

## RBS e-Invoicing – Accounts Payable

# Simplify your financial supply chain

RBS e-Invoicing provides a flexible, secure, online financial document exchange service. By automating the payables process – from the distribution of purchase orders, handling of disputes to invoice receipt and approval – your organisation benefits from greater efficiency and enhanced control over cash flow.

### Features

RBS e-Invoicing allows for invoices and trade related documents (including invoices, purchase orders and credit notes) to be issued, received, approved, reconciled and archived in real time.

By automating the exchange of invoices with suppliers, organisations can enhance their visibility of these documents, experience significant reductions in physical paper invoice documents and their associated costs, optimise days payable outstanding, and reduce queries and time spent chasing suppliers.

### The RBS e-Invoicing service provides:

- Elimination of associated paper processing costs such as data-entry, data-correction, re-handling and archiving.
- Fully Integrated Invoice Scan & Capture service that can remove 100% of paper invoices from Day 1.
- A branded, secure web portal, accessible only to authorised users.
- 4 electronic connection methods to ensure suppliers of all sizes and IT capabilities can connect to the service.
- VAT compliant electronic invoicing, approval and digital archiving.
- Comprehensive MI and reporting capabilities.
- Ability to present purchase orders electronically to suppliers, which they can easily flip into invoices.

### The benefits of RBS e-Invoicing – Accounts Payable

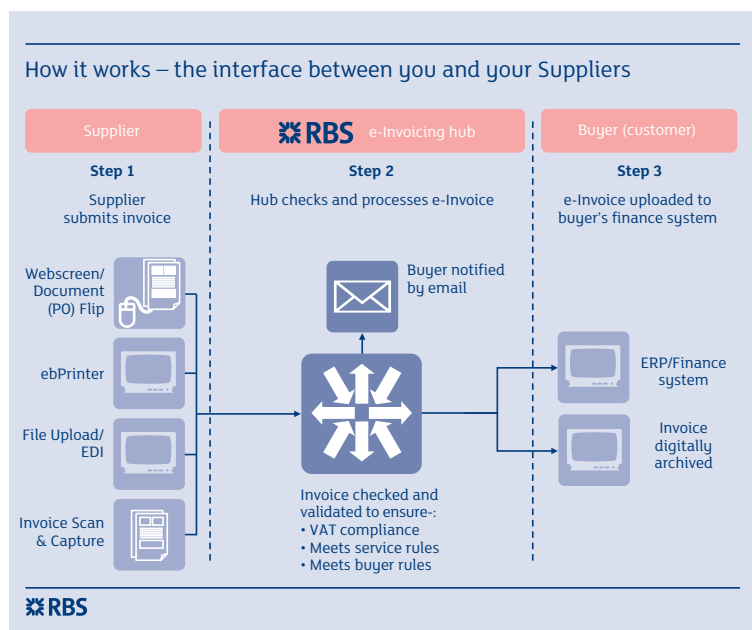
**Reduced costs and increased efficiency** – e-Invoices are delivered instantly and can be viewed, downloaded, approved and imported directly into ERP systems ready for payment. This removes the need for re-keying data and the potential for input errors. Invoices are automatically validated by the service to ensure compliance with HMR&C and your own business specific requirements.

**Flexibility** – RBS e-Invoicing is independent of any ERP or workflow management system, and can be configured to support any structured data format, in or out.

**Real-time Query Management** – RBS e-Invoicing provides an online query management module which allows both suppliers and buyers to respond to queries such as discrepancies in price or quantity. This also builds a detailed audit trail of the query.

**Reduced carbon footprint** – RBS e-Invoicing can help to reduce your carbon footprint and support your green agenda by reducing and removing the need to print, send, store and destroy paperwork.

**Improved visibility and accessibility of data** – RBS e-Invoicing allows you to benefit from faster and easier access to accurate management information relating to Accounts Payable, with the ability to view your organisation's inbound invoice processing status on a single platform.



## Additional Services

### Purchase Orders

**Enhancing your existing process** – If you employ a purchase order system, the purchase orders can be sent electronically to suppliers via the e-Invoicing service, who will then be notified by email.

