

SUPPLIER KIT

HOW TO SEND PDF- INVOICES

February 2018



Suppliers follow the Supplier Kit.



Verisk improves purchase to payment cycle and process efficiency.



Invoices are paid on time, saving time and money.



Content

Verisk is moving to electronic invoicing.....	3
Registration process.....	4
1. Create an account.....	4
2. Fill in your company details.....	4
3. Add email address(es) for PDF invoices.....	4
Start sending PDF-invoices.....	4
1. Create a PDF-invoice.....	5
2. Attachment policy.....	5
3. Send the PDF-invoice.....	5
4. Invoice delivery.....	6
A. Company profile.....	6
B. Mandatory content requirements for PDF-invoices.....	6
1. eInvoice addresses.....	8
C. Invoice validation and rejections.....	10

Verisk is moving to electronic invoicing

This guide contains detailed instructions on how to send PDF-invoices to VERISK. When following these instructions, VERISK will receive PDF-invoices as electronic invoices and you will be able to follow in real time the status of any invoices submitted for payment. This service is free of charge.

- Register for the Basware Portal: <https://r.basware.com/verisk>
- Ensure you've added the email addresses that you will send invoices from.
- Go to your email or invoicing software and attach a PDF-invoice to your email and start sending.

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

Contact details

VERISK	Questions regarding invoice content	apbasware@verisk.com
Basware	Questions about the process or the service	https://basware.servicenow.com/bw?id=bw_sc_cat_item_public

Useful links

VERISK	https://r.basware.com/verisk
PDF e-Invoice user guide	https://basware.servicenow.com/bw?id=bw_kb_article&sys_id=82cbcca5db31d304394380ab0b961989

Registration process

By using this free of charge PDF-service you can start sending e-invoices to VERISK. To get started you must register for the PDF e-Invoice service via Basware Portal. You only need to register once to be able to send PDF-invoices to VERISK.

1. Create an account

Open the registration link: <https://r.basware.com/verisk>

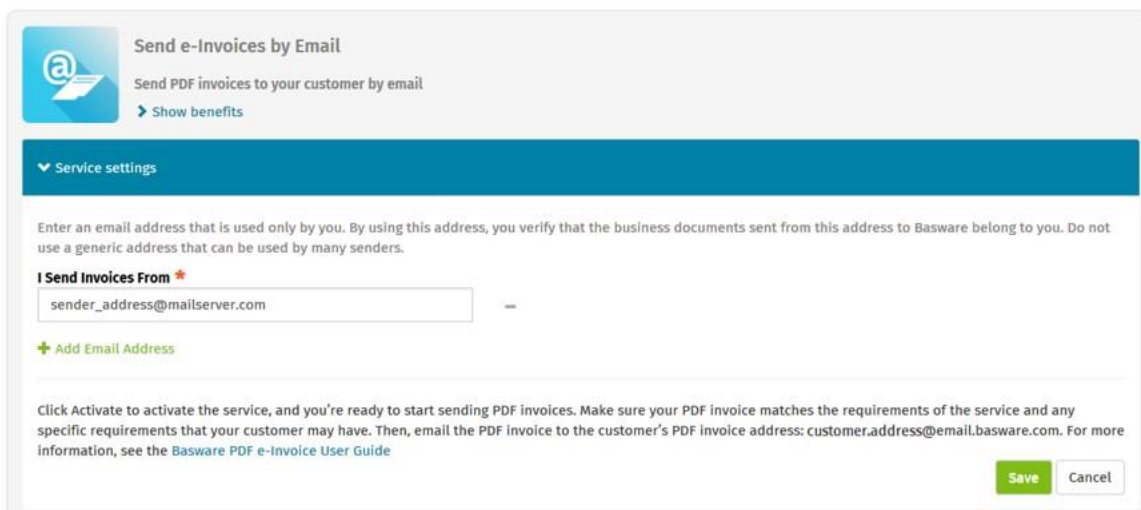
On the service landing page, enter your email address and click **Sign Up**. Choose a secure password and create the account. The service sends a confirmation message to your email address. The confirmation message is sent from <no.reply@basware.com> and could end up in your spam filter. Open the confirmation message to activate your account.

