



# User Guide

Basware PDF e-Invoice for Receiving (February 2018)

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## 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.

## 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](#)



If you already have an account in Basware Network, you can simply activate Basware PDF e-Invoice for Receiving without having to sign up.

- 
- [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.



If you already have an account in Basware Network, you can simply activate Basware PDF e-Invoice for Receiving without having to sign up.



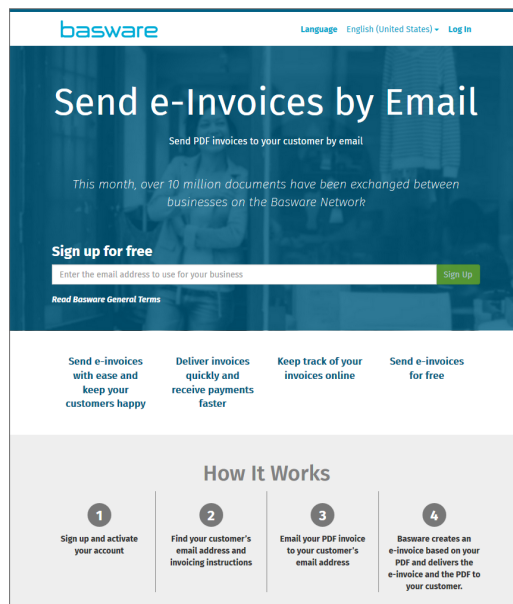
1. Open the Basware PDF e-Invoice for Receiving service's landing page.
  - If you received an email invitation, follow the link in the invitation.
  - If you received an invitation letter, enter the web address in the invitation letter into your browser's address bar.



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

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

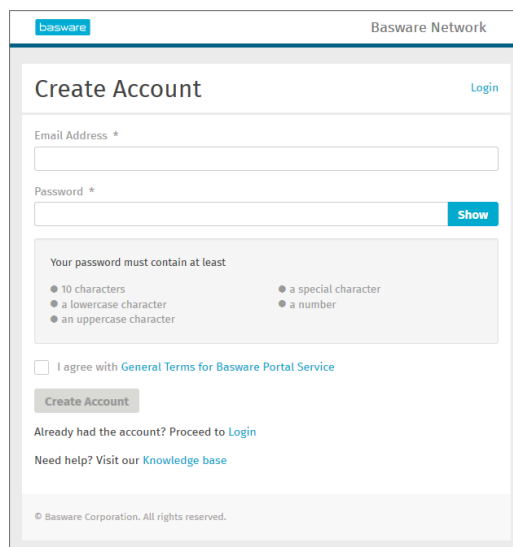


2. On the service landing page, enter your email address in the **Sign up for free** field and click **Sign Up**.



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** 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. The main content area is titled 'Login'. At the top of the login area is a green success message: '✓ Thank you for confirming your email address! Please log in to your newly created Basware Account.' Below this are two input fields: 'Username' and 'Password'. A blue 'Log In' button is positioned below the password field. Underneath the button are two links: 'Forgot your password?' and 'Need help? Visit our Knowledge Base'. At the bottom of the page, there is a small copyright notice: '© Basware Corporation. All rights reserved.'

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.

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

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

## 2.2 Activate Basware PDF e-Invoice for Receiving

If you already have an account in Basware Network, you can activate Basware PDF e-Invoice for Receiving without having to sign up to the service first.



