

# e-Invoicing Supplier On-boarding Pack



A straightforward, universal solution

# What is e-Invoicing?



E-Invoicing (e-Billing) is a web based service that facilitates the secure exchange of information between buyers and suppliers.

It specifically allows for invoices and other trade related documents such as Credit Notes, to be issued, received, approved, reconciled and digitally archived via a secure managed service.

## Works with your current systems

To begin with, we work within your existing accounts and billing environments – there is no need to scrap your previous investments or re-invent your processes.

Think of it as an electronic postal service that connects everyone in your supplier and customer network.

Our solution works with every accounting system, from simple packages (inc. MS Excel) to SAP and Oracle, and can handle any format of data in or out.

## Flexible and **FREE**

Suppliers can choose from several convenient ways to submit invoices electronically – without incurring any transaction or service fees.

We believe this is vital to the successful growth of e-Invoicing, whilst also benefiting suppliers and buyers alike.

You could say it is a case of changing nothing, while at the same time changing everything.





## What you can expect

# The benefits of e-Invoicing

## e-Invoicing offers a wide range of benefits for your business

### ▪ **Reduced Costs**

FREE to register and send documents. e-Invoicing removes the cost of postage, paper, envelopes and labour costs associated with sending invoices.

### ▪ **Proof of Invoice Delivery**

Guaranteed instant delivery of documents; including read receipt functionality - allowing you to check the status of your invoice from delivery through to payment.

### ▪ **Invoices Processed Quicker**

e-invoices are delivered in real-time via the service, and provides the ability to search for invoices.

### ▪ **Online Query Management**

Reduce calls to your service desk by allowing buyers to send queries online, resolving issues quicker and creating an audit trail.

### ▪ **Convenient Access**

Documents can be viewed on the e-Invoicing hub 24/7 from any PC with an Internet Connection.

### ▪ **VAT Compliant Service**

The RBS e-Invoicing hub is EU VAT accredited and ensures all documents are HMRC compliant.

### ▪ **Security**

All documents have a digital signature and the service is only accessible by authorised users.

### ▪ **Environmental Impact**

e-Invoicing will assist in reducing an organisation's carbon footprint and environmental impact, by removing the printing, sending, storing and destroying of paper.

**Efficiency Gains** - reduced calls requesting copy invoices, no more manual posting, improved cash flow and better customer service all contribute towards a more cost effective-efficient service.



## Flexible connection methods to suit your business

# Getting connected

The e-Invoicing service is designed to ensure that every supplier has a connection method appropriate to their size, IT capability and invoice volumes.

RBS and BAA do not charge suppliers for connecting or sending and receiving documents, allowing you to realise the cost and efficiency benefits as soon as you become 'live' on the service.

The e-Invoicing system has 4 connection methods, ensuring that there is an invoice submission method for every type of supplier:

- **Webscreen/PO flip**

A straightforward option for suppliers without sophisticated accounting systems. Simply enter the invoice data directly into a preformatted webpage and select submit. This option also allows for Purchase Orders to be 'flipped' into invoices, pre-filling data on the invoice and creating an audit trail.

- **ebPrinter®**

Simply install a free piece of software called ebPrinter onto your PC, then print your invoice to the ebPrinter virtual printer and the system does the rest – formatting the data, securing it and sending it to the e-Invoicing system.

- **Manual/Automated File Upload**

Export your invoices into a single file (usually XML, CSV or PSV) from your accounting system and upload directly to the hub in a few simple steps. Larger suppliers using systems such as SAP and Oracle, can send invoices into service automatically via secure FTP, HTTP post or web services.

- **EDI (Electronic Data Interchange)**

Allows suppliers to utilise their existing EDI connectivity and any relationship that they may have with an EDI provider - RBS will work with your company (and any partner) to ensure that files are converted into the appropriate format for the e-Invoicing service.



## Joining the RBS e-Invoicing network

# What should I do next?

### Step 1

Register online as a BAA supplier at:

<https://e-invoicing.rbs.co.uk>

Following online registration, a member of our specialist On-boarding Team will contact you to answer any questions and discuss the most suitable connection option for your business.

Alternatively, register directly with the On-boarding Team on:

**0800 085 1699** Option 2

### Step 2

Complete and return the BAA Customer Data Requirements Form.

This form will help you to identify if your invoices/credit notes require changes to meet your customer's requirements.

Please send the completed form to: [e-invoicingregistration@rbs.co.uk](mailto:e-invoicingregistration@rbs.co.uk)

