to the service again.

9. Enter your **Username** and **Password**, and click **Log in**.

The PDF e-Invoice for Receiving service pages open.

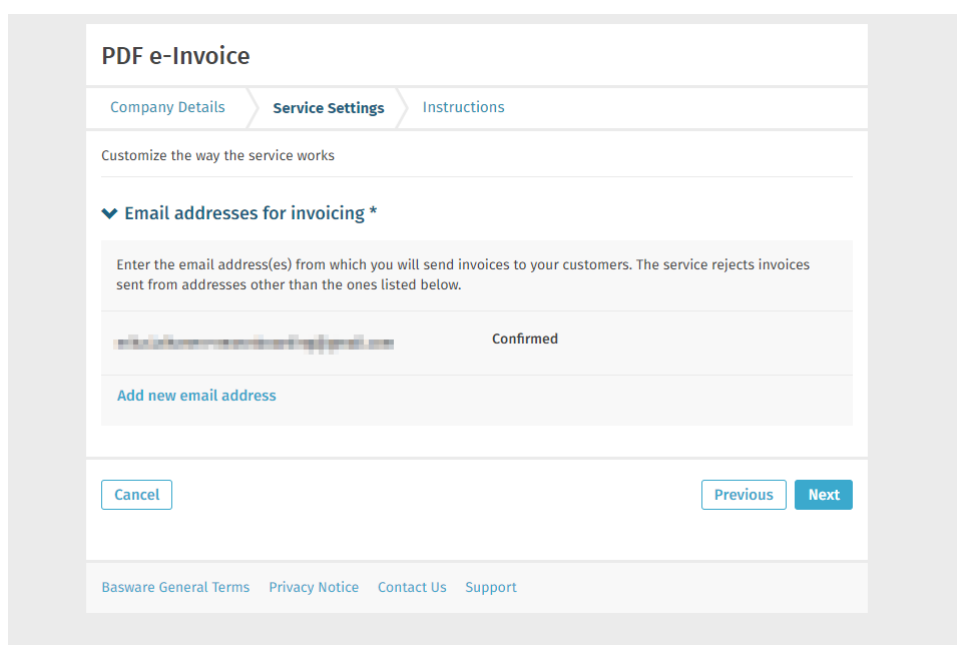


10. In the **Basic details** section, fill in your company's details.
11. In the **Primary contact** section, enter the details of the person, who will be your company's primary contact towards Basware.
12. Click **Next**.
13. In the **Service settings** section, set your service preferences.

Click **Add new email address** to add all the email addresses from which you will send PDF e-Invoices. 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 addresses that you define here. Invoices sent from other addresses will not be delivered to the recipients.



14. Click **Next**.
15. In the **Instructions** section, review your customer's e-invoicing instructions.
16. Click **Complete** to complete the onboarding process and activate the service.

Once the service has been activated, you will be redirected to the **Documents** page in **Basware Network**.

2.2 Activate Basware PDF e-Invoice for Receiving

If you already have an account in Basware Network, you can activate Basware PDF e-Invoice for Receiving without having to sign up to the service first.



1. Open the Basware PDF e-Invoice for Receiving service's landing page.
 - If you received an email invitation, follow the link in the invitation.
 - If you received an invitation letter, enter the web address in the invitation letter into your browser's address bar.

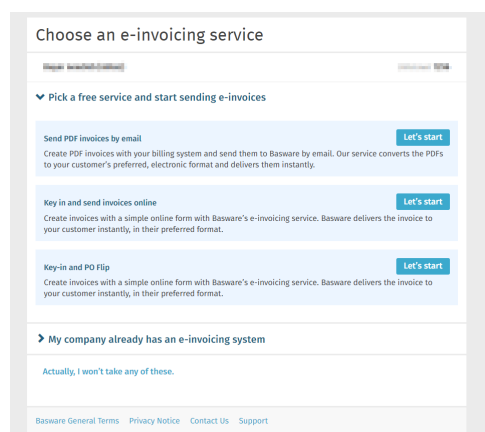


The letters used in the web address are case-sensitive.

The Basware PDF e-Invoice for Receiving service's landing page in Basware Network opens.

