basware

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Basware e-Invoicing

Signed PDF Invoices User Guide

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This user guide describes how to set up your Adobe Reader so that it correctly validates the signature on your signed PDF invoices.

The digital signature on your PDF invoice guarantees the integrity of its content and the authenticity of its origin. The present document describes how to set up your Adobe Reader so that it correctly validates the signature on the invoices you receive via BaswareONE

Software requirements

An advanced digital signature on a PDF document is fully supported only by Adobe Reader 9.0 or a higher version. If you have an older version, we recommend that you first update your Reader to the latest version before proceeding.

### Changing your Adobe Reader settings

➢ Open your Adobe Reader. In the menu bar, click on "Edit" (A) and select "Preferences" (B).
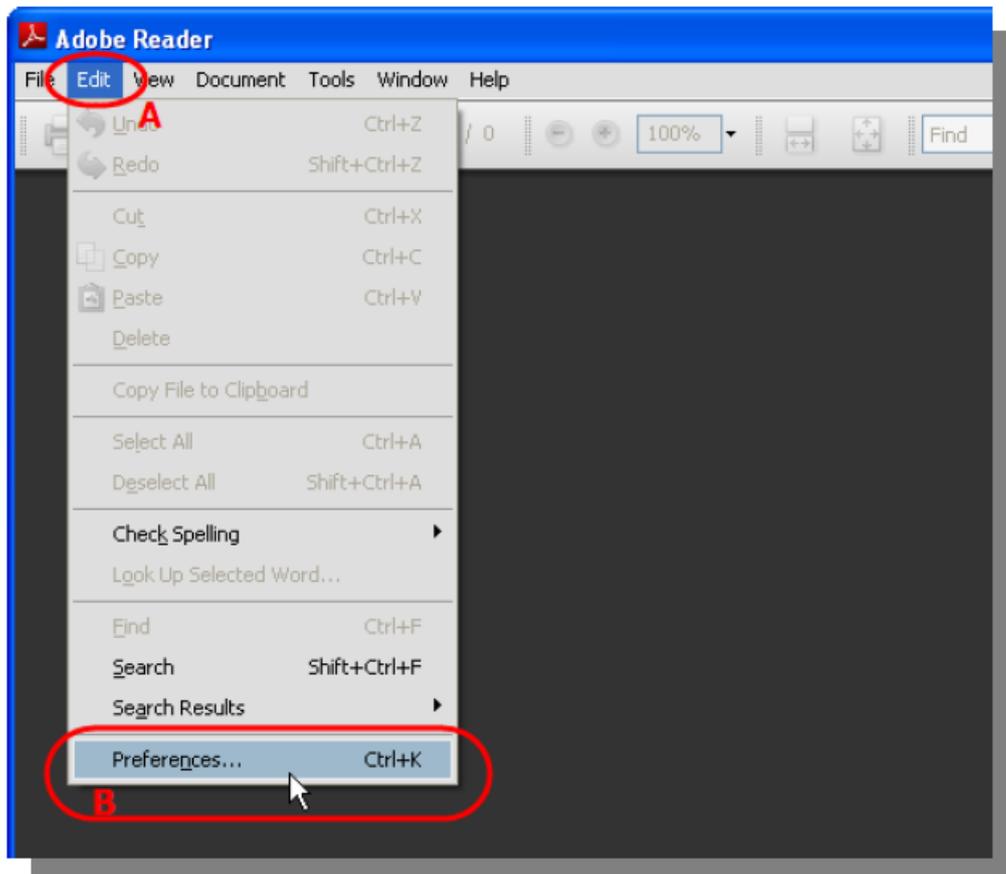
➢ In the "Preferences" dialog box, choose "Security" (C) in the "Categories" pane. Next, click on the "Advanced Preferences" button (D).
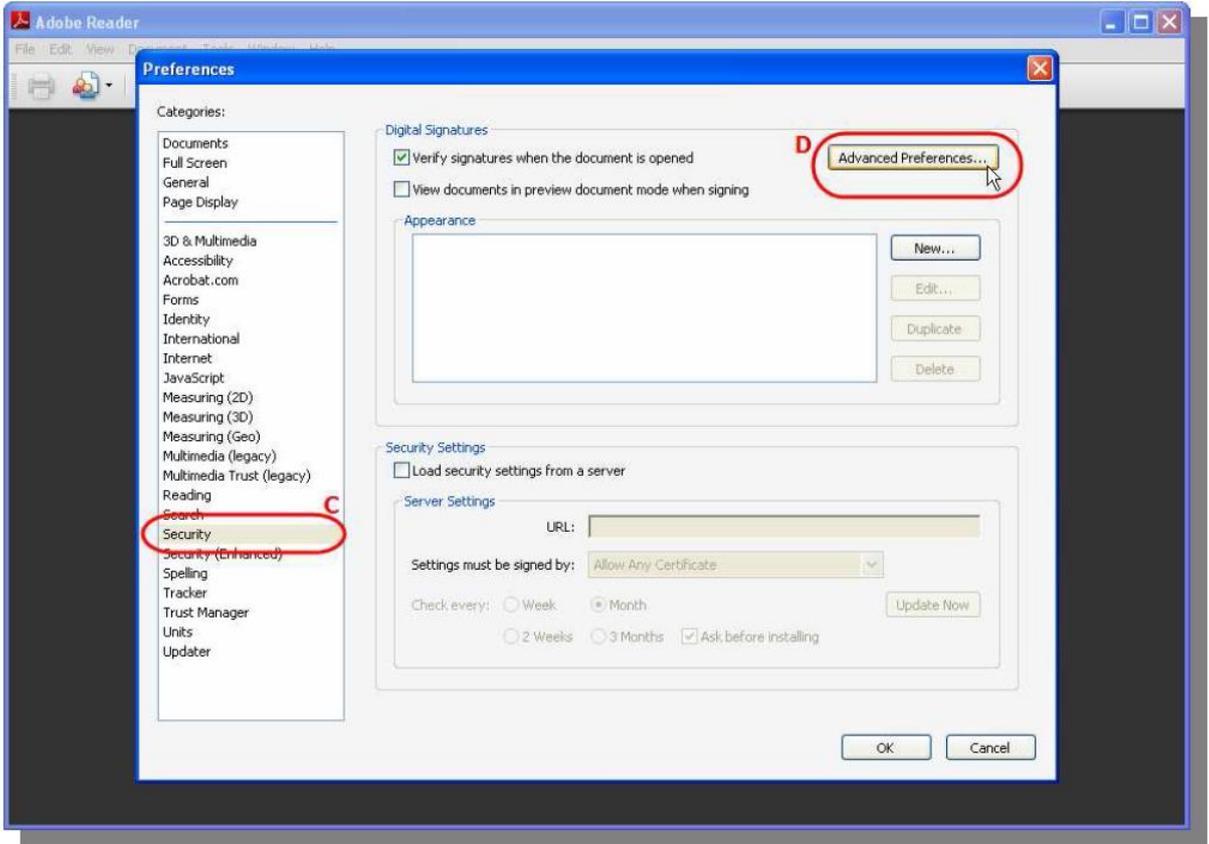
➢ In the "Digital Signatures Advanced Preferences" dialog box, choose the "Verification" tab and select the options as displayed hereunder:

