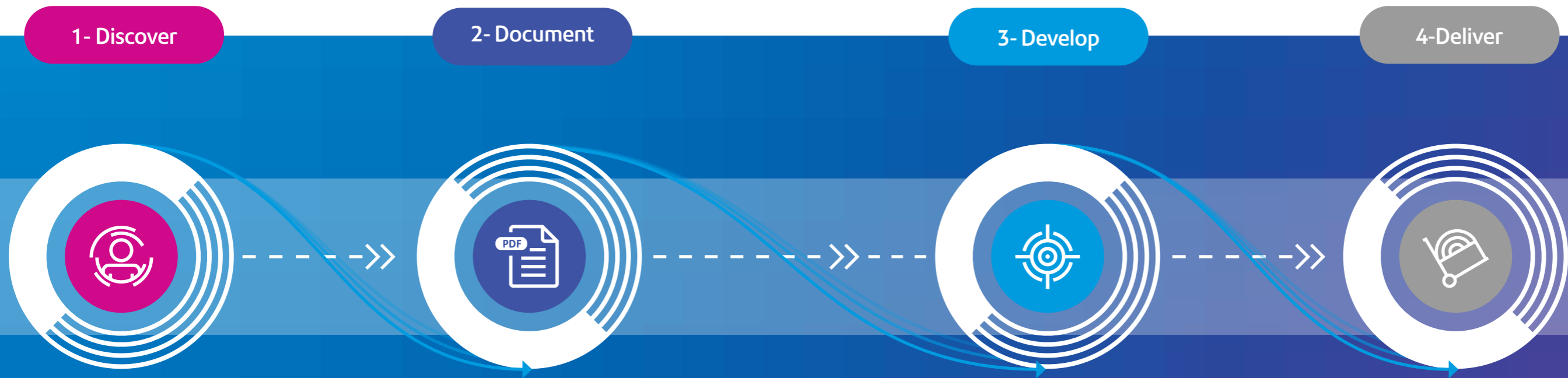


Pitney Bowes inbound e-invoicing set-up process

Connecting Pitney Bowes inbound e-invoicing process 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.