

OnePosting Pricing Page

	<b>Data Extraction</b>	<b>Workflow</b>	<b>Two-way Match</b>	<b>Three-way Match</b>
	Automate extraction	Manual invoice approval	Automated checking of prices	Automated checking of prices and quantities delivered
<b>Monthly Pricing from</b>				
GBP (500 invoices included)	£ 275	£ 375	£ 425	£ 500
<b>Invoice Types Processed</b>				
Goods for resale	✓	✓	✓	✓
Raw materials/ingredients	✓	✓	✓	✓
Services	✓	✓	✓	✓
Business overheads	✓	✓	✓	✓
Utility bills	✓	✓	✓	✓
Credit notes/Credit memos	✓	✓	✓	✓
<b>Invoice Verification</b>				
Supplier verification	✓	✓	✓	✓
Authorize new suppliers to submit invoices electronically	✓	✓	✓	✓
Duplicate invoice detection	✓	✓	✓	✓
Computation checks	✓	✓	✓	✓
Verifies presence of purchase order number (if required)	✓	✓	✓	✓
Check invoices comply with legal requirements	✓	✓	✓	✓
<b>Standard Invoice Header Extraction</b>				
Invoice number	✓	✓	✓	✓
Invoice date	✓	✓	✓	✓
Currency	✓	✓	✓	✓
Supplier's customer account number (if available)	✓	✓	✓	✓
Invoice To address	✓	✓	✓	✓
Deliver To address	✓	✓	✓	✓
Purchase order number (if available)	✓	✓	✓	✓
Delivery Note/Ticket number	✓	✓	✓	✓
Job number	✓	✓	✓	✓
<b>Standard Line-Level Invoice Data Extraction</b>				
Transaction date	✓	✓	✓	✓
Line-level Delivery Note/Ticket number	✓	✓	✓	✓
Line-level Purchase Order number	✓	✓	✓	✓
Supplier's Product/Service code	✓	✓	✓	✓
Product/Service description	✓	✓	✓	✓
Additional product/service detail	✓	✓	✓	✓
Unit of sale	✓	✓	✓	✓

OnePosting Pricing Page

Product/Service list price	✓	✓	✓	✓
Discount percentage/Discount amount	✓	✓	✓	✓
Unit price	✓	✓	✓	✓
Quantity ordered (if available)	✓	✓	✓	✓
Quantity delivered	✓	✓	✓	✓
Line value excluding tax	✓	✓	✓	✓
Tax rate/tax amount	✓	✓	✓	✓
Line value including tax (if available)	✓	✓	✓	✓
<b>Standard Invoice Footer Extraction</b>				
Invoice total excluding tax	✓	✓	✓	✓
Shipping/Carriage/Freight	✓	✓	✓	✓
Miscellaneous charges	✓	✓	✓	✓
Tax total (if applicable)	✓	✓	✓	✓
Invoice total including taxes	✓	✓	✓	✓
Tax breakdown (if applicable)	✓	✓	✓	✓
<b>Invoice Access</b>				
Online access for staff to view invoices	✓	✓	✓	✓
Option to give suppliers access to invoices they submitted	✓	✓	✓	✓
<b>Exception Processing</b>				
Manually index scanned invoice images received by email	✓	✓	✓	✓
Reject invoices that are not legally compliant	✓	✓	✓	✓
Notify suppliers of invoices that failed validation/matching	✓	✓	✓	✓
Portal for suppliers to submit invoices manually	✓	✓	✓	✓
Add mandatory purchase order numbers if they are missing	?	✓	✓	✓
<b>Invoice Coding</b>				
GL/Nominal codes applied automatically to detail lines	?	✓	✓	✓
Centralized or distributed maintenance of GL/Nominal coding	?	✓	✓	✓
Translate supplier product/service codes to buyer codes	?	✓	✓	✓
<b>Invoice Approval</b>				
Auto-route to cost centers for visual review and approval	?	✓	✓	✓
Maintain 'Approver' signing limits	?	✓	✓	✓
Escalation workflow based on invoice value and cost center	?	✓	✓	✓
Monitor invoice approvals	?	✓	✓	✓
Validates purchase order number	?	✓	✓	✓
Auto-match based on product code	?	?	✓	✓
'Fuzzy-match' based on product/service description	?	?	✓	✓
Pricing checked against purchase order(s) electronically	?	?	✓	✓
Support price checking against 'call-off' orders	?	?	✓	✓

OnePosting Pricing Page

Invoice variances sent for manual review	?	?	✓	✓
Price variation tolerance can be customized by supplier	?	?	✓	✓
Apply shipping/freight charge tolerances	?	?	✓	✓
Prices and delivered quantities checked electronically	?	?	?	✓
Check quantities for multiple deliveries against invoice	?	?	?	✓
<b>Standard Invoice Export</b>				
Export approved invoices for import to Purchase Ledger	✓	✓	✓	✓
Batch option to manually download approved invoices	✓	✓	✓	✓
Automated export of approved invoices	✓	✓	✓	✓
Apply buyer system tax codes to invoice data	?	✓	✓	✓
Option to group invoice lines by GL/Nominal code	?	✓	✓	✓
Custom export	Additional fee applies	Additional fee applies	Additional fee applies	Additional fee applies