# 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.





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### 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 einvoicing 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
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info@accaglobal.com

www.accaglobal.com

🖄 110 Queen Street Glasgow G1 3BX United Kingdom



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#### 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 <u>ACCA Supplier Hub</u> 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.

Basware

#### Share your information with ACCA

ACCA would like to get to know your company better. Share your company's information with us in the cloud. Make sure we always know how to reach you.

Basware Vendor Manager helps you create a profile for your company in minutes. Share mission-critical information with all your customers online. Make sure future customers can find your business.

Read more about the service and join today at Basware Network!



• 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 <u>Basware Portal.</u>



- 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.

ACCA	Company Registration Number 00012345
<ul> <li>Update and enrich your company</li> </ul>	's data
Vendor Manager Share your up-to-date company details with	Let's start

• Create an Account page opens:

reate Account		Log
nail Address *		
ssword *		
		Show
Your password must contain at leas • 10 characters • a lowercase character • an uppercase character	● a special character ● a number	
I agree with General Terms for I	Basware Portal Service	

- 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



- 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 prepopulated 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:
  - o 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
- o Documents attach evidence of Bank Account Details on company letter headed paper.
- o 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 einvoicing 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.



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- **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 <u>ACCA Supplier Hub</u> 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.





Select the language to create PDF versions of the invoice legal image. Click Complete.

Invoice Key-In	
Company details Service Settings	
You can adjust the service settings when the service is deactivated. The service will not be accessible to the users before you activate it. Remember to save all the changes you make to the settings.	
✓ Legal image *	
The service creates PDF versions of all your business documents. You can print out and store the PDFs as legal images for your records.	
Legal image language * English (United Kingdom) -	
Cancel Previous Complete	
Basware General Terms Privary Notice Contact us Support	

- 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.



- www.accaglobal.com
- Ŵ 110 Queen Street Glasgow G1 3BX United Kingdom



- 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:
  - o PO number
  - o Reference Person details; or,
  - o 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.

Sender		Invoice Details				
		Invoice Date		Due Date		1.5
(#9)		02/03/2021	100		曲	Ø
0		Invoice Number				
Optimum Associates Limited	» Change	00002				
Fax Registration Country and ID		Supplier's Reference Number		Purchase Order Number		
(no value)	Select	Delivery Date		NUMBER STORES PESSO		
and the second states of			m	primaryContact		
» Edit Ship From Address		Recipient's Contact Person		Recipient's Email Address		
Perinient		Test				6
		Contract Number		Buyer Reference		-
10 Queen Street	» Change			Person - Fiona	Kyle	
ONDON G1 3BX		-				4
Sinted Kingdom		Payment terms		uen		
Tax Registration Country and ID				030		
Jnited Kingdom /AT GB152835703		Comment		Exchange Rate		
Invoicing Address		Shipment Number		Payment Penalty Rate		
ACCA_CHQ_GB11 ACCA_CHQ_GB11	» Change					
		Tax Information		Advance Payment Terms		
» Edit Delivery Address						

- 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.



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apers	250.00 EA	15.00	3,750.00 GBP	
Service involced in qua	intity 🗸	Ø		Remove
de	Quantity	Tax %		
	250.00	0.00	0	
	Unit Price	Tax Category ID		
papers	15.00	Standard	~	
'n	Unit of Measure	Tax Information		
ess Technology (BT) papers	Each			
a ID	Discount %			
		0		
Order Number	Discount Amount			
papers n ess Technology (BT) papers HD Order Number	15.00 Unit of Measure Each Discount %	Standard      Tax Information      O	~	

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

Sender / Remittan	ce address	
Lea Wheels888CHOP 2 Main Street South Side GLASGOW1 G1 3LM United Kingdom	» Update	» Change
<b>Tax Registration Country a</b> United Kingdom VAT GBGD168	nd ID	
» Edit Ship From Address	i	
Recipient		
Select Recipient		
» Edit Delivery Address		
» Edit Construction Site		

• 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.



etect Recipient			^
Search by name			
Company	Tax Registration	Action	
A		Select	-
Certified Accountants 110 Queen Street LONDON G1 3BX United Kingdom	VAT GB309937962		
☆ Credit Karma Mortgage, Inc. United States	United States TIN 320512702	Select	l
<b>公 Credit Karma Offers, Inc.</b> United States	United States TIN 611830766	Select	
☆ Credit Karma Tax, Inc. United States	United States TIN 352570560	Select	
☆ <b>US- WellPet LLC</b> United States	United States VAT 80029817010	Select	
☆ Campbell Freightliner, LLC United States		Select	
☆ ACE Customer2 SRVS France		Select	
<b>公 Arkadin Belgique SA</b> Belgium	Belgium VAT BE0861157585	Select	
Arkadin International	Eranco	Select	-

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 ٠ for your records from the Files tab.