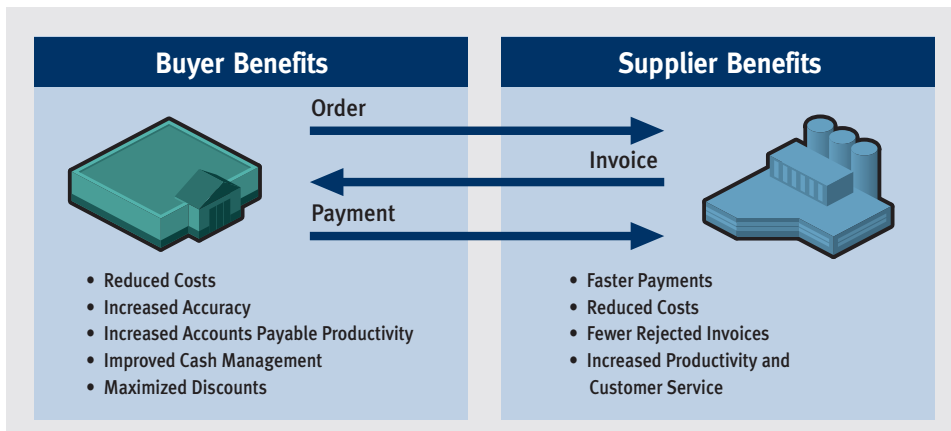


# GXS Invoice Delivery Service

## Digitize Your Accounts Receivable Process

Most large manufacturers continue to send thousands of paper invoices per year. Paper invoices often require time-intensive, error-prone, manual processing to deal with reprint requests, invoices being lost in the mail or within the customer's internal mail system, and increased customer service calls. Consequently, many organizations are missing the opportunity to gain dramatic operational improvements and strategic benefits through digital invoice processing. The more effectively you send invoices, the faster and more accurately you can receive payments.



GXS offers an Invoice Delivery Service which enables you to automate your current manual process, dramatically drive down costs, and improve your overall efficiency. You can realize the following key benefits:

- **Faster Payments**—Electronic invoicing eliminates mail delays and customers can easily route your invoices for fast approval and processing, because the data is immediately available for download into their workflow systems. This results in invoices paid on time, reduced days sales outstanding (DSO) by as much as four days and improved cash flow.
- **Reduced Costs**—According to recent analyst studies, companies that have automated their accounts receivable process have realized major cost savings. Delivery costs can be reduced by as much as 82 percent due to savings in postage, materials, processing and storage. Further savings result from a reduction in reprint requests, customer service calls, and the ability to implement electronic payments.
- **Fewer Rejected Invoices**—Delivery of your invoices in electronic format directly from your accounting or ERP system to your customers' accounts payable departments eliminates their need to manually re-key the data and incur data entry errors. As a result, your invoices are less likely to be rejected and your customers can start processing them without delay.

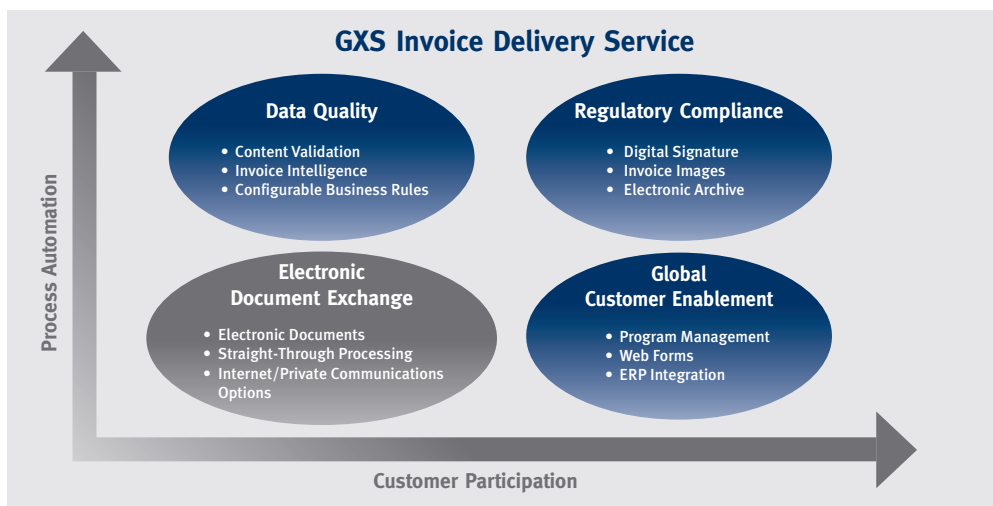
### ARE YOU DROWNING IN PAPER INVOICES?

