DESTIA
A COLAS COMPANY

Basware Supplier Portal – User manual

The supplier portal is completely free for its users and only requires registration with an email address.

This guide is intended solely for suppliers sending invoices to Destia Oy.

You can access the supplier portal here: https://portal.basware.com/open/destia

Additional support for using Basware's supplier portal is available from:

- Basware's chat in the supplier portal in Finnish, English, French and German, as well as in other languages if possible.
- Destia's accounts payable at ostoreskontra@destia.fi

The supplier portal is a system maintained by Basware, so Destia's accounts payable can only assist with questions related to the use of system. For technical inquiries, please contact Basware.

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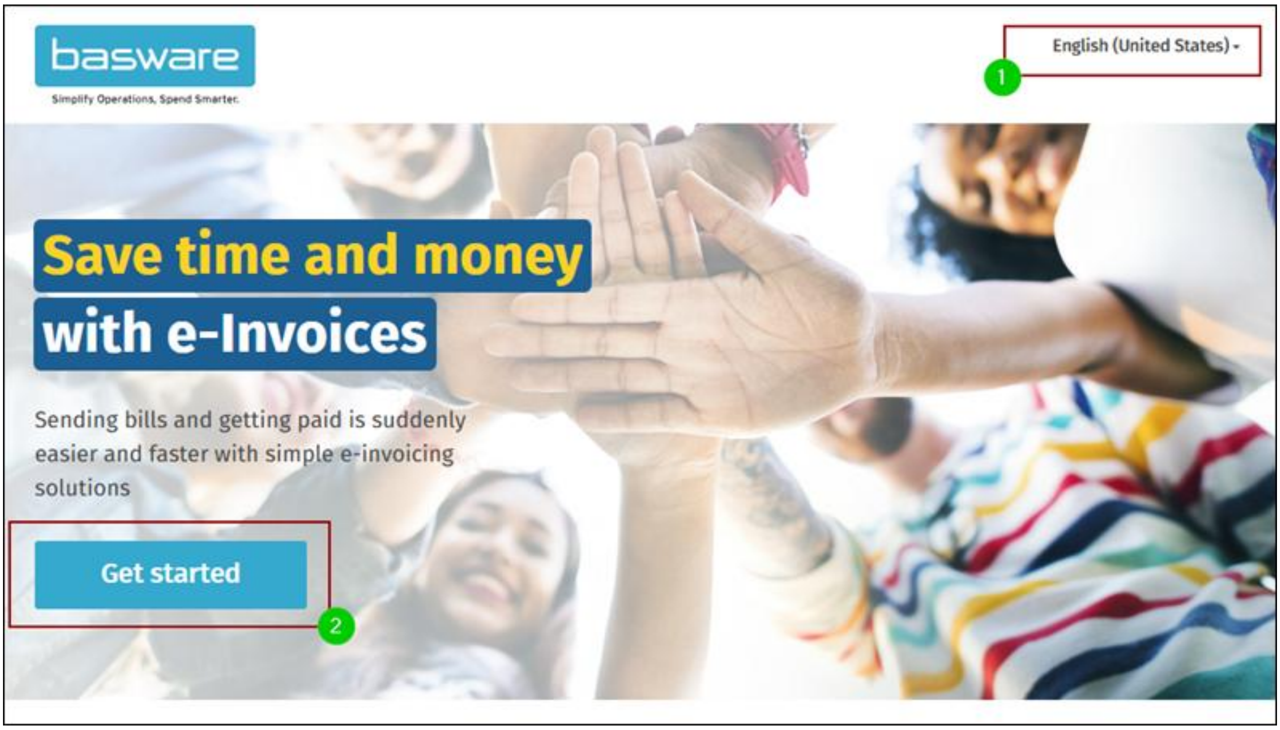
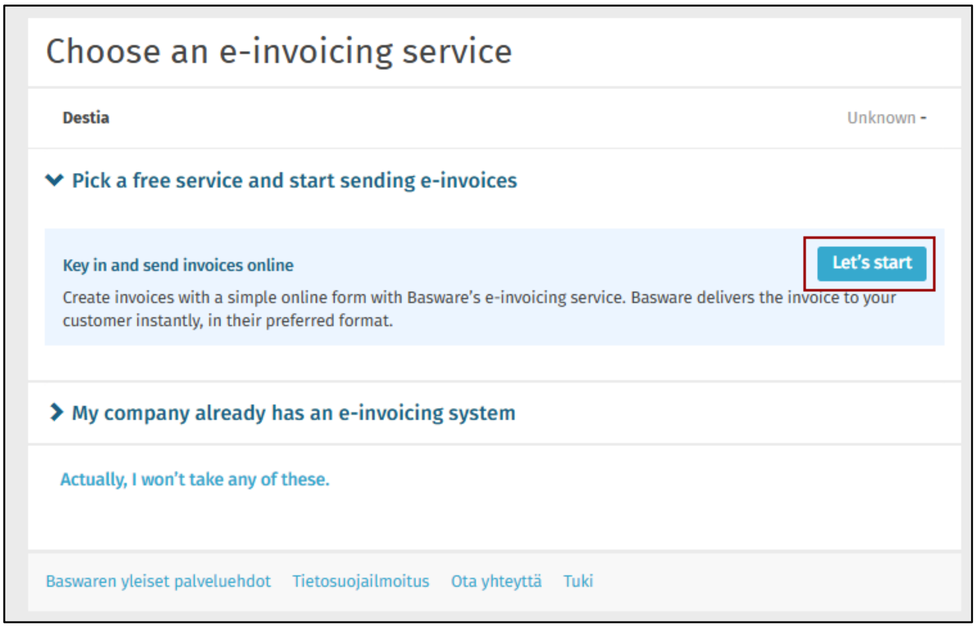
1 Registration

Go to the address https://portal.basware.com/open/destia

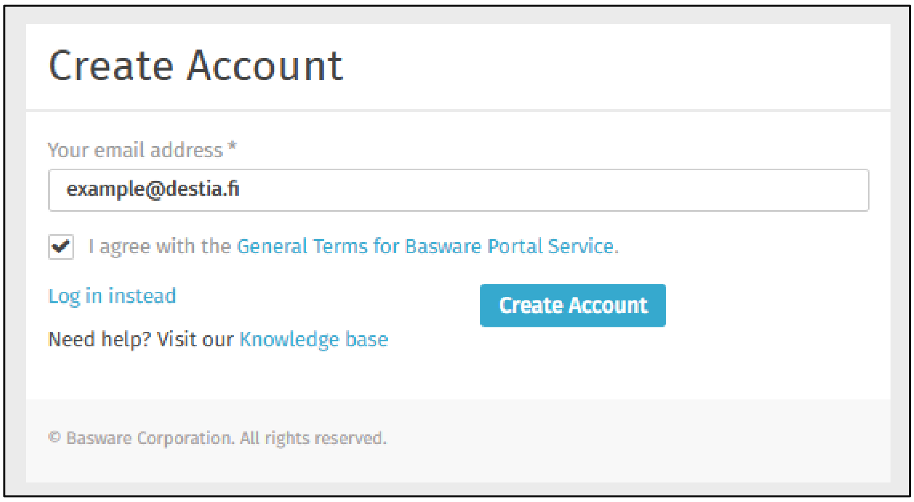
1. Choose the language for the portal
2. Click the **Get Started** button



Click the **Let's start** button.

