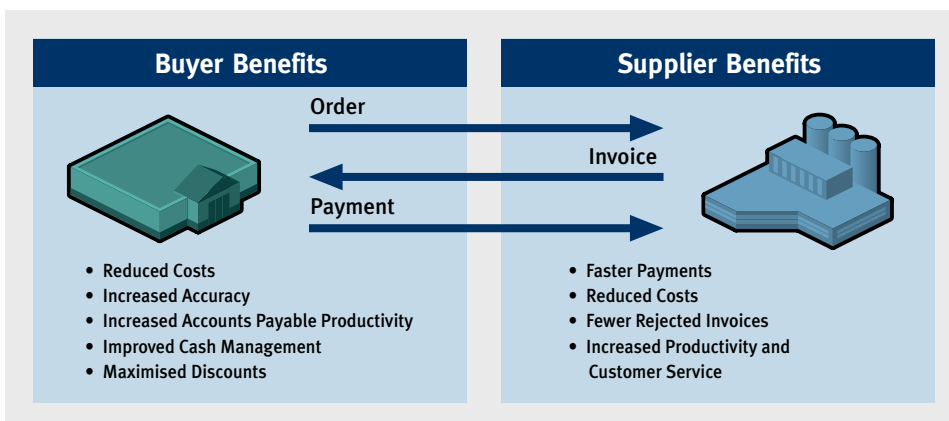


# GXS Electronic Invoicing Solutions

## Digitise Your Accounts Payable Process

Most corporations continue to receive thousands of paper invoices per year. Each paper invoice requires time-intensive, error-prone, manual processing. Consequently, many organisations are missing the opportunity to gain dramatic operational and strategic benefits through digital-invoice processing.

GXS offers a portfolio of electronic invoicing solutions that enables you to automate your current manual process, dramatically drive down costs and improve your overall efficiency. You can realise the following key benefits:



Recent studies show that companies that have automated their accounts payable process have typically realised 60+% cost savings, 65% reduced cycle times, improved cash flow management and improved relationships with suppliers.

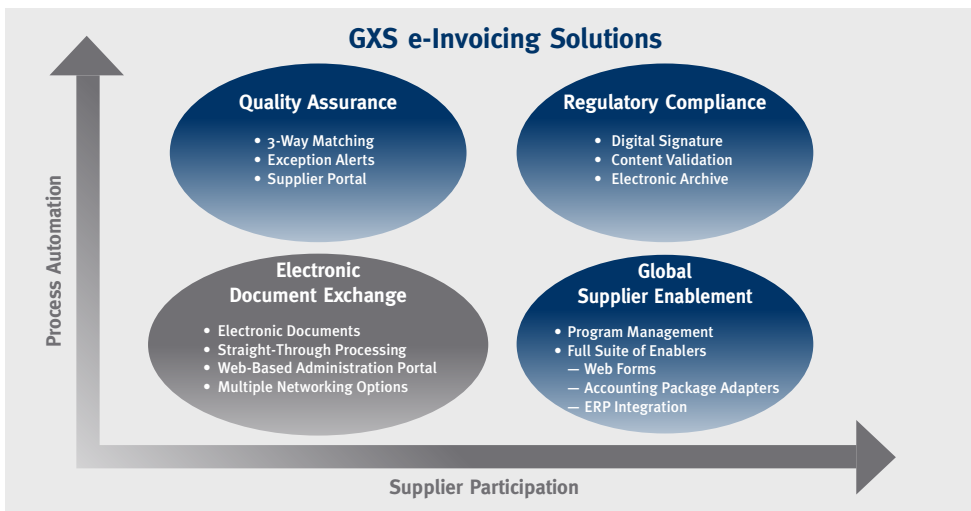
- **Reduced Costs**—According to recent analyst studies, companies that have automated their accounts payable process have realised major cost savings. Transaction costs are reduced by 60% or more. Invoice processing costs are reduced by 30%-60%, with the elimination of sorting, registering and manual data entry of invoices. Accounts payable labour goes down by 25%-40% due to less manual data entry and fewer payment inquiries from suppliers.
- **Increased Accuracy**—Electronic invoicing enables you to reduce time, effort and money spent on your billing-to-payment process. Electronic capture of invoices enables you to input this critical business data into your Enterprise Resource Planning (ERP) and accounts payable systems without relying on error-prone, manual re-keying processes.
- **Increased Accounts Payable Productivity**—Built-in data validation, pre-populated forms and template capabilities, and integration to accounting for your suppliers increases invoice accuracy, helps avoid duplicative re-keying and minimises data entry errors. As a result, the amount of re-work required is reduced, the volume of phone calls to your accounts payable centers decreases and your staff productivity increases.
- **Maximised Discounts**—Electronic invoicing enables you to process and approve invoices faster. You can now take full advantage of timely payments discounts, such as a 2% discount for payment within 10 days of invoice receipt or prorated discounts for payment made between the 11th and 30th days.

