

# SUPPLIER KIT

## HOW TO SEND INVOICES USING BASWARE SmartPDF



Suppliers follow the  
Supplier Kit.



OSI improves purchase to  
payment cycle and process  
efficiency.



Invoices are paid on time,  
saving time and money.





## Content

OSI is moving to electronic invoicing .....	3
1. Ways of connecting with your customer for Basware SmartPDF .....	4
2. Registration process .....	4
2.1. Create an account.....	4
2.2. Fill in your company details.....	5
2.3. Add email address(es) for PDF invoices .....	6
3. Start sending invoices to Basware SmartPDF .....	7
3.1. Send invoices to SmartPDF .....	7
3.2. Invoice delivery and monitoring .....	7
4. Vendor Portal Dashboard .....	7
A. Company Profile.....	8
B. Mandatory content requirements for SmartPDF .....	9
B1. Invoice Layout .....	9
B2. Invoice Contents .....	10



## OSI is moving to electronic invoicing

This guide contains detailed instructions on how to send invoices in PDF format to OSI using Basware SmartPDF. When following these instructions, OSI will receive these invoices as electronic invoices. This service is free of charge for the supplier.

- Open the registration link that you received from OSI at <mailto:no-reply@basware.com>.
- Add to the Basware portal the email address(es) from which you will send invoices  
Each email address used to send invoices must be confirmed before invoices can be processed. This is done to make sure the invoices are being sent from an email address you claimed ownership of.
- Go to your email or invoicing software, attach a PDF file to your email and start sending.

If you do not have a registration link provided by your customer or you wish to start sending invoices without registration, you can email the invoices to the SmartPDF customer email address. Your customer's email addresses for invoicing are listed at Section A of this document.

If you have questions about sending invoices to OSI, please do not hesitate to contact us:

### Contact details

<b>OSI Shared Services</b>	Questions regarding invoice content	<a href="mailto:accountspayablehelp@osigroup.com">accountspayablehelp@osigroup.com</a>
<b>Basware Customer Support</b>	Questions on Basware service, search for answers or support form	<a href="https://basware.service-now.com/bw?id=bw_sc_cat_item_public">https://basware.service-now.com/bw?id=bw_sc_cat_item_public</a>

### Useful links

<b>Basware SmartPDF User Guide</b>	User guide in English	<a href="https://s3-eu-west-1.amazonaws.com/user-guidance/documentation/network-services/user-guides/en-us/pdf/Basware.SmartPDF.User.Guide_EN-US.pdf">https://s3-eu-west-1.amazonaws.com/user-guidance/documentation/network-services/user-guides/en-us/pdf/Basware.SmartPDF.User.Guide_EN-US.pdf</a>
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Kind regards,

OSI



## 1. Ways of connecting with your customer for Basware SmartPDF

Your customer has offered you the possibility to submit invoices using Basware SmartPDF.

When starting to use the SmartPDF service, you can choose to register or not to register to the service. We recommend that you register so that you can make sure your invoice has been submitted to your customer. If you already have an account for the Basware portal, you can use that account and add SmartPDF as a new service.

The instructions underneath cover the registration process. If you wish to register, you need to have an invitation link from your customer to access the registration process. If you do not wish to register at this stage, go to section A and B.

SmartPDF is capable of handling both machine-readable PDFs and scanned images. We recommend sending invoices in [machine-readable](#) text format because this will ensure a better quality data extraction. The better the data quality, the easier it is for your customer to automate and process your invoices.

## 2. Registration process

By using the free-of-charge SmartPDF service, you can start sending e-invoices to OSI. To get started, you can register to the SmartPDF service via the Basware portal. You only need to register once to be able to send SmartPDF invoices to OSI.

### 2.1. Create an account

Open the registration link that you received from [no-reply@pdf.basware.com](mailto:no-reply@pdf.basware.com).

On the service landing page, click **Get started**. On the next page, choose Send SmartPDF invoices by email option and click **Let's start**.

### Choose an e-invoicing service

▼ Pick a free service and start sending e-invoices

**Send Smart 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

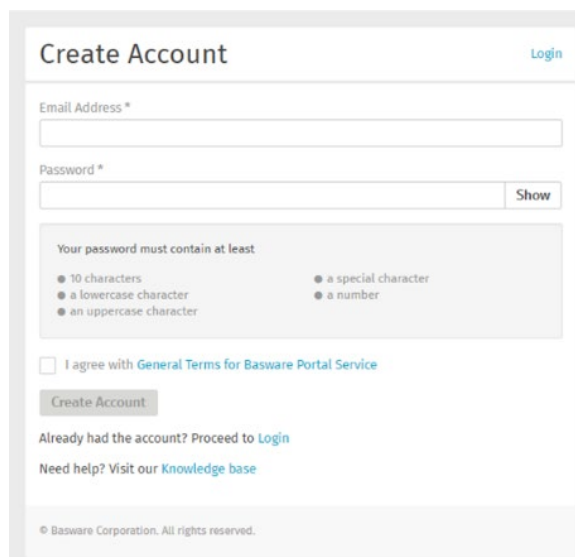
Create invoices with a simple online form with Basware's e-invoicing service. Basware delivers the invoice to your customer instantly, in their preferred format.