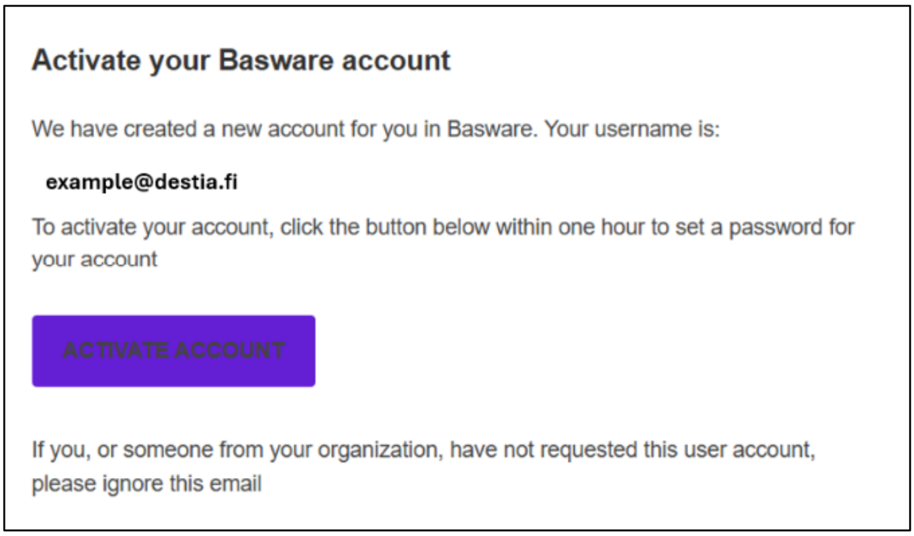


Enter your email address in the box, Agree the Basware Portal terms and click **Create Account** button.

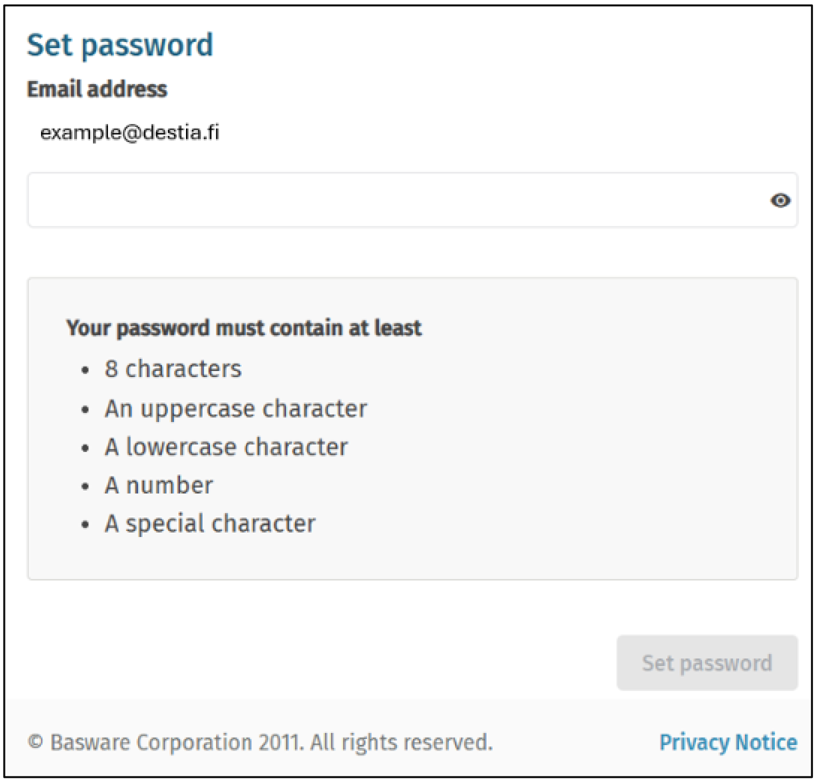


Proceed according to the notification that appears on the screen:

After creating your user account, you will receive an account activation notification via email. Check your spam folder if necessary. Activate your account by clicking the **Activate Account** button that is on the dark blue box.



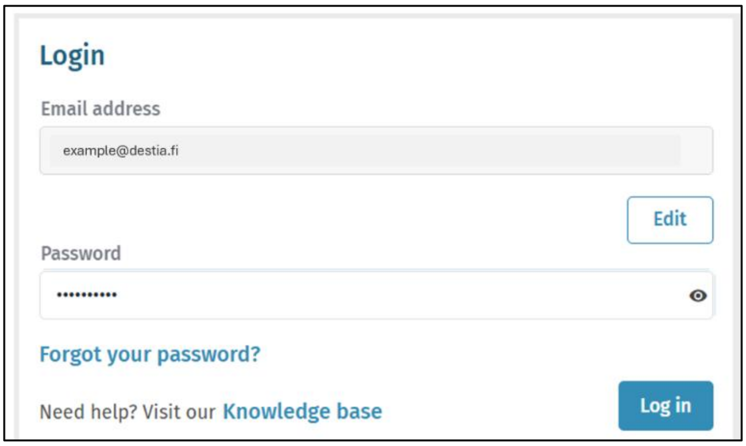
Next, define the desired password that meets the criteria listed below.



Remember to create a secure password. You can check the entered password using the eye icon at the end of the field. Finally, press the **Set Password** button.

Log in to the supplier portal. First, enter the email address you registered with. Continue by pressing **Next**.

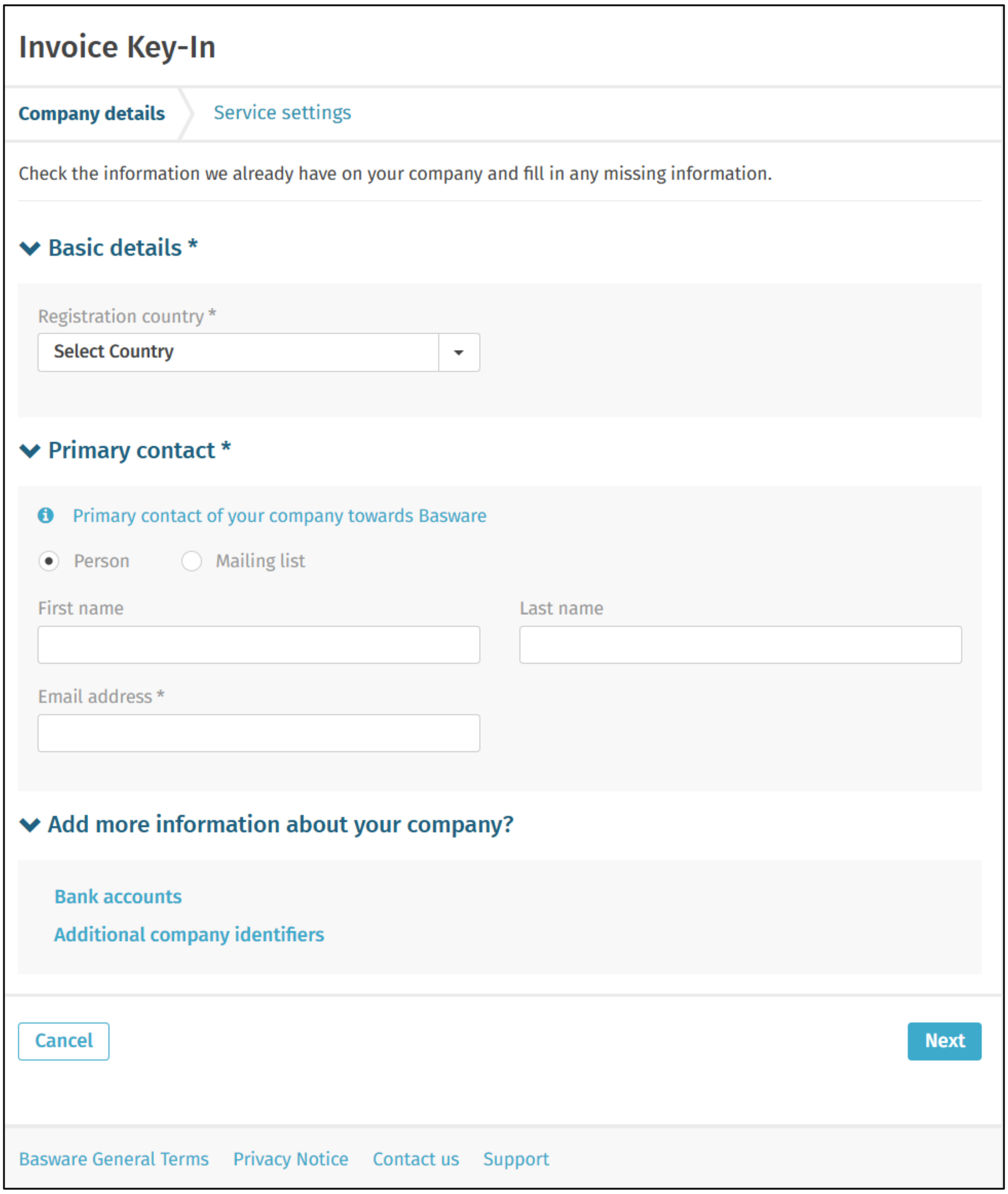
Next, enter the password and press **Log in**.



