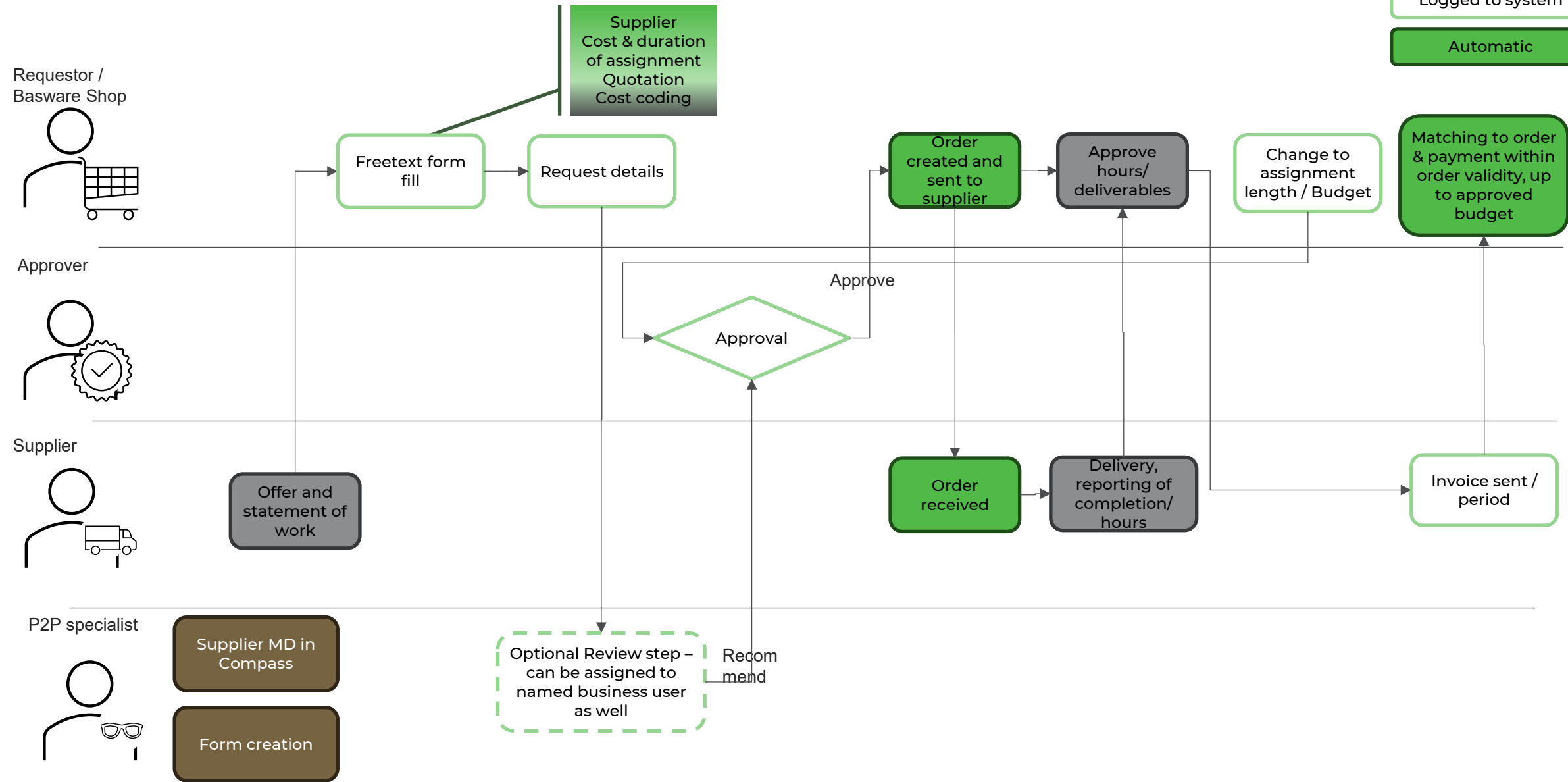
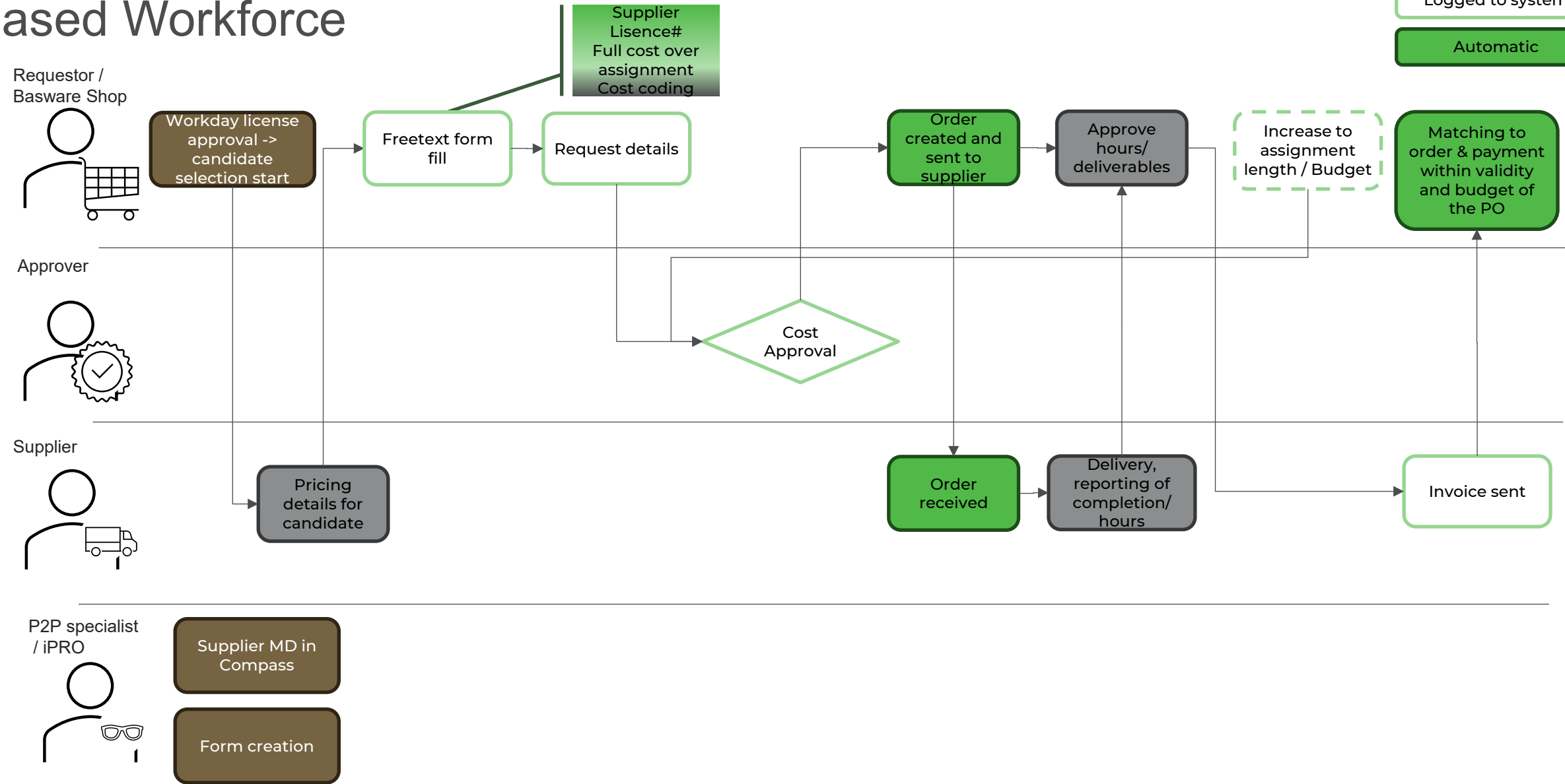


