

# Service ordering with Guided free text form - overview

Prestep/Onetime

Manual

Logged to system

Automatic

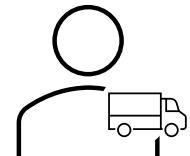
Requestor /  
Basware Shop



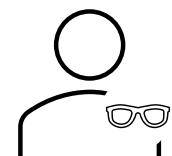
Approver



Supplier



P2P specialist



Supplier MD in  
Compass

Form creation

Supplier  
Cost & duration  
of assignment  
Quotation  
Cost coding

Freetext form  
fill

Request details

Order  
created and  
sent to  
supplier

Approve  
hours/  
deliverables

Change to  
assignment  
length / Budget

Matching to order  
& payment within  
order validity, up  
to approved  
budget

Approval

Approve

Order  
received

Delivery,  
reporting of  
completion/  
hours

Invoice sent /  
period

Optional Review step –  
can be assigned to  
named business user  
as well

Recom  
mend

# Basware Shop Guided free text ordering overview

## Leased Workforce

Prestep/Onetime

Manual

Logged to system

Automatic

Requestor /  
Basware Shop



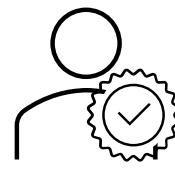
Workday license  
approval ->  
candidate  
selection start

Freetext form  
fill

Supplier  
Lisence#  
Full cost over  
assignment  
Cost coding

Request details

Approver



Cost  
Approval

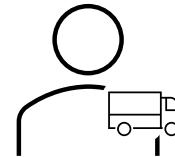
Order  
created and  
sent to  
supplier

Approve  
hours/  
deliverables

Increase to  
assignment  
length / Budget

Matching to  
order & payment  
within validity  
and budget of  
the PO

Supplier



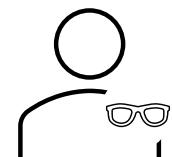
Pricing  
details for  
candidate

Order  
received

Delivery,  
reporting of  
completion/  
hours

Invoice sent

P2P specialist  
/ iPRO



Supplier MD in  
Compass

Form creation

# Free text order process in Basware Shop

## Steps:

- Check Bill-To organization unit
- Find correct order form in Basware Shop
- Fill in order line details
- Checkout and complete purchase request
- Submit for approval
- Monitor matched invoices in Basware Documents
  
- Manage changes to order scope (change to validity period, budget, or cancellation)

# Before you start – information that is needed on hand to complete order

Instructions provide details on where on the order for information needs to be input

Information	Where to input on order	Why it's needed
Duration of the assignment (start and end dates)	Desired delivery start & end date Valid to – Valid from	Delivery dates are visible on order email going to supplier Validity range is the time period , that invoices are automatically matched to the order
Estimated total hours for the assignment x hourly net price, to calculate estimated total amount for the order	Net unit price (purchasing)	This is the amount which will be internally approved for purchase. In case the work is agreed to be invoiced on time&material basis, there is a checkbox that can be ticked to hide the estimated total price from the supplier
Valmet cost approver	Approver field in order details	4 eye principle is followed with orders – as invoices matching to an approved order are matched and processed for payment
Cost coding (project& activity or ledger account and cost center)	Coding fields are available on the order form	Invoices matched to the order are posted with the cost coding on the order

# Before you start – check user settings and set professional view

The screenshot shows the Valmet software interface. At the top, there is a navigation bar with tabs: Home, Shop, Tasks, Documents, Procurement, Invoicing, Accounts payable, and a notifications icon. The Home tab is selected. To the right of the notifications icon are two small icons: a gear and a person. Next is the user profile: Gavriiloie Bogdan, 1115 Valmet Technologies Oy. A dropdown menu is open from the user profile icon, showing options: Getting started, User settings (highlighted with a green box and a green arrow pointing to the User settings dialog), About, and Log out.

**Home Screen Content:**

- Search bar: Search for items to purchase
- Search button: Search
- Welcome message: HELLO BOGDAN!
- Status message: All tasks completed. Enjoy your day!

**User Settings Dialog:**

**User settings**

- Backup tasks: No backup persons set.
- Passwords and security
- Other settings
  - Language and region
    - Language: en-US English (United States)
    - Region: fi-FI Finnish (Finland)
  - Notification emails
    - Tasks: Daily summary
    - Discussions and announcements: For each new message
  - Default approver
  - Views in desktop mode
    - Select simple views if you want to use the simple details and list views that are used in mobile devices.
    - Select professional views if you want to use the professional view for document details, and for the lists on the Tasks and Documents tabs. Professional view is useful when you have a lot of tasks or coding rows to work on. This selection does not affect the mobile devices.
    - If you do not select either of these options, the view to be shown depends on your configuration.
  - Invoices and spend plans
    - Simple view
    - Professional view
  - Purchase requisitions, purchase orders, and goods receipts
    - Simple view
    - Professional view

# Check Bill-To organization unit

- As a default, request is created to your ‘home organization’;
- Shop content may change depending on the company you are buying for;
- **Company must be selected before opening the free text form;**
- Basware will remember your previous selection, so you will not need to always select the same entity.

