

SUPPLIER KIT

HOW TO SEND PDF-INVOICES

NOVEMBER 2018



Suppliers follow the Supplier Kit.



DB Schenker improves purchase to payment cycle and process efficiency.



Invoices are paid on time, saving time and money.

Content

DB Schenker is moving to electronic invoicing.....	3
Registration process	4
1. Create an account.....	4
2. Fill in your company details.....	4
3. Add email address(es) for PDF invoices.....	4
Start sending PDF-invoices	5
1. Create a PDF-invoice	5
2. Send the PDF-invoice.....	5
3. Attachment policy	6
4. Invoice delivery	6
A. DB Schenker email addresses for PDF-invoices	7
B. Invoice validation and rejections	7
C. Invoice monitoring.....	7
D. Mandatory content requirements for PDF-invoices	7

DB Schenker is moving to electronic invoicing

This guide contains detailed instructions on how to send PDF-invoices to DB Schenker. When following these instructions, DB Schenker will receive PDF-invoices as electronic invoices. This service is free of charge.

- Register to the Basware Portal: https://portal.basware.com/open/Schenker_PDF_eInvoice_RowLevel
- 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 DB Schenker, please do not hesitate to contact us as per below:

DB Schenker	Questions regarding invoice content	ostoreskontra@dbschenker.com
Basware	Questions regarding how to send the first PDF-invoice	Contact form (in English)

Kind regards,

DB Schenker

Registration process

By using this free of charge PDF-service you can start sending e-invoices to DB Schenker. 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 DB Schenker.

1. Create an account

Open the registration link: https://portal.basware.com/open/Schenker_PDF_eInvoice_RowLevel

On the service landing page, click **Get started**. On the next page, choose Send PDF invoices by email option and click **Let's start**. Enter your email address, choose a secure password and create the account. You can add more users to the portal account later. 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. Then click **Next**.

3. Add email address(es) for PDF invoices

To add the email address(es) from which you will send PDF-invoices, please fill in the details in the Service settings section and click **Next**. You can only send invoices from the address(es) that you define here. Invoices sent from other addresses will not be delivered to DB Schenker. You can add up to 200 email addresses here:

PDF 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.

[Redacted]	Confirmed
------------	-----------

[Add new email address](#)

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

If you wish to add more email addresses later, please go to <https://portal.basware.com> 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 DB Schenker.

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. Because the invoices are read electronically, the content of each invoice must be in machine-readable text format. Hand-written or printed invoices that are scanned or invoices in image format (.img, .jpg etc.) are not machine-readable PDF-invoices. Please make sure that your PDF-invoices are machine-readable and that they are sent to the correct 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 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.



- You can also use the "Print to PDF" function in the Microsoft Office tools.

2. Send the PDF-invoice

1. Create a new email message using your email client that you registered in the portal.
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 DB Schenker, 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 Schenker's PDF-invoice email address in the email receiver field.
5. Send the email.

THE BASWARE PDF-SERVICE DELIVERS TO DB SCHENKER 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.



3. Attachment policy

Invoice files can be named as you wish. If you need to add additional attachments to your email message, such as a delivery note, please 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 need to send multiple attachments, Basware recommends that you send only one invoice with attachments per each email.
- When sending multiple PDF-invoices and attachments in a single email, follow these guidelines:
 - Make sure that each attachment has the keyword **attachment** in their filename.
 - Make sure that each attachment is associated with a PDF-invoice:
 - Single invoice PDF: each attachment is automatically linked to the PDF-invoice.
 - Multiple PDF-invoices: attachments are linked to a PDF-invoice, if the filename of the attachments contains the filename (without the file extension) of the invoice. For example, document1_attachment.pdf will be linked to document1.pdf.
 - The attachments are valid, if:
 - The email contains at least one PDF-invoice.
 - Each extra attachment is linked to a PDF-invoice.

More information about the attachment policy can be found [here](#).

4. Invoice delivery

Basware sets up the conversion process when you send the first invoice into the service. It is advised that the invoices that you send are using the same layout.

Basware will notify you by email when the first email has been delivered to DB Schenker successfully. The first PDF-invoice can take a few business days to be mapped and delivered to DB Schenker. No further confirmation emails will be sent unless there are delivery problems with the invoices.

If you wish to follow invoice delivery status, please login to <https://portal.basware.com>.

A. DB Schenker email addresses for PDF-invoices

Please use the following email addresses when sending PDF-invoices to DB Schenker:

Company unit	Email address for PDF-invoices
DB Schenker	SchenkerOy@email.basware.com

B. 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.

C. Invoice monitoring

If you want to check on invoice delivery status, please go to <https://portal.basware.com> 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 DB Schenker new email address 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 DB Schenker successfully. No further confirmation emails will be sent unless there are delivery problems with the invoices.

For other purposes you do not need to login or use the portal anymore, it was only needed once for registration and activation of the service.

D. 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	Field
Invoice number	M
Invoice type (keyword that indicates if debit or credit invoice)	M
If credit note, reference to erroneous invoice	*
Invoice date	M2

Due Date	*
Delivery Date / Date Of Delivery Month	*
Currency	M
Buyer Order Number	*
Buyer reference	*
Contract number	*
Customer information	
Full name of customer	M
Full address of the customer	*
Receiver VAT number	*
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 (*)
IBAN (bank account in IBAN format)	M
SWIFT (BIC)	*
Supplier Other Bank Account (Secondary bank account in IBAN format)	*
Sender Bank Account (local format)	*
Payment Reference (Maksuviite, OCR nummer, KID nummer)	*
Vendor ID (Supplier Number)	*
Line items	
Product Code	*
Quantity	*
Unit of Measure	*
Unit Price	*
Net Amount	M
Muuta	
Net amount (VAT excluded)	M
Gross amount (VAT included) ²	M
Freight	*
VAT rates applied	*
Break-down of the taxable amount (excluding VAT) per VAT rate or exemption	*
Break-down of the VAT amount per VAT rate or exemption	*
Total VAT amount payable (total VAT amount)	*
Rounding	*

P	Populated from the information supplier provides when registering into the service.
M	Mandatory. The invoice is rejected to the sender by email, 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.
M2	Mandatory. The invoice is rejected to the sender by email, if the date is not a valid calendar date.
*	Captured if this data is found on the first invoice the supplier sends into the service.
2	If Gross amount does not equal Net amount + Total VAT amount (+ Freight), the invoice is rejected to the sender.