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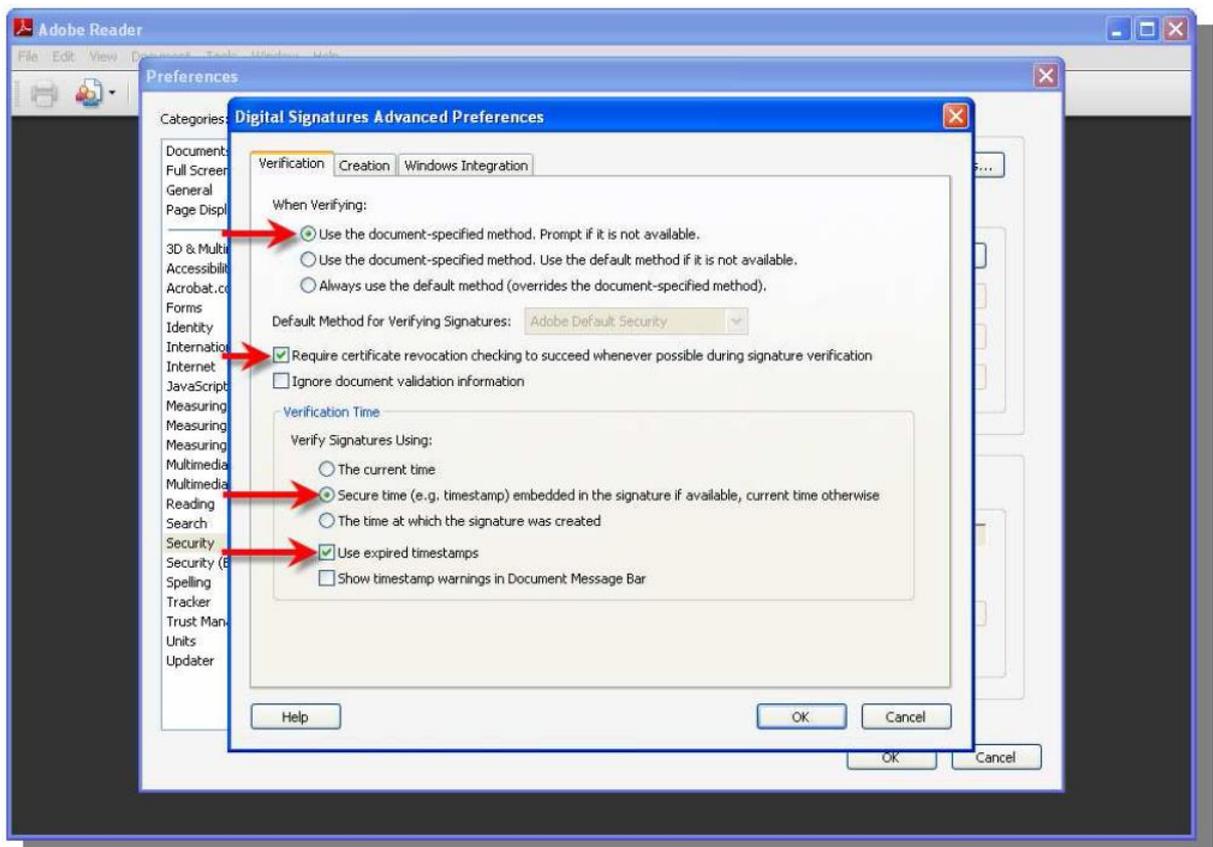
➢ Click "OK" twice and close Adobe Reader.

Changing your Basware account settings

➢ Connect to your Basware account. Open a signed PDF invoice by clicking on the tab "Legal Invoice" tab (1) in a random invoice message. In the top left corner of the screen (2) the following warning appears: "At least one signature has problems". Click on the "Signature Panel" button (3) in the top right corner.

