Send via key-in portal service

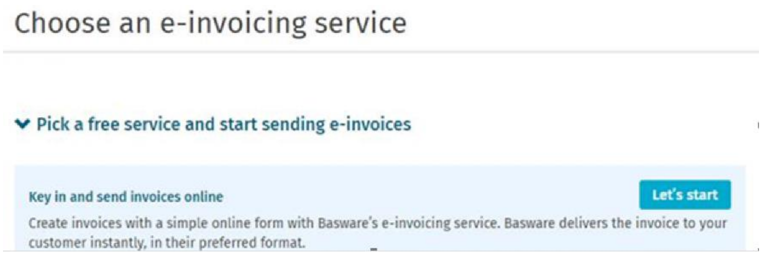
After registration invoices can be keyed in through the Basware portal.

1. Create an account to Basware portal

- Go to https://portal.basware.com/open/valmet
- Register with your email address
- Portal will send a confirmation message to your email address
- Open the confirmation message and activate your account within maximum of 7 days

2. Activate your account

- Select the free service for sending e-invoices
- When you are filling in you company details, please pay special attention to
  - the business identifier – e.g. company's VAT or TIN number
  - your company's contact person, email address and phone number. Important notifications, such as invoice rejections, will be sent to this email

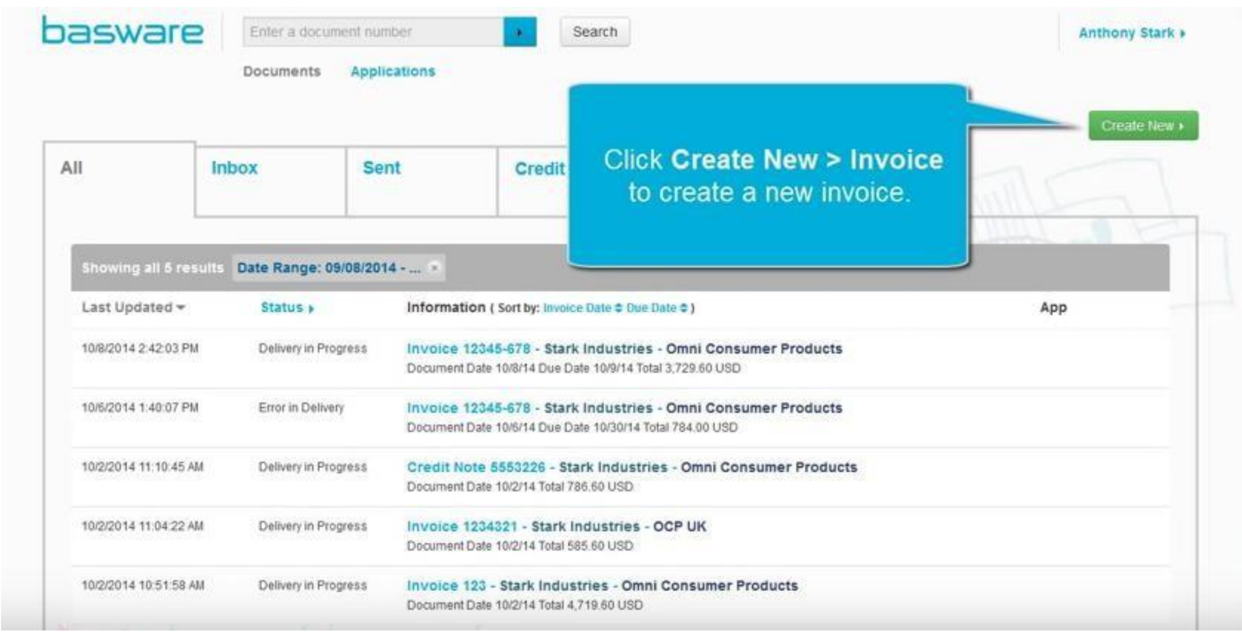


3. Create an invoice

Log in to Basware portal https://portal.basware.com with your registered email address.

