

PDF E-INVOICES - SUPPLIER GUIDE

How to send **PDF e-Invoices** to
Esprit

ENGLISH VERSION



Suppliers follow the
Supplier Guide



Esprit improves purchase to
payment cycle and process

Invoices are paid on time,
saving you time and money



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Esprit is moving to electronic invoicing

This guide contains detailed instructions on how to send PDF e-Invoices to Esprit. When following these instructions, Esprit will receive invoices as electronic invoices. **This service is free of charge for you.**

- Open the registration link
- Add to Basware Portal the email address(es) from which you will send PDF e-Invoices
- Go to your email or invoicing software and attach a PDF e-Invoice to your email and start sending

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
Basware Customer Support	Questions on Basware service	https://basware.servicenow.com/bw?id=bw_sc_cat_item_public

Useful links

PDF e-Invoice user guide	User guide in English	https://basware.servicenow.com/bw?id=bw_kb_article&sys_id=82cbcca5d631d304394380ab0b961989
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Registration process

By using this **free of charge PDF service** you can start sending e-Invoices to Esprit. 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 e-Invoices to Esprit.

1. Create an account

Open the registration link.

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

Create an Account page opens:

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>](mailto: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 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 (e.g. VAT ID, Tax Number, Organization Number), company name and address. The details you enter in the portal need to be correct at all times, therefore in case there are changes over time, you will need to come back to the portal and update them. Also, the primary contact of your company should be filled in.

3. Add email address(es) for PDF e-Invoices

To add the email address(es) from which you will send PDF e-Invoices, click **Add new email address** from Service Setting tab. You can only send invoices only from the address(es) that you define here. Invoices sent from other addresses will not be delivered to Esprit. You can add up to 200 email addresses here.

Each additional email address used to send invoices from must be confirmed before invoices can be processed.

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.

	Confirmed
<input type="text"/>	<input type="checkbox"/>

[Add new email address](#)

If you wish to add more email addresses later, please go to the [Basware Portal](#) 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 Esprit.

Start sending PDF e-Invoices

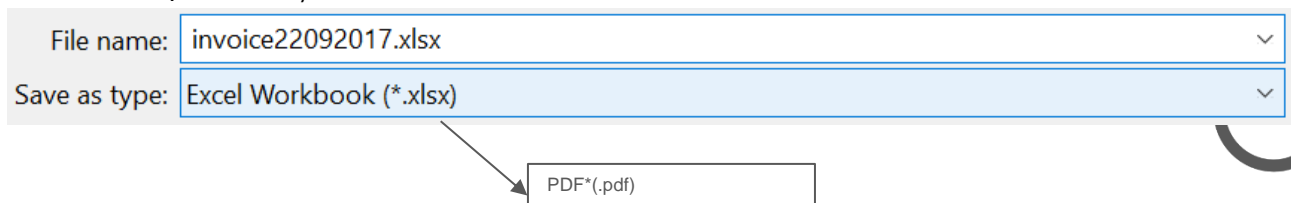
Make sure that you have completed the registration and clicked **Activate** on the final page of the registration flow. Now you can go to your email or invoicing software and create a PDF invoice. For the service to work, the invoices

that you send must have the same layout as the first invoice. In case you send invoices in more than one layout for Esprit, you will need to register separately for each layout (one sending email address can be added only to one registration in Basware). Because the invoices are read electronically, the content of each invoice must be in [machine-readable](#) text format - the invoices cannot be hand-written, scanned or contain the information in image format. Please make sure that your PDF invoices are machine-readable and that they are sent **to the correct Esprit email address** for PDF e-Invoices (found in **A.** of this supplier guide).

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 machine-readable 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



2. Attachment policy

If you need to add additional attachments to your email message, such as a delivery note, please make sure that you follow the attachment policy for additional attachments:

- **You can only send attachments in PDF format. The service ignores all other attachment types.** 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. Name the attachment so that it contains the invoice number and one of the following words: **attachment, anhang, anlage, adjunto, annex or liite**. For example: "attachment_112233.pdf"
- If you send multiple attachments, Basware recommends that you send only one invoice per each email.
- If you must send multiple PDF e-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 to a business document PDF:
 - Single business document PDF: each attachment is automatically linked to the business document PDF.
 - Multiple business document PDFs: attachments are linked to a business document PDF, if the filename of the attachments contains the filename (without the file extension) of the business document. For example, document1_attachment.pdf will be linked to document1.pdf.
 - The attachments are valid, if:
 - The email contains at least one business document PDF.
 - Each extra attachment is linked to a business document PDF
 - If the attachment policy is not followed the email will be rejected. Basware will then send you a notification saying that your content has been rejected

Please perform the needed corrections and send the invoice again. More information about the attachment policy can be found [here](#).