# Service ordering with Guided free text form - overview



# Basware Shop Guided free text ordering overview

## Leased Workforce



# 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 user interface. At the top, there is a navigation bar with tabs: Home, Shop, Tasks, Documents, Procurement, Invoicing, and Accounts payable. To the right of these tabs is a user profile dropdown for 'Gavrilie Bogdan, 1115 Valmet Technologies Oy'. Below the navigation bar is a search bar with the placeholder text 'Search for items to purchase' and a 'Search' button. On the left side, there is a large banner with a background image of a forest. The banner contains the text 'HELLO BOGDAN!' and a green checkmark icon followed by the text 'All tasks completed. Enjoy your day!'. On the right side, there is a dropdown menu with the following options: 'Getting started', 'User settings' (highlighted with a green box), 'About', and 'Log out'. A green arrow points from the 'User settings' option to a separate window showing the 'User settings' page. The 'User settings' page has a left sidebar with sections: 'Backup tasks' (No backup persons set), 'Passwords and security', and 'Other settings' (highlighted with a green box). The 'Other settings' section is expanded, showing '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' (Default approver: +), and 'Views in desktop mode'. The 'Views in desktop mode' section has a description and two options: 'Simple view' and 'Professional view' (selected and highlighted with a green box). Below this, there are two more sections: 'Invoices and spend plans' (Simple view selected) and 'Purchase requisitions, purchase orders, and goods receipts' (Professional view selected).