➢ In the left pane, click on "+" (4) to display the signature details.
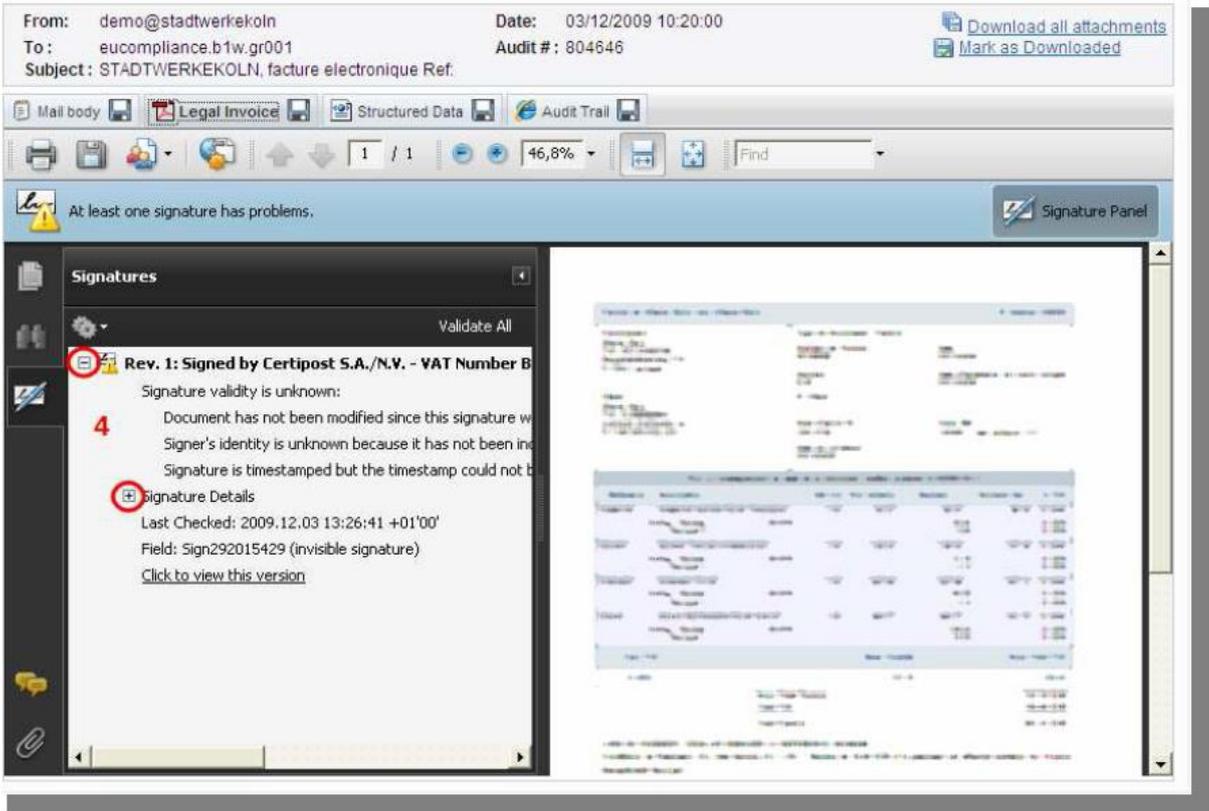
> Under "Signature Details", click on "Certificate Details" (5).
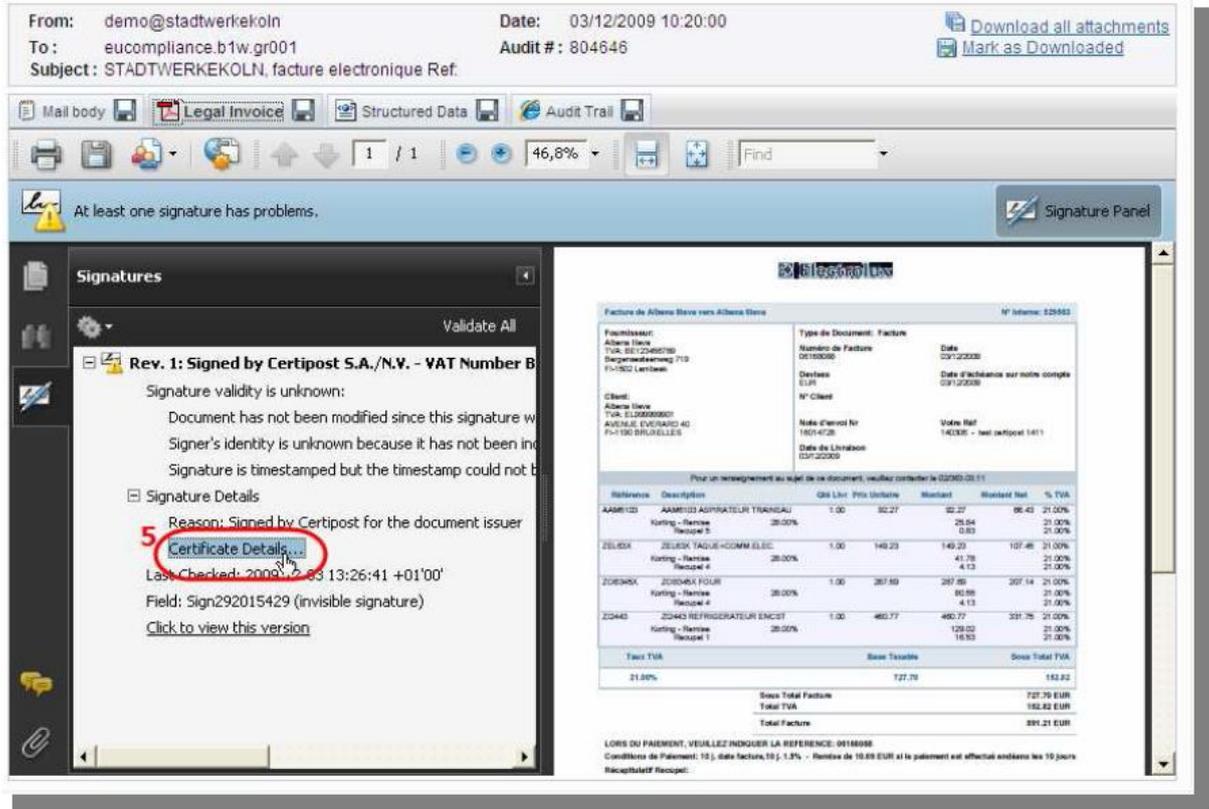
> In the "Certificate Viewer" dialog box, select the