1. Open the Basware PDF e-Invoice for Receiving service's landing page.

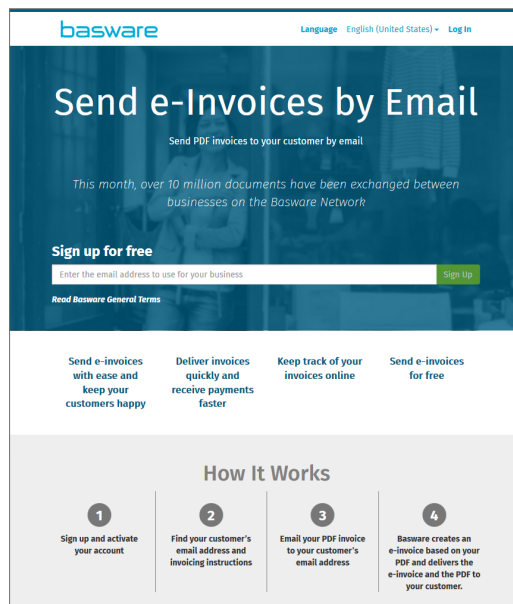
- If you received an email invitation, follow the link in the invitation.
- If you received an invitation letter, enter the web address in the invitation letter into your browser's address bar.



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. Click **Log in**.
3. In **My Account**, make sure your account details are correct and that no information is missing.  
Click **Save** to save any changes you made.
4. In **My Organization**, make sure your company details are correct and that no information is missing.  
Click **Save** to save any changes you made.
5. In **Organization's Contact Information**, make sure your company's contact details are correct and that no information is missing.  
Click **Save** to save any changes you made.
6. In **I Send Invoices From**, click **Add Email Address** to add all the email addresses from which you will send PDF e-invoices.  
You can add up to five email addresses.



The service will reject PDF e-invoices sent from email addresses other than those defined here.

7. Read the **General Terms for Basware Portal service** and tick the checkbox to confirm that you agree to the terms.
8. Click **Activate** to activate the service.  
Once the service has been activated, you will be redirected to the **Documents** page in **Basware Network**.


## 2.3 View, edit and add email addresses

The Basware PDF e-Invoice for Receiving service only delivers invoices that you send from email addresses that you have registered to the service. The service will automatically reject invoice that you send from an unregistered email address.

You can view, edit and add email addresses on the Basware PDF e-Invoice for Receiving service page.



1. Log into [Basware Network](#).
2. On the top navigation bar, click **Services**.
3. Under **Sending Invoices**, click **PDF e-Invoice**.
4. Click **View Details**.
5. Click **I Send Invoices From** to expand that section.

Your current, registered email addresses are listed under **Invoicing Addresses**. Click **Add Email Address** to register a new email address or click the  after an email address to unregister that email address.

## 2.4 Create a PDF invoice

There are many ways you can create a PDF invoice:

- You can use your current accounting software, if it allows you to export invoices in [machine-readable](#) PDF format
- You can use a word processing or spreadsheet software - for example, tools from the Microsoft Office or the Apple iWorks suite, if it allows you to save documents in [machine-readable](#) PDF format.



Make sure that the invoice information is not saved to the PDF as an image. Images are not machine-readable and PDF e-invoices that contain the invoice information in image format will be rejected.

If your current software does not allow you to create PDF documents, you can convert the invoice into PDF format using a PDF conversion software. For more information, see [List of free PDF tools](#).

When you create PDF invoices, you must:

- Make sure the invoice meets the [compliance requirements](#)
- Make sure the invoice follows the [invoice layout and invoice type](#) used during the setup phase
- Make sure the invoice meets the [service's requirements](#)
- Make sure the invoice is [machine readable](#)
- Make sure the invoice follows the service's [attachment policy](#).

Once your PDF invoice meets the requirements above, you can [send your first invoice](#).

### 2.4.1 Make sure the invoice meets your customer's requirements

Your customer requires that the invoices you send into Basware PDF e-Invoice for Receiving service contain pre-defined invoice fields. If any of these fields are missing from the invoice, Basware will not deliver the invoice to your customer.

In addition to the pre-defined fields, your customers may require that you include additional details on the invoice. They may require, for example, that you include your vendor number and a purchase order number. You must include all the information that your customers require on the invoice.

To view your customer's requirements:



1. In [Basware Network](#), click **Services**.
2. Click **PDF e-Invoice**.
3. Click **Search Customers** to open the **Search Customers** tab.

