

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 and menu items: Home, Documents, Services, Network, Support, and a user profile for Testi etunimi Testi s... A "Hide introduction" link is also present. The main header area has a blue background with the text "Welcome to the Basware Network" and a paragraph of introductory text. Below this is a "Dashboard" section with a "My Tasks" widget showing "No tasks" and links for "Sent invoices" and "My Network". On the right side, there is a "Create an invoice" widget with a document icon, a description, and a "Create new invoice" button. A black arrow points from the text above to this button.

Start creating new invoice by "Select Recipient"

basware Home Documents Services Network Support Testi etunimi Testi su... ▾

New Invoice

» Discard Draft » Save Draft » Send Invoice
Saved at 10:58

Sender



Testitoimittaja Helsingin kaupungille » Change
PL 250
Helsinki 00099 HELSINGIN KAUPUNKI
Finland

Tax Registration Country and ID
Finland
VAT FI02012566

» Edit Ship From Address

Invoice Details

Invoice Date 12/01/2021 

Invoice Number

Payment Reference

Supplier's Reference Number

Delivery Date 

Recipient's Contact Person

Contract Number

Payment Terms

Comment

Payment Penalty Rate

Advance Payment Terms

Due Date  ?

Payment Reference Message

Purchase Order Number

Supplier's Contact Person Talpan Testikäyttäjään

Recipient's Email Address ?

Buyer Reference Undefined ▾

Currency EUR ▾

Shipment Number

Tax Information

Recipient

Select Recipient

» Edit Delivery Address

» Edit Construction Site

Helsinki

Enter "Helsingin kaupunki"

Select Recipient

Choose correct recipient and press "Select"

Helsinki

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 <input type="text"/>  
Invoice Number <input type="text"/>	
Payment Reference <input type="text"/>	Payment Reference Message <input type="text"/>
Supplier's Reference Number <input type="text"/>	Purchase Order Number <input type="text"/>
Delivery Date <input type="text"/> 	Supplier's Contact Person Talpan TestikÄyttÄjÄ
Recipient's Contact Person <input type="text"/>	Recipient's Email Address <input type="text"/> 
Contract Number <input type="text"/>	Buyer Reference Undefined 
Payment Terms <input type="text"/>	Currency EUR 
Comment <input type="text"/>	Shipment Number <input type="text"/>
Payment Penalty Rate <input type="text"/>	Tax Information <input type="text"/>
Advance Payment Terms <input type="text"/>	

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.

The screenshot displays a web interface for adding invoice line items. At the top, there are tabs for 'Line Data' (1 line items), 'Files' (0 attachments), and 'History' (0 events). Below this is a table with the following structure:

Name	Quantity	Unit Price	Net Total
1-			EUR

Below the table, the form for the selected line item is shown. It includes a 'Line Type' dropdown set to 'Material' and a 'Remove' button. The form fields are organized as follows:

- Product Code:
- Name:
- Description:
- Order Line ID:
- Purchase Order Number:
- Quantity:
- Unit Price:
- Unit of Measure:
- Discount %:
- Discount Amount:
- Tax %:
- Tax Category ID:
- Tax Information:

A '+ Add Line' button is located at the bottom left of the form.

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