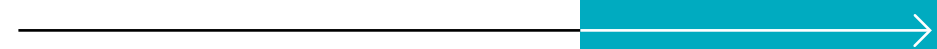


# CORE STEPS TO INTEGRATING EINVOICING INTO YOUR AP/AR DEPARTMENTS

**(FOR MEDIUM & LARGE  
AUSSIE BUSINESSES)**

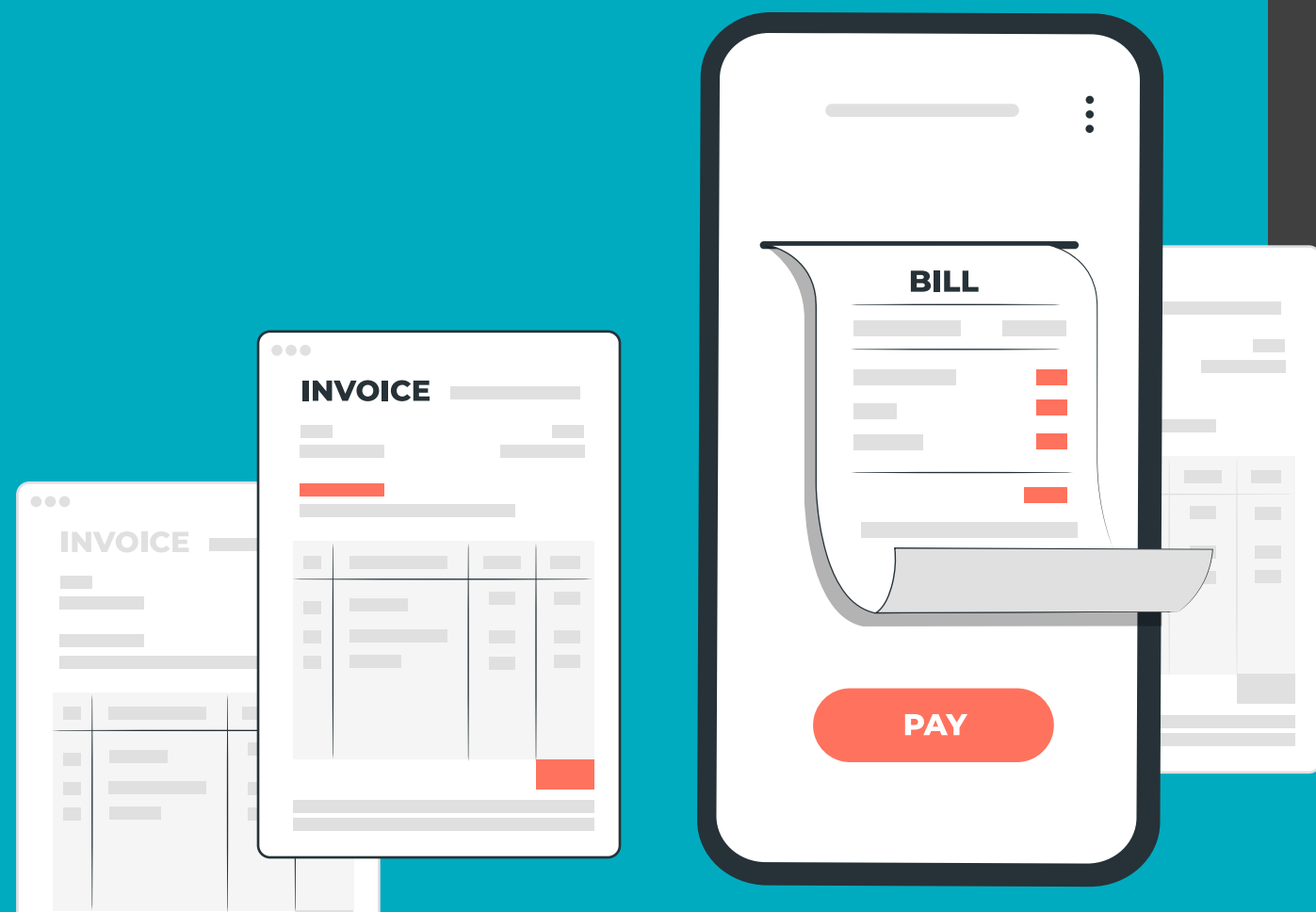


Swipe on the slides to learn more.



