

# BASWARE HANDBOOK

## LOG IN AND SEARCH FOR DOCUMENTS

Link for Basware portal is: [baswareone.com](https://baswareone.com)

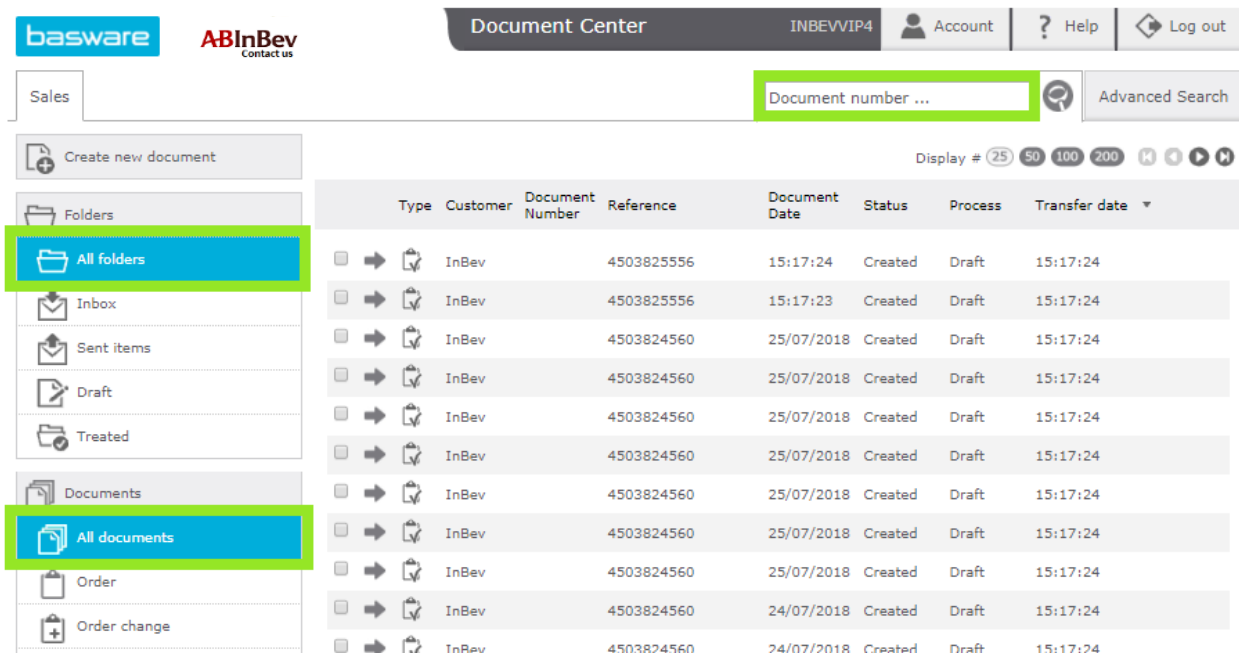
\*In case you cannot login because you forgot your password, please click on **Can't access account?** and insert email address which is linked to your Basware portal account. New temporary password will be send to this email address.



The login form features the Basware logo at the top left. Below it are three input fields: 'Username' with a person icon, 'Password' with a key icon, and a 'Sign in' button with a right-pointing arrow icon. To the right of these fields is a 'Language' dropdown menu. At the bottom left, there is a link labeled 'Can't access your account?' enclosed in a green rectangular box. A faint, tilted rectangular box is also visible in the background of the login area.

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.



The interface shows the 'Document Center' header with the Basware logo, 'ABInBev Contact us', and user information 'INBEVIP4'. Navigation links for 'Account', 'Help', and 'Log out' are present. A 'Sales' dropdown menu is on the left. A search bar labeled 'Document number ...' is highlighted with a green box, next to an 'Advanced Search' button. Below the search bar, there's a 'Create new document' button and a list of folders: 'All folders' (highlighted with a green box), 'Inbox', 'Sent items', 'Draft', and 'Treated'. Under 'Documents', 'All documents' is also highlighted with a green box, along with 'Order' and 'Order change'. The main area displays a table of documents with columns: Type, Customer, Document Number, Reference, Document Date, Status, Process, and Transfer date. The table contains 12 rows of document data.

