Are your invoices causing delays in

getting paid?



6 Common Issues with invoice layouts

Presentation brought to you by



Laxhalp Beauty Products

Invoice

Date	Invoice #			
20/08/2021	50056			

Bill To

Ben Adams T/A Amazing Laxhalp Store
14 Mountain Road
Laxhalp
LXS HA21

Ship To	
Ben Adams T/A Amazing Laxhalp Store 14 Mountain Road Laxhalp LX5 HA21	

P.O. Number	Terms	Rep	Ship	Via	F.O.B.		Project	
5177R	Net 30	JOE	20/08/2021	DeliverNow				
Quantity	Item Code	Description				Price Each Amount		
5 2 5 2 1 I	40775 40226 Delivery	Shampoo & Co Shampoo & Co Delivery Charg Sales Tax	nditioner for Greas nditioner for Dandi e	y Hair - 350ml uff - 350ml			3.77 3.77 4.95 23.00%	18.85 18.85 4.95 9.81
						Total		€52.46



OnePosting specialises in extracting data from native PDF invoices with 100% accuracy

THIS ALLOWS IT TO REFORMAT INVOICES TO SEND TO CUSTOMERS

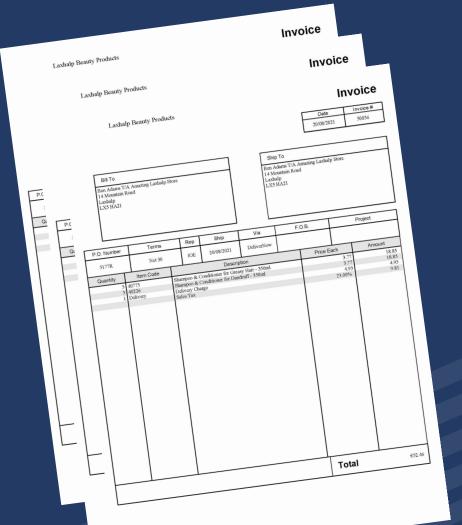


Reformat layouts issued by older systems

Distribute to customers they way they want to receive them

Online access available to customers to get copies

Automatically attach supporting documents



AND RECEIVE AND PROCESS INVOICES FROM SUPPLIERS



Automated 2-way matching PO ⇔ Invoice

Automated 3-way matching PO ⇔ GRN ⇔ Invoice

Export data to be used by procurement, BI analysis, etc.



Are your invoices causing delays in getting paid?

The 6 CONTRA issues

Comply with customer requirements

Obligations (legal)

Nice structure

Timely invoice delivery

Right first time

Access to copies of invoices

COMPLY WITH CUSTOMER REQUIREMENTS

✓ Purchase Orders

✓ Job Numbers

✓ Contract Numbers

✓ Destination Email Address

BLIGATIONS - LEGAL

✓ Full supplier details

✓ Tax identifier

✓ Correct customer name

√ 'Reservation of Title'

✓ Link to Terms and Conditions

ICE LAYOUT

✓ Clearly label everything

✓ Invoice date –v- due date

✓ Date format

√ Highlight total due

✓ Avoid non-alphanumerics

IMELY INVOICE DELIVERY

✓ Invoices out ASAP

✓ In tune with customer P2P cycle

RIGHT FIRST TIME

✓ Use Copy/Paste for POs

✓ Avoid computational errors

✓ Ensure correct pricing used

ACCESS TO INVOICES

✓ Online customer self-service

✓ Supporting document available

✓ Compliant with local laws

Comply with customer requirements

Obligations (legal)

Nice structure

Timely invoice delivery

Right first time

Access to copies of invoices



For more information please contact OnePosting:

Web: <u>www.oneposting.com</u>

Email: sales@oneposting.com

Ireland: +353 1 514 3585