2 Adding the billing organization's information

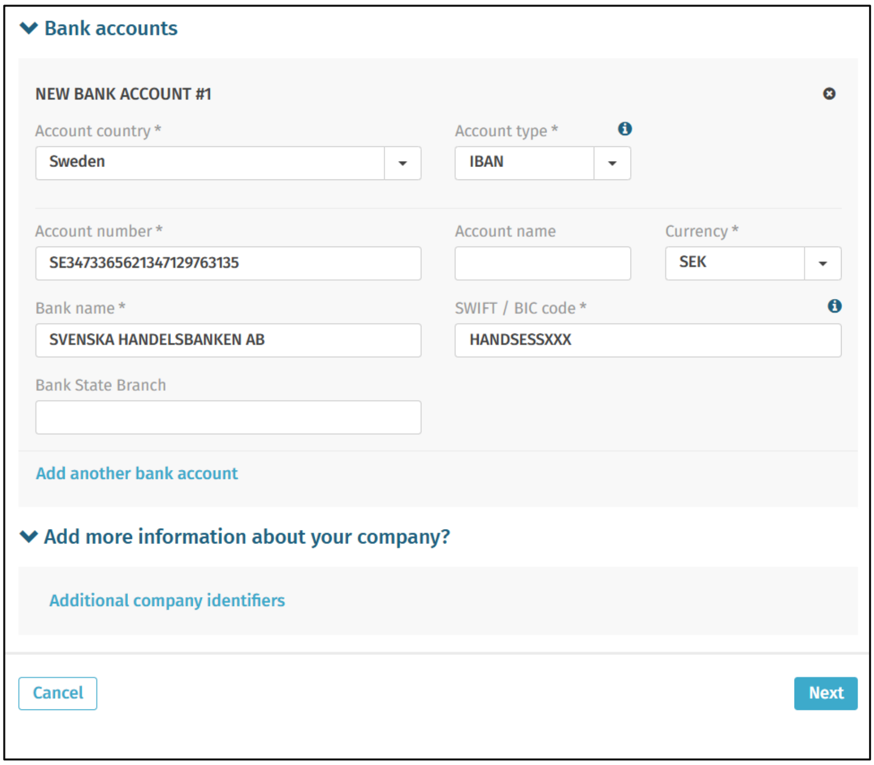
Fill in the basic information with the correct details. Fields marked with * are mandatory. The required fields may vary depending on the country in which you are registering.

Select your **country**.
Designate the **primary contact** person, who is typically the registered user account holder.

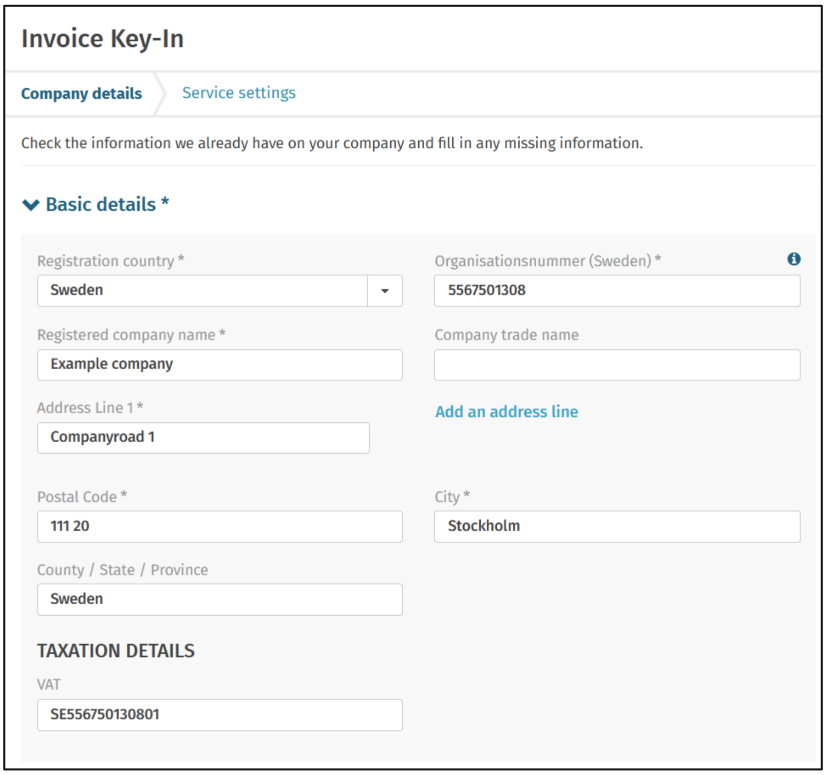


At this point, you can also save bank account details to the user account so that you don't have to add them every time you create an invoice. Press the **Bank accounts** button to add the information.

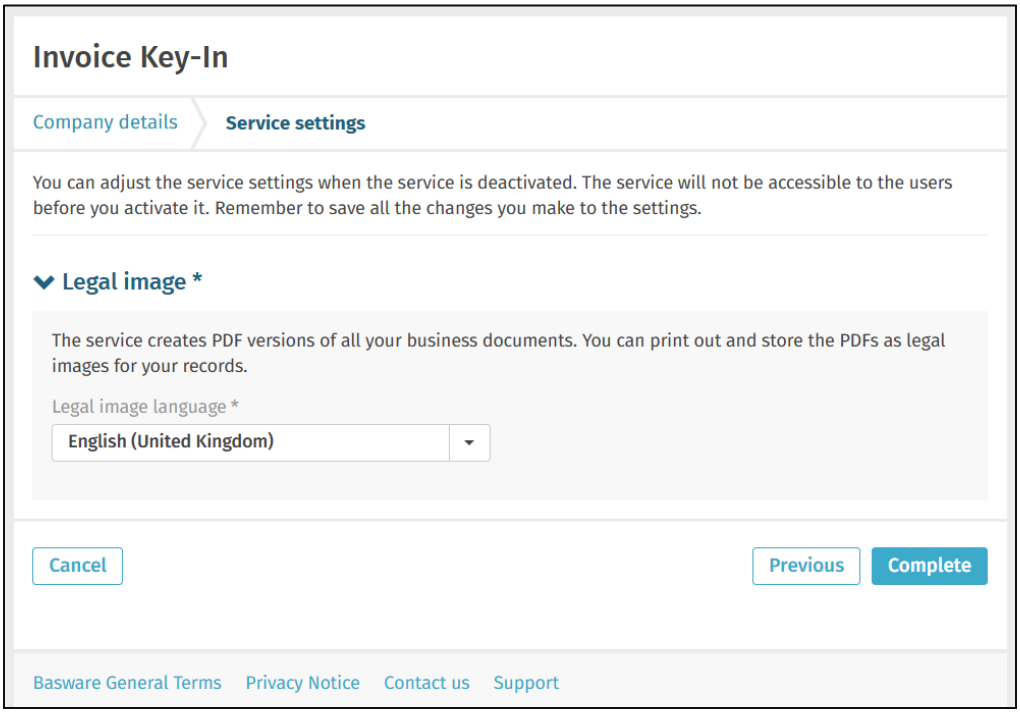
Add the required bank account information (marked with *). The account number should be provided in IBAN format (EU countries). Continue by pressing **Next**.



