

**basware**  
Now it all just happens™



## SmartPDF Supplier Kit

# 1 General info

As a valued partner, we're excited to introduce Basware SmartPDF, a service designed to simplify and streamline the invoice submission process for you and the customer. This guide offers clear instructions for submitting your invoices through SmartPDF, ensuring faster processing and efficient payments. Best of all, this service is completely free for you. Thank you for being a part of our partnership!

## 2 Contact details

### **Do you have questions about the content of your invoices?**

The Riverty Financial Services team handles invoice processing for the Currenta Group. If you have any questions about your invoices, please contact Riverty at:

+49 7221 92351617

[ap.riverty@currenta.biz](mailto:ap.riverty@currenta.biz)

Monday to Friday from 8 - 12 a.m. and 1 to 4 p.m.

For technical questions about this service via the Smart PDF tool, you can contact Basware Customer Support via this [link](#).

## 3 Submitting invoices via SmartPDF

### 3.1 Supported file types

With the SmartPDF service, you can easily submit both scanned (image) PDF invoices and machine-readable PDF invoices. We highly recommend using machine-readable formats, as this allows Basware to optimize the capture of key invoice data. This not only speeds up the processing time but also minimizes the risk of errors, ensuring a smoother invoicing experience.

File requirements:

- **PDF Format:** Ensure your PDF files are version 1.4 or higher.
- **One Invoice per PDF:** Each PDF file should contain only one invoice.
- **Multiple Invoices per Email:** You may include multiple PDF invoices in a single email, with a maximum total size of 30 MB.
- **No Password Protection:** PDFs must not be password protected or encrypted.
- **Document Type's:** Only invoices and credit memos should be sent to the service. PDF documents that are not invoices or credit memos are delivered to the receiver as a non-invoice

### 3.2 Guidelines for attachments in email

- **Single PDF with Other Documents:** If your email contains one PDF invoice along with other documents in supported file formats, the additional files will be considered attachments to that invoice and can be delivered.
- **Multiple PDFs:** If your email includes multiple PDF files, each file will be treated as a separate invoice by default.
- **Invoice Limit:** If your email contains multiple invoices, only 50 invoices will have the original invoice attached.

### 3.3 Steps for Sending Your Invoice via SmartPDF

To ensure successful submission of your invoices, please follow these steps:

1. **Create a New Email Message:** Open your preferred email client and start a new message.
2. **Attach Your PDF Invoice(s):** Attach your PDF invoices to the email. You may include multiple invoices in a single email.
3. **Enter the Recipient Email Address:** In the recipient field, enter the dedicated SmartPDF email address provided in Section 4.
4. **Send the Email:** Review your email and send it.
5. **Receive Confirmation:** Once your email is received, Basware will send an acceptance email as proof of receipt. If an email does not contain valid PDF attachments, Basware SmartPDF sends an error notification to the sender's email address.

Please ensure you send invoices to the correct SmartPDF email address. Remember that your invoices must meet all mandatory file requirements for successful processing by SmartPDF.

## 4 Unit Matrix

#	Unit name	Email address
1	Chemion 1181	<a href="mailto:chemion.rechnung@bscs.basware.com">chemion.rechnung@bscs.basware.com</a> <a href="mailto:chemion.rechnung@pdf.basware.com">chemion.rechnung@pdf.basware.com</a>
2	Currenta 1256	<a href="mailto:currenta.rechnung@bscs.basware.com">currenta.rechnung@bscs.basware.com</a> <a href="mailto:currenta.rechnung@pdf.basware.com">currenta.rechnung@pdf.basware.com</a>
3	Tectrion 1662	<a href="mailto:tectrion.rechnung@bscs.basware.com">tectrion.rechnung@bscs.basware.com</a> <a href="mailto:tectrion.rechnung@pdf.basware.com">tectrion.rechnung@pdf.basware.com</a>
4	Netcur 2474	<a href="mailto:netcur.rechnung@bscs.basware.com">netcur.rechnung@bscs.basware.com</a> <a href="mailto:netcur.rechnung@pdf.basware.com">netcur.rechnung@pdf.basware.com</a>
5	ELCUR GmbH 9022	<a href="mailto:elcur.rechnung@bscs.basware.com">elcur.rechnung@bscs.basware.com</a> <a href="mailto:elcur.rechnung@pdf.basware.com">elcur.rechnung@pdf.basware.com</a>

6	Rheinland GmbH (AIR) 1602	<a href="mailto:ausbildungsinitiative.rechnung@bscs.basware.com">ausbildungsinitiative.rechnung@bscs.basware.com</a> <a href="mailto:ausbildungsinitiative.rechnung@pdf.basware.com">ausbildungsinitiative.rechnung@pdf.basware.com</a>
7	Currenta Geschäftsführung GmbH (GF) 1253	<a href="mailto:currentageschaftsfuehrung.rechnung@bscs.basware.com">currentageschaftsfuehrung.rechnung@bscs.basware.com</a> <a href="mailto:currentageschaftsfuehrung.rechnung@pdf.basware.com">currentageschaftsfuehrung.rechnung@pdf.basware.com</a>

## 5 Important Instructions for Invoice Submission

To ensure smoother processing of your invoices, please include the following information clearly on each invoice:

- **Invoice Number:** A unique identifier for tracking purposes.
- **Invoice Date:** The date the invoice is generated.
- **Document Type:** Clearly label the invoice as "Invoice" or "Credit Invoice" for easy identification.
- **Purchase Order Number:** Include the relevant purchase order number for reference.
- **Vendor Details:** Your company name, address, and contact information.
- **Client Details:** The name and address of the client or organization being billed.
- **Description of Services or Products:** A detailed breakdown of what is being invoiced, including quantities and prices.
- **Total Net Amount Due:** Clearly indicate the net amount payable before VAT.
- **Total VAT Amount Due:** Specify the total VAT charged.
- **Total Amount Due:** Clearly indicate the total amount payable (net amount plus VAT).
- **Payment Terms:** Specify the due date and any relevant payment instructions.

By including this information, you will help expedite the approval and payment process.

### Invoice attachments in email:

- If the email contains one PDF and other documents in other supported file formats, the other files are considered as attachments to the invoice and can be delivered. If the email contains multiple PDF files, each file is considered to be a separate invoice by default.
- If the supplier follows the naming convention described in [Data capture services attachment policy](#), the PDF files can also be considered as attachments to other PDF files. If the email contains multiple invoices, only 50 invoices will get the original invoice as an attachment.

### Data capture services attachment policy

The business document (invoice/credit invoice) can have attachments along with the Scan and Capture and SmartPDF services email.

The below file naming policy must be followed to ensure the attachment is available for the recipient.

## Adding an attachment

- The business document (invoice/credit invoice) must be a PDF file
- Following attachment document types are allowed\*: png, jpg, docx, csv, xlsx, pdf, and tiff
- \* Note different scenario rules below
- The actual business document and the attachment must be linked with filenames\*\*
- The business document can be named freely.
- Exception: The PDF filename should not contain special characters or leading/trailing spaces in the filename.
- *The attachment's filename must start as the name **of the business document, followed by '\_' , and then the 'attachment'.***
- *Filename patterns as **<BusinessDocumentFilename>\_attachment. <FileExtension>***
  
- *Example:*
- *Invoice number 100500 with the filename as 100500.pdf.*
- *If there would be attachments to this, then the attachment's filename must be **100500\_attachment.doc.***
- \*\* Note different scenarios