## **Invoice Proposal Acceptance 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	
	$\sim$
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				INBEWVIP4 🙎 Account 📍 Help 🔶 Log out
Sales						Document number 🔗 Advanced Search
Folders						Display # (25) 👀 💷 🗷 🕄 🗘 🗘
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
Treated	🔲 🏟 💽 InBev	5111530692	09/12/2019	Created	Draft	30/01/2020
-9	🔲 🏟 👔 InBev	5111530692	09/12/2019	Created	Draft	30/01/2020
Documents	🗐 🏟 👔 InBev	5111530692	06/12/2019	Created	Draft	30/01/2020
All documents	🔲 🏟 🛃 InBev	5111530692	06/12/2019	Created	Draft	30/01/2020
<sup>♠</sup> ] Order	🗏 🏟 💽 InBev	5111530611	26/11/2019	Created	Draft	30/01/2020
	🔲 🏟 🛃 InBev	5111530611	26/11/2019	Created	Draft	30/01/2020
+ order change	E A InRev	5111530692	25/11/2019	Created	Draft	30/01/2020



## **1. INVOICE PROPOSAL ACCEPTANCE**

- 1.1 Please go to *Document center* (first page), search for your **Invoice proposal** (always starts with **511**) and open it.
- 1.2 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).

Create e-invoice	Move to Treated	Reject Invoice Proposal	v1.0	🏠 Pin	Print	? Help	Close window
ABInBev Contact us			01	Related mess	iges	Audit numb	per: 101692705
			17/	06/2019 - Ord 9 <b>/06/2019 -</b>	er - 450489146 Invoice propo	8 - Final confir sal - 511153	mation 0692 - Invoiced

- 2.3 The new window for **Invoice proposal** acceptance will appear:
  - Please insert your **invoice number**.
  - <u>Please do NOT change the invoice date</u> 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 from the drop-down list.

Invoice From IN	BEVVIP4 To InBev				
Buyer		Invoice Information		Related messages information	
		Your invoice number		Order number	4504891468
	ABInBev	Invoice date	13/02/2020	Order date	17/06/2019
		Invoice currency	EUD	Order confirmation number	-
		Payment terms	1655	Order confirmation date	-
Name	AB InBey UK Limited	Payment method	Rank draft	Invoice proposal number	5111530692
VAT number	GB745737502	Delivery date	19/06/2019	Invoice proposal date	19/06/2019
Address	Bureau Fetter Lane	Sentery dote	2010012020		
Postal code	EC4A 1EN	Bank account			
City	London				
Country	United Kingdom	Account	0871927901		
		BBAN (Bank account)	0871927901		
Supplier		IBAN BIC	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.

0	oods	/Services								
	VAT rate for all goods / services					0.0				
Motivation of VAT exempt for all goods / services						Ð				
C	#	Material no.	Material group	Description		Quantity	Unit	Price	VAT %	Amount
6	9 10	00000000050119613	01030102	CAN HERTOG JAN PILS 33CL ALU MVA'18		1.00	KGA	1.0000	0.0	1.00 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**.



View Save as draft Save & Send			v2.0 🛠 P	in <b>?</b> Help <b>O</b> Close wind
I hereby confirm that this invoice is in line with the 14 day records in my general sales ledger.	tax rule and should be considered as an electro	nic invoice for all VAT and accounting	purpose. The details it contains are	e aligned with the accounting $ig  imes$ 🗸 🗸
			Related messages	Audit number: 100967502
Invoice From INBEVVIP4 To InBev				
Buyer	Invoice Information		Related messages inf	ormation
<b>ABInBev</b>	Your invoice number Invoice date	123	Order number Order date	4504891468 17/06/2019

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

View Save as draft Save & Send			v2.0 🗙 Pin	? Help 🐼 Close window
Errors have been found in the form. Please correct them.				
ABInBev Contact us			Related messages	Audit number: 100967502
Invoice From INBEVVIP4 To InBev				
Buyer	Invoice Information		Related messages info	rmation
ABInBev	Your invoice number Invoice date	13/02/2020	Order number Order date	4504891468 17/06/2019

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