

User Guide – Key in

CREATE AN ACCOUNT

Open the registration link that you received from COLOPLAST:

<https://www.coloplast.com/about-coloplast/einvoice/>

On the service landing page, click **Get started**. On the next page as well **Get started**

Coloplast

Select country ▾ Search 🔍

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Log in to Coloplast E-Invoice

GET STARTED >

basware
Simply Operations. Spend Smarter.

Save time and money
with e-Invoices

Sending bills and getting paid is suddenly easier and faster with simple e-invoicing solutions

Get started

English (United States) ▾

- English (United States)
- Suomi
- Deutsch
- Norsk (Bokmål)
- Svenska
- Español
- Dansk
- Français
- Italiano
- Nederlands
- English (United Kingdom)
- English (Canada)
- Français (Canada)
- Nederlands (België)
- Français (Belgique)
- English (Australia)
- English (New Zealand)
- العربية
- Čeština
- Ελληνικά
- Magyar
- Polski
- Português

You can change language option here (right corner).

Choose an e-invoicing service

Coloplast

Basware Customer ID 202784

▼ Pick a free service and start sending e-invoices

Send PDF invoices by email

Let's start

Create PDF invoices with your billing system and send them to Basware by email. Our service converts the PDFs to your customer's preferred, electronic format and delivers them instantly.

Key in and send invoices online

Let's start

Create invoices with a simple online form with Basware's e-invoicing service. Basware delivers the invoice to your customer instantly, in their preferred format.

Create an Account page opens:

Create Account [Login](#)

Email Address *

Password * [Show](#)

Your password must contain at least:

- 10 characters
- a lowercase character
- an uppercase character
- a special character
- a number

I agree with [General Terms for Basware Portal Service](#)

[Create Account](#)

Already had the account? Proceed to [Login](#)

Need help? Visit our [Knowledge base](#)

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Enter your email address, 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.



no.reply=basware.com@email.basware.com on behalf of no.reply@basware.com

Confirm your email address

 If there are problems with how this message is displayed, click here to view it in a web browser.



Confirm your email address

Thank you for signing up at Basware Network. Your registration is almost complete.

Click the link below to confirm your email address and to complete creating your account. The confirmation link expires in **168** hours.

[Confirm your email](#)

If you have not requested an account on Basware Network, please ignore this email.

Fill in your company details

Now, you must fill in some details about your organization to activate the Key in service. In the Company Details section, fill in your basic organization's details – company identifier, company name and address. Fields with “*” are mandatory. Also, the primary contact of your company have to be filled in.

Invoice Key-In

Company Details

Service Settings

Check the information we already have on your company and fill in any missing information.

▼ Basic details *

Registration country *	CVR *
<input type="text" value="Denmark"/>	<input type="text"/>
Registered company name *	Company trade name
<input type="text"/>	<input type="text"/>
Address Line 1 *	Add an address line
<input type="text"/>	
Postal Code *	City *
<input type="text"/>	<input type="text"/>
County / State / Province	
<input type="text"/>	
TAXATION DETAILS	
VAT	
<input type="text"/>	

▼ Primary contact *

Primary contact of your company towards Basware

Person Mailing list

First name	Last name
<input type="text"/>	<input type="text"/>
Email address *	
<input type="text"/>	

In the "Service Settings" tab please choose the language and after click "complete":

Invoice Key-In

[Company Details](#) **Service Settings**

You can adjust the service settings when the service is deactivated. The service will not be accessible to the users before you activate it. Remember to save all the changes you make to the settings.

▼ **Legal image ***

The service creates PDF versions of all your business documents. You can print out and store the PDFs as legal images for your records.

Legal image language *

English (United Kingdom) ▼

[Cancel](#) [Previous](#) [Complete](#)

[Basware General Terms](#) [Privacy Notice](#) [Contact Us](#) [Support](#)

START SENDING INVOICES

1. Accessing Basware Portal Go to: <https://portal.basware.com/>. Enter your username and password. You will then be directed to the home screen.
2. To Create an Invoice Click “Create New invoice” in top right corner.