The screenshot shows the Basware Marketplace interface. At the top, there is a navigation bar with tabs for Home, Shop, Tasks, Documents, and Procurement. A dropdown menu shows 'Valmet Technologies Oy'. Below the navigation bar, there is a search bar labeled 'Search For Items and Services' and a 'Search' button. On the left, there is a sidebar with sections for Marketplace, Quick Source dashboard, External Sites (listing Fujitsu, INNOFLAME, etc.), and Categories (listing Hr, Real Estate, Assessments, Furnitures). A modal window titled 'Select organization for purchasing' is open in the center. It contains a message: 'If you continue with a different organization, your Marketplace basket will be emptied.' Below this is a 'Organization' dropdown set to 'Valmet Technologies Oy 1115', and 'Cancel' and 'Select' buttons. The background of the main interface shows the marketplace results for the selected organization.

# Find correct form by searching with supplier name

- Only Suppliers explicitly onboarded to Basware Shop process are available for ordering
- Use Search – bar either on Basware Home tab or Shop Tab

The screenshot shows the Basware Shop interface. At the top, there are two tabs: "Home" and "Shop". The "Shop" tab is highlighted. Below the tabs, there is a search bar with the word "Adecco" typed into it. A cursor is hovering over the "Search" button. The main content area is titled "Marketplace" and shows several supplier logos: Adecco, Fujitsu, INNOFLAME, WULFF, and WÜRTH. There is also a "Hello Valmet" message.

# Fill in order line details with the form

- Note, some fields are **mandatory** (ending with “\*”) such as: Supplier\*, Net unit price (purchasing)\*, Supplier product name\* etc. while other fields are optional, in case more clarification needed
- Supplier product name is the main field, where the deliverable that is ordered is described. It can be complemented by adding an attachment that defines the scope of work in more detail

**Marketplace**

IT services T&M order

Supplier \*

Purchasing category \*

Input the validity period for the order. Invoices dated within the validity period are automatically matched with the order

Valid from \*

(dd.mm.yyyy)

Valid until \*

(dd.mm.yyyy)

Delivery dates are visible on the email that send order document to supplier.

Desired delivery date

(dd.mm.yyyy)

Desired delivery end date

(dd.mm.yyyy)

Describe the agreed assignment. In case there is a scope of work document, attach it with the plus sign in right hand section

Supplier product name \*

Attachments 0

+

Additional information

Optional in case more clarification needed

1115, 1115 Valmet Technologies Oy

Add to basket View basket

**Instructions**

Fill in the details as instructed.

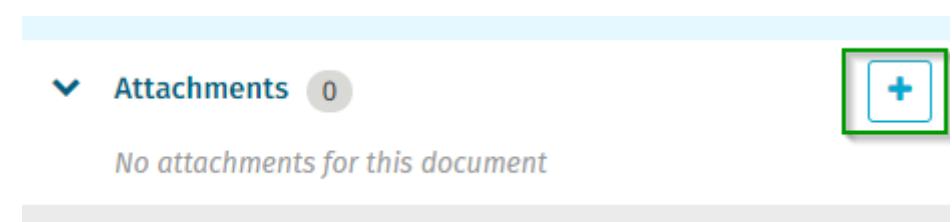
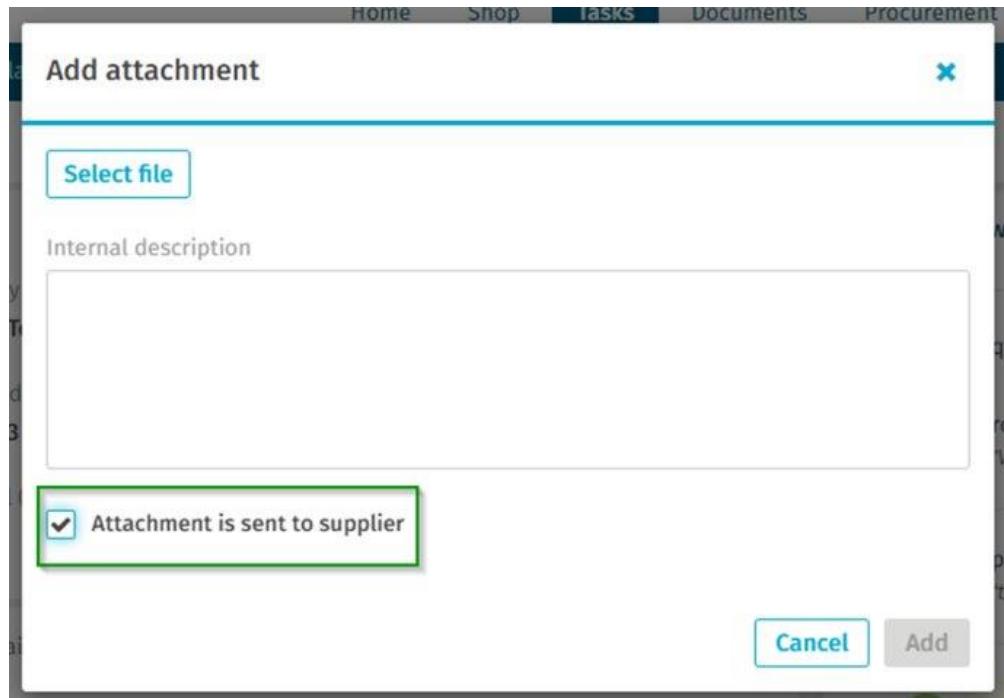
Delivery dates are visible on the email that send order document to supplier. This should be the period agreed for the service delivery (less than validity)

When complete, add the item to basket. note that form remembers the input information, to proceed to complete request for approval, click "View Basket".