top Root Certificate "Basware E-Trust Primary Qualified CA" (6).
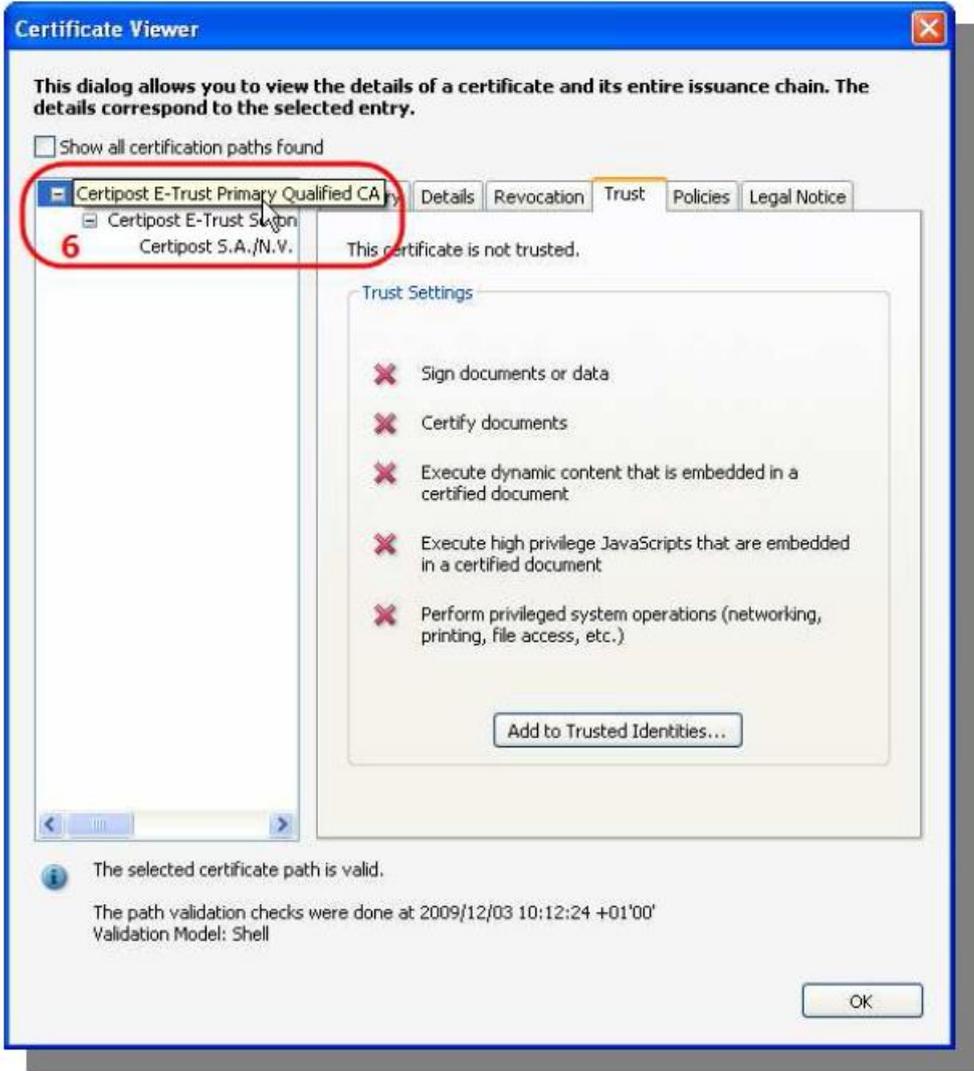
> In the "Trust" tab (7), click on the "Add to Trusted Identities" button (8).
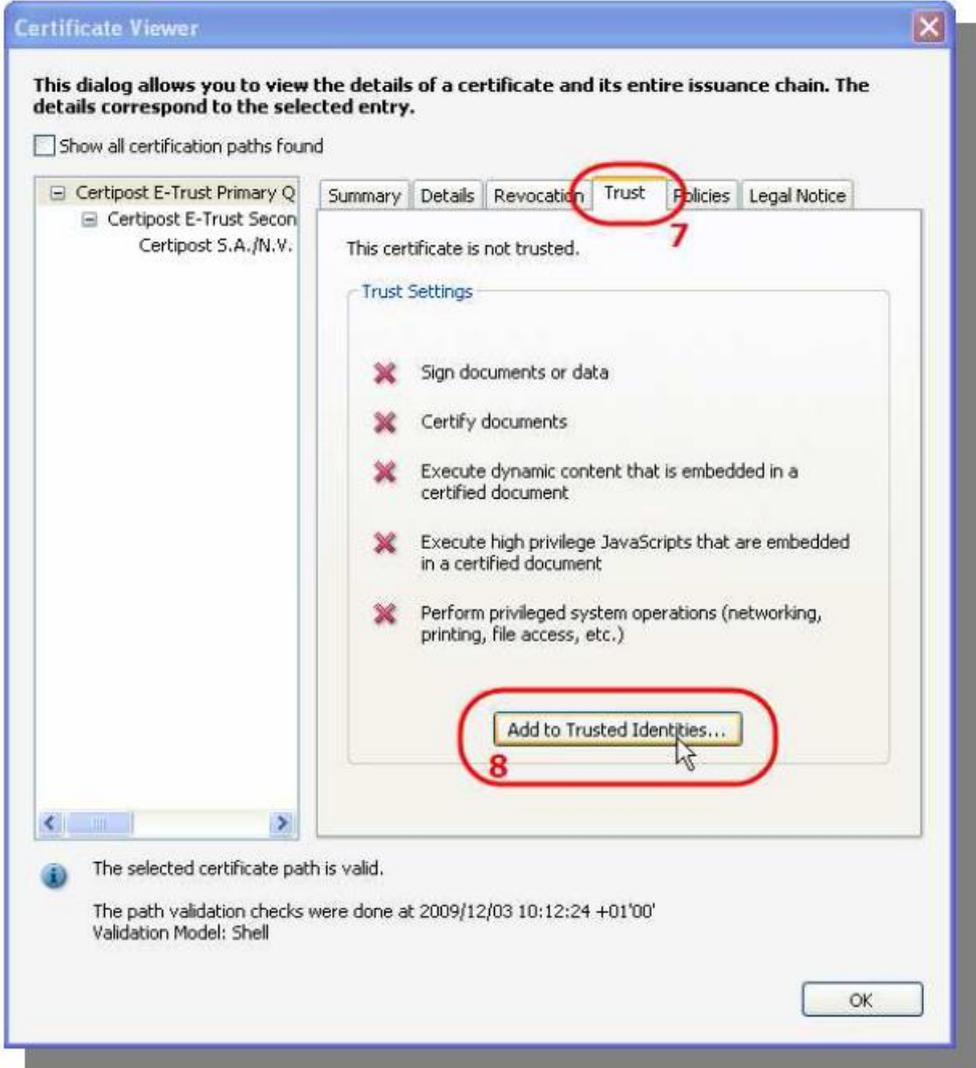
➢ Click on "OK" (9).
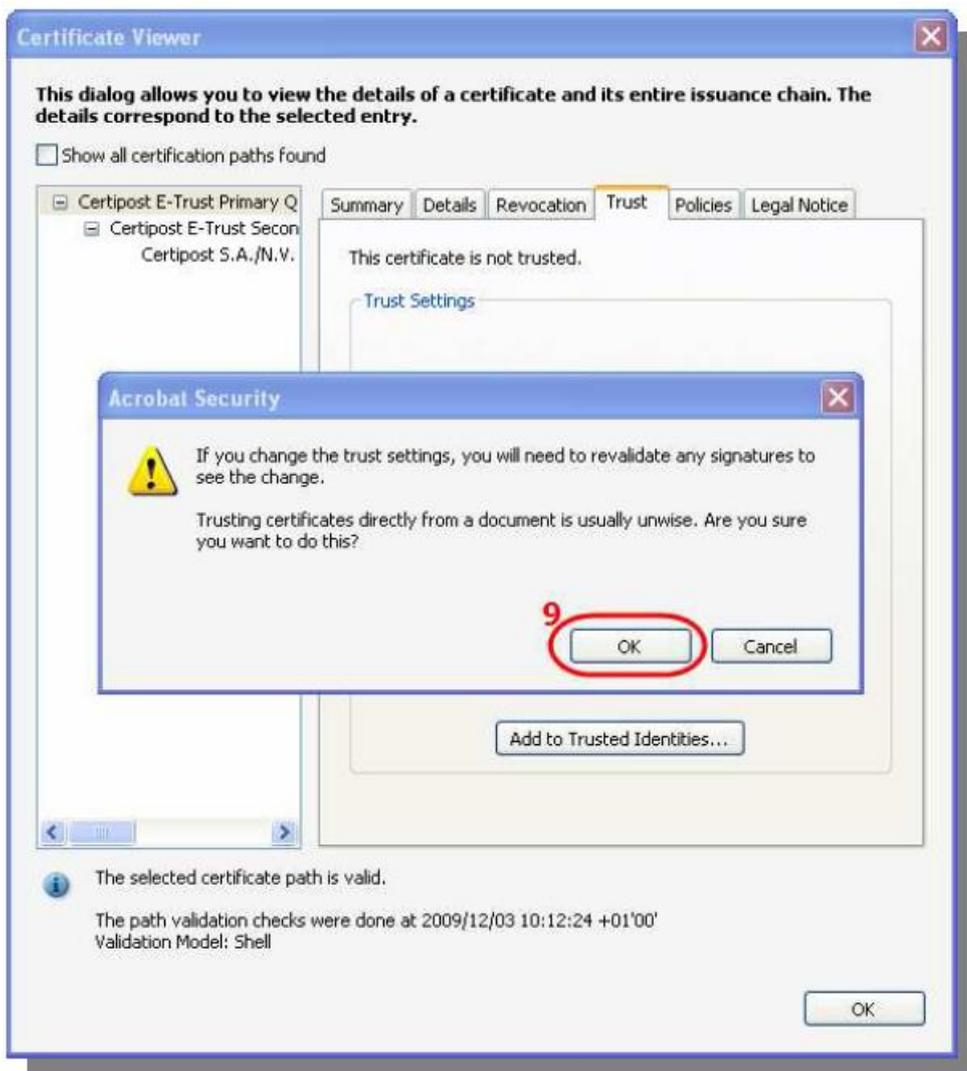
