

SUPPLIER GUIDE

PDF E-Invoicing



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Aston Manor Switching to PDF Electronic Invoicing

This guide contains detailed instructions on how to send PDF e-invoices to Aston Manor. This service is free of charge. The switch is as easy as 1, 2, 3:

1. Open the Basware Portal registration link received from Aston Manor
2. Add in the Basware Portal the email address(es) from which you will send PDF e-invoices
3. Start sending your PDF e-invoices from your nominated email address(es) (one PDF per email) from the date we will advise you of shortly

If you have any questions about sending invoices to Aston Manor, do not hesitate to contact us:

Aston Manor	Questions regarding the contents of the invoice	Accounts.Payable@astonmanor.co.uk
Support Basware	Questions regarding Basware service	<u>Basware - Catalog Item (public) - Basware Customer Support</u>

Useful Links

PDF Invoice User Guide PDF	User Guide in English	<u>Basware Network - Registration process for PDF e-Invoice for Sending - Basware Customer Support</u>
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Your faithfully

Aston Manor



Registration process

Using this free service, you can send PDF e-invoices to Aston Manor. To get started, you need to register just once for the PDF e-invoice service via the Basware Portal.

1. Create an account

- a. Open the registration link received from Aston Manor and click on the **start** button.



- b. Select **send PDF invoices by email** and click on the **start** button:

Choose an e-invoicing service

▼ Pick a free service and start sending e-invoices

Send PDF invoices by email **Let's start**

Create PDF invoices with your billing system and send them to Basware by email. Our service converts the PDFs to your customer's preferred, electronic format and delivers them instantly.

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.

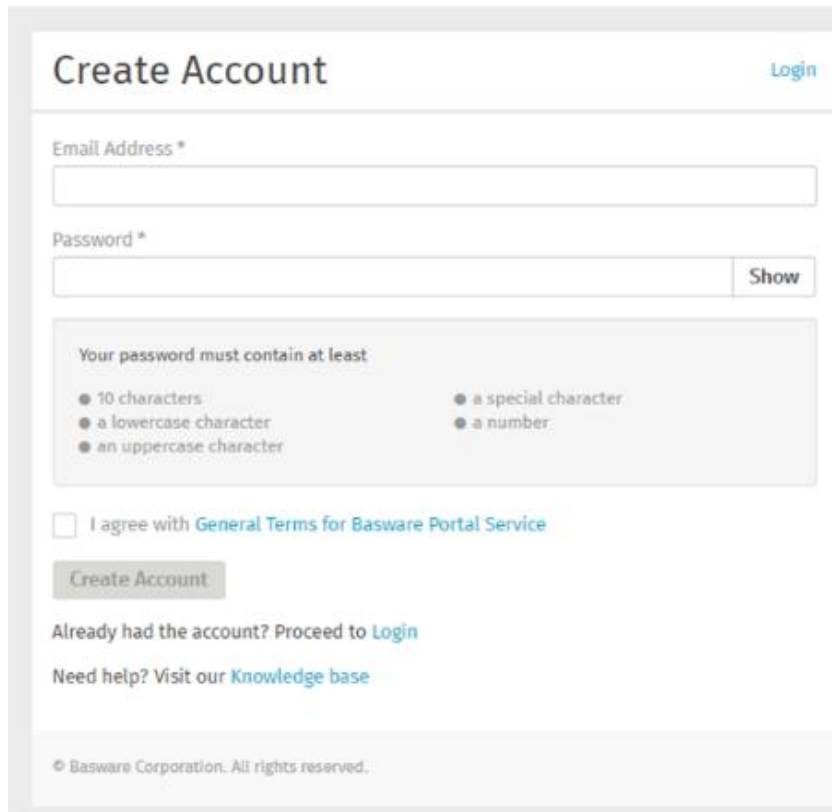
► My company already has an e-invoicing system

Actually, I won't take any of these.

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



- c. Enter your **email address**, choose a **secure password** and **create the account**.

A screenshot of a web form titled "Create Account". It includes a "Login" link in the top right. The form has two input fields: "Email Address *" and "Password *". The password field has a "Show" button. Below the password field is a box listing password requirements: "Your password must contain at least" followed by four bullet points: "10 characters", "a lowercase character", "an uppercase character", "a special character", and "a number". There is a checkbox for "I agree with General Terms for Basware Portal Service". A "Create Account" button is below the checkbox. At the bottom, there are links for "Already had the account? Proceed to Login" and "Need help? Visit our Knowledge base". A footer note says "© Basware Corporation. All rights reserved."

