

Send via key-in portal service

After registration invoices can be keyed in through the Basware portal.

1. Create an account to Basware portal

- Go to <https://portal.basware.com/open/valmet>
- Register with your email address
- Portal will send a confirmation message to your email address
- Open the confirmation message and activate your account within maximum of 7 days

2. Activate your account

- Select the free service for sending e-invoices
- When you are filling in you company details, please pay special attention to
 - the business identifier – e.g. company's VAT or TIN number
 - your company's contact person, email address and phone number. Important notifications, such as invoice rejections, will be sent to this email

Choose an e-invoicing service

▼ Pick a free service and start sending e-invoices

Key in and send invoices online

Let's start

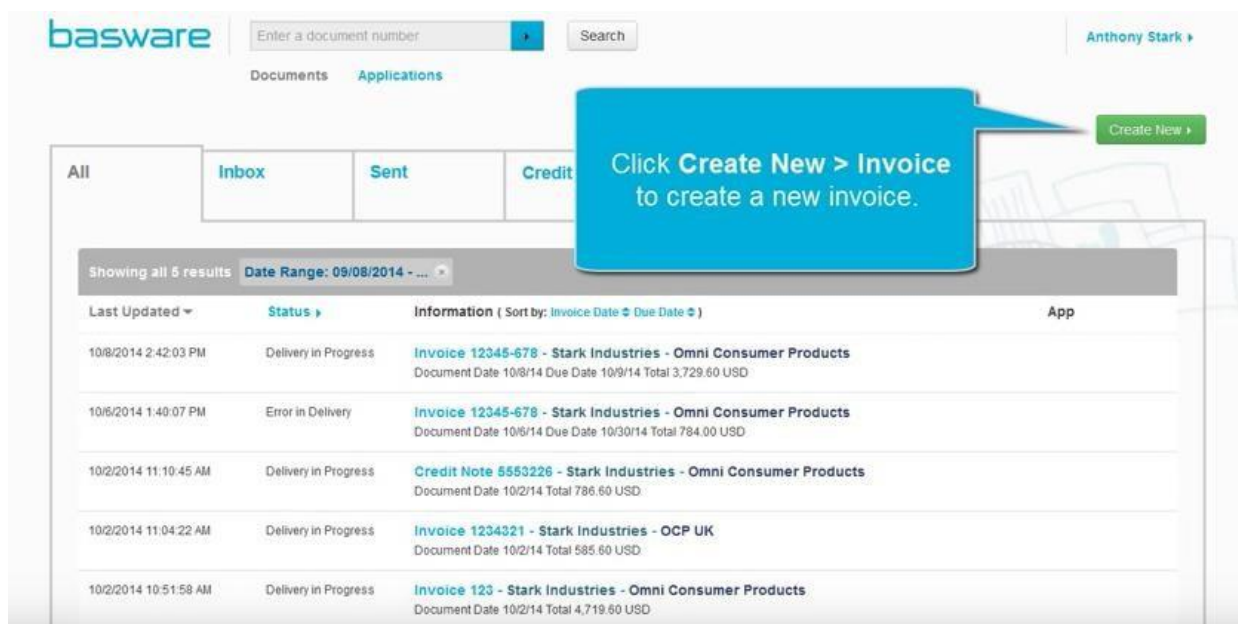
Create invoices with a simple online form with Basware's e-invoicing service. Basware delivers the invoice to your customer instantly, in their preferred format.

3. Create an invoice

Log in to Basware portal <https://portal.basware.com> with your registered email address.

Step 1: On the Documents page, click Create New > Invoice

Basware Network opens the Edit Invoice view and creates a draft invoice



The screenshot shows the Basware portal interface. At the top, there is a search bar with the text "Enter a document number" and a "Search" button. The user's name "Anthony Stark" is visible in the top right corner. Below the search bar, there are two tabs: "Documents" (selected) and "Applications". A green "Create New" button is located in the top right corner of the main content area. A blue callout box with a white border points to this button, containing the text "Click Create New > Invoice to create a new invoice." Below the callout box, there is a table of documents. The table has a header row with columns: "Last Updated", "Status", "Information (Sort by: Invoice Date Due Date)", and "App". The table contains five rows of data, each representing a document with its date, status, and details.

