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Supplier kit

Instruction on how to send PDF invoices to companies within Akind Group

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Contents

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Summary

This guide contains detailed instructions on how to send PDF-invoices to companies within Akind Group. When following these instructions, we'll receive PDF-invoices as electronic invoices. This is free of charge.

Short summary of necessary steps:

1. Open the registration link
   https://portal.basware.com/open/AcademicWorkPDFeInvoice
2. Click "Get started" and create your account
3. Confirm the email address
4. Begin to send invoices to an email address found in the table "Company profile".

If you have any questions, please do not hesitate to contact us at supplierinvoices@akindgroup.com

Useful links

- Basware customer support
- PDF e-invoice user guide

Kind regards,
Akind Group

Registration process

By using this free of charge PDF-service you can start sending e-invoices to companies within Akind Group. To get started you must register to the PDF e-Invoice service via Basware Portal. You only need to register once to be able to send PDF-invoices to companies within Akind Group.
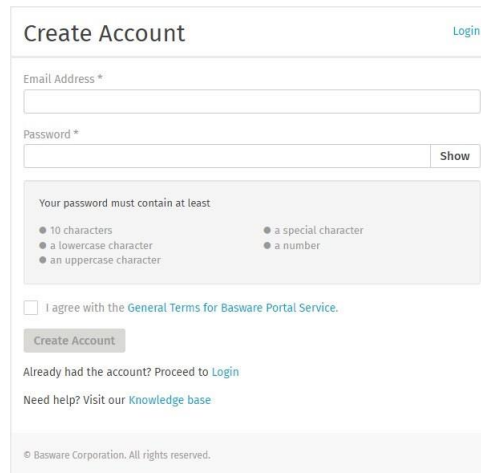
1. Create an account

    a. Open the registration link

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

    b. On the service landing page, click "Get started".

    c. On the next page, choose "Send PDF invoices by email" option and click "Let's start."
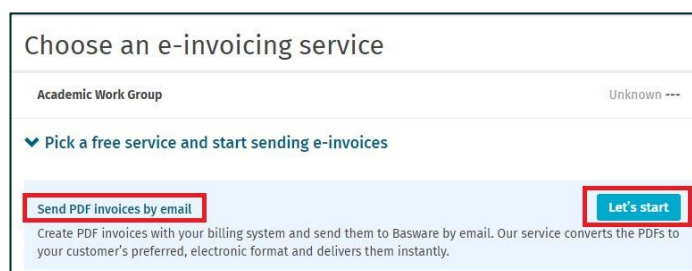
    d. Now a "Create Account" page opens.

e. Enter your email address, choose a secure password, and create the account.

f. 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 on tab "Company details**

   a. Company identifier
   b. Company name
   c. Address
   d. Primary contact

3. **See confirmed email address on tab "Service settings"**

   a. Once you've activated your account you can add more email addresses as senders. If so, please go to the Basware Portal and login. Go to the tab "Services" and click on the box named "PDF e-Invoice" and click on "Add an email address".

b. Note that you can only send invoices from the address(es) that you define here. Invoices sent from other addresses will not be delivered. You can add up to 200 email addresses here.

c. Each additional email address used to send invoices from must be confirmed before invoices can be processed.

d. If you are unable to confirm this email address please contact us at supplierinvoices@akindgroup.com .

PDF e-Invoice

Company details 〉 **Service settings** 〉 Instructions

The service will not be accessible to the users before you activate it. To activate the service, click Next and complete the activation.

❯ Email addresses for invoicing

Below is a list of email addresses from which you will send invoices to your customers. The service rejects invoices sent from addresses other than the ones listed below.

███████████	Confirmed

To add new email address, activate the service and go to service settings.

Cancel   Previous   Next

4. Complete the registration on tab "Instructions"

    a. Here you can see our email addresses and requirements. This is also included in section "Company profiles".

    b. Once you click on "Complete" you'll get a "Success" page and an email.

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5. Start sending PDF invoices

    a. Make sure that you have completed the registration on the final page of the registration flow.

    b. Now you can go to your email or invoicing software and create a PDF-invoice. For the service to work, the invoices that you send must have the same layout as the first invoice.

    c. 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 company email address for PDF-invoices (found in section "Company profiles" of this supplier kit).

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Information

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:
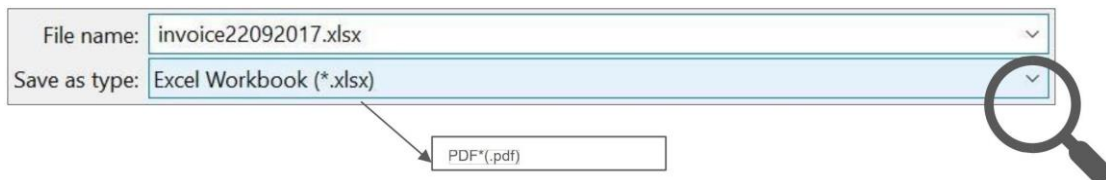
2. Attachment policy

If you need to add additional attachments to your email message, such as a delivery note, please make sure that you follow the attachment policy for additional attachments:

- 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.

- o 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.
- o 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. It is possible to attach multiple invoices into one email.
3. If you want to send additional invoice attachments to your customer, such as delivery notes, please attach them to the email. Attachments must always be delivered together with the PDF invoice. For instructions on how to name the additional attachments, see Attachment Policy.
4. Type the company PDF-invoice address in the email receiver field. Email addresses for PDF-invoices are found in section "Company profiles" of this supplier kit.
5. Send the email.

