

BASWARE SMARTORDERS GUIDE FOR SUPPLIERS

June 2022



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1 Introduction

One or more of your customers have implemented the Basware SmartOrders solution to exchange business documents with their suppliers using emails. There is no cost for you as a supplier, and it is not necessary to register or log in into any application to use this service.

This guide has step-by-step instructions on how to receive smart orders, how to accept, reject, or propose changes to the smart orders, and how to convert the smart orders into invoices, all from the email itself.



2 Receiving smart orders

1. Open the email sent by the buyer.To view the email in another language, select a language from the footer of the email.

To view the email in another language, select a language from the footer of the email.

= M Gmail	9,	Sector of the se		0		1 8	0
+ Corques	+			-	4	•	
e Barel 9 Smith 2 Smith	(Get Tech USA Purchase Order PO-1134 Document Date 5/26/21 Mitplement.sees.com.g.	# 113 j mon qe	¢	•	1	0
B Suits - More More B Ann marting D and a marting			The have received a purchase order from Get Tech USA. Out that certain problems purchase where in 10001				
Queen .			Dele Nursei PO H14 Orde Tura V18 J19				
			Clock the balance to new the portionals below the case access to exact the portional action or programs in the portion of the comparison to the second				
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			This company can informat its part for Execute If you result particular all'of Barrana proteins places some if <u>Recent & Barrana</u>				
1.0						1.5	1

2. To open the purchase order, click **View purchase order** in the email, or the corresponding button on the language page.

The purchase order opens on a web page. The web page is shown in the language that you selected from the email. If you did not select any language, the page is shown in English.

Buwer	Order Information	
	Purchase Order Number PO-1134 Order Date 05/28/2021 Requested Delivery Date (From)	
362 Hamilton Avenue White Plains 10167 NY United States	06/06/2021 Requested Delivery Date (To) 06/06/2021	
	Buyer's Tax Identification Number RM-310 Buyer	Buyer's Email Address karanbir.saluja@yopmail.com
Delivery Address Buyer Travel Oy	Buyer's Telephone Number +358401754301	Payment Terms Within 7 days due date net
Albertinkatu 36 B Helsinki 00180 Finland	ID of Delivery Terms INCOTERMS	Net Sum 225.00
Delivery contact name	Gross Sum 279.00	Corrency USD
Delivery contact email karanbicsaluja@yopmail.com	Status Delivered to recipient	
Billing Address Get Tech Global 362 Hamilton Avenue Mhite Plains, 1016/ NV,		

Depending on how the buyer has configured the solution, you may have the following actions available in the top right corner of the page:

a Order HDO 112

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- Accept purchase order
- **Reject** purchase order
- **Propose change** to the purchase order
- Convert to invoice: convert the purchase order into an invoice



3 Accepting purchase order

To accept the purchase order, click **Accept**. An order response is sent to your buyer, and the response tells that you have accepted the order. You can also add a message to the order response.

The following page is shown after you have accepted the purchase order:

hank you for accepting the	surchase order. You can fin	d a copy of the purchase order	attached to this email.		
te putchase order is ready t privert the purchase order is	o be converted into an inv ito an invoice.	oice, Alternatively, you can crea	te the invoice later. We will send yo	a confirmation email with info	ormation on how to
					Continue to invoice

You will get the following email to the same email address where the purchase order was sent:

-	test@sieorders.basware.com vg smazonses.com to me *		17:00 (0 minutes ago)	Ŷ	•	÷
		Thank you for accepting the purchase order PO-1134. You can now convert the purchase order into an invoice. Click the button below, and click Convert to Invoice.				
		Powered by Basware				
		Danok Deutsch Enstehn Aus English (CA) English (CA) English (UA) English (UA) English (UA) Esseibor Enimicals Enancals(BE) Enancals.(CA) Ballano Mayour Nederlands Nederlands.(BE) Norsk (Bolmán) Essis Enducodis Buomi Sectistia Euclidah Čeština Ekhnonő Such Jusi Molikiticz				



4 Rejecting purchase order

To reject the purchase order, click **Reject**. An order response is sent back to your buyer, and it tells that you have rejected the order. You can also add a message to your order response.

