

SUPPLIER KIT

HOW TO SEND PDF-INVOICES

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Suppliers follow the Supplier Kit.



Eurofins improves purchase to payment cycle and process efficiency.



Invoices are paid on time, saving time and money.

Content

Eurofins is moving to electronic invoicing	3
Registration process.....	4
1. Create an account.....	4
2. Fill in your company details	4
3. Add email address(es) for PDF invoices.....	4
Start sending PDF-invoices.....	6
1. Create a PDF-invoice.....	6
2. Attachment policy	6
3. Send the PDF-invoice.....	7
4. Invoice delivery.....	7
A. Company Profile.....	8
B. Mandatory content requirements for PDF-invoices.....	8
C. Invoice validation and rejections	9

Eurofins is moving to electronic invoicing

This guide contains detailed instructions on how to send PDF-invoices to Eurofins. When following these instructions, Eurofins will receive PDF-invoices as electronic invoices. This service is free of charge.

Watch this short [registration video](#) and activate the service:

- Register to the Basware Portal: (<https://portal.basware.com/open/Eurofins>)
- Add to Basware Portal the email address(es) from which you will send PDF-invoices.
- Go to your email- or invoicing software and attach a PDF-invoice to your email and start sending.

If you have questions about sending invoices to Eurofins, please do not hesitate to contact us as per below:

Contact details

Eurofins	Questions regarding invoice content	FI_AccountsPayable@eurofins.com
Basware Customer Support	Questions on Basware service	https://basware.servicenow.com/bw?id=bw_sc_cat_item_public

Useful links

PDF e-Invoice user guide	User guide in English	https://basware.servicenow.com/bw?id=bw_kb_article&sys_id=82cbcca5db31d304394380ab0b961989
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Kind regards,

Eurofins

Registration process

By using this free of charge PDF-service you can start sending e-invoices to Eurofins. To get started you must register to the PDF e-Invoice service via Basware Portal. Watch this short [registration video](#) and activate the service:

1. Create an account

Open the registration link: (<https://portal.basware.com/open/Eurofins>)

On the service landing page, enter your email address and click **Sign Up**. Choose a secure password and create the account. The service sends a confirmation message to your email address. The confirmation message is sent from <no.reply@basware.com> and could end up in your spam filter. Open the confirmation message to activate your account.

2. Fill in your company details

Now, you must fill in some details about your organization to activate the Basware PDF e-Invoice for Receiving - service. In the My Organization section, fill in your organization's details. You can enter your VAT number by selecting 'Add Organization Identifier' under Organization Identifiers. From the dropdown, please select the VAT and enter your Business Number.

3. Add email address(es) for PDF invoices

To add the email address(es) from which you will send PDF e-Invoices, click **Add Email Address**. You can only send invoices from the address(es) that you define here. Invoices sent from other addresses will not be delivered to Eurofins. You can add up to 200 email addresses here:

PDF e-Invoice

Company Details

Service Settings

Instructions

Customize the way the service works

▼ Email addresses for invoicing *

Enter the email address(es) from which you will send invoices to your customers. The service rejects invoices sent from addresses other than the ones listed below.

[Redacted email address]

Confirmed

[Add new email address](#)

Cancel

Previous

Next

If you wish to add more email addresses later, please go to the [Basware Portal](#) and login. Go to the tab **Services** and click on the box named **PDF e-Invoice**. Click on **View details**. Next, go to section **I send invoices from** and click on **Add an email address** from which you will send invoices to Eurofins.

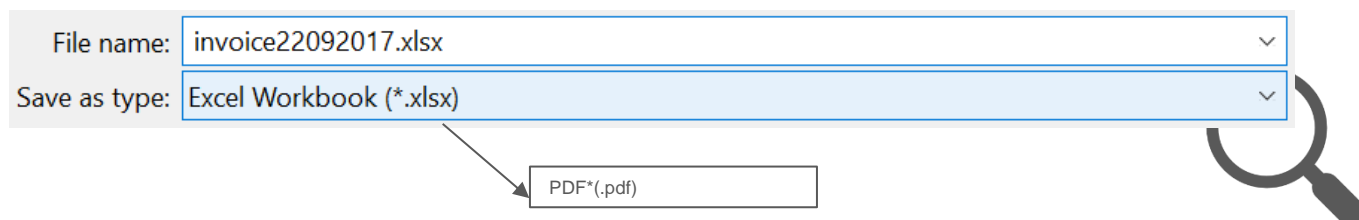
Start sending PDF-invoices

For the service to work, the invoices that you send in must have the same layout as the first invoice. Because the invoices are read electronically, the content of each invoice must be in [machine-readable](#) text format - the invoices cannot be hand-written, scanned or contain the information in image format. Please make sure that your PDF-invoices are machine-readable and that they are sent to the correct Eurofins email address for PDF-invoices (found in section A of this supplier kit).