The platform will automatically send a confirmation message to your nominated email address. The confirmation message is sent from **<no.reply@basware.com>** (if you do not receive the email, please check your spam folder). Open the confirmation message to activate your account and click on **confirm your email address**.

2. Complete your company details

Complete a few basic details about your company to activate your Basware PDF e-invoicing service.

These details include:

- VAT Number
- Company Number
- Company Address
- Email Address



PDF e-Invoice

[Company details](#)[Service Settings](#)[Instructions](#)

Check the information we already have on your company and fill in any missing information.

▼ Basic details *

Registration country *

TIN *

Registered company name *

Company trade name

Address Line 1 *

[Add an address line](#)

Postal Code *

City *

County / State / Province

TAXATION DETAILS

VAT

▼ Primary contact *

Primary contact of your company towards Basware

☒ Person☐ Mailing list

First name

Last name

Email address *

▼ Add more information about your company?

[Additional company identifiers](#)[Cancel](#)[Next](#)

3. Add one or more email addresses for PDF invoices

To add the email address(es) from which you will send PDF electronic invoices, click on **Add a new email address**. You can only send invoices from the addresses you define here. Invoices sent from other addresses will not be delivered to Aston Manor. **You can add up to 200 email addresses**. Each new email address must be confirmed by email before you start sending invoices from that address.

PDF e-Invoice

[Company Details](#)[Service Settings](#)[Instructions](#)

Customize the way the service works

▼ Email addresses for invoicing *

Enter the email address(es) from which you will send invoices to your customers. The service rejects invoices sent from addresses other than the ones listed below.

Confirmed

[Add new email address](#)[Cancel](#)[Previous](#)[Next](#)

PDF e-Invoice

[Company Details](#)
[Service Settings](#)
[Instructions](#)

Here are the e-invoicing details of **Santtu Rinta-Kiikka test company**. You can also find this information on their company profile on the My customers view.

▼ E-invoicing address

Send your PDF invoices to the following email address

▼ Required PDF-format

Each PDF invoice that you send through PDF e-Invoice must:

- use PDF version 1.4 or later
- be machine-readable and searchable
- be written in a supported language. PDF e-invoice currently supports the following languages: Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Hungarian, Italian, Norwegian, Polish, Portuguese, Spanish, Swedish.

▼ Required content

[Invoice content guide](#)

▼ Additional information

[Download quick guide](#)

[Basware PDF e-Invoice for Receiving Quick Guide](#)

[Cancel](#)
[Previous](#)
[Complete](#)

To complete the registration, click on **Finish** and you are all ready to go



Aston Manor's Terms and Conditions of Purchase remain valid for all purchases and can be accessed at www.astonmanor.co.uk/terms-and-conditions/

If you decide later that you need to add more email addresses, simply **login** to the **Supplier Portal**, on the **Services tab** click on the button **PDF e-Invoice** and click on **+** to add your additional email address and click on **Save**.



basware

HomeDocumentsServicesNetworkSupport

These applications provide you with new features designed to make your purchase and sales processes on [Basware Commerce Network](#) simpler and more efficient.

General



Collaborate
Discuss invoices with your business partners online

Sending Invoices



PDF e-Invoice
Send e-Invoices by email



Invoice Key-In
Create and send e-invoices in Basware Commerce Network

HomeDocumentsServicesNetworkSupport

← PDF e-Invoice

▼ Email addresses for invoicing *

EmailStatus

>

Confirmed





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



USEFUL INFORMATION

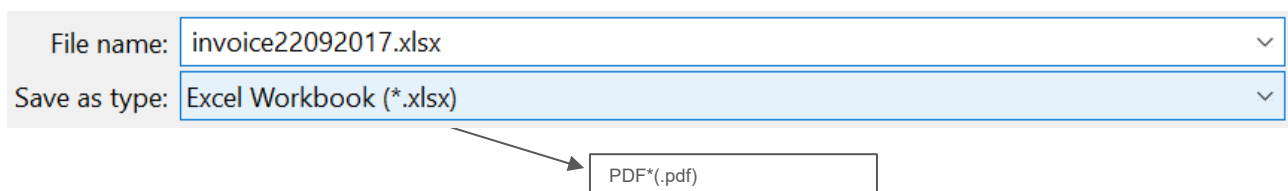
Start sending PDF Text invoices

As invoices are read electronically, the content of each invoice must be in text PDF format (structured, machine-readable PDF) - invoices cannot be handwritten, scanned or contain information in image format. Please make sure that:

1. your PDF invoices are in text format
2. they are sent from an email address that you have registered on the Basware portal
3. they are sent to **AstonManorAPinvoices@email.basware.com**.

