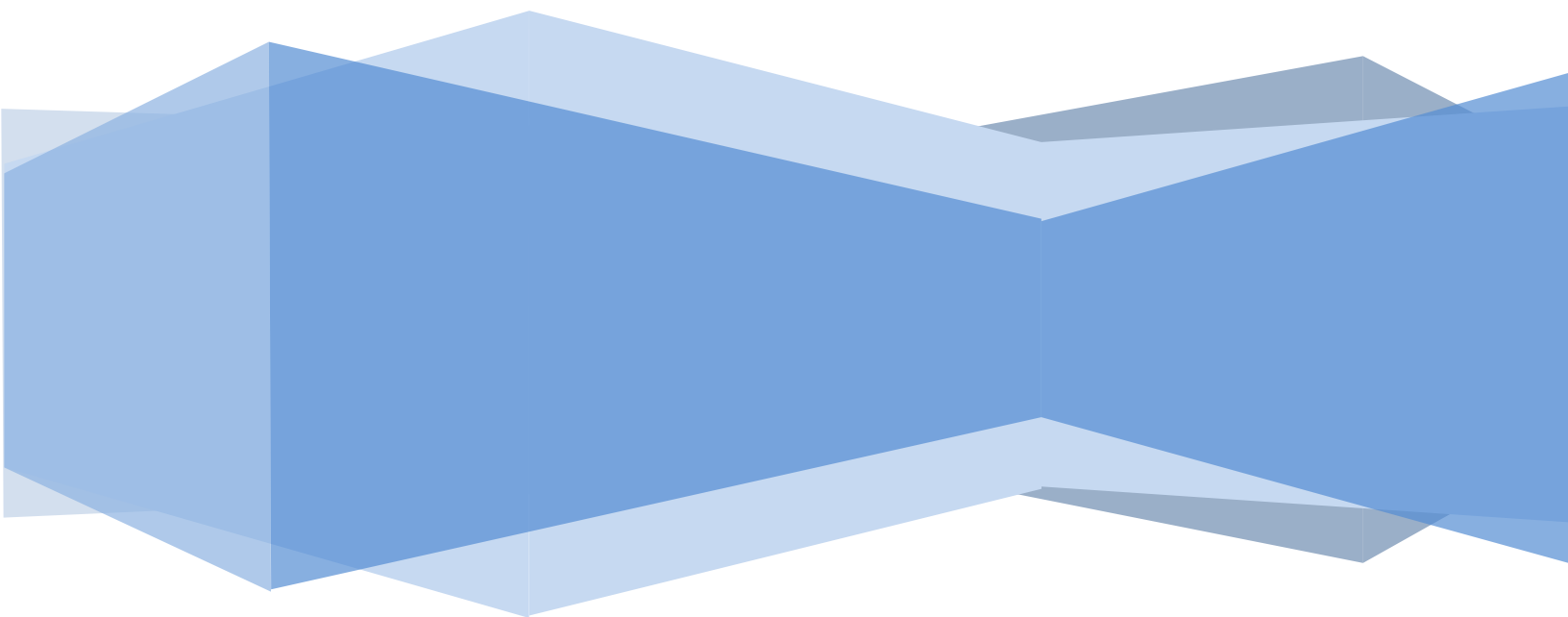


White Paper

Three Steps for a Profitable E-invoicing Strategy



Delivering accurate and timely invoices is a challenge for many organizations. Replace manual based invoice processing with E-invoicing automation.