# The Following Steps are Necessary to Successfully Integrating Peppol eInvoicing into your AP/AR Departments:

- Planning and analysis
- Developing a viable business case
- Evaluating different options and finding the right solution
- Monitoring KPIs and tracking progress

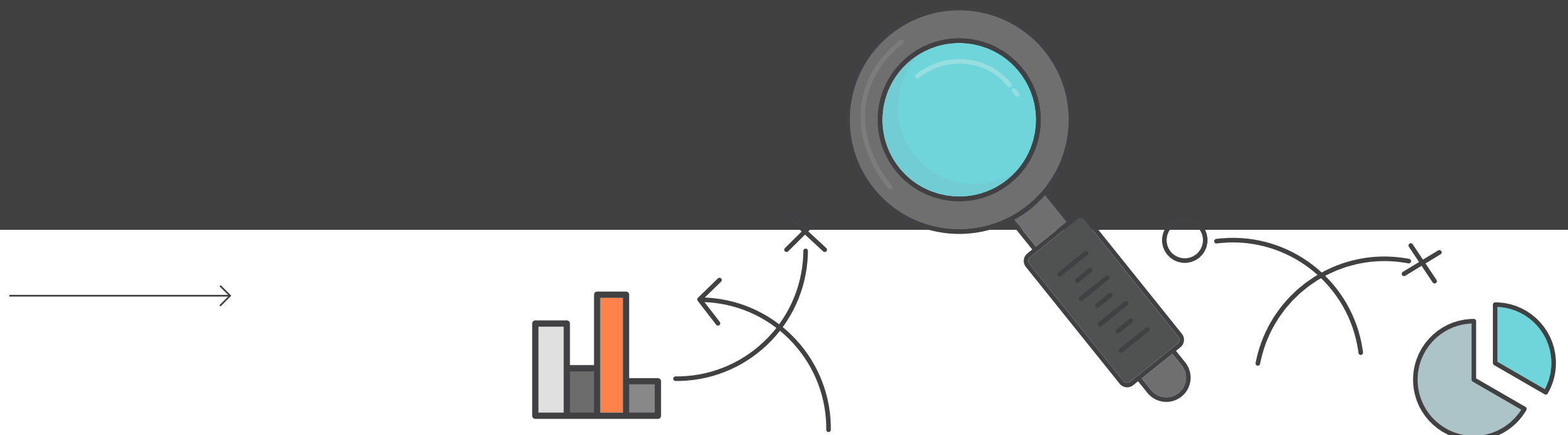


# Planning and Analysis

To successfully implement an eInvoicing solution, it's critical to align your need for electronic invoicing with your business' wider digital transformation strategy. Breaking down these silos will allow your business to reap the full business-wide benefits of digital transformation.

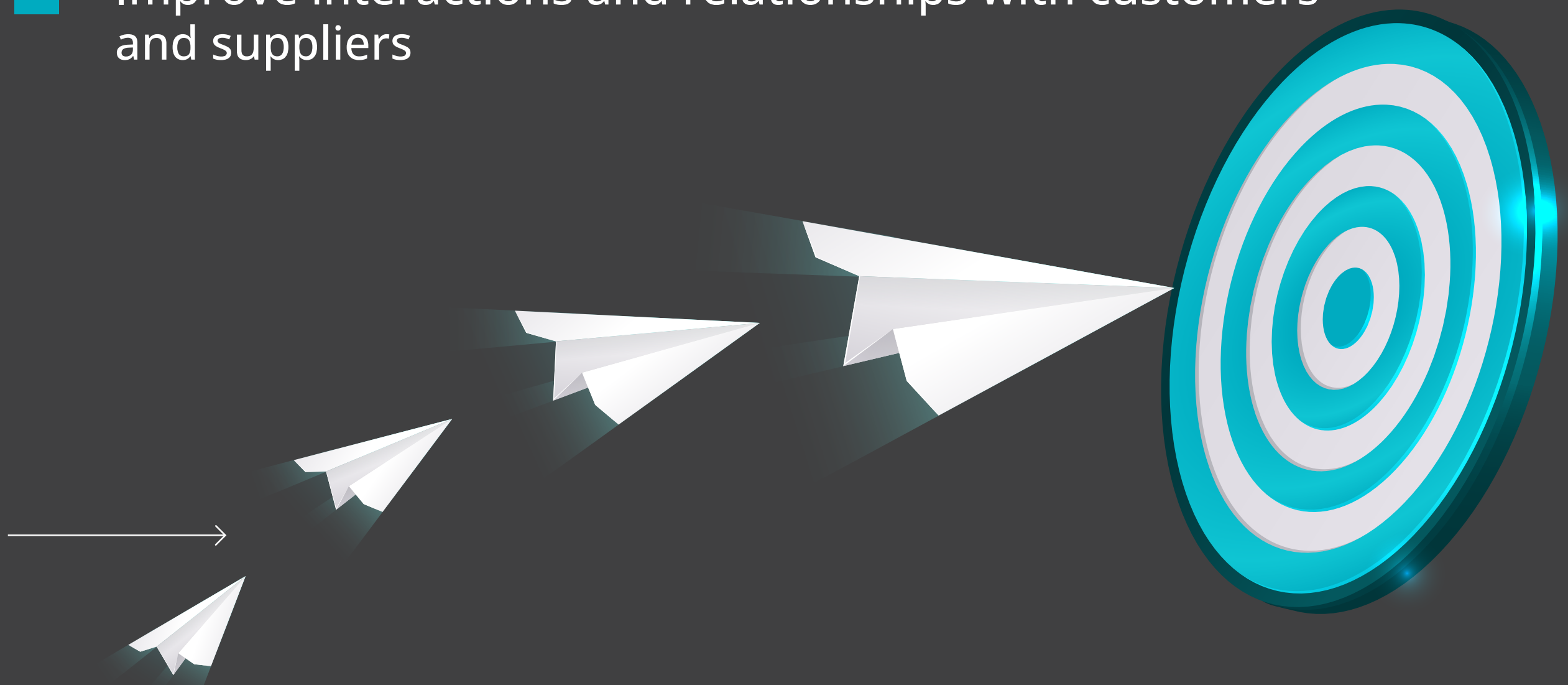
You should also set attainable and measurable goals to ensure a successful outcome to your project. These goals could be compliance, workflow, or finance-related and should be ultimately aligned with your business needs.