There are several ways in which you can create a PDF Text invoice:

- You can use your current accounting software if it allows you to export invoices in PDF text format
- You can use a word processing or spreadsheet software - for example, Microsoft Office tools, if it allows you to save documents in PDF text format:

A screenshot of a file save dialog box. The "File name:" field contains "invoice22092017.xlsx". The "Save as type:" dropdown menu is open, showing "Excel Workbook (*.xlsx)" selected. An arrow points from the "Save as type:" dropdown to a separate box containing "PDF*(.pdf)".

File name: invoice22092017.xlsx

Save as type: Excel Workbook (*.xlsx)

PDF*(.pdf)

BASWARE WILL ONLY ACCEPT INVOICES SENT BY EMAIL ADDRESSES REGISTERED ON THEIR PORTAL. THE SERVICE AUTOMATICALLY REJECTS INVOICES SENT FROM AN EMAIL ADDRESS THAT IS NOT REGISTERED.



Attachments

If you are attaching additional documents to your email (for example a delivery note), please follow these guidelines:

- You can only send attachments in PDF format; all other file types cannot be read.
- Name the attachment so that it contains the word **attachment**. For example, 112233.pdf is sent with attachment_112233.pdf.
- We always recommend sending a single invoice per email, but this can be accompanied by multiple attachments. For example, 112233.pdf is sent with attachment_1_112233.pdf and attachment_2_112233.pdf.
- If you can only send multiple e-invoices and PDF attachments in a single email, ensure the above guidelines are followed. For example, you send 112233.pdf with attachment_1_112233.pdf and attachment_2_112233.pdf along with 223344.pdf with attachment_1_223344.pdf and attachment_2_223344.pdf.
- More information about the attachment policy can be found [here](#).



Delivery of the invoice

Basware will notify you by email when your first email has been sent to Aston Manor. The first PDF invoice may take a few business days to be processed and delivered to Aston Manor. No additional confirmation emails will be sent unless there is a delivery issue with the invoices.

Validation and rejection of the invoice

Typical scenarios where PDF invoices will be rejected are:

- The PDF invoice is **not in text or structured PDF format**
- The email was sent from an **email address not registered on the Basware portal**
- **A required field (M) is not present**
- The name of the attached file does not include the word **attachment**

Basware will notify the supplier by email if the invoice cannot be delivered. Please note that **rejection notifications are sent to the email address that sent the invoice**. Therefore, make sure that the email address is monitored.

Invoice tracking

If you want to check the status of your invoice(s), please log in to the [Supplier Portal](#) and go to the **Documents menu** to have an overview of your sent PDF invoices.

Please note that Basware will notify you by email when your first email has been sent to Aston Manor. The first PDF invoice may take a few business days to be processed and delivered to Aston Manor. No additional confirmation emails will be sent unless there is a delivery issue with the invoices.

If you have more questions about the rejection messages, please review the [FAQs here](#).



Mandatory Content Requirements for PDF Invoices

Please ensure the following information is included in your PDF invoice before sending your email.

If a required field (M) is left blank, your invoice will be returned to you unprocessed.

General information		Required
Invoice number		M
Keyword indicating 'invoice' or 'credit'		M
If have, reference to an invoice		*
Document date		M
Delivery date		*
Currency		*
Purchase order number		M
Customer reference		*
Delivery note number		*
Supplier information		
Supplier name		P (M)
Supplier address		P (M)
Intra-community VAT number		P (M)
Financial information		
Amount excluding VAT		M
Amount including VAT ²		M
Shipping costs		*
VAT rates applied		*
Breakdown of taxable amount (excluding VAT) by VAT rate or exemption		*
Breakdown of VAT amount by VAT rate or exemption		*
Total amount of VAT to be paid		M
P	Provided by the supplier when registering for the service.	
M	Mandatory. The invoice is rejected to the sender by email if the field is empty or its content is invalid e.g. not a valid calendar date.	
*	Captured.	
²	If the amount including VAT is not equal to the amount excluding VAT + total amount of VAT (+ freight), the invoice is rejected.	

