

Basware accepts only e-invoices

When you send e-invoice to us you are connected to 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 in 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-invoicing addresses

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
Basware Oyj	Finland	FI05925424	003705925424
Basware AB	Sweden	SE556598008201	00075565980082
Basware Pty Ltd	Australia	ABN 52096671528	0060741533194
Basware B.V.	Holland	NL809647035B01	NL809647035B01
Basware A/S	Denmark	DK26404703	5790001418311
Basware GmbH	Germany	DE210775733	DE210775733
Basware Belgium NV	Belgium	BE0500813770	BE0500813770
Basware Inc	USA	98-0383758	0060624637737
Basware SAS	France	FR91452052780	FR91452052780
Basware AS	Norway	NO923829644MVA	NO923829644MVA
Basware Holdings Ltd	UK	GB213195924	GB213195924
Basware India Private Ltd	India	U72900CH2012FTC033907	AAF0838H
Basware SRL	Romania	RO14050297	RO14050297

2. PDF file to dedicated email address

To get started you must register to the PDF e-Invoice service via Basware Portal and start sending PDF-invoices to the email addresses listed in the table below. This service is free of charge.

Note: You need to register only once; after that you can send your PDF-invoices to the dedicated email address.

1. Register to the Basware Portal: <https://portal.basware.com/open/BaswarePDFe-Invoice>.
2. Add to Basware Portal the email address(es) from which you will send PDF-invoices.
3. Go to your email- or invoicing software and attach a PDF-invoice to your email and start sending.
4. For more instructions please visit the PDF e-Invoice [Supplier Kit](#).

Because the invoices are read electronically, the PDF-invoice must be in machine-readable text format - the invoices cannot be hand-written or scanned.

Please see PDF e-mail addresses below:

Company unit	Country	VAT-ID	E-mail address (requires registration)
Basware Oyj	Finland	FI05925424	basware.finland@email.basware.com
Basware AB	Sweden	SE556598008201	basware.sweden@email.basware.com
Basware Pty Ltd	Australia	ABN 52096671528	basware.australia@email.basware.com
Basware B.V.	Holland	NL809647035B01	basware.holland@email.basware.com
Basware A/S	Denmark	DK26404703	basware.denmark@email.basware.com
Basware GmbH	Germany	DE210775733	basware.germany@email.basware.com
Basware Belgium NV	Belgium	BE0500813770	basware.belgium@email.basware.com
Basware Inc	USA	98-0383758	basware.usa@email.basware.com
Basware SAS	France	FR91452052780	basware.france@email.basware.com
Basware AS	Norway	NO923829644MVA	basware.norway@email.basware.com
Basware Holdings Ltd	UK	GB213195924	basware.uk@email.basware.com
Basware India Private	India	U72900CH2012FTC033907	basware.india@email.basware.com
Basware SRL	Romania	RO14050297	basware.romania@email.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