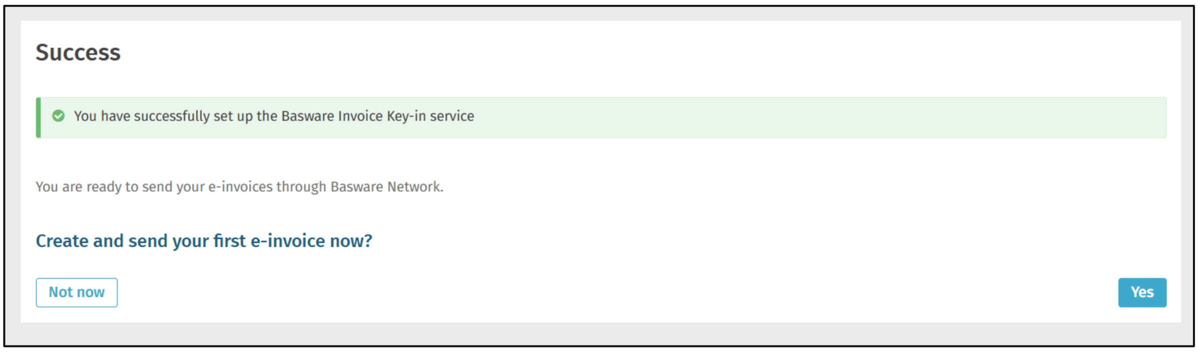
Fill in the basic information with the correct details. Fields marked with * are mandatory.



Select the **legal image language** in which the invoice will be sent to Destia. To save the changes, press the **Complete** button.

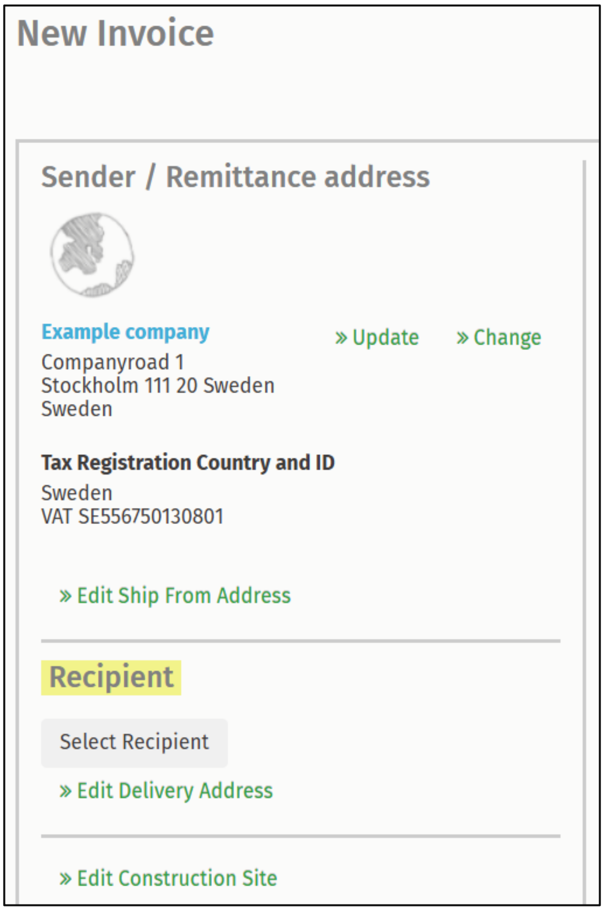


Congratulations! You have successfully registered in the Basware portal and created a user account. You can now create your first e-invoice by clicking **Yes**.



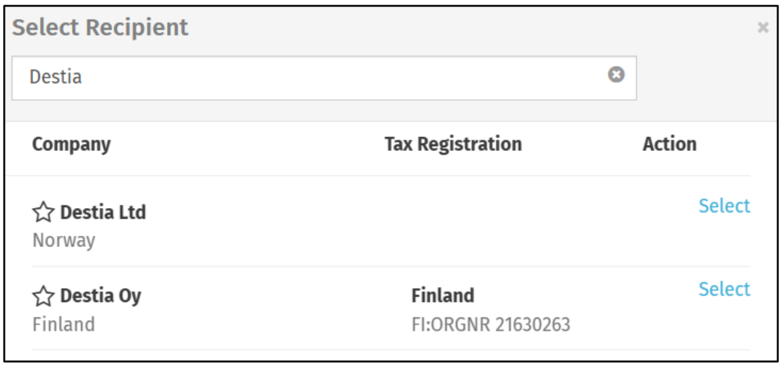
3 Creating an invoice in the Basware's Portal

To add the recipient's information to the invoice, press the **Select Recipient** button.

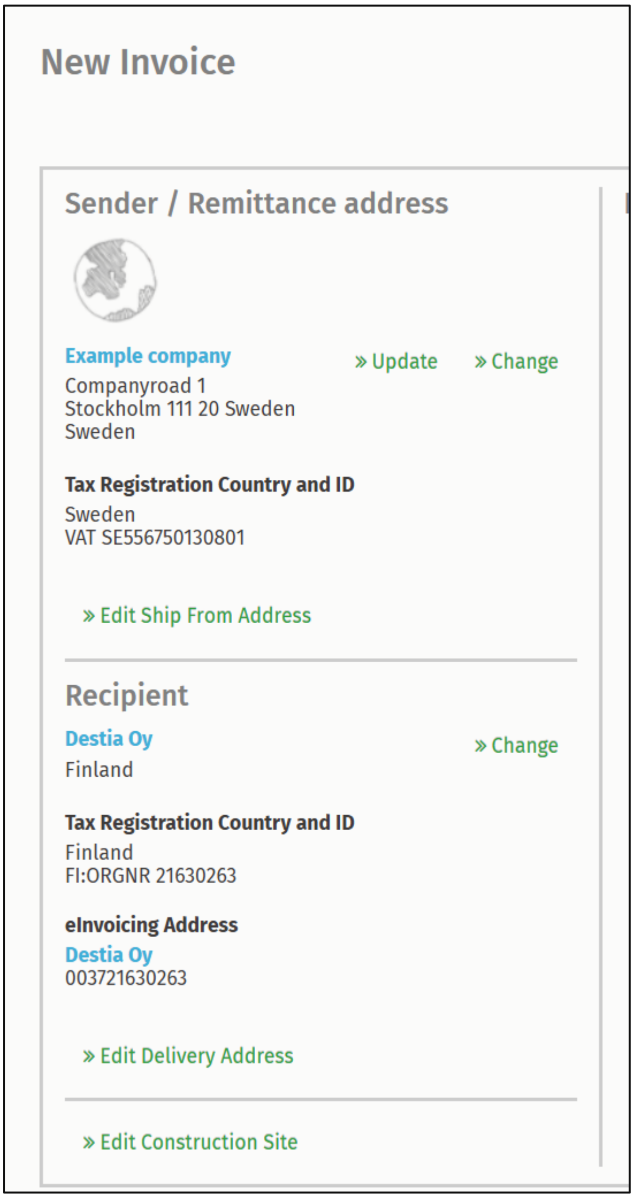


In the opening pop-up window, type '**Destia**' in the search and select the correct recipient **'Destia Oy'** by pressing the **Select** button on that line.

If you are a **Norwegian company** and the sale was made to Destia's project in Norway, select "**Destia Ltd**" so that **Destia Norway's VAT number will appear on the invoice**.



