

How can I consult my electronic invoices online? Labgroup's tutorial.

Tutorial

Why this tutorial?

Electronic invoicing offers several benefits such as: significant cost and time saving, electronic archiving of invoices, a reduced carbon footprint, better customer service but also better traceability.

For these reasons, Lab Luxembourg S.A. (Labgroup) has decided to implement electronic invoicing in collaboration with Basware. Labgroup has developed an end-to-end solution that incorporates not only the functionality to convert paper invoices into electronic ones but also to communicate them to the appropriate recipient using a secure exchange platform.

This tutorial allows you to access the "Commerce Network" platform of Basware, Labgroup's partner, so that you can consult your electronic invoices securely.



Your documents. Your data.
Our business.

The logo for Basware, consisting of the word "basware" in a white, lowercase, sans-serif font, centered within a solid blue rectangular background.

First connexion on Basware platform

Following the first electronic invoice that has been issued to you by Lab Luxembourg S.A., an invitation email has been sent to you with the link to connect.

By clicking on this link, you can have access to your Basware account, and can thus consult and collect your invoices on the platform.



To access your invoices on the platform, **the creation of a Basware network account is required.** We are going to guide you through several steps in order to help you in creating your account.

1. Reception of the invitation

From: bc.servicedesk.global=basware.com@email.basware.com [mailto:bc.servicedesk.global=basware.com@email.basware.com] **On Behalf Of** Lab Luxembourg S.A.
Sent: 03 June 2016 08:30
To: client@client.com
Subject: You Have Received an Invoice from Lab Luxembourg S.A.

basware

Lab Luxembourg S.A. invites you to receive e-invoices

At Lab Luxembourg S.A., we have started sending e-invoices. E-Invoices have made our invoicing process faster and easier, and we would like to start sending e-invoices to you, too.

Getting started is simple. Simply visit Basware Network and select a free e-invoicing service that suits you best. Basware Online Receiving lets you read our invoices online. With Basware Email Receiving, you can have invoices delivered to your email address.

[Read more about the service](#) and join today at Basware Network!

[Start receiving e-invoices today](#)

Following the reception of the invitation email, click on "Start receiving e-invoices today". You will be redirected to the Labgroup – Basware platform.



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2. Choose your service

Two types of Basware services are available. Select the one you want to use.

basware Language English (United Kingdom) - Log In

Thank you for accepting our invitation.
Start receiving invoices from us today using Basware.

You can receive invoices from us in several ways. Please pick the one that suits you best!

 **Online Receiving**
Receive invoices online [Get Started](#)

 **Email Receiving**
Receive your invoices as email attachments [Get Started](#)

If you want to receive your invoices online, select **Online Receiving:** this option allows to alert you by an incoming invoice via a message sent to your email address. With this service, you can consult, download and print your invoices by connecting to the platform.

If you want to receive invoices by email attachments select **Email Receiving:** by selecting this service, you receive your invoices by email attachments. You can thus download and print your invoices directly from your email box.

After selecting the service you need, you will now have to validate your email address by clicking on "Sign up" in order to open the page "Create an account".

3. Creation of your account (1/2)

basware Basware Network

Create Account [Login](#)

Email address *

Password *

[Show](#)

Your password must contain at least

- 10 characters
- a lowercase character
- an uppercase character
- a special character
- a number

I agree with [General Terms for Basware Portal Service](#)

[Create Account](#)

Already had the account? Proceed to [Login](#)

Need help? Visit our [Knowledge base](#)

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1

The service selects the email address to which your invitation has been sent as **the default username**.
If you want to use another email address as your username, click « **Edit** » and enter the desired address in the « Email/Username » field.

2

Enter the password of your choice in the "Password" field.
Then check the box "I accept with General Terms for Basware Portal Service", and then validate by clicking on "Create your account".

3. Creation of your account (2/2)

3

An email will be sent to the email address you chose, in the field «E-mail/Username» to confirm your address.
Click on «Confirm your email» to validate your account.
You will be redirected to the login page.

basware

Confirm your email address

Thank you for signing up at Basware Network. Your registration is almost complete.

Click the link below to confirm your email address and to complete creating your account. The confirmation link expires in **168** hours.

[Confirm your email](#)

If you have not requested an account on Basware Network, please ignore this email.

This message was delivered to you by [Basware](#)

4

A confirmation email indicates that your account has been activated.
Enter your username and your password and then click on «Login».

Login

✓ Thank you for confirming your email address! Please log in to your newly created Basware Account.

Username ?

Password

[Log In](#)

[Forgot your password?](#)

[Need help? Visit our Knowledge Base](#)

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If you don't follow the link in the email you have received within 72 hours, your user account will not be activated.

4. Your basware account

The screenshot shows the Basware account setup interface. At the top, there is a navigation bar with 'Home', 'Documents', 'Applications' (selected), 'Network', and 'Support'. A user profile 'apps-dev@labgroup.c...' is visible. Below the navigation, the page title is 'Overview / Applications / Online Receiving'. A progress bar indicates four steps: 1. Invitation Accepted, 2. Signed Up, 3. Account Created, and 4. Application Activated. The main content area is divided into sections: 'My Organisation' (checked), 'Notifications' (with a red error message: 'Define at least one user who will receive notifications about web invoices'), and 'E-Invoicing Addresses' (checked). Under 'Notifications', there is a 'Recipients' section with a description: 'Basware Network sends invoice emails to both the main user and the additional users. If the invoice email cannot be delivered to the main user, Basware Network marks the invoice delivery as failed and sends a notification about this to the invoice sender.' A user card for 'apps-dev@labgroup.com' is shown with a 'Main' role. There are buttons for 'Add New User', 'Save', and 'Activate'.

You will be redirected to « Commerce Network » page.

My organisation

You can now enter some details about your organisation to activate the Basware service. In "My Organisation" section, enter the information about your company and click "Save".

Notifications

You will receive notifications for new invoices, and reminders for invoices that no one in your company has opened.

If you want to add recipients for the receiving of those notifications, click on "Add New User".

You can also manage the access rights of the users you have added.

You account is now created

You can now consult, download and print your invoices online from the homepage thanks to the Labportal-Basware platform.

Questions?

For further information, we invite you to contact the Service Desk via email servicedesk@labgroup.com or dial +352 350 222 999.



Labgroup

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