

# Kofax Invoice Portal

**Embrace the simplicity and costs savings that electronic invoicing delivers with Kofax Invoice Portal.**

It's no secret that some of the most painful aspects of invoice processing area at the front end. In today's world organizations are heads down re-imagining their businesses, adapting processes and procedures to a more distributed workforce. They are taking a hard look at lowering operational expenses. A common thread among innovation initiatives is the urgent shift to more contemporary, digital, and data-driven accounts payable and accounts receivable processes.

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.

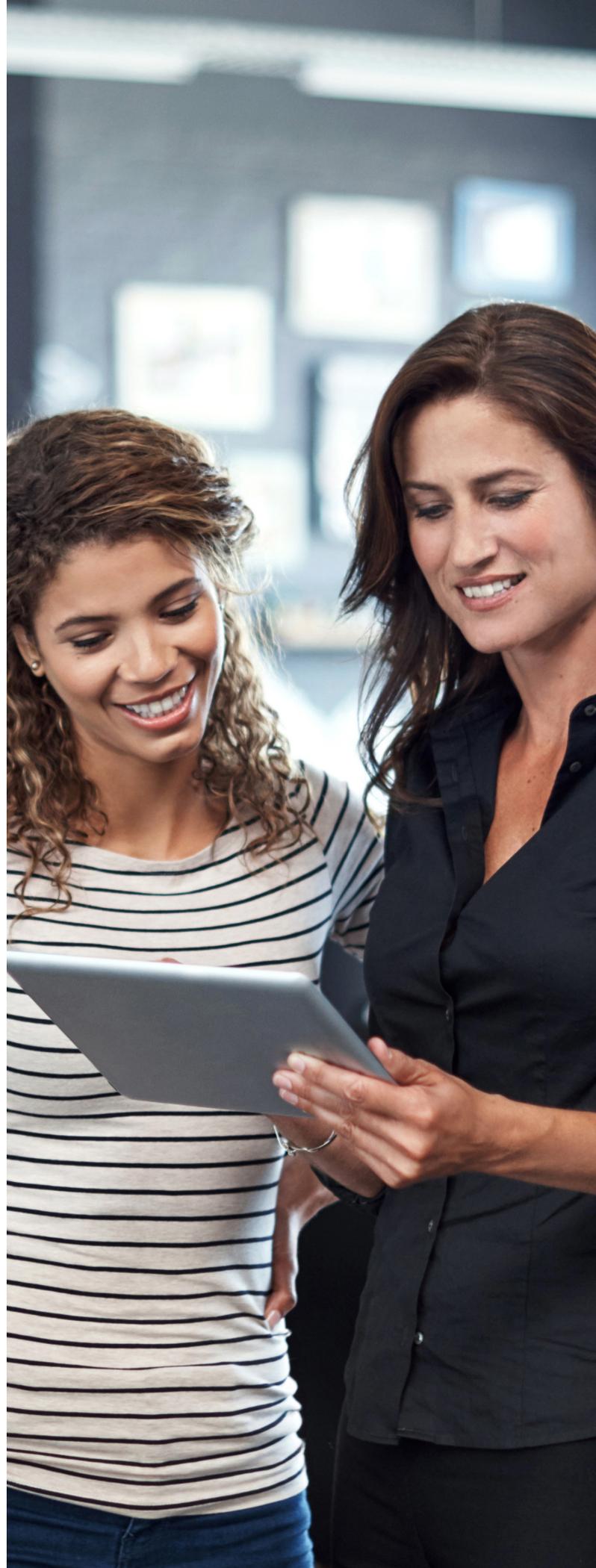
Kofax Invoice Portal offers an online community that connects buyers and suppliers, making incorporating e-invoicing into AP practices painless, all while delivering increased efficiency, stronger automation, lower risk of errors and fraud, and cost savings.

## Why move to E-Invoicing?

**Reduces invoicing processing costs up to 80%:** a shift to e-invoicing can accelerate the procure to pay life-cycle and dramatically reduce cost and processing time per invoice.

**Meets global e-invoicing requirements:** regulatory bodies around the world have started to roll out mandates to adopt e-invoicing. This includes governmental bodies 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 adopt e-invoicing as of 2020. To keep up with these mandates, organizations need to build up

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the capability to send and receive invoices in electronic format. To keep up with these mandates, companies and suppliers alike need an e-invoicing solution such as this.

**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.

**Connect your suppliers**  
The goal is to connect all your suppliers--this will save you both time and money.

**Add suppliers**  
Export suppliers from your system and upload the file here; add one at a time manually, or search among connected organizations. Click an option to continue.

Upload file | Add one manually | Search and choose

**Invite**  
These are ready to be invited now. Click to see the list and invite them.

6759 Ready to be invited (Savings: 4808k EUR)

**Confirm**  
These suppliers need to be updated before you can invite them. Click to see how.

69 Confirm match (Savings: 94k EUR)	143 Missing email and mailing address (Savings: 34k EUR)	0 Idle & Dismissed (Savings: 0k EUR)
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**Check suppliers**  
Check your suppliers and see which stage they are in.

Check and update

**Total: 7983**

- More to search
- Missing address and email
- Ready to be invited
- Confirms match
- Already invited
- Accepted invitation
- Has sent invoices
- Idle & Dismissed

Savings: 0 3000 6000 9000 12000 15000 18000 k EUR

**Remind**  
Remind those who are invited but have not yet started to send e-invoices.

9000 Already invited (Savings: 988k EUR)	1 Has accepted your invitation (Savings: 0k EUR)	11 Has sent e-invoices (Savings: 1002k EUR)
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**Done!**  
Has sent e-invoices.

**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:** a shift to paperless invoicing not only results in greater operational efficiency and compliance with regulatory mandates, but also saves postage and reduces negative impact on the environment.

## 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.

- **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.

**Invoice Portal** Jookim Billing, Kofax Expert Systems AB English Log out

Invoice Suppliers Customers Settings Reports Support

Welcome! Logged in: Jookim Billing, Kofax Expert Systems AB

**Level**  
Premium  
5,000+ invoices included

**Oops!**  
11 invoices have been rejected by the recipient

Create new	0 Drafts	87 (11) Sent	0 Print queue	4 Received	0 Rejected
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**Accept Invitations**  
0 suppliers would like you to receive their invoices via the Invoice Portal. [Click here](#) to accept.  
0 customers would like you to send your invoices to them via the Invoice Portal. [Click here](#) to accept.  
Do you have an invitation code? [Click here](#)

**Suppliers**  
12 ready to be invited  
Upload more 2025: show since the latest upload.

**Customers**  
1 ready to be invited  
Upload more Customers never uploaded.

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- **Flexible self-help onboarding tools:** Invoice Portal features intuitive onboarding tools, enabling you rapidly onboard your suppliers or customers. 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** – Support for customer-driven format mapping – With Kofax Invoice Portal you can send and receive invoices in any format your company prefers – use standard formats or Kofax can create one for you with help from our professional services team. Invoice Portal also provides organizations the ability to transform electronic invoices into PDF format as a low-cost alternative to full integration with their ERP systems. PDF Transformation allows the e-invoice to be processed as a structured document using existing investment.
- **Self-service enrollment:** We provide a tiered offering with various packages to support different volume requirements. With our easy-to-use cloud service, suppliers/buyers can start sending/receiving invoices for free for a limited number of invoices per month and rapidly scale their volume as needed over time.

- **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.



### How it Works - Five 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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