Step 1: On the Documents page, click Create New > Invoice

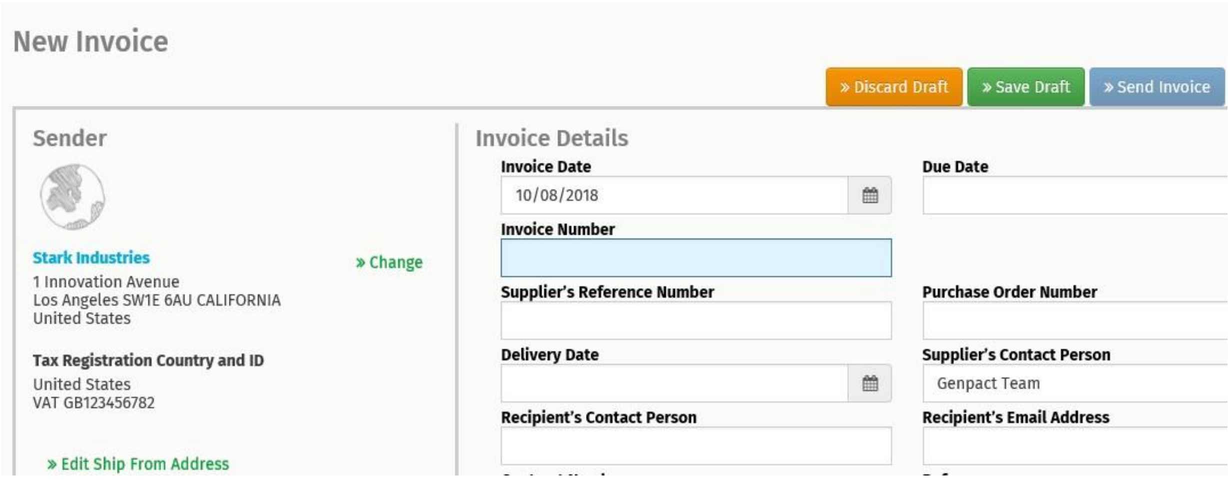
Basware Network opens the Edit Invoice view and creates a draft invoice

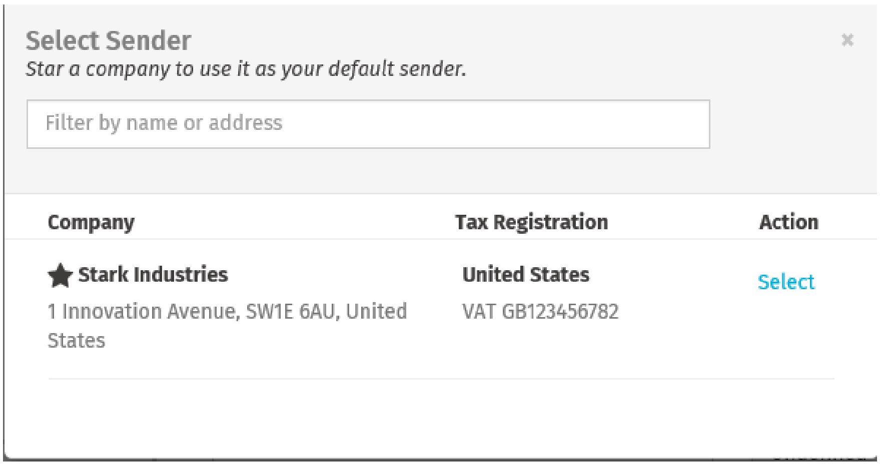


Step 2: Select a sender

By default, the service selects your favorite organization as a sender. You can change the sender manually, if necessary.

a. To change the sender, click Change under Sender.
b. Find the company you want to select as the sender and click Select.

