



Data Check Ahead



LOST?

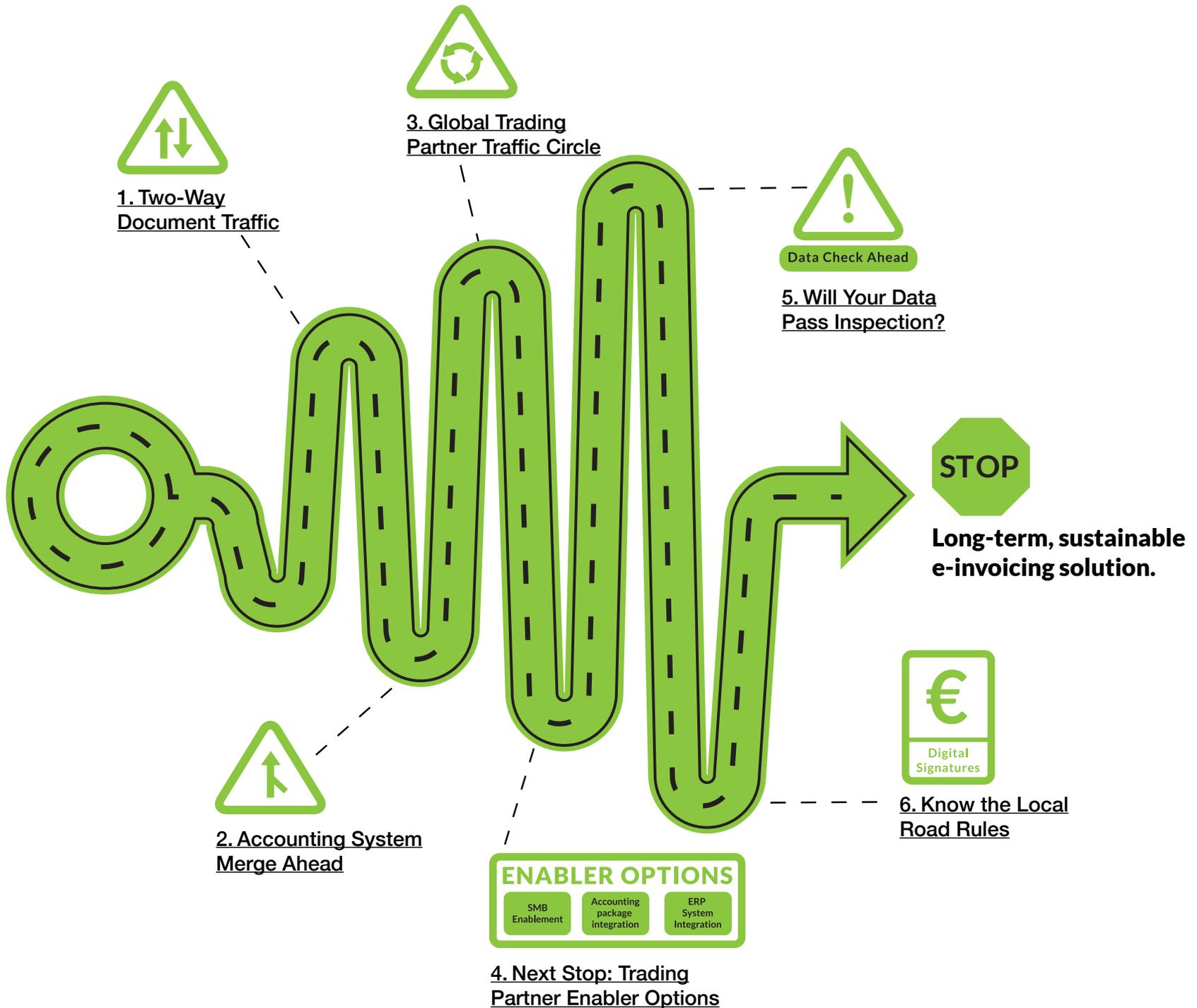
Follow these signs on the road to e-invoicing.