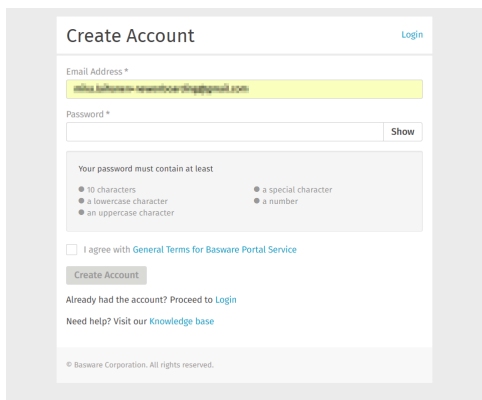


2. On the service landing page, click **Get Started**.
The **Choose your e-invoicing service** page opens.



3. Select **Send PDF invoices by email** and click **Let's start**.

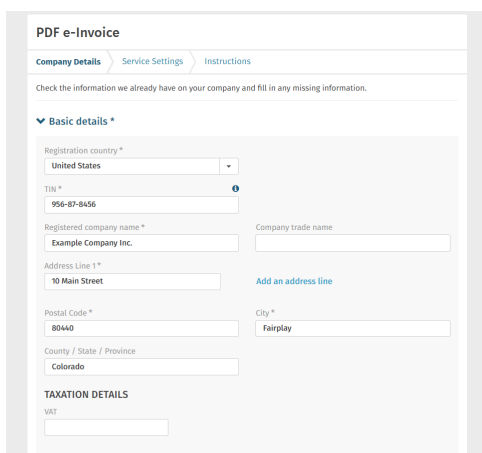
The **Create Account** page opens.



The screenshot shows the 'Create Account' page. It has a 'Login' link at the top right. The main form includes an 'Email Address *' field with a yellow background, a 'Password *' field with a 'Show' button, and a password requirements section stating: 'Your password must contain at least: 10 characters, a lowercase character, an uppercase character, a special character, and a number.' Below this is a checkbox for 'I agree with General Terms for Basware Portal Service' and a 'Create Account' button. At the bottom, there are links for 'Already had the account? Proceed to Login' and 'Need help? Visit our Knowledge base'. A footer note says '© Basware Corporation. All rights reserved.'

4. Click **Log in**.

The PDF e-Invoice for Receiving service pages open.



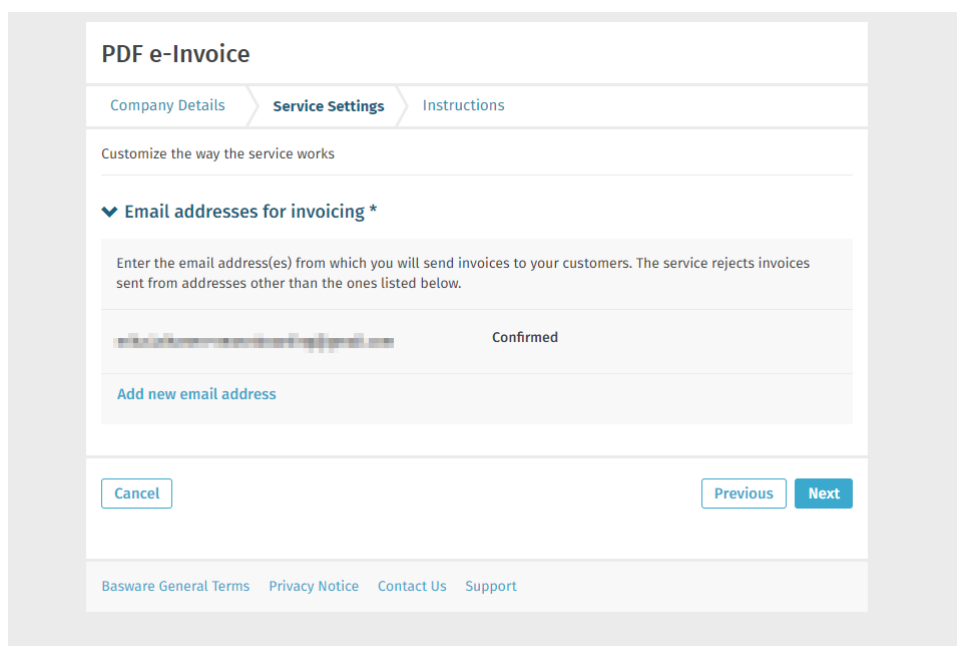
The screenshot shows the 'PDF e-Invoice' page with tabs for 'Company Details', 'Service Settings', and 'Instructions'. Under 'Company Details', it says 'Check the information we already have on your company and fill in any missing information.' The 'Basic details *' section includes fields for 'Registration country *' (United States), 'TIN *' (956-87-8456), 'Registered company name *' (Example Company Inc.), 'Company trade name', 'Address Line 1 *' (10 Main Street), 'Postal Code *' (80440), 'City *' (Fairplay), and 'County / State / Province' (Colorado). There is a link 'Add an address line' and a 'TAXATION DETAILS' section with a 'VAT' field.

