

PDF IMAGE INVOICES - SUPPLIER GUIDE

How to send **PDF Image
Invoices** to Esprit



Suppliers follow the
Supplier Guide



Esprit improves purchase to
payment cycle and process



Invoices are paid on time,
saving you time and money



Content

Esprit is moving to electronic invoicing	2
1. Invoice Format.....	2
2. Invoice Quality.....	2
3. Attachment policy	2
4. Email content.....	3
5. Sending the PDF Image Invoice	3
6. Invoice delivery	3
A. Company Profile	4
B. Mandatory content requirements for PDF Image Invoice	5

Esprit is moving to electronic invoicing

This guide contains detailed instructions on how to send PDF Image Invoices to Esprit. This service is free of charge for you. In case your PDF is [machine-readable](#) please use the Guide for PDF e-Invoices (that is the most beneficial option for both Esprit and our suppliers).

If you have questions about sending invoices to Esprit, please do not hesitate to contact us as per below:

Contact details

Esprit	Questions regarding invoice content	Contact person in Esprit for the respective invoice
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1. Invoice Format

Only PDF image files are to be sent to the email address. Non-PDF images files (invoice or attachments) will be rejected and a rejection email will be sent as a reply to the sender. In case attachments in other formats are needed (e.g. excels with cost breakdowns, store costs allocation etc.) please send these to the regular contact persons from Esprit.

2. Invoice Quality

In order for Basware to be able to process the invoice, the following minimum quality requirements should be observed:

- Only typed documents accepted, **no handwritten documents**
- The characters and numbers on the invoice need **to be clear and easily readable**
- Minimum **resolution of 300 DPI**
- Documents printed with a **dot matrix printer are NOT accepted**
- The relevant text should **not have dark background boxes** that make the reading difficult
- All the important information **should contain a "label" or "key word" in front**
- The first page of the PDF should not be a blank page
- The PDF should not be secured (should not require a password to open)



3. Attachment policy

- The PDF attachment filenames can only contain the following characters: [A-Z], [a-z], [0-9], [.], [_]
- The PDF should not be secured (should not require a password to open)
- Files of zero size will be discarded
- One email message may have any number of attached image PDF image files
- One image PDF file can contain only one invoice. **PDF image files containing more than one invoice image cannot be guaranteed to be separated.**
- **Any attachments to an invoice must be included as supplementary pages in the same image PDF image file as the invoice.** Attachments sent in a separate image PDF image file will be treated as a separate invoice.
- **Non-invoice material should not be sent to the email addresses.** For those please use your contact persons at Esprit.

4. Email content

The email inbox is not monitored by Esprit. Therefore please do not include any information in the email body. This will not be read or used in any way. All the relevant information should be on the actual invoice. If you would like to include attachments that are not in PDF format (e.g. Excels with cost breakdowns) then please send them to your contact person at Esprit (requestor of services, business contact or purchase order contact).

5. Sending the PDF Image Invoice

1. Using your standard email client, create a new email message.
2. The service sends notifications for all emails received, therefore the use of no-reply emails accounts should not be used.
3. Attach the PDF Image Invoice you have saved on your computer to the email message. It is possible to attach multiple invoices into one email. Please use, if possible, PDF versions 1.4. or higher. Versions 1.2. or lower are not supported.
4. A maximum of 100 PDF invoices can be included in one mail and each of the PDFs will be processed as one invoice
5. The Email size cannot exceed 10 MB
6. Type Esprit PDF Image Invoice email address in the email receiver field. Esprit email addresses for PDF Image Invoices are found in **A. Profile** of this supplier guide.
7. Please note that even a picture (such as company logo or clickable icons/hyperlinks) in the signature can prevent invoice from processing (filtered as spam or virus infected).
8. Send the email.

6. Invoice delivery

Basware extracts all the PDF documents from the email inbox. Afterwards the documents are inspected with the OCR (Optical Character Recognition) tool and the important data is extracted.