Set a combination of both short and long-term goals for the project, and consider how your eInvoicing solution should scale to meet new requirements.



## Examples of Short-term and Long-term Goals Include:

- Reduce invoice processing times and costs
- Automate AP/AR processes
- Reduce exception rates
- Reduce the number of late payments (and corresponding late payment fees)
- Increase savings through early payment discounting
- Improve interactions and relationships with customers and suppliers

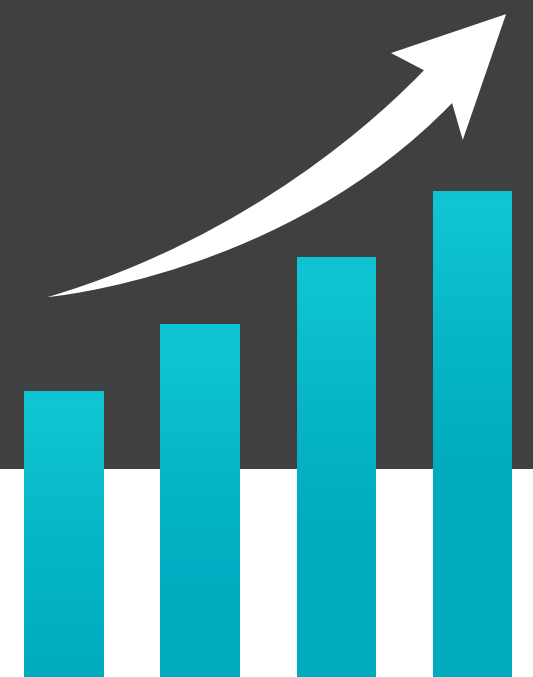


# Developing a Viable Business Case

A well-crafted business case is necessary to winning stakeholder buy-in within your organisation. While your business case should highlight the reasons for enabling, it should not over-exaggerate the potential benefits. Neither should it ignore or gloss over any potential risks.

Listed here are the steps to creating a viable business case:

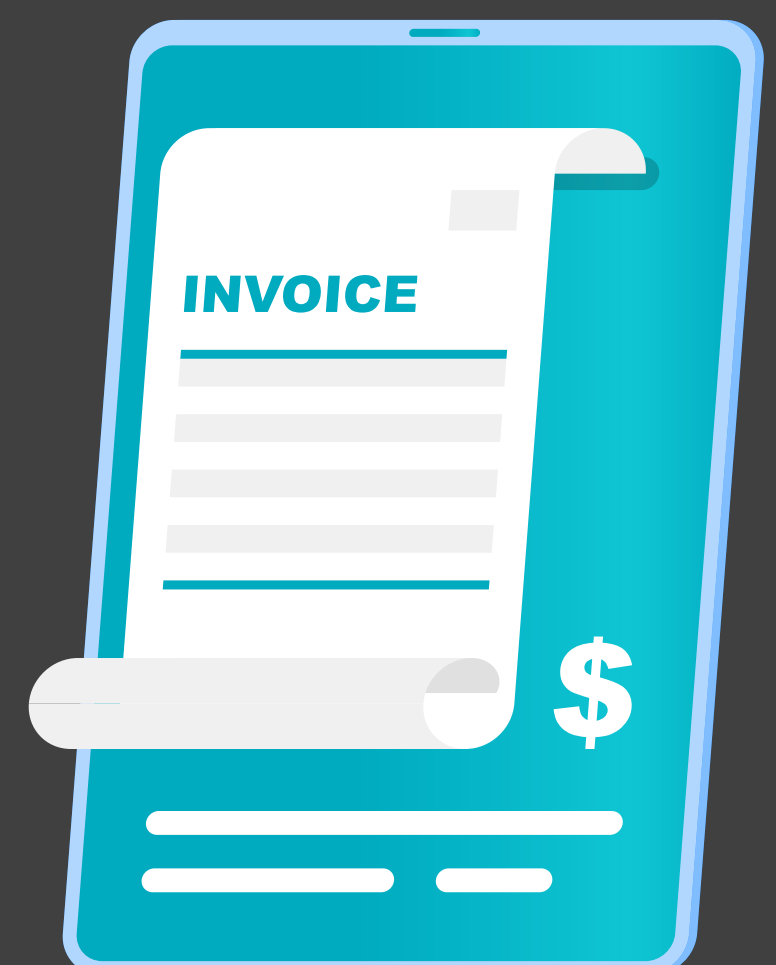
- Define the current state, desired future state, and barriers to enabling adoption
- Set realistic and measurable KPIs
- Build a logical case for electronic invoicing
- Communicate the scope and timeline



# Define the Current State, Desired Future State, and Barriers to eInvoicing Adoption.

To analyse the **current state**, start by describing the processes currently in place. You should also highlight the major bottlenecks and key issues that are affecting your AP/AR stakeholders and organisation. Covering these areas will allow you to establish a solid baseline for operations. This, in turn, will help you determine your organisational readiness for digital AP/AR transformation.

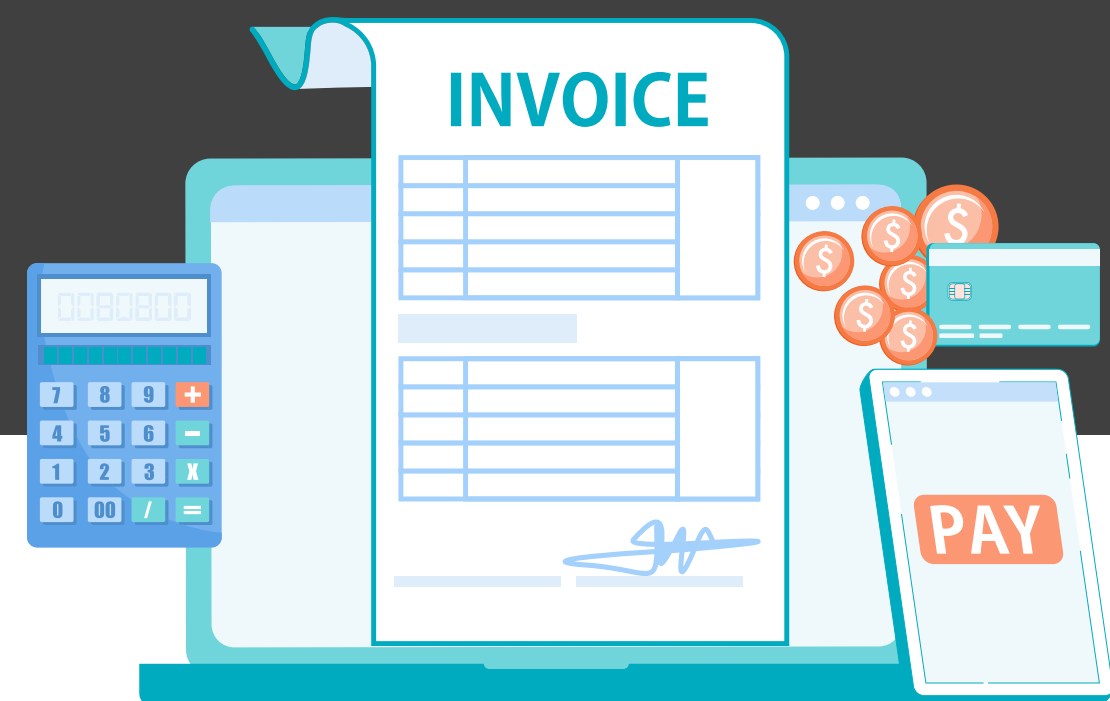
Using your current state analysis, you can identify gaps in your existing processes and capabilities. You can then create a set of proposed changes designed to help your organisation arrive at a desired **future state**.



