



Business to Business e-Solutions



SOLUTION DATA SHEET
E-INVOICING
E-INVOICING

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Have you ever thought that removing your paper based Invoicing is possible?

Have you ever thought what it would be like to have a fully automated Accounts Payable (AP) or Accounts Receivable (AR) functions? And what it would be like to remove the levels of paper your organisation handles in these areas? Or provide full visibility to all parties in the processing of Invoicing to mitigate the amount of calls these departments field? B2BE, based on best practices, provide full Purchase to Pay (P2P) solutions particularly geared at e-Invoicing functionality?



Where is your organisation today?

Many of your organisations Invoices, whether they are supplier or customer based Invoices are handled through processes that were best suited to a business model befitting an organisation that was able to sustain high costs while providing service that came at a cost to profit erosion!

In today's globally decentralised model your organisation needs to provide solutions to provide your customers with immediate information with a high level of service at a minimal cost to remain competitive. This then needs to be reflected throughout your organisations supply chain. Poor supply means poor customer service and delivery. To provide this increased efficiency your organisation needs to streamline supply processes including payments while ensuring customer's expectations are met and credit terms are met to ensure cash flow!

“ In short you need to provide a higher level of customer service, improve supply chain management and improve cash flow while reducing costs! ”

So there are a number of things you can do as an organisation from OCR, EDI and Web based initiatives to automate you're AP or AR functions. But what do you do and how?

Improve Document Process Flow

Do you double or triple handle Invoices before you are paid or pay a supplier? Is this because your processes are not providing you with full visibility or handled correctly through workflow processes? Many organisations have both erroneous, non-productive or simply processes that increase the chance of not getting paid on time or being put on stop by a supplier.

B2BE's workflow & document distribution processes provide a single process which is auditable, measurable and mitigates many of the erroneous steps!

So what is accounts payable automation and workflow?

When you process a supplier Invoice there are a number of steps involved in the process from both a human and systems perspective before the supplier can be paid.

Typically an Invoice after passing through the mailroom and sorting process will (hopefully) find it's way to the Accounts Payable team for processing. To process the Invoice it will depend upon the Invoice type; Nominal or Expense Invoice or Stock Invoice. Both scenarios mean different processes and may have other variables associated with the processing of the document based on the supplier?

A Stock Invoice will require three way matching in the system so it is reliant on the accurate creation of a Purchase Order and then the goods being received accurately and checked against the Purchase Order. The Invoice is then checked off against the receipt and then ready for payment. This can be a highly time consuming process even when the Invoice matches the Purchase Order. If it doesn't the system may generate a Debit Note on the supplier or the AP team will have to liaise with the supplier or initiator of the Purchase Order to sort out the discrepancies.



Whereas a Nominal, or Expense type Invoice, isn't reliant on a Purchase Order within your system. This Invoice will in all probability have to be passed to the requestor for sign off. This means timely internal mail processes as well as the opportunity for poor process control. Once approved it is reliant on the AP team to correctly code the Invoice and process it.

“ Automated AP workflow enables the routing and processing of Invoices automatically with minimal human involvement. ”

Automation and workflow is the mechanism and process to automatically handle the receipt of the Invoices through a number of mechanisms and based on pre-defined business rules the Invoice will then be automatically processed into the system or flagged for manual intervention before processing or it will follow a pre-defined automated workflow process to allocate the correct information and get digitally signed before processing automatically into your business system. Fundamentally it is the automation of the Invoice payment process!

So what is accounts receivable automation and workflow?

Traditionally customer Invoices have either been sent in the post or attached to the goods. When Invoices are lost copies have to be produced and sent through to the customer again. Customers may request or require Proof of Delivery (POD's) before making payments creating issues with debtor days.

Automation and workflow in the AR area enables all Invoices to be sent based on your customers specific requirements which may be a range of methodologies such as; email, facsimile, online, EDI and hard copies.

“ Automated AR workflow enables your organisation to tailor Invoice distribution based on your customer's requirements. ”

Workflow enables your organisation to easily tailor your Invoice supply to your customer's requirements quickly and easily minimising human intervention from your organisations perspective while maximising return on debtor days.

Key drivers

- Cost Reduction Drivers

The cost of processing paper based Invoices can be exceptionally high with the cost of consumables, man hours, processing inefficiencies and errors associated with key strokes which again adds more cost through the management of the subsequent Debit Note, Credit Note process when the process breaks down!

Early automation processes such as EDI, while providing some good gains, failed to meet its promises entirely, many organisations couldn't adopt EDI for a number of reasons such as; complexity, cost, system capability and conforming to document standards all slowed adoption rates. This left organisations managing customers and suppliers in two different ways which to some degree adds some of the costs back into the process.

Help Reduce Costs
B2BE will work with you to understand your current costs of processing supplier and customer Invoices to help you achieve savings of up to 50 – 60%!
Why continue with your current processes when you can reduce costs substantially through both process improvement and document distribution cost reductions?

- Legal Compliance Drivers

With the increasing focus on organisations accountability and some of the more recent fraud cases organisations are having to adhere to new regulations and auditing practices, Sarbanes Oxley for example.

