

# RBS e-Invoicing – Validation and Compliance

## Making sure every invoice is correct

The RBS e-Invoicing service runs a number of checks to ensure that your invoices are correct and HMRC compliant. It saves you time and identifies errors automatically. And with a powerful security system in place, you can rest assured your confidential data is safe.

### How invoices are validated

Before they are processed, the RBS e-Invoicing service automatically carries out the following checks on your invoices and flags any problems to you:

#### E-Invoicing Compliance Checking

At this stage, the system checks the document contains all key information such as names, dates, document numbers, totals and currency.

#### Value Checking

This ensures that the monetary values make sense. Working at two different levels, it calculates and compares the gross invoice total, and also the net amount on the invoice. If the figures don't match, it will let you know.

#### Custom Simple Validation Checks

This option allows you to choose up to five custom checks. It could check a vital piece of information is always present, for example a purchase order number. Or, it can check the data conforms to a business rule, for example the purchase order number must consist of three letters followed by three numbers. Documents will either pass, raise a warning or fail these tests.

#### Document Matching

The RBS e-Invoicing service can cross reference documents to help guarantee correct business processes are being followed. So, providing the data is on the system, it can match purchase order data with invoice data.

#### VAT compliance

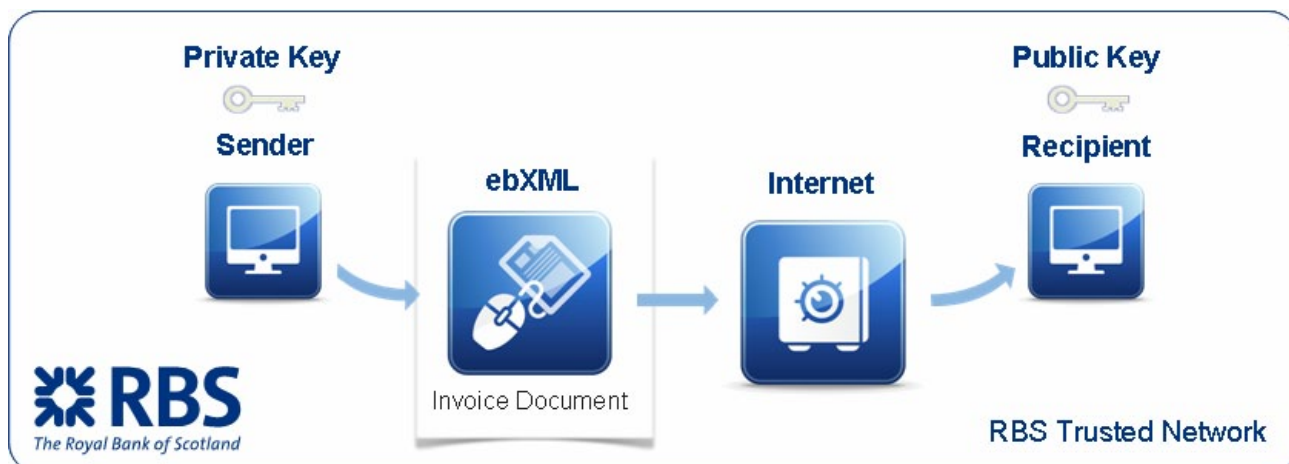
If you're VAT registered, the RBS e-Invoicing service automatically checks that all invoices comply with HMRC rules.

#### Security

There's no need to worry about security when using the RBS e-Invoicing service. We use a number of different layers of security, using advanced technology. These include:

- Use of the PKI digital certificate infrastructure which securely delivers any document type
- The digital signing of all trading partner documents at source
- A secure delivery system to ensure the safety of all core data
- Encryption to ensure database security
- Security audit logging which monitors every action performed on the service

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.



With RBS e-Invoicing, you'll know your documents have been thoroughly checked with the highest levels of security. There's no need to worry that your documents may be rejected because they haven't met HMRC rules, or that important information is missing.

If your business requires more advanced functionality such as three-way line matching, we can even offer you an integrated document workflow module that automates invoice routing, workflow and approvals. Just ask your relationship manager for more details.

## 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)