

# 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 LX5 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	40775	Shampoo & Conditioner for Greasy Hair - 350ml			3.77	18.85
5	40226	Shampoo & Conditioner for Dandruff - 350ml			3.77	18.85
1	Delivery	Delivery Charge			4.95	4.95
		Sales Tax			23.00%	9.81
					<b>Total</b>	€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 the way they want to receive them

Online access available to customers to get copies

Automatically attach supporting documents

Three overlapping invoice documents from Laxhalp Beauty Products. The top invoice is the most prominent, showing a header with 'Laxhalp Beauty Products' and 'Invoice' repeated three times. It includes a 'Date' field with '20/08/2021' and an 'Invoice #' field with '50056'. There are 'Bill To' and 'Ship To' sections, both containing the address: 'Ben Adams T/A Amazing Laxhalp Store, 14 Mountain Road, Laxhalp, LXS HA21'. Below these is a table with columns for 'P.O. Number', 'Terms', 'Rep', 'Ship', 'Via', 'F.O.B.', and 'Project'. The main table has columns for 'Quantity', 'Item Code', 'Description', 'Price Each', and 'Amount'. The 'Total' is listed as '€52.46'.

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		
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1	Delivery	Delivery Charge	4.95	4.95		
		Sales Tax	23.06%	9.81		
				<b>Total</b>	€52.46	

# 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.



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The 6 **CONTRA** issues

**C**omply with customer requirements

**O**bligations (legal)

**N**ice structure

**T**imely invoice delivery

**R**ight first time

**A**ccess to copies of invoices

# COMPLY WITH CUSTOMER REQUIREMENTS

✓ Purchase Orders

✓ Job Numbers

✓ Contract Numbers

✓ Destination Email Address

# OBLIGATIONS - LEGAL

✓ Full supplier details

✓ Tax identifier

✓ Correct customer name

✓ 'Reservation of Title'

✓ Link to Terms and Conditions



# NICE LAYOUT

✓ Clearly label everything

✓ Invoice date –v- due date

✓ Date format

✓ Highlight total due

✓ Avoid non-alphanumerics

# TIMELY 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

**C**omply with customer requirements

**O**bligations (legal)

**N**ice structure

**T**imely invoice delivery

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**A**ccess to copies of invoices



For more information please contact OnePosting:

Web: [www.oneposting.com](http://www.oneposting.com)

Email: [sales@oneposting.com](mailto:sales@oneposting.com)

Ireland: +353 1 514 3585