

# BASWARE CONNECTIVITY

## Increase visibility of cash inflows and improve customer satisfaction by streamlining your Accounts Receivable process

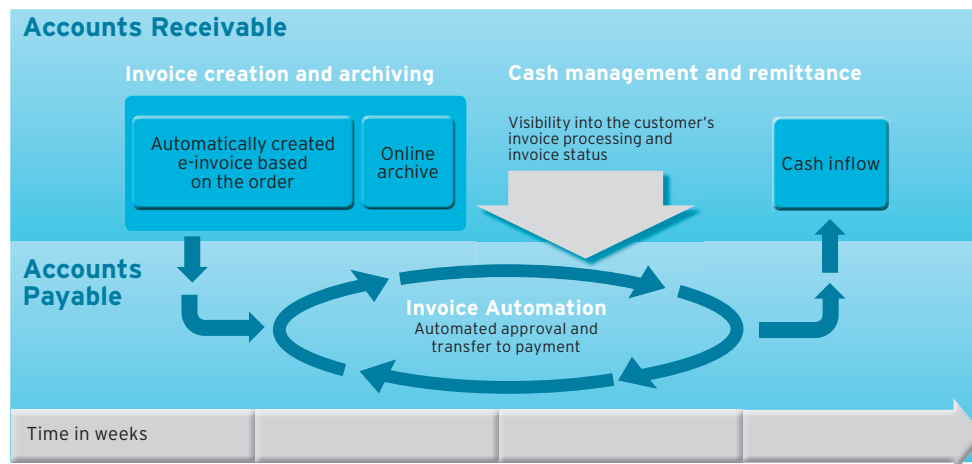
Late payments are painful for all businesses. Basware Connectivity services enable your Accounts Receivable (A/R) function to reduce invoicing costs and errors, achieve true integration of the supplier's Order-to-Payment and the buyer's Purchase-to-Pay processes, and improve cash inflow and customer satisfaction.

Business is generated through orders placed by customers and the resulting invoices issued by the supplier. Both orders and invoices should comply with existing supplier agreements. Basware Connectivity services enable an electronic collaboration between suppliers and buyers that speeds-up processing of both purchase orders and invoices, resulting in faster cash inflow on the supplier side and significant savings on the buyer side.

In general, companies are not able to invoice before the ordered goods have been delivered. In practice, the contracts negotiated with customers often allow partial invoicing of large deliveries. To be able to

synchronize deliveries with billing, it is vital to have real-time visibility over both the order and invoice handling processes. Managing these processes manually on paper gives room for errors on both sides, which eventually slows down billing and payment.

Online integration of the supplier's order management and billing processes with the customer's invoice handling processes ensures correct orders and invoices. This automation also eliminates unnecessary and time-consuming process steps such as delivery date inquiries, invoice approval rounds, and creating payment reminders or credit invoices.



### Sending Solutions

#### Basware Business Transactions

- Fully automated, easy to integrate electronic invoicing
- Visualization and conversion of different e-invoice formats
- Delivery of e-invoices, purchase messages and catalogs between buyer and supplier systems
- E-invoices distributed via xml-delivery, email delivery or printing
- Digital signatures available as a value-added service
- Outsourced, online invoice archive

#### Basware Business Transactions: sender email

- Create pdf invoices according to a pre-defined template
- Send pdf invoices using your own e-mail software
- Order services from: [e-invoice.basware.com](http://e-invoice.basware.com)

#### Basware Business Transactions: virtual printer

- A new network printer with Basware settings on your computer
- Create pdf invoices according to a pre-defined template
- Print and send e-invoices via secure encrypted traffic
- Order services from: [e-invoice.basware.com](http://e-invoice.basware.com)

## Quick and easy e-invoicing

With Basware Connectivity services, your A/R function can achieve 100% e-invoicing capability from day one. All invoices can be created electronically in the company's billing system, then Basware will take care of e-invoice delivery to the customer through appropriate channels. Basware archives the sent invoices automatically and guarantees their authenticity, integrity, readability and auditability.

### Always the correct invoice format

Basware's e-invoicing service, Basware Business Transactions, converts invoices to electronic format and routes them directly to your customer's invoice processing system, to your customer's e-invoice service provider, to a printing service or sends them as email attachments.

Despite the several e-invoice standards in use, there is no need for you to produce different invoice materials. Basware Connectivity's Business Transactions service will convert the invoice material into individual e-invoices so your customer always receives the invoice in the correct format. To ensure financial compliance, Basware can digitally sign the invoice to ensure its integrity and authenticity.

The Business Transactions service also quickly generates an image of the invoice for customers to review in their invoice processing system and to print if needed. In addition to the invoice data and image, it is possible to add attachments to the invoice. The attachments are delivered – in their original format – either directly to the customer or to their e-invoicing service provider (if able to receive attachments).