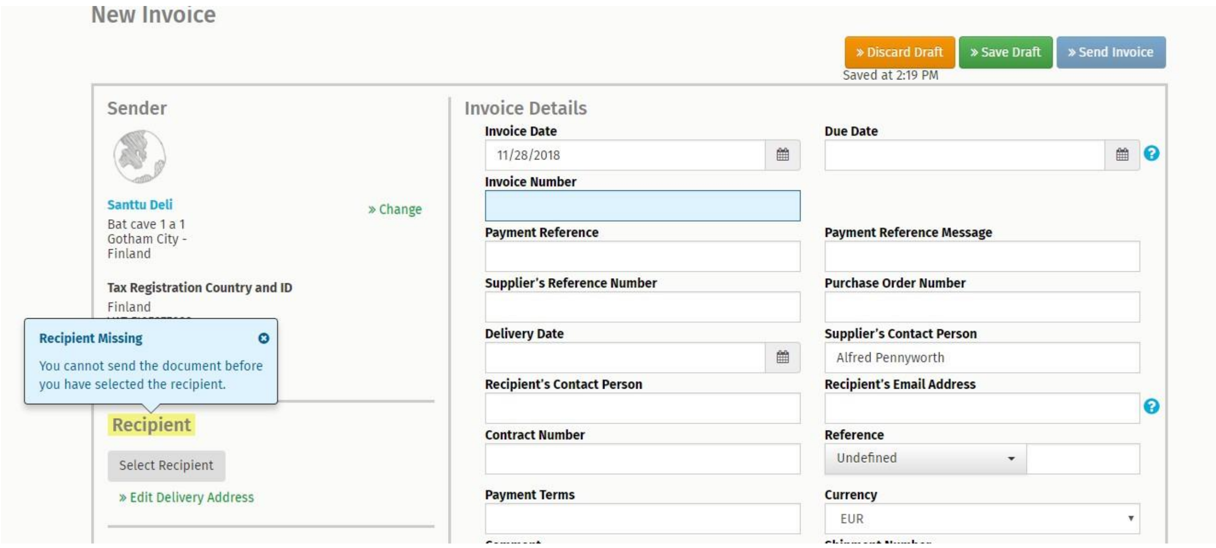




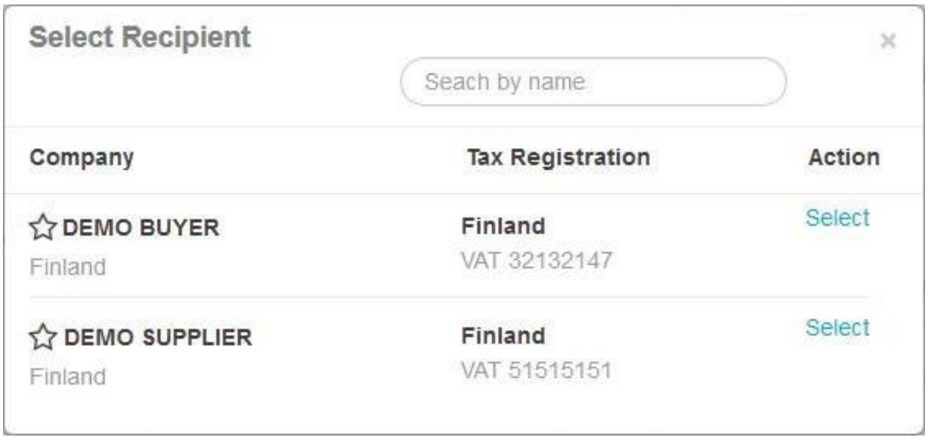
Click the ☆ icon next to the name of a company to set that company as your favorite. Your favorite companies will always be displayed at the top of the list.

Step 3: Select a recipient

a. Click 'Select recipient'
b. Find the company you want to select as the recipient and click 'Select'



Use the search field to filter out companies from the list.