> ➤ Be sure that "Use this certificate as Trusted Root" (10) in the "Import Contact Settings" dialog box is checked and click on "OK" (11).
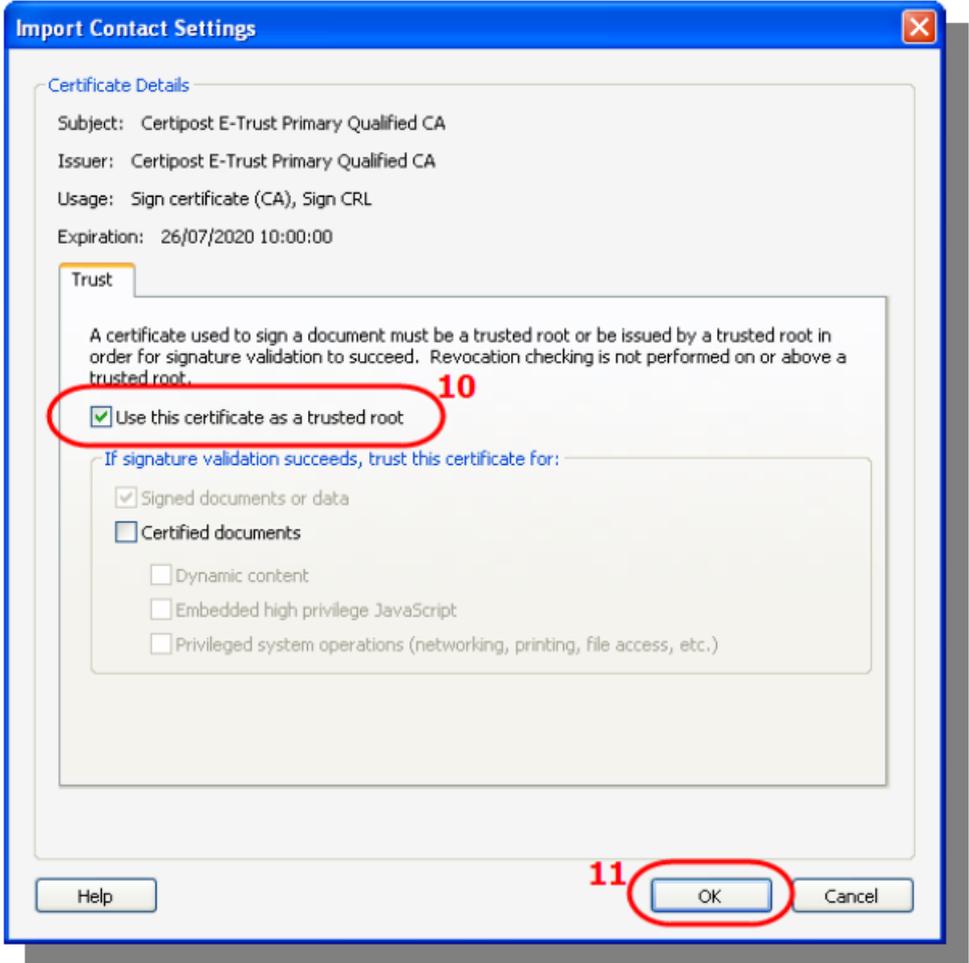
➤ Back in the main screen, click on the "Validate All" button (12).

