

# HOW TO SEND PDF E-INVOICES TO TEREX CORPORATION

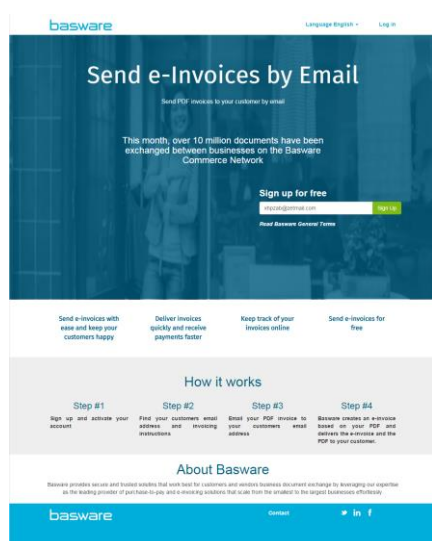
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## SPECIFIC INFORMATION REGARDING TEREX CORPORATION AS A PDF E-INVOICE RECEIVER

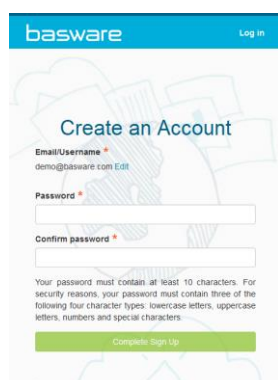
### A. Signing Up for Basware Portal & Activating PDF e-Invoice

Basware PDF e-Invoice is a part of Basware Portal. Before you can activate Basware PDF e-Invoice, you must sign up for an account in Basware Portal. To enable this, you'll receive an invite with registration link.

1. Open the Basware PDF e-Invoice service page.
- Once you've received an email invitation, follow the link in the invitation. The Basware PDF e-Invoice service page in Basware Portal opens:



2. Click Sign Up.  
The **Create an Account** page opens:



3. Choose a username to the service. (The service selects the email address that your invitation was sent to as your username. If you want to use another email address as your username, click Edit and enter that address in the Email/Username field.)
4. Choose a secure password and enter it in the Password and Confirm password fields.
5. Click **Complete Sign Up** to create a new Basware Portal account. The service sends a confirmation message to your email address. Open the confirmation message and follow the link in the message to activate your account.
6. The login page opens and you'll see a confirmation message telling you that your account has been activated.

**Basware Portal**

**Login**

Thank you for confirming your email address! Please log in to your newly created Basware Account. X

**Email/Username:**

demo@basware.com

**Password:**

**Log In**

[Forgot your password?](#)

[Not a Basware customer? Click here.](#)

Now you've registered for the PDF e-Invoice service, go to: <https://portal.basware.com/>. Enter your username and password you registered with. You will then be directed to the home screen. From here, you can check the status of invoices you have submitted to Terex Corporation.  
(It's recommended to save the portal URL as a favorite in your web browser for easier access.)