Coding is defined at point of ordering. If the purchase needs to be split to several cost centers / projects, you can create the coding split in the next phase.

# Fill in order line details with the form

- **Adding scope or quote document as attachment**
- - use “+” sing to add attachment and select “Attachment is sent to supplier”;
  - If box is not checked, documents will remain as Internal and supplier will not be able to see / receive attachments once order is sent for confirmation



# Proceed to complete order

- **Add to Basket, View basket and Checkout**

- after mandatory fields are filled in, press these buttons in the following order:

1. Add to Basket;
2. View Basket;
3. Checkout.

The screenshot shows the Valmet Service Order interface. At the top, there are dropdown menus for 'Service Order' and 'Service activity'. Below these are dropdowns for 'Trading Partner (DIM2)' and 'Project (DIM3)'. To the right, there is a sidebar with 'Links' (Scope specification template) and 'Attachments' (0). The main area has two buttons at the bottom: 'View basket' and 'Add to basket'. A green circle labeled '2' is over the 'View basket' button, and a green circle labeled '1' is over the 'Add to basket' button. In the bottom right corner of the main area, there is another green circle labeled '3' over the 'Checkout' button. The bottom section shows a summary table:

Summary	Total: 2 000,00 EUR
Fluido Oy	Items: 2 000,00 EUR
	Total: 2 000,00 EUR

Below the summary, it says 'Supplier Total: 2 000,00 EUR'. The URL at the top of the page is 'Home > Back to Search Results'.

# Update mandatory fields for Purchase request and order

- **Justification** – add the internal reason of the order – approver receives this information with approval request.
- **Desired delivery date** – defaulted from the free text form
- **Desired delivery address** – select a location from the drop-down menu or add a custom address if the desired one is not in the list;
- **Approver** – add name of the person who approves purchase request and thus confirms the cost and cost allocation;
- **Goods Receiver** – can be changed, name and email of this person will be sent to the supplier on the order,
- **Edit details** – proceed to next page by pressing this button.

The screenshot shows the Basware interface for creating a purchase request. The 'Requisition' section is expanded, displaying mandatory fields:

- Justification:** A text input field containing "New workstation for me." (highlighted with a green box).
- Desired delivery date:** A date input field showing "12/22/2023" (highlighted with a green box).
- Desired delivery end date:** A date input field showing "12/22/2023".

The 'Delivery' section is also expanded, showing:

- Desired delivery address:** A dropdown menu showing "Kotka, Heikinkatu 7" (highlighted with a green box).
- Street name:** "Heikinkatu 7".
- Additional street name:** (empty)
- Department:** (empty)
- Postal zone:** "48100".
- City:** "Kotka".
- Country code:** "FI".

The 'Total' section shows the order summary:

Total	
Lines	3
Total (net)	945.00 EUR
Tax	0.00 EUR
Total (gross)	945.00 EUR

The 'Items' section lists the purchased items:

Item Description	Quantity	Unit Price	Total
Isku Tendo säilyintorni	1.00 EA	315.00 EUR	
Isku Mode Akusto, akustiova pöytäseinäke, vihreä	1.00 EA	260.00 EUR	
Isku Style T EL sähköpöytä + johtokori	1.00 EA	370.00 EUR	

The 'Handlers' section is expanded, showing:

- Owner:** "Creator Cliff".
- Approver:** A dropdown menu showing "Approver Andy" (highlighted with a green box).
- Goods receivers:** A dropdown menu showing "Creator Cliff" (highlighted with a green box).

A blue "Edit details" button is located at the bottom right of the page.

# Split item cost to several coding lines

1. Select "Lines" tab in top panel and select the line you wish to split the coding for
2. Select "Coding" tab in bottom panel and click "Duplicate row"

The screenshot shows the Basware Shop application interface. At the top, there is a navigation bar with tabs: Home, Shop, Tasks, Documents (selected), Procurement, Invoicing, Accounts payable, and a user profile. Below the navigation bar, there are sub-tabs: Purchase requisitions, Purchase orders, Goods receipts, Spend plans, and Invoices. The main content area shows a purchase requisition for 'Isku Interior Oy' with a total value of 665,00 EUR NET. The 'Lines' tab is selected, showing two items: 'Isku Tendo säilytintorni' and 'Isku Style T EL sähköpöytä + johtokori'. The 'Coding' tab is selected in the bottom panel, showing a table with columns: #, Project, Project activity, Service Order, Service activity, Ledger account, Cost Center (DIM1), ICP trading Partner (DIM2), Project (DIM3), Profi, and Actions. A 'Duplicate row' button is visible in the Actions column for the first line.

