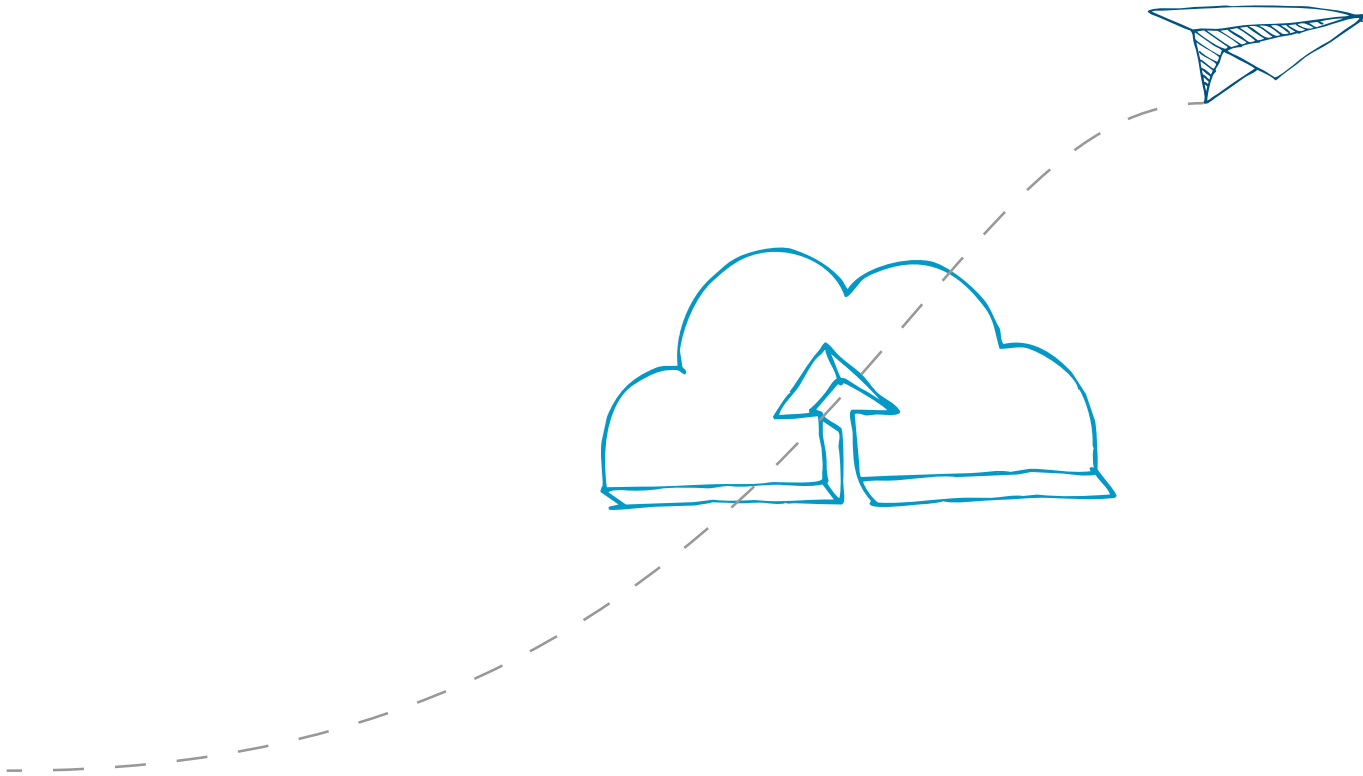




Quick Guide

Basware PDF e-Invoice for Receiving (January 2017)



1 Overview

Your customer expects you to send e-invoices. A quick and easy way to meet their expectations is to sign up for Basware PDF e-Invoice for Receiving service. Simply create a PDF invoice with your regular invoicing software and email it to your customer's Basware Service address. Basware PDF e-Invoice for Receiving then reads the invoice data from the PDF invoice, creates an electronic invoice based on the data, and delivers both the electronic invoice and the PDF invoice to your customer.

Basware sets up the conversion process when you send the first invoice into the service. In order for the service to work, the invoices that you send in must have the same layout as the first invoice. Because the invoices are read electronically, the content of each invoice must be in machine-readable text format - the invoices cannot be hand-written, scanned or contain the information in image format. For more information about invoice content, see the Basware PDF e-Invoice for Receiving [User Guide](#).

This quick guide walks you through the registration process, which in total takes about 5- 10 minutes. For more information, see the Basware PDF e-Invoice for Receiving [User Guide](#).

If you have any problems with the registration process, please contact [Basware Support](#).



2 Getting started

Before you can start sending e-invoices to your customers with Basware PDF e-Invoice for Receiving, you must:

- [Sign up for a Basware Network account](#)
- [Activate Basware PDF e-Invoice for Receiving service](#)
- [Create a PDF Invoice](#).

Once you have completed these steps, you can send your first PDF invoice to the service. Basware provides you with additional information during the service's setup phase.

2.1 Sign up for a Basware Network account and activate the service

Basware PDF e-Invoice for Receiving is a part of Basware Network. Before you can activate this service, you must sign up for a Basware Network account.



1. Open the Basware PDF e-Invoice for Receiving service's landing page.
 - If you received an email invitation, follow the link in the invitation.
 - If you received an invitation letter, enter the web address in the invitation letter into your browser's address bar.
 - If you received an invitation to visit the service's landing page, enter the landing page's web address into your browser's address bar.