From: demo@stadtwerkekoln Date: 03/12/2009 10:20:00 📄 Download all attachments
To: eucompliance.b1w.gr001 Audit #: 804646 💾 Mark as Downloaded
Subject: STADTWERKEKOLN, facture electronique Ref:
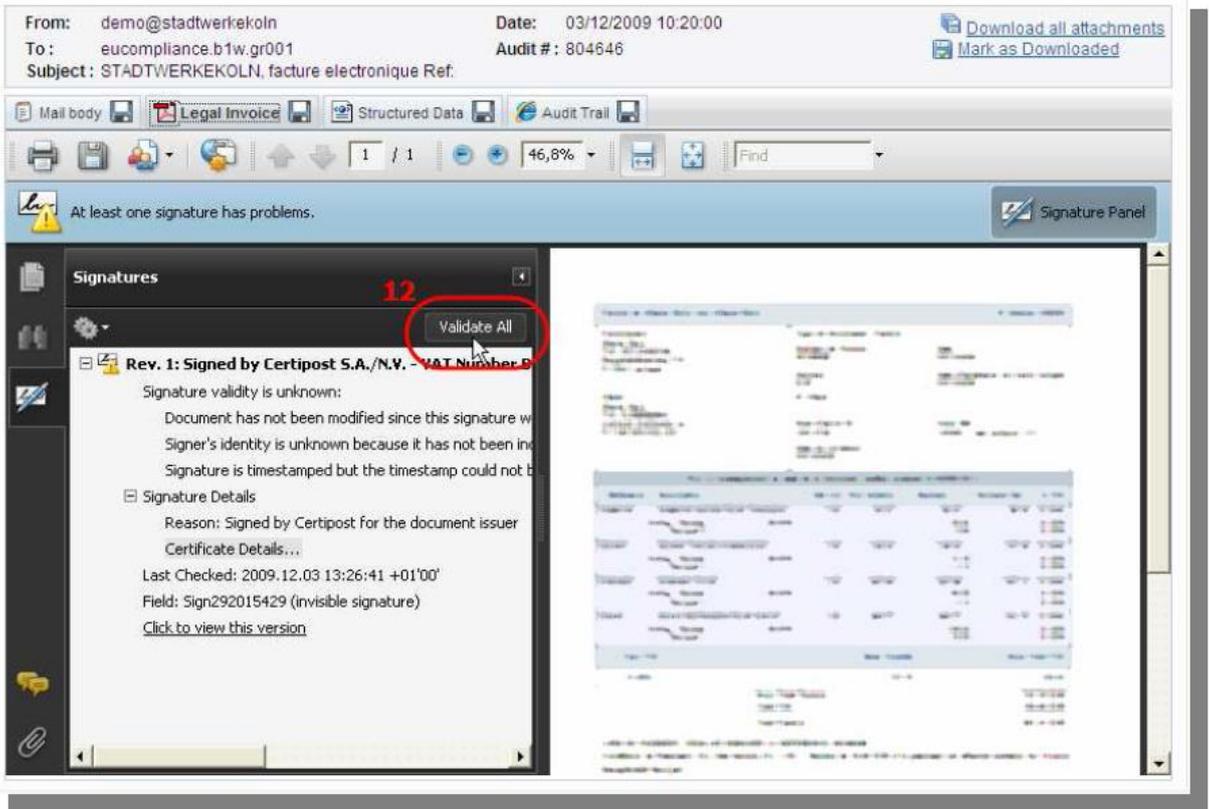
➢ Click twice on "OK" (13) (14).
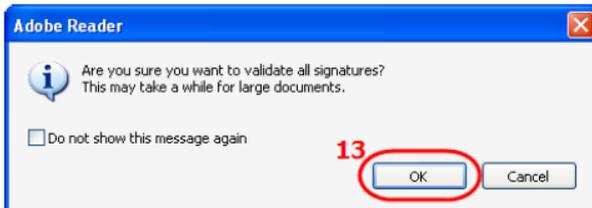
➢ The document is now properly recognised and the signature is validated: the warning message has disappeared and has been replaced by "Signed and all signatures are valid".
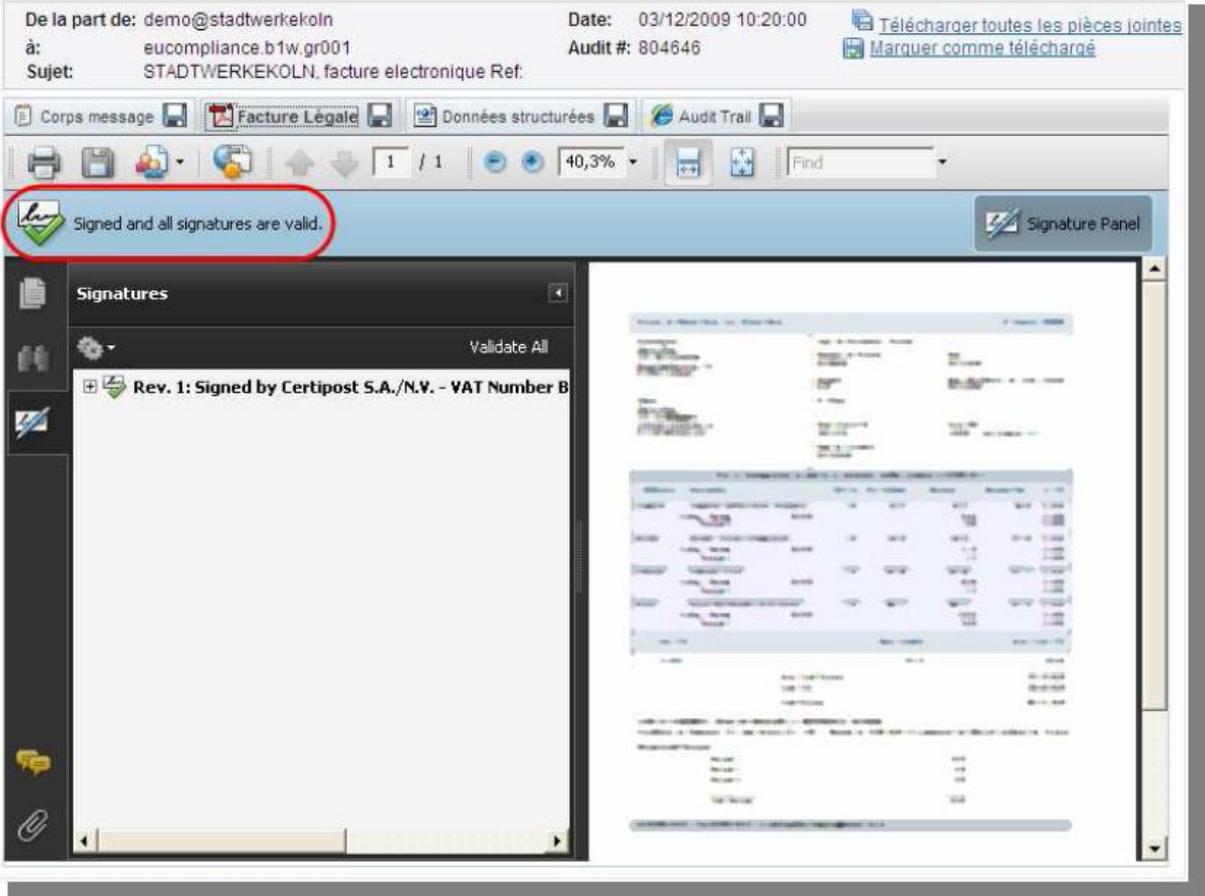
The next time you open a signed PDF invoice, the signature will be automatically and correctly validated. You also have the possibility to revalidate the signature at any moment by clicking on the "Validate All" button in the "Signatures" pane.

