

HOW TO SEND PDF E-INVOICES TO Hamilton Health Sciences

Basware Corporation

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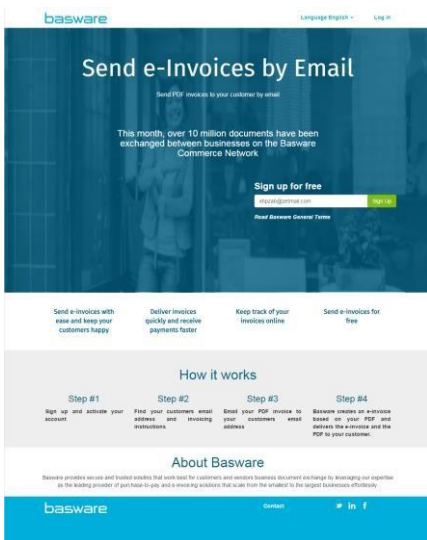
SPECIFIC INFORMATION REGARDING Hamilton Health Sciences AS AN PDF E-INVOICE RECEIVER

A. Signing Up for Basware Portal & Activating PDF e-Invoice

Basware PDF e-Invoice is a part of the Basware Portal. Before you can activate Basware PDF e-Invoice, you must sign up for an account on the Basware Portal. To enable this, you'll receive an invite with a registration link.

1. Open the Basware PDF e-Invoice service page.

- Once you've received an email invitation, follow the link in the invitation. The Basware PDF e-Invoice service page in the Basware Portal opens:



2. Click Sign Up.

The **Create an Account** page opens:



3. Choose a username for the service. (The service selects the email address that your invitation was sent to as your username. If you want to use another email address as your username, click Edit and enter that address in the Email/Username field.)

4. Choose a secure password and enter it in the Password and Confirm password fields.

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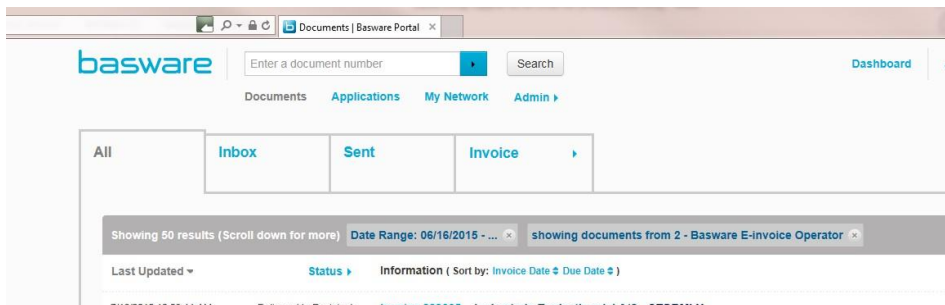
5. Click **Complete Sign Up** to create a new Basware Portal account. The service sends a confirmation message to your email address. Open the confirmation message and follow the link in the message to activate your account.
6. The login page opens and you'll see a confirmation message telling you that your account has been activated.



7. Enter your Username and Password, and click Log In.

B. Accessing the Basware Portal

Now that you've registered for the PDF e-Invoice service, go to: <https://portal.basware.com/>. Enter the username and password you registered with. You will then be directed to the home screen. From here, you can check the status of invoices you have submitted to Hamilton Health Sciences. (It's recommended to save the portal URL as a favorite in your web browser for easier access.)



