



Simplify Operations, Spend Smarter.

USER GUIDE

Basware Vault (June 2022)



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1 Archived business documents

Basware Vault is an automated e-archiving service for long-term storage of e-invoices and other business documents. If the service is activated for your company, the business documents that your company sends or receives through Basware Network are archived automatically based on predefined retention rules and stored for a selected time period (up to 15 years).

2 Find archived business documents



1. On the Basware Network home page, click **Vault**.

The vaults that have been set up for your company are shown. There may be one or several vaults.

2. Click the vault where you want to search.

You can also search for the vault using the search box.

3. Under **Search vault content**, define your search criteria.

You can add one or more search criteria:

Document type	Type of document, such as "invoice" or "credit note"
Document ID	Identifier of document
BUM ID	Business document identifier number of the document
Archive Date	Date range when the document has been archived
Document Date	Date range when the document has been created
Sender name	Sender of the document
Sender ID	Identifier of the sender of the document
Receiver name	Recipient of the document
Receiver ID	Identifier of the recipient of the document
Currency code	Currency used in the document
Buyer Reference ID	Buyer reference identifier mentioned on the document
Buyer Reference Type	Type of the buyer reference
Amount	Minimum and maximum sums of the document

4. Click **Search**.


The business documents that match your search criteria are shown under **Results**. You can now [download](#) the documents you want.

3 Download archived business documents



1. [Search](#) for the documents that you want.
2. Under **Results**, select the check box next to the documents that you want to download.
3. Click **Download files**.

Basware Vault starts to package the documents into ZIP files. You can follow the progress on the **Packaging in process** tab.

4. Click **Ready for download**.
5. Next to the file that you want to download, click .



You can also share a link to the ZIP file. To do this, click  > **Send Link** or **Copy Link**.

4 Download an index file

The index file is a CSV file that includes key metadata of the documents, allowing you to search among the documents also offline.




1. [Search](#) for the business documents that you want.

2. Click **Download index**.

Basware Vault starts to package the index file into a ZIP file. You can follow the progress on the **Packaging in process** tab.

3. Click **Ready for download**.

4. Next to the file that you want to download, click .