5. In the **Company Details** section, make sure your company details are correct and that no information is missing.
6. Click **Next**.
7. In the **Service settings** section, set your service preferences.

Click **Add new email address** to add all the email addresses from which you will send PDF e-Invoices. 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 addresses that you define here. Invoices sent from other addresses will not be delivered to the recipients.



8. Click **Next**.
9. In the **Instructions** section, review your customer's e-invoicing instructions.
10. Click **Complete** to complete the onboarding process and activate the service.

Once the service has been activated, you will be redirected to the **Documents** page in **Basware Network**.

2.3 View, register and unregister email addresses

The Basware PDF e-Invoice for Receiving service only delivers invoices that you send from email addresses that you have registered to the service. The service will automatically reject invoices that you send from an unregistered email address.

You can [view](#), [register](#) and [unregister](#) email addresses on the Basware PDF e-Invoice for Receiving service page.

2.3.1 View email addresses




1. Log into [Basware Network](#).
2. On the top navigation bar, click **Services**.
3. Under **Sending Invoices**, click **PDF e-Invoice**.
4. Click **Email Addresses for invoicing** to expand the section.

Your current, registered email addresses are listed under **Email Addresses for invoicing**.

2.3.2 Register email addresses






1. Log into [Basware Network](#).
2. On the top navigation bar, click **Services**.

3. Under **Sending Invoices**, click **PDF e-Invoice**.
4. Click **Email Addresses for invoicing** to expand the section.
Your current, registered email addresses are listed under **Email Addresses for invoicing**.
5. Click .
6. In the **Email** field, enter a new email address.
7. Click **Save**
The service sends a confirmation message to the email address that you provided.
8. Open the confirmation message in your email client.
9. Click **Confirm**.
You can now send PDF e-Invoices to the service from the new email address.

2.3.3 Unregister email addresses



1. Log into [Basware Network](#).
2. On the top navigation bar, click **Services**.
3. Under **Sending Invoices**, click **PDF e-Invoice**.
4. Click **Email Addresses for invoicing** to expand the section.
Your current, registered email addresses are listed under **Email Addresses for invoicing**.
5. Click **Email Addresses for invoicing** to expand the section.
Your current, registered email addresses are listed under **Email Addresses for invoicing**. Click  to register a new email address or click  next to an email address to unregister that email address.
6. Click  next to an email address that you want to unregister from the service.

2.4 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 or the Apple iWorks suite, if it allows you to save documents in [machine-readable](#) PDF format.



Make sure that the invoice information is not saved to the PDF as an image. Images are not machine-readable and PDF e-invoices that contain the invoice information in image format will be rejected.

When you create PDF invoices:

- Make sure the invoice meets the [compliance requirements](#)
- Make sure the invoice follows the [invoice layout and invoice type](#) used during the setup phase
- Make sure the invoice meets the [service's requirements](#)

- Make sure the invoice is [machine readable](#)
- Make sure the invoice follows the service's [attachment policy](#).

Once your PDF invoice meets the requirements above, you can [send your first invoice](#).

2.4.1 Make sure the invoice meets your customer's requirements

Your customer requires that the invoices you send into Basware PDF e-Invoice for ReceivingSmartPDF service contain pre-defined invoice fields. If any of these fields are missing from the invoice, Basware will not deliver the invoice to your customer.

In addition to the pre-defined fields, your customers may require that you include additional details on the invoice. They may require, for example, that you include your vendor number and a purchase order number. You must include all the information that your customers require on the invoice.

To view your customer's requirements:



1. In [Basware Network](#), click **Network**.
2. Click **Customers** to open the **Customers** tab.
3. Use the search to find your customer.
4. Click ➤ next to the customer company's name to open the company details.
5. Download your customer's supplier information kit to view their invoicing requirements.

2.4.2 Make sure the invoice meets the compliance requirements

Different countries have different legal requirements for the contents of an invoice. Based on those requirements, certain invoice fields are set as mandatory in the Basware PDF e-Invoice for Receiving service. If any of the mandatory fields are missing from an invoice you send, Basware will not deliver the invoice to your customer but will reject the invoice. The validation only covers a certain number of fields in each country. Therefore it is your responsibility to make sure that the content of the invoices that you send comply with local rules and regulations.