### ARE YOU DROWNING IN PAPER INVOICES?

- Do you have too many employees mired in processing mail or fax invoices?
- Are you overpaying suppliers due to invoice errors?
- Are you missing out on payment discounts?
- Are your suppliers frustrated due to inaccurate and/or late payments?

## GXS Electronic Invoicing Solutions Overview

GXS electronic invoicing solutions enable you to automate your accounts payable process without requiring changes to your current infrastructure.



**Electronic Document Exchange:** GXS enables you and your suppliers to begin exchanging electronic documents quickly, easily and cost-effectively. GXS will operate the electronic invoicing technology and perform the day-to-day management of the program—including supplier on-boarding, change management and ongoing customer support. Key features of the service include:

- **Electronic Documents**—You can electronically exchange any or all invoice-related documents, such as purchase orders, invoices, debit notes, credit notes, payment instructions and remittance advices.
- **Straight-Through Processing**—GXS delivers your supplier invoices and other documents according to your accounts payable system's required format. As a result, invoices flow directly from suppliers into your enterprise systems without the need for manual intervention.

**Global Supplier Enablement:** The full benefits of electronic invoicing can be achieved only with 100% supplier participation. The return on investment from your program increases with each additional supplier that participates. GXS can enable you to receive electronic invoices from suppliers around the world. GXS will enable all suppliers both small and large, whether they are located in North America, South America, Europe or Asia. GXS will manage the supplier program, thereby saving you valuable time and resources.

GXS electronic invoicing solutions provide total management from start-up for each of your suppliers by continual monitoring of ongoing processes. GXS implementation specialists develop and execute a supplier rollout plan and keep you updated via regular status and management scorecards throughout the entire process. With ongoing management of your global trading partner relationships and a 24x7 technical support center to troubleshoot and resolve issues, GXS minimises the burden on your internal IT staff.

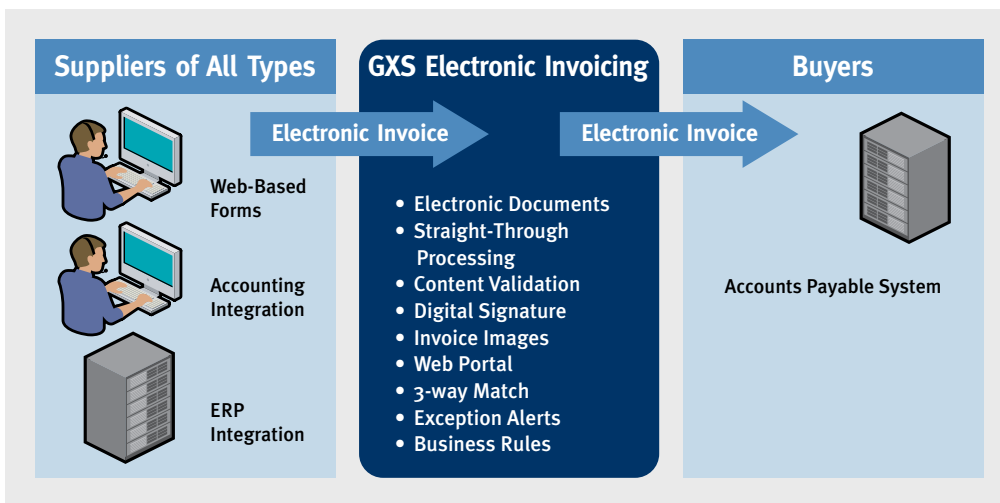
GXS offers 20 different methods for creating and sending electronic invoices to make the process as easy as possible for both large and small suppliers. Our three most popular supplier solutions are:

### GXS ELECTRONIC INVOICING SOLUTIONS PROCESS INVOICES FOR THE LARGEST AND SMALLEST COMPANIES IN THE WORLD.

- 400 million invoice transactions per year
- Tens of thousands of small- and mid-size businesses
- Global reach to customers in North America, Europe, Middle East, Africa, Asia and Australia
- Rock-solid infrastructure for maximum availability and resiliency to support invoicing needs 24x7

### HOW GXS ELECTRONIC INVOICING SOLUTIONS WORK:

- Suppliers transmit electronic invoices to GXS in any format—e.g., accounting format, EDI, XML or web form.
- GXS validates that each invoice contains all required information.
- GXS delivers invoices according to your preferred format—e.g., Oracle, SAP, EDI or XML.



GXS implementation professionals moved 5,000 suppliers from paper-based processes to EDI for a major automotive OEM, using our full suite of supplier enablers.

- Web-Based Forms**—For your small- and mid-sized suppliers, the easy-to-use web forms option enables them to create and manage all their invoice-related documents using only a web browser and an Internet connection. There is no need to purchase or maintain software. Suppliers can easily create invoices based upon the associated purchase order (PO). For off-PO invoices, suppliers can create a standalone document using pre-populated, tailored templates. Accuracy is ensured with built-in data validation rules. A multilingual interface simplifies participation by suppliers throughout the Americas, Europe and Asia.
- Accounting Package Integration**—Many smaller suppliers use Microsoft Excel spreadsheets or an accounting software package—such as Peachtree, QuickBooks, Sage or Simply Accounting—to manage their finances. GXS offers accounting package adapters which enable suppliers to create electronic invoices directly from Microsoft Excel or their accounting package. No re-keying of data is required. There is no need to purchase or learn additional desktop software. Suppliers enjoy increased business efficiency through timely, automatic order receipt directly into their accounting software, as well as error notices and reports for accurate tracking.
- ERP System Integration**—Larger suppliers can create electronic invoices directly from their Oracle PeopleSoft, SAP or other accounts payable (A/P) application. GXS can extract information from enterprise systems and subsequently convert it into your preferred electronic invoicing format. The GXS service is fully automated, enabling straight-through processing from the supplier’s accounts receivable (A/R) system to your A/P environment.

- SUPPORTED ACCOUNTING PACKAGES:**
- Sage ACCPAC
  - Microsoft Dynamics AX (previously Axapta)
  - Great Plains
  - Line 50
  - MAS 90/200/500
  - Microsoft Small Business Manager
  - Microsoft Dynamics NAV (previously Navision)
  - PeachTree
  - QuickBooks
  - Simply Accounting
  - Plus many more

**Regulatory Compliance:** More and more countries are enacting legislation to regulate electronic invoicing. While regulations are often similar in purpose, the specific requirements vary often by country. Certain countries require invoices to be digitally signed, while others require electronic archival. To successfully manage an electronic invoicing program, your business will be responsible for the increasingly-complex task of ensuring compliance with local regulations. The GXS e-invoicing solution, powered in part by OB10, is backed by a team of analysts skilled in country-specific accounting and data management, and provides services that can help to satisfy government policies:

- Digital Signature**—Each supplier must apply and be approved for a digital certificate, which is used to digitally sign invoices and thus guarantee the identity of the sender.

- **Invoice Image Creation**—The service creates an invoice image for each invoice and stores it in the image archive. You receive the invoice as a structured electronic document for payment processing and as a human-readable image which may serve as your legal document—for example, to meet the requirements for a legal VAT document.
- **Electronic Archive**—All invoice-related documents, including invoice images, are stored in the secure data warehouse. This provides an audit trail of transactions and management information for both you and your suppliers.

