Supplier portal
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Common

• Supplier Portal is web-based Basware application for sending e-invoice
• Portal is perfect for small suppliers, who don’t have any contract with operator(s)
• E-invoice sending via Portal requires manual work
• Metsä Group companies can be found from Portal with search Metsa or Metsä
• All questions regarding the use of Supplier portal can be sent to einvoicing@metsagroup.com and latest user instructions can always be found in Metsä Group’s webpages (www.metsagroup.com)
Benefits of Supplier Portal

• Usage of Portal is free of charge to supplier
• No postal or paper costs
• Quick way to send e-invoice
• Guaranteed that e-invoice will arrive to Metsä after confirmation received
• Attachment can be added into e-invoice
Registration

• [https://portal.basware.com/open/metsa](https://portal.basware.com/open/metsa)
• Same link works in different languages depending on computer language settings
• Within one registration you can also send e-invoices to other companies than Metsä Group
• Metsä Group is using newest version of Basware Supplier Portal. If your company has used older version earlier, registration to newer version is needed before sending e-invoices to Metsä Group
• If your company has registered to Basware newest version already, no need to register again
• In questions related to registration, please contact Basware:
  – Service hours: Mon to Fri 8:00 - 17:00 (EET)
  – Email (in English): bc.servicedesk.global@basware.com
Fill in your e-mail address and click Sign Up button.
Give a password and click Complete Sign Up button. Please open your e-mail box after this.

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 Go To Basware Commerce Network.
Open link "Go to Basware Commerce Network" from your e-mail
Give the password which you gave in the previous step and Log In
Please fill in your name into first name field, second name into last name field and your organisation into My organization fields. Please remember to save all parts separately with Save button.
Please add your company VAT registration number and contact person, bank account and at the end accept Basware General Terms. If you are not able to tick Basware General Terms, please check that you have saved all your previous data. After this you can start to use Supplier Portal.
Creating the e-invoice

- [https://portal.basware.com](https://portal.basware.com)
- Sign in with your e-mail address and password
Please click "Create New" button and choose either Invoice or Credit Note from drop-down list.
Start by searching the customer to whom invoice will be sent.
Please click **Select Recipient** and search correct customer from the list. Click **Select** to choose the customer.

Please note that for Metsä Fibre Oy, Metsä Board Oyj and Metsäliitto Osuuskunta, you also need check that the e-invoicing address/unit is correct (default value is the first unit on the list). Unit can be changed by clicking unit name and selecting correct one from the list.
Invoice number and due date are mandatory fields as well as one of the following three fields: Purchase Order number, Contract number or Buyer reference (buyer’s contact person). Invoice line level needs to be filled by clicking Add line.
In the invoice line level mandatory data are: Name, Quantity, Unit price and Unit of measure. VAT will be added with percentage into Sales Tax % - field.
You can add attachment by choosing sheet Files and searching attachment from your own computer. Attachment can be e.g. invoice image or delivery note.
Please send the invoice by choosing "Send invoice" button from upper right corner of the page.
Invoice status changes when invoice is delivered to receiver. You can also check draft invoices from All folder.
Credit Note

• You can create credit note in two different ways: convert debit note to credit note or create credit note from the scratch.

• If you like to convert debit note to credit note, please open the invoice and click Convert to Credit Note button
If you convert the debit note to a credit note, you only need to fill in credit note number as the other information is copied from the original invoice.
If you create a separate credit note please select Credit note from Create New drop-down menu. You need to fill in the same information as on invoices.
Example of how portal invoices look like in Metsä Group’s invoice processing system.