You can review the country compliance requirements in [Invoice content for different countries](#).

2.4.3 Make sure the invoice follows the invoice layout and invoice type used during the setup phase

When you send PDF invoices to Basware PDF e-Invoice for Receiving service, the invoices must have the same fields, language and content as the invoices that you provided to the invoice data testing during the service's setup phase. If you need to make changes to the content of the invoices after the setup phase, please contact [Basware Support](#). You will be charged for the changes on time and material basis.

2.4.4 Make sure the invoice meets the service's requirements

Each PDF invoice that you send to Basware PDF e-Invoice for Receiving must:

- use PDF version 1.4 or later
- be [machine-readable](#) and searchable.

- be written in a supported language. Basware PDF e-Invoice for Receiving currently supports the following languages: Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Hungarian, Italian, Lithuanian, Polish, Portuguese, Romanian, Spanish, Swedish, Norwegian.

2.4.5 Make sure the invoice is machine readable

Basware reads the invoices sent into the service electronically. Therefore, the PDF invoice cannot contain invoice data in image format. To make sure your e-invoice is machine-readable:



1. Open the invoice you created.
2. Select one or more lines of invoice data using your mouse.
3. Copy the invoice data to clipboard.
4. Paste the invoice data into a word processing software, for example **Notepad**, **TextEdit**, or **WordPad**.



Make sure that the invoice information is not saved to the PDF as an image. Images are not machine-readable and PDF e-invoices that contain the invoice information in image format will be rejected.

2.4.6 Make sure that the invoice follows the attachment policy

When 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`, `anhang`, `anlage`, `adjunto`, `annex`, or `liite`. For example, `attachment_112233.pdf`.
- If you send multiple attachments, Basware recommends that you send only one invoice per each email.
- For more information, see the [Attachment policy](#).

3 Managing invoices

This section describes how you can choose the way you receive invoices, how you can define new recipients for the invoices, and how you can browse the invoices you have received online.

3.1 Find your customer's supplier kit

Your customer's supplier kit is a set of documents that commonly contains:

- a list of the customer's organizational units and their e-invoicing addresses
- the customer's requirements regarding invoice content
- on applicable markets, a mapping table for the most common e-invoice formats in that market



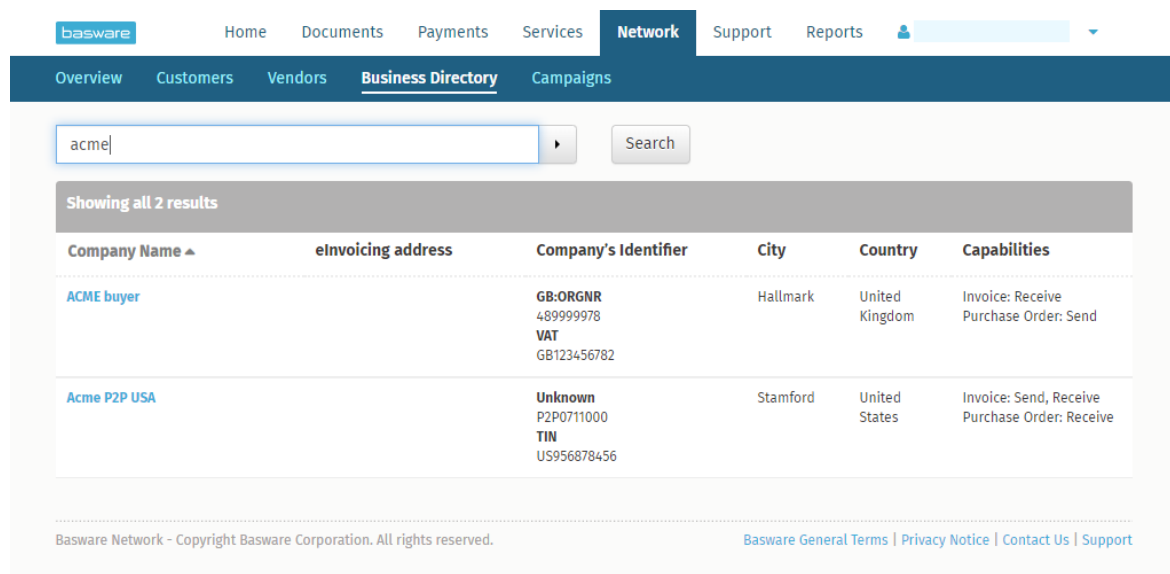
1. Log into [Basware Network](#).
2. On the top navigation bar, click **Network**.
3. Click **Customers** to open the **Customers** tab.
4. Use the search to find your customer.
5. Click ➤ next to the customer company's name to open the company details.
6. Download your customer's supplier information kit to view their invoicing requirements.

