

SUPPLIER KIT

HOW TO SEND PDF- INVOICES

JANUARY 2022



Suppliers follow the
Supplier Kit.



EASTMAN KODAK COMPANY
improves purchase to
payment cycle and process
efficiency.



Invoices are received
without delay, saving time
and money.



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KODAK is moving to electronic invoicing

This guide contains detailed instructions on how to send PDF-invoices to Kodak. To start submitting PDF invoices via email follow the instructions below. There is no fee to register to send invoices to Kodak via the portal.

Please note: Suppliers currently sending PDF invoices to Kodak will need to register with Basware as the existing email addresses will be discontinued by the end of March, 2021.

- Open the registration link that you received from Kodak.
- Add to the Basware Portal the email address(es) from which you will send PDF-invoices.
- Confirm email addresses by clicking the link in the email received from noreply@basware.com
- Go to your email- or invoicing software and attach a PDF-invoice to your email and start sending.

If you already have an account in Basware Network, you can simply activate Basware PDF e-invoice for Receiving without having to sign up first when you open the invitation to register.

Registration process

1. Create an account

Open the registration link that you received from Basware.

On the home page, click **Get started**. On the next page, choose Send PDF invoices by email option and click **Let's start**.

Choose an e-invoicing service

▼ Pick a free service and start sending e-invoices

Send PDF invoices by email [Let's start](#)
Create PDF invoices with your billing system and send them to Basware by email. Our service converts the PDFs to your customer's preferred, electronic format and delivers them instantly.

Key in and send invoices online [Let's start](#)
Create invoices with a simple online form with Basware's e-invoicing service. Basware delivers the invoice to your customer instantly, in their preferred format.

► [My company already has an e-invoicing system](#)

Actually, I won't take any of these.

[Basware General Terms](#) [Privacy Notice](#) [Contact Us](#) [Support](#)

Create an Account page opens:

Enter your email address, 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

Once you have activated your account, enter your company details to create your account. In the Company Details section, fill in your organization's basic details – company identifier (Tax ID examples include TIN or VAT#), company name, address, and the primary contact of your company.

3. Add email address(es) for PDF invoices

Next, add the email address(es) from which you will send PDF e-Invoices, click **Add new email address** from Service Setting tab. **You can only send invoices from the address(es) that you define here.** Invoices

sent from other addresses will not be delivered to Kodak. Each additional email address used to send invoices from must be confirmed before invoices can be processed. You can add up to 200 email addresses here.

PDF e-Invoice

[Company Details](#)[Service Settings](#)[Instructions](#)

Customize the way the service works

▼ Email addresses for invoicing *

Enter the email address(es) from which you will send invoices to your customers. The service rejects invoices sent from addresses other than the ones listed below.

████████████████████

Confirmed

[Add new email address](#)

Cancel

Previous

Next

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 Kodak.

Start sending PDF-invoices

Make sure that you have **completed the registration** and clicked **Activate** on the final page of the registration flow. Now you can go to your email or invoicing software and create a PDF-invoice.

Because the invoices are read electronically, the content of each invoice must be in [machine-readable](#) PDF format - the invoices cannot be hand-written, scanned or contain the information in image format.

Please note that the first PDF-invoice that you send to can take a few business days to be delivered and visible in the portal. Basware will notify you by email when the first email has been delivered successfully. 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 Kodak. Find the email address that corresponds with the legal entity you supply. If you supply multiple Kodak Legal entities, ensure that you use the email address linked to the correct entity for invoice submission. Registration is only needed once regardless of how many entities you supply.

Entity Name	Basware Email Address
Eastman Kodak Company	KodakUS@email.basware.com
Eastman Kodak Sàrl	KodakCH@email.basware.com
KODAK	KodakFR@email.basware.com
Kodak (Australasia) Pty	kodakAU@email.basware.com
Kodak (Malaysia) Sdn Bhd	kodakMY@email.basware.com
Kodak (Near East) INC., Dubai	KodakUAE@email.basware.com
Kodak (Singapore) Pte Ltd	kodakSG@email.basware.com
Kodak A/S	KodakDK@email.basware.com
Kodak Canada ULC	KodakCA@email.basware.com
Kodak GmbH	KodakAT@email.basware.com
Kodak GmbH	KodakGmbH@email.basware.com
Kodak Graphic Communications GmbH	KodakDE@email.basware.com
Kodak Holding GmbH	KodakHolding@email.basware.com
Kodak Light Blocking New Materials LLC	KodakLBNM@email.basware.com
Kodak Limited	KodakGB@email.basware.com
Kodak Nederland B.V.	KodakNL@email.basware.com
Kodak New Zealand Limited	kodakNZ@email.basware.com
Kodak Nordic AB	KodakSE@email.basware.com
Kodak OY	KodakFI@email.basware.com
Kodak PE Tech, LLC	KodakPET@email.basware.com
KODAK POLSKA SP. Z O.O.	KodakPL@email.basware.com
Kodak S.A.	KodakES@email.basware.com
KODAK S.p.A	KodakIT@email.basware.com
KODAK SA/NV	KodakBE@email.basware.com
KP Services (Jersey) Limited	KodakJE@email.basware.com

