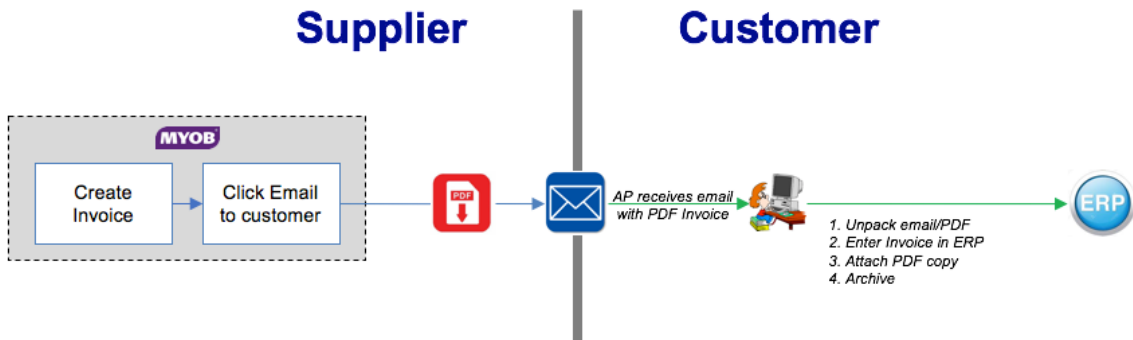


Managing the Supplier Tail

Large Buying Entities have significant numbers of Suppliers providing small volumes of Invoices per annum (the Tail).

Many of these suppliers automatically transport invoices in pdf format, via email, from various small accounting systems.

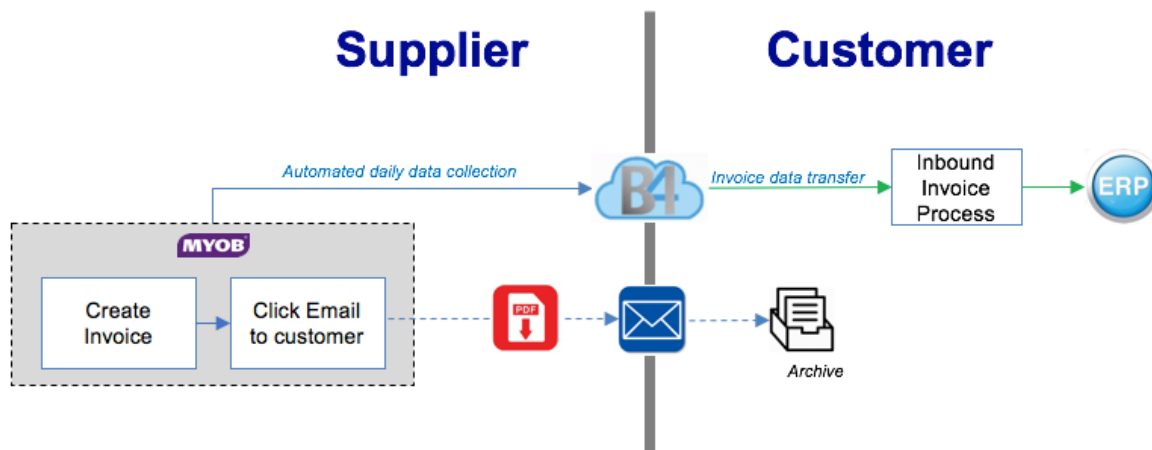
This creates significant overhead for the Buying Entity:



- Retrieve the email
- Access the pdf document
- Print / scan the Invoice
- Archive the Invoice in a document management system.
- Manually enter the Invoice into the ERP
- Route through the approvals process

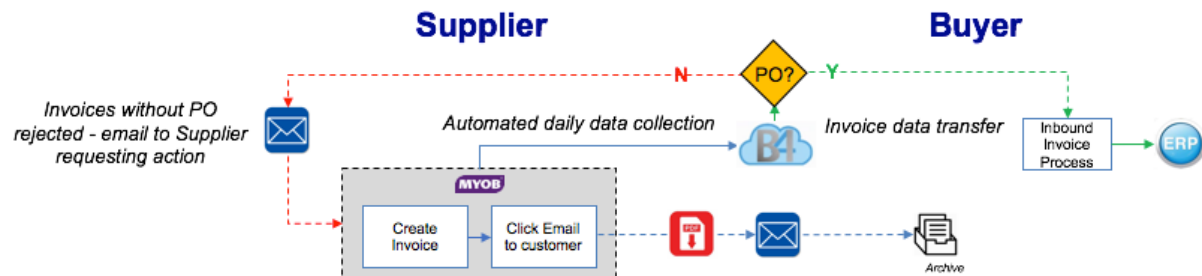
BI4Invoice

The **BI4Invoice** solution provides an add-on to these accounting system. The Supplier is sent a URL and instruction pack to create a login and connect the data source. After an initial sync, BI4Cloud will automatically retrieve the data overnight, every night, preparing the electronic Invoice details and transfer this to the Buying Entity for consumption.



Managing POATF

Invoices NOT containing a Purchase Order can be rejected for corrective action.



Accounting systems

Typical accounting systems in use across Australia include:



Data

Tax invoices for taxable sales of less than \$1,000 must include enough information to clearly determine the following details:

- Invoice number
- Invoice date
- Seller's name
- Seller's ABN
- Date of issue
- Line item
 - Description
 - Qty
 - Unit price
 - Total Price
- GST amount (if any) payable
- Tax type (e.g. includes GST or other, or not)
- Buyer's identity or ABN
- Buyers PO Number (where this exists)

Other data

- Buyers Supplier ID