UK SUPPLIER GUIDE

HOW TO SEND KEY-IN E-INVOICES

AUGUST 2021
V1

Suppliers follow the Supplier Guide to send a Key-In invoice.

ACCA improves purchase to payment cycle and process efficiency.

Invoices are paid on time, saving time and money.

Content

ACCA is moving to electronic invoicing

ACCA uses the Basware network for the receipt and processing of its supplier invoices. To be a supplier to ACCA, Suppliers must agree to register on the Basware network and submit invoices electronically.

This guide contains instructions on how to send a Key-In e-invoice to ACCA. When following these instructions, ACCA will receive Key-In e-invoices to process for payment.

Please go to the step-by-step videos available on the ACCA Supplier Hub which show you:

- how to register / update your account on the Basware network and register for the Key-In e-invoicing service
- how to send a Key-In e-invoice
- how to use the portal to find out the status of your invoice; and,
- how to collaborate directly with ACCA Accounts Payable on an invoice document.

This Supplier Guide for Key-In e-invoicing contains important information regarding the **mandatory fields** that must be included in your Key-In e-invoice to ensure it is accepted by the system and processed for payment. It is important you read this, as it may be different from invoices you have previously sent to ACCA.

This Supplier Guide will also show you how to:

- Use the registration link that you received from ACCA to register / update your account on the Basware Portal
- Register for the Key-In e-invoicing service
- Send a Key-In invoice

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

Contact details

ACCA	Questions regarding invoice content	Supplier.Requests@accaglobal.com
Basware Customer Support	Questions on the Key-In e-invoice service (logged via service portal link)	https://basware.service-now.com/bw?id=bw_sc_cat_item_public

Useful links

ACCA Supplier Hub	https://www.accaglobal.com/gb/en/footer-toolbar/supplier-hub.html

Key-In e-invoicing service – Important Information

The Key-In e-invoicing service should only be used by suppliers who are NOT tax registered. Key-In invoices are the only invoices that do not require a supplier to populate a mandatory tax registration number on an invoice.

If you are not tax registered and you choose an incorrect e-invoicing service (i.e. if you choose 'Send PDF invoices by email'), your invoice will automatically be returned to you as it does not contain a mandatory tax registration number.

If you are tax registered, please do not proceed any further with registration for the Key-In e-invoicing service, and please see information on the ACCA Supplier Hub on how to register for the 'Send PDF invoice's by email' e-invoicing service.

What is a Key-In invoice?

Key-In invoices are invoices manually entered into fields within the Basware portal which is then converted into a legal invoice image and sent to ACCA.

Registration process

To be able send an e-invoice to ACCA, you must do 2 things:
- Create / update your account on the Basware network to be able to send an e-invoice
- Register for the Key-In e-Invoice service via Basware Portal

Watch our step-by-step videos on the ACCA Supplier Hub to do this.

1. Register to the Basware network / Update your account on the Basware network

- Open the 'Share your information today' link you received from ACCA. We advise you to use one of the following web browsers: Chrome, Edge or Firefox.

- Please note this is a unique link. Once it has been used to register with, it cannot be used again. Any subsequent log in activity should be directly via the Basware Portal.

- On the service landing page, click **Get Started**.

- You will be taken to a page 'Choose the data you want to share with your customer'. Click **Let's Start** to register or update your account.
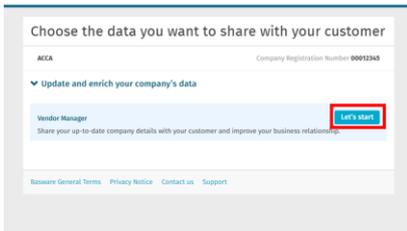
- **Create an Account** page opens:
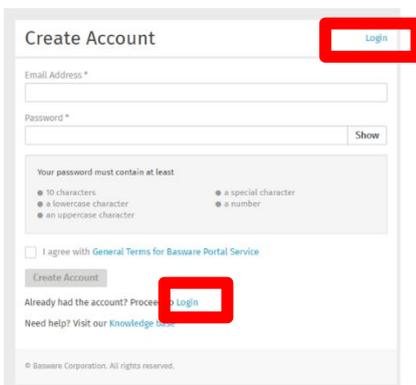
- If you have previously registered on the Basware network, click Login and use your email and existing password to log on to the portal.   You can click the link 'Forgot your password?' if you have forgotten the password you used during your original registration.