Company Name	Company Identifiers	Company's PDF Invoice Address	Invoicing Instructions
[REDACTED]	[REDACTED]	@email.basware.com	<a href="#">Supplier-Kit-MB.pdf</a>
[REDACTED]	[REDACTED]	@email.basware.com	<a href="#">Supplier-Kit-MB.pdf</a>

**Figure 1: Search Customers tab**

4. Use the search to find your customer.
5. Download your customer's supplier information kit to view their invoicing requirements.

### 2.4.2 Make sure the invoice meets the compliance requirements

Different countries have different legal requirements for the contents of an invoice. Based on those requirements, certain invoice fields are set as mandatory in the Basware PDF e-Invoice for Receiving service. If any of the mandatory fields are missing from an invoice you send, Basware will not deliver the invoice to your customer but will reject the invoice. The validation only covers a certain number of fields in each country. Therefore it is your responsibility to make sure that the content of the invoices that you send comply with local rules and regulations.

You can review the country compliance requirements in [Invoice content for different countries](#).

### 2.4.3 Make sure the invoice follows the invoice layout and invoice type used during the setup phase

When you send PDF invoices to Basware PDF e-Invoice for Receiving service, the invoices must have the same fields, language and content as the invoices that you provided to the invoice data testing during the service's setup phase. If you need to make changes to the content of the invoices after the setup phase, please contact [Basware Support](#). You will be charged for the changes on time and material basis.

### 2.4.4 Make sure the invoice meets the service's requirements

Each PDF invoice that you send to Basware PDF e-Invoice for Receiving must:

- use PDF version 1.4 or later
- be [machine-readable](#) and searchable.
- be written in a supported language. Basware PDF e-Invoice for Receiving currently supports the following languages: Danish, Dutch, English, Estonian, Finnish, French, German, Hungarian, Italian, Polish, Portuguese, Spanish, Swedish, Norwegian.

### 2.4.5 Make sure the invoice is machine readable

Basware reads the invoices sent into the service electronically. Therefore, the PDF invoice cannot contain invoice data in image format.



1. Open the invoice you created.
2. Select one or more lines of invoice data using your mouse.
3. Copy the invoice data to clipboard.
4. Paste the invoice data into a word processing software, for example **Notepad**, **TextEdit**, or **WordPad**.



Make sure that the invoice information is not saved to the PDF as an image. Images are not machine-readable and PDF e-invoices that contain the invoice information in image format will be rejected.

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### 2.4.6 Make sure that the invoice follows the attachment policy

When you attach invoice attachments to your email message, make sure that you follow the attachment policy of the service:

- You can only send attachments in PDF format. The service ignores all other attachment types.

- Name the attachment so that it contains the word attachment, anhang, anlage, adjunto, annex, or liite. For example, attachment\_112233.pdf.
- If you send multiple attachments, Basware recommends that you send only one invoice per each email.
- For more information, see the [Attachment policy](#).

## 3 Managing invoices

This section describes how you can choose the way you receive invoices, how you can define new recipients for the invoices, and how you can browse the invoices you have received online.

### 3.1 Find your customer's supplier kit

Your customer's supplier kit is a set of documents that commonly contains:

- a list of the customer's organizational units and their e-invoicing addresses
- the customer's requirements regarding invoice content
- on applicable markets, a mapping table for the most common e-invoice formats in that market



1. Log into [Basware Network](#).
2. On the top navigation bar, click **Services**.
3. Under **Sending Invoices**, click **PDF e-Invoice**.
4. Click **Search Customers**.
5. Enter your customer's name in the search field and click **Search**.

The companies that match your search are shown in the **Search Results** table. You can find your customer's supplier kit under the **Invoicing Instructions** column.

### 3.2 Find your customers' e-invoice addresses

You can only send PDF invoices to PDF invoice addresses that your customer has specified in the service. You can find your customer's PDF invoice addresses on the PDF e-Invoice for Receiving service page.