#	Project	Project activity	Service Order	Service activity	Ledger account	Cost Center (DIM1)	ICP trading Partner (DIM2)	Project (DIM3)	Profi	Actions
1					650520, Office furnit...	115353712, Valmet iPRO ...			501, I	Duplicate row

# Split item cost to several coding lines

3. Put in the coding and preferred method of cost split (percentage / amount or coding). Use "Save" button after editing

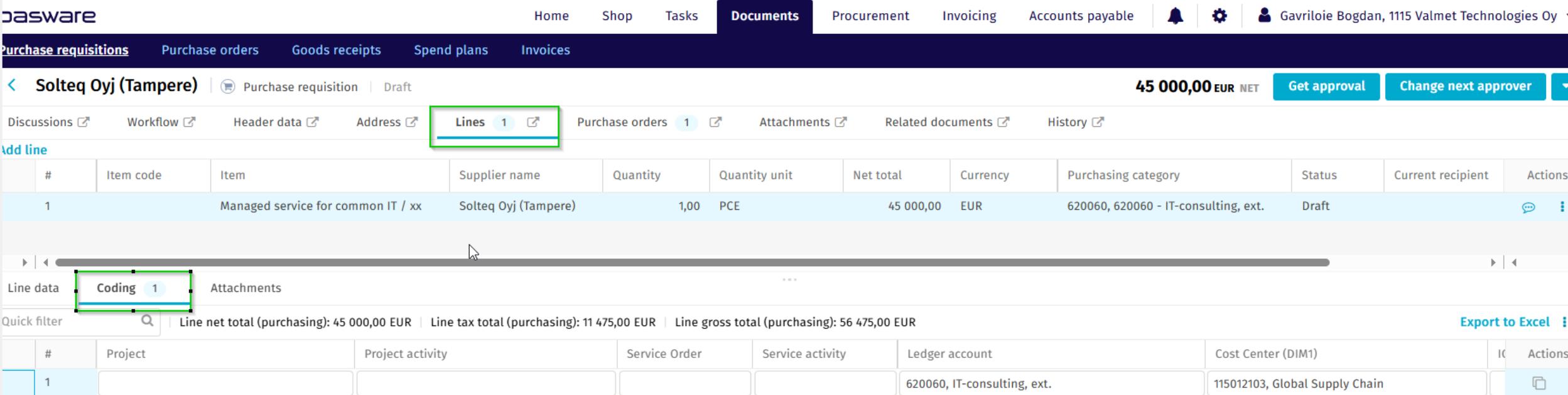
The screenshot shows the Basware Purchase requisition interface. At the top, the navigation bar includes Home, Shop, Tasks, Documents (selected), Procurement, Invoicing, Accounts payable, and user information for Ihmäki Roni, 1115 Valmet Technologies Oy. Below the navigation is a toolbar with Purchase requisitions, Purchase orders, Goods receipts, Spend plans, and Invoices. The main area displays a purchase requisition for Isku Interior Oy, Purchase requisition number 1, labeled as Draft. The total amount is 665,00 EUR NET. The 'Lines' tab is selected, showing two items: Isku Tendo säilytintorni and Isku Style T EL sähköpöytä + johtokori. The 'Coding' tab is selected in the sub-toolbar below the lines table. The 'Coding' section shows two lines with Split % \* set to 50,00 and Split amount \* set to 157,50. The ledger accounts and cost centers for each line are also listed.

#	Item code	Item	Supplier name	Quantity	Quantity unit	Net total	Currency	Purchasing category	Status	Actions
1	210815	Isku Tendo säilytintorni	Isku Interior Oy	1,00	Each	315,00	EUR	650520, 650520 - Office furniture	Draft	<span>...</span>
2	211133-A12	Isku Style T EL sähköpöytä + johtokori	Isku Interior Oy	1,00	Each	350,00	EUR	650520, 650520 - Office furniture	Draft	<span>...</span>

#	Split % *	Split amount *	Project	Project activity	Service Order	Service activity	Ledger account	Cost Center (DIM1)	ICP trading Partner (DI)	Actions
1	50,00	157,50					650520, Office furnit...	115353712, Valmet iPRO ...		<span>...</span>
2	50,00	157,50					650520, Office furnit...	115221418, PAE FI ERG PR...		<span>...</span>

# Submit for approval

- **Note!** Coding must be checked before requesting approval;
- Click the "Lines" tab and "Coding" sub-tab, in the bottom of the page, to view coding. Check that **costs are coded correctly**.



The screenshot shows the Basware interface for a purchase requisition. The top navigation bar includes links for Home, Shop, Tasks, Documents (selected), Procurement, Invoicing, Accounts payable, and user profile. Below the navigation is a sub-menu with Purchase requisitions, Purchase orders, Goods receipts, Spend plans, and Invoices. The main content area displays a purchase requisition for Solteq Oyj (Tampere) with a total value of 45 000,00 EUR NET. The 'Lines' tab is selected, showing one line item: 'Managed service for common IT / xx' from Solteq Oyj (Tampere) at a quantity of 1,00 PCE, totaling 45 000,00 EUR. The 'Coding' tab is also visible in the bottom section. The bottom part of the screen shows a detailed breakdown of the line item, including Project, Project activity, Service Order, Service activity, Ledger account, Cost Center (DIM1), and Actions.

#	Item code	Item	Supplier name	Quantity	Quantity unit	Net total	Currency	Purchasing category	Status	Current recipient	Actions
1	Managed service for common IT / xx	Solteq Oyj (Tampere)		1,00	PCE	45 000,00	EUR	620060, 620060 - IT-consulting, ext.	Draft		<span style="color: #ccc;">...</span> <span style="color: #ccc;">⋮</span>

Line data	Coding (1)	Attachments
<span style="border: 1px solid black; padding: 2px;">Line net total (purchasing): 45 000,00 EUR</span>   <span style="border: 1px solid black; padding: 2px;">Line tax total (purchasing): 11 475,00 EUR</span>   <span style="border: 1px solid black; padding: 2px;">Line gross total (purchasing): 56 475,00 EUR</span>		

# Submit for approval

- If needed, some fields such as: Justification or **coding information** can still be updated at this point;
- If request is complete, press “**Get approval**” button;
- Your request may move first to Review stage (pre-determined) and Approval (selected approver).