- Do you have too many employees mired in processing mail or fax invoices?
- Are you frustrated due to inaccurate and/or late payments?
- Are you struggling to keep up with the varying formats and rules?

- **Increased Productivity & Customer Service**—With electronic delivery of invoices you know that your customers have received your invoices and when they were received—reducing the need for status calls. Integration between your accounting system and your customers' ERP or accounting system reduces the amount of rework and volume of dispute phone calls. This increases your staff productivity.

## GXS Solution Overview—GXS Invoice Delivery Service

As an on-demand integration solution, the GXS Invoice Delivery Service enables you to automate your accounts receivable process without requiring changes to your current infrastructure.



**Electronic Document Exchange:** GXS enables you and your customers to begin exchanging electronic documents quickly, easily and cost-effectively. GXS will operate the e-invoicing technology and perform the day-to-day management of the program—including customer onboarding, change management and ongoing customer support. Key features of the service include:

- **Electronic Documents**—You can electronically exchange any or all of the invoice-related documents such as purchase orders, invoices, debit notes, credit notes, payment notifications and remittance advices.
- **Straight-Through Processing**—GXS accepts your invoices and other documents in the format of your accounting system—e.g., SAP, Oracle, Microsoft—and delivers them to your customers according to their preferred format. As a result, invoices flow directly from your system to your customers without the need for manual intervention.

**Global Customer Enablement:** GXS will enable all customers, both small and large, whether they are located in North America, South America, Europe, or Asia.

GXS manages and monitors the customer enablement program. GXS implementation specialists develop and execute a rollout plan and keep you updated via regular status and management scorecards throughout the process. Ongoing, GXS manages your global trading partner relationships and provides a 24x7 technical support center to troubleshoot and resolve issues, minimizing the burden on your internal IT staff.

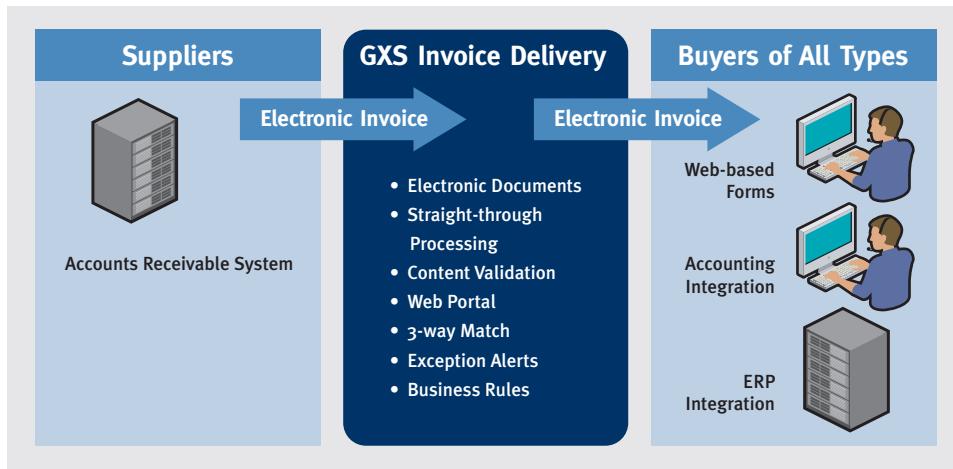
### GXS INVOICE DELIVERY SERVICE PROCESSES INVOICES FOR THE LARGEST AND SMALLEST COMPANIES IN THE WORLD:

- 400 million invoice transactions per year
- 35,000 small and medium-sized businesses
- Customers in over 50 countries
- Rock-solid infrastructure for maximum availability and resiliency to support invoicing needs 24x7

### HERE'S HOW THE SERVICE WORKS:

- Suppliers transmit electronic invoices to GXS in any format—e.g., accounting format, ERP (SAP, Oracle), EDI, XML, or web form
- GXS validates that each invoice contains all required information
- GXS delivers invoices according to buyers' preferred format—e.g., accounts payable, ERP, EDI XML, or web form

GXS Invoice Delivery Service provides solutions to match the requirements of your smallest to your largest customers in any region of the world.



GXS offers 20 different methods for receiving electronic invoices. Our most popular solutions are:

- **Web-based Forms**—For your small and medium-sized customers, easy-to-use web forms enable them to receive and manage all their invoice-related documents using only a web browser and an Internet connection. There is no need to purchase or maintain software. A multi-lingual interface simplifies participation by customers throughout the Americas, Europe, and Asia.
- **ERP and Accounting Integration**—Larger customers can receive electronic invoices directly into their SAP, Oracle, or accounts payable (A/P) application. GXS can convert information from your electronic invoice format into their enterprise system format. The GXS service is fully automated, enabling straight-through-processing from your accounts receivable (A/R) system to your customers' A/P environment.

