



basware



Supplier Portal

System: Basware

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I. Logon to the BaswareONE portalsite

- Logging on can be done via www.baswareone.com
- Fill in the username and password.



II. After the login

- After logging in you'll reach the BaswareONE inbox, where you can create invoices.



III. Navigation in the inbox

In your account you find back several options:

Tab Sales

- Inbox – overview of recent received messages
- Draft - overview of recent NOT YET sent messages
- Sent – overview of sent messages towards Heineken Nederland
- Treated – overview of all the treated and completed messages

e-Archive

This is the online archive which hosts all legal incoming and outgoing messages.

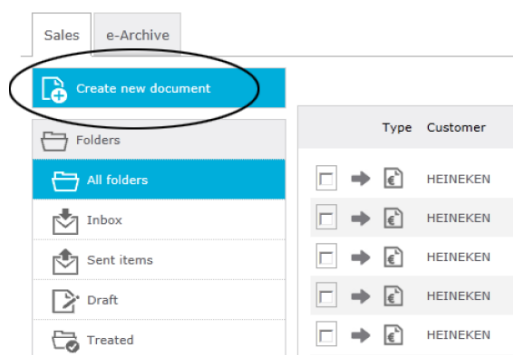
Account

Through this tab you can adjust passwords, email addresses and contact information.

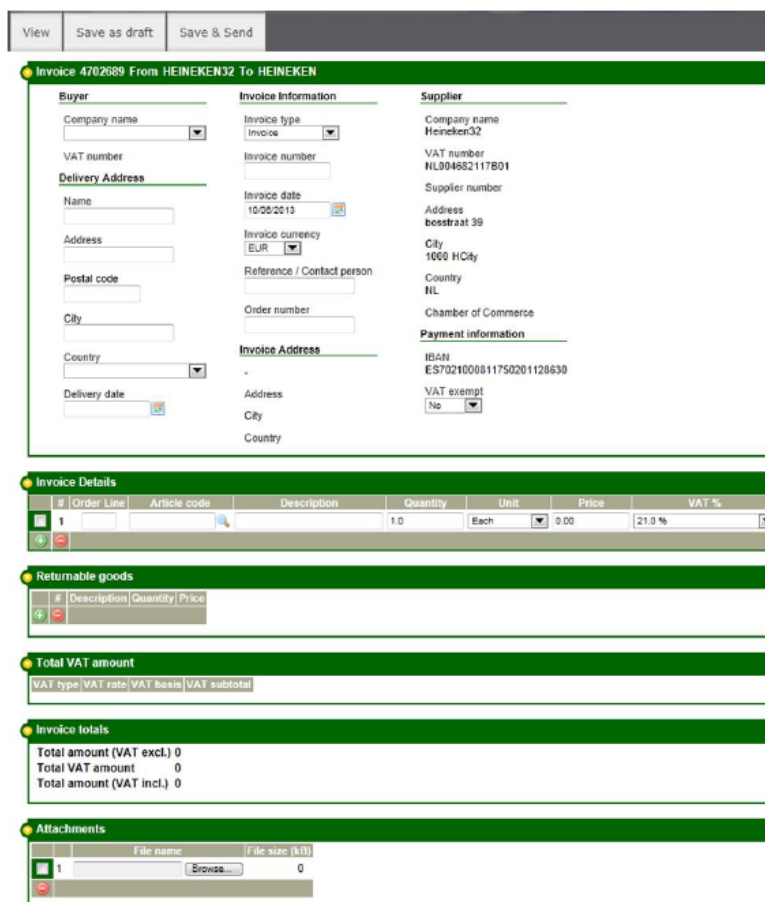
You can also check out via “My Trading Partners” with who you are currently connected.

IV. Creating an invoice towards Heineken Nederland

- To create an invoice, you always start from the inbox
- Click on “Create new document” in the left upper corner
- A new window will open
- Fill in all the required fields
- Fill in the product information so that Heineken is aware what you are invoicing
- To send out your document, just click on “Save & Send”. If you wish to save your invoice instead of sending, click on “Save as Draft”.



The screenshot shows the top navigation bar with 'Sales' and 'e-Archive' tabs. Below them is a sidebar with a 'Create new document' button (highlighted with a red circle) and a list of folders: 'All folders', 'Inbox', 'Sent items', 'Draft', and 'Treated'. To the right of the sidebar is a table with columns 'Type' and 'Customer', showing several rows with 'HEINEKEN' as the customer.



The screenshot shows the 'Invoice 4702689 From HEINEKEN32 To HEINEKEN' form. The form is divided into several sections: 'Buyer', 'Invoice Information', 'Supplier', 'Delivery Address', 'Invoice Address', 'Payment information', 'Invoice Details', 'Returnable goods', 'Total VAT amount', 'Invoice totals', and 'Attachments'.

Buyer: Company name, VAT number, Delivery Address (Name, Address, Postal code, City, Country, Delivery date).

Invoice Information: Invoice type, Invoice number, Invoice date, Invoice currency, Reference / Contact person, Order number, Invoice Address (Address, City, Country).

Supplier: Company name, VAT number, Supplier number, Address, City, Country, Chamber of Commerce, Payment information (IBAN, VAT exempt).

Invoice Details: Table with columns: #, Order Line, Article code, Description, Quantity, Unit, Price, VAT %.

Returnable goods: Table with columns: #, Description, Quantity, Price.

Total VAT amount: VAT type, VAT rate, VAT base, VAT subtotal.

Invoice totals: Total amount (VAT excl.), Total VAT amount, Total amount (VAT incl.).

Attachments: Table with columns: #, File name, File size (kB).

V. Confirm and send your invoice

- When your invoice is ready, click on “Save & Send”.
- When all the fields are correctly filled in, you need to confirm that everything is ok. After confirmation the message will be sent.
- Invoice will be treated automatically by Heineken Nederland

View	Save as draft	Save & Send	v1.0	Pin	Help	Close
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I have read and checked this e-invoice and confirm it to be correct.

Invoice 4702689 From HEINEKEN32 To HEINEKEN Audit number: 1

Buyer	Invoice Information	Supplier
Company name <input type="text"/>	Invoice type <input type="text" value="Invoice"/>	Company name Heineken32
VAT number NL 0016.31.457 B01	Invoice number <input type="text" value="201354789"/>	VAT number NL004682117B01
Delivery Address	Invoice date <input type="text" value="10/06/2013"/>	Supplier number C123456789
Name <input type="text"/>	Invoice currency <input type="text" value="EUR"/>	Address bosstraat 39
Address <input type="text"/>	Reference / Contact person <input type="text" value="Piet Peeters"/>	City 1000 HCity
Postal code <input type="text"/>	Order number <input type="text"/>	Country NL
City <input type="text"/>	Invoice Address	Chamber of Commerce <input type="text"/>
Country <input type="text"/>	0A10 - Heineken N.V. Address T.a.v. Financial Services Postbus 530 City 2380 BD Zoeterwoude Country NL	Payment information IBAN ES7021000811750201128630 VAT exempt <input type="text" value="No"/>
Delivery date <input type="text" value="05/06/2013"/>		