3. Send the PDF e-Invoice

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. If you want to send additional invoice attachments to your customer, such as delivery notes, please attach them to the email. Attachments must always be PDF and be delivered together with the PDF invoice. For instructions on how to name the additional attachments, see link [here](#).
4. Type Esprit PDF e-Invoice email address in the email receiver field. Esprit email addresses for PDF e-Invoices are found in **A. Profile** of this supplier guide.
5. Send the email.

THE BASWARE PDF-SERVICE DELIVERS TO ESPRIT 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.



4. Invoice delivery

Basware sets up the conversion process when you send the first invoice into the service. **For the service to work, the invoices that you send in must have the same layout as the first invoice you have submitted.**

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

A. Company Profile

Please use the following email addresses when sending PDF e-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.

Receiving Country	Esprit Company Unit	Email address
Germany	Esprit Cares Trust gGmbH	Esprit.DECT@email.basware.com
	Esprit Card Services GmbH	Esprit.DECS@email.basware.com
	ESPRIT Global Image GmbH	Esprit.DEEA@email.basware.com
	ESPRIT Europe GmbH	Esprit.DEEG@email.basware.com
	ESPRIT Europe Services GmbH	Esprit.DEES@email.basware.com
	ESPRIT Design & Product Development GmbH	Esprit.DEPD@email.basware.com
	ESPRIT Retail BV & Co KG	Esprit.DERB@email.basware.com
	ESPRIT Wholesale GmbH	Esprit.DEWG@email.basware.com
Austria	ESPRIT Handelsgesellschaft m.b.H.	Esprit.ATHG@email.basware.com
Belgium	ESPRIT Belgie Retail N.V.	Esprit.BEBR@email.basware.com
	ESPRIT Belgie Wholesale N.V.	Esprit.BEBW@email.basware.com
Denmark	ESPRIT de Corp Danmark AS	Esprit.DKDA@email.basware.com
Finland	ESPRIT de Corp Danmark A/S Filial in Finland	Esprit.FIDA@email.basware.com
France	ESPRIT de Corp France SAS	Esprit.FRFS@email.basware.com
Ireland	ESPRIT Ireland Distribution Ltd	Esprit.IEGL@email.basware.com
Luxembourg	ESPRIT Luxembourg S.à.r.l.	Esprit.LULS@email.basware.com
Netherlands	ESPRIT Holdings II B.V.	Esprit.NLB2@email.basware.com
	ESPRIT Europe B.V.	Esprit.NLEB@email.basware.com
	ESPRIT Europe Holdings B.V.	Esprit.NLEH@email.basware.com
	ESPRIT Nederland B.V.	Esprit.NLNB@email.basware.com
Norway	ESPRIT Norway A/S	Esprit.NOAS@email.basware.com
Sweden	ESPRIT Sweden AB	Esprit.SESA@email.basware.com
Switzerland	ESPRIT Switzerland Distribution AG	Esprit.CHDA@email.basware.com
	ESPRIT Switzerland Retail AG	Esprit.CHRA@email.basware.com
UK / Great Britain	ESPRIT GB Ltd.	Esprit.GBGL@email.basware.com

B. Mandatory content requirements for PDF e-Invoices

Prior to sending your PDF e-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, the system will automatically reject your invoice. The table below includes **only the system checks** and 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)														

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 an 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

C. Invoice validation and rejections

Typical scenarios where the PDF e-Invoice is being rejected by the system:

- 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
- Document / Invoice date is not a valid calendar date

The name of the additional attachment file does not include one of the following words:

attachment/anlage/adjunto/annex/liiteBasware 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.

If you have more questions about the rejection messages, please review the [FAQs here](#).

D. Invoice monitoring

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 PDF e-Invoices.

Please note that the first PDF e-Invoice that you send to Esprit new email addresses 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 Esprit 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.