SUPPLIER KIT
HOW TO SEND PDF-INVOICES

JULY 2019

Suppliers follow the Supplier Kit.

INNIO Waukesha Gas Engines Inc. improves purchase to payment cycle and process efficiency.

Invoices are paid on time, saving time and money.

Content

INNIO Waukesha Gas Engines Inc. is moving to electronic invoicing

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

- Open the registration link that you received from BASWARE.
- 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 INNIO Waukesha Gas Engines Inc., please do not hesitate to contact us as per below:

Contact details

Basware Customer Support	Questions regarding registration process or Basware Portal	ServiceNow or +358 20 934 10 215

Useful links

PDF e-Invoice user guide	User guide in English	Userguide and Get Started video

Kind regards,

INNIO Waukesha Gas Engines Inc.

Registration process

By using this free of charge PDF-service you can start sending e-invoices to INNIO Waukesha Gas Engines Inc. 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 INNIO Waukesha Gas Engines Inc.
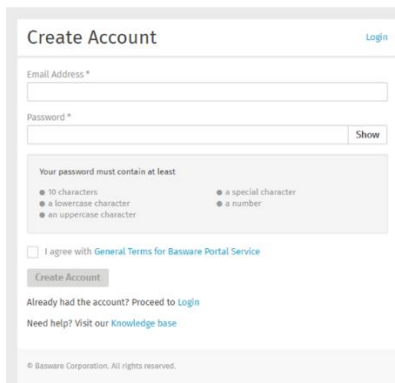
1. Create an account

Open the registration link that you received from BASWARE.
On the service landing page, click **Get started**. On the next page, choose Send PDF invoices by email option and click **Let's start**.
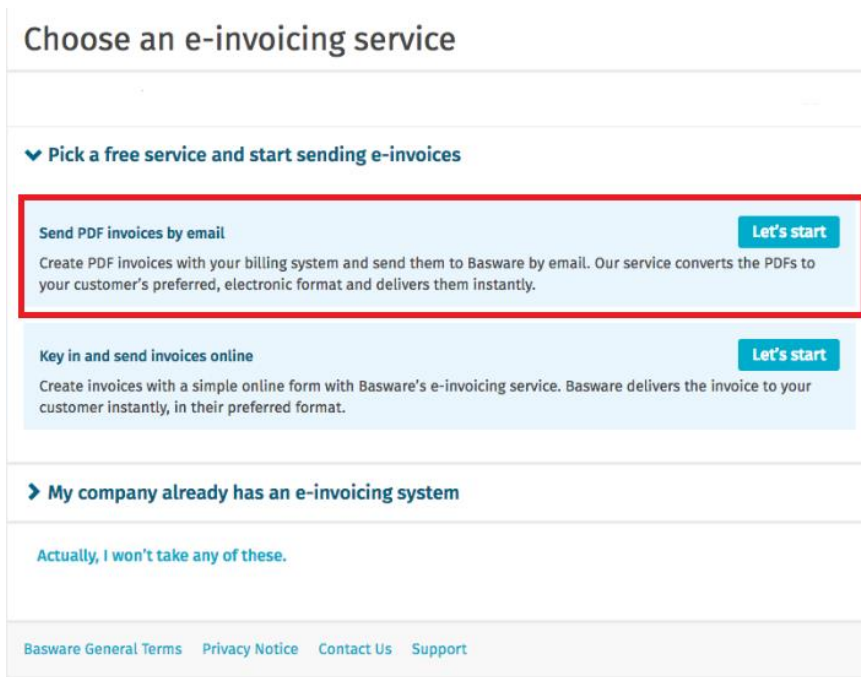
Create an Account page opens:

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.

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 Company Details section, fill in your basic organization's details – company identifier, company name and address. Also, the primary contact of your company should be filled in.

3. Add email address(es) for PDF invoices

To add the email address(es) from which you will send PDF e-Invoices, click **Add new email address** from Service Setting tab. You can only send invoices from the address(es) that you define here. Invoices sent from other addresses will not be delivered to INNIO Waukesha Gas Engines Inc. . You can add up to 200 email addresses here.

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

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 INNIO Waukesha Gas Engines Inc.

Start sending PDF-invoices

Make sure that you have completed the registration and clicked **Activate** on the final page of the registration flow. 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. 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 INNIO Waukesha Gas Engines Inc. 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:
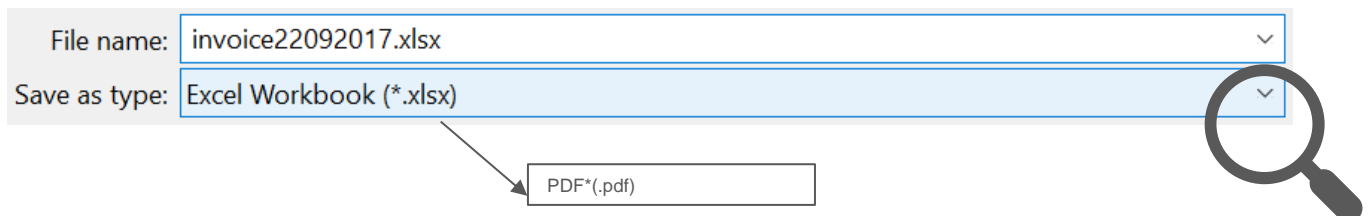
2. Attachment policy

If you 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:
  o 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.
  - 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 INNIO Waukesha Gas Engines Inc. PDF-invoice address in the email receiver field. INNIO Waukesha Gas Engines Inc. email addresses for PDF-invoices are found in section A of this supplier kit.
5. Send the email.