### Compliance and audit trail

Depending on geographic area, there are certain legal requirements for the invoice content, form and format, its authenticity (who sent the invoice), integrity (assurance that the invoice has not been modified), and for how and where an invoice is archived and presented.

In order to meet these various local e-invoicing requirements, Basware is part of a global e-invoicing hub, supports necessary format conversions and provides monitoring tools for invoice delivery activity.

Additionally, Basware offers companies value-added services to ensure compliance, such as digital signing and invoice archiving. The Business Transactions service identifies invoices that need to be digitally signed according to the sender and recipient ID.

The Basware archiving service stores original invoices on your behalf, according to local e-invoicing regulations. The archived invoices are available in human-readable format for tax audit and other purposes. You will be able to access the Basware archive through a Web interface, search and browse archived invoices according to different search criteria, and export invoices to an external archive.

## Key Features

### Sending e-invoices

- E-invoices sent through an integrated interface in XML or structured data format from the billing system
- Visualization and conversion support of invoice data to ensure compliance with customer systems
- Supports digital signature for sent e-invoices
- Enables monitoring of invoice delivery status

### Distributing e-invoices

Intelligent routing of e-invoices to appropriate distribution channels:

- Customer's invoice processing system
- Customer's e-invoice service provider
- Via email with invoice data download (PDF image, XML and invoice attachments) through a secure link
- Via a printing service

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## 100% E-invoice delivery guaranteed

Basware Connectivity gives your organization a single interface to send e-invoices while intelligently leveraging different delivery channels based on your customer's ability to receive e-invoices, pdf invoices sent by email or paper invoices.

### Intelligent invoice routing

Basware identifies the customer's e-invoicing address from the billing system's invoice data and delivers invoices through a Basware connection or an interoperable network of local and global e-invoicing service providers.

When an invoice is digitally signed, a verification report is attached to the invoice before delivery to the customer's invoice processing system. Basware can validate the signature for its customers if they are missing the technical capability.

When invoices are requested via email, Basware emails the customer a secure link through which the recipient can download the original invoice data file, image and attachments. The supplier is able to monitor the invoice delivery status and is notified if the invoice is not retrieved by the customer within a given timeframe.

When the customer cannot receive e-invoices, Basware routes the invoices to a printing service, where the billing system's invoice data is printed with any attachments and mailed as a paper invoice to the customer.

### Extending the A/R reach

Basware Connectivity adapts to both inter-company and sales e-invoicing, enabling the A/R function to expand the reach of e-invoicing without any additional investments.

To enhance billing efficiency, Basware offers an additional Customer Activation service to assist your customers with adopting e-invoices.

Basware maintains a full audit trail of sent and delivered e-invoices. The increased transparency of 24/7 access to status information on catalogs, orders and invoices enables reliable measurement of e-invoicing process performance.

### Value-added services

#### Outsourced invoice archive

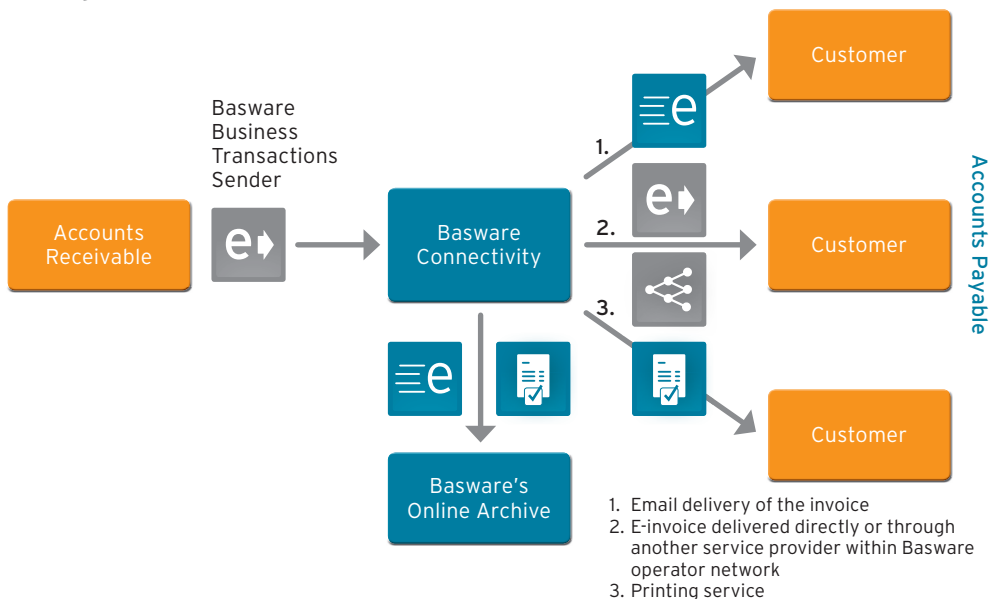
- Routing of sent e-invoices to an online archive
- Includes original (signed) e-invoice and attachments
- Search and retrieve saved e-invoices
- Export e-invoices to an external archive
- View a human-readable presentation of the invoice

