

Basware Network -quick guide

The first time, you must register for the Basware Network service with your own e-mail address and a password you have created yourself.

basware

Language English (United Kingdom) ▾ Log In

Create and send e-invoices online

Create and send e-invoices in Basware Network

This month, over 10 million documents have been exchanged between businesses on the Basware Network

Sign up for free

Enter the email address to use for your business

Sign Up

[Read Basware General Terms](#)

After this, a message will be sent to the e-mail, through which the registration is confirmed.

After confirmation, you can log in to the program from the "Log in" section.

Note! You only register once for Basware Network, i.e. you always log into the actual program from the "Log in" section.

basware

Language English (United Kingdom) ▾ **Log In**

Create and send e-invoices online

Create and send e-invoices in Basware Network

This month, over 10 million documents have been exchanged between businesses on the Basware Network

Next, a login screen opens, where you enter your e-mail address and password, then log in by clicking the button.

Login

Username ?
teppo.testinenn@gmail.com

Password
|.....

[Log In](#)

[Forgot your password?](#)

Need help? Visit our [Knowledge Base](#)

© Basware Corporation. All rights reserved.

After logging in, the following view opens.

Behind your own name, you can update/save your own information in the program. Behind the documents you can find all the invoices you have made and their status.

basware Home Documents Services Network Support Teppo Testinen

Dashboard

Show introduction

My Tasks
No tasks

Sent invoices


My Network

Create an invoice
Send an electronic invoice to your customer with our web form
[Create new invoice](#)

Start creating an invoice by clicking '**Create invoice**'.

Select the recipient for the invoice by clicking on the section 'Select recipient' -> enter Alma in the opening search menu -> list the companies of the Alma Media group -> select the correct company -> click 'Select'.

Sender / Remittance address


Testinen Oy > Update > Change
Testinkatu 1
TestilÄä 57965
Finland

Tax Registration Country and ID
Finland
VAT FI19447574

> Edit Ship From Address

Recipient

[Select Recipient](#)

> Edit Delivery Address

> Edit Construction Site

Invoice
Dr
In
Pi
St
Dr
Re
Co
Pi
Co

Fill in the information in the 'Invoice details' field. Mandatory fields are blue-based, you can write information in other fields if you wish.

- Recipient's contact person = the person who ordered the billable work/service.
- Use running invoice numbering, i.e. no replacement invoice with the same invoice number.

In the Line data field, click +Add Line

Item name	Quantity	Unit Price
1-		

Line Type: Material

Product Code:

Quantity:

Tax %: 0.00

Item name:

Unit Price:

Tax Category ID: Standard

Description:

Unit of Measure:

Tax information:

Order Line ID:

Discount %:

Purchase Order Number:

Discount Amount:

- Quantity = 1
- Tax % = 0 or 24 depending on the case
- Item Name = thing that is billed
- Unit price = billable amount
- Description = product code
- Unit of Measure = pcs

If you need a new line for another product, click +Add line

Adding an attachment to an invoice

- Click on the Files tab (next to the Line data tab).
- Click

[Click here to browse for files, or drag and drop files directly here to attach them to the document](#)

- > select an attachment from your file.

Finally, under 'Invoice summary', check that the **GROSS TOTAL** = the amount of your compensation.

At the very end, you can **save the draft or send an invoice**. If the program does not agree to send an invoice, but the program gives a slander-> check that all mandatory fields are filled.

NOTE!

On the Documents tab, you can see all sent invoices.

On the Documents tab, you can easily create a refund invoice for an incorrect invoice

The question marks next to the fields do not mean an error, but there you can find instructions.

On the Support tab, you can use Basware's chat feature for possible technical problems.

basware Home Documents Services Network Support Teppo Testinen

Support

Need a hand? Check out our support pages for a wealth of information about the Basware Network:

- [Online Help](#) Find step by step instructions to common tasks, instructional videos and background information about Basware Network services
- [Basware Knowledge Base](#) Find answers to frequently asked questions, read solutions to common issues and contact Basware Support

Create an invoice

Send an electronic invoice to your customer with our web form

[Create new invoice](#)

What's new in this release

Have a look at new features in this month's release.

[Basware Network New Feature page](#)

Drafts

You currently have 5 documents in draft status. [Go to drafts](#)

[Basware General Terms](#) [Privacy Notice](#) [Contact us](#) [Support](#)

Welcome! How can we help you today?