

HOW TO SEND PDF E-INVOICES TO COLOPLAST

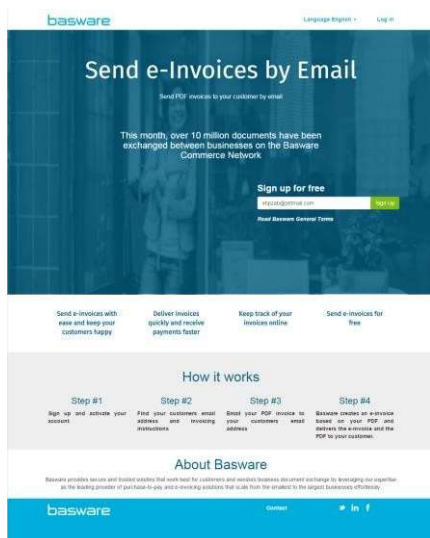
SPECIFIC INFORMATION REGARDING COLOPLAST AS AN PDF E-INVOICE RECEIVER

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 or use the link below

https://portal.basware.com/open/Coloplast_EInvoice


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.

Email/Username:
demo@basware.com

Password:
[input field]

Log In

[Forgot your password?](#)

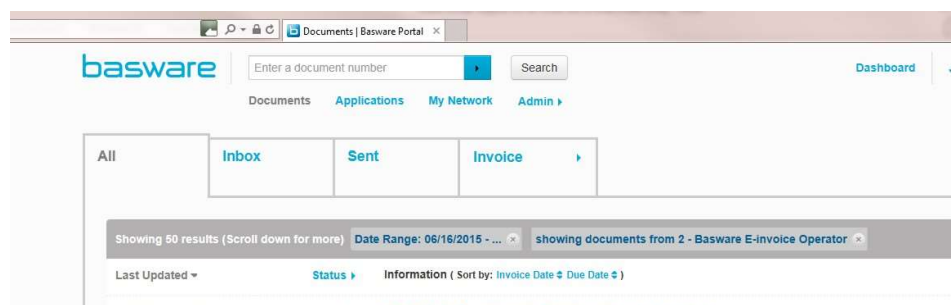
[Not a Basware customer? Click here.](#)

7. Enter your Username and Password, and click Log In.

B. Accessing the Basware Portal

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 COLOPLAST.

(It's recommended to save the portal URL as a favorite in your web browser for easier access.)



basware

Enter a document number [input field] Search

Documents Applications My Network Admin

All Inbox Sent Invoice

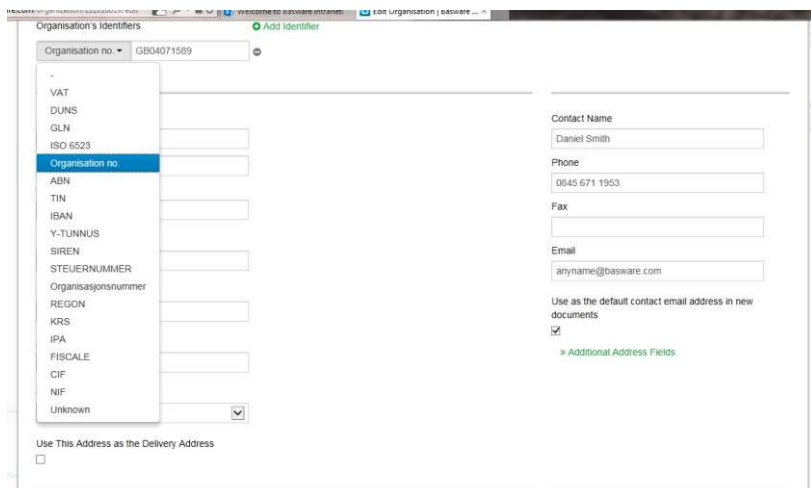
Showing 50 results (Scroll down for more) Date Range: 06/16/2015 - ... showing documents from 2 - Basware E-Invoice Operator

Last Updated	Status	Information (Sort by: Invoice Date Due Date)
7/16/2015 10:50:11 AM	Delivered to Customer	Invoice 999999 Invoice Date: 7/16/2015 Due Date: 7/16/2015

C. Unique Identifier

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

In the next screen select edit and complete your company address details. You can enter your VAT number by selecting 'Add Organization Identifier' under Organization Identifiers. From the dropdown, please select the **Organization No.**



If you don't know your VAT number, select Unknown in the drop down followed by – in blank the field **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.

D. Sending Invoices

Basware reads the invoices sent into the service electronically. Therefore, the PDF invoice cannot contain invoice data in image format. Please ensure all your invoices are in a **machine-readable PDF** format and are sent to the correct email address. You can find the list of COLOPLAST Business Units that are able to receive PDF e-Invoices in the Company Profile table in **Section F**.