OPENTEXT™

START

Time-intensive,
error-prone,
manual accounting
process





LOST?

Follow these signs on the road to e-invoicing.

E-invoicing enables a company to automate its invoice processing. As a result, buyers and suppliers gain a number of operational and strategic benefits. In addition to cost savings, the ability to automate the invoicing process and integrate with other business systems provides business-efficiency and revenue-generating opportunities.

Finding an e-invoicing solution with all of the critical components needed to deliver maximum benefits can be difficult.

These directions serve as a guide, highlighting the most important signs of a robust invoice automation solution.



1. Two-Way Document Traffic

Improve the flow of invoice-related documents between buyers and suppliers.

Navigation Method: Electronic Document Exchange

An e-invoicing solution should facilitate the exchange of documents between buyer and supplier systems, regardless of the data standards of the respective accounting applications. It also needs to:

- Enable buyers and suppliers to make independent communications and technology decisions by providing multiple secure networking options to accommodate each company's corporate security policies and IT preferences.
- Support any or all of the invoice-related documents, such as:
 - Purchase orders
 - Invoices
 - Debit notes
 - Credit notes
 - Payment instructions
 - Remittance advices

Receiving an invoice electronically is only one important component of a totally paperless accounting environment and enables additional initiatives such as electronic payments, remittance advices, ordering, and more.

By removing the barriers of manual processes and facilitating the exchange of documents buyers and suppliers can start driving toward cash flow management and supply chain finance.



2. Accounting System Merge Ahead

Enable straight-through processing with accounts payable (A/P) and accounts receivable (A/R) systems.

Navigation Method: Integration with Accounting Systems

According to recent research studies, many companies are leveraging the accounting functionality that is included within their Enterprise Resource Planning (ERP) system.

An e-invoicing solution should enable straight-through processing with a buyer's A/P system and a supplier's A/R system. The solution should also easily integrate with current workflow systems without requiring replacement of existing functionality.

Merging shouldn't be difficult so it's important that an electronic invoicing solution provides the capabilities and expertise for integration, ensuring a smooth road to implementation.

By utilizing this integration, you can use your own financial system environment to process the data presented, leverage your investment in workflow and management tools, and control the initiation of the payment transaction.



3. Global Trading Partner Traffic Circle

Increase participation in your e-invoicing program.

Navigation Method: Global Trading Partner Onboarding

The ROI for e-invoicing programs increases as more trading partners participate. Most companies are sourcing or selling to trading partners in other countries around the world. The solution should enable all trading partners, both large and small, to easily participate whether they are located in North America, South America, Europe, or Asia.

Successful initiatives require dedicated, experienced staff to successfully execute the program rollout to the supplier community. The rollout should include:

- Compilation of a good trading partner contact list
- Development and communication of a clear message to the trading partners
- Education and training options such as conferences, webinars, and program-specific documentation
- Definition of the communications and end-to-end document testing process
- Support during the implementation process and afterward

ENABLER OPTIONS

SMB
Enablement

Accounting
package
integration

ERP
System
Integration

4. Routes to Trading Partner Enablement

Enable trading partners regardless of their size or capability.

Navigation Method: Options for Trading Partner Enablement

Don't settle for a solution that cannot provide enabler options that meet the needs of a diverse trading partner base.

In order to minimize your trading partners' requirement to change their workflow when processing an electronic invoice instead of a paper one, the solution should provide a variety of options depending on the size and capability of your trading partners.

Examples include:

- **SMB Enablement.** Extend your electronic B2B community and automated invoice processes to small- and medium-sized partners with options for fax, email, web form, and Excel integration. Automatically populate systems with accurate data shortly after receiving invoices or other documents in non-EDI formats.
- **Accounting package integration.** Many smaller suppliers use an accounting software package such as Peachtree, QuickBooks, Sage, MYOB, or Simply Accounting to manage their finances. These suppliers should be able to create electronic invoices directly from their accounting packages, without requiring any re-keying of data. They should not need to purchase or learn additional software.
- **ERP system integration.** Larger suppliers should be able to create electronic invoices directly from their ERP application. E-invoices can then be sent directly to a customer's accounts payable application. Straight-through processing requires an intermediate conversion from the supplier's format into the buyer's format.