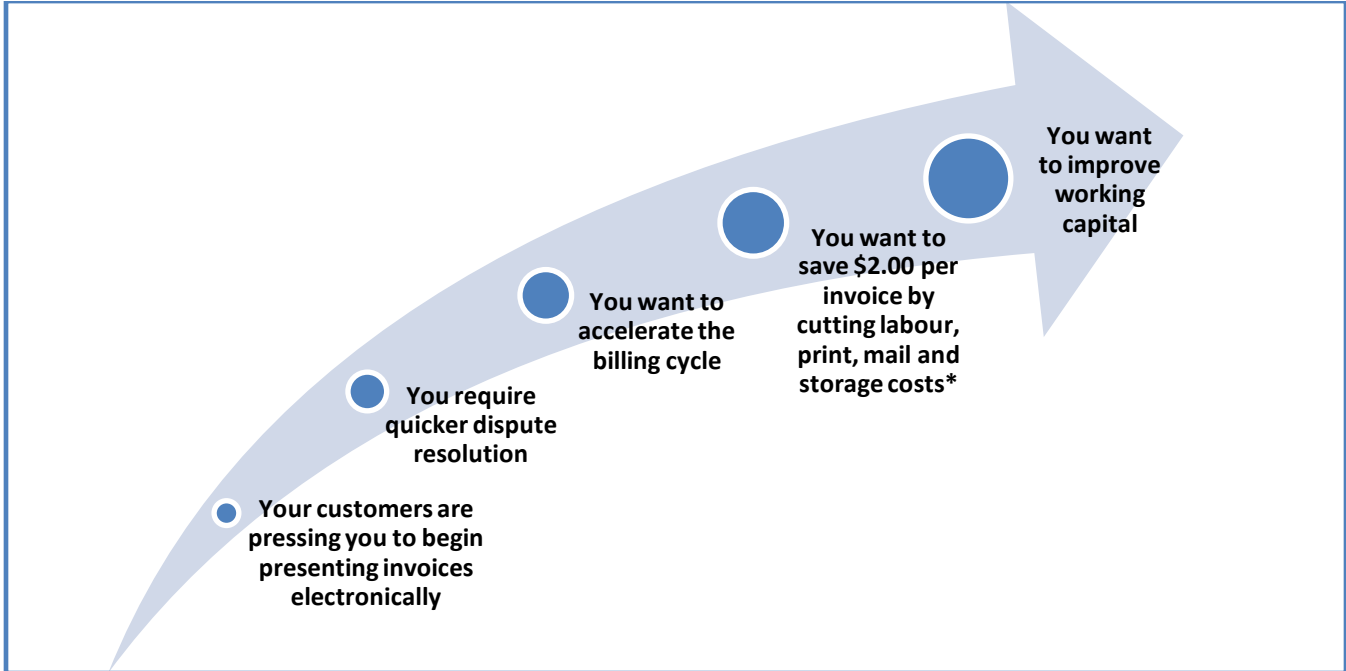
This White Paper will describe the three critical steps required to implement a successful and profitable E-invoicing strategy.

E-invoicing automation eliminates traditional labour intensive paper-based processes as well as the high transactional costs associated with processing, issuing, storing, and mailing invoices. With E-invoicing, a company can deliver electronic invoices in real-time to customers for faster approval and processing.

However, there are organizations, and their customers, that still rely on traditional invoice processing and are reluctant to adopt E-invoicing, irrespective of the significant benefits. Companies that remain on this path will find themselves at a competitive disadvantage against companies that have automated this critical process.

E-invoicing automation strategy is a key component of a successful credit and collection strategy.

You should consider an E-invoicing automation if:



*Ernst and Young, "What is the true cost of freight invoice" 2002

Follow these three critical steps for a successful and profitable E-invoicing strategy:

Leverage existing business systems, technology platforms and people

Your IT infrastructure should support the delivery of invoices directly from your ERP or legacy application. The new E-invoicing solution should easily integrate with a web portal or provide a web based client license for clients to access their invoices quickly. Best-in-class E-invoicing solutions should not change any of your critical processes; in fact, your billing staff should not even notice any system changes. The E-invoicing solution should easily adapt to you and your clients' specific business rules.

For example, sending large file size invoices through email might be an issue for the receiving client, whose limit is 5MB on email attachments. They may want to receive small file size formats and on or before a specific time. An E-invoicing solution should have the flexibility to accommodate specific business rules.

Consult with your customers

Be flexible and work with your customers. Promote E-invoicing as a value added service to increase adoption rates. Find out how your customers prefer to receive invoices (electronically via e-mail, regular mail, or combination of both) and make sure they receive them in the requested format.

Implement E-invoicing slowly

The change from manual invoices will not happen quickly. Your E-invoicing solution should support this gradual transition and allow for various billing methods (paper, fax, email, web portals). The new E-invoicing solution should be easy for both you and your customers to implement, if it requires excessive allocation of IT resources or time, it will not be successful.

Microdea Success Story- next page

E-invoice Success Story

Haney Truck Line

The Challenge:

2 1/2 full-time employees and 100 hours per week spent on invoice processing (copying, printing, sorting, folding, stuffing, postage application and mailing)

Billing delays of 1-2 days

Estimated annual cost to mail 60% of their billing: \$168,000

The Results with E-invoicing:

Invoices and proof of delivery documents emailed directly to customers

Billing staff redeployed to revenue generating positions

Annual cost savings of \$84,000 by transferring 40% of billing to E-invoicing

[Read More - Haney Truck Line Case Study](#)

About Microdea

Productivity and operational synergy are at the core of any successful business. Synergize® by Microdea is the vital technology link that integrates people, paper and processes into a streamlined, efficiently operating enterprise. Our clients are more profitable, because their documents are easier to create, distribute, access and exchange .

As developers of the innovative Synergize® Document Automation Solution and patented Synergize OnRamp® In-Cab Scanning solution, Microdea's clients have access to advanced document, workflow and process management technologies.

This cost-effectively automates and streamlines their paper-intensive business processes. To learn why more executives and business owners are selecting Microdea as their strategic partner, call us at 905.881.6071 ext. 263.

To learn more about E-Invoicing contact us: Tel: 905.881.6071 x263 or email: info@microdea.com visit: <http://www.microdea.com>