

Find a Document ONE-Pager

LOG IN AND SEARCH FOR DOCUMENTS

Link for Basware portal is: baswareone.com

*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.

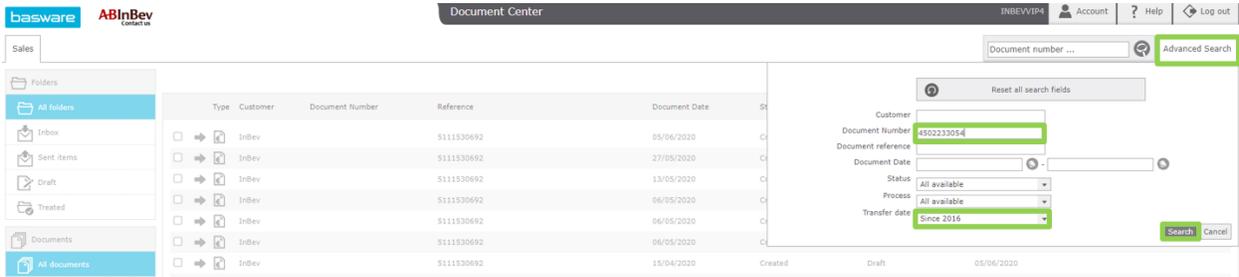


After login to your account, you can search for the documents by inserting *Purchase order number, Invoice proposal number or your invoice number* in the search field in the top right corner.

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.

Type	Customer	Document Number	Reference	Document Date	Status	Process	Transfer date
InBew	123456	5111530692	5111530692	30/01/2020	Sent	Delivered	30/01/2020
InBew		5111530692	5111530692	29/01/2020	Created	Draft	30/01/2020
InBew		5111530692	5111530692	09/12/2019	Created	Draft	30/01/2020
InBew		5111530692	5111530692	09/12/2019	Created	Draft	30/01/2020
InBew		5111530692	5111530692	09/12/2019	Created	Draft	30/01/2020
InBew		5111530692	5111530692	06/12/2019	Created	Draft	30/01/2020
InBew		5111530692	5111530692	06/12/2019	Created	Draft	30/01/2020
InBew		5111530611	5111530611	26/11/2019	Created	Draft	30/01/2020
InBew		5111530611	5111530611	26/11/2019	Created	Draft	30/01/2020
InBew		5111530607	5111530607	26/11/2019	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 a year in **Transfer Date** field from which you would like to search for a document.



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.