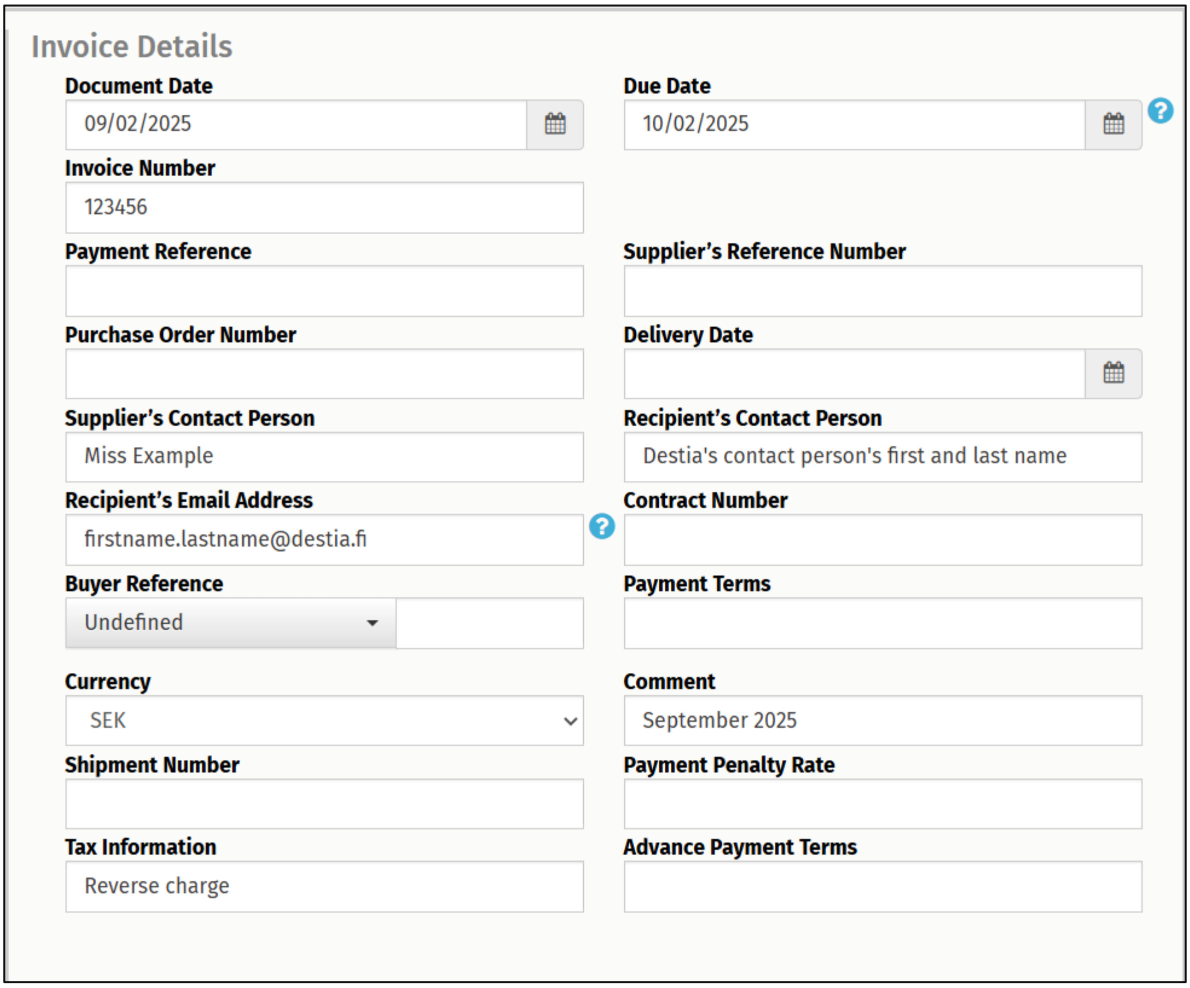
After selecting the recipient, the company's information will be transferred to the invoice view, as shown in the current image.



4 Invoice details

Mandatory fields are highlighted in **blue** before they are filled in.

The image below shows an example of the basic information filled in for an invoice when sending it to Destia Oy.



Invoice Details

Document Date
09/02/2025

Due Date
10/02/2025

Invoice Number
123456

Payment Reference

Supplier's Reference Number

Purchase Order Number

Delivery Date

Supplier's Contact Person
Miss Example

Recipient's Contact Person
Destia's contact person's first and last name

Recipient's Email Address
firstname.lastname@destia.fi

Contract Number

Buyer Reference
Undefined

Payment Terms

Currency
SEK

Comment
September 2025

Shipment Number

Payment Penalty Rate

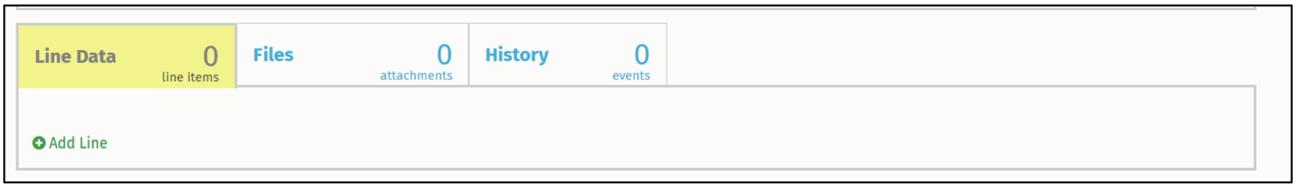
Tax Information
Reverse charge

Advance Payment Terms

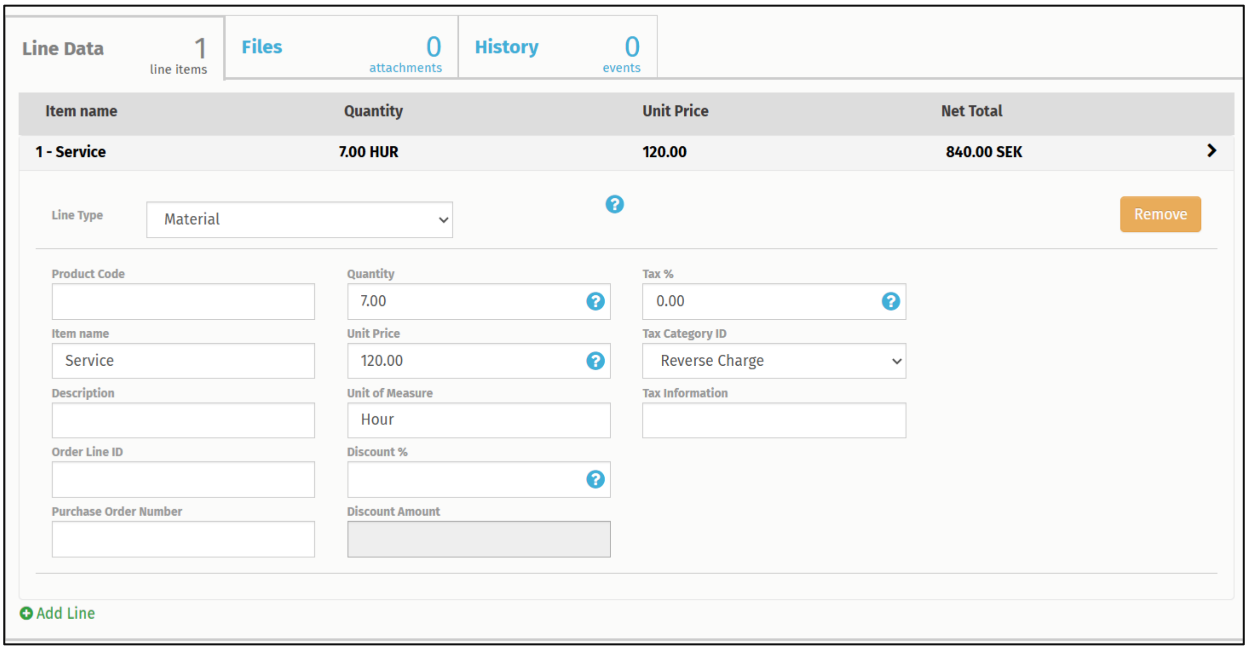
Recipient's contact person = first and last name of the contact person at Destia (i.e., reference person)
Recipient's email address = firstname.lastname@destia.fi (not mandatory)
Buyer's reference = Select the project code from the dropdown menu and provide the 6–9 digit project number given by the client (if not provided, leave blank)
Tax information = Can be used, for example, to justify value-added tax as shown in the example image
Comment = Additional information for the invoice, e.g., the month to which the rent or work pertains (not mandatory)

5 Invoice content

Press the **Add Line** button to add line item details to the invoice.

