

SWIFT e-Invoicing

Business without Borders

A range of solutions that deliver secure, effective, economical and standards-compliant e-Invoicing today.

What is e-Invoicing?

True e-Invoicing is when the invoice data itself is transmitted electronically from the supplier to the buyer without ever existing on paper or any electronic equivalent of paper (e.g. PDF). Where e-Invoicing differs from traditional Electronic Data Interchange (EDI) is in the complete inter-operability of the communication.

When EDI was introduced in the late 1980s, it was hoped that it would serve this purpose but the complexities of systems intercommunication and the variety of applications at the time, meant that it ended up largely being used in customised one-to-one data links.

More recently, businesses have been relying on email to send PDF versions of paper invoices but, whilst the transmission has been speeded up, the recipient still has to manually transcribe the data into their systems. On top of that, email and PDF files fail to provide the layers of security and auditability that are required by national tax authorities and auditors, especially for cross border transactions.

e-Invoicing, at its simplest level, is functionally similar to email in that, to send or receive e-Invoices, you need to have an account with an e-Invoicing service provider. This e-Invoicing account provides you with a unique e-Invoice address and some form of e-Invoice client software that enables you to send and receive using your service provider's network.

The movement of e-Invoices between networks is the responsibility of the service provider and we are working together to ensure complete end-to-end transparency for our subscribers.

In parallel with inter-operability is security in terms of what is needed from any e-Invoicing service. At Bottomline, we have chosen to use the SWIFT inter-bank network to carry the e-invoice data using the ISO20022 universal financial industry message scheme to maximise both security and international standards compliance.

Using our SWIFT e-Invoicing client software, your invoice data is converted into an ISO20022 compliant e-Invoice and uploaded through our SWIFT gateway for onwards transmission to its destination. The SWIFT network provides both maximum security and complete tracking to both sender and recipient to ensure that the e-Invoice that arrives at the destination is the one that was sent in the first place.

It has been a long time coming but we finally have a fully secure and universal platform to enable direct communication of invoice data between suppliers and buyers without any intermediate stages that require human interaction.

What are the benefits?

- Sending an e-Invoice costs less than the postage of a conventional paper invoice. This is without even factoring in the cost of the paper, printing and the labour element of handling and putting it in an envelope.
- Receiving an e-Invoice costs nothing. The basic client software for receiving e-Invoices is free and runs on a standard desktop or laptop computer. This software will allow you to view the received invoice on screen, to print as a Microsoft XPS file and to export it as XML or CSV data for onwards processing.
- Client software can be extended to provide multi-user browser based access and direct connection into your back office ERP systems to provide seamless end-to-end process integration.

SWIFT e-Invoicing is simple and straightforward to implement. It will generate significant cost savings and efficiency improvements from day one and is available today. You don't need to be a multinational corporation to benefit and we will work with you to help on-board your customers and suppliers to maximise the benefit for all parties.

Who are SWIFT?

SWIFT is the Society for Worldwide Interbank Financial Telecommunication. It is a not-for-profit organisation that is wholly owned by the banks. More than 9,000 banking organisations, securities institutions and corporations across 209 countries trust SWIFT every day to exchange millions of standardised financial messages and now e-Invoices. The financial world conducts its business operations with speed, certainty and confidence via SWIFT.

Is your Business at Risk?

To conform to European tax and invoicing rules you must:

- Ensure the authenticity of the invoice content
- Store the invoice content in the form it was sent
- Maintain the integrity of the content for the lifetime of the invoice
- Demonstrate business controls around paper and electronic invoices
- Prove access to the invoice content to the tax authorities

Do you comply with these today? You do with SWIFT e-Invoicing.

Your Business and SWIFT e-Invoicing

Our e-Invoicing solutions give you all of the business controls and security you need to meet your tax obligations. All invoices that flow through SWIFT are tracked, audited and authenticated to give you peace of mind. Invoice content can be exported into or seamlessly linked to your finance and accounting package whilst the original content remains secure to guarantee its integrity.

Our application collects your invoices from SWIFT and provides visibility of the content within the Active Invoice Viewer, no logging on or manual downloading. From here you can export the content into your finance package, the original is retained within our secure repository. This can also be integrated directly into your accounts solution or invoice approval workflow.