The screenshot shows a user interface for a Purchase requisition. At the top right, there is a blue button labeled "Get approval". A context menu is open over a line item in the "Lines" section, with the "Edit coding" option highlighted.

**Purchase requisition | DRAFT**

**Header data**

Owner	Company code	Company name	Created by
	1115	Valmet Technologies Oy	
Creation time	Justification *	Desired delivery date *	Status
30.7.2024 14:39	Managed Service for Common IT /xxx	31.8.2024	Draft
Purchasing currency	Net total (purchasing)	Tax total (purchasing)	
EUR	2 000,00	480,00	

**Lines 1**

#	Item	Quantity	Supplier name	Status	Net total
> 1	Managed Service for Common IT / ...	1,00 Each	Fluido Oy	Draft	2 000,00 EUR

**Workflow**

- Requisition draft created - TODAY 14.39
- Discussions 0
- Attachments 0
- Related documents 0

**Get approval**

# FYI: Where to find your request / purchase order and how to check status of it

From **Documents Tab**, select **Purchase requisitions** or **Purchase Orders Subtabs** and press **Search button** to find your requests / orders:

Organization	Purchase requisition owner	Purchase requisition number	Supplier	Creation date	Purpose	Status	Sub-status	Current recipient	Net total
1115, 1115 Valmet Technologies Oy	Requestor Bogdan	BWPR11150000585	612384, Markit Finland IT Procurement Oy	8/1/2025	IT accessories needed for ...	Returned	Returned	Requestor Bogdan	4.23
1115, 1115 Valmet Technologies Oy	Requestor Bogdan	BWPR11150000586	339456, Fluido Oy	5/28/2025	test	In workflow	Approval	Approver Bogdan	13,423.00
1115, 1115 Valmet Technologies Oy	Requestor Bogdan	BWPR11150000587	170649, Innoflame Oy C/O Visma PPG Oy	4/14/2025	test	In workflow	Approval	Approver Bogdan	42.80
1115, 1115 Valmet Technologies Oy	Requestor Bogdan		339456, Fluido Oy	5/28/2025	test	Draft			1,341.00
1115, 1115 Valmet Technologies Oy	Requestor Bogdan		339456, Fluido Oy	5/27/2025	test	Draft			213.00

## Checking status

- Draft** - Request is not finalized, open and check missing information. By updating, request can be continued. If not longer necessary, request should be cancelled.
- Returned** - Request was sent back with a comment, check the reason and make necessary updates.
- Approve** - Request is still pending approval, follow-up with approver, if needed.
- Ordered** - Request approved and sent to supplier.
- Confirmed** - Order has been confirmed by supplier.
- Received** - receipt has been finalized.

# Monitor matched invoices

Invoices matched to your Purchase Order can be checked by opening the PO from Documents tab, under Related Documents section

The screenshot shows the Basware Shop interface with the 'Purchase orders' tab selected. A specific purchase order, BWPO1101000024, is viewed. The 'Documents' tab is active, displaying the PO details and its related documents.

**Purchase Order Details:**

- Purchase order number: BWPO1101000024
- Owner: Jalova Taija
- Creation time: 11/12/24 12:35 PM
- Justification: blanket po test
- Desired delivery date: 11/12/24
- Confirmed delivery date: 11/12/24
- Status: Ordered
- Supplier name: Zeal Sourcing Oy
- Supplier code: 657766
- Supplier email: taija.jalova@valmet.com
- Purchasing currency: EUR
- Net total (purchasing): 1,500.00
- Tax total (purchasing): 382.50
- Task: 1101
- Company name: 1101 Valmet Oyj
- Payment term name: Net 30 days
- Payment term code: N30
- Delivery term: FCA
- Location: Note from supplier: As agreed 14.11., updating the total amount of the purchase order.
- Contract number: Note to supplier: As agreed 14.11., updating the total amount of the purchase order.
- Created by: Jalova Taija
- Send purchase order to: Supplier
- Other email recipients: None

**Workflow:**

- Purchase order created (UTC+02:00 11/12/2024 12:35:24 PM) - 11/12/24
- Purchase order sent to supplier - 11/14/24

