E-Invoicing for invoice recipients by Conextrade

Digitalising creditor invoicing processes: reduce costs and automate processing with E-Invoicing, Scanning2E-Invoicing and Invoice_Box

E-Invoicing – our electronic VAT-compliant invoicing process – is aimed at companies that would like to take advantage of a paperless invoicing process and achieve substantial process cost savings.

E-Invoicing can also be combined with the electronic ordering process in order to realise an end-to-end electronic procurement and invoicing process (Procure2Pay/Order2Cash).

Conextrade offers E-Invoicing Switzerland and International in tandem with Scanning2E-Invoicing and Invoice_Box as complementary services.

E-Invoicing Switzerland:
The data the invoicing party supplies Conextrade with is converted to the recipient's format and signed digitally.

The invoice is dispatched electronically to the invoice recipient along with all relevant attachments such as PDF files or logs. E-Invoicing supports invoices with or without an order reference and fulfills all legal specifications and requirements.

For the invoice recipient, the invoice is further processed in the merchandise management system or the financial/accounting system and, if required, can be deposited in a workflow to allow employees to approve it. The invoice is then stored in the archive. The signed invoice is considered an invoice document for input tax deduction purposes and legal archiving requirements.

If the invoice recipient does not wish to carry out the archiving himself, Conextrade offers optional long-term archiving for Swiss and international invoices.

Conextrade also offers an accounts payable workflow for processing incoming invoices. This allows the invoices to be processed efficiently and flexibly, and also increases control over the invoice approval process.

E-Invoicing International:
Technologies and processes are important for a cross-border electronic invoicing process, as are country-specific legal aspects. E-Invoicing International makes use of technologies and processes that fulfill all country-specific requirements.

To ensure that invoicing parties and invoice recipients enjoy legal certainty for the processes and technologies applied within the VAT-compliant invoice exchange, Conextrade draws up the required compliance documents and adapts them continuously to legal changes to ensure that compliance is maintained. Compliance support is currently provided for more than 50 countries.

In addition to fully electronic E-Invoicing, Conextrade also offers the digitisation of PDF and paper invoices with the Scanning2E-Invoicing and Invoice_Box services.

Scanning2E-Invoicing:
The Scanning2E-Invoicing service is used to digitise all paper and PDF invoices.

Conextrade takes over end-to-end processing, ranging from inbox receipt to scanning the paper/PDF invoices and preparing them as E-Invoicing.

The scanning solution is an upstream scanning process that generates structured data for the downstream processes. This is unlike scanning post-processes, which are used mainly to generate image files for archiving. After scanning, the electronic invoice data on Conextrade undergoes the same process as invoices that are received electronically. The scanned and digitally signed invoice that is sent as a PDF attachment is considered a legally relevant document.

Combining E-Invoicing and Scanning2E-Invoicing allows the invoice recipient to receive all invoices in pure electronic form and in a VAT-compliant manner, regardless of the origin (electronic, paper, PDF).

E-Invoicing for invoice recipients

Invoice_Box:

The Invoice_Box service can be used as an alternative to the Scanning2E-Invoicing service for paper and PDF invoices. This digitises incoming PDF invoices and prepares them as E-Invoicing.

Suppliers can register on the Conextrade Portal free of charge and are verified as trading partners. The suppliers then send their PDF invoice to the universal inbox invoice_box@swisscom.com by e-mail.

The PDF invoice is validated by Conextrade and the VAT-relevant fields are extracted. The extracted data is converted to a structured data format. The data is then signed digitally and sent to the invoice recipient as E-Invoicing for further processing.

Benefits and advantages

> Sustainable reduction in process costs due to the discontinuation of paper invoicing, reduced effort for validation, posting and post-processing

> Uniform process and data format for all incoming invoices irrespective of the origin (electronic, paper, PDF)

> Legal certainty for VAT-compliant invoice exchange for over 50 countries

> Support for various invoicing processes and invoices supplements (attachments)

> The lead time for the entire invoicing process is short-ened significantly

> Simple-to-realise solution based on standards and best practice

> Combination with procurement process possible; (Procure2Pay/Order2Cash)

> Use of the largest Swiss B2B network

> Optional services:
Long-term archiving and accounts payable workflow

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*Combining E-Invoicing and Scanning2E-Invoicing in a multi-channel approach allows the invoice recipient to receive **all** invoices in purely electronic form and in a VAT-compliant manner, regardless of their origin (electronic, paper, PDF).*

Multi-channel E-Invoicing

Suppliers — EDI, XML, PDF, Paper, Interconnect → Conextrade → 100% E-Invoicing / Signed invoice & PDF → Buyers

Together we can increase sustainability