B. Mandatory content requirements for PDF-invoices

The invoice must be in a machine-readable PDF format.

The invoice must be sent by the vendor directly to the Basware email, invoices should not be sent to Kodak representatives for forwarding to Accounts Payable.

The invoice must be compliant with regulatory requirements and include the Kodak Purchase Order number.

Each invoice must be in a separate PDF file, multiple invoices can be submitted in one email.

C. Invoice status

If you want to check on invoice delivery status, please go to the [Basware Portal](#) and login. Go to the tab **Documents** and see an overview of your sent PDF-invoices. Information will be visible here including; if your invoice has been received, processed and payment status.

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

Contact details

Kodak	Questions regarding enrollment	USCVendorenrollment@kodak.com EAMERVendorenrollment@kodak.com LARVendorenrollment@kodak.com APRVendorenrollment@kodak.com
Basware Customer Support	Questions on how to sign up.	https://basware.service-now.com/bw?id=bw_sc_cat_item_public

Useful links

PDF e-Invoice user guide	User guide in English	https://basware.service-now.com/bw?id=bw_kb_article&sys_id=82cbcca5db31d304394380ab0b961989
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Q&A:

1. How do you create a machine-readable PDF invoice?

Many ERP systems create machine-readable PDF documents including invoice, if your system does this today you do not need to follow the steps below.

Alternatively, there are many ways you can create a PDF invoice:

- 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:

File name:	invoice22092017.xlsx	▼
Save as type:	Excel Workbook (*.xlsx)	▼

PDF*(.pdf)



there are several free PDF tools available online that you can use to produce PDF invoices:

CutePDF™ Writer

Developer Acro Software
Operating System Microsoft® Windows
Website www.cutepdf.com

doPDF

Developer Softland
Operating System Microsoft Windows
Website www.dopdf.com

**Microsoft Office Add-in: Microsoft
Save as PDF**

Developer Microsoft
Operating System Microsoft Windows
Website www.microsoft.com

PDFConverter Desktop

Developer Baltsoft Software
Operating System Microsoft Windows
Website www.freepdfconvert.com

2. What if I need to include an attachment, such as a delivery note to my invoice?

If you need to add additional attachments to your invoice, such as a delivery note, please make sure that you do as follows:

- You can only send attachments in PDF format. The system is unable to upload all other attachment types.
- Name the attachment so that it contains the word attachment, anhang, anlage, adjunto, annex, or liite. For example, attachment_112233.pdf.
- If you send multiple attachments, Basware recommends that you send only one invoice per each email. (To be clear, we recommend that you send one e-mail with the invoice and all associated attachments. We do not recommend that you send one e-mail with multiple invoices and multiple attachments: it is difficult for the system to associate the attachments with the proper invoice.)
- 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 methodology can be found [here](#).

3. Invoice delivery

Basware will notify you by email when the first invoice has been delivered successfully. The first PDF-invoice can take a few business days to be mapped and delivered. For the service to work, the invoices that you send in must have the same layout as the first invoice.

No further confirmation emails will be sent unless there are delivery problems with the invoices.

4. Invoice validation and rejections

Typical scenarios where the PDF-invoice is being rejected:

- The PDF invoice file is not machine-readable.
- The email invoice was sent from an un-registered email address.
- A mandatory field does not have content, such as invoice number or date.
- The name of the additional attachment file does not include one of the following words: attachment/anlage/adjunto/annex/liite.

Basware will notify by email if the invoice cannot be delivered. Please note, the rejection notifications are sent to the email address, from which the invoice was sent. Therefore, please ensure the email address is a monitored mailbox or log in to the portal to monitor successful delivery of invoices.