

## Registrering Basware Portal – Steg för Steg

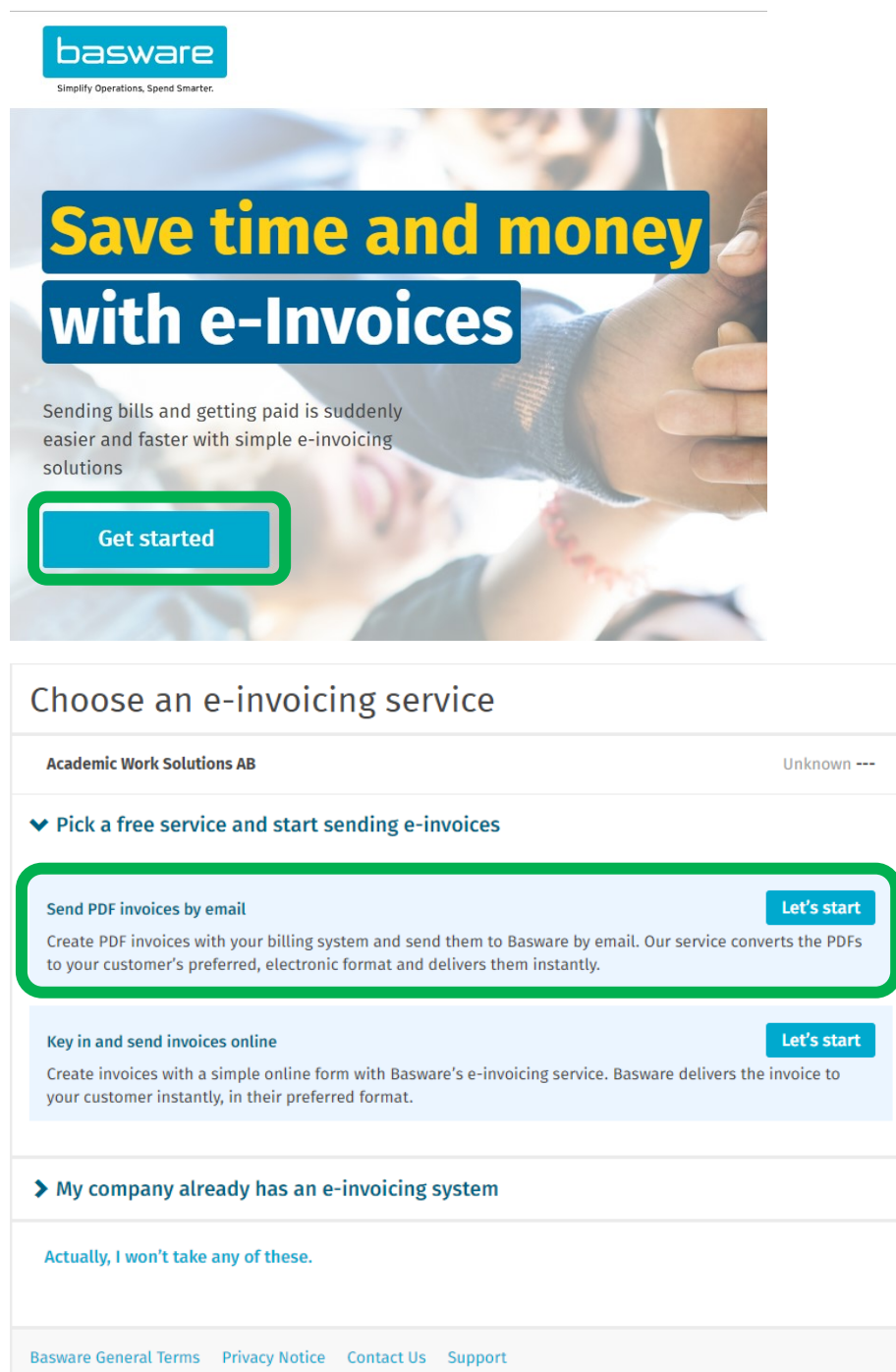
För att komma igång med att skicka PDF-fakturer till ACADEMIC WORK måste ni först registrera dig i Baswares Portal. Ni behöver endast registrera er en gång för att kunna skicka PDF-fakturer till alla bolag inom ACADEMIC WORK-koncernen (GROUP).

Länk for registrering: <https://portal.basware.com/open/AcademicWorkPDFeInvoice>

### 1. Skapa ett konto

Öppna registreringslänken som ni har mottagit från ACADEMIC WORK.