To put to your accounts team in control of disputes, the Active Invoice Viewer can be used to alert suppliers of invoice or payment issues to manage payment. If you are looking to manage paper and workflows alongside e-Invoices, our Transform solution provides you with one solution for all your invoicing needs

Secure, Robust & Reliable

The SWIFT network is highly secure with 99.999% availability that covers the globe. Messages sent via SWIFT cannot be repudiated, their delivery is acknowledged and they are fully tracked. This provides the ideal infrastructure for e-Invoicing. Unlike PDFs sent over the public network all traffic is encrypted and the only way into the network is via a SWIFT e-Invoice Provider. When you sign up to Bottomline SWIFT e-Invoicing, you are allocated a unique address that identifies your business to the world. This SWIFT e-Invoice account ensures that you will only receive or send valid invoices.

Built in Business Controls

Every invoice that passes through SWIFT is audited, tracked and benefits from non-repudiation. Content is secured and its integrity guaranteed, putting the control in place that you need to meet statutory obligations.

Post your Invoices

SWIFT e-Invoicing is about sending as well as receiving e-Invoices. To start posting e-Invoices simply sign up to a monthly contract, based on your volumes and package type.

Each monthly contract contains inclusive invoice envelopes and offers a fixed price for non-inclusive invoices if you go over you limited. You can also send attachments and other related documents via Active Invoice Viewer.

Benefits of SWIFT e-Invoicing

Whatever the size of your organisation, the benefits delivered by e-Invoicing don't stop at the savings from cutting out paper and postage. The real business case for e-Invoicing starts within your own organisation:

Process Efficiency

By moving to true e-Invoicing based on content rather than PDFs, you can automate the flow of data into and out of your business, cutting out human interaction or rekeying of invoice data, removing scanning and sorting, removing OCR exception errors and allowing you to focus on managing your cash.

Market Reach

With SWIFT e-Invoicing you can reach out across your supply chain and offer process efficiencies and business controls to your customers and suppliers. You can now reach anywhere in the world, find new suppliers and access markets. Our e-Invoicing solutions allow you to on-board your customers, all within the safety and security of the SWIFT network.

Cash Management

Whether you want to get paid more quickly or hold onto your cash for as long as possible, once you are sending or receiving your invoices via SWIFT, you can focus on managing disputes and payments rather than paper and PDFs. Our solutions give you complete visibility of your transactions and allow you to interact directly with your customers and suppliers.

Active Invoice Viewer (AIV)

Active Invoice Viewer is your window into the system. This powerful application shows you all of the electronic invoices within your business.

Invoices are automatically downloaded from SWIFT providing immediate access. The human view allows you to read and action the invoice content whilst ensuring 100% data integrity and accuracy.

Now you can interact with your buyers or suppliers without reaching for the telephone. Sales invoices can be exported from AIV as Microsoft XPS, CSV or XML files giving quick integration with your accounting application. Your accounting team can manage disputes, send and view invoices from within AIV.

AIV gives you a free electronic mailbox within your business. Now you have one address for your secure invoice content.

Features

- Automatically get invoices from suppliers
- Full audit trail from supplier to you
- Put invoices 'On Hold' by raising a supplier query
- Flag invoices as processed by 'Approve Payment'
- Add finance voucher record
- Export content as XML or CSV
- View and print invoice content as Microsoft XPS
- Runs on Windows desktop and server operating systems

Active Invoice Viewer - Windows Internet Explorer

http://localhost/ActiveInvoiceViewer/

Logged in as ACME\SCarter (Stephen Carter)

Active Invoice Viewer

New Invoices (6)

- Supplier: Bottomline Abacus
Invoice Date: 2011-01-12
Invoice Total: 461.18 EUR
- Supplier: Bottomline Abacus
Invoice Date: 2010-10-13
Invoice Total: 940.00 EUR
- Supplier: Bottomline EMG GmbH
Invoice Date: 2011-10-11
Invoice Total: 184.50 EUR

On Hold Invoices (10)

Invoice Search

Invoice View | Audit History | Attachments (2)