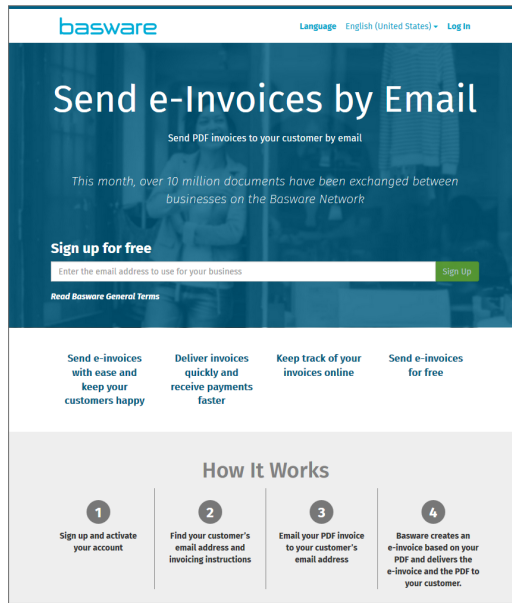


The letters used in the web address are case-sensitive.



The Basware PDF e-Invoice for Receiving service's landing page in Basware Network opens.



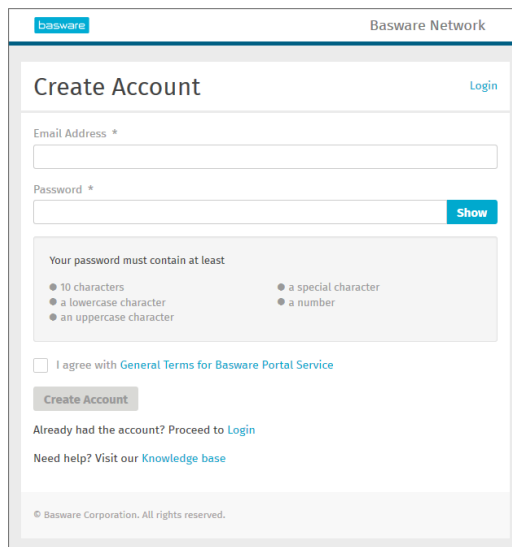


2. On the service landing page, enter your email address in the **Sign up for free** field and click **Sign Up**.



The email address that you enter will be your username in the service. If you were invited to the service by email, the email address that the invitation was sent to will be automatically used here. You can change the email address, if you want to use another email address with the service.

The **Create Account** page opens.



3. Choose a secure password and enter it in the **Password** field.

4. Read the **General Terms for Basware Portal service** and tick the checkbox to confirm that you agree to the terms.
5. Click **Create Account** to create a new Basware Network account.

The service sends a confirmation message to your email address.



It may take a while before the confirmation message is delivered to your email address. If you do not receive the confirmation message within an hour, contact Basware Support: <https://kb.basware.com/contacting-support/>.

6. Open the confirmation message and click **Confirm Your Email Address** to activate your account.



If you get a message that says your confirmation link has expired, you must start the registration process over. To do this, open the original invitation link and sign up to the service again.

The login page opens and you'll see a confirmation message telling you that your account has been activated.

A screenshot of the Basware Network login page. The page has a white background with a blue header bar containing the 'basware' logo on the left and 'Basware Network' on the right. Below the header, the word 'Login' is centered. A green success message box with a checkmark icon reads: 'Thank you for confirming your email address! Please log in to your newly created Basware Account.' Below this, there are two input fields: 'Username' and 'Password'. A blue 'Log In' button is positioned below the password field. At the bottom of the form area, there are two links: 'Forgot your password?' and 'Need help? Visit our Knowledge Base'. A small copyright notice '© Basware Corporation. All rights reserved.' is at the very bottom of the page.

7. Enter your **Username** and **Password**, and click **Log in**.
The service logs you into Basware Network. Now, you must fill in some details about your organization to activate the Basware PDF e-Invoice for Receiving service.
8. First, fill in your personal details in the **My Account** section, and click **Save**.

9. In the **My Organization** section, fill in your organization's details and click **Save**.



Enter your company's Sales Tax number, VAT identification number, email address or a similar unique identifier in the **Business Identifiers** field. If you get a notification that your organization's identifier is already in use in the service, contact Basware Support for assistance: <https://kb.basware.com/contacting-support/>.


10. In the **Organization's Contact Information** section, enter the details of the person your clients can get in touch with if they have any queries, and click **Save**.

11. In the **Service settings** section, select your service preferences and click **Save**.

Click **Add Email Address** to add the email addresses from which you will send PDF e-Invoices.



You can only send invoices from the addresses that you define here. Invoices sent from other addresses will not be delivered to the recipients.



Send e-Invoices by Email

Send PDF invoices to your customer by email

[Show benefits](#)

▼ Service settings

Enter an email address that is used only by you. By using this address, you verify that the business documents sent from this address to Basware belong to you. Do not use a generic address that can be used by many senders.

I Send Invoices From *

email-sending-address@dummy-corp.com

+ Add Email Address

Click **Activate** to activate the service, and you're ready to start sending PDF invoices. Make sure your PDF invoice matches the requirements of the service and any specific requirements that your customer may have. Then, email the PDF invoice to the customer's PDF invoice address: . For more information, see the [Basware PDF e-Invoice User Guide](#)

Save
Cancel

Activate

12. Click **Activate** to activate the service.

Once the service has been activated, you will be redirected to the **Documents** page in **Basware Network**.

You are now ready to send your first invoice to your customer. Please refer to the PDF e-Invoice for Receiving [user guide](#) for more information on how to send PDFs to the service.