1. Log into [Basware Network](#).
2. On the top navigation bar, click **Services**.
3. Under **Sending Invoices**, click **PDF e-Invoice**.
4. Click **Search Customers**.
5. Enter your customer's name in the search field and click **Search**.

The companies that match your search are shown in the **Search Results** table. You can find your customer's PDF invoice address under the **Company's PDF Invoice Address** column.

### 3.3 Send a PDF e-invoice

Before you send an invoice, you should:

- [Make sure the invoice is machine readable](#)
- [Make sure the invoice meets your customer's requirements](#)
- [Make sure that you are sending the invoice from a registered email address.](#)



1. Using your standard email client, create a new email message.
2. Attach the PDF invoice you have saved on your computer to the email message.  
You can attach more than one PDF invoices in one email, if each invoice is addressed to the same customer. For instructions on how to name the PDF invoice(s), see [Attachment policy](#).
3. If you want to send invoice attachments to your customer, attach them to the email.  
For instructions on how to name the attachments, see [Attachment policy](#).
4. Type your customer's PDF invoice address in the **To** field.  
For example, `acme.buyer@email.basware.com`.  
For instructions on how to find your customer's PDF invoice address, see [Find your customers' e-invoice addresses](#).
5. Send the email.  
Basware delivers both an e-invoice data file and the PDF invoice to your customer.



Basware will notify you by email if the invoice cannot be delivered.  
The expected average delivery time for the invoice is one business day.  
Do not send the same invoice again to the service.

### 3.4 View invoice statuses

When you log in to [Basware Network](#), you'll see a list of all the business documents that your company has received, and that you have sent to your business partners. If you are looking for a specific document, you can use search to limit the number of search results.



1. Open the [Documents](#) page in Basware Network  
The URL of the page is `https://portal.basware.com/documents`.
2. Enter the invoice number in the **Search** field.

3. Click **Search**.  
The documents that match your query are displayed in the **Search Results** table.

Showing 50 results (Scroll down for more)		Date Range: 07.01.2010 - ...
Last Updated ▾	Status ▶	Information ( Sort by: Invoice Date ↕ Due Date ↕ )
7/27/2013 7:07:51 AM	Delivery in Progress	<a href="#">Invoice A00095000 - Acme Inc. - Generic Corp.</a> Invoice Date 6/21/12 Due Date 7/21/12 Total 80.00 USD
7/25/2013 8:12:51 PM	Delivery in Progress	<a href="#">Invoice A00095679 - Acme Inc. - Generic Corp.</a> Invoice Date 6/21/12 Due Date 7/21/12 Total 80.00 USD

**Figure 2: Search Results table**

- To sort the results, click on the **Sort** labels:



**Figure 3: Sort by labels**

- To view a document, click the title of the document in the **Search Results** table and the opens.



## 4 List of free PDF tools



This following list of tools is provided as example only, and solely for informational purposes. It is not meant to function as an endorsement for the products that the companies in question provide. Basware Corporation has no control over the development and distribution of any of the software products listed herein. Therefore, Basware Corporation assumes no responsibility or liability for any incidental or consequential damages caused by your installing and using any of the software products listed herein.

It is likely that you can create [machine-readable](#) PDF invoices with your current software. If, however, you are unable to create PDF invoices, there are several free PDF tools available online that you can use to produce PDF invoices:

### **CutePDF™ Writer**

Developer	Acro Software
Operating System	Microsoft® <sup>1</sup> Windows
Website	<a href="http://www.cutepdf.com">www.cutepdf.com</a>

### **doPDF**

Developer	Softland
Operating System	Microsoft Windows
Website	<a href="http://www.dopdf.com">www.dopdf.com</a>

### **Microsoft Office Add-in: Microsoft Save as PDF**

Developer	Microsoft
Operating System	Microsoft Windows
Website	<a href="http://www.microsoft.com">www.microsoft.com</a>

### **PDFConverter Desktop**

Developer	Baltsoft Software
Operating System	Microsoft Windows
Website	<a href="http://www.freepdfconvert.com">www.freepdfconvert.com</a>

<sup>1</sup> Microsoft® is a registered trademark of Microsoft Corporation in the United States and/or other countries.