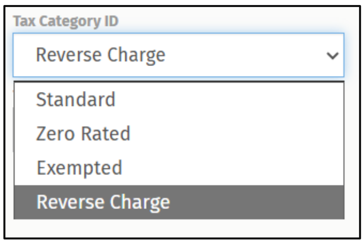


Select the type of line type from the dropdown menu: Service or material billed by quantity. **The fields highlighted in blue are mandatory.** Add the Item name, Description, Quantity, Unit Price, and Unit of Measure.



Add a new row by pressing the green Add line button below the row information and repeat this until you have added all the necessary line information to the invoice.

Remember to also consider the tax rate and the tax category identifier.



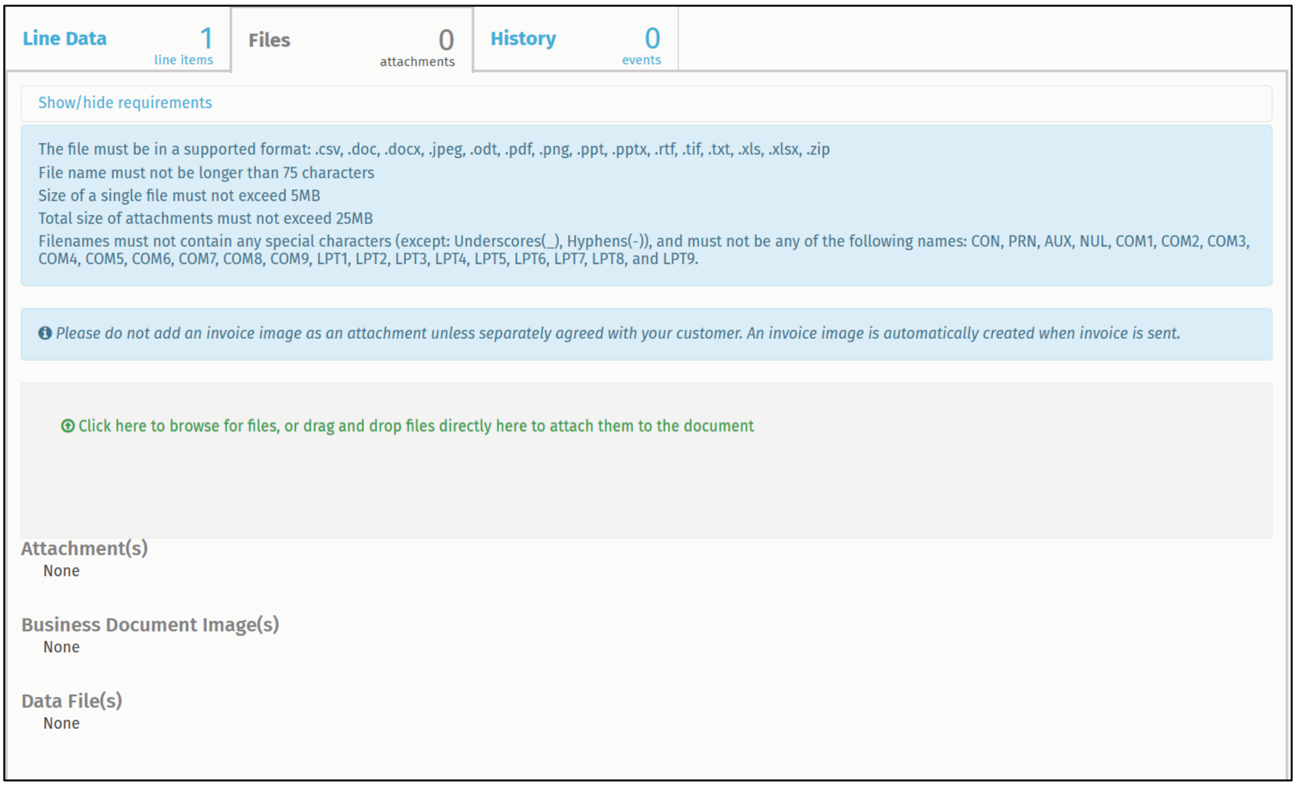
After you have commented on the tax category and tax rate, the amounts on the invoice will change according to the modifications you made.

6 Attachments

Before sending the invoice, add all possible and necessary attachments to the invoice on the Files tab by clicking **the green text as shown in the image**.

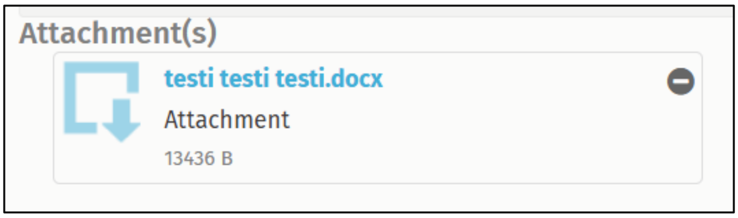
It is advisable to include an image of the invoice generated by your own billing system or any possible timesheets as attachments to the invoice.

The requirements for the attachment file are listed in the long text with a blue background.

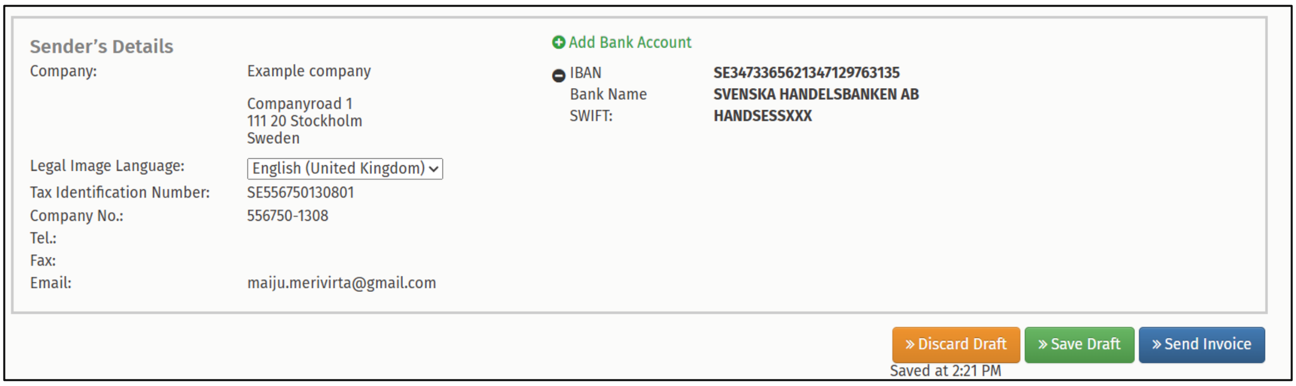


The uploaded attachments are visible in the same view, under the Attachments heading.

The wrong attachment can be removed by pressing the minus sign as **shown in the image.**

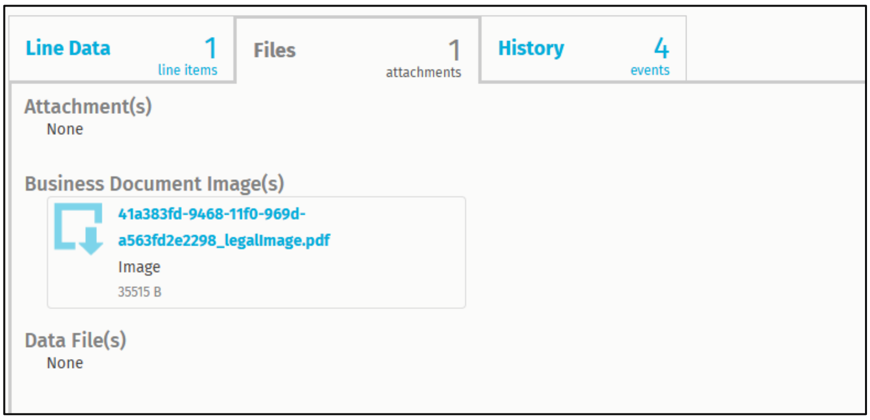


Check the invoice details one more time and press **Send Invoice.**



7 Creating a credit note

It is easy to send a credit invoice for an incorrect invoice created in the portal. Find the desired invoice in the **Documents tab** and click on the **blue invoice number**.

