

SAP Web Invoice Processing Packaged Service

Cutting Out Paper from the Accounts Payable Process

What is the Web Invoice Processing Packaged Service?

Buying organisations can dramatically cut the costs of processing invoices by receiving invoices electronically from their suppliers. When it comes to receiving invoices electronically there is no “one size fits all” solution as suppliers are of different sizes, have different degrees of technical abilities and send different volumes of invoices.

The SAP Web Invoice Processing Packaged Service has been developed by BizAps with two objectives. Firstly suppliers can send the buying organisation electronic invoices by either entering an invoice through a secure portal or uploading an invoice file. Secondly, suppliers can check the status of the invoices they have submitted online and action any issues without delay.

The Packaged Service is tightly integrated to SAP R/3 Financials and therefore unlike other solutions, it can handle both Purchase Order (PO) and Non PO based invoices very easily.

Benefits at a Glance

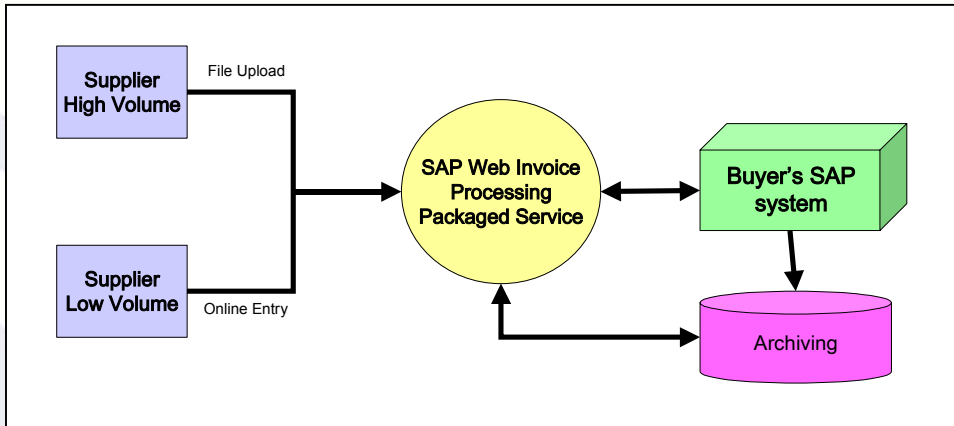
- ❑ Significant cost reductions
- ❑ Improved process for paying suppliers on time
- ❑ Reduced risk and increased control
- ❑ Invoices are entered onto SAP faster allowing improved cash flow management and better reporting
- ❑ High accuracy of matching due to tight integration with SAP R/3
- ❑ PO line item level matching without the need for ‘fuzzy logic’
- ❑ Vendor self service, reduces phone queries from suppliers and therefore further increasing productivity
- ❑ Leveraging your investment in SAP
- ❑ Rapid return on investment
- ❑ Interactive dispute management. Suppliers can send credit notes online
- ❑ Buying organisation controls relationship with supplier
- ❑ Support other Supplier Relationship Management strategies

Features at a Glance

- ❑ Suppliers can enter invoices electronically either online or through an upload facility
- ❑ Self service functionality to enquire on the status of their invoices and therefore reducing telephone queries
- ❑ Buyer and supplier can manage invoice disputes
- ❑ Can handle PO, Non PO based invoices and credit notes
- ❑ Supplier enters PO based invoices against the PO and not just a blank form, allowing a high degree of matching
- ❑ There are no per transaction charges
- ❑ Solution will conform to HMCE requirements for electronic invoicing
- ❑ The Packaged Service integrates tightly with archiving packaged services
- ❑ Validation against actual SAP data, not just format validation

Web Invoice Processing Packaged Service in Detail

The supplier will access a secure portal and can either enter invoices online, upload invoices from a file, enter credit notes or enquire on the status of submitted invoices.



Example of a supplier entering an invoice online

Once a supplier logs onto the secure portal they will have the option of entering or uploading invoices either against an open Purchase Order List or using a blank invoice form.

This example demonstrates entering an invoice against an Open Purchase Order List:

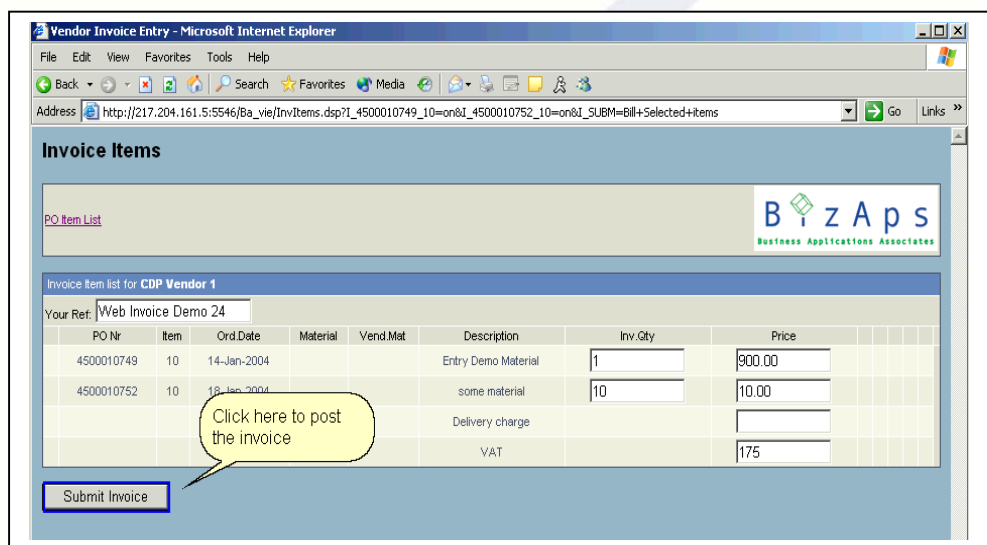
Select	PO Nr	Item	Ord.Date	Material	Vend.Mat	Description	Ord.Qty	UoM	Price	Curr.	Del.Date	Rec.Qty	Inv.Qty
<input type="checkbox"/>	4500010748	10	08-Jan-2004			some materials	1	EA	100.00	GBP	20-Oct-2004	0	1
<input type="checkbox"/>	4500010749	10	14-Jan-2004			Entry Demo Material	1	EA	900.00	GBP	31-Jan-2004	0	0
<input type="checkbox"/>	4500010750	10	14-Jan-2004			some material	10	EA	10.00	GBP	23-Jan-2004	0	7
<input type="checkbox"/>	4500010751	10	15-Jan-2004			some material	12	EA	12.00	GBP	20-Jan-2004	0	1
<input type="checkbox"/>	4500010752	10	18-Jan-2004			some material	10	EA	10.00	GBP	23-Jan-2004	0	0
<input type="checkbox"/>	5500000050	10	02-Jan-2004	CDP-COMP1		CDP Purchased Component 1	8000	EA	1.00	GBP	30-Jan-2004	0	11
<input type="checkbox"/>	5500000050	20	02-Jan-2004	CDP-COMP2		CDP Purchased Component 2	7300	EA	1.00	GBP	30-Jan-2004	0	0