Esprit will receive digitally the extracted data along with the PDFs you have provided. To find out the status of your invoice please contact your Esprit contact person for that respective invoice.

A. Company Profile

Please use the following email addresses when sending PDF Image Invoices to Esprit. **Please always take care to choose the correct Esprit Company**, as provided from your contact person or in the purchase order you received. For Esprit companies in other countries please keep the accustomed way until further notice.

Receiving Country	Esprit Company Unit	Email address
Germany	Esprit Cares Trust gGmbH	Esprit_DECT@bscs.basware.com
	Esprit Card Services GmbH	Esprit_DECS@bscs.basware.com
	ESPRIT Global Image GmbH	Esprit_DEEA@bscs.basware.com
	ESPRIT Europe GmbH	Esprit_DEEG@bscs.basware.com
	ESPRIT Europe Services GmbH	Esprit_DEES@bscs.basware.com
	ESPRIT Design & Product Development GmbH	Esprit_DEPD@bscs.basware.com
	ESPRIT Retail BV & Co KG	Esprit_DERB@bscs.basware.com
	ESPRIT Wholesale GmbH	Esprit_DEWG@bscs.basware.com
Austria	ESPRIT Handelsgesellschaft m.b.H.	Esprit_ATHG@bscs.basware.com
Belgium	ESPRIT Belgie Retail N.V.	Esprit_BEBR@bscs.basware.com
	ESPRIT Belgie Wholesale N.V.	Esprit_BEBW@bscs.basware.com
Denmark	ESPRIT de Corp Danmark AS	Esprit_DKDA@bscs.basware.com
Finland	ESPRIT de Corp Danmark A/S Filial in Finland	Esprit_FIDA@bscs.basware.com
France	ESPRIT de Corp France SAS	Esprit_FRFS@bscs.basware.com
Ireland	ESPRIT Ireland Distribution Ltd	Esprit_IEGL@bscs.basware.com
Luxembourg	ESPRIT Luxembourg S.à.r.l.	Esprit_LULS@bscs.basware.com
Netherlands	ESPRIT Holdings II B.V.	Esprit_NLB2@bscs.basware.com
	ESPRIT Europe B.V.	Esprit_NLEB@bscs.basware.com
	ESPRIT Europe Holdings B.V.	Esprit_NLEH@bscs.basware.com
	ESPRIT Nederland B.V.	Esprit_NLNB@bscs.basware.com
Norway	ESPRIT Norway A/S	Esprit_NOAS@bscs.basware.com
Sweden	ESPRIT Sweden AB	Esprit_SESA@bscs.basware.com
Switzerland	ESPRIT Switzerland Distribution AG	Esprit_CHDA@bscs.basware.com
	ESPRIT Switzerland Retail AG	Esprit_CHRA@bscs.basware.com
UK / Great Britain	ESPRIT GB Ltd.	Esprit_GBGL@bscs.basware.com

B. Mandatory content requirements for PDF Image Invoice

Prior to sending your PDF Image Invoice, make sure the fields marked with mandatory in the table below are included on your invoice. If one of the fields marked as mandatory is not found on your invoice, your invoice will be rejected. The table below should serve as indication only. At all times please ensure compliance with the legal requirements and any additional requests from the contact person in Esprit. In case of non-compliance, we reserve the right to reject your invoice at any point in time.

