

# "Streamline the invoice process"

The e-Invoice system helps organizations process invoices from inception until payments in digital format

## e-Invoice



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#### **Main Features**



Invoice Registration and Access;
When a purchase order is awarded to a supplier, an email communication will go to the supplier with secured URL and credentials in order to create and view invoices related to the purchase order.

Creation of Invoice; the supplier can create the invoice and enter required details like Invoice Date, Invoice Cost, Invoice Currency and Supplier Invoice number.

Tracking and Notifications; once the invoice is submitted, the invoice can be tracked at different stages until payment is done. The supplier will receive notifications at every stage.

Rejection of Invoice; if the invoice is rejected, then the supplier will get a notification with reason for rejection. The supplier can revise and resubmit the Invoice.

Advances and Retentions; the system is equipped for specific scenarios related to advance payments and retentions.

Enquiry and Responses (Question & Answers); bidders can raise any enquires regarding invoices using the system. Organizations can answer the enquiries and raise any other notifications if required.

Value Added Tax; the system has the functionalities to handle Value Added Tax (VAT).

**Report;** the invoice details can be downloaded in pdf format.

#### **Use Case**

An organization with a wellestablished procurement process with high throughput on payables can benefit from more automation of the invoice process, especially as the work of creating the invoice is moved to the parties that wish to get paid.

### **Main Advantages**

- Helps organizations reduce cycle time from invoice submission to payment.
- Provides complete Audit Trail of the Invoice.
- Streamline communication between supplier and organization