#### Basware Printing service

- Outsourced solution for routing e-invoices to a printing service
- No need for printing equipment or archiving space
- Mail delivery of invoices and invoice attachments

#### Basware Customer Activation

- Service for assisting your customers in receiving e-invoices
- Project management and reporting on activation performance
- Training of your A/R staff to continue customer activation on their own



# BASWARE ENTERPRISE PURCHASE TO PAY SUITE

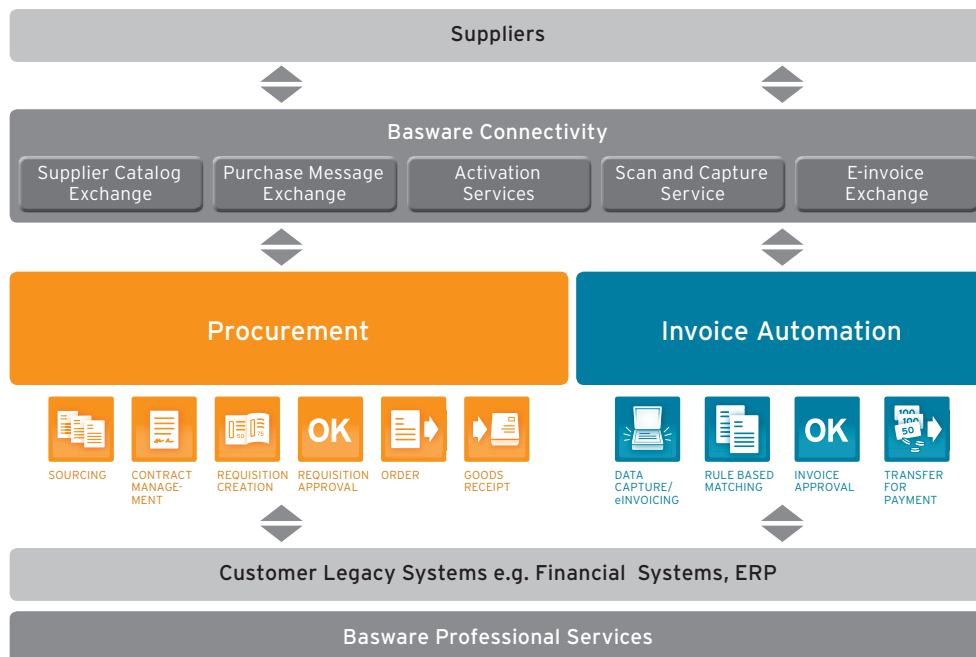
## The leading solution for purchase to pay automation

Gain maximum benefits by streamlining your entire purchase to pay process. Basware Enterprise Purchase to Pay solutions automate three key support processes: procurement, accounts payable and travel & expense management.

Basware solutions deliver value by providing control over all aspects of the process with total visibility of every document in the system, its history, and current status. Basware addresses the needs of the professional and light users, providing ergonomic and efficient user experiences above industry standards. Built-in intelligent process automation and powerful exception management increase efficiency and reduce costs. By choosing Basware you can think big but start small; Our packaged composite applications provide step-by-step guidance to help you build a high impact end-to-end solution that fits your organization's needs best.

Basware's Enterprise Purchase to Pay solution offers easy implementation and roll-out. Basware is compatible with over 200 ERPs and has certified integration with all leading ERPs on the market. Microsoft's "Certified for Windows Server 2003", "SAP Certified Interface", and "Certified for SAP Netweaver" certifications and endorsements guarantee seamless integration with the Basware Enterprise Purchase to Pay solution.

Basware's suite provides a global solution for purchase to pay automation that cannot be matched by any other workflow solution or ERP.



### Key Features

- One solution supports your entire P2P process
- Manage the sourcing process including creation of RFPs, bidding and selection
- Manage contract creation as well as purchasing and invoicing against your contracts
- Automate the Accounts Payable process with invoice to order matching and Smart exception handling
- Go paperless, send and receive e-Invoices and related purchase documents
- Consolidate data from multiple backend systems into one place
- Handle multi-language, multi-currency and multi-company environments with one solution
- Maintain total visibility and control over the whole process

Basware is the global leader in purchase-to-pay solutions with more than 1,500 customers and 1,000,000 users in over 50 countries around the world. Basware solutions are distributed and implemented in Europe, the US, and Asia-Pacific through an extensive network of Basware offices and business partners.

**basware**

[www.basware.com](http://www.basware.com)

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Email [info@basware.com](mailto:info@basware.com) to find out how you can best integrate Finance and Procurement.