2. Fill in your company details

Now, you must fill in some details about your organization to activate the Basware PDF e-Invoice for Receiving -service. In the My Organization section, fill in your organization's details. You can enter your TIN number by selecting 'Add Organization Identifier' under Organization Identifiers. From the dropdown, please select the TIN and enter your Tax Identification Number only.

3. Add email address(es) for PDF invoices

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



Send e-Invoices by Email

Send PDF invoices to your customer by email

[Show benefits](#)

Service settings

Enter an email address that is used only by you. By using this address, you verify that the business documents sent from this address to Basware belong to you. Do not use a generic address that can be used by many senders.

I Send Invoices From *

sender_address@mailserver.com

+ Add Email Address

Click Activate to activate the service, and you're ready to start sending PDF invoices. Make sure your PDF invoice matches the requirements of the service and any specific requirements that your customer may have. Then, email the PDF invoice to the customer's PDF invoice address: customer.address@email.basware.com. For more information, see the [Basware PDF e-Invoice User Guide](#)

Save Cancel

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 Verisk.

Start sending PDF-invoices

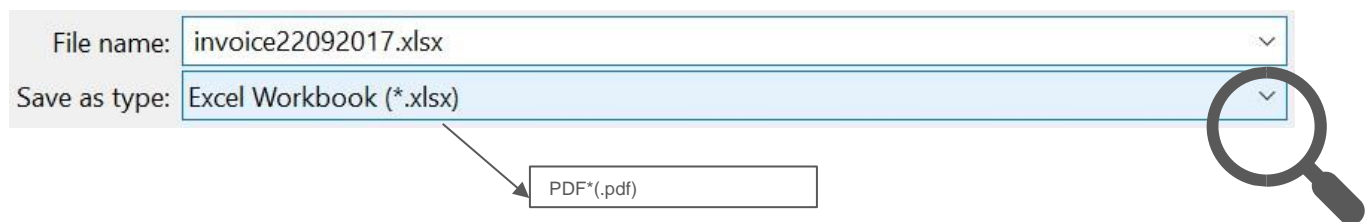
For the service to work, the invoices that you send in must have the same layout as the first invoice. Because the invoices are read electronically, the content of each invoice must be in [machine-readable](#)

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 Verisk email address for PDF-invoices (found in section A of this supplier kit).

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 attach invoice attachments to your email message, make sure that you follow the attachment policy of the service:

- You can only send attachments in PDF format. The service ignores all other attachment types.
- Name the attachment so that it contains the word *attachment*. 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.

More information about the attachment policy can be found [here](#).

3. Send the PDF-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.
3. If you want to send invoice attachments to your Verisk, attach them to the email. For instructions on how to name the attachments, see Attachment Policy.

Basware Corporation

VERISK 1.0
27 March 2019

4. Type Verisk's PDF-invoice address in the email receiver field. Verisk email addresses for PDFinvoices are found in section A of this supplier kit.
5. Send the email.
6. Please note for the first invoice you send, please only send one invoice until you receive confirmation. Please continue to read below for more information:

THE BASWARE PDF-SERVICE DELIVERS TO VERISK 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.

Basware will notify you by email when the first email has been delivered to Verisk successfully. The first PDF-invoice can take a few business days to be mapped and delivered to Verisk. 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-invoices to Verisk:

Company Unit	Email address
Verisk	Verisk@email.basware.com

B. Mandatory content requirements for PDF-invoices

Please ensure that the following information is included in your PDF-invoice prior to your email being sent. If one mandatory field (M) is found empty, your invoice will be returned.