**Flexibility for suppliers** – Suppliers have the option to log queries against purchase orders and download purchase order data directly into their finance system. They can also flip the purchase order into an invoice. This creates a more efficient order process with fewer errors and can even allow for auto invoice approval if, for example, the purchase order matches the invoice.

### Invoice Scan & Capture

Our fully integrated RBS Invoice Scan & Capture service allows us to process all of the paper invoices that your company receives. All invoices are automatically redirected to the RBS scanning centre via a PO Box where they are processed in our secure facility. The benefits of the service include:

**Elimination of paper from day one** – All paper invoices can be redirected from day one, and your suppliers will be contacted and then onboarded electronically via our supplier onboarding team

**State-of-the-art technology** – Invoice documents are scanned and analysed using industry leading optical character recognition (OCR) software

**Automatic validation and processing** – Validated documents are automatically sent into the RBS e-Invoicing Hub to be processed

**Elimination of manual errors** – Strict quality controls are integral to the document scanning process, ensuring accuracy and security of all document data. Automated data capture and data validation avoids errors associated with manual data entry

**Same Day invoice processing** – Invoice data is immediately uploaded to the e-Invoicing service, providing real-time access to all payables data

**Reduced costs in Accounts Payable processing** – Document Scanning introduces efficiencies throughout the Accounts Payable function by streamlining existing processes and lowering invoice processing costs

**Optimal resource deployment** – By eliminating unnecessary manual tasks, Accounts Payable staff can be deployed to more productive activities

## Security and Compliance

### Security

The RBS e-Invoicing Service incorporates multi-layered security and advanced technology. The use of digital certificates to sign e-Invoices ensures authenticity of origin and integrity of content are guaranteed in compliance with EU Directive 2006/112/EC.

**Use of PKI (Digital Certificate) infrastructure** – To ensure secure delivery of any document type (including invoices and reconciliation data)

**Digital signatures at source** – All trading partner documents are digitally signed at source before transmitting to the hub, ensuring validity and integrity of documents

**Secure delivery mechanism** – Ensures the authenticity and integrity of all the core data (protected by Digital Signatures)

## Security Audit Logging

- **Secure audit log** – each action performed on the service is securely logged.
- **Unsuccessful login attempts** – failed login attempts are recorded.
- **Access to system** – this is restricted to authorised users, who are registered and verified.

## Compliance

The service provides due diligence during the Accounts Payable process, enhancing stakeholder confidence in the results, while implementing control and audit processes that comply with SarbOx, IFRS and the European VAT Directive. The RBS e-Invoicing service has been independently audited, ensuring ongoing compliance in all countries where we operate.

## Onboarding

RBS supplier onboarding is a 2-step process:

### Step 1: Analysis of your supplier base

RBS will undertake a detailed analysis of your supplier base against the current e-Invoicing network database. RBS will also provide supplier profiling, which allows for customised supplier communications to be delivered in line with your supplier's IT capabilities.

### Step 2: Communicating the move to e-Invoicing

RBS provides a dedicated team responsible for helping to devise and execute a supplier communications strategy for onboarding.

Defined registration approaches will be provided based on the supplier profiling undertaken above.

Communication is undertaken by both the RBS e-Invoicing team and your organisation.

## Working with you

RBS will work closely with you to design advisory communications to send to your suppliers informing them about the new e-Invoicing service.

- RBS will provide a dedicated onboarding team with specialist knowledge of the technologies involved.
- The service is completely **free** to your suppliers.
- Suppliers will be able to connect to the service using our range of connection methods. This includes the document scanning option for suppliers who would prefer to still send paper for a period of time.
- We will provide detailed User Guides and videos for Service Administration and Connection Methods (online and PDF).

## For further information

To discover how e-Invoicing can create efficiencies within your business, please call your Relationship Manager or:

Call: 0800 085 1699

Email: [e-invoicing@rbs.co.uk](mailto:e-invoicing@rbs.co.uk)

Visit: [www.rbs.co.uk/e-invoicing](http://www.rbs.co.uk/e-invoicing)