

## Cleardata Invoice Management

Process all your incoming invoices, from emailed pdf's, paper invoices to e-invoices, through a single Cleardata service, and one connection directly to your ERP system for all your invoices and data:-

- **Paper invoices** – diverted to digital mailroom, scanned to high quality, with automated data capture and data feed.
- **Emailed invoices** diverted (PDF's or files) – automated sorting, handling, data capture and data feed.
- **EDI Solution** – has processes in place to work with majority of EDI systems, automatic sorting and enhancement for e-invoices, add new customers or suppliers at no extra cost with self service directory, improved reporting and management information, identify bottlenecks in your invoice process, full electronic audit trail and archive management solution.
- **Cloud Web Portal** – there are zero cost EDI options for your smaller suppliers to send their e-invoices via the portal.

For further information call: 0800 046 8081.

## FAQ's

### What are the benefits of outsourced invoice processing?

- Go paperless
- Eliminate in-house scanning issues e.g. scanner maintenance, image quality, re-scans and focus on core business activities.
- Automate data capture, save time and increase accuracy.
- Handling legal entities, VAT & currencies efficiently
- Save time extracting and indexing emailed invoices
- Reduce duplicate payments
- Less supplier enquiries and faster payment times
- Reduced invoice errors and payment delays.
- Better reporting and full electronic audit trail.

### What is EDI?

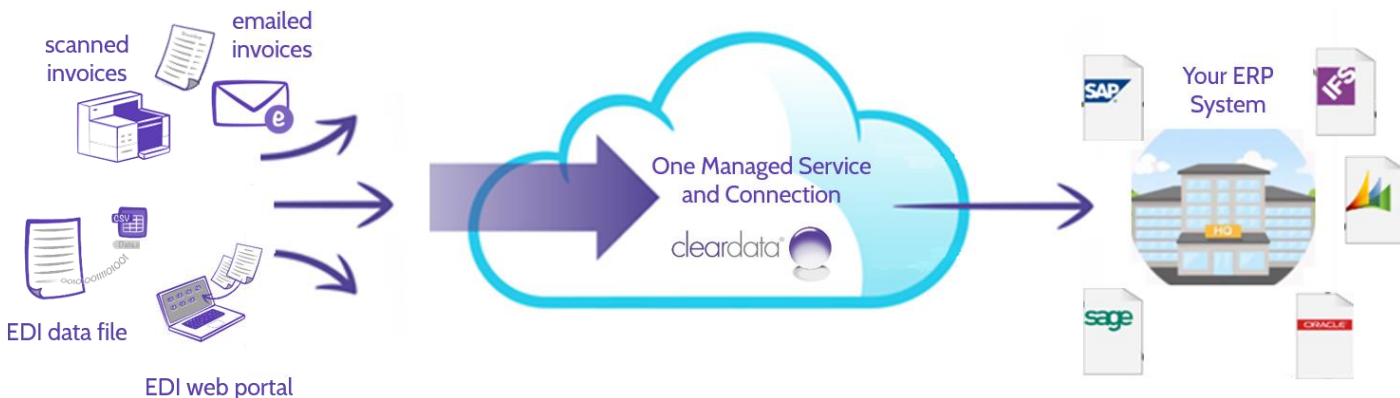
Electronic Data Interchange – The computer-to-computer exchange of business documents in a standard electronic format between business partners.

### What is an e-invoice?

An invoice that is issued, received & processed electronically. It is digital throughout its lifecycle.

### What are the benefits of the EDI Solution?

- All incoming invoice data through one connection.
- Interoperability agreements in place with other EDI Systems Globally.
- Automatic enhancement for incoming e-invoices.



## Cleardata Invoice Processing

### Solutions and Services...

Cleardata's outsourced services and solutions include: digital mailroom, document scanning, intelligent data capture, automated workflow and cloud document management.

Our services are compatible with the majority of financial systems, e.g. Sage, Oracle and SAP. Cleardata offers:-



### Outsourced Services



#### Invoice Mail Room

Set up a virtual mail room for your invoices and financial documentation. Mail will be sorted and opened for you.