3.2 Find your customers' e-invoice addresses

You can only send PDF invoices to PDF invoice addresses that your customer has specified in the service. You can find your customer's PDF invoice addresses on their company profile page.



1. In [Basware Network](#), click **Network** > **Business Directory**.
2. Enter your customer's name in the **Search** field and click **Search**.



Company Name ▲	eInvoicing address	Company's Identifier	City	Country	Capabilities
ACME buyer		GB:ORGNR 489999978 VAT GB123456782	Hallmark	United Kingdom	Invoice: Receive Purchase Order: Send
Acme P2P USA		Unknown P2P0711000 TIN US956878456	Stamford	United States	Invoice: Send, Receive Purchase Order: Receive

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Figure 1: Search customers in the Business Directory page

- The customers that match your search will be displayed in the Search results table
3. Find your customer's e-invoice address in the **eInvoicing Address** column and write it down.
 4. Add the e-invoice address to the PDF e-invoices that you send to your customer.

3.3 Send a PDF e-invoice

Before you send an invoice:

- [Make sure the invoice is machine readable](#)
- [Make sure the invoice meets your customer's requirements](#)
- [Make sure that you are sending the invoice from a registered email address.](#)



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.
You can attach more than one PDF invoices in one email, if each invoice is addressed to the same customer. For instructions on how to name the PDF invoice(s), see [Attachment policy](#).
3. If you want to send invoice attachments to your customer, attach them to the email.
For instructions on how to name the attachments, see [Attachment policy](#).
4. Type your customer's PDF invoice address in the **To** field.

For example, `acme.buyer@email.basware.com`.

For instructions on how to find your customer's PDF invoice address, see [Find your customers' e-invoice addresses](#).

5. Send the email.

Basware delivers both an e-invoice data file and the PDF invoice to your customer.



Basware will notify you by email if the invoice cannot be delivered.

The expected average delivery time for the invoice is one business day. Do not send the same invoice again to the service.

3.4 View invoice statuses

You can follow up invoices that you have sent with Basware e-invoice sending services on the Basware Network website.

When you log in to [Basware Network](#), you see a list of invoices that you have sent to your customers. You can check the status of each invoice on this view. If you are looking for a specific invoice, you can use search to limit the number of search results.



1. Open the [Documents](#) page in Basware Network.
The URL of the page is `https://portal.basware.com/documents`.
2. Enter the invoice number in the **Search** field.



3. Click **Search**.

The invoices that match your query are displayed in the **Search Results** table.

Showing 50 results (Scroll down for more) Date Range: 07.01.2010 - ...		
Last Updated ▾	Status ▶	Information (Sort by: Invoice Date ⬆ Due Date ⬆)
7/27/2013 7:07:51 AM	Delivery in Progress	Invoice A00095000 - Acme Inc. - Generic Corp. Invoice Date 6/21/12 Due Date 7/21/12 Total 80.00 USD
7/25/2013 8:12:51 PM	Delivery in Progress	Invoice A00095679 - Acme Inc. - Generic Corp. Invoice Date 6/21/12 Due Date 7/21/12 Total 80.00 USD

Figure 2: Search Results table

4. To sort the results, click the **Sort** labels:

(Sort by: [Invoice Date](#) ▾ [Due Date](#) ⬆)

Figure 3: Sort by labels

5. To view an invoice, click the title of the invoice in the **Search Results** table.

4 List of free PDF tools



This following list of tools is provided as example only, and solely for informational purposes. It is not meant to function as an endorsement for the products that the companies in question provide. Basware Corporation has no control over the development and distribution of any of the software products listed herein. Therefore, Basware Corporation assumes no responsibility or liability for any incidental or consequential damages caused by your installing and using any of the software products listed herein.