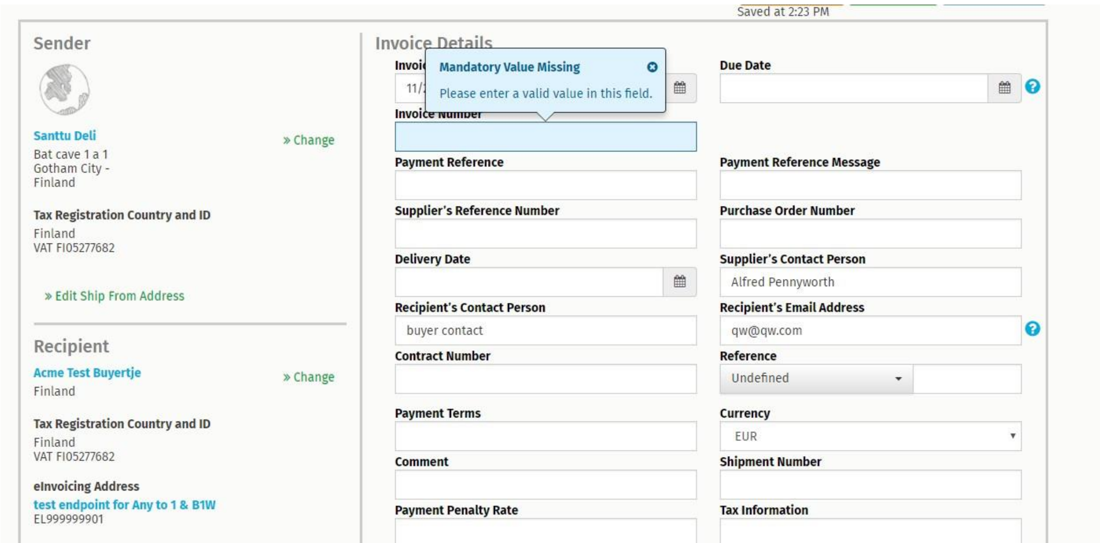


If the recipient, you selected has a tax registration number in multiple countries, a list of available tax registration countries will open.

Select the tax registration country you want to use with this invoice.

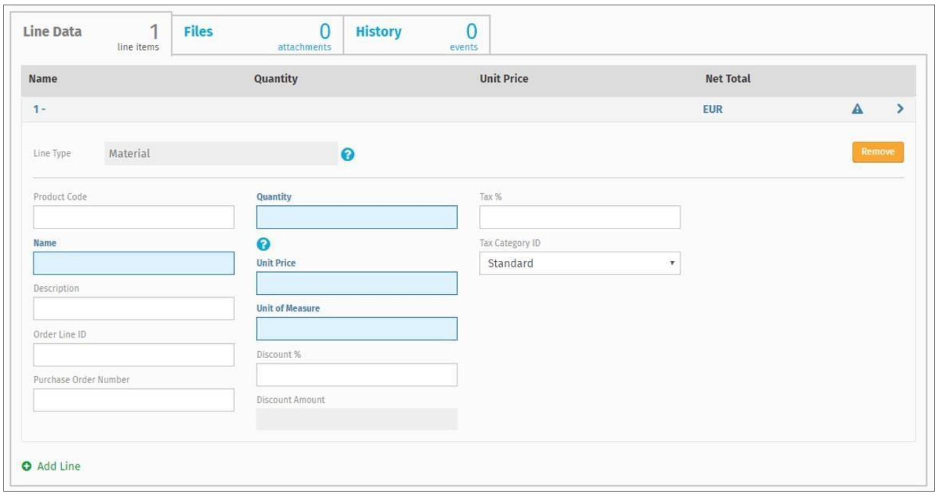
Step 4: Enter the invoice details

The service validates the contents of the fields and notifies you if the content of a field does not pass validation. The fields marked in blue are mandatory in order to continue further with the invoice submission.



Step 5: Enter the line data

a. On the Line Data tab, click Add Line to add a new invoice line.



b. Enter the details of the line item.