**Related documents:**

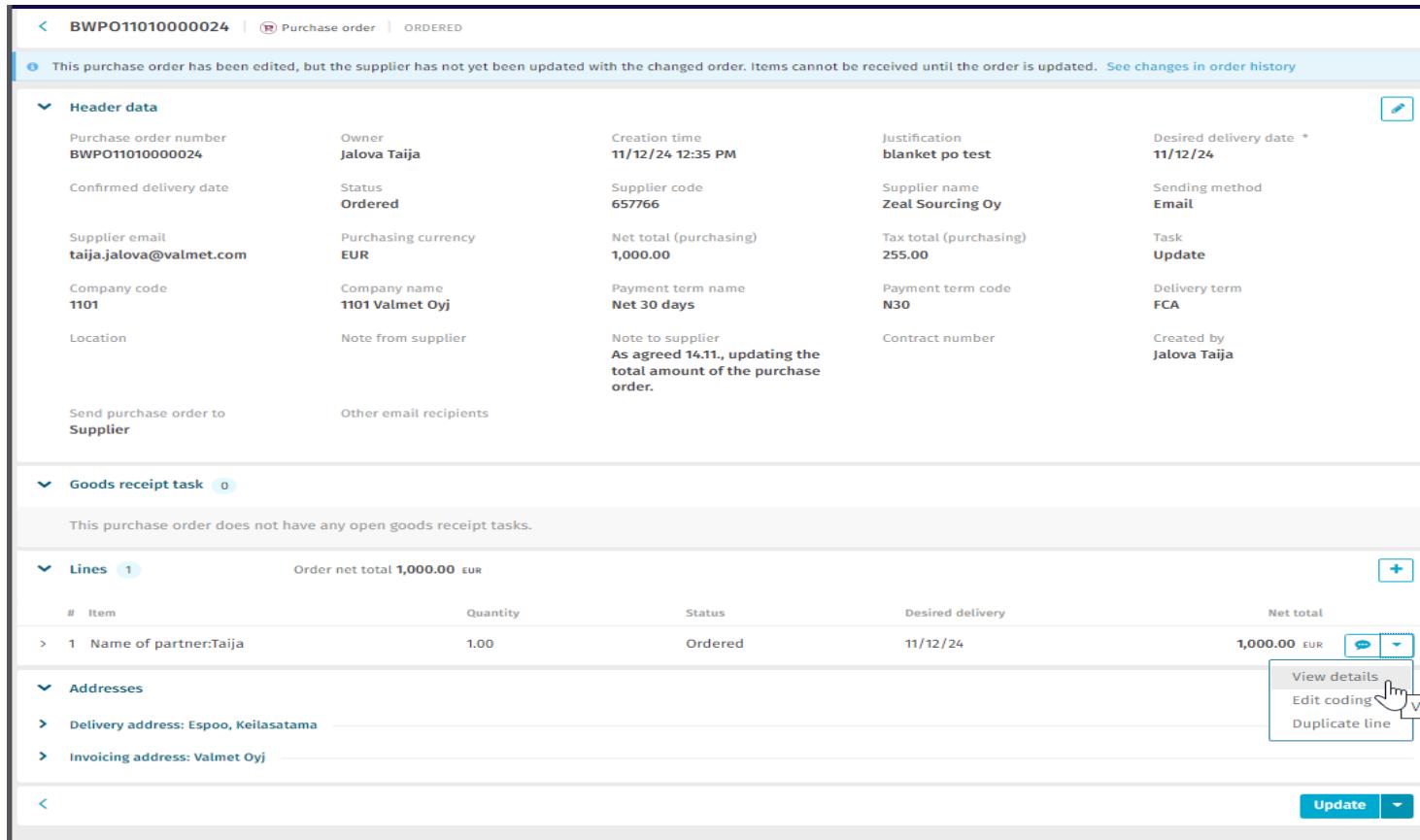
- BWPR1101000025, 11/5/2024, 8.10 EUR NET
- BWPR1101000025, 11/12/2024, 10.00 EUR NET

# Manage changes to your order

1. Change to **Validity period** – service now request from GFO, select Basware Shop as Ticket Category  
[Service Requests - Valmet Portal](#)

## 2. Change to **Budget**

- open PO from Documents tab and press on PO line or “View Details” from Dropdown arrow in Lines section:



The screenshot shows the Basware Shop Purchase Order (PO) interface. At the top, it displays the PO number BWPO11010000024 and the status ORDERED. A message indicates that the purchase order has been edited but not yet updated for the supplier. The main area is divided into sections: Header data, Goods receipt task (0), Lines (1), Addresses, and a footer with navigation links.

**Header data:**

Purchase order number	Owner	Creation time	Justification	Desired delivery date *
BWPO11010000024	Jalova Taija	11/12/24 12:35 PM	blanket po test	11/12/24
Confirmed delivery date	Status	Supplier code	Supplier name	Sending method
	Ordered	657766	Zeal Sourcing Oy	Email
Supplier email	Purchasing currency	Net total (purchasing)	Tax total (purchasing)	Task
taija.jalova@valmet.com	EUR	1,000.00	255.00	Update
Company code	Company name	Payment term name	Payment term code	Delivery term
1101	1101 Valmet Oyj	Net 30 days	N30	FCA
Location	Note from supplier	Note to supplier	Contract number	Created by
		As agreed 14.11., updating the total amount of the purchase order.		Jalova Taija
Send purchase order to	Other email recipients			
Supplier				

**Lines:** Order net total 1,000.00 EUR

#	Item	Quantity	Status	Desired delivery	Net total	Actions
1	Name of partner:Taija	1.00	Ordered	11/12/24	1,000.00 EUR	<span>View details</span> <span>Edit coding</span> <span>Duplicate line</span>

**Addresses:**

- Delivery address: Espoo, Keilasatama
- Invoicing address: Valmet Oyj

**Footer:**

- Back
- Update
- Cancel

# Manage changes to your order - Change to Budget

- When in the line view, click on pen icon to edit line details and only adjust net unit price;
- Finally, click Save

**BWPO11010000024 | Purchase order | ORDERED**

This purchase order has been edited, but the supplier has not yet been updated with the changed order. Items cannot be received until the order is updated. See changes in order history