På första sidan klickar ni på **Get started**. På nästa sida väljer ni alternativet *Send PDF invoices by email* och klickar på **Let's start**.



The screenshot shows the Basware registration portal. At the top left is the Basware logo with the tagline "Simplify Operations, Spend Smarter." Below the logo is a large banner with the text "Save time and money with e-Invoices" in yellow and white on a blue background. Underneath the banner, it says "Sending bills and getting paid is suddenly easier and faster with simple e-invoicing solutions" and a "Get started" button is highlighted with a green border. Below the banner is a section titled "Choose an e-invoicing service" for "Academic Work Solutions AB". Under this section, there are two options: "Send PDF invoices by email" and "Key in and send invoices online", both with "Let's start" buttons. The "Send PDF invoices by email" option is highlighted with a green border. Below these options is a link "My company already has an e-invoicing system" and a link "Actually, I won't take any of these." At the bottom of the page are links for "Basware General Terms", "Privacy Notice", "Contact Us", and "Support".

basware  
Simplify 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**

### Choose an e-invoicing service

Academic Work Solutions AB Unknown ---

▼ 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.

► My company already has an e-invoicing system

[Actually, I won't take any of these.](#)

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

Skriv in er mailadress, välj ett säkert lösenord, kryssa i boxen *I agree with General Terms for Basware Portal Service* och tryck på **Create Account**. Mailadressen som ni använder kan inte vara en no-reply mail eftersom ni måste kunna komma åt den för att bekräfta mailadressen, se nedan.

## Create Account Login

Email Address \*

Password \*

 Show

Your password is secure

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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## Almost done!

To complete your sign up, we'll need to confirm your email address. To do this, open the email message that we just sent you and click **Confirm your email**.

Need help? Visit our [Knowledge base](#) or contact [Basware Support](#)

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Basware skickar nu ut ett bekräftelsemeddelande till er mailadress. Bekräftelsemeddelandet är skickat från <no.reply@basware.com> och kan hamna i er skräppost. För att aktivera ditt konto, vänligen öppna bekräftelsemeddelandet och klicka på **Confirm your email**.

## 2. Fyll i era företagsuppgifter

Nu ska ni fylla i några detaljer om ert företag för att aktivera tjänsten. Vänligen gå till Baswares Portal och logga in. Klicka på **Get Started** på startsidan.

The screenshot shows the Basware portal dashboard. At the top, there is a navigation bar with the Basware logo on the left and menu items: Home, Documents, Services, Network, Support, and a user profile for asa@aeya.se. A 'Hide introduction' link is visible in the top right corner of the blue header area. The main heading is 'Sent and received invoices', followed by a sub-heading: 'Your business documents are collected on the Documents page. Here you can create new invoices, find your business documents and view their status to help predict your cash flow.' Below this is a progress indicator with four circles, the second of which is filled. The dashboard content is titled 'Dashboard' and includes a 'My Tasks' section with one task: 'Start sending e-invoices to Academic Work Group today!' dated 6/27/2019. The task description says: 'Your business partner wants you to start sending e-invoices. Pick a free e-invoicing services and start e-invoicing with ease.' A blue 'Get Started' button is highlighted with a green border. Below the task is a 'My Network' section. On the right side, there are two informational boxes: 'What's new in this release' with a link to 'Basware Network New Feature page', and 'Support' with a link to 'Visit our support page'.

Under Company Details fyller ni i företagets uppgifter – organisationsnummer, företagsnamn och adress. Fyll också i en kontaktperson hos ert företag.

## PDF e-Invoice

**Company Details** Service Settings Instructions

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

### Basic details \*

Registration country \*  
United Kingdom

Company Registration Number \*

Name \*

Company trade name

Address Line 1 \*  
 [Add an address line](#)

Postal Code \*

City \*

County / State / Province

### TAXATION DETAILS

VAT

### Primary contact \*

Primary contact of your company towards Basware  
 Person  Mailing list

First name

Last name

Email address \*

### Additional company identifiers

[Add another identifier](#)

### 3. Lägg till mailadress(er)

Klicka på **Add new email address** för att lägga till den/de mailadress(er) som ni kommer att skicka era PDF-fakturor ifrån.