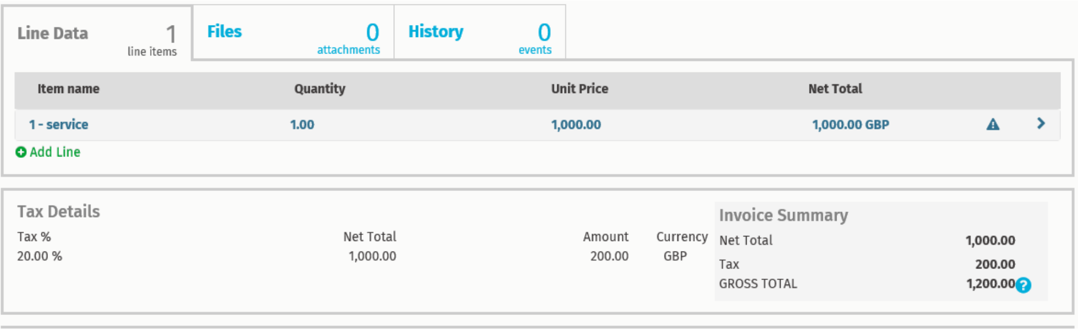
The mandatory fields are marked in blue.

In case you will not enter a VAT rate, the system will automatically assign this to 0%. You can only select line types that the recipient supports.

The decimal separators used on the line items differ based on the user interface language that you have selected (this would be the language you chosen when you registered with your company details on the Basware portal).
Should you use an incorrect decimal separator may cause Basware Network to save the number you enter incorrectly.

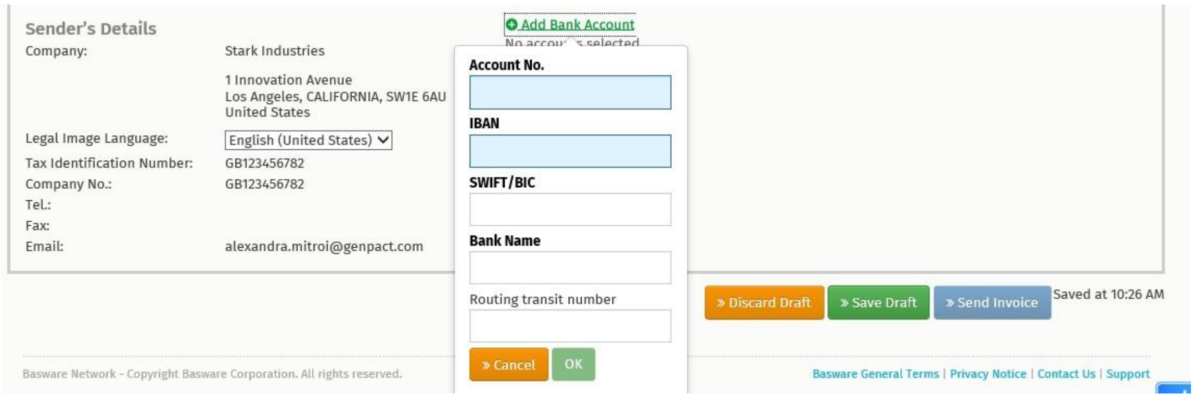
Once you enter the line data, the system will automatically display the tax and total amount.
Please check this total amount to make sure that it is correct according to the data you were planning to enter.

In case you forgot to add the tax % the total will not be matching.



c. Click Add Line to add another line item, if necessary.

If the sender organization's profile has no bank account, you can add a bank account in the Sender's Details section. Bank accounts that are added directly to an invoice will not be saved to the organization's profile.



Please note that the bank account details are mandatory to be filled in.