I. Introduction

A. Introducing BaswareONE

BaswareONE is the platform connecting any type of business partner: from large organisations to small enterprises and residential consumers, enabling the exchange of electronic business documents.

Companies are connected to the centralised BaswareONE e-communication platform to automate the exchange of business documents from order to payment (purchase orders, despatch advices, legal e-Invoices), as well as confidential documents such as salary slips. Companies from all over Europe rely on BaswareONE on a daily basis for swift and secure business transactions. BaswareONE is open to any party via a multitude of standardised connectivity possibilities.

B. About the documents

1. Invoice document flow

e-Invoicing stands for the automation of invoice processes and the efficient exchange of invoicing data between different applications. BaswareONE e-Invoicing makes it possible for organisations to send invoices to clients, to receive invoices from suppliers, to translate invoices into any file format available, and to safely archive, search and consult their invoices online.

2. Invoice summary documents

Some local VAT administrations have specified that additional summary documents have to be created and maintained.

Paper summary: A document containing an overview of all invoice messages sent during a certain period of time. This summary document acts as a check list. Every invoice sent electronically should also be on this list.

Trading Partners List: The list of partners with whom you exchange documents. The trading partners are grouped per community you are subscribed to. To view all trading partners from another community, select it from the dropdown list. The result is an alphabetical list that allows you to see all of your trading partners at a glance, with their configured messages types and channel, and the message's status indicating if you are exchanging your messages through test (orange) or production (green) environment. The list also shows your subscription date.