Invoice Header		Seller Details		Buyer Details	
Invoice Number:	11000118	Bottomline Abacus		ACME Industrie	
Invoice Date:	2011-01-12	Cherrycourt Way Leighton Buzzard LU7 4YY		Rue de Rivoli Paris 883783	
Purchase Order:	10003355	Tax Id: GB887389299		Tax Id: FR472637728	
Gross Amount:	461.18 EUR				
Tax Amount:	86.24 EUR				
Tax Rate:	23 %				

Invoice Lines

#	Description	Unit Price	UoM	Quantity	Net Total
5.000	AE30A ILMANPOISTIN	90.0000	EA	4	360.00 EUR
7.000	Toimituskulut	6.7000	EA	1	6.70 EUR
8.000	Postipaketti klo 16	8.2400	EA	1	8.24 EUR

Raise Query | Approve Payment | Export XML | View File (XPS) | Export CSV

Invoice List

Invoice State	Invoice Date	Supplier	Supplier Address	Invoice Numb...	Amount	Currency	Tax A
new	2011-01-12	Bottomline Abacus	Cherrycourt Way, Leighton Buzzard, LU7...	11000118	461.18	EUR	86.24
on-hold	2010-10-13	Topline (inc) Abacus	Cherrycourt Way, Leighton Buzzard, LU7...	10003394	940.00	EUR	174.00
new	2010-10-13	Bottomline Abacus	Cherrycourt Way, Leighton Buzzard, LU7...	10003394	940.00	EUR	174.00

1 Solution - 4 Options

Bottomline Solution

	Essential	Classic	Premium	Transform
Business Objective				
Introduce savings	✓	✓	✓	✓
Add business controls	✓	✓	✓	✓
Improve productivity		✓	✓	✓
Reach new customers or suppliers			✓	✓
Manage your disputes and cash			✓	✓
Merge paper and e-Invoicing processes				✓

Your SWIFT e-Invoicing Account allows you to receive e-Invoices without cost, whilst the cost of sending invoices is lower the postage. To support you as you involve into e-Invoicing, Bottomline offers four levels of solution. Simply match your business objectives against our solution to starting your true e-Invoicing journey:

1 - Essential e-Invoicing

Essential e-Invoicing is designed to get you started with no initial costs with the option to extend the solution as your e-Invoicing requirements grow. It includes:

Active Invoice Viewer (AIV)

This powerful browser-based application is the central part of the solution. It enables users within your business to view all your SWIFT e-Invoice account activity. AIV includes a secure repository for storage of your invoices ensuring you always have one version of the original invoice data.

SWIFT e-Invoice Account

The account comes with a unique address that gives you a global identifier for sending or receiving invoices. Any invoice that goes through SWIFT is audited and tracked to give you non-repudiation evidence.

Unlimited e-Invoice Receipt

Once you have a SWIFT e-Invoice account and install Active Invoice Viewer you can receive e-Invoices from any supplier across the world via any SWIFT enabled e-Invoice Provider or simply ask your suppliers to install Active Invoice Viewer from Bottomline.

2 - Classic e-Invoicing

Classic e-Invoicing takes you from doing the basics to ensuring e-Invoicing is a full part of your business process. It includes everything you need for e-Invoicing as a software solution alongside the Active Invoice Viewer, your SWIFT Account and Unlimited Receipt. Within the Classic solution you also have:

Web based Active Invoice Viewer

With Classic e-Invoicing you gain web access to your Active Invoice Viewer. This allows your accounts team to access your invoices quickly and simply. Now your whole business can process and view invoices.

Lifetime Storage

This Classic feature allows you to store invoices within AIV for their entire lifetime, giving you one secure place to view and manage all your invoices. Lifetime Storage requires a Microsoft SQL database to provide a simple and easy to manage storage solution.

PDF Email Exchange

If suppliers still send, or buyers ask for, PDF images, this feature allows you to send and receive qualified electronic PDF invoices from within AIV. It can monitor a POP3 email inbox for incoming e-Invoices and can send them via SMTP through Microsoft Exchange or other email clients.

Back Office API

The next step for Invoice automation is integration with your accounting application. This standard feature provides a link between AIV and the rest of your business. Automate transmission and receipt of e-Invoices directly into your business.

The Classic e-Invoicing solution allows you to add more concurrent users into Active Invoice Viewer, extend the reach in your core ERP systems.

3 - Premium e-Invoicing

Premium e-Invoicing takes you beyond simple e-Invoicing, adding value across your supply chain and into your business. Premium extends Classic e-Invoicing to include visibility of your supply chain across your buyers and suppliers.