Dashboard [Show introduction](#)

▼ My Tasks

No tasks


➤ Sent invoices

➤ My Network

 **Create an invoice**

Send an electronic invoice to your customer with our web form

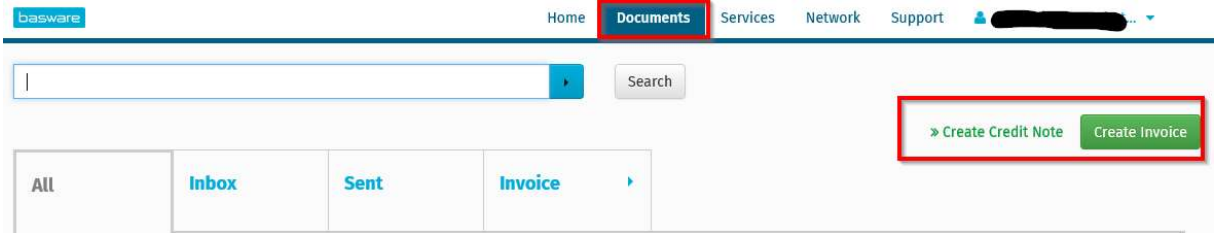
[Create new invoice](#)

 **What's new in this release**

Have a look at new features in this month's release.

[Basware Network New Feature page](#)









When you would like to create a credit note please go to “Documents” tab and there you can choose what document type you would like to create:



3. Fill in mandatory data, starting with recipient

New Invoice


[» Discard Draft](#)
[» Save Draft](#)
[» Send Invoice](#)
Saved at 10:38 AM

<p>Sender / Remittance address</p>  <p>bleble » Change bleble szczecin 70-562 Poland</p> <p>Tax Registration Country and ID (no value) Select</p> <p>» Edit Ship From Address</p> <hr/> <p>Recipient</p> <p>Select Recipient</p> <p>» Edit Delivery Address</p> <hr/> <p>» Edit Construction Site</p>	<p>Invoice Details</p> <p>Invoice Date 12/21/2020 </p> <p>Invoice Number <input type="text"/></p> <p>Supplier's Reference Number <input type="text"/></p> <p>Delivery Date <input type="text"/> </p> <p>Recipient's Contact Person <input type="text"/></p> <p>Contract Number <input type="text"/></p> <p>Payment Terms <input type="text"/></p> <p>Comment <input type="text"/></p> <p>Payment Penalty Rate <input type="text"/></p> <p>Advance Payment Terms <input type="text"/></p>	<p>Due Date <input type="text"/>  </p> <p>Purchase Order Number <input type="text"/></p> <p>Supplier's Contact Person <input type="text"/></p> <p>Recipient's Email Address <input type="text"/> </p> <p>Reference Undefined </p> <p>Currency PLN </p> <p>Shipment Number <input type="text"/></p> <p>Tax Information <input type="text"/></p>
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Enter the invoice details. Basware Portal validates the contents of the fields and notifies you if the content of the field does not pass validation.

4. 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.
- c. Click Add Line to add another line item, if necessary.

Line Data 0 line items	Files 0 attachments	History 0 events
+ Add Line		
Tax Details		Invoice Summary
Tax %	Net Total	Amount
		Currency
		Net Total
		Tax
		GROSS TOTAL
		0.00
		0.00
		0.00 

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

6. Click Send Invoice to send the invoice to your customer.

FIELD NAMES AND DESCRIPTIONS

Basware Portal verifies that the invoice content against local and international regulations. You can send the invoice only if the invoice content is valid.

Field Name	Description	Notes
Invoice Date	Date of the invoice.	Can be set a maximum of 35 days in the past. For example, if the current date is July 6th, the earliest date you can select is June 1st.
Due Date	The date on which the invoice must be paid.	
Invoice Number	A unique identification number of the invoice	Invoice number can contain letters, numbers, and special characters. The maximum length of the invoice number is 16 characters.
Recipient's e-Invoicing Address		
Sales Tax Number	Your organization's sales tax number	
Supplier's Reference Number		
Order Reference		
Freight	The charge for transporting the ordered goods	
Supplier's Contact Person		
Recipient's Contact Person		
Payment Terms	Conditions related to the payment of the ordered goods	
Currency	Currency used on the invoice	
Comment		
Handling Fee	The cost of packaging and mailing an order	