- New suppliers who have not previously registered must enter your email address and choose a secure password and create the account.

- Click the General Terms link to read the terms and conditions.

  By agreeing to the general terms, you are agreeing to update and maintain your company details directly in the portal, such as contact information and bank account details. It is your responsibility to ensure all information is kept up to date to ensure no impact to your payments

- The service sends a 'Confirm your email address' message to your email address. The confirmation message is sent from <no.reply@basware.com> If you do not receive this email, please check your spam folder.

- Open the confirmation message and confirm your email to activate your account.

2. Fill in your company details

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- You will be directed to 'Update your profile for customer ACCA'.

- You must complete all mandatory fields, marked with an asterisk (*), to complete your registration.

- Select your Registration country. The country selected will drive the mandatory fields on the form. For example, UK suppliers will be asked to enter a company registration number, whereas suppliers in India will be required to input a GSTIN number.

- For suppliers who have an existing account on the Basware network, many of the fields will be pre-populated with the information you populated on initial registration. It is important you review this information and update where necessary.   We'll use this information to send you Purchase Orders and pay your invoices, so the details we have need to be correct.

- Complete all mandatory fields including:
  - Basic company details - name, address, remittance email address and VAT number if applicable
  - Financial institutions - bank account details. Please remember to click the star next to Default Account to ensure this is identified as your nominated default account for payments.

    ★Default account

  - Contacts - the Primary contact (i.e. the person completing the registration) must be complete
  - Documents - attach evidence of Bank Account Details on company letter headed paper.
  - Ordering details - the email address for the purchase orders to be sent to.
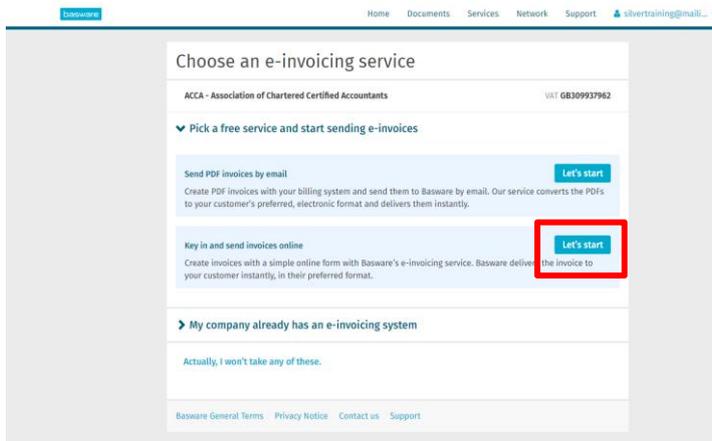
3. Register for Key-In e-invoicing

- Once you have created your account, new suppliers still have a task to complete i.e. select your e-invoicing service.

- From the Dashboard on the Home page, click **Get Started** to register for KEY-IN e-invoicing.
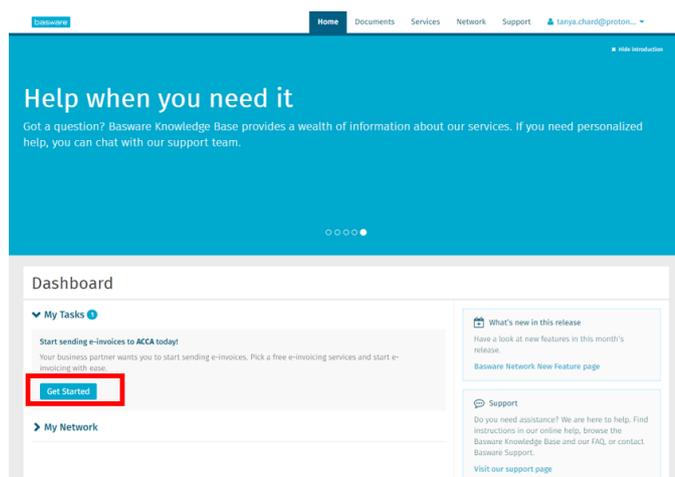
- On the next page, choose '**Key-in and send invoices online**' and click **Let's start**.