The following page is shown after you have rejected the purchase order:

basware		English (United States) +
	Purchase order rejected on 05.22.2021	
	We look forward to future co-operation	
	Basware General Terms Privacy Notice Contact us Support	

You will get the following email to the same email address where the purchase order was sent:

test@sieorders.basware.com via amazonies.com to me *		17:27 (0 minutes ago)	Ŷ	•	ł
	You have rejected a purchase order. You have rejected the purchase order sent to you on \$28/21 by Get Tech USA. Order Number PO-1134				
	Powered by Basware				
Danse Deutsch English.(AU) English.(CA) Eng	ah.(GB) Englah.(HZ) Englah.(HZ) Escañor Ezercas Econoan.(BE) Ezercan.(GA) fanaro Mayver Nederlands Borhapada Buore Deemaka Xartash Čeldina Extensis 5022 Xee BO RDEX	Hedeslands (BE) Norsk (Bohr	shî Est	90	



5 Proposing change to the purchase order

 To ask the buyer to make changes to the purchase order, click Propose change. The New Purchase Order Response page opens:

The New Purchase Order Response page opens:

Saved at 6:17 PM
Buyer's Email Address karanbir saluladhenmail.com
Payment Terms
Net Sun -288.00
Currency

- 2. Select whether the proposed change applies to all line items:
 - To define common delivery information for all line items, select the **Specify delivery information at header** radio button.
 - To define delivery information for each line item separately, select the **Specify delivery information at line level** radio button.
- 3. Add a message in the **Message to Buyer** field, to describe the changes that you propose.
- 4. To send the proposal to buyer, click Send Response.

The following page is shown after you have sent the response:

Proposed change sen	t for purchase order on 05.22.2021	
We look forward to future co-operation		
Basware General Terms Privacy Notice Co	ntact us Support	

You will get the following email to the same email address where the purchase order was sent:



Get Tech USA Proposed change to purchase order PO-57689 Document date 5/28/21	e	ß	1
testiĝisleorders.basware.com (jg smaconses com 1819 (2 minutes apo) - 🟠 15 me *	*	1	
You have proposed a change to a purchase order.			
You have proposed a change to the purchase order sent to you on Get Tech USA. by 5/26/21. Your change proposal has been sent to 5/26/21.			
Order Number PO-67669			
Order Total. USD 279			
Get Tech USA can now make changes to their purchase order based on your proposal and may send you an updated purchase order.			
To view the purchase order, click the button below.			
View purchase order			

If the buyer sends you an order change, the same purchase order will be updated. You will receive the following email about the change:

	Get Tech USA Changes made to purchase order PO-576890 Document date 1/4/19 Issue x		e	2
6	test@sieorders.basware.com.jtg.smazonses.com 1 tonne -	1.45 (0 minutes api)	\$ •	1
	Get Tech USA has changed their purchase order.			
	Get Tech-USA has made changes to the purchase order that they organity sent on 104/10			
	Order Number PO-676890			
	Order Total USD 279			
	Click the builton below to view the purchase order. You can accept or reject the purchase order, or propose changes to it.			ľ
	View purchase order			
	Powered by Basware			

You can see in the history of the order that it has been changed.



ine Data 1	Files 1	History	5 events	Invoices 0	Change Log 1	
Event Date	Status	Created by	Ew	nt Details		
5/23/2021 11:45:48 AM	Changed	Basware	Do	cument was changed Show More	e	
5/22/2021 6:15:00 PM	Delivered to recipient	Basware	The	document has been delivered	to the recipient Show More	
5/22/2021 6:14:58 PM	Delivery in progress	Basware	The	e document is being delivered to	the recipient Show More	
5/22/2021 6:14:50 PM	Delivery in progress	Basware	The	e document is being delivered to	the recipient Show More	
5/22/2021 6:14:50 PM	Received for processing	Basware	The	e document has been received for	or processing Show More	



6 Creating invoice from the purchase order

You can convert the purchase order to invoice.

 Click Convert to invoice button on the purchase order page. The New Invoice From Purchase Order page opens.

The New Invoice From Purchase Order page opens.

Sender / Remittance address	Invoice Details					
(E)	Invoice Date		Due Date			
285 J	05/22/2021	-		0	0	
	Invoice Number					
teen Travel Oy > Up	date 1234567					
dbertinkatu 36 B	Supplier's Reference Number	Supplier's Reference Number				
Inited States			PO-1134			
ax Registration Country and ID	Delivery Date		Supplier's Contact Person			
Inited States	06/06/2021		sellerSupplierParty			
JNKNOWN RM-310_Buyer	Recipient's Contact Person		Recipient's Email Address			
22220 C-01	Test	Test Contract Number Buyer Reference				
Edit Ship From Address	Contract Number					
			Undefined			
Recipient	Frances Terms		Common			
iet Tech USA	Within 7 days due date net		USD v		10	
Nhite Plains 10167 NY	Franciska State and the				8	
Jnited States	Comment		Shipment Number			
Tax Registration Country and ID						
Jnited States	Payment Penalty Rate		Tax Information			
JAKNOWN KM-310_Buyer	10					
Anvoicing Address	Advance Payment Terms					
Unnamed elivoicing address)						

- 2. Fill in the mandatory information marked with blue in the invoice.
- **3.** To send the invoice to the buyer, click **Send invoice**. The e-invoice is sent to the buyer and you will receive an email with the invoice image attached.