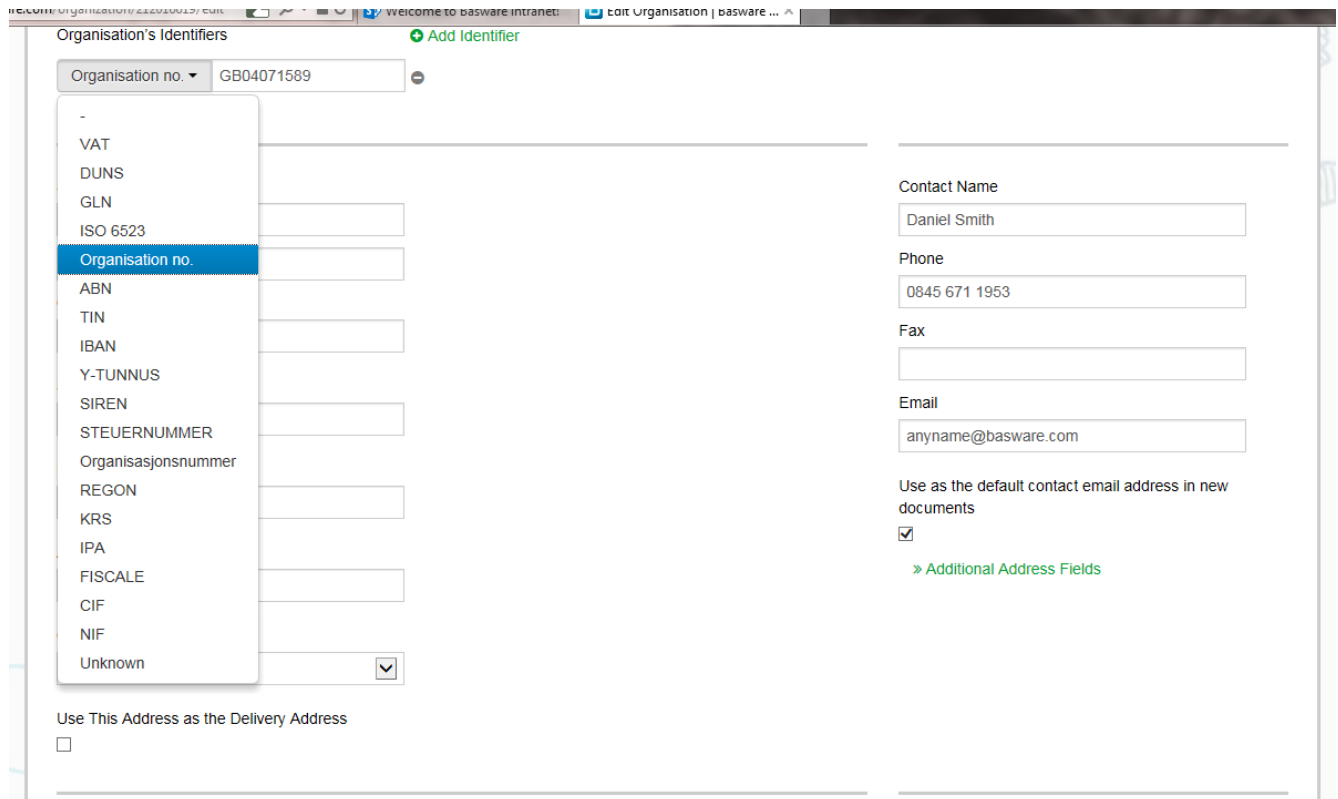
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### C. Unique Identifier

Before you can begin sending electronic invoices, you must confirm that you have completed your organisation details. To add the information to your Basware Portal account, click on your username in the top right corner and select 'My Organisation'.

In the next screen select edit and complete your company address details. You can enter your VAT/TIN/DUNS number by selecting 'Add Organisation Identifier' under Organisation Identifiers.

From the dropdown, please select the correct option (VAT, TIN, DUNS, etc.) and enter your company's information.



Organisation's Identifiers [Add Identifier](#)

Organisation no. ▼ GB04071589

- 
- VAT
- DUNS
- GLN
- ISO 6523
- Organisation no.**
- ABN
- TIN
- IBAN
- Y-TUNNUS
- SIREN
- STEUERNUMMER
- Organisasjonsnummer
- REGON
- KRS
- IPA
- FISCALE
- CIF
- NIF
- Unknown

Contact Name  
Daniel Smith

Phone  
0845 671 1953

Fax

Email  
anyname@basware.com

Use as the default contact email address in new documents  
☒

[» Additional Address Fields](#)

Use This Address as the Delivery Address  
☐

You do not enter your banking information as payments are not handled via Basware at this time. Please make sure you save the changes by clicking "Save" at the bottom of the screen.

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## D. Sending Invoices

Please ensure all your invoices are in a *machine-readable\** PDF format and are sent to the correct business unit. You can find the list of business units that are able to receive PDF e-Invoices in the Company Profile table in **Section F**.