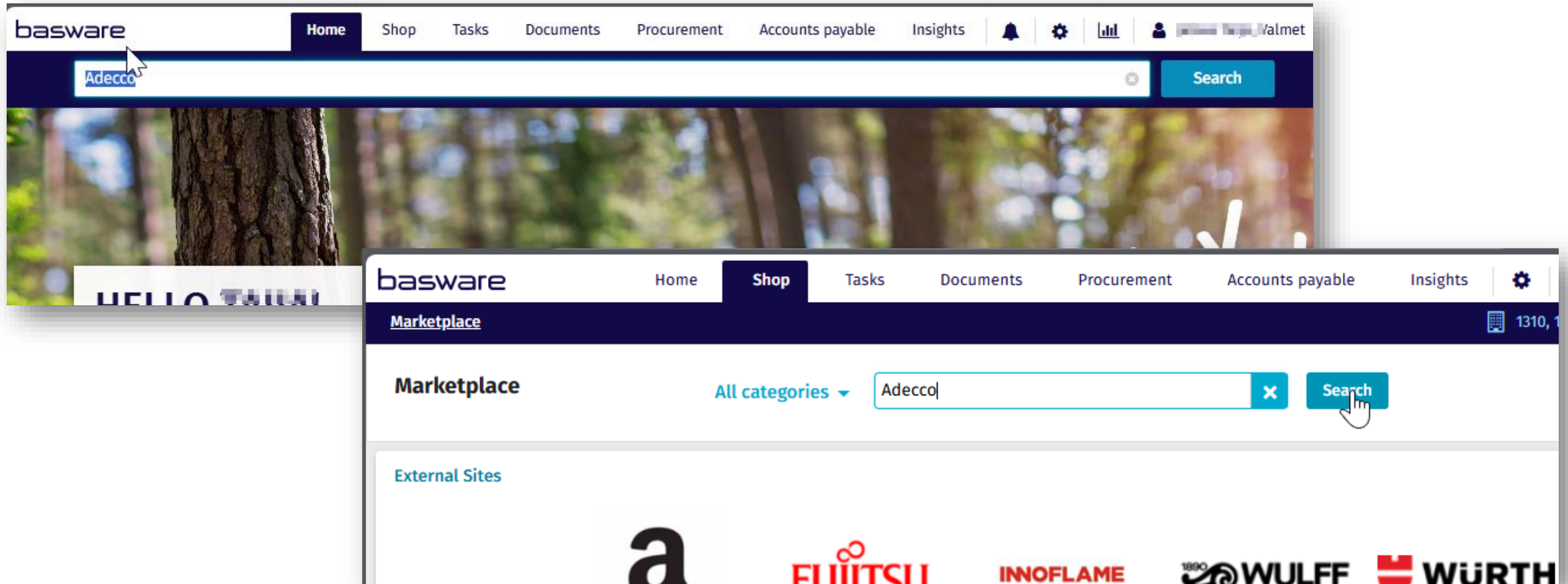
# Check Bill-To organization unit

- 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 image displays two overlapping screenshots of the Basware Shop interface. The top screenshot shows the main navigation bar with the 'Shop' tab selected. A dropdown menu is open, showing the current organization '1115, Valmet Technologies Oy' highlighted with a green box. The bottom screenshot shows a modal dialog titled 'Select organization for purchasing'. The dialog contains a warning message: 'If you continue with a different organization, your Marketplace basket will be emptied.' Below this, there is a dropdown menu for 'Organization' with 'Valmet Technologies Oy 1115' selected. The dialog has 'Cancel' and 'Select' buttons.

# 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



# 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
1115, 1115 Valmet Technologies Oy

IT services T&M order
Add to basket
View basket

Supplier \*
190873 - CGI Suomi Oy
Purchasing category \*
620060 - IT-consulting, ext.