## 5 Contact Basware Support

If you cannot find the information you are looking for in this document, please have a look at the [Online Help](#). In case you cannot find the information you are looking for there, either, please contact Basware Support. The Basware Support personnel will assist you in using the application and send all suggestions for improvement related to the applications or documentation to the supplier of the system.

To find the contact information of Basware Support, visit [Basware Knowledge Base](#).

You can also contact Basware Support by clicking the Chat tab that is available on each page. This opens the **Chat with Basware Support** popup window that lets you send questions to Basware Support:

**Basware Knowledge Base**

Resolve issues with the help of our knowledge base's in-depth articles.

Search for Knowledge Base articles:

Visit Knowledge Base at [kb.basware.com](http://kb.basware.com)

**Chat with Basware Support:**

Your email:

Your question:

Figure 4: Chat with Basware Support popup window

## 6 Troubleshooting and frequently asked questions

### Frequently asked questions

See the FAQ in [Basware Knowledge Base](#).

### Where can I find more information about the service?

You can find additional information about the service in [Basware Knowledge Base](#).

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## Appendix

# A

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### Attachment policy

- You can only send attachments in PDF format. The service ignores all other attachment types.
- Name the attachment so that it contains the word `attachment`, `anhang`, `anlage`, `adjunto`, `annex`, or `liite`. For example, `attachment_112233.pdf`.
- If you send multiple attachments, Basware recommends that you send only one invoice per each email.

If you must send multiple PDF e-Invoices and attachments in a single email, follow these guidelines:

- Make sure that each attachment has the keyword `attachment` in their filename
- Make sure that each attachment is associated to a business document PDF:
  - Single business document PDF: each attachment is automatically linked to the business document PDF
  - Multiple business document PDFs: attachments are linked to a business document PDF, if the filename of the attachments contains the filename (without the file extension) of the business document. For example, `document1_attachment.pdf` will be linked to `document1.pdf`.
- The attachments are valid, if:
  - the email contains at least one business document PDF
  - each extra attachment is linked to a business document PDF.

**Table 1: Examples of attachment filenames**

Attachments	Valid	Notes
<ul style="list-style-type: none"> <li>• some.pdf</li> <li>• another.pdf</li> <li>• attachment_for_some.pdf</li> <li>• attachment_for_another.pdf</li> </ul>	YES	<ul style="list-style-type: none"> <li>• This message contains two business documents, some.pdf and another.pdf</li> <li>• This message also contains two attachments linked to the two business documents:                             <ul style="list-style-type: none"> <li>• attachment_for_some.pdf will be linked to some.pdf</li> <li>• attachment_for_another.pdf will be linked to another.pdf</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• some.pdf</li> <li>• another.pdf</li> <li>• an_attachment.pdf</li> </ul>	NO	<ul style="list-style-type: none"> <li>• This message contains two business documents, some.pdf and another.pdf</li> <li>• This message contains a single attachment, an_attachment.pdf, but the attachment is not linked to either of the business documents.</li> </ul>
<ul style="list-style-type: none"> <li>• some.pdf</li> <li>• another.pdf</li> </ul>	YES	<ul style="list-style-type: none"> <li>• This message contains two business documents, some.pdf and another.pdf</li> <li>• This message contains no attachments linked to the business documents</li> </ul>
<ul style="list-style-type: none"> <li>• document_without_attachment.pdf</li> </ul>	NO	<ul style="list-style-type: none"> <li>• The single file contains the keyword attachment and the service considers this to be a business document attachment</li> <li>• There is no business document that the business document attachment could be linked to</li> </ul>
<ul style="list-style-type: none"> <li>• document.tif</li> </ul>	NO	<ul style="list-style-type: none"> <li>• There are no business documents or business document attachments in PDF format</li> <li>• The service will ignore attachments in .tif format</li> </ul>
<ul style="list-style-type: none"> <li>• some.pdf</li> <li>• another.pdf</li> <li>• attachment_for_some.pdf</li> <li>• body.html</li> </ul>	YES	<ul style="list-style-type: none"> <li>• This message contains a single business documents, document.pdf</li> <li>• This message also contains two business document attachments, some_attachment.pdf and another_attachment.pdf, that will automatically be linked to the single business document</li> <li>• The service will ignore and discard the file body.html</li> </ul>

