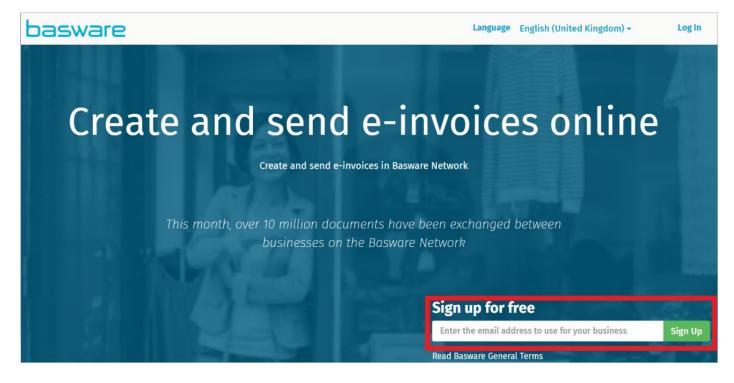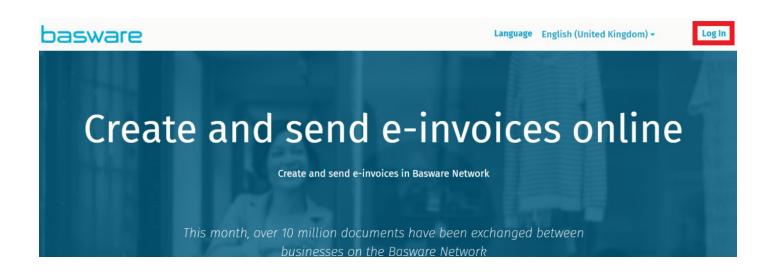# Basware Network -quick guide

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

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.

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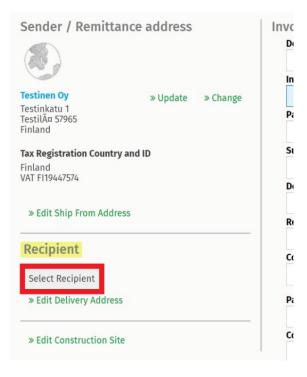

After logging in, the following view opens.

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.

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'.

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

      - 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.