*\*You can confirm that your invoice is a machine-readable PDF by opening the document and being able to highlight with your cursor and copy individual parts of the invoice text to a text document.*

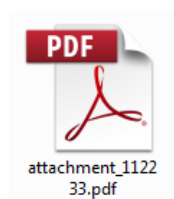
*Example:*

	Unit Price	Net Amt			Unit Price	Net Amt	
410458648	40.00	378.40	7				
	438.00	438.00	£	410458648	40.00	378.40	7
					438.00	438.00	8

### To send your PDF invoice:

1. Using your standard email client, create a new message addressed to the correct Terex Corporation business unit, *leaving the subject field blank*.
2. Attach your machine readable PDF invoice to the message. *There is no need to rename the PDF invoice*
3. Please ensure you send one PDF invoice per email. Your email will be rejected if you send more than one PDF invoice per email.
4. If you want to send invoice attachments attached to the email, please make sure you change the name of the attachment so that the word **attachment** is contained in the name.

Example: **attachment\_112233.pdf**, would appear like this:



### 5. Send the email

Basware notifies you once the first invoice has been successfully delivered to your customer. Basware will also notify you, if the invoice cannot be delivered.

*PLEASE NOTE: You may send more than one PDF in each email. You may send multiple pages within one invoice PDF file. However, please only include one invoice per PDF file.*

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## E. Invoice Content on invoices sent with PDF e-Invoice

Please ensure that the following information is included in your invoice prior to your email being sent. If any of the mandatory fields are not included, your invoice will be returned.

General Information	Field
Invoice number	M
Tax invoice/tax credit note (indicates if debit or credit invoice)	M
If credit note, reference to erroneous invoice	*
Doc Date (Invoice date)	M
Due Date (Valuta Due Date)	*
Delivery Date/ Date Of Delivery Month	*
Currency \$ – American dollar \$ AUD – Australian dollar \$ CAD – Canadian dollar	M
Buyer Order Number	*
Contract Number / Payment Plan	*
Delivery Note Number	*
Customer Information	
Full name of customer	M
Full address of the customer	M
Receiver VAT ID / ABN Number	*
Buyer contact person/ Requester	*
Account Number	*
Supplier Information	
Full name of the sender (Supplier Name)	P
Full address of the sender (Supplier Address)	P
Sender Vat ID / ABN Number	P
IBAN (bank account in IBAN format)	*
SWIFT (BIC)	*
Sender Bank Account (local format)	*
Payment Reference (Maksuviite, OCR nummer, KID nummer)	*
Summary	
Total Net Amount	M
Total Tax Amount	M
Freight amount	*
VAT rates applied	*



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Total Gross Amount	M
Roundings	*

P	Populated from the information supplier provides when registering into the service.
M	Mandatory. The invoice is rejected to the sender by e-mail, if the field is found empty.
*	Captured if this data is found on the first invoice the supplier sends into the service. The invoice data must be found on the invoice in a machine-readable format.

## F. Company Profile

Please use the below email address for the corresponding Terex Entity.

