Skip the hassles and error-prone processes of paper invoicing and embrace the simplicity and cost savings that electronic invoicing can deliver, with Kofax Invoice Portal.

It is no secret that some of the most painful aspects of invoice processing are at the front end. The time and effort needed to open mail, scan invoices and re-key them into a company’s systems drains efficiency from any AP or AR department. Even organizations that have embraced basic OCR tools find that invoice matching and verification errors can inhibit their ability to process invoices efficiently.

Kofax’s Invoice Portal offers a powerful solution for dramatically reducing the time and money spent sending and receiving physical invoices, with a global electronic invoicing exchange network that allows organizations to securely share invoice data electronically, placing it directly into their billing or ERP systems.

Kofax Invoice Portal offers an online community that connects buyers and suppliers, making incorporating e-invoicing into AP practices painless, all while delivering increased efficiency, stronger automation, lower risk of errors and fraud, and cost savings.

Why move to E-Invoicing?

Reduces invoicing processing costs up to 80%: by eliminating the need to both produce and send, as well as manually open, scan and input physical invoices, you can accelerate your invoicing and dramatically impact your time and cost per invoice, giving your team time back in their day.

Meets global e-invoicing requirements: much of the world is moving to mandated e-invoicing including many countries in Europe and the Asia/Pacific region, including Australia and New Zealand. In the United States, any organization doing business with the US Government needs to invoke e-invoicing.
• Integrates with any ERP, AP or billing solution: Kofax Invoice Portal enables organizations to receive, validate and easily download inbound invoicing data into any preferred billing system. Many choose to combine it with one of Kofax Accounts Payable automation solutions to support their procurement program holistically.

• Acts as a fully certified Peppol access point – for a secure and highly efficient document exchange between your business partners

• SaaS Based solution available in the cloud: Kofax Invoice Portal is delivered over a multi-tenant cloud solution that is securely accessible from anywhere, anytime.

• Supports multiple global languages: English, French, Swedish, Norwegian and Danish

Features
Kofax Invoice Portal features everything modern companies need to take advantage of electronic invoicing globally.

• Web-based interface with robust invoicing dashboard: Kofax Invoice Portal acts as the control center for sending, receiving, and rejecting invoices. Users can easily manage their suppliers, buyers and accounts from any online access point, including supplier searches and connections. Use it also to manage settings and users, view storage, and keep track of your ROI.

Overview : Key Capabilities
Kofax Invoice Portal helps both AP and AR teams streamline and digitize manual invoicing processes

• Delivers true touchless processing: Kofax Invoice Portal takes electronically submitted files and transforms them, placing the structured data directly into the vendors’ payment system where information can be reviewed and approved.

• Enables access to a large interoperability network: Kofax Invoice Portal uses an open 4-corner architecture that allows users to access any other eInvoicing networks (e.g. Peppol network). Together with our own portal and network capabilities, this enables client organizations to connect buyers and suppliers of all sizes.

Improves the buyer to supplier relationships: Invoice portal eliminates issues surrounding supplier onboarding, invoice duplication and data entry errors associated with manual invoice processing. Customers also find it strengthens supplier to buyer satisfaction all through the supply chain when they can speedily and accurately send and process invoices without delay and confusion.

Improves employee satisfaction and time efficiency: Users spend less time managing paperwork when data is automatically matched, validated and delivered into their system. The result? Faster vendor payments, fewer errors and happier employees and customers alike.

Reduces environmental impact: Eliminating invoice printing and mailing not only is more efficient on people but it saves postage and our environment.

as of 2020. To keep up with these mandates, companies and suppliers alike need an e-invoicing solution such as this.
How it Works – Six Simple Steps to receiving invoices

1. **Verify your ERP** – Connect Invoice Portal directly to Kofax ReadSoft Online or Kofax ReadSoft Invoices, or verify that your ERP can read and/or output files with data needed (any structured format will work e.g. XML, EDIFACT, CSV). There are a variety of standard formats ready for easy plug-n-play integrations but if your financial/billing system does not use one of these, we can adapt a mapping for your specific invoice format.

2. **Register your Portal** – working with Kofax we will make this happen

3. **Validate your instance** – send a test invoice, a debit and credit note from your business to the Kofax test receiver to validate everything is operational

4. **Wait for verification from Kofax** – Kofax will follow up on test results via email

5. **You’re done!** Start exchanging e-invoices with buyers and suppliers

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**PRODUCT SUMMARY**

- **Flexible self-help onboarding tools**: Invoice Portal features intuitive onboarding tools, enabling you to easily invite your suppliers or customers to join your network. Companies can also upload lists, send invitations in batches or one-by-one, track acceptance to communicate electronically in the portal, review real-time updates, remind non-responders and report status to management.

- **Direct Communication Path to up-stream vendors**: Any organization can also use the system to communicate not only downstream to suppliers but upstream to its own buyers, allowing them to send and receive invoices in both directions.

- **A flexible validation rules engine**: The Invoice Portal platform offers validation services that can identify and return incomplete invoices back to the sender automatically and electronically. This can be helpful when incoming data needs to be validated before entering the AP solution. Examples include the need to validate a list of active PO numbers or specific patterns of data in specific fields.

- **Support for custom format mapping** – With Kofax Invoice Portal you can send and receive invoices in any format your company prefers – use our standard formats or Kofax can create one for you with help from our professional services team.

- **Self-service enrollment**: With our easy-to-use cloud service, suppliers/buyers can start sending/receiving invoices for free for a limited number of invoices per month. Use our freemium service offering to encourage adoption among your suppliers/buyers and show a fast ROI for you.

- **Robust invoice Management capabilities**: let you create rules to sort e-invoices automatically and deliver them to the correct departments and recipients within your organization. Use it to also validate invoice content and route rejections to senders for re-submission. The system’s smart reference validation process validates references on your invoices and eliminates your team’s need to manually fix errors inside the workflow.

- **Availability in multiple languages**: English, French, Swedish, Norwegian and Danish