Type	Customer	Document Number	Reference	Document Date	Status	Process	Transfer date
☐ → ☑	InBev	4503825556		15:17:24	Created	Draft	15:17:24
☐ → ☑	InBev	4503825556		15:17:23	Created	Draft	15:17:24
☐ → ☑	InBev	4503824560		25/07/2018	Created	Draft	15:17:24
☐ → ☑	InBev	4503824560		25/07/2018	Created	Draft	15:17:24
☐ → ☑	InBev	4503824560		25/07/2018	Created	Draft	15:17:24
☐ → ☑	InBev	4503824560		25/07/2018	Created	Draft	15:17:24
☐ → ☑	InBev	4503824560		25/07/2018	Created	Draft	15:17:24
☐ → ☑	InBev	4503824560		25/07/2018	Created	Draft	15:17:24
☐ → ☑	InBev	4503824560		25/07/2018	Created	Draft	15:17:24
☐ → ☑	InBev	4503824560		25/07/2018	Created	Draft	15:17:24
☐ → ☑	InBev	4503824560		24/07/2018	Created	Draft	15:17:24
☐ → ☑	InBev	4503824560		24/07/2018	Created	Draft	15:17:24

# 1. ORDER CONFIRMATION

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

basware ABInBev Contact us Document Center INBEVIP4 Account Help Log out

Sales 4503824560 Advanced Search

Create new document

Search Results

All documents

Order

Order change

Type	Customer	Document Number	Reference	Document Date	Status	Process	Transfer date
AB InBev	UK	4503824560	Limited	16/04/2018	Viewed	Delivered	16/04/2018

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.

Create order confirmation v1.0 Pin Print ?

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Related messages Audit number: 100424016

07/09/2016 - Order - 4502246715 - Final confirmation

14/09/2016 - Invoice proposal - 3108138377 - Invoiced

27/12/2017 - e-Invoice - 789 - Sent

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.

Goods/Services

#	Material no.	Material group	Description	Confirmed delivery date	Quantity	Unit	Price	Amount
10		10	Test	07/09/2018	100.000	PCE	100.0000	10000.00

Comments

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.

View Save as draft Save & Send v1.0 Pin ? Help

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Related messages Audit number: 100967499

Order confirmation From INBEVIP4 To InBev

Buyer

ABInBev

Order confirmation

Order confirmation number 8259

Order confirmation date 26/07/2018

Order information

Order number 4502246715

Order date 07/09/2016

Order currency EUR

1.6 Please confirm again with the green tick.

I have read and checked this order confirmation and confirm it to be correct.

\*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).

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Create e-invoice Move to Treated v1.0 Pin Print ? Help

Related messages Audit number: 100428809

07/09/2016 - Order - 4502246715 - Viewed  
**14/09/2016 - Invoice proposal - 5108158577 - Invoiced**  
 27/12/2017 - e-Invoice - 789 - Sent

- 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.

Invoice From INBEVIP4 To InBev

Buyer	Invoice Information	Related messages information
<b>ABInBev</b> <b>Name</b> AB InBev UK Limited <b>VAT number</b> GB745737502 <b>Address</b> Porter Tun House <b>Postal code</b> LU1 3LS <b>City</b> Luton <b>Country</b> United Kingdom	<b>Your invoice number</b> <input type="text"/> <b>Invoice date</b> 27/07/2018 <b>Invoice currency</b> EUR <b>Payment terms</b> 16SE <b>Payment method</b> Bank draft <b>Delivery date</b> 16/04/2018	<b>Order number</b> 4503824560 <b>Order date</b> 16/04/2018 <b>Order confirmation number</b> - <b>Order confirmation date</b> - <b>Invoice proposal number</b> 5110221 <b>Invoice proposal date</b> 16/04/2018

Bank account	
<b>Account</b>	0871927901
<b>BBAN (Bank account)</b>	0871927901
<b>IBAN</b>	70020270

- 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.

Goods/Services

VAT rate for all goods / services 0.0

Motivation of VAT exempt for all goods / services

#	Material no.	Material group	Description	Quantity	Unit	Price	VAT %	Amount
10	000000000050119613	01030102	HOP ARO PEL T45 SAAZ BOX 10KG FOIL	288.00	KGA	237.5700	0.0	68420.16 EUR

VAT motivation

- 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**.