**Header data**

Purchase order number <b>BWPO11010000024</b>	Owner <b>Jalova Taija</b>	Creation time <b>11/12/24 12:35 PM</b>	Justification <b>blanket po test</b>	Desired delivery date * <b>11/12/24</b>
Confirmed delivery date	Status <b>Ordered</b>	Supplier code <b>657766</b>	Supplier name <b>Zeal Sourcing Oy</b>	Sending method <b>Email</b>
Supplier email <b>taija.jalova@valmet.com</b>	Purchasing currency <b>EUR</b>	Net total (purchasing) <b>1,000.00</b>	Tax total (purchasing) <b>255.00</b>	Task <b>Update</b>
Company code <b>1101</b>	Company name <b>1101 Valmet Oyj</b>	Payment term name <b>Net 30 days</b>	Payment term code <b>N30</b>	Delivery term <b>FCA</b>
Location	Note from supplier <b>As agreed 14.11., updating the total amount of the purchase order.</b>	Contract number	Created by <b>Jalova Taija</b>	
Send purchase order to <b>Supplier</b>	Other email recipients			

**Goods receipt task 0**

This purchase order does not have any open goods receipt tasks.

**Lines 1** Order net total **1,000.00 EUR**

#	Item	Quantity	Status	Desired delivery	Net total
> 1	Name of partner:Taija	1.00	Ordered	11/12/24	<b>1,000.00 EUR</b>

**Addresses**

- > Delivery address: Espoo, Keilasatama
- > Invoicing address: Valmet Oyj

**Update**

# Manage changes to your order - Change to Budget

- You can add an internal rationale for the changes by clicking add comment:

The screenshot shows the Basware Shop interface with a purchase order line for 'Name of partner:Taija'. The order status is 'ORDERED'. A message at the top indicates that changes have increased the total purchase order amount beyond the budget limit, requiring approval. The 'Line data' section displays details like quantity (1.00), unit (PCE), purchasing category (460000, 460000 - Ext. ser ( rental workforce )), delivery date (11/12/24), and currency (EUR). The 'Coding' section shows cost center (101313500, HR management, communications), account (460000, Ext. ser ( rental workforce )), and net total (1,500.00 EUR). The 'Addresses' section lists delivery and supplier addresses. A modal window titled 'Add comment to purchase order line' is open, containing a text area with the comment 'Budget increased due to reason xxxx' and two buttons: 'Cancel' and 'Add'.

# Manage changes to your order - Change to Budget

- After you are done with editing the line information, click back in the top left corner of the screen.

1 : Name of partner:Taija | ORDERED

The changes made have increased the purchase order total so that it exceeds your change limit. You need to get approval for the changes. [See changes in order history](#)

**Line data**

Quantity * 1.00	Quantity unit * PCE	Purchasing category 460000, 460000 - Ext. ser ( rental workforce )	Desired delivery date 11/12/24	Currency code (purchasing) * EUR
Net unit price (purchasing) * 1,500.00	Tax code * FI0255	Supplier product name * Name of partner:Taija	Tax percent 25.50	Net price (purchasing) 1,500.00
Supplier product code JRI#123	Line net total (purchasing) 1,500.00	Line tax total (purchasing) 382.50	Description	Owner Jalova Taija
Status Ordered	Product type Free-text	Note to supplier	Confirmed delivery date	Note from supplier
<input type="checkbox"/> Receive automatically	Created by Jalova Taija			

**Coding**

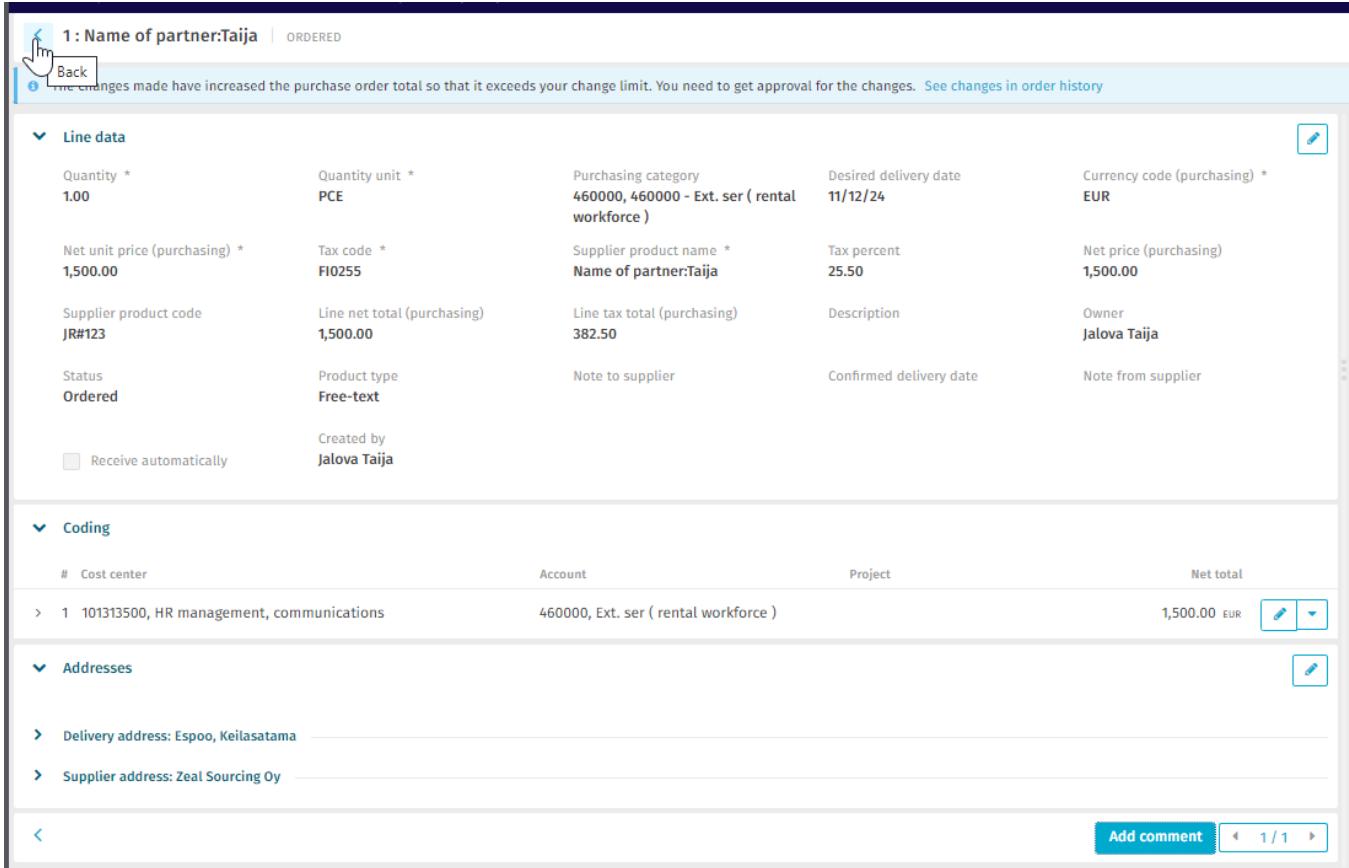
# Cost center	Account	Project	Net total
> 1 101313500, HR management, communications	460000, Ext. ser ( rental workforce )		1,500.00 EUR