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

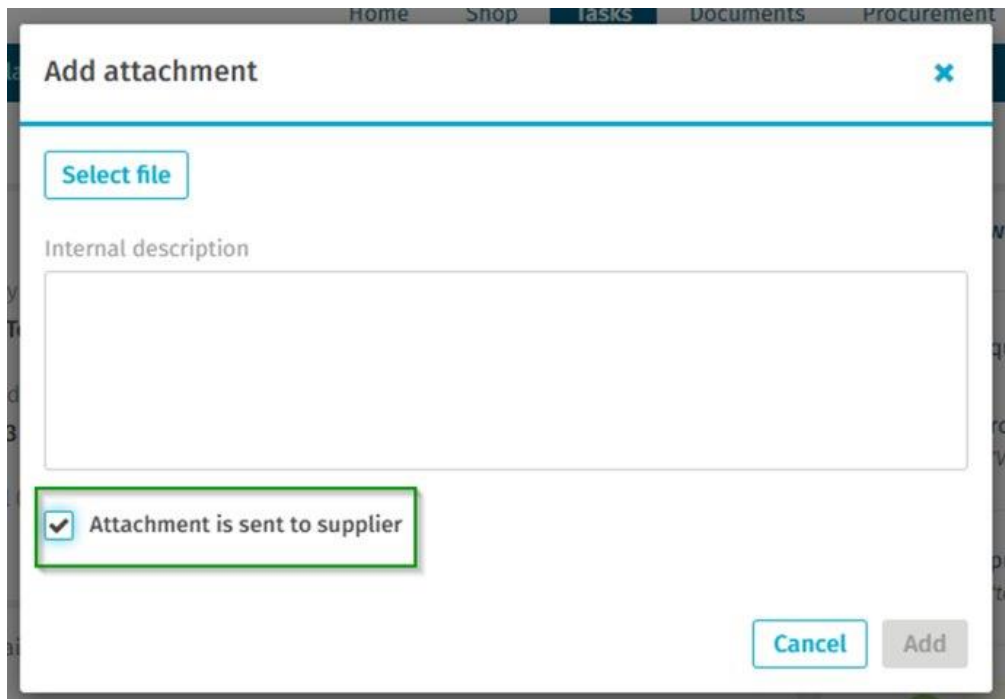
Supplier product name \*

Additional information
Optional in case more clarification needed

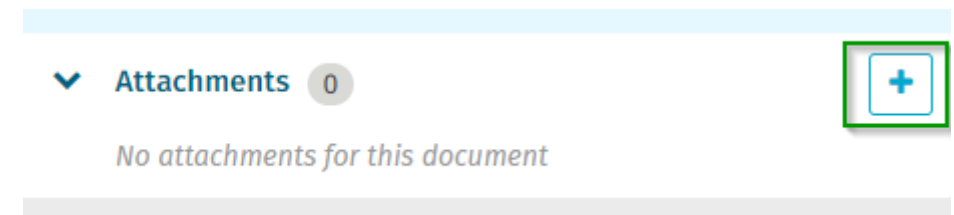
Instructions
Fill in the details as instructed.
Delivery dates are visible on the email that send order document to supplier. This should be the period agreed for the service delivery (less than validity)
When complete, add the item to basket. note that form remembers the input information, to proceed 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.
Attachments 0

# 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



The screenshot shows a web application interface with a top navigation bar containing links for Home, Shop, Tasks, Documents, and Procurement. The 'Tasks' link is currently selected. A modal window titled 'Add attachment' is open, featuring a close button (X) in the top right corner. Inside the modal, there is a 'Select file' button, a text area labeled 'Internal description', and a checkbox labeled 'Attachment is sent to supplier' which is checked. At the bottom of the modal are 'Cancel' and 'Add' buttons. A green rectangular box highlights the 'Attachment is sent to supplier' checkbox.



The screenshot shows a section titled 'Attachments' with a dropdown arrow and a count of '0'. To the right of this section is a button with a plus sign (+) inside a square, which is highlighted with a green rectangular box. Below the 'Attachments' header, the text 'No attachments for this document' is displayed.

# 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 displays the Valmet procurement system interface. At the top, there are dropdown menus for 'Service Order' and 'Service activity'. Below these are 'P trading Partner (DIM2)' and 'Project (DIM3)' dropdowns. A 'Links' section contains a 'Scope specification template' link. An 'Attachments' section shows '0' attachments with a '+ ' button. A 'View basket' button is highlighted with a green circle '2'. An 'Add to basket' button is highlighted with a green circle '1'. The bottom navigation bar includes 'Home > Back to Search Results', 'My Basket', 'Clear Basket', and 'Checkout' (highlighted with a green circle '3'). The main content area shows a list of items, including 'Managed Service for Common IT / ...' by Fluidio Oy, priced at 2 000,00 EUR / Each. The right sidebar shows a 'Summary' section with 'Total: 2 000,00 EUR' and 'Fluidio Oy' items totaling '2 000,00 EUR'.

