

RBS e-Invoicing Hub – Accounts payable

How RBS e-Invoicing works

The e-Invoicing service automates your payables process – from the creation of purchase orders and receipt of invoices, to handling disputes and authorising payments. We'll enrol your suppliers, who will then be able to submit invoices electronically.

The service accepts invoices and credit notes in any structured format, and converts them into a format compatible with your existing system. We can also take Purchase Orders from your system, in any structured format, and convert them into a format compatible with your supplier's system.

The invoices are run through a number of validation checks before reaching approval and being imported. RBS e-Invoicing supports multiple currencies and languages, and is fully VAT compliant.

Branding

Customer branding at every point of the service reminds suppliers who they're dealing with, and reassures them their documents are being delivered directly to you. You'll be able to customise the service to bring it closer to your corporate branding. You can replace the RBS default light and dark blues with your brand colours, and if your logo meets simple size and resolution requirements, it can be displayed on the top of each page.

Validation & Enrichment

When documents are submitted, a number of checks are automatically run to ensure they are correct and VAT compliant. Inevitably, some suppliers may submit invoices that are missing important information, or are non VAT compliant. So, whether it's a missing VAT number or the invoice contains non-standard characters such as symbols, the service will automatically prompt the supplier and give them the option to easily resolve the issue before resubmitting. If required, the RBS e-Invoicing service also has enrichment tools (Buyer Inbox) which allows you to amend invoices before they are approved such as adding a cost centre code for example.

Approval/matching/rejection

There are three main sections of the e-Invoicing Hub process:

- **Approval**

Invoices can be submitted in a number of ways which include a choice of four electronic methods. Plus a fully integrated Invoice, Scan & Capture service where the supplier submits paper, just like they do today.

Once submitted, all documents run through a number of validation checks as defined by your business and HMRC. If there are any errors or inconsistencies, they will be flagged to the supplier who can then log onto the e-Invoicing Hub and resolve the issue.

There is also an option to check the document again when it arrives in the Buyer Inbox, giving you even more control over the process. Once you're satisfied with the invoice, your approval will transmit it into the ERP system to be paid. This can be done automatically or manually.

- **Matching (Optional, only if Purchase Orders are used)**

The e-Invoicing service can reference and match invoices against purchase orders. For example, you may wish to configure a rule where if the documents match, rather than having someone check them manually, which is the case with paper today, you can configure a rule to automatically approve the invoice ready for payment within your ERP system, saving time and effort.

• Rejection

You will be able to reject an invoice, and using either a drop down list of rejection codes or a free text summary reason, be able to communicate to the supplier exactly why the invoice has been rejected.

Document (PO) Flip – (Optional, if Purchase Orders are used)

When you send your purchase orders electronically to your suppliers, the RBS e-Invoicing service will take the data in any structured format from your purchase order system. Suppliers will be notified of new purchase orders via email, and can then view the documents by logging onto the secure RBS e-Invoicing Hub.

Once on the Hub, the supplier can log a query against the order, download the data directly to their finance system, or generate a VAT compliant e-Invoice using the Document Flip function.

Using data from the purchase order, the Document Flip will pre-populate the invoice and send it directly back to you for processing.

Archiving

Included in the initial document transaction fee, documents will be available on the Hub for 12 months. After which the RBS e-Invoicing service will allow you to archive documents for up to seven years, for a small fee.

Your documents are archived in their original format, or alternative formats including PDF, BASDA XML, cXML or ebXML. Your archived documents can then be accessed via a web portal or presented into your ERP system.

Attachments

Sometimes invoices and credit notes may require additional files to be attached to them to support payment, such as a timesheet file. These attachments will also be processed by the e-Invoicing system so you can view them alongside the relevant documentation. The attachment documents won't be validated.

RBS e-Invoicing is a comprehensive service that will modernise your business and make invoicing and payments quicker and easier. Using RBS e-Invoicing will eliminate errors, reduce costs and improve relationships with your suppliers.

For further information

To discover how RBS e-Invoicing can create efficiencies within your business, please call your relationship manager or contact:

Call: 0800 085 1699

Email: e-invoicing@rbs.co.uk

Or visit: www.rbs.co.uk/e-invoicing