## Find a Document ONE-Pager

## LOG IN AND SEARCH FOR DOCUMENTS

Link for Basware portal is: <u>baswareone.com</u>

\*In case you cannot login because you forgot your password, please click on **Can't access account?** and insert email address which is linked to your Basware portal account. New temporary password will be send to this email address.

basware	Language
Lusername	
Password	
Nign in	$\square$
Can't access your account?	

After login to your account, you can search for the documents by inserting *Purchase order number*, *Invoice proposal number* or *your invoice number* in the search field in the top right corner.

Please make sure you are in **All folders** and **All documents**, only in these folders you are able to see all documents in your account.

basware ABInBev		Document Center				INBEVVIP4 🙎 Account 💡 Help 🔇 Log out
Sales						Document number 📿 Advanced Search
Folders						Display # (23) 🐼 💷 (1) 🕻 🗘 🗘
All folders	Type Customer Document Number	Reference	Document Date	Status	Process	Transfer date 💌
Inbox	🗌 🏟 💽 InBev 123456	5111530692	30/01/2020	Sent	Delivered	30/01/2020
Sent items	🗉 🔿 💽 InBev	5111530692	29/01/2020	Created	Draft	30/01/2020
Draft	🔲 🏟 💽 InBev	5111530692	09/12/2019	Created	Draft	30/01/2020
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± order enange	🔲 📥 🔊 ToBey	5111530692	25/11/2019	Created	Draft	30/01/2020



**Advance Search** button can help to find old archived documents on Basware. Please make sure you fill **Document Number** filed with *ABI PO number* or *Invoice Proposal number*. After that you can choose an year in **Transfer Date** field from which you would like to search for a document.

basware ABInBev		Document Center			INBEVVIP4 🙎 Account	? Help 🔶 Log out
Sales					Document number	Advanced Search
E Folders					Reset all search fields	
All folders	Type Customer Document Number	Reference	Document Date	St	r	
Inbox	🗆 📫 💰 InSev	5111530692	05/06/2020	Cr Document Numbe	r 4502233054	
Sent items	🗆 🔿 💰 InBev	5111530692	27/05/2020	Cr Document Date	·	0
Draft	🗆 🗰 💰 InBev	5111530692	13/05/2020	Ci Statu	S All available	
Treated	🗆 🗰 💼 InBev	5111530692	06/05/2020	Cr	6 All available 👻	
-0	🗆 🗰 🜊 InBev	5111530692	06/05/2020	Cr Cr	Since 2016	
Documents	🗆 🗰 💰 InBev	5111530692	06/05/2020	9		Search Cancel
All documents	🗆 🔿 🛃 InBev	5111530692	15/04/2020	Created Draft	05/06/2020	

After you find a document, you need to cancel the **Search Results** before you will fill a new document number in search filed. The fulfilled criteria can restrict the further search results if you will not cancel them.

basware ABInBev Contactus			Document Center				INBEVVIP4	Account ? Help 🗘 Log out
Sales							4502233054	Advanced Search
9 Search Results								Display # 25 59 60 600 () 🕄 🕲 ()
All documents	Type Customer	Document Number	Reference	Document Date	Status	Process	Transfer date 💌	
Order	🗌 🐗 📩 AB InBev UK Limited	4502233054		16/06/2016	Final confirmation	Delivered	16/06/2016	
Order change	🗌 🐗 📋 AB InBev UK Limited	4502233054		16/06/2016	Viewed	Delivered	16/06/2016	
(A)								