Service Order  Service activity

P trading Partner (DIM2)  Project (DIM3)

Links

Scope specification template

Attachments 0  No attachments for this document

Home > Back to Search Results

My Basket

Fluidio Oy 2 000,00 EUR

Managed Service for Common IT / ... by Fluidio Oy ( From Fluidio Oy ) 2 000,00 EUR

Price: 2 000,00 EUR / Each   Unit: Each

Managed Service for Common IT / ...

Supplier Total: 2 000,00 EUR

Summary

Total: 2 000,00 EUR

Fluidio Oy

Items: 2 000,00 EUR

Total: 2 000,00 EUR

# 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.

basware

Home Shop Tasks Documents Creator Cliff, Valmet Technologies Oy

Summary

Edit details

Requisition

Justification

New workstation for me.

Desired delivery date

12/22/2023

Desired delivery end date

12/22/2023

Total

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

Delivery

Desired delivery address

Kotka, Heikinkatu 7

Street name

Heikinkatu 7

Additional street name

Department

Postal zone

48100

City

Kotka

Country code

FI

Country name

Finland

Description

Items

Isku Tendo säilytintorni	1.00 EA	315.00 EUR
Isku Mode Akusto, akustoiva pöytäseinäke, vihreä	1.00 EA	260.00 EUR
Isku Style T EL sähköpöytä + johtokori	1.00 EA	370.00 EUR

Handlers

Owner

Creator Cliff

Approver

Approver Andy

Goods receivers

Creator Cliff

Edit details

12 Summary

Guided Buying training for Basware Shop v.1.0

Edit details

# 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"

basware Home Shop Tasks **Documents** Procurement Invoicing Accounts payable Ihamäki Roni, 1115 Valmet Technologies Oy

Purchase requisitions Purchase orders Goods receipts Spend plans Invoices

< Isku Interior Oy Purchase requisition Draft 665,00 EUR NET Get approval Change next approver

Discussions Workflow Header data Address **Lines 2** Purchase orders 1 Attachments Related documents History

Add line

#	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	...
2	211133-A12	Isku Style T EL sähköpöytä + johtokori	Isku Interior Oy	1,00	Each	350,00	EUR	650520, 650520 - Office furniture	Draft	...

Line data **Coding 1** Attachments




Quick filter Line net total (purchasing): 315,00 EUR Line tax total (purchasing): 80,32 EUR Line gross total (purchasing): 395,32 EUR Export to Excel

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


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





basware Home Shop Tasks **Documents** Procurement Invoicing Accounts payable    Ihämäki Roni, 1115 Valmet Technologies Oy ▾

Purchase requisitions Purchase orders Goods receipts Spend plans Invoices



< Isku Interior Oy  Purchase requisition | Draft **665,00 EUR NET** [Cancel](#) [Save](#)





Discussions  Workflow  Header data  Address  **Lines 2**  Purchase orders 1  Attachments  Related documents  History 

[Add line](#)

#	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	 
2	211133-A12	Isku Style T EL sähköpöytä + johtokori	Isku Interior Oy	1,00	Each	350,00	EUR	650520, 650520 - Office furniture	Draft	 

Line data **Coding 2** Attachments

Quick filter  Allocation: 100,00% | Line net total (purchasing): 315,00 EUR | Line tax total (purchasing): 80,32 EUR | Line gross total (purchasing): 395,32 EUR [Export to Excel](#) 

#	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 ...		 
2	50,00	157,50					650520, Office furnit...	115221418, PAE FI ERG PR...		 