The e-invoice is sent to the buyer and you will receive an email with the invoice image attached.

	Demo Customer Invoice 12345678 Document Date 05-22-2021 > Invoice			e	Ø
1	no.rephylitestorfers.basware.com <u>x18</u> emissionee.com In singappia+12 +	dall 3.31 PM (5 minutes apr)	ŵ	*	ŧ
	Images are not displayed. Display images below - Always display images from no reply[blestordent.basware.com Thank you for the invoice. You can find the legal image of the invoice attached to this message. The legal image is the your records. You do not need to submit the invoice Demo Customer again. You have sent the invoice to Demo Customer on 05-22-2021. Powered by Basware				
	The rescape we determed to you to <u>Resource</u> If you need another with Resource product, press contact <u>Resource Support</u>				



7 Buyer cancels the order

The buyer can cancel an order at any time. If the buyer sends a cancellation, the status of the order changes to "canceled", and you will receive a notification email.

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1		Ge	Tec	hUSA	Pun	chas	se or	der 37	74516	342 Cancelle	d Docu	ment da	te 1/5/19 Interio					0	C	î	
	+	test(psieord +	lers.basy	ware.com	n yia an	nazonser	Loom								18.02 (0 minutes ago)	ŵ	*	ŧ		•
																					•
										Get Tech USA	has cance	elled their	purchase order.								
										Get Tech USA has o	cancelled the	purchase or	er that they originally se	nt on 1/5/19							
										Order Number			374515342								
										Order Total			0								
										Manage orders	and involces										
										Powered by Baswa	are										
																					1
			Danisk	Deutsch	English	IND B	English	CA) Ent	nin roe	English (NZ) English	(US) Escalar	Erected E	ances (BE) Erances (CA)	talano Manvar	Nederlands	hederlands (BE) Norsk (Bo	min Ex	NKI .		Ψ.	

If you open a canceled order, you can view it, but there are no available actions.



8 Errors when sending invoices

If some invoice information is missing or incorrect, you are not able to send invoices to the buyer. Check the errors and fill in the missing data. When all errors are fixed, the **Send invoice** button becomes available.

8.1 Missing organization information

1. To update your organization details, click **Update** on the purchase order page.Your organization details opens.

Your organization details opens.

Sender / Remittance address	Invoice Details			
(iii)	Invoice Date		Due Date	
(#)	05/22/2021	<u></u>	0	n (
	Invoice Number			
Hoon Travel Oy ▶ Upda Whertinkatu 36 B	ite.			
elsinki 10167	Supplier's Reference Number		Purchase Order Number	
Inited States			PO-1134	
ax Registration Country and ID	Delivery Date		Supplier's Contact Person	
Inited States	06/06/2021		sellerSupplierParty	
NKNOWN KM-310_Bayer	Recipient's Contact Person		Recipient's Email Address	
a falls fiblic from Addapter	Test		karanbir.saluja@yopmail.com	
* East Ship From Address	Contract Number		Buyer Reference	
Recipient			Undefined -	
	Payment Terms		Currency	
ALL LECH COM	Within 7 days due date net		USD	4

- 2. Edit the details and save the changes.
- 3. Click the arrow to go back to the purchase order page.





Registration country *	TIN *	0
United States		
	Mandatory value missing	
Registered company name *	Company trade name	
Moon Travel Oy		
Address Line 1 *		
Albertinkatu 36 B	Add an address line	
Postal Code *	City *	
10167	Helsinki	
County / State / Province		
TAXATION DETAILS		
VAT		
VAL		

8.2 Other errors

Fields with missing or incorrect data are marked with blue and an error message is shown.

Example of an error:

United States		Comment		Shipment number	
United States	10	Payment Penalty Ra	te	Tax Information	
UNKNOWN RM-310_Buyer		10			
elnvoicing Address (Unnamed elnvoicing address 20170615_Receiver_EDID		Advance Payment Te	NMS		
more items to group Line Data	0				
cannot send the document bet	ore .	-			
cannot send the document be have added more than 0 item(the group Line Data.	lone D	-			
cannot send the document bet have added more than 0 item(the group Line Data.	ore D	-			
cannot send the document bet have added more than 0 item(the group Line Data.	Files	0 History	2 events		
cannot send the document bet have added more than 0 item(the group Line Data.	Files	0 History	2 events		
cannot send the document bet have added more than 0 item(the group Line Data.	Files state	0 History	2 events		