Invoice sent to:		DE	AT	BE	CH	DK	FI	FR	IE	LU	NL	NO	SE	UK
General Information														
Invoice number		M	M	M	M	M	M	M	M	M	M	M	M	M
Key word that indicates if the documents is debit (e.g. Invoice, Sales Invoice, Commercial Invoice, Advance invoice, Debit note, Bill) or credit (e.g. credit note, Adjustment Note, Credit memo, Correction Invoice, Invoice Cancellation). The list included above is not exhaustive and the keywords are different depending on the invoice language.		M	M	M	M	M	M	M	M	M	M	M	M	M
If credit note, reference to erroneous invoice		*	*	*	*	*	*	*	*	*	*	*	*	*
Doc Date (Invoice date) - invoice is rejected to the sender by email, if the date is not a valid calendar date.		M	M	M	M	M	M	M	M	M	M	M	M	M
Due Date		*	*	*	*	*	*	*	*	*	*	*	*	*
Delivery Date / Month Of Delivery Date		M	M	M	M	*	*	M	*	*	*	*	*	*
Currency		M	M	M	M	M	M	M	M	M	M	M	M	M
Purchase Order Number		*	*	*	*	*	*	*	*	*	*	*	*	*
Customer Reference (email address / full name of the person in Esprit)		R	R	R	R	R	R	R	R	R	R	R	R	R
Contract Number		*	*	*	*	*	*	*	*	*	*	*	*	*
Customer Information (Esprit)														
Full name of customer (company name)		M	M	M	M	M	M	M	M	M	M	M	M	M
Full address of the customer (company address)		M	C2	M	M	M	M	M	M	M	M	M	M	M
Customer VAT number		*	C3	M	*	*	*	M	M	M	M	*	*	M
Supplier Information														
Full name of the sender (Supplier Name)	P	M	M	M	M	M	M	M	M	M	M	M	M	M
Full address of the sender (Supplier Address)	P	M	M	M	M	M	M	M	M	M	M	M	M	M
SIREN / SIRET / RCS								C1						
The VAT identification number or other appropriate business	P	*	C2	M	M	*	*	M	M	M	M	*	*	M

Invoice sent to:		DE	AT	BE	CH	DK	FI	FR	IE	LU	NL	NO	SE	UK
identification (e.g. local tax number) of the supplier														
IBAN (bank account in IBAN format)		*	*	*	*	*	*	*	*	*	*	*	*	*
SWIFT (BIC)		*	*	*	*	*	*	*	*	*	*	*	*	*
Sender Bank Account (local format)		*	*	*	*	*	*	*	*	*	*	*	*	*
Payment Reference (Maksuviite, OCR nummer, KID nummer)		*	*	*	*	*	*	*	*	*	*	*	*	*
ESR Account Number					*									
ESR Number					*									
Summary														
Net amount (VAT excluded)		*	C2	M	*	M	M	M	M	M	M	M	M	M
Gross amount (VAT included)		M	M	M	M	M	M	M	M	M	M	M	M	M
Freight		*	*	*	*	*	*	*	*	*	*	*	*	*
VAT rates applied		*	M	M	M	*	M	M	M	M	M	*	*	M
Break-down of the taxable amount (excluding VAT) per VAT rate or exemption		*	C2	M	M	*	*	M	M	M	M	*	*	M
Break-down of the VAT amount per VAT rate or exemption		*	C2	M	M	*	*	*	*	*	M	*	*	*
Total VAT amount payable (total VAT amount)		*	C2	M	M	M	M	M	M	M	M	M	M	M

R	Recommended – this field should be filled especially for the invoices without a Purchase Order. This will ensure that the invoice gets routed without delay to the correct person for the reviewing and approval.
P	Field in Basware tool is populated from the information supplier provides when registering on the portal. If the information changes then the supplier needs to open the Basware registration and update this information.
M	Mandatory. The invoice is rejected to the sender by e-mail, if the field is not found on the invoice.
*	Optional - this field should be filled where applicable or where the information is available. In the cases where the tax regulations require it, the field should be considered mandatory as well. Captured if this data is found on the first invoice the supplier sends into the service. The invoice data must be found on the invoice in a machine-readable format. The supplier should make sure that the first invoice sent into the system contains all the possible fields so that the fields are correctly mapped. (e.g. send and invoice with PO number rather than an invoice without a PO number)

C1	Mandatory for French suppliers sending invoices to Esprit France
C2	Mandatory for Invoices with Gross Amount > EUR 400
C3	Mandatory for Invoices with Gross Amount > EUR 10.000