Factsheet: Basware Vault

Automatic, Audit Friendly, Secure

basware

Now it all just happens™

Never store another paper invoice, save a PDF version on a fileserver, or lose sleep over keeping up with regulatory requirements again.

Automatically store invoices

Basware's modern, cloud-based solution helps accounting teams to lighten the burden by automating invoice archiving processes, so you can:

- Cut costs, increase efficiency, and save storage space
- Meet legal requirements in dozens of countries to ensure compliance
- Quickly search and retrieve archived documents to easily prepare for audits.

Archiving as a service

Basware Vault is a flexible and scalable service designed to meet individual customer needs. All of your company subsidiaries and billing systems can be integrated into one, centrally managed online solution, where you can manage access on a vault-level. The service is ideal

to store large volumes of data, so you store as many invoices as needed without having to invest in more capacity than you require. Basware Vault as a service is also cost-efficient since the cost is based on the number of the documents archived and the period of which they are archived.

Increase efficiency and save costs

By automating your invoice archiving processes and consolidating a multitude of archives into one, centralized electronic solution, you will create operational efficiencies and save money. You will no longer need physical storage solutions, third-party data storage, or countless hours to properly file paper invoices. Once an invoice is archived, it will be stored for the legally required retention period and automatically destroyed when the period elapses.

Meet local requirements globally

Each country has their own rules, so the ability to support VAT and GST related requirements in your archiving process is vital for global commerce. With Basware Vault, your invoices and other critical documents are always stored in a compliant way. When laws and requirements change, our service changes accordingly – for more than 30 countries. Your invoices flow automatically to the right folders (or vaults) and locations, and are archived safely and accurately to meet local regulatory demands.

Safeguard and secure your records

With Basware Vault, each archived document is digitally signed and timestamped. A trusted digital timestamp gives you reliable confirmation that the content of your document existed on a given date and has not changed since that time. Archived files are retained for the predefined retention periods in two copies, in unalterable WORM storage (write once, read many) and online storage, with back-ups. WORM storage is the gold standard for archiving business critical documents, as it prevents any alteration or deletion of protected records.

Get Started Today

Contact Basware – we help you:

1. **Define the appropriate Vault setup, structure and retention profiles**

2. **Connect the Vaults to your billing systems**

3. **Automatically deliver incoming/ outgoing invoices into pre-defined Vaults**

4. **Quickly search and retrieve documents online for audits**

Contact us

Visit us: Basware.com

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