#### Invoice Scanning

Scan your invoices to digital format. Invoices can be indexed by any field e.g. supplier name, invoice number or date. OCR software is used to provide search functionality.



#### Validation & Matching

Use intelligent invoice processing software to validate your invoices and match against your company database and pre-defined rules e.g. purchase orders or supplier list. Save time, reduce duplicate payments, increase data accuracy and identify common invoice issues.



#### Exception Handling & Image /Data Return

Process exceptions such as scanning capture or system errors and provide your business with a report of true invoice exceptions e.g. unknown supplier, incorrect amount or missing purchase order number.



#### Automated Email Processing

Our team can automatically sort, process and extract data from your emailed invoices e.g. pdf's.



### Invoice Solutions

#### Invoice Management

Hosted on-line document management and archive solution for your invoices. Access your invoices from any location, using a web browser. This hosted solution provides fast search functionality, indexing by any key field, the ability to add comments and tasks, assigned by user and automated workflow with a full electronic audit trail.



#### Fully Automated Invoice Processing Solutions

Cleardata can offer you fully managed accounts payable and purchase2pay solutions for you to operate on-site, or via our outsourced services. We can help provide an automated journey for your invoices and financial documentation. From invoice query to approval, we can automate your entire processes to reduce manual data entry and intervention. Helping to save time and money, increase data accuracy and improve supplier relations.



#### Secure and Compliant

Cleardata has a secure facility with biometric finger print entry, Redcare security, enhanced fire and water detection systems. All employees are Disclosure checked and security cleared to NPPV level 2 (non police personnel vetting).



## EDI e-invoicing

Cleardata offers EDI or E-invoicing Solutions, using Pagero online. This allows businesses to link with other ERP systems globally using one single connection. Traditional EDI can require the service provider to manage each and every connection, which can be expensive.

Pagero already has interoperability agreements in place with many ERP systems, which means businesses can avoid expensive additional IT setup costs when adding new suppliers or companies.

Employees can search in the self service directory and send an enquiry regarding sending/receiving e-invoices. Once accepted, they can start communicating electronically.

### Achieve a high level of automation

The system provides automatic validation, conversion and enhancement for e-invoices to ensure you deliver/receive e-invoices in the correct format.

Combined with the cloud e-invoicing option (see separate sheet), a high degree of automation can be achieved for both large and small suppliers/businesses.

When communicating using Pagero, you can also overcome issues with spam filters blocking invoices. Scanning, data capture and formatting issues are also reduced, saving valuable time and money.



**Feature:** link with all of these systems globally, using one single connection

## FAQ's

### What are the benefits of the EDI Solution?

- All incoming invoice data through one connection.
- Interoperability agreements in place with other EDI Systems Globally.
- Automatic enhancement for incoming e-invoices.

### What is EDI?

Electronic Data Interchange – The computer-to-computer exchange of business documents in a standard electronic format between business partners.

### What is an e-invoice?

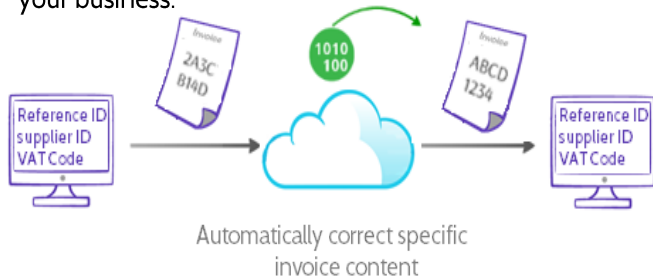
An invoice that is issued, received & processed electronically. It is digital throughout its lifecycle.



## EDI e-invoicing

### Automatic Enhancement

- Automatically enhance your e-invoices to ensure information is correct for your suppliers.
- Add information not supplied by your usual financial or ERP system.
- Add, replace, format or move information e.g., shorten references, format VAT rate, supplier ID or exchange rate.
- Administer/update your own enhancement rules to suit your business.