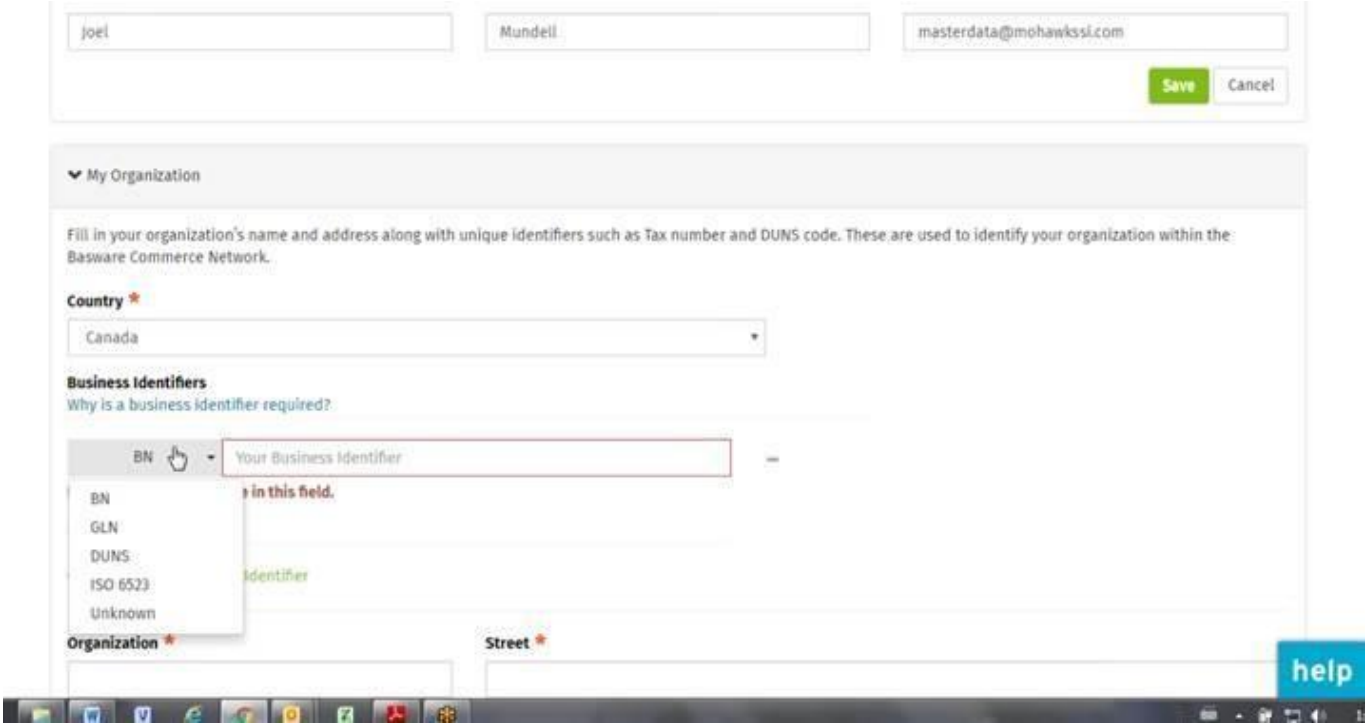
C. Unique Identifier

Before you can begin sending electronic invoices, you must confirm that you have completed your organizations details. To add the information to your Basware Portal account, click on your username in the top right corner and select 'My Organization'.

In the next screen select edit and complete your company address details. You can enter your Business Number by selecting 'Add Organization Identifier' under Organization Identifiers.

From the dropdown, please select **UNKNOWN** and enter your **9 digit Business Number, numeric only**. For example, use 123456789 instead of R12345678 or 123456789 RT0001.

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You do not enter your banking information as payments are not handled via Basware. Please provide your banking information directly to Hamilton Health Sciences if you have not already done so.

Please make sure you save the changes by clicking "Save" at the bottom of the screen.

D. Sending Invoices

Please ensure all your invoices are in a *machine-readable** PDF format and are sent to the correct email address for Hamilton Health Sciences.

The email address is: HHSinvoices@email.basware.com

**You can confirm that your invoice is a machine-readable PDF by opening the document and being able to highlight with your cursor and copy individual parts of the invoice text to a text document. Example:*

	Unit Price	Net Amt			Unit Price	Net Amt	
410458648	40.00	378.40	7				
	438.00	438.00	€	410458648	40.00	378.40	7
					438.00	438.00	8

To send your PDF invoice:

1. Using your standard email client, create a new message addressed to HHSinvoices@email.basware.com leaving the subject field blank.

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2. Attach your [machine readable](#) PDF invoice to the message. *There is no need to rename the PDF invoice*
3. Please ensure you only send one invoice per PDF file. You may send more than one PDF in each email and you may send multiple pages within one invoice PDF file. However, please only include one invoice per PDF file.
4. If you want to send invoice attachments attached to the email, please make sure you change the name of the attachment so that the word **attachment** is contained in the name.

Example: attachment_112233.pdf, would appear like this:



5. Send the email

PLEASE ONLY SEND ONE INVOICE. The initial mapping can take up to 2 business days. Basware will notify you if the invoice cannot be delivered and the reason will be listed in the email.

Please visit this page to learn more about the service and how to solve this problem. https://basware.servicenow.com/bw?id=bw_kb_article&sys_id=50ebcae6db825700394380ab0b9619a8

In addition, you can live chat with a Basware Customer Care agent by clicking HELP in the bottom right of the page.

E. Invoice Content on invoices sent with PDF e-Invoice

Please ensure that the following information in **bold** is included in your invoice prior to your email being sent. If the field is empty, your invoice will be returned.

Type of information	Comment
Invoice number	
Invoice date	
Due Date	
Delivery Date	
Currency	
Full name of the customer	Hamilton Health Sciences
Full address of the customer	Hamilton Health Sciences
Receiver Business number (Buyer Business ID)	
Receiver e-Invoice address	
Full name of the sender (Supplier Name)	Taken from registration step
Full address of the sender (Supplier Address)	Taken from registration step
Sender Business ID (Supplier Business ID)	Taken from registration step



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Subtotal (net amount)	
Total Gross Amount (Total)	
Total Tax Amount (Taxable Amount)	
Percent (Summary Tax Percent)	
Total Freight Amount	
Contract/Account/Payment Plan Number	
PO Number***	This is one of three fields that must be included. See below.
Cost Center***	This is one of three fields that must be included. See below.
Buyer Reference***	This is one of three fields that must be included. See below. Please include the email address for your Hamilton Health Sciences contact. This should be in the proper email format (name@company.com)

*****PLEASE NOTE: YOU MUST INCLUDE ONE OF THE ABOVE FIELDS ON YOUR INVOICE: PO NUMBER, COST CENTER, OR BUYER REFERENCE. IF YOU DO NOT INCLUDE ONE OF THESE FIELDS, YOUR INVOICE WILL BE REJECTED.**

F. Contact Information

If you have questions for Hamilton Health Sciences, please email: HHSAP@mohawkmedbuy.ca

Here is more information on our service: https://basware.service-now.com/bw?id=bw_kb_article&sys_id=82cbcca5db31d304394380ab0b961989

If you have any questions on the Basware service, please use the customer support platform via [ServiceNow](https://basware.service-now.com/bw?id=bw_sc_cat_item_public): https://basware.service-now.com/bw?id=bw_sc_cat_item_public