Last Updated	Status	Information (Sort by: Invoice Date Due Date)	App
10/8/2014 2:42:03 PM	Delivery in Progress	Invoice 12345-678 - Stark Industries - Omni Consumer Products Document Date 10/8/14 Due Date 10/9/14 Total 3,729.60 USD	
10/6/2014 1:40:07 PM	Error in Delivery	Invoice 12345-678 - Stark Industries - Omni Consumer Products Document Date 10/6/14 Due Date 10/30/14 Total 784.00 USD	
10/2/2014 11:10:45 AM	Delivery in Progress	Credit Note 5553226 - Stark Industries - Omni Consumer Products Document Date 10/2/14 Total 786.60 USD	
10/2/2014 11:04:22 AM	Delivery in Progress	Invoice 1234321 - Stark Industries - OCP UK Document Date 10/2/14 Total 585.60 USD	
10/2/2014 10:51:59 AM	Delivery in Progress	Invoice 123 - Stark Industries - Omni Consumer Products Document Date 10/2/14 Total 4,719.60 USD	

Step 2: Select a sender

By default, the service selects your favorite organization as a sender. You can change the sender manually, if necessary.

- a. To change the sender, click Change under Sender.
- b. Find the company you want to select as the sender and click Select.

New Invoice

[» Discard Draft](#)
[» Save Draft](#)
[» Send Invoice](#)

Sender



Stark Industries
 1 Innovation Avenue
 Los Angeles SW1E 6AU CALIFORNIA
 United States

[» Change](#)

Tax Registration Country and ID
 United States
 VAT GB123456782

[» Edit Ship From Address](#)

Invoice Details

Invoice Date

10/08/2018

Due Date

Invoice Number

Supplier's Reference Number

Delivery Date

Recipient's Contact Person

Purchase Order Number

Supplier's Contact Person

Genpact Team

Recipient's Email Address

Select Sender

Star a company to use it as your default sender.

Filter by name or address

Company	Tax Registration	Action
★ Stark Industries 1 Innovation Avenue, SW1E 6AU, United States	United States VAT GB123456782	Select



Click the ☆ icon next to the name of a company to set that company as your favorite. Your favorite companies will always be displayed at the top of the list.

Step 3: Select a recipient

- a. Click 'Select recipient'
- b. Find the company you want to select as the recipient and click 'Select'

New Invoice

[» Discard Draft](#)
[» Save Draft](#)
[» Send Invoice](#)

Saved at 2:19 PM

Sender

Santtu Deli [» Change](#)

Bat cave 1 a 1
Gotham City -
Finland

Tax Registration Country and ID
Finland

Recipient Missing

You cannot send the document before you have selected the recipient.

Recipient

Select Recipient

[» Edit Delivery Address](#)

Invoice Details

Invoice Date	11/28/2018	Due Date	
Invoice Number		Payment Reference Message	
Payment Reference		Purchase Order Number	
Supplier's Reference Number		Supplier's Contact Person	Alfred Pennyworth
Delivery Date		Recipient's Email Address	
Recipient's Contact Person		Reference	Undefined
Contract Number		Currency	EUR
Payment Terms			

Use the search field to filter out companies from the list.

Select Recipient x

Search by name

Company	Tax Registration	Action
☆ DEMO BUYER Finland	Finland VAT 32132147	Select
☆ DEMO SUPPLIER Finland	Finland VAT 51515151	Select



If the recipient, you selected has a tax registration number in multiple countries, a list of available tax registration countries will open. Select the tax registration country you want to use with this invoice.

Step 4: Enter the invoice details

The service validates the contents of the fields and notifies you if the content of a field does not pass validation. The fields marked in blue are mandatory in order to continue further with the invoice submission.

Saved at 2:23 PM

Sender

Santtu Deli » Change

Bat cave 1 a 1
Gotham City -
Finland

Tax Registration Country and ID
Finland
VAT FI05277682

» Edit Ship From Address

Recipient

Acme Test Buyertje » Change

Finland

Tax Registration Country and ID
Finland
VAT FI05277682

invoicing Address
test endpoint for Any to 1 & B1W
EL999999901

Invoice Details

Invoice 11/ Mandatory Value Missing
Please enter a valid value in this field.

Invoice number

Payment Reference

Supplier's Reference Number

Delivery Date

Recipient's Contact Person
buyer contact

Contract Number

Payment Terms

Comment

Payment Penalty Rate

Due Date

Payment Reference Message

Purchase Order Number

Supplier's Contact Person
Alfred Pennyworth

Recipient's Email Address
qw@qw.com

Reference
Undefined

Currency
EUR

Shipment Number

Tax Information

Step 5: Enter the line data

- a. On the Line Data tab, click Add Line to add a new invoice line.

Line Data 1 line items Files 0 attachments History 0 events

Name	Quantity	Unit Price	Net Total
1 -			EUR

Line Type: Material Remove

Product Code

Name

Description

Order Line ID

Purchase Order Number

Quantity

Unit Price

Unit of Measure

Discount %

Discount Amount

Tax %

Tax Category ID Standard

Add Line

- b. Enter the details of the line item.

The mandatory fields are marked in blue.



In case you will not enter a VAT rate, the system will automatically assign this to 0%. You can only select line types that the recipient supports.