Ni kan endast skicka fakturor från den/de mailadress(er) som ni lägger till här. Fakturor som är skickade från andra mailadresser kommer inte att levereras till ACADEMIC WORK. Ni kan lägga till upp till 200 mailadresser. Varje mailadress som används för att skicka fakturor måste bli bekräftad innan fakturorna kan hanteras och därför kan ni inte använda en no-reply mail.

## PDF e-Invoice

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

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.

▼ **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.

<input type="text"/>	Confirmed
----------------------	-----------

**Add new email address**

[Cancel](#) [Previous](#) [Next](#)

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

Om ni önskar att lägga till fler mailadresser senare, vänligen gå till Basware Portal och logga in. Gå till **Services** och klicka på boxen **PDF e-Invoice**. Klicka på **View details**. Efter det går ni till **I send invoices from** och klickar på **Add an email address**.

Klicka på **Complete** på sista sidan för att slutföra registreringen. Nu kan ni gå till er mail eller fakturaprogram och skapa en PDF-faktura.

## PDF e-Invoice

Company Details > Service Settings > **Instructions**

Here are the e-invoicing details of **Academic Work Solutions AB**. You can also find this information on their company profile on the My customers view.

▼ **E-invoicing address**

Send your PDF invoices to the following email address

- [AWSweden@email.basware.com](mailto:AWSweden@email.basware.com)
- [AWSolutions@email.basware.com](mailto:AWSolutions@email.basware.com)
- [AWAcademySweden@email.basware.com](mailto:AWAcademySweden@email.basware.com)
- [AWAcademyHolding@email.basware.com](mailto:AWAcademyHolding@email.basware.com)
- [AWX@email.basware.com](mailto:AWX@email.basware.com)
- [HappoSweden@email.basware.com](mailto:HappoSweden@email.basware.com)
- [DtalentSweden@email.basware.com](mailto:DtalentSweden@email.basware.com)
- [AWHRSweden@email.basware.com](mailto:AWHRSweden@email.basware.com)
- [AcentraSweden@email.basware.com](mailto:AcentraSweden@email.basware.com)
- [AWConsultingSweden@email.basware.com](mailto:AWConsultingSweden@email.basware.com)
- [AWTechnologySweden@email.basware.com](mailto:AWTechnologySweden@email.basware.com)
- [AWHolding@email.basware.com](mailto:AWHolding@email.basware.com)
- [AWInstajobsSweden@email.basware.com](mailto:AWInstajobsSweden@email.basware.com)
- [AWNorway@email.basware.com](mailto:AWNorway@email.basware.com)
- [AWHRNorway@email.basware.com](mailto:AWHRNorway@email.basware.com)
- [AWAcademyNorway@email.basware.com](mailto:AWAcademyNorway@email.basware.com)
- [AWFinland@email.basware.com](mailto:AWFinland@email.basware.com)
- [AWHRFinland@email.basware.com](mailto:AWHRFinland@email.basware.com)
- [AWConsultingFinland@email.basware.com](mailto:AWConsultingFinland@email.basware.com)
- [AWAcademyFinland@email.basware.com](mailto:AWAcademyFinland@email.basware.com)

➤ Required PDF-format

➤ Required content

➤ Additional information

Cancel Previous **Complete**

## Success

✔ You have successfully set up the Basware PDF e-invoice service

You can now start sending PDF e-invoices to your customer.

Close

Första gången ni skickar en faktura till Basware och Basware lyckas ta emot den korrekt så får ni ett bekräftelsemail att fakturan har kommit in. Om Basware inte kan ta emot faktura så får ni ett mail angående att fakturan inte kunnat levererats korrekt och vad anledningen till det är.

Från: [no.reply@basware.com](mailto:no.reply@basware.com) <[no.reply@basware.com](mailto:no.reply@basware.com)>

Skickat: måndag, juli 1, 2019 10:51 fm

Till: [REDACTED]

Ämne: Basware PDF e-Invoice service has successfully processed your document

Dear Customer,

Basware PDF e-Invoice service has successfully processed your document and forwarded it to the recipient. You will not get any further notifications about this document unless there is an error in the document delivery.

Document details:

From: [REDACTED]

Subject: [REDACTED]

To: [REDACTED]

Recipient: Academic Work Solutions AB - SE - PDF e-Invoice

Document number: 248

Thank you,  
Basware

Nu kan ni skicka PDF-fakturor till nedan angivna mailadresser:

*(Kontrollera att ni skickar till **rätt bolag** och att ni skickar fakturan från en av de mailadresser som ni registrerade i steg 3.)*

## **Sverige**

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