

Requirements for sending PDF invoices to Basware Scan and Capture Services

If you're not able to send e-invoices, you can deliver the invoices in PDF file format by sending those to Basware's scanning center by email. Please follow the instructions described below when sending PDF invoices to Basware's Scan and Capture Service.

Email sending:

- The Basware Scan and Capture E-mail address (**haus@bscs.basware.com**) must be added to the TO field (not CC nor BCC field)
- The Basware Scan and Capture service sends notifications for all emails received, therefore the use of no-reply emails accounts should not be used
- Total email size cannot exceed 5 MB
- Email may include multiple PDF attachments
- Email message body can be left empty, only PDF attachments will be processed

Email attachments:

- Each PDF attachment should contain only one invoice
- Only these marks are allowed in the name of PDF: [A-Z], [a-z], [0-9], [], [_]
- PDF version should be 1.4 or higher
- The PDF should not require a password to open
- Security settings on the PDF should not restrict Document. (Properties -> Security -> Document Restriction Summary)
 - Note: The use of PDF security settings is not suitable for preventing document from being changed. This can prevent the content being read and being processed by Basware Scan and Capture Services. Digital signatures can be used for this purpose
- The first page of the PDF should not be a blank page
- For image-based PDF files (scanned PDF files), the resolution of the image must be 300 dpi (or higher), preference for PDF text based documents will improve the quality of the capturing data in delivered documents
- Any unsupported or corrupted files that were accepted by Basware will be delivered to the invoice recipient without header level information