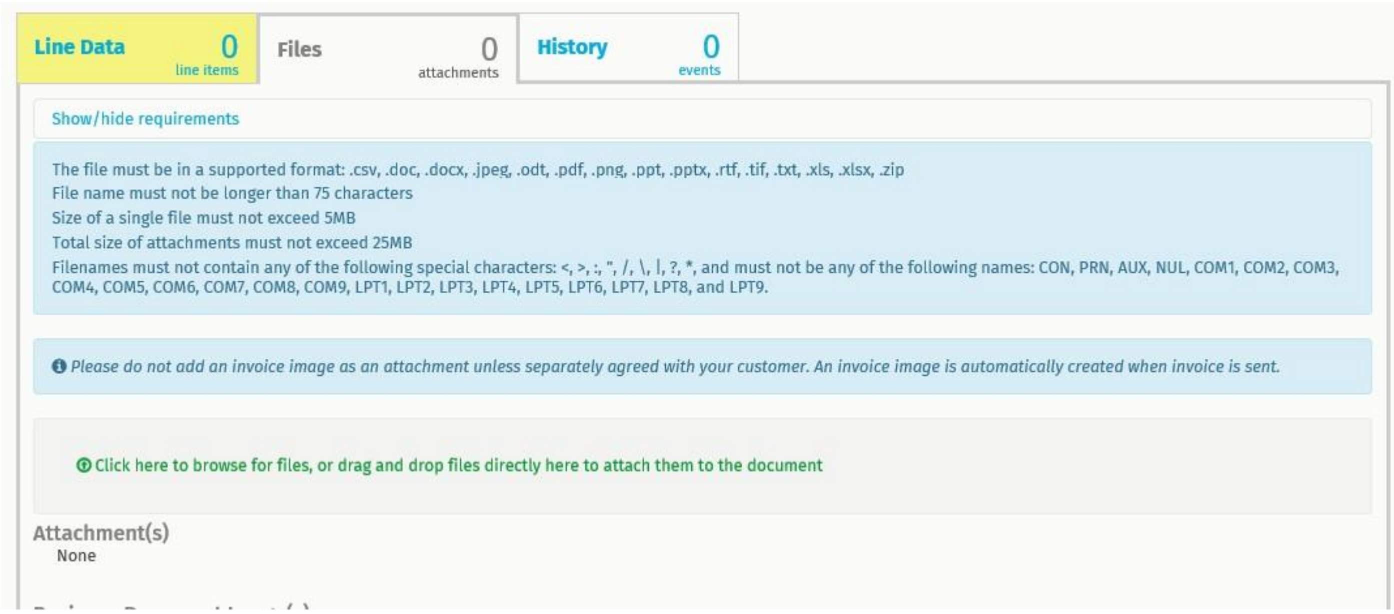
- If you didn't add them on your organization's profile, you will need to enter the details at this stage
- In case you already added bank details in your profile and you want to add an additional bank account at the invoice level, please note that both details will be displayed on the invoice and will be cross checked with your customer

Step 6: Add invoice attachments

- Click Files to open the Files tab.
- Click the highlighted text to browse for attachments, or drag and drop files directly on the highlighted text to attach them to the document.

Please do not add an invoice image as an attachment unless separately agreed with your customer. An invoice image is automatically created when invoice is sent.

Please note that documents that are not related to the invoice (e.g. account statements, reminders etc.) should not be sent via this route. The attachments to the invoice file should be supporting documentation needed to better understand the charges (e.g. delivery notes, detailed timesheets for billable projects etc.).



Step 7: Click Send Invoice to send the invoice to your customer

Basware Network does not store the invoice data indefinitely. Remember to download a copy of the document image through the Files tab and store it locally.

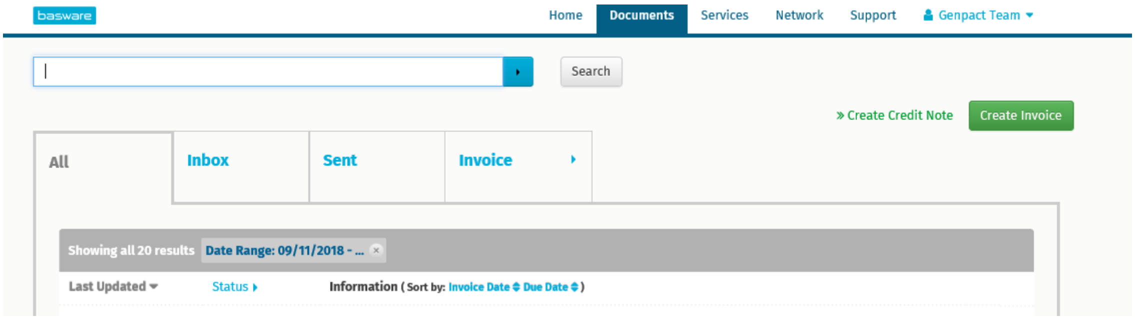
Create a credit note

There are 2 options you can use to create a credit note:

A. Convert an existing sent invoice into a credit note - This way you do not have to fill in all the fields of the credit note yourself, but the service fills in a number of the fields based on the original invoice. Open the invoice and click on "Convert To Credit Note"

B. Create credit note from the scratch.

On the documents page you can select "Create Credit Note" option and then follow same instructions as above (see How to create an invoice chapter)



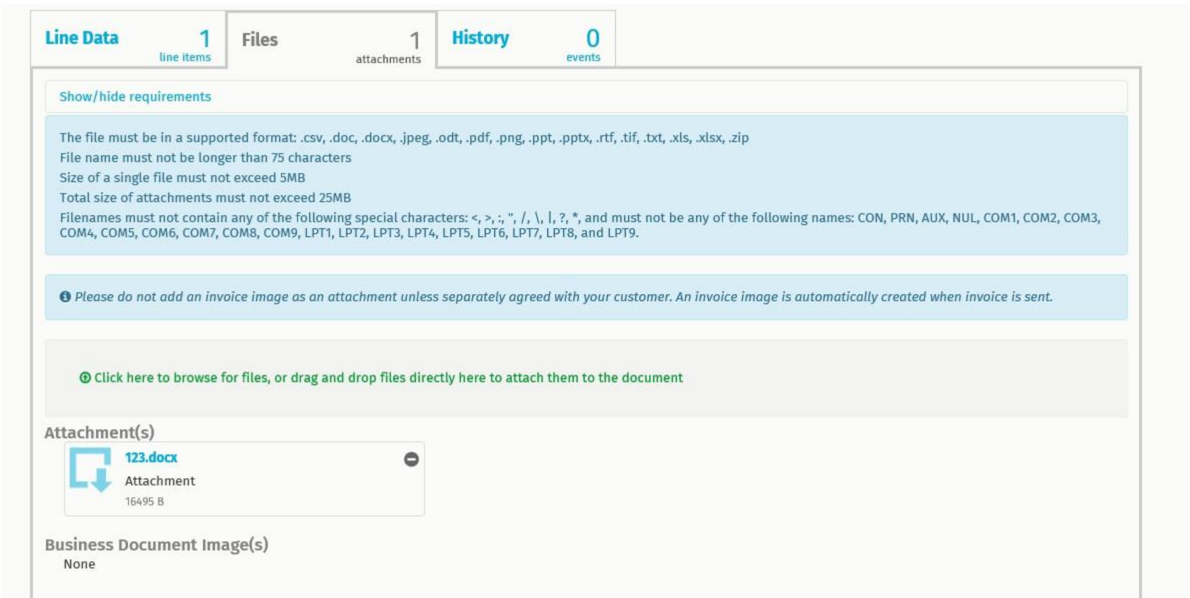
Download invoice files

You can download invoice files either invoice image created by Basware or invoice attachments by using the Files tab on any invoice page.

Once you login on the portal with your user and password, follow below steps:

1. Click Documents.
2. Navigate to the invoice you want to download attachments from and click the title of the invoice.

   You can open the invoice page from the All, Inbox, Sent or Invoice tab.
3. On the invoice page, open the Files tab.
4. Click an attachment icon to download it.



How to search for an invoice

Once you login with your user on the Basware page you can access the tab documents to see the list of invoices you have sent or created using Basware portal.

You can view the status the last update time stamp and also search for a specific document by typing the number/key word in the search field.