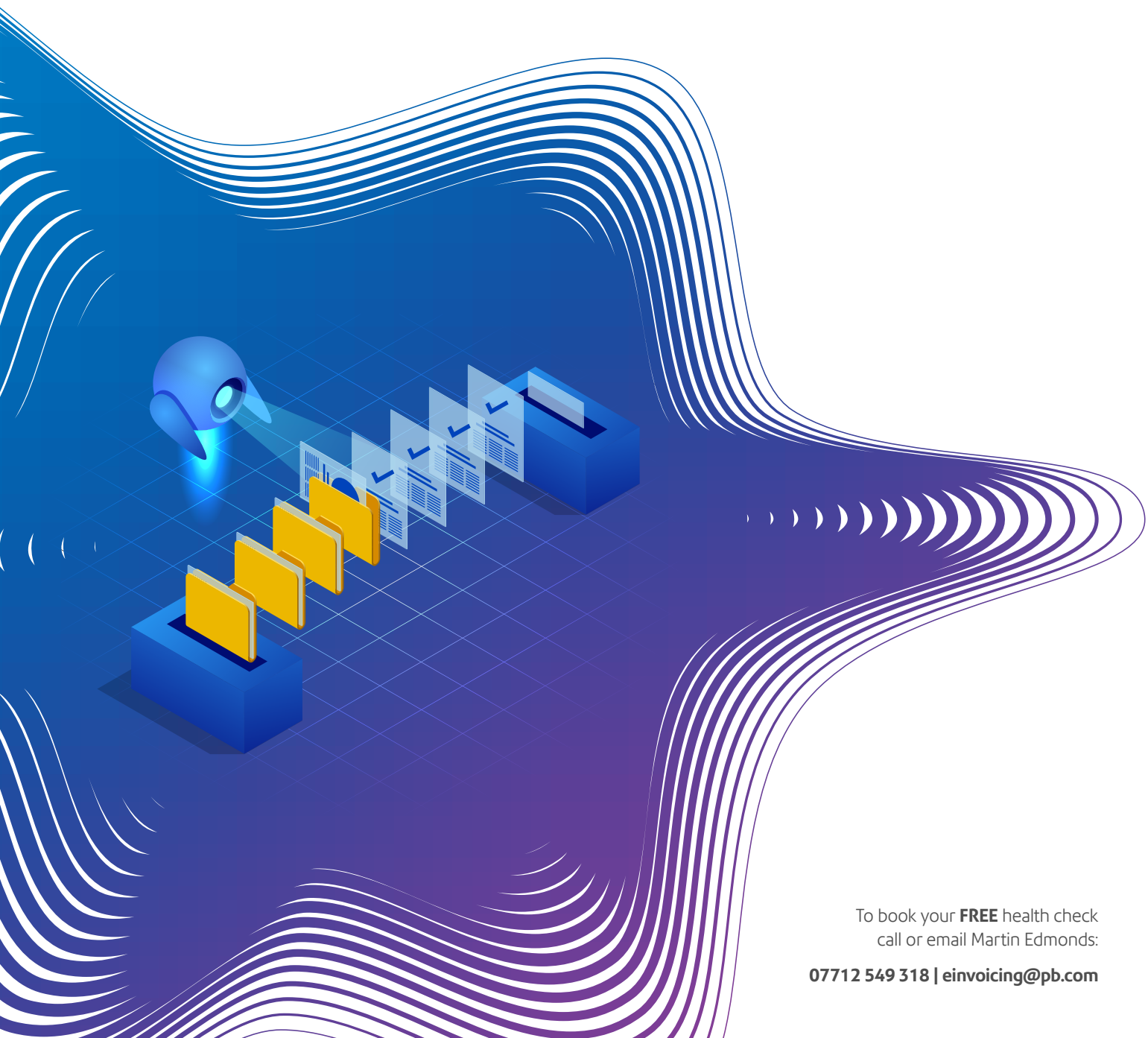


Pitney Bowes e-invoicing

Digital inbound invoice management

1% touch, 100% accuracy. Guaranteed



To book your **FREE** health check
call or email Martin Edmonds:

07712 549 318 | einvoicing@pb.com



1% touch, 100% accuracy. Guaranteed.

The benefits for suppliers:

- ▶ No process changes.
- ▶ Real time data delivery.
- ▶ Reduced invoice-to-pay times.
- ▶ Increased visibility and control.
- ▶ Reduced carbon footprint
- ▶ Enhanced trading relationship.

Deliver more

Automating a labour-intensive inbound process means you can get your teams working on delivering growth rather than keying in information. The untapped potential you have in your own business is huge.

Win win.