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II. e-Archive

A. Introduction

The "e-Archive" tab gives you access to the online electronic archive, in which documents are stored for the long term. You have the possibility to browse the online electronic invoice archive, or to search for a specific document based on several search criteria.

If you are subscribed to corresponding e-Archive service, you have access to the following document types:

- ➢ e-Invoice
    - Accounts payable (IN)
    - Accounts receivable (OUT)
    - Paper summary list
    - Electronic summary list
    - Trading Partner list
- ➢ e-HR
    - o Received messages
    - o Sent messages

Additionally, you can create and manage personal folders:

- Add new folder
- Edit the selected folder
- Remove selected folder

B. Accounts payable (IN), Accounts receivable (OUT)

By clicking "Accounts payable (IN)", you will get an overview of the recently received invoice messages. "Accounts receivable (OUT)" is where the sent invoice messages are archived.

You can view the content of the archived documents by clicking on the magnifying glass icon at the end of the row or by double-clicking the row. You have access to the input document, the intermediate (Basware) format and the output document(s), including a human-readable format (if available).

When you open a message in the online archive you will get the following information:

- ➢ Message details
- Invoice type: type of message. Possible values are: Invoice, Credit note, Debit note
- Invoice nr: a unique number assigned to the invoice message
- Origin: origin of the message. Possible values are: Paper, Scan or Electronic
- Supplier: name of the supplier who sends the invoice
- Supplier VAT: VAT number of the supplier
- Customer: name of the customer who receives the invoice
- Customer VAT: VAT number of the customer
- Total invoice amount: total amount and currency in which the invoice is payable

- ➢ Files

- Zip file: contains the original documents, including the signed and unsigned files, as well as the human-readable format (if available)
- Digital signature: the digital signature applied by the e-Archiving service

➢ Audit details for record

- Originating platform audit trail: a unique number identifying the message in the database of the platform on which it was processed
- Network in: incoming network channel used to receive the document
- Network out: outgoing network channel used to send the document
- Supplier: supplier defined by the platform on which the document was processed
- Customer: customer defined by the platform on which the invoice message was processed
- EDI reference: a unique sequential number identifying each supplier–customer relation

➢ Date information

- Creation date: date on which the message was received by the processing platform
- Translation date: date on which the message was translated by the processing platform from the format used by the supplier into the format used by the customer
- Send date: date on which the message was sent by the processing platform
- Last changed date: date on which the audit record was last updated

➢ Signature information

- Archive timestamp: the exact date and time on which the message was processed by the e-Archive service
- Certificate issuer: indicates by which Certificate Authority the certificate was issued
- Certificate expiry date: allows you to verify the validity of the certificate at the moment of signature

C.   Electronic summary list

The electronic summary list is provided as legally required in some countries (e.g. France).
You can browse the electronic summary list or search for a specific entry via the "Electronic Summary list" link in the Search section.

You can view the details of an entry by clicking on the magnifying glass icon at the end of the row or by double-clicking the row. The electronic summary list contains the following information:

- Invoice number and date
- Send date and time of the message
- Invoice amount (excluding or including VAT), VAT amount and possible foreign currencies (when the invoice is not expressed in euros)
- Version of the software used
- Identification of supplier/customer (code, name, address, indication of supplier/customer)

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- Anomalies, i.e. any deviation reported by the system

D.   Paper summary list

Click on the 'Paper summary list' to display an overview of all paper summary documents.

You can view the details of an entry by clicking on the magnifying glass icon at the end of the row or by double-clicking the row. The paper summary list contains the following information:

- Supplier: supplier of the document, defined by the platform on which the document was processed
- Customer: customer of the document, defined by the platform on which the document was processed
- Date from: date of the first invoice contained in the paper summary
- Date to: date of the last invoice contained in the paper summary

E.   Trading Partner list

The Trading Partner list gives you an overview of the trading partners you are subscribed to and the trading partners you have exchanged documents with.

The Trading Partner list contains the following information:

- Begin date: date on which the customer agreed to receive electronic invoices
- Trading start date: date on which the first document was exchanged
- Last trading date: date on which the last document was exchanged
- End date: date from which the customer no longer wishes to receive electronic invoices
- Message type: type of message both parties agreed on to exchange electronically
- Type: format in which documents are archived (either electronically or on paper)

➢ Supplier/Customer
- Name: Name of the supplier/customer
- Association: Association the supplier/customer is a member of
- VAT: VAT number of the supplier/customer
- Siren/Siret: Siren or Siret number of the supplier/customer (used and mandatory in France)

F.   Folder and message management

You can organise the messages in the archive by creating subfolders and moving messages into these folders.

1.   Creating folders

To edit the menu structure, click on the wrench icon.

To create a folder, click on .

To edit a folder, click on .

To remove a folder, click on .

2. Moving messages

Tick the checkboxes in front of the messages you want to move, click on the
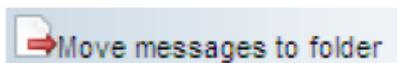
link (or cancel your selection by clicking on the link
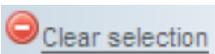
). After clicking on the "Move message" link, a page will be displayed showing the folders list; the messages will be moved to the folder you select on this page.

3. Search documents in Accounts payable (IN), Accounts receivable (OUT), Paper summary list, Electronic summary list, Trading Partner list + e-HR Received & Sent documents

The e-Archive allows you to look up e-invoices based on several search fields. Each section has its own specific search fields. You can perform a search in each section:

- for e-Invoices: Accounts payable (IN), Accounts receivable (OUT), Paper summary list, Electronic summary list, Trading Partner list
- for e-HR: Received documents, Sent documents.

You can use wild cards (*) to perform a search based on a substring, e.g.:

- Searching sun* will include sung, suns, sunset, sunrise, sunny, sundial, ...
- Searching s*n will include sin, son, sun, soon, scan, skin, stun, ...

More information about the significance of the fields is available by clicking on the question mark icon.