Data Check Ahead

5. Will Your Data Pass Inspection?

Reduce costs and errors with comprehensive data quality checks.

Navigation Method: Data Quality Services

Eliminate a significant percentage of the costs and time spent on research, matching, and resolution tasks associated with invoice validation by choosing an e-invoicing solution that performs data quality checks before invoices are delivered to the buyer.

A solution that allows for configuration of business rules will help ensure that data is validated according to the specific needs of your company.

Examples include:

- Mandatory static data is present and verified (e.g., Purchase Order #, Remit To Address or General Ledger Code)
- Invoice price matches purchase order price
- Invoice amount matches actual goods shipped
- Invoice amount matches actual goods received



6. Know the Local Road Rules

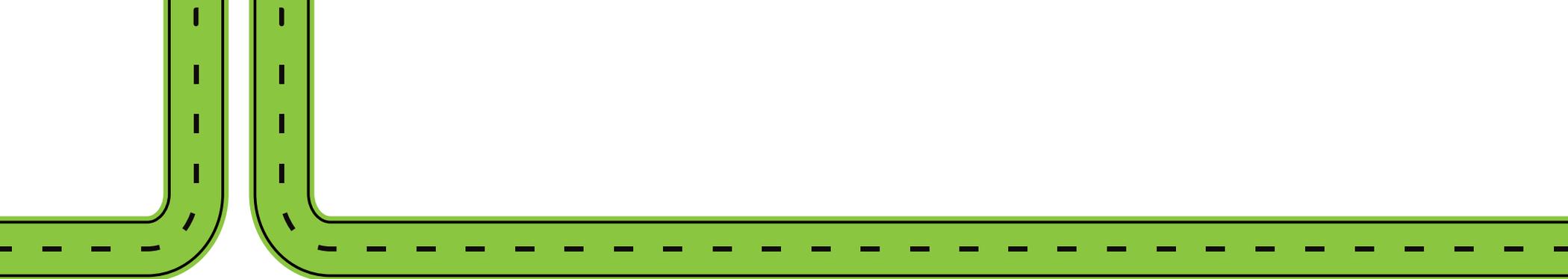
Your e-invoicing provider should ensure that your data meets country-specific e-invoicing regulations.

Navigation Method: Regulatory Compliance Services

More and more countries are enacting legislation to regulate electronic invoicing. While regulations are often similar in purpose, the specific requirements frequently vary by country. For example, with the EU Council Directive 2001/115/EC, the electronic invoice can serve as the legal invoice. As a result, businesses no longer need to keep paper invoices for audit purposes. However, the electronic invoice must adhere to country-specific regulations for data format, data storage, and data access requirements.

Some of the legal requirements for e-invoicing that differ from one country in the European Union to another include:

- **Digital signatures.** Some countries require invoices to be digitally signed in order to guarantee their origin and integrity. For example, Spain requires digital signatures.
- **Archiving.** Many countries require archival of digital invoices for extended time frames. For example, Germany requires data archiving for 10 years and the UK requires 6 years.
- **Value-added tax (VAT) Compliance.** VAT rules in Europe vary by country. An e-invoicing solution should enable you to comply with country-specific tax and electronic invoicing laws. The e-invoicing vendor should provide the market intelligence about country-specific regulations.



WELCOME TO... a Long-Term, Sustainable Electroning Invoicing Solution

Now you know what signs to look for when selecting an e-invoicing provider. OpenText provides a range of e-invoicing services that exceed all of these requirements, offering unmatched translation, integration, and enablement capabilities, and servicing more than 60,000 companies in more than 50 countries around the world.

Contact OpenText to learn more about:

- The problems with paper invoicing
- Buyer benefits of electronic invoicing
- Supplier benefits of electronic invoicing
- Implementation options
- Do-it-yourself versus hosted e-invoicing

Learn more about eInvoicing at: www.opentext.com/einvoicing

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