General Information	Field
Invoice number	M
Tax invoice/tax credit note (keyword that indicates if debit or credit invoice)	*
If credit note, reference to erroneous invoice	*
Document Date (Invoice date)	M2

Due Date	*
Delivery Date / Date Of Delivery Month	*
Currency	M
Buyer Order Number	*
Verisk Reference (this must be an email address of your contact at Verisk – for example: adam@verisk.com)	M
Contract Number	*
eInvoice address (see section 1 below)	M
Verisk Information	
Full name of Verisk (Buyer name)	M
Full address of the Verisk (Buyer address)	M
Receiver TIN number (Buyer TIN Number)	M
Supplier Information	
Full name of the sender (Supplier Name)	P (M)
Full address of the sender (Supplier Address)	P (M)
Sender TIN Number (Supplier TIN Number)	P (M)
Full address of the Remit To	*
IBAN (bank account in IBAN format)	*
SWIFT (BIC)	*
Sender Bank Account (local format)	*
Payment Reference (Maksuviite, OCR nummer, KID nummer, FIK code, OGM – VCS)	*
Summary	
Net amount (tax excluded)	M
Gross amount (tax included) ²	M
Freight/Shipping	M
VAT rates applied	*
Break-down of the taxable amount (excluding VAT) per VAT rate or exemption	*
Break-down of the VAT amount per VAT rate or exemption	*
Total Tax amount payable (total Tax amount)	M
P	Populated from the information supplier provides when registering for the service.
M	Mandatory. The invoice is rejected back to the sender by e-mail, if the field is found empty.

M1	Mandatory. The invoice is rejected back to the sender by email, if both of these fields are empty.
M2	Mandatory. The invoice is rejected back to the sender by email, if the date is not a valid calendar date.
*	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.
²	If Gross amount does not equal Net amount + Total VAT amount (+ Freight), the invoice is rejected to the sender.

1. Invoice addresses

3E Company Environmental Ecological and Engineering	US8105516313EUSA
Argus Information and Advisory Services LLC	US133934462ARGUS
AIR Worldwide Corporation	US331004254AIRUS
IIX	US134160667IIX
ISO Claims Partners Inc	US205722557CPSVC
Insurance Services Office Inc	US133131412ISO
Intellicorp Records Inc	US113661488ISOCR
ISO Claims Services Inc	US134160667ISOCS
ISO Services Inc	US133973142AISG
Mediconnect.net Inc	US870584534MDCGT
Quality Planning Corporation	US942994456QPC
Verisk Crime Analytics Inc	US223803385NER
Verisk Health Inc	US562059380BLHDT
Xactware Solutions Inc	US133189711XWARE
Atmospheric & Environmental Research Inc	US042608324AER
D2 Hawkeye	US562059380D2HW
HCI HealthCareInsight	US562059380HCI
Health Risk Partners	US562059380HRP
Verisk Health/URIX/DXCG	US562059380DXCG
Maplecroft	US791226131MAPLE
3E Canada	CA889715231RT00013ECDN
WoodMacKenzie Inc	US010564533WMUSA

RXN Petro Chemical Consulting Inc.	US611452954PCRXN
Greentech Media, Inc.	US208359083GTECH
G2 Web Services LLC	US201808793G2WEB
Lundquist Consulting Inc	US943333206NBLCI
Make Consulting LLC US	US364644256MAKUS
Moisture Mapper International, Inc	US202802027MMAPP
Power Advocate Inc	US742951692PAUSA
Service Software Inc	US352612725SSINC
3E Trust	US8105516313ETRU
Geomni Inc	US352588375GEOMNI
GV Air	US611822591GVAIR
Wood Mackenzie Limited	GB2600808145WMLTD
Maplecroft.NET Limited	GB9922014500MAPLE
ISO Solutions	GB5176016308ISOUK
AIR	GB1122278547AIRGB
PCI Research GMBH	DE249473246PCRES
Wood Mackenzie (Kazakhstan) Ltd	GB2600808145WMKAZ
Wood Mackenzie (Russia) Ltd	GB2600808145WMRUS
Make Consulting (Denmark)	DK28903642MAKDM+B3B12:B64

C. Invoice validation and rejections

Typical scenarios where the PDF-invoice is being rejected:

- The PDF invoice file is not machine-readable.
- The invoice was sent from an un-registered email address.
- A mandatory field was not included on the invoice.
- The name of the attachment file doesn't include attachment.

Basware will notify by email if the invoice cannot be delivered. Please note, the rejection notifications are sent to the email address, which sent the invoice. Therefore, please ensure the email address is a monitored mailbox.

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