### Automatic Sorting

The solution will automatically sort and group your invoices. These can be grouped by e-invoices, pdf email and printed invoices.

### Exception Handling & Image /Data Return

Process exceptions such as scanning capture or system errors and provide your business with a report of true invoice exceptions e.g. unknown supplier, incorrect amount or missing purchase order number. All images and data are returned in a format suitable for your target systems, e.g. Sage, Oracle or SAP.

### E-invoice, PDF Email & Printed Invoice Distribution

- E-invoices sent from the cloud system using the preferred format. Attachments can also be sent if required. Avoids spam filters.
- PDF invoices sent via e-mail.
- Printed invoices can be output & sent via printing partner.
- The solution monitors your recipients and notifies you if they can start receiving e-invoices to help increase your e-flow and save costs.



Automatically controls specific invoice content before delivery



### E-reminders

- Create your reminders in your usual financial system.
- Send to Pagero and then deliver to recipient in preferred format.

### Internal Invoices – E Netting

- Pagero helps to streamline internal invoice
- Set internal asset receivables and liabilities to a nett sum using the online system.

### Legal Entities

- Handles several companies, with one single user profile
- Switch between companies using a drop down menu
- Define a set of rules to control which companies a specific user can administer.

### Reporting – Spot Bottlenecks & Issues

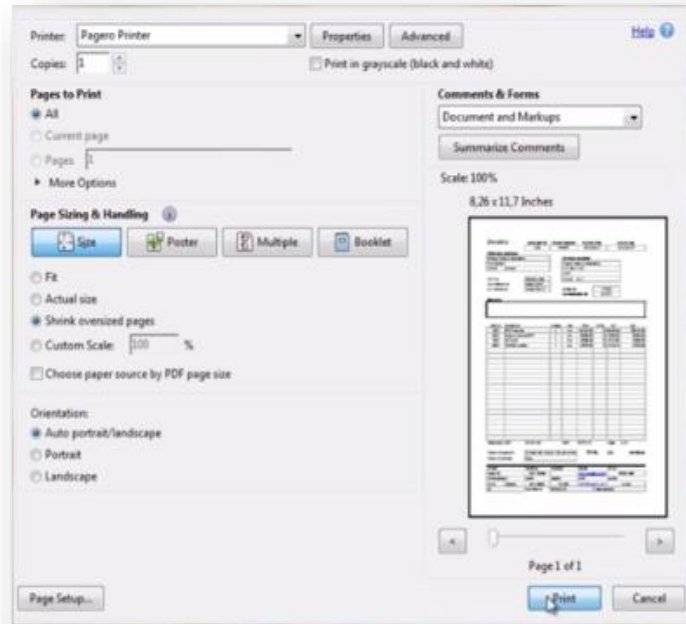
- Email reporting to authorised managers or users, set up at regular intervals. Reports can also be downloaded, with automated security notifications.
- Tailor reports to suit your business, e.g. invoice volumes, amounts and number of invoices sent/received.

### Archive

- Any documents or e-invoices that pass through the system, can be archived and accessed easily. Readable PDF' stored in original format, indexed with information e.g. invoice number, amount, supplier name, invoice date, due date or supplier ID.




Create your invoices in your existing ERP system and print to Pagero



Send your invoices from Pagero Online - View invoices in your sent folder, together with key invoice information

Sent Invoices										
Invoice num...	Receiver	Invoice date	Due date	Send mode	Net amount	Vat amount	Currency	Attachments	Created by	De
987987	Webinar	8/27/13	9/27/13	Production	213,955	53,488.75	USD	1	Gustav D...	P...
987987	Webinar	8/27/13	9/27/13	Production	213,955	53,488.75	USD	1	Gustav D...	P...