The supplier can only see open PO line items to create an invoice against. The supplier can either raise an invoice against one or multiple purchase orders. (This is a configuration decision taken by the buying organisation).

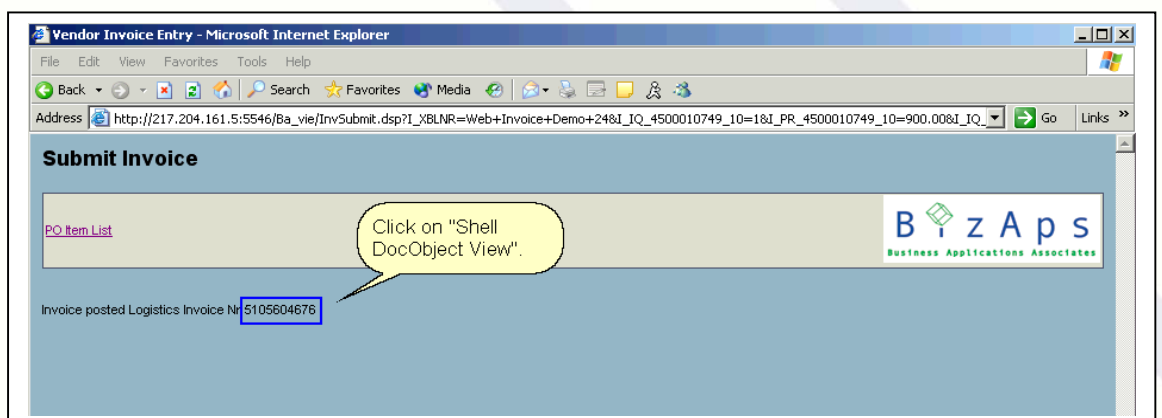
The PO Item List is generated directly from SAP R/3 Materials Management and any changes to the PO in SAP are reflected automatically on the list.

There are several options available to the buying organisation when installing the Packaged Service. Firstly, if required the supplier can be allowed /not allowed to over bill against the purchase order. The supplier can partially invoice against the purchase order.

The easy to use web based screens make it easy for suppliers who only infrequently raise invoices to submit an invoice to the buying organisation online.



Once the supplier fills in all the required details, they can submit the invoice which posts an invoice in SAP that is either parked, posted or posted blocked.



Creating an Image for Compliance Purposes

Once the electronic image is submitted, either a TIFF or PDF image is created and can be stored on an archiving system or file directory. The image will also contain other details required for tax purposes, including the suppliers VAT number.

Supplier Enquiry Functionality

Suppliers have the ability to view the status of their invoices through the secure web portal. As part of the install the buying organisation will determine the various statuses the suppliers will be able to see.

This functionality will give the suppliers the ability to see which invoices have been blocked and be proactive to resolve any queries and get paid on time.

In our experience many buying organisations are opting to give their suppliers access to this functionality as a first phase before allowing them to enter invoices online.

Optional Supplier On-Boarding Service

The SAP buying organisation will only achieve the return on investment from this solution, if it is rolled out widely to many suppliers. In order to assist with the on-boarding of large groups of suppliers over a short period of time, BizAps has devised a toolkit and an approach that automates most of the process and makes it manageable for the buying organisation to manage and control the process.

What is Included with the Packaged Service?

- ❑ Installation of Software components on SAP
- ❑ Installation of SAP web technology
- ❑ Enable 3 suppliers to use the Portal
- ❑ Provide full user and administrative documentation
- ❑ Provide advice for supplier enrolment program
- ❑ Advice on networking and security

What is NOT Included with the Packaged Service?

- ❑ Network and security set up
- ❑ Hardware procurement or set up
- ❑ Rolling solution out to remaining suppliers (This can be supported at an additional cost)
- ❑ Ongoing support (This can be supported at an additional cost)
- ❑ Setting up SAP purchasing or SAP Accounts Payable

How Much Does The Packaged Service Cost?

- ❑ £27,000 for both the Entry and Enquiry functionality
- ❑ There are no per transactions charges
- ❑ Customer needs to talk to their SAP Account Manager about whether any software engine fees may be required

For More Information Contact:

Conor Mullaney
Business Applications Associates Ltd
(BizAps)
T: +44 (0) 870 240 8212
F: +44 (0) 208 357 8233
E: conor.mullaney@bizaps.net
W: www.bizaps.net