It is likely that you can create [machine-readable](#) PDF invoices with your current software. If, however, you are unable to create PDF invoices, there are several free PDF tools available online that you can use to produce PDF invoices:

CutePDF™ Writer

Developer

Operating System

Website

Acro Software

Microsoft®¹ Windows

www.cutepdf.com

doPDF

Developer

Operating System

Website

Softland

Microsoft Windows

www.dopdf.com

Microsoft Office Add-in: Microsoft Save as PDF

Developer

Operating System

Website

Microsoft

Microsoft Windows

www.microsoft.com

PDFConverter Desktop

Developer

Operating System

Website

Baltsoft Software

Microsoft Windows

www.freepdfconvert.com

¹ Microsoft® is a registered trademark of Microsoft Corporation in the United States and/or other countries.

5 Contact Basware Support

If you cannot find the information you are looking for in this document, please have a look at the [Online Help](#). In case you cannot find the information you are looking for there, either, please contact Basware Support. The Basware Support personnel will assist you in using the application and send all suggestions for improvement related to the applications or documentation to the supplier of the system.

To find the contact information of Basware Support, visit [Basware Knowledge Base](#).

You can also contact Basware Support by clicking the Chat tab that is available on each page. This opens the **Chat with Basware Support** pop-up window that lets you send questions to Basware Support.

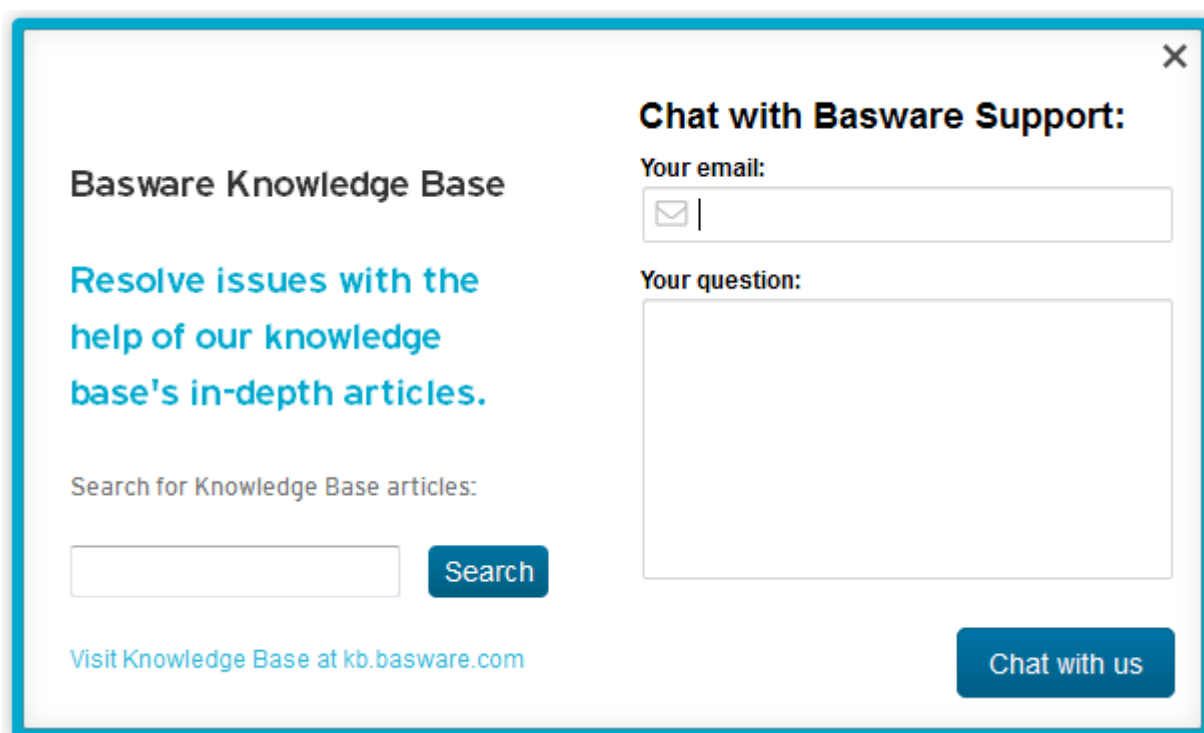


Figure 4: Chat with Basware Support popup window

6 Troubleshooting and frequently asked questions

Frequently asked questions

See the FAQ in [Basware Knowledge Base](#).

Where can I find more information about the service?

You can find additional information about the service in [Basware Knowledge Base](#).

Appendix

A

Attachment policy

- 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`, `anhang`, `anlage`, `adjunto`, `annex`, or `liite`. 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.

