

RBS e-Invoicing – Accounts Receivable

Maximise control of your cash flow

RBS e-Invoicing provides a flexible, secure online payment and financial document exchange service. By automating the order-to-cash cycle, you benefit from improved efficiency, lower costs and greater control and visibility over the financial supply chain.

Features

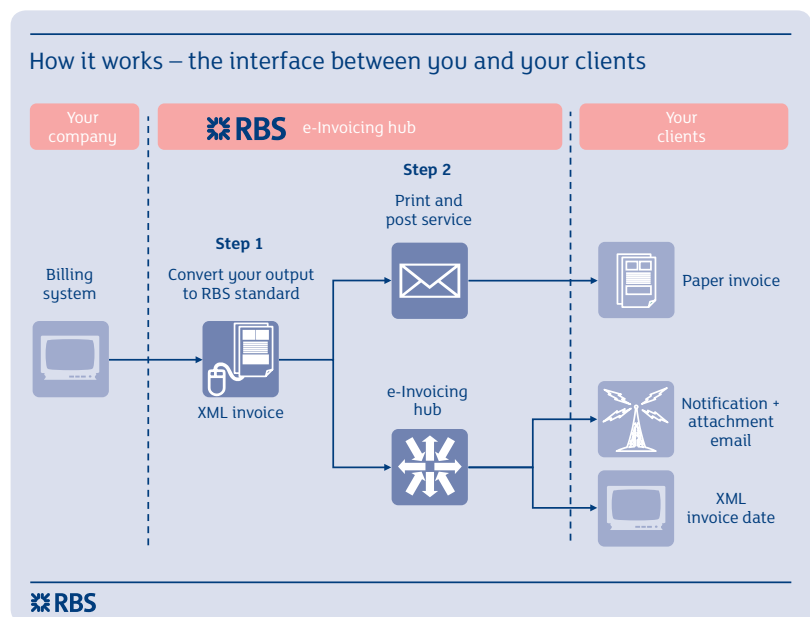
RBS e-Invoicing provides all the functionality of an Electronic Invoice Presentment and Payment system with a fully integrated invoice print and post service.

The RBS e-Invoicing service provides:

- A branded, secure web portal – accessible only to authorised users
- Reduced calls from customers chasing for duplicate invoices – they're available online 24/7
- Provides you with real-time invoice statuses such as 'viewed', 'queried', 'downloaded' and 'paid'
- VAT compliant e-Invoicing and archiving
- Invoices will be rendered into a VAT compliant PDF which will look identical to your paper invoice
- Customers can download invoice data in popular data formats such as XML or CSV
- Invoice Payment functionality
- Option to print and post paper invoices from day one – a complete managed service

The benefits of RBS e-Invoicing Accounts Receivable

- **Reduce Day Sales Outstanding (DSO).** e-Invoices are delivered in real-time and can be viewed, approved and paid instantly online, or downloaded and imported directly into your customer's finance system.
- **Improve efficiency.** Reduce queries from customers and trading partners, eliminate the resource needed to create, print and post manual paper invoices and enhance cash flow by speeding up payment times.
- **Reduced delivery costs.** Instantly reduce the costs associated with manual paper-based invoicing such as labour, materials and postage. E-Invoicing ensures guaranteed invoice delivery and eliminates the need for copy invoices.
- **Improve visibility.** Enjoy access to all your invoices in one place, with a clear view of the information needed to make more accurate cash flow forecasts and planning decisions.
- **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.
- **Reduce your carbon footprint** – be more environmentally responsible by reducing and removing the need to print, send, store and shred paper invoices.



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A more secure, efficient way to send invoices

Print & Post

RBS Print & Post helps your business to reduce paper from day one, by providing a complete printing and posting solution for all of your trade documentation. RBS will print and post all of your invoices on your behalf, in your chosen form of print, and reduce the current cost of this process. The service is recommended as a short-term solution while customers and trading partners are onboarded onto the e-Invoicing platform.

Your business can benefit from:

- **Lower manual processing costs** – removes the need for staff to print, fill envelopes and post documents
- **Staff workload efficiencies** – resources can be redeployed to more productive, value-added tasks
- **Specialist, secure print facility** – the specialist print facility is highly secure and output is dispatched using the most cost-effective postal service
- **Reduced carbon footprint** – moving to a complete paperless invoice system demonstrates your organisation's environmental credentials

Security

The RBS e-Invoicing Service incorporates multi-layer security using 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 documents are digitally signed at source before transmitting through the hub, ensuring the validity and integrity of documents
- **Secure delivery mechanism** – ensures the authenticity and integrity of all 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

The service implements 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 Customer onboarding is a 2-step process:

Step 1: Analysis of your customer base

RBS will undertake a detailed analysis of your customer base against the current e-Invoicing network database.

Step 2: Communicating the move to e-Invoicing

RBS provides a dedicated team responsible for helping you devise a marketing communications strategy for customer onboarding.

Defined registration approaches will be provided based on the customer 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 communications to send to your customers and trading network companies telling 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 customers and trading network companies
- RBS delivers multiple invoice file formats, ensuring companies of all sizes and IT capabilities can connect and take advantage of the service
- We can also provide a fully integrated Print and Post Service for your customers who have not been registered yet or would prefer to still receive paper for a period of time

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

Visit: www.rbs.co.uk/e-invoicing