**Quality Assurance:** Further levels of efficiency can be achieved in accounts payable through the quality assurance features of GXS electronic invoicing solutions. These features enable you and your suppliers to share an accurate, up-to-date view of the status of all outstanding invoices. Furthermore, GXS can eliminate a significant percentage of the research, matching and resolution tasks associated with inaccurate invoices. Key features include:

- **Web Portal with Shared View of Order and Invoice**—Both you and your suppliers can obtain the details and status of any invoice via an online web portal. Using 13 pre-defined search criteria, including invoice number, vendor number and GTIN, you can search for electronic invoices. A shared view creates an environment of trust for reviewing and resolving issues with suppliers. Additionally, the shared view reduces time wasted on emailing and faxing documents between companies.
- **Three-Way Match**—GXS automates the matching process of comparing line item details from a purchase order, shipment receipt and invoice document. Invoices that are fully matched can be forwarded for immediate processing. Invoices that do not match are highlighted with specific discrepancies, enabling you to take action to resolve.
- **Exception Alerts**—Receive automatic notification when an event occurs—for example, the arrival of an invoice from a specific supplier or the violation of a business rule such as quantity billed being greater than quantity ordered. You can focus on exceptions rather than wasting time monitoring all transactions.
- **Configurable Business Rules**—Define rules for monitoring various sequential events, process steps and time-based activities. For example, you can receive an automatic alert upon arrival of invoices or credit notes from specific suppliers. Or, the service can ensure that an invoice is always created based on the most recent version of an order/order-change sequence.

## Why GXS for Electronic Invoicing

GXS is the leading provider of business-to-business (B2B) e-commerce services in the world. GXS processes approximately 400 million invoice transactions per year, offers unmatched translation and integration capabilities, and services tens of thousands of small- and mid-sized businesses in over 50 countries around the world.



### About GXS

GXS is a leading global provider of B2B e-commerce solutions that simplify and enhance business process integration and collaboration among trading partners. Organisations worldwide, including more than 70 percent of the Fortune 500, leverage the on-demand services on GXS Trading Grid® to extend supply chain networks, optimise product launches, automate warehouse receiving, manage electronic payments and gain supply chain visibility. GXS Managed Services, GXS' B2B outsourcing solution, empowers customers with the expertise, technical infrastructure and program support to conduct B2B e-commerce with trading partners globally. Based in Gaithersburg, Md., GXS has an extensive global network and has local offices in the Americas, Europe and Asia-Pacific regions. GXS can be found on the Web at [www.gxs.co.uk](http://www.gxs.co.uk).

**UNITED KINGDOM**  
18 Station Road  
Sunbury-on-Thames  
Middlesex TW16 6SU  
United Kingdom  
+44 (0)1932 776047 t  
+44 (0)1932 776216 f  
[www.gxs.co.uk](http://www.gxs.co.uk)

**NORTH AMERICA AND  
GLOBAL HEADQUARTERS**  
9711 Washingtonian Blvd.  
Gaithersburg, MD 20878  
U.S.A.  
+1-800-560-4347 t  
+1-301-340-4000 t  
+1-301-340-5299 f  
[www.gxs.com](http://www.gxs.com)

**FRANCE**  
Cachan Porte Sud  
191, av. Aristide Briand  
94230 Cachan  
France  
+33 1 46 73 16 00 t  
+33 1 46 73 16 01 f  
[www.gxs.fr](http://www.gxs.fr)

**GERMANY**  
Leyboldstrasse 16  
50354 Hürth-Efferen  
Germany  
+49 2233 609 0 t  
+49 2233 609 205 f  
[www.gxs-gmbh.de](http://www.gxs-gmbh.de)

**ASIA PACIFIC**  
Room 1609-10  
16/F China Resources Building  
26 Harbour Road, Wanchai  
Hong Kong  
+852 2884-6088 t  
+852 2513-0650 f  
[www.gxs.asia.com](http://www.gxs.asia.com)