

## RBS e-Invoicing – Supplier Onboarding

# Getting your suppliers onboard

RBS e-Invoicing is completely free for your suppliers, and we'll help you enrol them quickly and easily. The more customers and suppliers sign up, the more cost-effective and efficient e-Invoicing will become for you. RBS will provide you with a fully developed strategy and proactive support to ensure maximum uptake.

### Campaign Strategy

With a proven record, RBS can help you target and encourage customers to sign up to the service. Here are some of the methods that have been used successfully:

- **Changing terms and conditions**

This ensures all new suppliers go directly onto e-Invoicing.

- **Email marketing campaigns**

Delivering key e-Invoicing benefits by email helps promote sign up.

- **Postal campaigns**

Flyers inserted into paper purchase orders can encourage enrolment.

- **Mandating e-Invoicing**

Offering suppliers an opt-out option results in a far higher success rate.

- **Extending payment terms**

For suppliers who insist on sending paper invoices, extend payment terms to 60 or 90 days.

- **Bulk registration**

By importing a list of suppliers, RBS can pre-register them onto the e-Invoicing service. This will create an account and trigger a targeted invitation to enrol.

- **Internal marketing campaigns**

Ensure awareness and support from all areas of your organisation.

However your supplier receives the message to sign up, they will be directed to the Registration page on the e-Invoicing website. When they've submitted a short registration form, you'll receive notification. By visiting the e-Invoicing Hub, you'll then be able to approve them as a trading partner. If the supplier chooses to connect via an automated connection method, we'll take care of the set-up process with them. After that, all documentation can be submitted electronically. It's that quick and easy.

### Data Cleansing

We'll need some basic information about your supplier, including contact details, VAT number and invoice volume. If this information is unavailable, we are able to provide a data cleansing service to collect all the relevant information on your behalf.

## Support

In our experience, your endorsement and promotion of the e-Invoicing system will make enrolment faster and more successful. We'll provide additional support in every way we can.

- **FREE to suppliers**

By offering a free service, your suppliers will have little reason not to enrol.

- **Multiple connection methods**

This even includes a document scanning option for those who choose to send paper for a period of time.

- **Communications**

Our team will help you produce convincing marketing that highlights key benefits, FAQs and sign up information.

- **RBS network**

You'll have access to our extensive network of trading relationships.

- **Dedicated team**

Specialists in e-Invoicing technologies and first class customer service will be on hand to help you.

- **User guides and videos**

You'll be provided with assets for service administration and connection methods.

- **Analysis**

We'll work with you to undertake a detailed analysis of your supplier base against the current e-Invoicing database.

Once your customers and suppliers have signed up to e-Invoicing, you'll all be enjoying a faster, more secure way to manage information. By using this cost-efficient web-based service, you'll reduce the number of errors and help make your Accounts Payable function run more smoothly.

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

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