The decimal separators used on the line items differ based on the user interface language that you have selected (this would be the language you chosen when you registered with your company details on the Basware portal). Should you use an incorrect decimal separator may cause Basware Network to save the number you enter incorrectly.

Once you enter the line data, the system will automatically display the tax and total amount. Please check this total amount to make sure that it is correct according to the data you were planning to enter.



In case you forgot to add the tax % the total will not be matching.

Line Data	1 line items	Files	0 attachments	History	0 events
Item name	Quantity	Unit Price	Net Total		
1 - service	1.00	1,000.00	1,000.00 GBP		
Add Line					
Tax Details			Invoice Summary		
Tax %	Net Total	Amount	Currency	Net Total	1,000.00
20.00 %	1,000.00	200.00	GBP	Tax	200.00
				GROSS TOTAL	1,200.00

- c. Click Add Line to add another line item, if necessary.



If the sender organization's profile has no bank account, you can add a bank account in the Sender's Details section. Bank accounts that are added directly to an invoice will not be saved to the organization's profile.

The screenshot displays the 'Sender's Details' section on the left, containing the following information:

- Company: Stark Industries
- Address: 1 Innovation Avenue, Los Angeles, CALIFORNIA, SW1E 6AU, United States
- Legal Image Language: English (United States)
- Tax Identification Number: GB123456782
- Company No.: GB123456782
- Contact: Tel., Fax, Email: alexandra.mitroi@genpact.com

In the center, an 'Add Bank Account' modal is open, showing a message 'No account's selected' and the following fields:

- Account No. (input field)
- IBAN (input field)
- SWIFT/BIC (input field)
- Bank Name (input field)
- Routing transit number (input field)

At the bottom of the modal are 'Cancel' and 'OK' buttons. To the right of the modal, there are buttons for 'Discard Draft', 'Save Draft', and 'Send Invoice', along with a 'Saved at 10:26 AM' status indicator. The footer includes 'Basware Network - Copyright Basware Corporation. All rights reserved.' and links for 'Basware General Terms', 'Privacy Notice', 'Contact Us', and 'Support'.



Please note that the bank account details are mandatory to be filled in.

- If you didn't add them on your organization's profile, you will need to enter the details at this stage
- In case you already added bank details in your profile and you want to add an additional bank account at the invoice level, please note that both details will be displayed on the invoice and will be cross checked with your customer

Step 6: Add invoice attachments

- Click Files to open the Files tab.
- Click the highlighted text to browse for attachments, or drag and drop files directly on the highlighted text to attach them to the document.



Please do not add an invoice image as an attachment unless separately agreed with your customer. An invoice image is automatically created when invoice is sent.

Please note that documents that are not related to the invoice (e.g. account statements, reminders etc.) should not be sent via this route. The attachments to the invoice file should be supporting documentation needed to better understand the charges (e.g. delivery notes, detailed timesheets for billable projects etc.).

The screenshot shows the 'Files' tab in the Basware interface. At the top, there are three tabs: 'Line Data' (0 line items), 'Files' (0 attachments), and 'History' (0 events). Below the tabs, there is a section titled 'Show/hide requirements' with a list of file format and size restrictions. A warning message states: 'Please do not add an invoice image as an attachment unless separately agreed with your customer. An invoice image is automatically created when invoice is sent.' Below this, there is a green link: 'Click here to browse for files, or drag and drop files directly here to attach them to the document'. At the bottom, there is a section for 'Attachment(s)' which currently shows 'None'. A blue button labeled 'Convert to Credit Note' is visible in the bottom right corner of the interface.

Step 7: Click Send Invoice to send the invoice to your customer

Basware Network does not store the invoice data indefinitely. Remember to download a copy of the document image through the Files tab and store it locally.

Create a credit note

There are 2 options you can use to create a credit note:

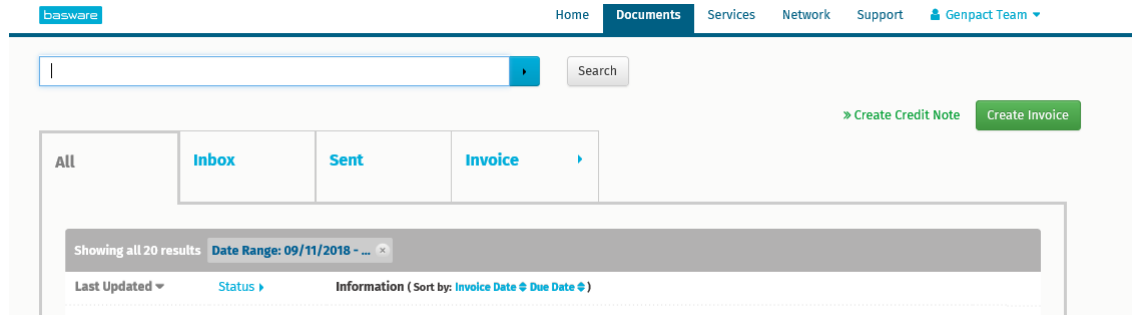
A. Convert an existing sent invoice into a credit note - This way you do not have to fill in all the fields of the credit note yourself, but the service fills in a number of the fields based on the original invoice. Open the invoice and click on "Convert To Credit Note"