Tax reporting is also another area that organisations have to become more proficient at managing with many tax authorities ensuring that Invoice payment and processing follows strict processes with full auditability at each stage of the document life cycle.



- **Organisation Change Requirement Drivers**

Many organisations over the last few years have realised operating efficiencies through the amalgamation of functions and processes. Some organisations have opted for Shared Services and offshore environments to process heavy back end office functions such as document handling which is supplied on a fee basis to the business units.

New structures and environment means businesses have to be able to respond promptly to queries relating to customer and supplier Invoices from both customers and suppliers and internally from business units.

B2BE Provides Supplier Enablement Functionality

B2BE through its managed roll-out service ensures that you will be able to trade with as many suppliers and customers electronically! After all, this is the goal you are trying to achieve through your e-Invoicing initiatives regardless of the number of suppliers and customers you have!

What can B2BE do for your organisation?

While B2BE understands that your organisation will never get all supplier Invoices electronically and you will not be able to send all customer Invoices electronically why not at least make it fully electronic from your organisations perspective?

B2BE are able to offer a range of solutions to enable the full integration into your business system of supplier Invoices or distribution of Invoices to your customers electronically, even if they aren't as advanced as you would like them to be!

“ B2BE through it's range of solutions will enable you to trade all AR and AP Invoices electronically! ”

Summary of B2BE's Capabilities:

- Removal of all paper documents
- Any to Any network supporting all document standards and formats
- Multiplatform system integration
- Secure network and file transfer
- Online document retention and archiving
- Online document visibility and tracking
- Full Invoice audit trail
- Tax reporting and compliance

How does B2BE provide your organisation with Accounts Payable solutions?

To reduce the amount of time and energy your Accounts Payable functions spend on processing supplier Invoices B2BE provide a range of solutions to ensure you can receive 100% of your Invoices electronically.

B2BE understands that some suppliers are technologically advanced whereas others are not, suppliers will change and the way you buy and the way they sell will create matching issues so the B2BE solutions are not only scalable but highly flexible to ensure you not only get 100% of your suppliers Invoices electronically but you get the highest possible match rate! How do we do this?

- **B2B/EDI**

Receive Invoices from your suppliers in your pre-defined format. B2BE provide an 'Any to Any' network so the supplier can send in any format while providing on the fly translation. The supplier can send using any protocol increasing speed of roll-out and uptake.

- **Document Digitization (DDP)**

B2BE can process Invoices sent by suppliers manually into electronic files negating your need to process manual Invoices at all. All Invoices are imaged before processing so you are able to refer to the original Invoice if required. This is an ideal solution where suppliers change frequently or only transact infrequently or have low volumes.

- **Web Interfaces**

Through a range of online tools B2BE can provide a web based Invoice creation interface enabling suppliers to create Invoices. This can also be incorporated with Purchase Order 'flip' functionality enabling the supplier to 'flip' a Purchase Order into an Invoice. This is ideal for very low volume suppliers or suppliers that trade with you infrequently.



Through any of the processes listed above B2BE will, based on your business rules, validate the files to ensure that they will match within your system and are tax compliant. B2BE will also enhance Invoice files with information that your system requires to match the Invoice and which the supplier is unable to send or doesn't maintain.

How does B2BE provide your organisation with Accounts Receivable solutions?

Customers can make any number of demands on your organisation to send your Invoices to them in a number of ways. You facilitate any number of methodologies making it harder for credit functions to determine who, how and when an Invoice is sent to your customer.

B2BE can facilitate a single process by which you send all your Invoices to B2BE in any format and B2BE will based on predefined business rules distribute the Invoice in any number of methodologies providing a single entry point for credit control to manage Invoice distribution processes.

- **B2B/EDI**

Send to your customer their required format to enable end to end integration. The transmission will also be based on your customer's requirements: AS2, HTTPS, FTP, SMTP and VAN.

- **Facsimile**

Send Invoices automatically via facsimile to your customers nominated fax machine formatted to emulate exactly your current hard copy Invoices.

- **Email**

Invoices are formatted to again emulate your organisations current hard copies and distributed via SMTP to your customer's nominated email address. This approach allows the transmission of multiple Invoices within one email.

- **Post**

B2BE will even manage your print and post requirements so for those customers who do not wish to receive Invoices other than through traditional methods B2BE will facilitate this approach.

All documents sent through the B2BE network will be indexed and archived to be available online. Online access can be configured to enable your customers to search, view and download the Invoices at any time through a secure login. You can even re-send copy Invoices if your customers request a copy!

“ B2BE handles all protocols and formats to enable seamless Invoice distribution to your customers while providing full online access! ”

Increase Data Accuracy

When you look at your supplier match rates you will find your match rates might be substantially lower than you thought! This can be for a number of reasons which may be valid or simply down to human error and accuracy! Are you paid within your terms by customers? Again your payment debtor days might be lower than you thing which can be attributed to not only your Invoice production & distribution processes but the accuracy of the data contained within the Invoice?

B2BE are able to enhance Invoice content where required and provide full validation to ensure what you send and receive will provide the best possible outcome!