Table 1: Examples of attachment filenames

Attachments	Valid	Notes
<ul style="list-style-type: none"> <code>some.pdf</code> <code>another.pdf</code> <code>attachment_for_some.pdf</code> <code>attachment_for_another.pdf</code> 	YES	<ul style="list-style-type: none"> This message contains two business documents, <code>some.pdf</code> and <code>another.pdf</code> This message also contains two attachments linked to the two business documents: <ul style="list-style-type: none"> <code>attachment_for_some.pdf</code> will be linked to <code>some.pdf</code> <code>attachment_for_another.pdf</code> will be linked to <code>another.pdf</code>
<ul style="list-style-type: none"> <code>some.pdf</code> <code>another.pdf</code> <code>an_attachment.pdf</code> 	NO	<ul style="list-style-type: none"> This message contains two business documents, <code>some.pdf</code> and <code>another.pdf</code> This message contains a single attachment, <code>an_attachment.pdf</code>, but the attachment is not linked to either of the business documents.

Attachments	Valid	Notes
<ul style="list-style-type: none"> • <code>some.pdf</code> • <code>another.pdf</code> 	YES	<ul style="list-style-type: none"> • This message contains two business documents, <code>some.pdf</code> and <code>another.pdf</code> • This message contains no attachments linked to the business documents
<ul style="list-style-type: none"> • <code>document_without_attachment.pdf</code> 	NO	<ul style="list-style-type: none"> • The single file contains the keyword <code>attachment</code> and the service considers this to be a business document attachment • There is no business document that the business document attachment could be linked to
<ul style="list-style-type: none"> • <code>document.tif</code> 	NO	<ul style="list-style-type: none"> • There are no business documents or business document attachments in PDF format • The service will ignore attachments in <code>.tif</code> format
<ul style="list-style-type: none"> • <code>document.pdf</code> • <code>some_attachment.pdf</code> • <code>another_attachment.pdf</code> • <code>body.html</code> 	YES	<ul style="list-style-type: none"> • This message contains a single business documents, <code>document.pdf</code> • This message also contains two business document attachments, <code>some_attachment.pdf</code> and <code>another_attachment.pdf</code>, that will automatically be linked to the single business document • The service will ignore and discard the file <code>body.html</code>

If you do not follow the attachment policy when you send business documents, the service will reject your message. The service will then send you a notification telling you that your message has been rejected. You must then make any necessary corrections to the message and send it to the service again.

Appendix

B

Invoice content for different countries

General Information	FI	SE	NO	DK	NL	UK	FR	GER	PT	ES	US	PL	BE	SUI	AT	ITA	LV	Gene ric
Invoice Number	M	M	M	M	M	M	M	M	M	M	M	M	M	*	M	M	M	*
Tax Invoice/ Tax credit note (indicates if debit or credit invoice)	M	M	M	M	M	M	M	M	M	M	*	M	M	*	*	M	M	*
If credit note, reference to erroneous invoice	*	*	*	M	*	*	*	*	*	*	*	M	*	*	*	*	*	*
Invoice Date	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
DUE Date	*	*	*	M	*	*	M	*	*	*	*	*	*	*	*	*	*	*
Delivery date	*	*	*	*	M	*	M	M	*	M	M	M	M	M	M	*	C	*
PaymentTerms	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
INTEREST RATE	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Currency	M	M	*	*	M	M	M	M	M	M	*	M	M	M	M	M	M	*
Order Number	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Contract number	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Customer reference	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Free text	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Sender Information	FI	SE	NO	DK	NL	UK	FR	GER	PT	ES	US	PL	BE	SUI	AT	ITA	LV	Gene ric
Full name of the sender	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
Sender-id, default	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Full address of the supplier	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
The VAT identification number of the supplier in accordance with ISO Standard under which he supplied the goods or services	*	M	*	M	M	M	M	M	M	M	*	M	M	M	M	M	M	*
Supplier organization VAT registration information	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Supplier organization number (e-invoice address etc. comes from the order form will not be mapped on the image)	M	*	C	*	*	*	*	*	*	*	*	*	*	*	*	*	M	*
Contact information for sender	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Supplier Tax representative (where relevant)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Sender Bank Account (local format)	*	M	M	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
IBAN (bank account in IBAN format)	M	*	C	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
SWIFT (BIC)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Sender e-invoice address	M	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Payment Reference (Maksuviite, OCR nummer, KID nummer)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Payee reference	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Customer Information																		
Full name of the customer	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
Customer number	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Full address of the customer	*	*	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	*
Receiver VAT number	*	*	*	*	M	M	M	M	M	M	*	M	M	*	*	M	*	*
Receiver e-invoice address	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
Delivery address	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Receiver organization number	*	*	C	M	*	*	*	*			*	*	*	*	*	*	*	*
Customer Tax representative (where relevant)	*	*	*	*	*	N/A	*	*			*	*	*	*	*	*	*	*
Buyer contact person	*	*	*	*	*	*	*	*			*	*	*	*	*	*	*	*