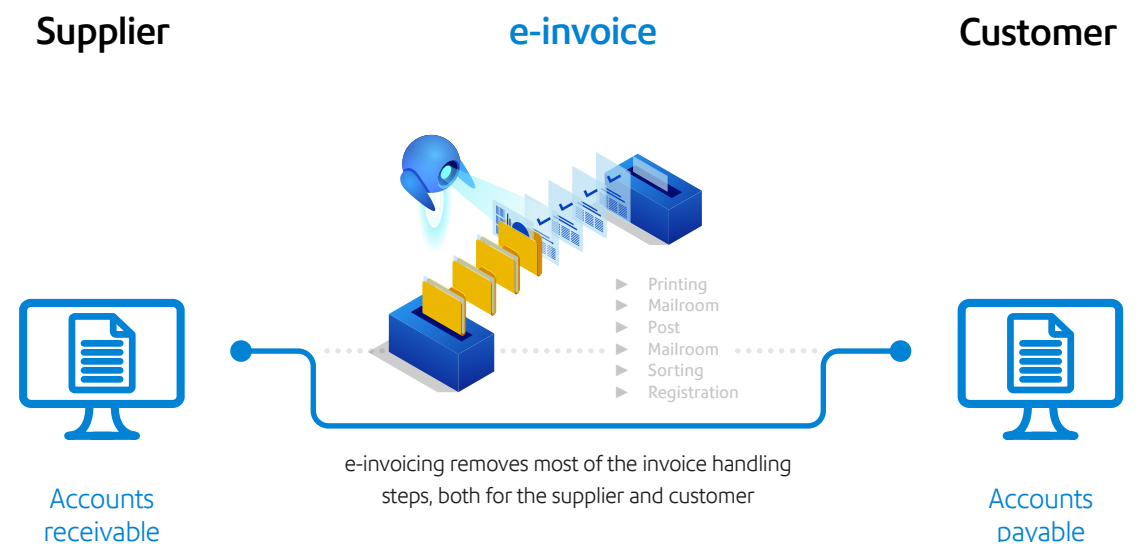
Suppliers won't see much difference when they submit. They simply send their invoice to a new email address and the system gets to work. The only thing they will notice is an accurate and timely payment schedule. If they've made any errors themselves, these will be flagged earlier and help them get paid. Everybody benefits.

Remove costly manual process from your inbound invoice team and from your suppliers.

Your suppliers will love this system almost as much as your Finance Director. You will have more control, more transparency and more time to focus on delivering value to your customers. Everybody also gets to reduce processing time, costs and even their carbon footprint. Both parties will get a swifter and smoother payment schedule. It really is win/win.

The benefits for organisations using Pitney Bowes inbound e-invoicing:

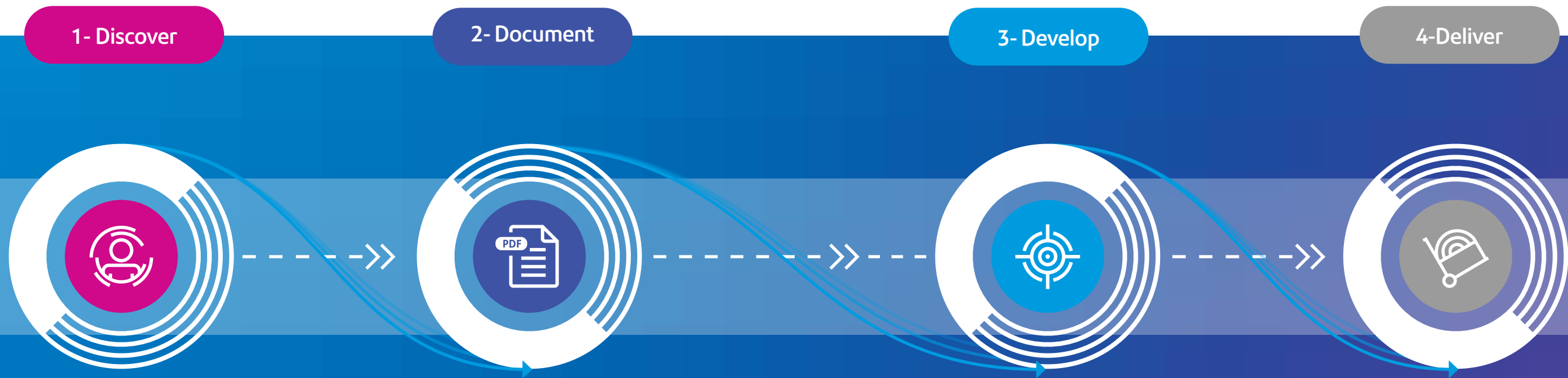
- ▶ High supplier adoption.
- ▶ Increased visibility, transparency and control.
- ▶ Increased processing efficiency.
- ▶ Increased ability to pay on time.
- ▶ Increased opportunity for supplier discounts.
- ▶ Reduced operating costs.
- ▶ Reduced carbon footprint.