# 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**.

Basware

Home Shop Tasks **Documents** Procurement Invoicing Accounts payable

Purchase requisitions Purchase orders Goods receipts Spend plans Invoices

< Solteq Oyj (Tampere) | Purchase requisition | Draft 45 000,00 EUR NET [Get approval](#) [Change next approver](#)

Discussions Workflow Header data Address **Lines 1** Purchase orders 1 Attachments Related documents History

[Add line](#)

#	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		<a href="#">Chat</a> <a href="#">More</a>

Line data **Coding 1** Attachments

Quick filter | Line net total (purchasing): 45 000,00 EUR | Line tax total (purchasing): 11 475,00 EUR | Line gross total (purchasing): 56 475,00 EUR [Export to Excel](#)

#	Project	Project activity	Service Order	Service activity	Ledger account	Cost Center (DIM1)	IC	Actions
1					620060, IT-consulting, ext.	115012103, Global Supply Chain		<a href="#">Copy</a>

# 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).

Purchase requisition

DRAFT

2 000,00 EUR NET

Get approval

Header data

Owner

Company code

1115

Company name

Valmet Technologies Oy

Created by

Creation time

30.7.2024 14.39

Justification \*

Managed Service for Common IT /xxx

Desired delivery date \*

31.8.2024

Status

Draft

Purchasing currency

EUR

Net total (purchasing)

2 000,00

Tax total (purchasing)

480,00

Workflow

TODAY

GB Requisition draft created - 14.39

Discussions 0

Attachments 0

Related documents 0

Lines 1

Requisition net total 2 000,00 EUR

#

Item

Quantity

Supplier name

Status

Net total

>

1 Managed Service for Common IT / ...

1,00 Each

Fluido Oy

Draft

2 000,00 EUR

Change next approver

View details

Edit coding

Duplicate line

Addresses

Delivery address: Jyväskylä, Rautpohjankatu1

Invoicing address: Valmet Technologies Oy

Purchase orders 1

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:

## Checking status

The screenshot shows the Basware interface. The 'Documents' tab is selected, and 'Purchase requisitions' is highlighted. The search bar is set to 'Purchase requisitions' with a date range of 2/1/2025 to 8/1/2025. The 'Search' button is highlighted. Below the search bar, a table lists purchase requisitions.

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, Fluidio 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, Fluidio Oy	5/28/2025	test	Draft			1,341.00
1115, 1115 Valmet Technologies Oy	Requestor Bogdan		339456, Fluidio Oy	5/27/2025	test	Draft			213.00

- **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

**basware** Home Shop Tasks **Documents** Procurement Accounts payable Jalova Taija, 1115 Valmet Technologies Oy

Purchase requisitions **Purchase orders** Goods receipts Spend plans Invoices

< BWPO11010000024 Purchase order ORDERED 1,500.00 EUR NET **Confirm**

**Header data**

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

**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

**Workflow**

LAST WEEK

Purchase order created (UTC+02:00 11/12/2024 12:35:24 PM) 11/12/24

14 older actions

Purchase order sent to supplier 11/14/24

**Discussions** 0

**Attachments** 4

**Related documents** 3

Document	Total
BWPR11010000025 Zeal Sourcing Oy   Created: 11/12/24	1,000.00 EUR NET >
11/5/2024 Zeal Sourcing Oy   Invoice date: 11/5/24	8.10 EUR NET >
11/12/2024 Zeal Sourcing Oy   Invoice date: 11/12/24	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:

< 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	Note to 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**

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

**Lines** 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	1,000.00 EUR	

**Addresses**

> Delivery address: Espoo, Keilasatama

> Invoicing address: Valmet Oyj

<

View details  
Edit coding  
Duplicate line

# 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	Note to 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**

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

**Lines** 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	1,000.00 EUR	

**Addresses**

> Delivery address: Espoo, Keilasatama

> Invoicing address: Valmet Oyj

<

**Update**

View details

Edit coding

Duplicate line

View

# Manage changes to your order - Change to Budget

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

basware Home Shop

Purchase requisitions **Purchase orders** Goods receipts Spend plans Invoices

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

Home Shop Tasks

Add comment to purchase order line

Comment \*

Budget increased due to reason xxxx

215

Cancel Add

25.50 1,500.00

# 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

Back

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

JR#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

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 | 1,500.00 EUR NET | [Get approval](#)

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 <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>1,500.00</b>	Tax total (purchasing) <b>382.50</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	Note to 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			

### Workflow

THIS WEEK

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

Discussions 0

Attachments 3

Related documents 3

Document	Supplier	Total
BWPR11010000025 Created: 11/12/24	Zeal Sourcing Oy	1,000.00 EUR NET
11/5/2024 Invoice date: 11/5/24	Zeal Sourcing Oy	8.10 EUR NET
11/12/2024 Invoice date: 11/12/24	Zeal Sourcing Oy	10.00 EUR NET

### 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

[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

 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!](#)  Feedback

**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