Invoice 123

» Convert to Credit Note

B. Create credit note from the scratch.

On the documents page you can select "Create Credit Note" option and then follow same instructions as above (see [How to create an invoice](#) chapter)



Download invoice files

You can download invoice files either invoice image created by Basware or invoice attachments by using the Files tab on any invoice page.

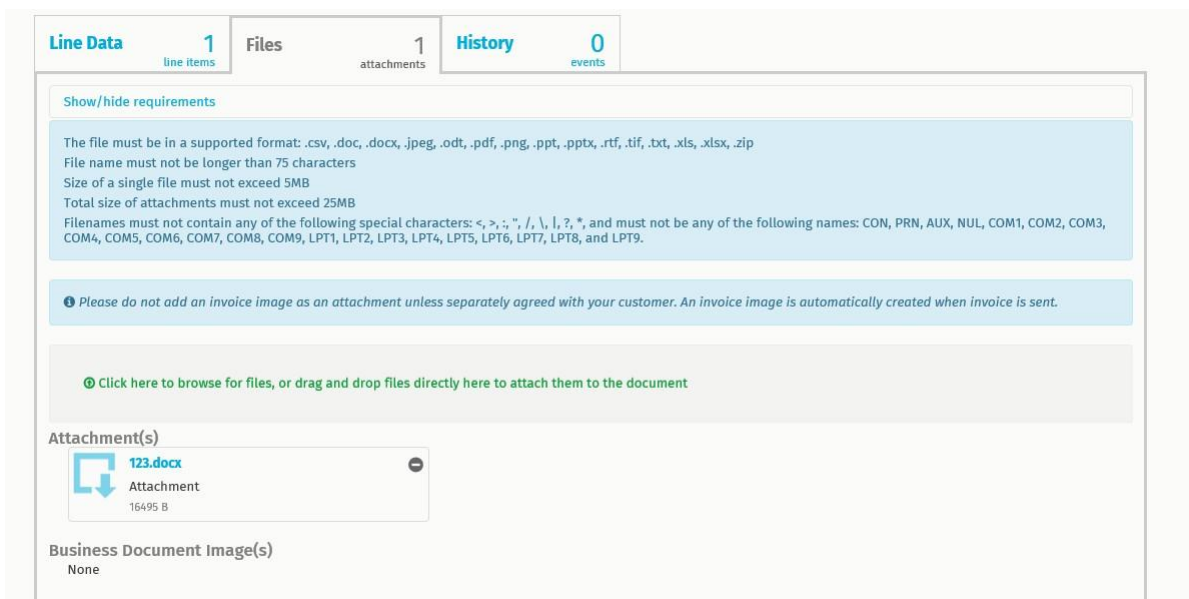
Once you login on the portal with your user and password, follow below steps:



1. Click Documents.
2. Navigate to the invoice you want to download attachments from and click the title of the invoice.

You can open the invoice page from the All, Inbox, Sent or Invoice tab.

3. On the invoice page, open the Files tab.
4. Click an attachment icon to download it.



How to search for an invoice

Once you login with your user on the Basware page you can access the tab documents to see the list of invoices you have sent or created using Basware portal.

You can view the status the last update time stamp and also search for a specific document by typing the number/key word in the search field.

The screenshot shows the Basware web interface. At the top, there is a navigation bar with the 'basware' logo on the left and menu items: Home, Documents (selected), Services, Network, Support, and Genpact Team. Below the navigation bar is a search bar containing the number '123' and a 'Search' button. To the right of the search bar are two green buttons: 'Create Credit Note' and 'Create Invoice'. Below the search bar is a filter menu with tabs for 'All', 'Inbox', 'Sent', and 'Invoice'. The 'Invoice' tab is selected. Below the filter menu is a table of search results. The table has three columns: 'Last Updated', 'Status', and 'Information'. The first row shows a result for 'Invoice 123 - Stark Industries' with a status of 'Draft' and a last updated time of '10/8/2018 6:28:30 PM'. The 'Information' column for this row shows 'Document Date 10/08/2018 Total 0.00 USD'.

Last Updated	Status	Information (Sort by: Invoice Date Due Date)
10/8/2018 6:28:30 PM	Draft	Invoice 123 - Stark Industries Document Date 10/08/2018 Total 0.00 USD