

Select "Create new invoice" from front page

The screenshot shows the Basware Network dashboard. At the top, there is a navigation bar with the 'basware' logo, a 'Home' button, and links for 'Documents', 'Services', 'Network', and 'Support'. A user profile 'Testi etunimi Testi s...' is visible on the right. Below the navigation bar is a large blue banner with the text 'Welcome to the Basware Network' and a 'Hide introduction' link. The main content area is titled 'Dashboard' and contains several sections: 'My Tasks' (showing 'No tasks'), 'Sent invoices', and 'My Network'. On the right side, there is a 'Create an invoice' card with a document icon, a description 'Send an electronic invoice to your customer with our web form', and a 'Create new invoice' button. A black arrow points from the text 'Select "Create new invoice" from front page' to this button.

Start creating new invoice by "Select Recipient"

The screenshot shows the 'New Invoice' form in a software application. The form is divided into several sections:

- Sender:** Includes a globe icon, the name 'Testitoimittaja Helsingin kaupungille', address 'PL 250 Helsinki 00099 HELSINGIN KAUPUNKI Finland', and tax information 'Finland VAT FI02012566'. There are links for 'Change', 'Edit Ship From Address', and 'Edit Construction Site'.
- Recipient:** A yellow highlight is over the 'Recipient' header. Below it is a 'Select Recipient' button, which is the target of the arrow from the text above. Other links include 'Edit Delivery Address'.
- Invoice Details:** A large section containing various input fields:
 - Invoice Date: 12/01/2021
 - Invoice Number: (empty)
 - Payment Reference: (empty)
 - Supplier's Reference Number: (empty)
 - Delivery Date: (empty)
 - Recipient's Contact Person: (empty)
 - Contract Number: (empty)
 - Payment Terms: (empty)
 - Comment: (empty)
 - Payment Penalty Rate: (empty)
 - Advance Payment Terms: (empty)
- Due Date:** (empty)
- Payment Reference Message:** (empty)
- Purchase Order Number:** (empty)
- Supplier's Contact Person:** Talpan TestikÄpyttÄojÄä
- Recipient's Email Address:** (empty)
- Buyer Reference:** Undefined
- Currency:** EUR
- Shipment Number:** (empty)
- Tax Information:** (empty)

At the top right, there are buttons for 'Discard Draft', 'Save Draft', and 'Send Invoice', along with a 'Saved at 10:58' timestamp. The navigation bar includes 'Home', 'Documents', 'Services', 'Network', 'Support', and a user profile 'Testi etunimi Testi su...'.

Enter "Helsingin kaupunki"

Select Recipient

Company	Tax Registration	Action
★ Helsingin kaupunki Finland	Finland FI:ORGNR 02012566	Select
☆ Helsingin kaupunki / Kaupunginkanslia / Digitaalinen perusta Finland		Select
☆ Helsingin kaupunki / Helsinki yhteinen Finland		Select
☆ Helsingin kaupunki / Innovaatorahasto Finland		Select
☆ Helsingin kaupunki / Kasvatus ja koulutus / Hallinto- ja tukipalvelut Finland		Select
☆ Helsingin kaupunki / Kasvatus ja koulutus / Lukio- ja ammatillinen koulutus Finland		Select
☆ Helsingin kaupunki / Kasvatus ja koulutus / Perusopetus		Select

Choose correct recipient and press "Select"

Fill invoice details in a form

- Mandatory details are due date and invoice number
- Fill other important information like:
 - purchase order number and/or recipients contact person
 - index number or bank message

Invoice Details	
Invoice Date 12/01/2021	Due Date
Invoice Number 	Payment Reference Message
Payment Reference 	Purchase Order Number
Supplier's Reference Number 	Supplier's Contact Person Talpan TestikÄ=yttÄ=jÄ=
Delivery Date 	Recipient's Email Address
Recipient's Contact Person 	Buyer Reference Undefined
Contract Number 	Currency EUR
Payment Terms 	Shipment Number
Comment 	Tax Information
Payment Penalty Rate 	
Advance Payment Terms 	

Fill the line data of the invoice by pressing "+Add Line"

- Line type is either Material or Service
- Name and Description fields signifies Material/Service you're billing
- Mandatory information includes also Unit Price and Unit of Measure (example Piece or Hour)
- System automatically counts total amount based on line data and tax present.

Line Data 1 line items | **Files** 0 attachments | **History** 0 events

Name	Quantity	Unit Price	Net Total
1-			EUR

Line Type: Material ? Remove

Product Code:

Name:

Description:

Order Line ID:

Purchase Order Number:

Quantity: ?

Unit Price: ?

Unit of Measure:

Discount %: ?

Discount Amount:

Tax %: 0.00 ?

Tax Category ID: Standard ?

Tax Information:

+ Add Line

After you have filled all invoice and line details, check that you're companies details and bank account details are correct, then press "Send Invoice"

Tax Details				Invoice Summary	
Tax %	Net Total	Amount	Currency	Net Total	1,000.00
0.00 %	1,000.00	0.00	EUR	Tax	0.00
				GROSS TOTAL	1,000.00?

Sender's Details		Add Bank Account	
Organisation:	Testitoimittaja Helsingin kaupungille	IBAN	FI8681199710006695
	PL 250	SWIFT:	DABAFIHH
	00099 Helsinki		
	Finland		
Legal Image Language:	Suomi		
Tax Identification Number:	FI02012566		
Organisation No.:	0201256-6		
Y-TUNNUS:	0201256-6		
Tel.:			
Fax:			
Email:	talpa.ostolaskut@hel.fi		

[» Discard Draft](#) [» Save Draft](#) [» Send Invoice](#)

Saved at 13:54