Line level capture requirements	FI	SE	NO	DK	NL	UK	FR	GER	PT	ES	US	PL	BE	SUI	AT	ITA	LV	Generic
Row Number	*	*	*	*	M	*	*	*	*	*	*	*	M	*	*	*	*	*
Delivery Address	*	*	*	*	*	*	*	*	*	*	M	*	*	*	*	*	*	*
Article ID of the goods or services	*	*	*	*	M	*	*	*	*	*	*	*	M	*	*	*	*	*
Description/nature of the goods or services	M	*	*	M	M	M	M	M	M	M	M	M	M	M	M	M	M	*
Quantity of the goods supplied or the extent and nature of the services rendered	M	*	*	M	M	M	M	M	M	M	M	M	M	M	M	M	M	*
OrderNumber	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Price per unit (excluding VAT)	M	*	*	M	M	M	M	M	M	M	*	M	M	*	*	M	M	*
Total (NET)	*	*	*	*	M	M	M	M	M	M	*	*	M	M	M	M	M	*
Vat %	*	*	C	M	M	*	M	M	M	M	*	*	M	M	M	M	M	*
Vat amount	*	*	*	*	M	*	M	M	M	M	*	*	M	M	M	M	M	*
Total (Gross)	*	*	*	*	M	*	*	*	*	*	*	*	M	M	*	*	*	*
Any discounts or rebates, not included in the unit price	*	*	*	*	*	*	*	*	*	*	M	*	*	*	*	M	M	*
Discount amount	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Unit of measure (UOM)	*	*	*	*	M	*	*	*	*	*	*	M	M	*	*	*	M	*
Delivery Note Number	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Customer Product Code	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Summary	FI	SE	NO	DK	NL	UK	FR	GER	PT	ES	US	PL	BE	SUI	AT	ITA	LV	Generic
Net amount (VAT excluded)	M	M	M	M	M	M	M	M	M	M	M	M	M	c	M	M	M	*
Gross amount (VAT included)	M	M	M	*	M	M	M	M	M	M	M	M	M	c	*	*	*	*
VAT/GST rates applied	M	*	*	*	M	M	M	M	M	M	*	M	M	M	M	M	*	*
Break-down of the taxable amount (excluding VAT) per VAT/GST rate or exemption	*	*	*	M	M	M	M	M	M	M	*	M	M	M	M	M	*	*
Break-down of the VAT amount per VAT/GST rate or exemption	*	*	*	*	M	*	*	*	*	*	*	M	M	M	M	M	*	*
Total VAT/GST amount payable (total VAT amount)	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
Roundings amount	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Exchange Rate	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Secondary Currency	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
VAT amount in the second currency	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Tax Description In the event of a VAT exemption or when the client is liable for VAT (i.e., under the reverse-charge mechanism) or when the VAT-taxable person benefits from the profit margin regime, the reference to the relevant provisions of the regulation or any provision indicating that the transaction benefits from a VAT exemption, a reverse-charge mechanism or profit margin regime.	*	*	*	*	*	*	*	*	*	*	*	M	*	*	*	*	*	*
M Mandatory. The invoice is rejected to the sender by email, if the field is found empty. * 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. C Conditional																		

Basware country specific data set contains the most common business information used in invoice documents and is based on thorough investigation of various invoice standards and user experiences in several countries and industries. If the receiver country is not explicitly listed, the receivers may use the service and platform but are then responsible for checking the service's compliance with all requirements, legal or otherwise of the receiving country.

The formats and interfaces used by the Invoice recipient or an e-invoicing operator possibly representing the recipient, may limit the invoice data content and that is outside of Basware's control.

If the data content requirements of specific recipients, country legislation or industry needs exceeds Basware data set, additional data content extensions can be used. Extensions will be implemented and priced separately.