To check if the data is machine readable:

1. Open the invoice you created.
2. Select one or more lines of invoice data using you mouse.
3. Copy the invoice data to clipboard.
4. Paste the invoice data into a word processing software, for example Notepad, TextEdit or WordPad.

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

If there are strange characters in the text, please use different font and create the invoice again.

To send your PDF invoice:

1. Using your standard email client, create a new message addressed to the right email address stated in **Section F**, *leaving the subject field blank*.
2. Attach your machine readable PDF invoice to the message.
3. 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:



Only PDF attachments are allowed. Any other kind of attachment is ignored.

If you send multiple attachments, **we suggest to send one invoice per email.**

5. If you must send multiple PDF e-Invoices and attachments in one email please follow the below guidelines:

- All the PDF attachments have keyword attachment in their name
- Attachments are associated with a document PDF
 - Single document PDF case: all extra attachment pdfs are linked to that document pdf
 - Multiple document PDFs case: an extra attachment is linked to a document PDF if its name contains the name of the document PDF (without extension) - e.g. **document1.pdf** and **document1_attachment.pdf**
- The attachments are valid if:
 - At least one document pdf is present
 - All extra attachment pdfs are linked to a document pdf

Attachments	Valid	Rationale
<ul style="list-style-type: none"> some.pdf another.pdf attachment_for_some.pdf attachment_for_another.pdf 	YES	<ul style="list-style-type: none"> there are 2 documents pdfs; some.pdf , another.pdf there are 2 extra attachments, each one linked to a document pdf: <ul style="list-style-type: none"> - attachment_for_some.pdf -> some.pdf - attachment_for_another.pdf -> another.pdf
<ul style="list-style-type: none"> some.pdf another.pdf an_attachment 	NO	<ul style="list-style-type: none"> there are 2 documents pdfs: some.pdf , another.pdf there is an extra attachment – an_attachment.pdf – that is not linked to any document pdf
<ul style="list-style-type: none"> some.pdf another.pdf 	YES	<ul style="list-style-type: none"> there are 2 document pdfs: some.pdf , another.pdf no extra attachments
<ul style="list-style-type: none"> document_without_attachment.pdf 	NO	<ul style="list-style-type: none"> an extra attachment document_without_attachment.pdf (contains attachment keyword) no document pdf
<ul style="list-style-type: none"> document.tif 	NO	<ul style="list-style-type: none"> document.tif is ignored no document pdf
<ul style="list-style-type: none"> document.pdf some_attachment.pdf another_attachment.pdf body.html 	YES	<ul style="list-style-type: none"> there is a single document pdf: document.pdf there are 2 extra attachments that are linked automatically to the single document pdf: <ul style="list-style-type: none"> - some_attachment.pdf - another_attachment.pdf body.html is ignored/discarded

- If the attachment policy is not followed the message will be rejected. The service will then send you a notification saying that your message has been rejected.
- Please perform the needed corrections and send the invoice again.

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

Please ensure that the following information in **bold** is included in your invoice prior to your email being sent. If the field is empty, your invoice will be returned.

Type of information	Comment
Invoice number	
Invoice date	
Due Date	
Delivery Date	
Currency	
Full name of the customer	
Full address of the customer	
Receiver VAT number	
Purchase Order Number and type	
Full name of the sender (Supplier Name)	Taken from registration step
Full address of the sender (Supplier Address)	Taken from registration step
The VAT identification number (Supplier VAT ID)	Taken from registration step
Subtotal (net amount)	
Total Gross Amount (Total)	
Net amount (VAT excluded)	
Total VAT/GST amount payable (total VAT amount)	
Percent (Summary Tax Percent)	
Contract/Account/Payment Plan Number	
Tax invoice/Tax credit note (indicates if debit or credit invoice)	
Customer reference (reference person)	
IBAN (bank account in IBAN format), SWIFT	
Sender bank account (local format)	

F. Company Profile

The following COLOPLAST Business Units can receive invoices via PDF e-Invoice

Company Unit	VAT Number	Email address
Coloplast A/S	69749917	coloplast110@email.basware.com
Coloplast Ejendomsselskab	13512582	coloplast150@email.basware.com
Coloplast Denmark	19020940	coloplast190@email.basware.com

G. Contact Information

If you have questions for COLOPLAST, please email: einvoice@coloplast.com

If you have any questions on the Basware service, please use contact form on Basware site or you can live chat with a Customer Care agent.

To live chat, please log into the portal (portal.basware.com) and click the "help" in the bottom right corner of the page.