

Lost? Don't know what to look for in an e-invoicing solution?

Follow these signs to reach invoice automation.



START

Time-intensive, error-prone, manual accounting process.



1: Electronic Document Exchange



2: Integration with Accounting Systems



3: Trading Partner On-Boarding—Globally



4: Full Suite of Trading Partner Enabler Options



5: Data Quality Services



6: Regulatory Compliance Services



Long-term, sustainable e-invoicing solution, resulting in operational and strategic benefits for buyers and suppliers.

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

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



2-Way Document Traffic

Invoice-related documents should flow easily between buyers and suppliers.

1: Electronic Document Exchange

The solution should:

- Facilitate the exchange of documents between buyer and supplier systems, regardless of the data standards of the respective accounting applications.
- 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.



Accounting System Merge Ahead

Enable straight-through processing with a buyer's A/P system and a supplier's A/R system.

2: 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.

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

Consequently, 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.



Global Trading Partner Traffic Circle

Trading partners around the world should easily be able to participate in your e-invoicing program.

3: Trading Partner On-Boarding—Globally

The ROI for e-invoicing programs increase 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 to easily participate, both large and small, whether they are located in North America, South America, Europe or Asia. Successful initiatives require a dedicated, experienced staff to successfully plan and execute the program rollout to the supplier community including:

- 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 afterwards

ENABLER OPTIONS



Next Stop: Trading Partner Enabler Options

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

4: Full Suite of Trading Partner Enabler Options

In order to minimize your trading partners' requirement to change their business process when processing an electronic instead of paper invoice, the solution should provide a variety of options at different price points. Examples include:

- **Web-Based Forms**—For your *small and medium-size trading partners*, an easy-to-use web forms option should enable them to create and manage all their invoice-related documents. Web forms require only a web browser and an Internet connection. There is no need to purchase or maintain software.
- **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 package, 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 customer's accounts payable application. Straight-through processing requires an intermediate conversion from the supplier's format into the buyer's format.



Will Your Data Pass Inspection?

An e-invoicing solution that includes comprehensive data quality checks will save you time and money.

5: Data Quality Services

Eliminate a significant percentage of the 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. Examples include:

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



Know the Local Road Rules

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

6: 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 now 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.
- **VAT Compliance**—VAT (Value-Added Tax) rules in Europe vary by country. The electronic 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
Electronic Invoicing
Solution**



Now you know what signs to look for when selecting an e-invoicing provider. GXS e-Invoicing solutions exceed all of these requirements, offering unmatched translation and integration capabilities, and servicing approximately 30,000 small and medium businesses in over 50 countries around the world.

[Contact GXS](#) 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
- How to get started with **GXS e-Invoicing Solutions**

www.gxs.com



100 Edison Park Drive, Gaithersburg, MD 20878 | 1-800-560-4347