If you do not follow the attachment policy when you send business documents, the service will reject your message. The service will then send you a notification telling you that your message has been rejected. You must then make any necessary corrections to the message and send it to the service again.

# Appendix

## B

### Invoice content for different countries

General Information	FI	SE	NO	DK	NL	UK	FR	GER	PT	ES	US	PL	BE	SUI	AT	ITA	LV	Gen eric
Invoice Number	M	M	M	M	M	M	M	M	M	M	M	M	M	*	M	M	M	*
Tax Invoice/ Tax credit note (indicates if debit or credit invoice)	M	M	M	M	M	M	M	M	M	M	*	M	M	*	*	M	M	*
If credit note, reference to erroneous invoice	*	*	*	M	*	*	*	*	*	*	*	M	*	*	*	*	*	*
Invoice Date	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
DUE Date	*	*	*	M	*	*	M	*	*	*	*	*	*	*	*	*	*	*
Delivery date	*	*	*	*	M	*	M	M	*	M	M	M	M	M	M	*	C	*
PaymentTerms	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
INTEREST RATE	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Currency	M	M	*	*	M	M	M	M	M	M	*	M	M	M	M	M	M	*
Order Number	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Contract number	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Customer reference	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Free text	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Sender Information	FI	SE	NO	DK	NL	UK	FR	GER	PT	ES	US	PL	BE	SUI	AT	ITA	LV	Gen eric
Full name of the sender	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
Sender-id, default	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Full address of the supplier	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
The VAT identification number of the supplier in accordance with ISO Standard under which he supplied the goods or services	*	M	*	M	M	M	M	M	M	M	*	M	M	M	M	M	M	*
Supplier organization VAT registration information	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Supplier organization number (e-invoice address etc. comes from the order form will not be mapped on the image)	M	*	C	*	*	*	*	*	*	*	*	*	*	*	*	*	M	*
Contact information for sender	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Supplier Tax representative (where relevant)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Sender Bank Account (local format)	*	M	M	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
IBAN (bank account in IBAN format)	M	*	C	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
SWIFT (BIC)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Sender e-invoice address	M	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Payment Reference (Maksuviite, OCR nummer, KID nummer)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Payee reference	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Customer Information	FI	SE	NO	DK	NL	UK	FR	GER	PT	ES	US	PL	BE	SUI	AT	ITA	LV	Gen eric
Full name of the customer	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
Customer number	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Full address of the customer	*	*	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	*
Receiver VAT number	*	*	*	*	M	M	M	M	M	M	*	M	M	*	*	M	*	*