► My company already has an e-invoicing system

Actually, I won't take any of these.

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

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 may to be sent to your spam filter. Open the confirmation message to activate your account.

If you already have an account at Basware portal, you will be able to log in from the top right corner. Use the registration link to enter and log in.

## 2.2. Fill in your company details

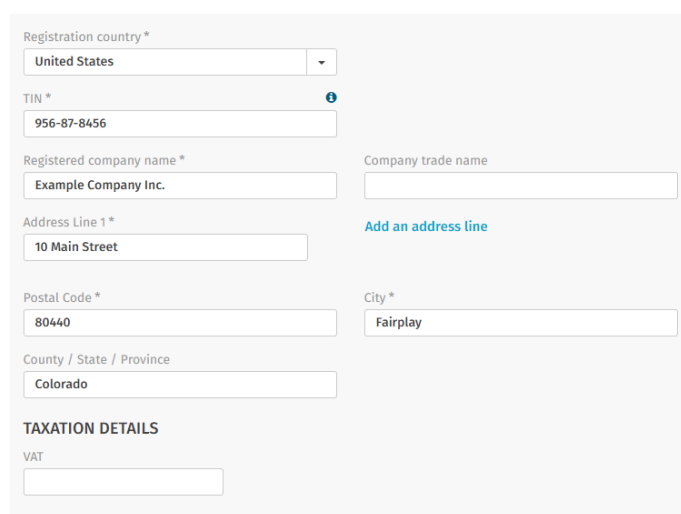
Now, you must fill in some details about your organization to activate the Basware SmartPDF service.

### SmartPDF 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 States

TIN \*

956-87-8456

Registered company name \*

Example Company Inc.

Company trade name

Address Line 1 \*

10 Main Street

[Add an address line](#)

Postal Code \*

80440

City \*

Fairplay

County / State / Province

Colorado

**TAXATION DETAILS**

VAT



In the Company Details section, fill in your basic organization's details, including company identifier, company name, and address. Also, in the *Primary contact* section, enter the details of who will be your company's primary contact for Basware.

### 2.3. Add email address(es) for PDF invoices

To add the email address(es) from which you will send PDF invoices, click **Add new email address** from the Service Setting tab. You must confirm each of the email addresses that you add to the service by opening the confirmation link sent to the address.

You can only send invoices from the email address(es) that you define here. Invoices sent from other addresses not registered will be delivered to OSI for processing but will not be visible in the vendor portal.

## SmartPDF e-Invoice

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

Customize the way the service works

▼ 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.

	Confirmed
--	-----------

[Add new email address](#)

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

If you wish to add more email addresses later, please go to the [Basware portal](#) and log in. Go to the tab **Services** and click on the box named **SmartPDF e-Invoice**. Here you can add new email addresses from which you will send invoices to OSI.

## ← SmartPDF e-Invoice

▼ Email addresses for invoicing \* [+](#)

Email	Status
>	Confirmed <a href="#">✕</a>

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



### 3. Start sending invoices to Basware SmartPDF

Make sure that you have finished the registration and clicked on **Complete** in the final page of the registration flow. Now you can go to your email or invoicing software and create a PDF file.

With SmartPDF service you can submit scanned images PDFs and machine-readable PDFs, but we recommend you to send invoices in [machine-readable](#) text format because it will ensure a better quality data extraction.

Please make sure that your invoices are sent to the correct OSI email address for SmartPDF service (found in section A of this supplier kit). Please ensure that you have included at least the mandatory contents (Section B) to your invoice for SmartPDF to process it. Please also include other recommended content listed in the table.

#### 3.1. Send invoices to SmartPDF

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. It is not possible to send additional invoice attachments to your customer, such as delivery notes. When including additional supporting documentation, it must follow the invoice in the same attachment.
4. Type the OSI SmartPDF email address in the email receiver field. OSI email addresses for SmartPDF are found in section A of this supplier kit.
5. Send the email.

#### 3.2. Invoice delivery and monitoring

Basware sets up the conversion process when you send the first invoice into the service.

If you have an account in the Basware portal, you can check the status of your invoices directly in the portal.

If you don't have an account and wish to see the status of your invoices, you need to register by using the registration link that was provided by your customer.

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 SmartPDF invoices.

Please note that the first PDF invoice that you send to an OSI new email address can take a few business days to be delivered and be visible in the portal.

### 4. Vendor Portal Dashboard

Upon logging into the Basware Vendor Portal, the main portal screen page will track the invoices that have been submitted and payment information.

- Click on any invoice status area to drill and find supporting details.





- Directly send an invoice by clicking on the **Send Invoice** link at the bottom of the dashboard.