Terex Entity	Notes	E-mail address
Terex Corporation		<a href="mailto:TEREX.US.AP.CORPINVOICES@EMAIL.BASWARE.COM">TEREX.US.AP.CORPINVOICES@EMAIL.BASWARE.COM</a>
Terex Canada Limited		<a href="mailto:TEREX.US.AP.CAINVOICES@EMAIL.BASWARE.COM">TEREX.US.AP.CAINVOICES@EMAIL.BASWARE.COM</a>
Terex Global GMBH		<a href="mailto:TEREX.UK.AP.CHINVOICES@EMAIL.BASWARE.COM">TEREX.UK.AP.CHINVOICES@EMAIL.BASWARE.COM</a>
Terex USA, LLC		<a href="mailto:TEREX.US.AP.USINVOICES@EMAIL.BASWARE.COM">TEREX.US.AP.USINVOICES@EMAIL.BASWARE.COM</a>
Terex Washington		<a href="mailto:TEREX.US.AP.WAINVOICES@EMAIL.BASWARE.COM">TEREX.US.AP.WAINVOICES@EMAIL.BASWARE.COM</a>
Terex South Dakota	For deliveries to Moses Lake, North Bend and Redmond, WA only	<a href="mailto:TEREX.US.AP.SDINVOICES@EMAIL.BASWARE.COM">TEREX.US.AP.SDINVOICES@EMAIL.BASWARE.COM</a>
Terex Services		<a href="mailto:TEREX.US.AP.SERVICEINVOICES@EMAIL.BASWARE.COM">TEREX.US.AP.SERVICEINVOICES@EMAIL.BASWARE.COM</a>
MHPS Corporation		<a href="mailto:TEREX.US.AP.MHPSINVOICES@EMAIL.BASWARE.COM">TEREX.US.AP.MHPSINVOICES@EMAIL.BASWARE.COM</a>
Terex South Dakota		<a href="mailto:TEREX.US.AP.TSDINVOICES@EMAIL.BASWARE.COM">TEREX.US.AP.TSDINVOICES@EMAIL.BASWARE.COM</a>
Terex Utilities, Inc.		<a href="mailto:TEREX.US.AP.TUIINVOICES@EMAIL.BASWARE.COM">TEREX.US.AP.TUIINVOICES@EMAIL.BASWARE.COM</a>
Terex Simplicity, Inc		<a href="mailto:TEREX.US.AP.SIMINVOICES@EMAIL.BASWARE.COM">TEREX.US.AP.SIMINVOICES@EMAIL.BASWARE.COM</a>
Environmental Equipment		<a href="mailto:TEREX.US.AP.TEEINVOICES@EMAIL.BASWARE.COM">TEREX.US.AP.TEEINVOICES@EMAIL.BASWARE.COM</a>
Terex Australia Pty Ltd (Cranes)	For invoices to Terex Cranes or Terex Lifting	<a href="mailto:TEREX.AU.AP.CRAINVOICES@EMAIL.BASWARE.COM">TEREX.AU.AP.CRAINVOICES@EMAIL.BASWARE.COM</a>
Terex Australia Pty Ltd (Genie)	For invoices to Genie or Terex Genie	<a href="mailto:TEREX.AU.AP.AWPINVOICES@EMAIL.BASWARE.COM">TEREX.AU.AP.AWPINVOICES@EMAIL.BASWARE.COM</a>

## G. Contact Information

Region	E-mail address
For US Suppliers	<a href="mailto:US.BASWARE@TEREX.COM">US.BASWARE@TEREX.COM</a>
For AUS Suppliers	<a href="mailto:AUS.BASWARE@TEREX.COM">AUS.BASWARE@TEREX.COM</a>
Basware Corporation	<a href="mailto:Activation.Services@basware.com">Activation.Services@basware.com</a>



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## Appendix A

As a reference, below is the Terex Entity listed with their eInvoice address, the Buying Entity number, and the corresponding Terex Tax Number.

Terex Entity	Terex E-invoice Address	Buying Entity	Terex Tax Number
Terex Corporation	US341531521	0001	34-1531521
Terex Canada Limited	US868340704RT0001	0090	86834 0704 RT0001
Terex Global GMBH	USCHE114687395MWST	0230	CHE-114.687.395 MWST
Terex USA, LLC	US7532624300010	0010	75-3262430
Terex Washington	US911499412	0020	91-1499412
Terex South Dakota	US4116037480030	0030	41-1603748
Terex Services	US930557703UD01	UD01	93-0557703
MHPS Corporation	US381804879	US01	38-1804879
Terex South Dakota	US411603748OWTN	OWTN	41-1603748
Terex Utilities, Inc.	US9305577030TUI	0TUI	93-0557703
Terex Simplicity, Inc	US311515625	0060	31-1515625
Environmental Equipment	US753262430CBIU	CBIU	75-3262430
Terex Australia Pty Ltd (Cranes)	AU860106710480310	0310	86 010 671 048
Terex Australia Pty Ltd (Genie)	AU860106710480330	0330	86 010 671 048