Receiver e-invoice address	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
Delivery address	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Receiver organization number	*	*	C	M	*	*	*	*			*	*	*	*	*	*	*	*
Customer Tax representative (where relevant)	*	*	*	*	*	N/A	*	*			*	*	*	*	*	*	*	*
Buyer contact person	*	*	*	*	*	*	*	*			*	*	*	*	*	*	*	*
Line level capture requirements	FI	SE	NO	DK	NL	UK	FR	GER	PT	ES	US	PL	BE	SUI	AT	ITA	LV	Gen eric
Row Number	*	*	*	*	M	*	*	*	*	*	*	*	M	*	*	*	*	*
Delivery Address	*	*	*	*	*		*	*			M	*	*	*	*	*	*	*
Article ID of the goods or services	*	*	*	*	M	*	*	*	*	*	*	*	M		*	*	*	*
Description/nature of the goods or services	M	*	*	M	M	M	M	M	M	M	M	M	M	M	M	M	M	*
Quantity of the goods supplied or the extent and nature of the services rendered	M	*	*	M	M	M	M	M	M	M	M	M	M	M	M	M	M	*
OrderNumber	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Price per unit (excluding VAT)	M	*	*	M	M	M	M	M	M	M	*	M	M	*	*	M	M	*
Total (NET)	*	*	*	*	M	M	M	M	M	M	*	*	M	M	M	M	M	*
Vat %	*	*	C	M	M	*	M	M	M	M	*	*	M	M	M	M	M	*
Vat amount	*	*	*	*	M	*	M	M	M	M	*	*	M	M	M	M	M	*
Total (Gross)	*	*	*	*	M	*	*	*				*	M	M	*	*	*	*
Any discounts or rebates, not included in the unit price	*	*	*	*	*	*	*	*	*	*	M	*	*	*	*	M	M	*
Discount amount	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*			*
Unit of measure (UOM)	*	*	*	*	M	*	*	*	*	*	*	M	M	*	*	*	M	*
Delivery Note Number	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Customer Product Code	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>Summary</b>	FI	SE	NO	DK	NL	UK	FR	GER	PT	ES	US	PL	BE	SUI	AT	ITA	LV	Gen eric
Net amount (VAT excluded)	M	M	M	M	M	M	M	M	M	M	M	M	M	c	M	M	M	*
Gross amount (VAT included)	M	M	M	*	M	M	M	M	M	M	M	M	M	c	*	*	*	*
VAT/GST rates applied	M	*	*	*	M	M	M	M	M	M	*	M	M	M	M	M	*	*
Break-down of the taxable amount (excluding VAT) per VAT/GST rate or exemption	*	*	*	M	M	M	M	M	M	M	*	M	M	M	M	M	*	*
Break-down of the VAT amount per VAT/GST rate or exemption	*	*	*	*	M	*	*				*	M	M	M	M	M	*	*
Total VAT/GST amount payable (total VAT amount)	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
Roundings amount	*	*	*	*	*	*		*	*	*	*	*	*	*	*	*	*	*
Exchange Rate	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Secondary Currency	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
VAT amount in the second currency	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Tax Description In the event of a VAT exemption or when the client is liable for VAT (i.e., under the reverse-charge mechanism) or when the VAT-taxable person benefits from the profit margin regime, the reference to the relevant provisions of the regulation or any provision indicating that the transaction benefits from a VAT exemption, a reverse-charge mechanism or profit margin regime.	*	*	*	*	*	*	*	*	*	*	*	M	*	*	*	*	*	*
<p><b>M</b> Mandatory. The invoice is rejected to the sender by email, if the field is found empty.</p> <p>* Captured. If this data is found on the first invoice the supplier sends into the service. The invoice data must be found on the invoice in a machine-readable format.</p> <p><b>C</b> Conditional</p>																		

Basware country specific data set contains the most common business information used in invoice documents and is based on thorough investigation of various invoice standards and user experiences in several countries and industries. If the receiver country is not explicitly

listed, the receivers may use the service and platform but are then responsible for checking the service's compliance with all requirements, legal or otherwise of the receiving country.

The formats and interfaces used by the Invoice recipient or an e-invoicing operator possibly representing the recipient, may limit the invoice data content and that is outside of Basware's control.

If the data content requirements of specific recipients, country legislation or industry needs exceeds Basware data set, additional data content extensions can be used. Extensions will be implemented and priced separately.