Info for invoice: 987987										
Receiver	Receiver id	Invoice type	Undistributed attachments							
Webinar	000057-1238	Debit	 Pagero_AB_987987_0_original.pdf							
Created	Invoice date	Due date								
8/28/13	8/27/13	9/27/13								
Net amount	Vat amount	Currency								
213,955	53,488.75	USD								



## EDI Cloud Portal – option

Cleardata offers cost effective EDI or e-invoicing Solutions, using a unique cloud web portal through Pagero Online. Through the Cloud Portal there is a zero cost EDI solution available for your smaller suppliers, who perhaps send only a few invoices per month.

This solution can help you achieve a high level of automation for your invoices and is delivered through a single connection to your ERP system.



## Easy To Use Web Portal

- Send and receive e-invoices through the Cloud
- No software or system investment required by your suppliers.
- Allows both you and suppliers to create your own invoices in the web portal
- Simple, easy to use on-line form
- Save your templates and use as needed
- Automatic email notifications - e-invoice receipt.



## Add New Customers

- Pagero is a flexible solution, which enables you to add new customers or suppliers at no extra cost
- Search for companies in self-service directory
- Send enquiry about sending/receiving e-invoices
- Once accepted, start communicating electronically

For further details call our team:  
0800 046 8081

## FAQ's



### What are the benefits of the EDI Cloud Portal?

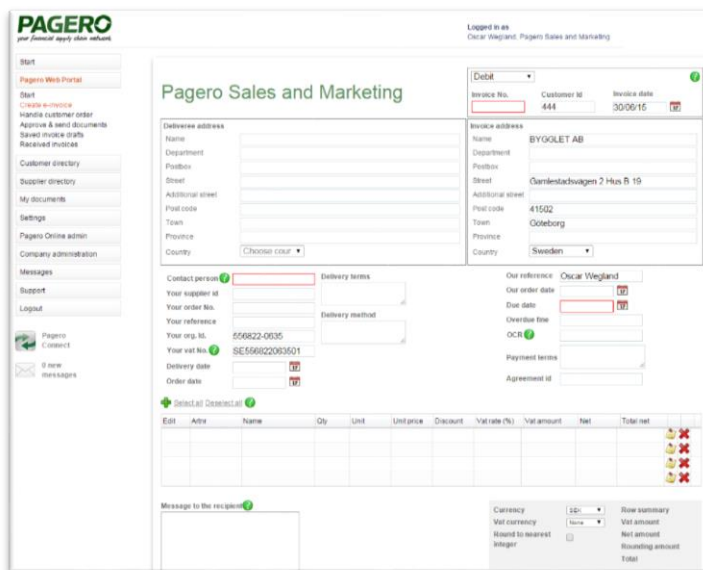
- Achieve a high level of automation by providing a free EDI solution for your smaller suppliers.
- No software or hardware requirements for your suppliers.
- Invoices are converted to the recipient's preferred format online.
- Add new customers or suppliers at no extra cost.
- Receive data feed directly to your ERP system

### What is EDI?

Electronic Data Interchange – The computer-to-computer exchange of business documents in a standard electronic format between business partners.

### What is an e-invoice?

An invoice that is issued, received & processed electronically. It is digital throughout its lifecycle.



The screenshot shows the Pagero Sales and Marketing web portal. It includes a sidebar with navigation links like 'Start', 'Create e-invoice', 'Customer directory', and 'Settings'. The main area contains a 'Detail' section with fields for 'Invoice No.', 'Customer ID', and 'Invoice date'. Below this is a 'Delivery address' section with fields for 'Name', 'Department', 'Postbox', 'Street', 'Additional street', 'Post code', 'Town', 'Province', and 'Country'. There is also a 'Contact person' section with fields for 'Your supplier id', 'Your order no.', 'Your reference', 'Your org id', 'Delivery date', and 'Order date'. The bottom section shows a table with columns for 'Edit', 'Add', 'Name', 'Qty', 'Unit', 'Unit price', 'Discount', 'Vat rate (%)', 'Vat amount', 'Net', and 'Total net'. The interface is clean and professional, with a green and white color scheme.