**Addresses**

> Delivery address: Espoo, Keilasatama

> Supplier address: Zeal Sourcing Oy

Add comment 1 / 1



# Manage changes to your order - Change to Budget

- Because the order amount has increased, a new approval by the approval is needed. Also on the screen you can see in the workflow section on the right the comment you added to the line information. To submit your changes for approval, click Get Approval.

[BWPO11010000024](#) | [Purchase order](#) | ORDERED

The changes made have increased the purchase order total so that it exceeds your change limit. You need to get approval for the changes. See [changes in order history](#)

**Header data**

Purchase order number <a href="#">BWPO11010000024</a>	Owner Jalova Taija	Creation time 11/12/24 12:35 PM	Justification blanket po test	Desired delivery date * 11/12/24
Confirmed delivery date	Status Ordered	Supplier code 657766	Supplier name Zeal Sourcing Oy	Sending method Email
Supplier email <a href="mailto:taija.jalova@valmet.com">taija.jalova@valmet.com</a>	Purchasing currency EUR	Net total (purchasing) 1,500.00	Tax total (purchasing) 382.50	Task Update
Company code 1101	Company name 1101 Valmet Oyj	Payment term name Net 30 days	Payment term code N30	Delivery term FCA
Location	Note from supplier	Note to supplier As agreed 14.11, updating the total amount of the purchase order.	Contract number	Created by Jalova Taija
Send purchase order to Supplier	Other email recipients			

**Goods receipt task** 0

This purchase order does not have any open goods receipt tasks.

**Lines** 1 Order net total 1,500.00 EUR

#	Item	Quantity	Status	Desired delivery	Net total
> 1	Name of partner:Taija	1.00	Ordered	11/12/24	1,500.00 EUR

**Addresses**

- > Delivery address: Espoo, Keilasatama
- > Invoicing address: Valmet Oyj

**Workflow**

THIS WEEK

- Purchase order created (UTC+02:00 11/12/2024 12:35:24 PM) 11/12/24
- Comment added (line 1) - Jalova Taija "Budget increased due to reason xxxx" 3:01 PM
- Update You PENDING

**Related documents** 3

Document	Supplier	Total
<a href="#">BWPR11010000025</a>	Zeal Sourcing Oy	1,000.00 EUR NET
11/5/2024	Zeal Sourcing Oy	8.10 EUR NET
11/12/2024	Zeal Sourcing Oy	10.00 EUR NET

**Get approval**

Request approval for order changes

# Manage changes to your order -Cancel Order

## 3. Cancel Order

- In case there is a change in the need for an assignment already agreed with that, with blanket PO the requester can cancel the order.
- Order cancellation is done by navigating to the purchase order from documents, then selecting from the drop down cancel order. The supplier will receive an e-mail notifying that the order has been cancelled

Purchase order BWPO13100000612 canceled by 1310 Valmet Automation Oy - Thursday, November 7, 2024 | Basware P...

 valmet.P2P@p2p.basware.com  
To  Taija Jalova

  Reply  Reply All  Forward  

ma 11.11.24 15:22

 Follow up. Start by maanantai 11. marraskuuta 2024. Due by maanantai 11. marraskuuta 2024.

Start your reply all with: [Thank you for your confirmation.](#) [Confirmed, thank you.](#) [Thank you!](#) 

This email confirms the cancellation of the purchase order.

Purchase order: BWPO13100000612  
Desired delivery period: Thursday, November 7, 2024 - Tuesday, December 31, 2024  
Owner: Jalova Taija  
Email: [taija.jalova@valmet.com](mailto:taija.jalova@valmet.com)  
Justification: Testing, order will be canceled.  
Payment term: N60, Net 60 days  
Note to supplier: -

Best regards,  
1310 Valmet Automation Oy