- **Reminder**: suppliers who are not tax registered must sign up for Key-In e-invoicing. Suppliers who are tax registered must register for 'Send PDF invoices by email'.

- If you are tax registered, please do not proceed any further with registration for the Key-In e-invoicing service, and please see information on the ACCA Supplier Hub on how to register for the 'Send PDF invoices by email' e-invoicing service.

- If you are an existing supplier to ACCA who has previously registered on the Basware network prior to August 2021 and need to change from sending a PDF e-invoice to a Key-In invoice, you can go to the **Services** tab and click on the box named **Invoice Key-In** to commence registration.
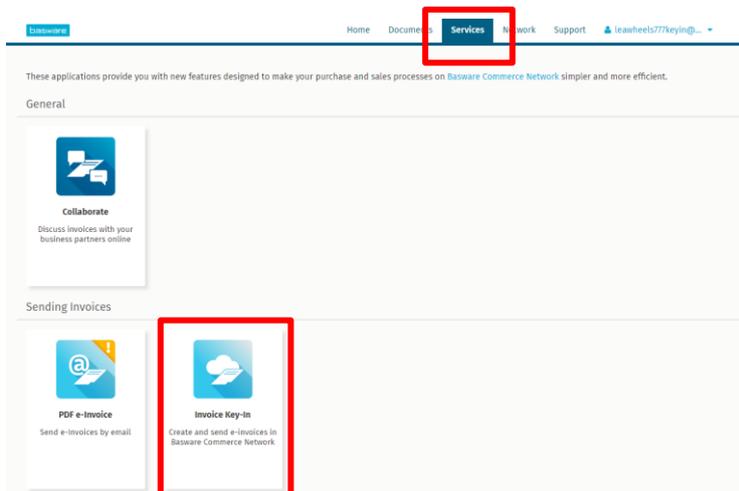

- You will be taken to the Company Details tab of the Invoice Key-In page. This tab contains all the information you entered during the registration process. If all information is correct, click Next to proceed to the Service Settings tab.

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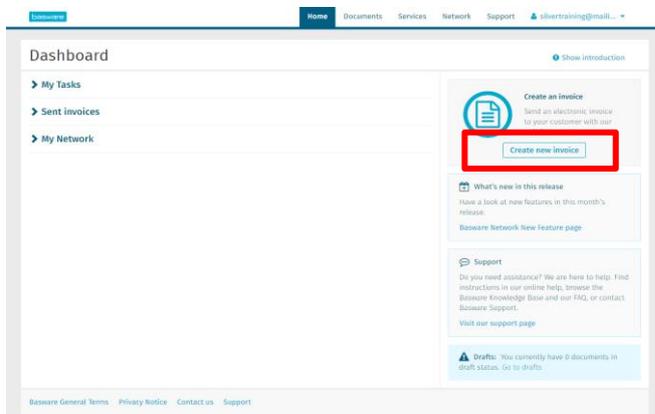📧 110 Queen Street Glasgow G1 3BX United Kingdom

- Select the language to create PDF versions of the invoice legal image. Click **Complete**.
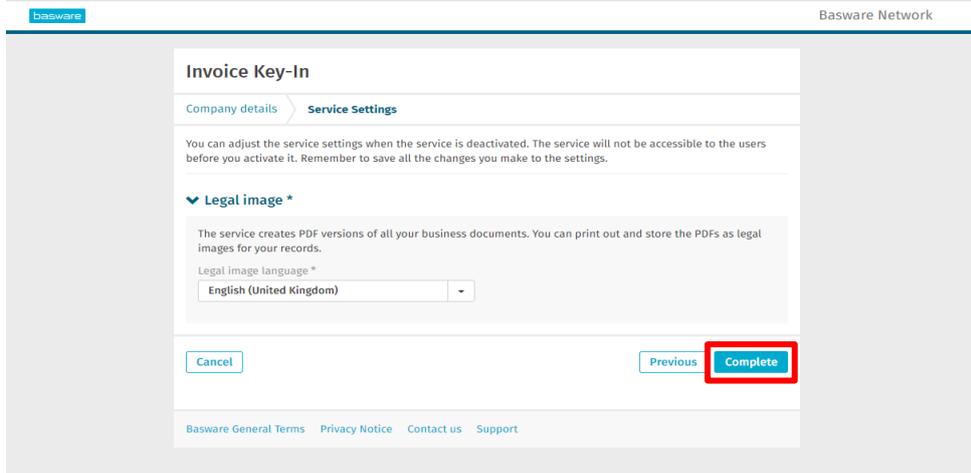
- Make sure that you click Complete on the Instructions tab to complete the registration. You will receive a 'Success' notification when this is complete.