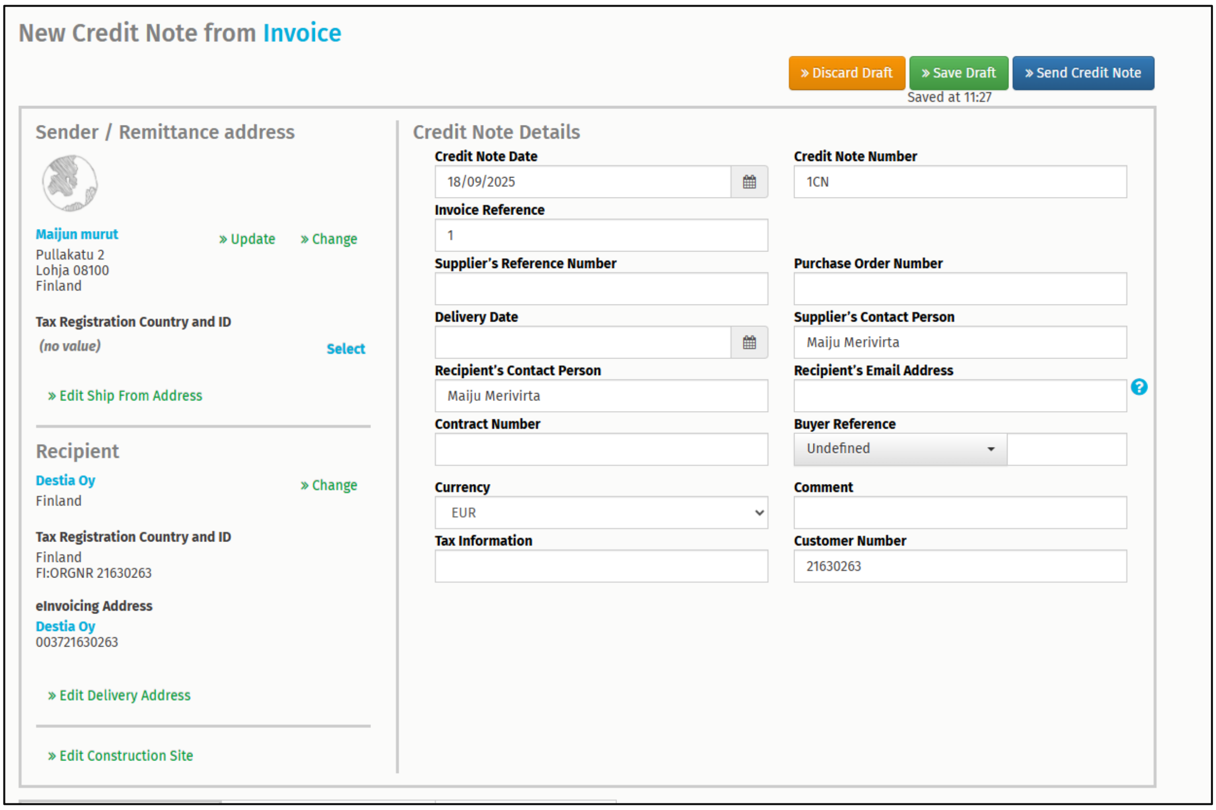


Press the blue button that appears at the top of the page, **Convert to Credit Note**.

The only mandatory information to be added to the credit invoice is the credit invoice number.

NOTE! The credit invoice number must be different from the original charge invoice. You can add, for example, the letter 'C' at the end of the credit invoice number.

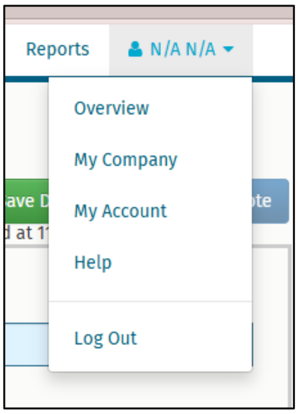
The system copies all other information from the original data, so the complete credit invoice can then be **sent by pressing the blue "Send credit note" button**.



8 Editing user account & settings

By clicking on your user account name at the top of the Basware portal and selecting **My Company** from the dropdown menu, and then pressing the **green Edit** button, you can edit the information stored in the system.

For example, you can complete the business ID and modify previously saved address or bank account information.



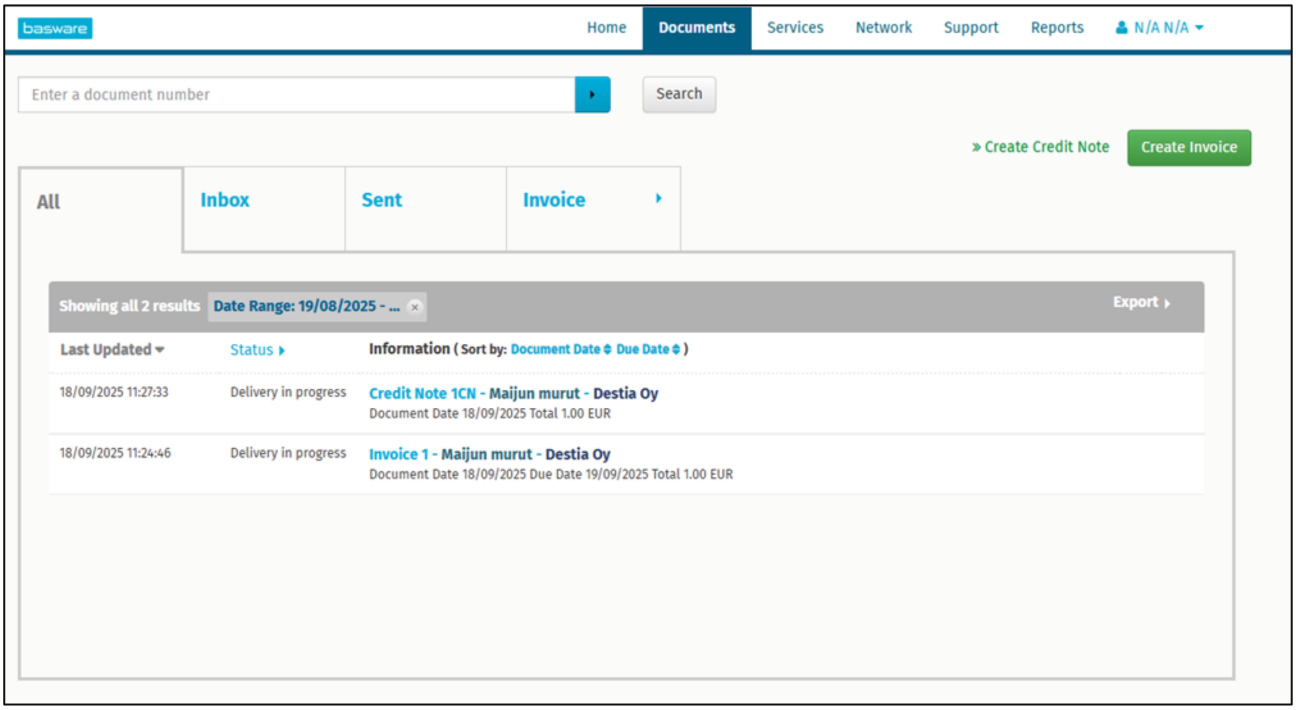
Finally, remember to save the changes by pressing the green **Save changes** button.