## Dashboard

▼ My Tasks

No tasks

▼ Sent invoices

This month you have sent a total of 5 business documents

Sent total	In delivery	Delivered	Delivery failed
5	0	5	0
Invoices	Invoices	Invoices	Invoices
0 Credit notes	0 Credit notes	0 Credit notes	0 Credit notes

The delivery rate of the business documents that you have sent is 100%

Accepted by customer	Approved for payment	Paid
0	0	1
Invoices	Invoices	Invoices

These statuses are updated only if your business partner sends updates about the invoice payment process to Basware Network.

Send an invoice to your customer.

Send invoice

## A. Company Profile

Please use the following email addresses when sending invoices:





Company Unit	Tax Identification Number	E-mail address
OSI Group, LLC	US522399959	<a href="mailto:OSIGroupInvoices@pdf.basware.com">OSIGroupInvoices@pdf.basware.com</a>
OSI Industries, LLC	US522399960	<a href="mailto:OSIIndustriesInvoices@pdf.basware.com">OSIIndustriesInvoices@pdf.basware.com</a>

## B. Mandatory content requirements for SmartPDF

Please ensure that the following information requested by OSI is included in your invoice prior to your email being sent.

### B1. Invoice Layout

#### INVOICE LAYOUT:

- |  |  |
|--|--|
| <p><b>1</b> Company LOGO</p>   | <p><b>5</b> Invoiced Company Name<br/>Invoiced Company Address</p>   |
| <p><b>2</b> Company Information<br/>Issuing company name,<br/>Mailing Address,<br/>Telephone,<br/>E-Mail</p> | <p><b>6</b> Delivery Address:<br/>Delivery Address as indicated on<br/>the order; include 9 digit zip code</p> |
| <p><b>3</b> Company Contact Information<br/>Name and contact of the supplier's correspondent</p>             | <p><b>7</b> Non-PO Order – Buyer's Full Name<br/>Contact or Reference Person</p>                               |
| <p><b>4</b> Invoice / Credit Note<br/>Reference to be indicated on payment</p>                               | <p><b>8</b> Date:<br/>Invoice or credit date</p>   |



	13 Quantity	14 Unit Price excluding tax	15 Amount excluding tax
9 Purchase Order Number			
10 MP2 Purchase Order Number			
11 Reference and clear description of product or service			
12 LOAD #			
16 Amount Excluding Tax			17 Net Payable
Total			Total

18 Payment Address:
19 Bank Details:

## B2. Invoice Contents

#	Required Element	Comments
1	Company Logo	<i>Optional</i> Supplier identification information
2	Company Identification Information Company Name, Remittance Address, Telephone and E-mail	Company logo is not sufficient company identification information. The scanning technology is often not able to decipher enough identification information with the log alone so the full company name, remittance address, telephone and email is required.
3	Company Contact Information	If contact by telephone is required to process invoice, provide full contact information. These details are helpful should there be a problem processing the invoice.
4	Invoice Number or Credit Note	An invoice number or credit note is a unique identifier of the transaction and ensures appropriate payment to supplier.
5	Invoiced company Name and Address	Clearly indicate the billed to OSI legal business entity. Should this element not be exact, the invoice may be returned to the supplier due to the fiscal risks. Please see list of OSI Legal entities pg. 7 of this document.
6	Delivery Address	This appears on the purchase order. It is the address of the OSI company for which the goods or services is received. Please make sure you are referencing an OSI Legal Entity from pg. 7 of this document. <b>All nine digits of the delivery zip code must be included.</b>
7	Non-PO Order – Buyer's Full Name	If a PO is not provided, include full name of OSI buyer, contact person or reference person This information is needed to process invoices by routing to OSI person that placed order for goods / services.



		Information needs to be included on the invoice/credit "invoice header information".
8	Invoice / Credit Date	Date invoice or credit note is created. This is mandatory.
9	Purchase Order #	The full purchase order number is essential for invoice processing. <b>Without it, the invoice will automatically be returned.</b> If no purchase order number is available, please include the full name of the contact person or reference person for the order on the invoice but not in the PO field
10	MP2 Purchase Order	The full MP2 purchase order is essential for efficient processing of maintenance invoices at the following locations: Fort Atkinson, Oakland, West Chicago and Racine. Reference as indicated on the purchase order.
11	Reference and clear description of product / service	Reference as indicated on the purchase order and clear description of product or services.
12	Load Number (Freight Carriers)	Load number or Load ID is specific to freight carriers only. This is required on all freight invoices.
13	Quantity Invoiced, net mass weight of delivered products	Necessary information. Delivered quantity.
14	Unit Price (excluding tax)	Price per unit of measure in the PO or other agreement.
15	Amount excluding tax	Net amount of invoice.
16	Total Amount excluding tax	Net amount plus ancillary charges
17	Total Net Payable	Total invoice amount due. Credit Notes MUST have a negative sign in front of the invoice amount.
18	Payment Address	Address associated with the office of holder.
19	Banking Information	Banking details for payment