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 successfully. The first PDF-invoice can take a few business days to be mapped and delivered. No further confirmation emails will be sent unless there are delivery problems with the invoices.

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Company profiles

Sweden	Registration number	Email address at Basware
Akind Universe AB	556944-8805	5569448805@email.basware.com
Akind Venture AB	556686-5472	5566865472@email.basware.com
Academic Work Group AB	556858-4188	5568584188@email.basware.com
Academic Work Sweden AB	556559-5450	5565595450@email.basware.com
Academic Work HR Service AB	556683-6515	5566836515@email.basware.com
Academic Work Technology AB	556755-1303	5567551303@email.basware.com
Academic Work Consulting AB	556658-3968	5566583968@email.basware.com
Academic Work IT AB	559202-3278	5592023278@email.basware.com
Academic Work Finance AB	559202-3286	5592023286@email.basware.com
Akind Horizons AB	559042-7281	5590427281@email.basware.com
Acentra AB	556692-3495	5566923495@email.basware.com
Brights Learning Group AB	559109-5244	5591095244@email.basware.com
Brights Learning Sweden AB	556785-7932	5567857932@email.basware.com
Crowd Collective Holding AB	559069-1761	5590691761@email.basware.com
Crowd Collective Sweden AB	559360-1734	5593601734@email.basware.com
Crowd Collective Finland AB	559042-7356	5590427356@email.basware.com
Crowd Collective Stockholm AB	559174-6028	5591746028@email.basware.com
Crowd Collective Linköping AB	559334-2586	5593342586@email.basware.com
Crowd Collective Malmo AB	559405-2556	5594052556@email.basware.com
Crowd Collective Gothenburg AB	559405-2549	5594052549@email.basware.com
AW Executive Search Sweden AB	559162-1445	5591621445@email.basware.com

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Denmark	Registration number	Email address at Basware
Academic Work Denmark A/S	31743478	31743478@email.basware.com
Brights Learning Denmark A/S	43690337	43690337@email.basware.com

Norway	Registration number	Email address at Basware
Academic Work Norway AS	990 574 693	990574693@email.basware.com
Academic Work HR Services Norway AS	992 332 018	992332018@email.basware.com
Academic Work Consulting Norway AS	992 331 941	992331941@email.basware.com
Brights Learning Norway AS	922 087 768	922087768@email.basware.com

Germany	Registration number	Email address at Basware
Academic Work Germany GmbH	HRB169906	169906@email.basware.com
Academic Work Flex Germany GmbH	HRB184298	184298@email.basware.com
Brights Learning Germany GmbH	HRB237036	237036@email.basware.com

Finland	Registration number	Email address at Basware
Academic Work Finland Oy	2756351-6	27563516@email.basware.com
Academic Work HR Services Oy	2733621-7	27336217@email.basware.com
Academic Work Consulting Oy	2733622-5	27336225@email.basware.com
Brights Learning Finland Oy	2841883-9	28418839@email.basware.com
Crowd Collective Finland Oy	2923393-2	29233932@email.basware.com
AW Executive Search Finland Oy	3283808-6	32838086@email.basware.com

Switzerland	Registration number	Email address at Basware
Brights Learning Switzerland AG	CH-020.3.052.318-6	02030523186@email.basware.com

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Mandatory content requirement 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	Fields
Invoice number	M
Tax invoice/tax credit note (indicates if debit or credit invoice)	M
Doc date (invoice date)	M
Currency	M
Buyer reference	M
Due date (valuta due date)	*
Buyer order number	*
Contract number	*
Buyer reference	*

Customer information	Fields
Full name of customer (same as in company profile above)	M
Full address of the customer	M
Customer VAT number	M

Supplier information	Fields
Full name of the sender	M (P)
Full address of the sender	M (P)

Sender VAT ID	M (P)
IBAN	*
SWIFT (BIC)	*
Sender bank account (local format)	*
Payment reference	*

Summary	Fields
Net amount (VAT excluded)	M
Gross amount (VAT included)2	M
Freight	*
VAT rates applied	M
Break-down of the taxable table amount (excluding VAT) per VAT rate	M
Break-down of the taxable table amount VAT per VAT rate	*
Total VAT amount payable (total VAT amount)	M
Rounding	*

Field	Fields explanation
M	Mandatory. Invoice is rejected to sender by email, if the field is found empty
P	Populated from the information supplier provides when registering into the service
*	Captured if this data is found on the **first invoice** the supplier sends into the service.
2	If Gross amount does not equal Net amount + Total VAT amount (+Freight), the invoice is rejected to the sender

Invoice validation and rejection

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 additional 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, from which the invoice was sent. Therefore, please ensure the email address is a monitored mailbox.

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Invoice monitoring

If you want to check on invoice delivery status, please go to the Basware Portal and login. Go to the tab Documents and see an overview of your sent PDF-invoices.

Please note that the first PDF-invoice that you send to new email addresses can take a few business days to be delivered and visible in the portal. Basware will notify you by email when the first email has been delivered successfully. No further confirmation emails will be sent unless there are delivery problems with the invoices.

For other purposes you do not need to login or use the portal anymore, it was only needed once for registration and activation of the service.