

# E-INVOICING

TRUECOMMERCE'S E-INVOICING SERVICE REPLACES PAPER INVOICES WITH ELECTRONIC EQUIVALENTS, REMOVING THE NEED FOR YOU TO SCAN OR KEY INVOICES



## BENEFITS

- TrueCommerce's e-invoicing service removes the need for you to scan or key invoices in to your accounts payable application, improving accuracy and reducing the time and costs associated with invoice processing.
- A sophisticated rules engine validates invoices based on your preferences, including validation against the purchase order, shipment, and receipt, helping to improve invoice match rates and reduce the time required to clear invoices for payment, allowing decisions to be made on whether or not to take discounts for early settlement.
- Electronic invoicing legislative and tax requirements are supported for 40+ countries.

## HOW DOES IT WORK?

The TrueCommerce e-invoicing service replaces paper invoices with electronic equivalents that are mapped into your accounts payable application.

Your suppliers can send invoices to the TrueCommerce service in one of three ways:

- 1 By sending electronic invoices directly from their accounts payable application.
- 2 By sending a PDF version of the invoice as an attachment to an email.
- 3 By using the TrueCommerce OneTime™ portal to key an invoice, or to convert an order, shipment, or receipt in to an invoice.

This flexibility allows you to include all suppliers in your e-invoicing initiative, whatever their size or IT sophistication. Regardless of the method used to create or send invoices, the TrueCommerce service validates and converts all invoices to a format that you can easily import in to your accounts payable application.

The OneTime™ portal also provides suppliers with information regarding the status of their invoices, helping to reduce the number of invoice queries your teams receive.

Invoice Receipt	Validation Engine	Workflow	Reporting	Archiving
<ul style="list-style-type: none"> <li>Any file format, any communication method</li> <li>Supplier portal               <ul style="list-style-type: none"> <li>Create invoices 'from scratch', from an order, shipment, or receipt</li> </ul> </li> <li>OCR Service               <ul style="list-style-type: none"> <li>Allows your suppliers to send invoices as PDFs</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Checks all data contained within the invoice</li> <li>Validates the invoice against the purchase order and receipt</li> <li>Failed invoices can be accepted with a warning back to the supplier, held for review or rejected</li> <li>Rules and outcomes can be defined for each supplier</li> </ul>	<ul style="list-style-type: none"> <li>Routes invoices in error back to the supplier, or to the most appropriate person in your organisation</li> <li>Route invoices to any department or application, based on file names or content</li> </ul>	<ul style="list-style-type: none"> <li>Full visibility of invoices and all associated transactions</li> <li>KPI analysis by error type and supplier</li> </ul>	<ul style="list-style-type: none"> <li>HMRC compliant invoice storage</li> <li>The original electronic message is stored along with a PDF copy</li> <li>Full search and retrieval capabilities</li> </ul>

## BENEFITS

- Invoices that fail validation can be accepted with a warning sent to the supplier; can be held for review by your accounts team; or automatically sent back to the supplier for correction with notification of the invoice validation failures.
- Comprehensive web portal enquiries give your suppliers the information they need when they need it, helping to reduce the number of invoice queries your teams receive.
- Not only are there huge benefits to the buyer, suppliers also appreciate the early warnings that there is an issue with their invoices, as it enables them to correct issues immediately and ultimately avoid delays in receiving payment.

## WHY TRUECOMMERCE?

- A hosted managed service means no hardware or software in your environment.
- A wide range of invoice formats are supported, including XML, CSV, EDI, PDF and application-specific formats used by Sage, JD Edwards, SAP, Navision and many others.
- TrueCommerce's OCR module converts PDF invoices to XML and then processes them using the same transformation, translation and validation rules that are applied to all electronic invoices.
- We manage the entire implementation process, using proven methodology, taking risk out of the implementation and supplier on-boarding process.

## WHAT'S INCLUDED?

- Supplier on-boarding and training.
- 24x7 service desk for you and your suppliers, with a team of experts that monitor the delivery and processing of your messages and manage any issues.
- Invoice storage and archiving to meet the requirements of the relevant tax authorities.
- Interfaces to BACS payment services.

TrueCommerce's managed service enables companies to easily expand upon e-invoicing and transfer other documents electronically, such as purchase orders, remittance advices, credit and debit notes.

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