

Basware accepts only e-invoices

When you send e-invoices to us you are connected to a network to send e-invoices to 1 million companies across 100 countries.

Dear supplier,

Basware receives invoices in electronic format only. We encourage you to use electronic invoicing as it offers multiple benefits including time and cost savings. Further, the paperless feature of electronic invoicing makes it a more environmentally friendly choice.

Mandatory invoice reference information

- Invoices need to be addressed precisely to correct Basware company subsidiary as stated on the Purchase order document. Incompletely addressed invoices will not be paid.
- Basware general payment term is **45 days** net
- It is mandatory to always reference the Basware **contact** and **purchase order number** or **contract number** on the invoice (please ask your Basware contact person to provide this)
- Invoice should be sent to Basware only when goods or services have been delivered without deficiencies
- It is not allowed to raise the price or to charge any other costs on the invoice that has not been agreed on the contract or purchase order
- Invoices are required to be in English language
- Proforma invoice is not accepted

E-invoices can be sent to Basware through one of the following routes:

1. Structured e-invoice format delivered through operator network

Our operator is Basware. The operator ID is BAWCFI22.

Please see e-invoicing addresses below:

Company unit	Country	VAT-ID	E-invoice address	Peppol ID
Basware Oy	Finland	FI05925424	003705925424	0216:003705925424
Basware AB	Sweden	SE556598008201	00075565980082	0007:5565980082
Basware Pty Ltd	Australia	ABN 52096671528	0060741533194	0151:52096671528
Basware B.V.	Holland	NL809647035B01	NL809647035B01	9944:NL809647035B01
Basware A/S	Denmark	DK26404703	5790001418311	0184:DK26404703
Basware GmbH	Germany	DE210775733	DE210775733	9930:DE210775733
Basware Belgium NV	Belgium	BE0500813770	BE0500813770	9925:BE0500813770 0208:0500813770
Basware Inc	USA	98-0383758	0060624637737	9959:98-0383758
Basware SAS	France	FR91452052780	FR91452052780	9957:FR91452052780
Basware AS	Norway	NO923829644MVA	NO923829644MVA	NO923829644MVA
Basware Holdings Ltd	UK	GB213195924	GB213195924	9932:GB213195924
Basware India Private	India	U72900CH2012FTC033907	AAFBCB0838H	-



Basware SRL	Romania	RO14050297	RO14050297	9947:RO14050297
Sapphire BidCo Oy	Finland	FI32793463	003732793463	0216:003732793463
Topaz MidCo Oy	Finland	FI32793498	003732793498	0216:003732793498
Cogent Consulting UK	UK	GB834588591	GB834588591	9932:GB834588591
StatementMatching.com	UK	GB176962754	GB176962754	9932:GB176962754
Glantus Holdings Plc	Ireland	IE3537874OH	IE3537874OH	9935:IE3537874OH
Glantus Ireland Limited	Ireland	IE8213503J	IE8213503J	9935:IE8213503J
Glantus Inc.	USA	22-2661574	22-2661574	9959:22-2661574
Glantus Uk Ltd	UK	GB684246904	GB684246904	9932:GB684246904

2. PDF file to dedicated email address

You can also send the invoice as PDF by email. Please see e-mail addresses below:

Company unit	Country	VAT-ID	E-mail address
Basware Oy	Finland	FI05925424	basware.finland@pdf.basware.com
Basware AB	Sweden	SE556598008201	basware.sweden@pdf.basware.com
Basware Pty Ltd	Australia	ABN 52096671528	basware.australia@pdf.basware.com
Basware B.V.	Holland	NL809647035B01	basware.holland@pdf.basware.com
Basware A/S	Denmark	DK26404703	basware.denmark@pdf.basware.com
Basware GmbH	Germany	DE210775733	basware.germany@pdf.basware.com
Basware Belgium NV	Belgium	BE0500813770	basware.belgium@pdf.basware.com
Basware Inc	USA	98-0383758	basware.usa@pdf.basware.com
Basware SAS	France	FR91452052780	basware.france@pdf.basware.com
Basware AS	Norway	NO923829644MVA	basware.norway@pdf.basware.com
Basware Holdings Ltd	UK	GB213195924	basware.uk@pdf.basware.com
Basware India Private	India	U72900CH2012FTC033907	basware.india@pdf.basware.com
Basware SRL	Romania	RO14050297	basware.romania@pdf.basware.com
Sapphire BidCo Oy	Finland	FI32793463	sapphire@pdf.basware.com
Topaz MidCo Oy	Finland	FI32793498	topaz@pdf.basware.com
Cogent Consulting UK	UK	GB834588591	cogentconsulting@pdf.basware.com
StatementMatching.com	UK	GB176962754	statementmatching@pdf.basware.com
Glantus Holdings Plc	Ireland	IE3537874OH	glantusholdings.ireland@pdf.basware.com
Glantus Ireland Limited	Ireland	IE8213503J	glantus.ireland@pdf.basware.com
Glantus Inc.	USA	22-2661574	glantus.usa@pdf.basware.com
Glantus Uk Ltd	UK	GB684246904	glantus.uk@pdf.basware.com



3. Through free-to-use Basware e-messaging portal:

You can also send invoices to Basware through free-to-use e-messaging portal:

<http://portal.basware.com/open/basware>.

Please click the link to find detailed information about sending e-invoices at: <https://r.basware.com/basware> .

For questions and further clarifications related to invoicing, please do not hesitate to contact us at

basware.p2p@basware.com.

Kind regards,

Purchase to Pay Department

Basware Corporation