Book your **FREE** health check today and we'll show you how much time and money you could save.

Pitney Bowes inbound e-invoicing set-up process

Connecting Pitney Bowes inbound e-invoicing to your organisation is a simple process and helps you to automate your Accounts Payable. All it takes are these four short steps to implement the Pitney Bowes e-invoicing solution.



1- Discover

2- Document

3- Develop

4-Deliver

First, **we listen.**

Through face-to-face or online meetings, our specialists work with you to understand your requirements before developing a comprehensive proposal.

It will be completely tailored to suit your organisation because we care about providing the right solution to meet your needs.

Together, we will then complete our a **Project Initiation Document (PID).**

It provides the information needed to successfully take your project through to go live.

- ▶ How to get inbound invoices into the e-invoicing solution
- ▶ What data needs to be extracted from these documents and does this data require manipulation or validation rules?
- ▶ The data output type required. – Typically, this is in an XML, CSV or JSON, but we can build other outputs
- ▶ The method used to transfer information into your FMS or ERP system
- ▶ Data security requirements
- ▶ Who are the suppliers that need to be set up? We will work with you to onboard them.

Our team then moves into the **build and testing phase;**

Building the data acquisition and processing rules based on the information we received. When written, the supplier rules are managed by our team for the lifetime of the contract. **Any reasonable changes, such as changes to invoice formats, are free of charge.**

The testing phase focuses on end-to-end and scenario testing to ensure the rules and processes function as required.

When both parties are 100% happy, **we go live.**

We can help you launch the new system to your suppliers, as you'll need to get as many of them onboarded as possible to see the **maximum benefit.**

Many of your suppliers will already be sending your invoices via email, but we still need to tell them about the new process – (typically, a change in email address) and also encourage any suppliers still using paper and post, to use email instead.

Book your **FREE** health check today and we'll show you how much time and money you could save.

FAQs

What are the costs to change to Pitney Bowes e-invoicing?

This depends upon the volume of documents you process as well as the business system you use. Typically, there is a one-off set-up fee, a monthly charge which includes an agreed number of documents or whatever is suitable, or a charge per document page. You will only be charged for each invoice we process for you, including attachments. For peace of mind, any future supplier or rule changes are covered for free during the lifetime of your contract.

I don't want to impose any change of processes on my suppliers, so how can I receive e-invoices?

We can handle multiple inbound invoice types – including PDF, scanned images, XML, EDI, HTML, etc. – so your suppliers can continue to send their invoices to you in the same way they always have. We will handle the automatic collection of these documents and their conversion to a digital format.

How does your e-invoicing work with what our suppliers already send us?

Your supplier sends you an invoice as a PDF or any other electronic document. Most will already be doing this. Our software strips out all the information your system needs: PO numbers, dates, references, VAT numbers, contact names – whatever you want to know. We can even extract this information out of the email the invoice is attached to. If that data matches your specific requirements, it is automatically uploaded to your finance application.

You print nothing, you touch nothing, you spend no time processing. If a supplier accidentally sends you a picture of their new kitten rather than an invoice, the system flags it to us, and we accept or reject it on your behalf. The data you get in your system is as clean as a whistle.

Why not use traditional EDI (Electronic Data Interchange)?

The first reason is cost. Parties have to buy the same software, so you'll get resistance from valued suppliers. EDI also takes time to connect the two ends of the process and can expose 'cracks' between the two. Then there are the ongoing issues of licences, software upgrades and support. Our solution has none of these problems.

Isn't it just like OCR? That didn't work for us.

Optical Character Recognition (OCR) technology was a simple answer to a complex problem, but it had similar limitations as manual processing. Bad data would creep in, gaps would appear, and finance teams ended up spending valuable time fixing problems – often inputting data themselves. OCR has improved dramatically over the years but generally it still offers 80% to 90% accuracy**. The Pitney Bowes inbound e-invoicing solution is 100% accurate – guaranteed.

**Please note: if you receive a scanned file, it will contain no data elements, so will need to go through the OCR process. Pitney Bowes inbound e-invoicing requires a file with a data layer.

Questions to ask yourself:

1. How do you process your inbound invoices, does it take time and effort?
2. How often does your team touch inbound invoices?
3. How long does it take to process your inbound invoices?
4. How much is it costing to process each inbound invoice?
5. Are you having to use staff to input or correct errors made by your capture process?
6. Is your data accurate after capture?
7. Could you and your employees spend time doing something more valuable rather than keying information?
8. Are you meeting your supplier payment deadlines or able to pay ahead of time?
9. Would a smoother system benefit you and your suppliers? In what way?
10. What is your overall goal of automating this process?

If you don't know the answers, we can help you.

We offer a **FREE** health check. Please email invoicing@pb.com to take advantage.

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