

## BASWARE SMARTORDERS GUIDE FOR SUPPLIERS

June 2022



# **Table of Contents**

1 Introduction	3
2 Receiving smart orders	
3 Accepting purchase order	6
4 Rejecting purchase order	7
5 Proposing change to the purchase order	8
6 Creating invoice from the purchase order	11
7 Buyer cancels the order	12
<ul> <li>8 Errors when sending invoices.</li> <li>8.1 Missing organization information.</li> <li>8.2 Other errors.</li> </ul>	13 13
8.2 Other errors	14



# **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,	Second and		٢	۲		0
+ Corpose	+			1.44			
Band     Band     Decimi	(4)	Get Tech USA   Purchase Order PO-1134   Document Date 5/28/21   http://www.second.com.get.com.com	# 103 j mon qe			8	0
B Softs - More More B Sex Seeling ES Joint Preseling			You have received a purchase order from Get Tech USA. Cartesh USA has set up the timeng available where in 10001				
Q town			Dele Normal 00 H14 Orde Tes: 998-379				
			Clock that hadnes harsen for parel state britter. The case account or need the parelinear action, or programs it imagine to it.				
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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.

Buyer	Order Information	
	Purchase Order Number PO-1134	
(R) )	Order Date	
<u></u>	05/28/2021	
Get Tech USA	Requested Delivery Date (From) 06/06/2021	
362 Hamilton Avenue White Plains 10167 NY United States	Requested Delivery Date (To) 06/06/2021	
annea asarea	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	Currency USD
Test Delivery contact email karanbicsaluja@yopmail.com	Status Delivered to recipient	
Billing Address Get Tech Global 3G Hamilton Avenue Mhite Plains, 1916/ 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:

June 2022



- 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:

ank you for accepting t	he purchase order. You ca	n find a copy of the purchase or	er attached to this email.		
e purchase order is rea invert the purchase ord		i invoice. Alternatively, you can c	reate the invoice later. We will sen	d you a confirmation email with in	formation 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 via amazonses.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				
		Danos Deutsch Enstein (44) Enstein (CA) Enstein (CB) Enstein (HZ) English (UB) Essañor Econcais Econcais,(BE) Econcais,(CA) Balano Mayuar teotectainto teotectainto,(BE) teorak,(Bolmán) Postal Econcais Salomi Secreta Turchon Čeltina Echnoini 5422 3as 8656/02				



# **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 Econcas.(EE) Ezercas.(CA) fanaro Mayor Nederlands Bortugués Buors Decosta Turtos Celéna Extremé Scut Ins <b>BO</b> REX	Hedeslands (BE) Norsk (Bohr	shi Ese	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:

Order Response Data Puchase Order Number PO-57689 Order Response Date 5/22/21 Delivery information Ospecity delivery information at header # Specity delivery information at header Requested Delivery Date (from) 06/06/2021 Requested Delivery Date (from)	
Specify delivery information at line level Requested Delivery Date (From) 06/06/2021	
06/06/2021	
Buyer's Tax Identification Number RM-330_Buyer	Buyer's Email Address karanbir.saluja@yopmail.com
Buyer's Telephone Number +358401754301	Payment Terms Within 7 days due date net
ID of Delivery Terms INCOTERMS	Net Sun -288.00
Gross Sum	Currency USD
Status	
Message to Buyer	
	INCOTERNAS Geoss Sam -320.40 Status Draft

- 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-87689			
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 tome -	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.



							N
Line Data 1 Sne Items	Files 1 attachments	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 St	iow More		
5/22/2021 6:15:00 PM	Delivered to recipient	Basware	The	document has been d	elivered t	o the recipient Show More	
5/22/2021 6:14:58 PM	Delivery in progress	Basware	The	document is being de	livered to	the recipient Show More	
5/22/2021 6:14:50 PM	Delivery in progress	Basware	The	document is being del	livered to	the recipient Show More	
5/22/2021 6:14:50 PM	Received for processing	Basware	The	document has been re	ceived fo	r 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	Invoice Date			
285 J	05/22/2021	-		0	0
	Invoice Number				
teen Travel Oy > Up	date 1234567				
Ubertinkatu 36 B telsinki 10167	Supplier's Reference Number	Supplier's Reference Number		Purchase Order Number	
Inited States			PO-1134 Supplier's Contact Person		
ax Registration Country and ID	Delivery Date				
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	Payment Terms		Currency		
Set Tech USA 162 Hamilton Avenue	Within 7 days due date net	•		usp	
White Plains 10167 NY	Comment				8
United States	Comment		Shipment Number		
Tax Registration Country and ID					
Jnited States	Payment Penalty Rate		Tax Information		
UNKNOWN RM-310_Buyer					
elinvoicing Address	Advance Payment Terms				
Unnamed elevoicing 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.zeglygitestorfers.basware.com yja emaconee.com In sinopoptis/12 *	date: 5:31 (PM (5 minutes) apr)	ŵ	*	ŧ
	I mages are not displayed. Display images below - Always display images from no reply@felsionders.banware.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 recents. You do not need to submit the invoice to Demo Customer again. You have sent the invoice to Demo Customer on 05-22-2021. Powered by Basware				
	The message was belower to you to <u>Ensure</u> By too need another with Bassies product, penses contact <u>Bassies Bassies</u> <b>CBassware</b>				



## 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.

	Q	Search	mail									•					0	۲	1	= (	C
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1		Ge	Tech	USA	Purc	has	e ord	der 37	74516	342 Cancelled	Docum	nent dat	e 1/5/19 Hook k					e	ø	î	1
	-	test(		ers.basw	are.com	via en	azonses	Loom								18:02 (0 minutes ag	0 Å	*	ŧ		
										Get Tech USA ha	s cancel	lled their	ourchase order.								
										Get Tech USA has can	celled the p	urchase ord	r that they originally sent	on 15/19							
+										Order Number		.3	4516342								
										Order Total		1								I.	
										Manage orders and	d involces										
										Powered by Basware											
																					1
			Danist	Deutsch	English	N/I E	notati re	CAL ENG		English (NZ) English (VS)	Estator	Erantan Era	KAR (BE) EVANAR (CA) 1	talano Materia: N	ederlands.	hederlands (BE) Norsk (B	anh e	and a		*	

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			
-	Invoice Date		Due Date	
(## )	05/22/2021	<u></u>	1	m (
S.	Invoice Number			
Hoon Travel Oy ▶ Upda Weertinkatu 36 B				
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	<b>m</b>	sellerSupplierParty	
INKNOWN RM-310_Buyer	Recipient's Contact Person		Recipient's Email Address	
> Edit Ship From Address	Test		karanbir.saluja@yopmail.com	- 1
➤ Eait Ship From Address	Contract Number		Buyer Reference	
Recipient			Undefined •	
iet Tech USA	Payment Terms		Currency	
Get Tech USA 362 Hamilton Avenue	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		

#### 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 Tax Registration Country and	ID	Comment		Shipment Number	
United States		Payment Penalty Rat	•	Tax Information	
UNKNOWN RM-310_Buyer		10 Advance Payment Te			
elnvoicing Address (Unnamed elnvoicing address, 20170615_Receiver_EDID more items to group Line Data	0				
cannot send the document bef have added more than 0 item(s the group Line Data.					
have added more than 0 item(s	) Files	0 History	2 events		
have added more than 0 item(s the group Line Data.	) Files		2 events		
have added more than 0 item(s the group Line Data.	) Files		2 events	Invoice Summary	