THE BASWARE PDF-SERVICE DELIVERS TO INNIO WAUKESHA GAS ENGINES INC. 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 INNIO Waukesha Gas Engines Inc. successfully. The first PDF-invoice can take a few business days to be mapped and delivered to INNIO Waukesha Gas Engines Inc. . 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 INNIO Waukesha Gas Engines Inc.:

Company Name	E-invoice email address	Company E-invoice address	Company address
INNIO Waukesha Gas Engines Inc.	Waukesha.USA@email.basware.com	04-3201571	1101 West St. Paul Avenue Waukesha, WI 53188, USA

E-invoice email address should be used for actual billing.

Please send pdf invoices to the following email address: Waukesha.USA@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	Fields
Invoice number	M
Tax invoice/tax credit note (indicates if debit or credit invoice)	M
If credit note, reference to erroneous invoice	*
Doc Date (Invoice date)	M
Due Date	*
Delivery Date	*
Currency	*
PO Number	*
Contract Number	*
Buyer Reference	*
Customer Information	
Full name of customer *Please enter the customer name exactly as is described in table A – Company Profile*	M
Full address of the customer *Please enter the customer address exactly as is described in table A – Company Profile*	M
Customer VAT number	*
Full address of the Remit To	*

Supplier Information	
Full name of the sender (Supplier Name)	P (M)
Full address of the sender (Supplier Address)	P (M)
Sender Vat ID (Supplier VAT ID)	P (M)
IBAN (bank account in IBAN format)	*
SWIFT (BIC)	*
Sender Bank Account (local format)	*
Payment Reference (Maksuviite, OCR nummer, KID nummer)	*
Line Items	
Row Number	*
Article ID of the goods or services	*
Description/nature of the goods or services	M
Quantity of the goods supplied or the extent and nature of the services rendered	*
Order Number	*
Price per unit (excluding VAT)	M
Total (NET)	*
Vat %	*
Vat amount	*
Total (Gross)	M
Any discounts or rebates not included in the unit price	*
Discount amount	*
Unit of measure (UOM)	*
Delivery Note Number	*
Customer Product Code	*
Summary	
Net amount (Tax excluded)	M
Gross amount (Tax included)[2]	M
Freight	*
Tax rates applied	*
Break-down of the taxable amount (excluding Tax) per Tax rate or exemption	*
Break-down of the Tax amount per Tax rate or exemption	*
Total Tax amount payable (total Tax amount)	M

Rounding		*
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.	
*	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.	

Example of an invoice with all mandatory fields:

Supplier XYZ Ltd., Example Street 1, 12345 Example City

INNIO Legal Entity
Mailroom – BID XXXXXX
PO box
City, ZIP
Country

VAT- No.: DEXXXXXXXX

Invoice Number: 123456789
Invoice Date: 02.05.2014
Customer No.: 55555
INNIO Order: 421034596
Release: 2
Shipment No.: 1
Delivery Note: 3232233223
Delivery Date: 02.04.2014
Contact XYZ Ltd.: Mr ABC
Phone: XXXX XXX XX

Bill- To: **INNIO Legal Entity**
                   Street XX
                   ZIP City
                   Country

Delivery to: **INNIO Legal Entity**
                   Street XX
                   ZIP City
                   COUNTRY

INVOICE

Page 1 of invoice 123456789

Pos.	Item Description	Qty	UOM	Price	Total
1	12345 item no.: 114W8534P001	18	Pieces	3.20	57.60 EUR

Serial No.: 12345667
Package: 1
Measure: 30 x 30 x 30 cm

Net	57.60 EUR
+ 19% VAT	10.94 EUR
Total	**68.54 EUR**

Payment to following account (reference specific invoice number):
Commerzbank
Account- No.: XXXXXX
IBAN: DEXX XXXX XXXX XXXX XXXX XX
BIC: XXXXXXX

Supplier XYZ Ltd.	Tax No.: XX/XXX/XXXX
Example Street 1	VAT No.: DEXXXXXXXX
12345 Example City	CEO: Max Mustermann
Phone XXXXXXX	
Fax XXXXXXX	

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 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.

If you have more questions about the rejection messages, please review the FAQs here.

D. 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 INNIO Waukesha Gas Engines Inc. 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 to INNIO Waukesha Gas Engines Inc. successfully. No further confirmation emails will be sent unless there are delivery problems with the invoices.

You are welcome to use Basware Portal to get the live status of each invoice that you submit to INNIO Waukesha Gas Engines Inc..