- **IMPORTANT**: You will be asked if you want to 'Create and send your first e-invoice now?' Your details will take a short period of time to transfer into ACCA's financial systems for payment. Therefore, to ensure there is no impact to your invoice, please wait 48 hours before sending your first invoice.

4. Manually create a Key-In invoice

- Please go to the 'Sending Key-In invoices' page on the ACCA Supplier Hub for step-by-step videos on how to manually key in an invoice.

- You must ensure all mandatory fields as documented in this Supplier Guide are included in your invoice. Invoices that do not contain mandatory fields will automatically be rejected by the system not delivered to ACCA.

- Click **Create** new invoice from the Home tab of the supplier portal. You can also click Create Invoice on the Documents tab.

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- A draft new invoice screen will appear for you to populate. Input the invoice number. Each invoice should have its own unique invoice number.

- A Key-In e-invoice must contain one of the below three mandatory fields for it to be accepted into the system:
  - PO number
  - Reference Person details; or,
  - Spend Plan reference

- ACCA operates a No PO, No Pay policy. Purchase order numbers **must** be quoted on an invoice if a purchase order has been received.

- When no purchase orders are sent to you, you must quote one of two fields on an invoice:

  - **Reference Person**: The full name or email address of your ACCA contact requesting the goods or services. This should be entered under **Buyer Reference** and selecting **Person**; or,

  - **Spend Plan Reference**: ACCA will agree with you a spend plan reference number that should be quoted on your invoices. This should be entered in **Purchase Order Number** field. If you have not been asked by ACCA to quote a Spend Plan Reference, then you must always quote the Reference Person (above).

- Provided one of these three fields are quoted on an invoice, the invoice will be received and delivered to ACCA.

- Scroll down to the Line Data tab and click **Add Line** to enter the line data on the invoice. From the Line Type drop-down list, select Service invoiced in quantity or Material. The mandatory fields will appear in blue.

- Complete the line item details. Input the correct **Tax %** and ensure you select the correct **Tax Category ID**. You can overwrite the default Tax Category ID. Please ensure you input the correct tax information according to the goods or services being provided.

- The correct Recipient must be selected. Click **Select Recipient** to search for ACCA.

- Input ACCA and then select **'ACCA – Association of Chartered Certified Accountants'.** Click the star next to ACCA to favourite your selection and keep it at the top of your search list.
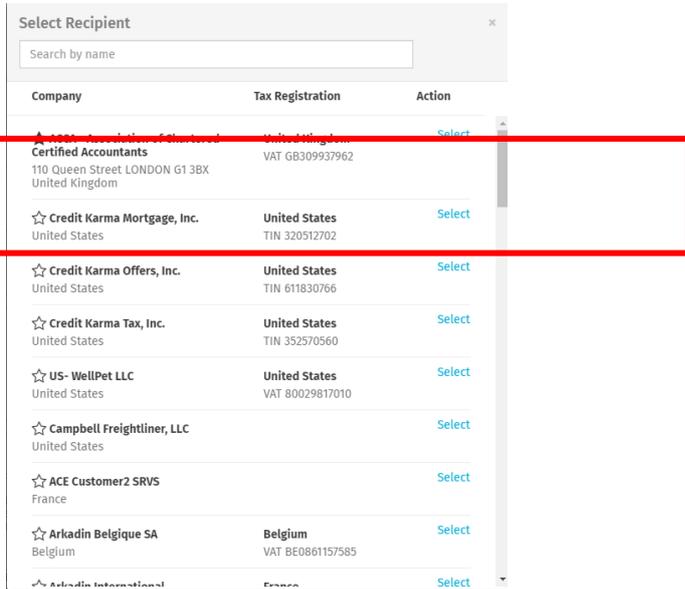
- Click **Send Invoice** when your invoice is complete. You will see a summary of your invoice and a notification the invoice has been sent successfully. You can also download a copy of the invoice image for your records from the Files tab.