

## Flexible connection methods to suit your business

# Connection Options

The e-Invoicing service is designed to ensure that every supplier has a connection method appropriate to their size, IT capability and invoice volumes. Our solution works with every accounting system, from simple packages (inc. Microsoft Excel) to SAP and Oracle, and can handle any form of data in or out.

### Connection Options:

**Webscreen / Document Flip:** This connection option allows you to submit electronic invoices to your customer without the need for an accounting system. To use this option, an Internet connection is required. Simply enter the invoice data directly into a preformatted webpage and select submit. The mandatory data you are required to enter includes information such as an Invoice Number and an Invoice Date. You will be prompted to complete this data and correct any mistakes prior to submitting the document. This ensures that you will only have to create the invoice on one occasion.

By using the RBS Webscreen, you are also able to use the Document Flip functionality. This enables Purchase Orders from your customer to be 'flipped' into invoices. This will automatically pre-fill data on the invoice for you, whilst also creating an audit trail.

**ebPrinter®:** The ebPrinter is a Virtual Printer Tool provided by RBS that allows you to send electronic invoices to your customer directly from your Windows based spreadsheet (e.g. Excel) or ERP system.

This free piece of software is quick and easy to install and will appear on your system as your current network printers do today. Once the ebPrinter has been downloaded and installed, you can then print your invoice to the ebPrinter. The system will then capture the information within a document, create a PDF and then secures the information with a digital signature before sending the secured document to the e-Invoicing system.

**File Upload:** Invoice files can be sent and imported manually or automatically into the e-Invoicing service. The manual upload of files can be completed in 3 simple steps. Export your invoices into a single file (usually XML, CSV or PSV) from your accounting system, log on to the e-Invoicing hub and select File Upload, and then Browse to find your file and press Upload.

For suppliers who need to send large volumes of invoices into the e-Invoicing service we can provide a Custom Connection. This submission method requires a server link between the e-Invoicing system and your own system, with delivery via secure FTP, HTTP post/web services. The file upload is performed using your existing technology and the format of the file can be created from your ERP system E.g. ERP, Accounting Packages.

RBS are happy to accept files in your own format and layout or a format adopted for other electronic document submissions which already take place. Note: e-Invoicing can only accept files that are pushed from your network. We do not provide a file collection or polling option.

EDI (Electronic Data Interchange): Invoices can also be sent into the service using your existing EDI connectivity. Please contact the On-boarding Team for more information.