9 Documents

The Documents tab contains all invoices made in the portal. Both unfinished drafts and completed and credited ones.

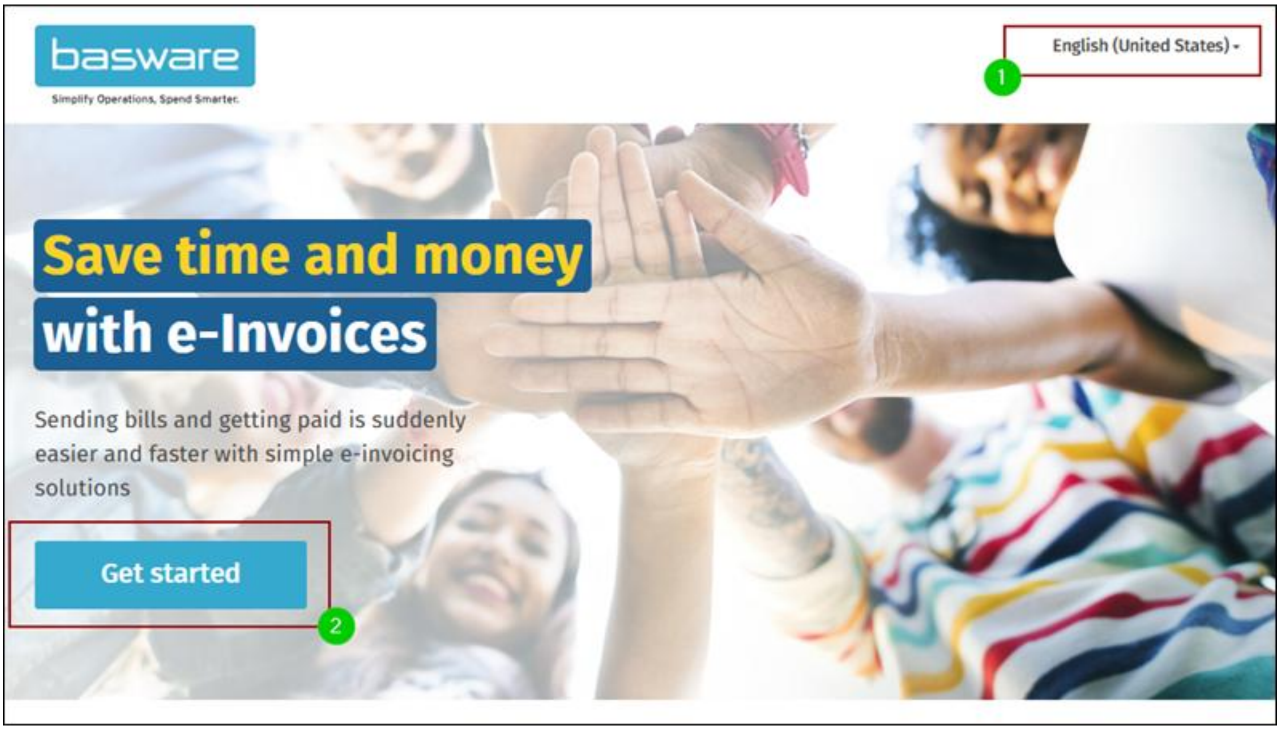
By adjusting the time frame, you can influence the number of documents displayed.

The invoice status indicates when it has been delivered to the recipient.

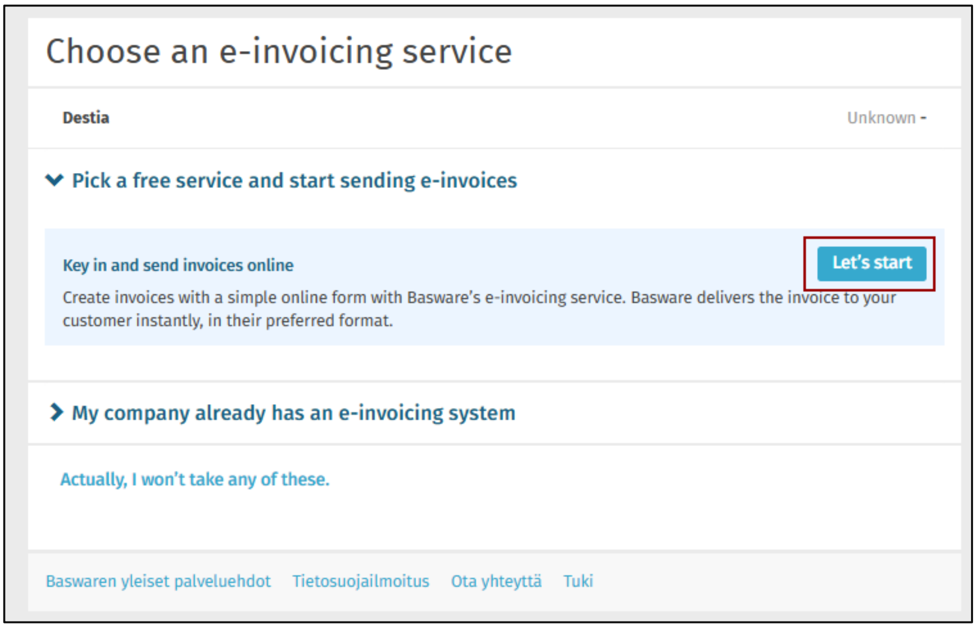


10 Sign in with an existing account

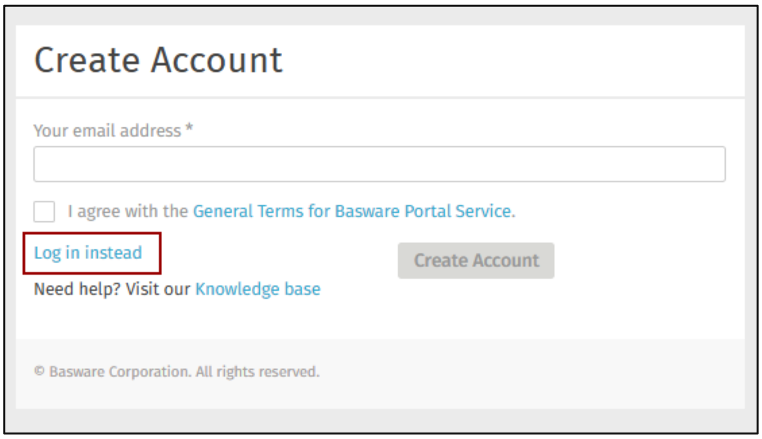
1. Choose the language for the portal
2. Click the **Get Started** button



Click the **Let's start** button.

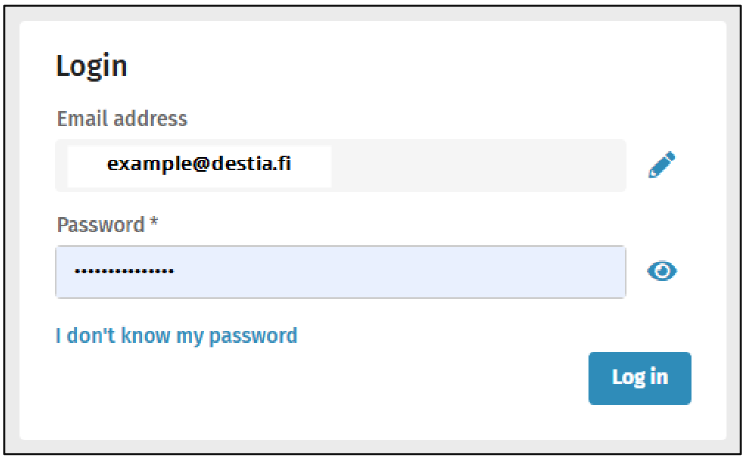


To sign in with an existing account, click the **"Sign in instead"** button (circled in red in the image).



Enter your email address and click **Next**.

Enter your password and click **Log in**.



You will be taken to the portal home page, where you can start creating a new invoice by clicking the "**Create new invoice**" button.