BASWARE HANDBOOK

LOG IN AND SEARCH FOR DOCUMENTS
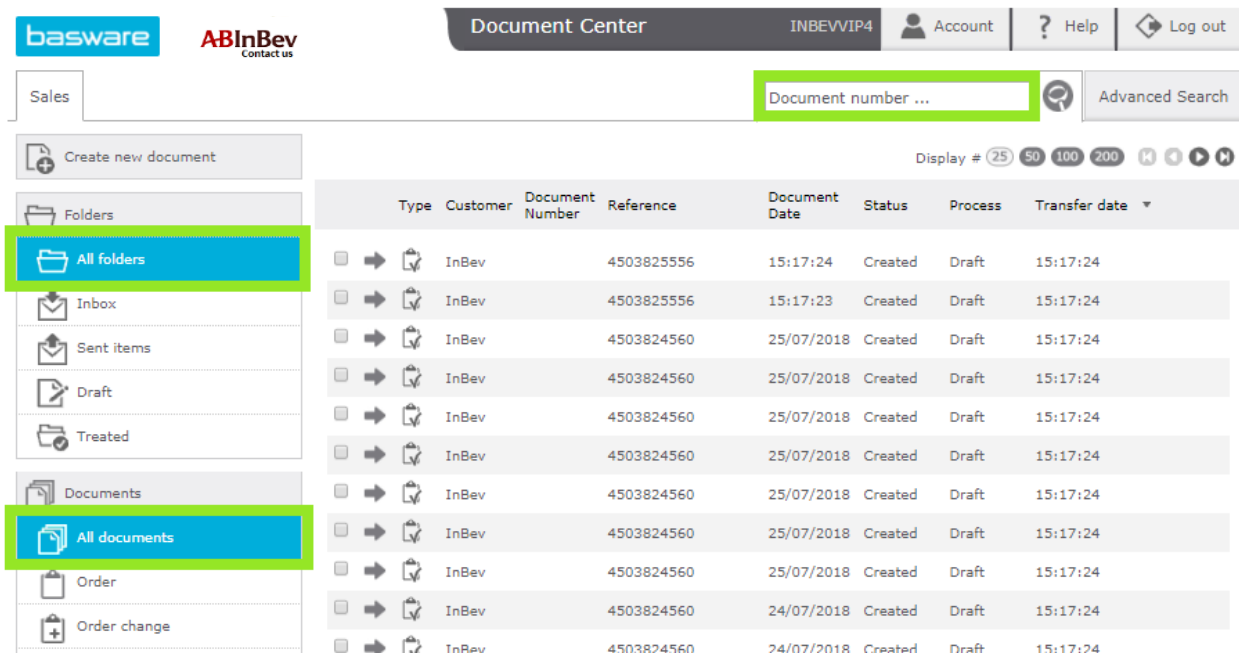
Link for Basware portal is: baswareone.com

*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.

1. ORDER CONFIRMATION

1.1   Please find the **Order** (usually starting with 450 and has 10 digits) and open it.

1.2   In the new window you can see an overview of your order. Please click on **Create order confirmation** button in the top left corner.

1.3   In the new window please insert your **Order number** (this should be your internal number but not the invoice number).

1.4   In the lower part of the window please check the **Delivery date, Quantity** and **Price**. If something is not correct, please change it. Please specify the reason why it was not correct by clicking on the small red square.

1.5.   If everything is in order or you corrected it, please click on **Save & Send** in the top left corner and then confirm again with the green tick.

1.6   Please confirm again with the green tick.

        *If the line is red, please check again if you filled in the order confirmation number and try again.

2. INVOICE PROPOSAL ACCEPTANCE

2.1   Please go to *Document center* (first page), search for your **Invoice proposal** (always starts with **511**) and open it.

2.2   In the new window you can see an overview of your invoice. Please choose **Create e-invoice** in the top left corner.

*When you click on **Related messages** you can move between the documents connected to the invoice proposal (Order, Order confirmation, other Invoice proposal, E-Invoice and Payment date if they already exist).

2.3   The new window for **Invoice proposal** acceptance will appear:

- Please insert your **invoice number.**

- **Please do NOT change the invoice date** – the payment terms are counted from the invoice proposal creation and change of invoice date has no effect on payment date.

- Choose the correct **bank account** number.

- Insert the **VAT percentage** – if VAT should be 0 % you need to provide a **Motivation of VAT exempt for all goods / services** in the field below (for example *International business*). When you click on the red arrow next to Motivation field, the VAT will be applied to all the lines. If there is different VAT in the lines, you can fill in the VAT manually for each line.

2.4   If everything is correct please click on **Save & Send** in the top left corner and then confirm again with the green tick.

*If the line is red, please check again if you filled all required fields and try again.

2.5   Your invoice will be automatically booked in our system and within one or two weeks you should receive **Payment date**.