1. Create a PDF-invoice

There are many ways you can create a PDF invoice:

- You can use your current accounting software, if it allows you to export invoices in machine-readable PDF format.
- You can use a word processing or spreadsheet software - for example, tools from the Microsoft Office, if it allows you to save documents in machine-readable PDF format:



2. Attachment policy

If you attach invoice attachments to your email message, make sure that you follow the attachment policy of the service:

- You can only send attachments in PDF format. The service ignores all other attachment types.
- Name the attachment so that it contains the word attachment, anhang, anlage, adjunto, annex, or liite. For example, attachment_112233.pdf.
- If you send multiple attachments, Basware recommends that you send only one invoice per each email.
- If you must send multiple PDF e-Invoices and attachments in a single email, follow these guidelines:
 - Make sure that each attachment has the keyword attachment in their filename.
 - Make sure that each attachment is associated to a business document PDF:
 - Single business document PDF: each attachment is automatically linked to the business document PDF.
 - Multiple business document PDFs: attachments are linked to a business document PDF, if the filename of the attachments contains the filename (without the file extension) of the business document. For example, document1_attachment.pdf will be linked to document1.pdf.
 - The attachments are valid, if:
 - The email contains at least one business document PDF.
 - Each extra attachment is linked to a business document PDF.

More information about the attachment policy can be found [here](#).

3. Send the PDF-invoice

1. Using your standard email client, create a new email message.
2. Attach the PDF-invoice you have saved on your computer to the email message.
3. If you want to send invoice attachments to your customer, attach them to the email. For instructions on how to name the attachments, see Attachment Policy.
4. Type Eurofins 's PDF-invoice address in the email receiver field. Eurofins email addresses for PDF-invoices are found in section A of this supplier kit.
5. Send the email.

THE BASWARE PDF-SERVICE DELIVERS TO Eurofins ONLY PDF-INVOICES THAT ARE SENT FROM EMAIL ADDRESSES THAT ARE REGISTERED TO THE SERVICE. THE SERVICE WILL AUTOMATICALLY REJECT INVOICES THAT ARE SENT FROM AN UNREGISTERED EMAIL ADDRESS.



4. Invoice delivery

Basware sets up the conversion process when you send the first invoice into the service. For the service to work, the invoices that you send in must have the same layout as the first invoice.

Basware will notify you by email when the first email has been delivered to Eurofins successfully. The first PDF-invoice can take a few business days to be mapped and delivered to Eurofins. No further confirmation emails will be sent unless there are delivery problems with the invoices.

A. Company Profile

Please use the following email addresses when sending PDF-invoices to Eurofins:

Company Unit	Company VAT ID	E-invoice Address	Email address
Eurofins Expert Services Oy	FI22975132	OVT:03722975132	Expert.Services@email.basware.com
Eurofins NSC Finland Oy	FI2902903-4	OVT:003729029034	NSC.Finland@email.basware.com

B. Mandatory content requirements for PDF-invoices

Please ensure that the following information is included in your PDF-invoice prior to your email being sent. If one mandatory field (M) is found empty, your invoice will be returned.

General Information	Field
Invoice number	M
Tax invoice/tax credit note (keyword that indicates if debit or credit invoice)	M
If credit note, reference to erroneous invoice	*
Doc Date (Invoice date)	M2
Due Date	*
Delivery Date / Date Of Delivery Month	*
Currency	M
Buyer Order Number	*
Customer Reference	*
Contract Number	*
Customer Information	
Full name of customer	M
Full address of the customer	M
Receiver VAT number	M
Supplier Information	
Full name of the sender (Supplier Name)	P (M)
Full address of the sender (Supplier Address)	P (M)
The VAT identification number or other appropriate business identification number of the supplier	P (M)

IBAN (bank account in IBAN format)	*
SWIFT (BIC)	*
Sender Bank Account (local format)	*
Payment Reference (Maksuviite, OCR nummer, KID nummer, FIK code, OGM-VCS))	*
Summary	
Net amount (VAT excluded)	M
Gross amount (VAT included) ²	M
Freight	*
VAT rates applied	M
Break-down of the taxable amount (excluding VAT) per VAT rate or exemption	M
Break-down of the VAT amount per VAT rate or exemption	*
Total VAT amount payable (total VAT amount)	M
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.
M1	Mandatory. The invoice is rejected to the sender by email, if both of these fields are found empty.
M2	Mandatory. The invoice is rejected to the sender by email, if the date is not a valid calendar date.
*	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.
²	If Gross amount does not equal Net amount + Total VAT amount (+ Freight), the invoice is rejected to the sender.

C. Invoice validation and rejections

Typical scenarios where the PDF-invoice is being rejected:

- The PDF invoice file is not machine-readable.
- The email invoice was sent from an un-registered email address.
- A mandatory field does not have content.
- The name of the attachment file does not include one of the following words:
attachment/anlage/adjunto/annex/liite.

Basware will notify by email if the invoice cannot be delivered. Please note, the rejection notifications are sent to the email address, which sent the invoice. Therefore, please ensure the email address is a monitored mailbox.