**Regulatory Compliance:** More and more countries are enacting legislation to regulate electronic invoicing. While regulations are often similar in purpose, the specific requirements vary often by country. Certain countries require invoices to be digitally signed, others require electronic archival, and some require both. To successfully manage an electronic invoicing program, your business will be responsible for the increasingly complex task of ensuring compliance with local regulations. GXS Invoice Delivery Service, powered in part by OB10 Ltd, is backed by a team of analysts skilled in country-specific accounting and data management and provides services that can help to satisfy government policies:

- **Digital Signature**—You must apply and be approved for a digital certificate which is used by the service to digitally sign invoices on your behalf and thus guarantee your identity as the sender.
- **Invoice Image Creation**—GXS creates a digitally signed invoice image for each invoice and sends it to your customer. This can serve as the legal document—for example, to meet the requirement for a legal VAT document. Also, GXS sends a structured electronic document which can be used for payment processing.

**GXS Implementation professionals moved 5,000 small and medium-sized businesses from paper-based processes to EDI for a major automotive OEM using our full suite of enablers.**

- **Electronic Archive**—All invoice-related documents, including invoice images, are stored in the secure data warehouse. This provides an audit trail of transactions and management information for both you and your customers.

**Quality Assurance:** Further levels of efficiency can be achieved in accounts receivables through the quality assurance features of GXS Invoice Delivery Service. These features enable you and your customers to share an accurate, up-to-date view of the status of all outstanding invoices. Furthermore, GXS can eliminate a significant percentage of the research, matching, and resolution tasks associated with inaccurate invoices. Key features include:

- **Web Portal with Shared View of Invoice**—Both you and your customers can obtain the details and status of any invoice via an online web portal. A shared view creates an environment of trust for reviewing and resolving issues with customers. Additionally, the shared view reduces time wasted on e-mailing and faxing documents between companies.
- **Arrival Alerts**—Your customers can receive automatic notification when your invoice has arrived. For your small and medium-sized customers who may be using a web-forms solution, this alert enables them to start processing your invoice immediately, resulting in faster payment.
- **Content Validation**—Built-in data validation using configurable business rules increases the accuracy of information entered into electronic forms such as purchase orders and remittance advice documents. Pre-populated forms and template capabilities help users avoid duplicative re-keying and minimize data entry errors.

## Why GXS for Electronic Invoicing

GXS is the leading provider of business-to-business electronic commerce services in the world. The GXS Invoice Delivery Service processes approximately 400 million invoice transactions per year, offers unmatched translation and integration capabilities, and services over 35,000 small and medium-sized Businesses in over 50 countries around the world.

Backed by 40 years of experience, GXS's flexible on-demand model for electronic invoicing enables you to integrate your accounts payable system with your suppliers without investing in additional software and expensive staffing resources. The top priority for our technology investments—and core to our mission—is to ensure maximum availability and resiliency of our solutions. We continue to invest significantly to ensure a rock-solid infrastructure that supports your mission-critical needs 24x7.



#### About GXS

GXS is a leading global provider of B2B e-commerce solutions that simplify and enhance business process integration, synchronization and collaboration among trading partners. Organizations worldwide, including 75 percent of the Fortune 500, leverage the GXS Trading Grid® to extend supply networks, optimize product launches, automate warehouse receiving, manage electronic payments and gain supply chain visibility. With an unmatched global presence, proven trading partner management and B2B outsourcing services, GXS's on-demand solutions maximize the benefits of integration for businesses. Based in Gaithersburg, MD, GXS's extensive global network serves customers throughout the Americas, Europe, the Middle East and Africa and Asia Pacific regions. GXS can be found on the Web at [www.gxs.com](http://www.gxs.com).

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#### NORTH AMERICA AND GLOBAL HEADQUARTERS

100 Edison Park Drive  
Gaithersburg, MD 20878  
U.S.A.

+1-800-560-4347 t  
+1-301-340-4000 t  
+1-301-340-5299 f

#### EUROPE, MIDDLE EAST AND AFRICA

18 Station Road  
Sunbury-on-Thames  
Middlesex TW16 6SU  
United Kingdom

+44 (0)1932 776047 t  
+44 (0)1932 776216 f

#### ASIA PACIFIC

Room 1608-10,  
16/F China Resources Building  
26 Harbour Road, Wanchai  
Hong Kong

Customer Hotline: +852 2233-2111  
+852 2884-6088 t  
+852 2513-0650 f

[www.gxs.com](http://www.gxs.com)