Dispute Control – improve relationships

This powerful feature of Premium e-Invoicing offers real-time visibility of the status of your invoices. Your credit control team can see feedback from buyers using AIV or a compatible solution and can raise disputes with your suppliers. This extends AIV with information included against each invoice. Your credit control team can manage disputes as they happen, seeing issues as they arise and even seeing that payment has been approved.

To support your complex business needs, Premium e-Invoicing includes support for ERP systems such as SAP and Oracle. This allows you to have a seamless e-Invoicing solution regardless of your back office application.

The market reach of Premium e-Invoicing can be extended with the following options:

Supplier on-Boarding – extend reach

To get the maximum return on your investment you need to start receiving e-Invoices from all your suppliers. The supplier on-boarding option enables you to on-board your suppliers with the help of Bottomline. This includes an account setup page where your suppliers can easily sign up for our Essential e-Invoicing. You also have the option to pay your suppliers' transmission costs.

Buyer on-Boarding – maximise savings

To get the maximum return on your investment you need to start sending e-Invoices to your customers. The buyer on-boarding option helps you to on-board your customer quickly with the help of Bottomline. This includes an account setup page for your customers to register and download their own Essential e-Invoicing solution. We will also help you get fast adoption and therefore a faster return on investment via Essential e-Invoicing.

Sandbox – be agile

To evolve you need to be agile. To support this, the e-Invoice sandbox option allows you to test new e-Invoicing features or integration without impacting on your critical processes. The sandbox includes a development environment and can be used for all non-production uses such as training or user acceptance.

4 - Transform for e-Invoicing

Transform offers you the same level of business controls for all your invoicing – Paper, PDF and electronic. Our market leading document management solution now has SWIFT e-Invoicing support as a bolt-on. Transform is one solution for 100% of your invoicing requirements.

	Essential	Classic	Premium	Transform
SWIFT e-Invoice Account	✓	✓	✓	✓
Active Invoice Viewer	✓	✓	✓	✓
Business Controls	✓	✓	✓	✓
Base User Pack	1	5	25	●
Unlimited Invoice Receipt	✓	✓	✓	✓
Lifetime Storage	●	✓	✓	●
PDF Email Exchange	✗	✓	✓	✓
Back Office API	✗	✓	✓	✓
Additional User Pack	✗	●	●	●
Advanced ERP API	✗	✗	✓	✓
Dispute Control	✗	✗	✓	✓
Supplier On-boarding	✗	✗	●	●
Buyer On-boarding	✗	✗	●	●
Sandbox	✗	✗	●	●
Support for Paper Invoices	✗	✗	✗	✓

KEY: ✓ = yes ✗ = no ● = option

The Simplest Business Case you'll ever write

For less than the price of postage you can start sending e-Invoices via SWIFT to any customer in the world. E-Invoicing will enable you to automate your whole supply chain and overnight you can:

- Reduce the cost of post and get notification of invoice receipt
- Introduce business controls and content integrity
- Improve process efficiency and productivity
- Reach new customers and suppliers across the world
- Manage disputes, pay and get paid on time

SWIFT e-Invoicing from Bottomline offers you Business without Borders.



About Bottomline Technologies

Bottomline Technologies (NASDAQ: EPAY) provides cloud-based payment, invoice and banking solutions to corporations, financial institutions and banks around the world.

The company's solutions are used to streamline, automate and manage processes involving payments, invoicing, global cash management, supply chain finance and transactional documents.

Organisations trust Bottomline to meet their needs for cost reduction, competitive differentiation and optimisation of working capital.

Headquartered in the United States, Bottomline also maintains offices in Europe and Asia-Pacific.

For more information, visit www.bottomline.co.uk



www.bottomline.co.uk

Corporate Headquarters

Portsmouth, NH 03801 USA
tel 1.800.472.1321, +1.603.436.0700
email info@bottomline.com

Europe, Middle East, Africa

115 Chatham Street, Berks RG1 7JX UK
tel +44 (0)118 925 8250
email emea-info@bottomline.com

Asia-Pacific

Hawthorn East, VIC, 3123 Australia
tel +61 3.9824.6888
email ap_info@bottomline.com.au