The information derived from your current state assessment can also be used to conduct a **benefits assessment**. This assessment will highlight how eInvoicing may help address any gaps or pain points in your procurement and AP/AR processes.

As for **barriers to adoption**, while many decision-makers are aware of the benefits of eInvoicing, they're also intimidated by the challenges associated with compliance. It's crucial to address these challenges effectively to not only win stakeholder buy-in, but also to ensure a successful implementation across the board.

In terms of budgetary challenges, it is important to highlight the immediate and long-term return on investment—emphasising cost savings, efficiency gains, and improved cash flow management. Doing this will help reduce hesitancy and increase stakeholder buy-in.





# Set Realistic and Measurable KPIs

You'll need to set realistic and measurable key performance indicators (KPIs) to ensure a successful outcome to your project. Your KPIs could impact cost efficiency, process optimisation, compliance and monitoring, as well as carbon footprint reduction, among others.

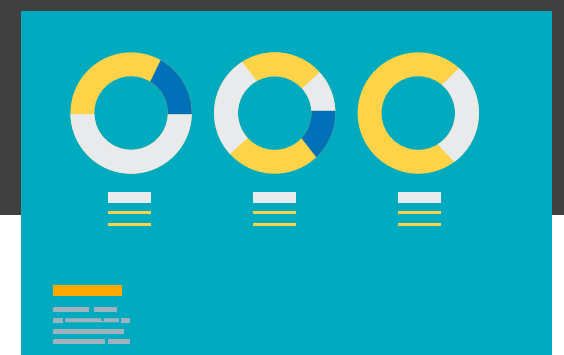
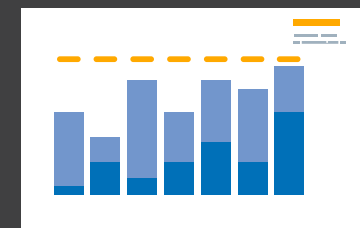
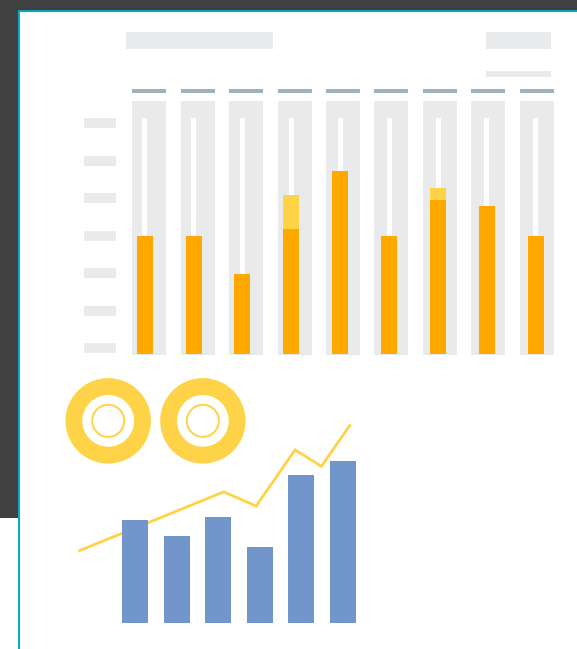
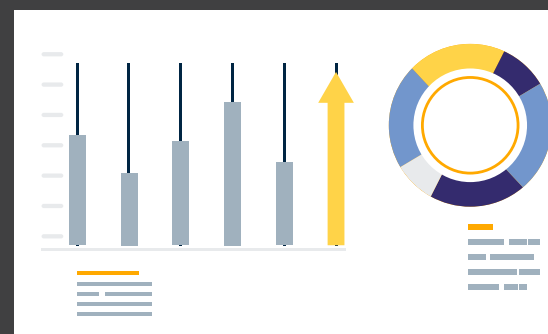
It's important to ensure that your KPIs are aligned with your organisation's overall vision to further bolster your business case.





Listed here are some KPIs related to the implementation of an eInvoicing solution for a medium or large business:

- % reduction in cost per invoice
- % reduction in time spent processing invoices
- % increase in the invoices submitted via the eInvoicing solution
- % increase in on-time supplier payments
- % reduction of invoices with exceptions
- % increase in employee satisfaction
- % reduction in carbon emissions



# Build a Logical Case for Electronic Invoicing

Once you've nailed down your KPIs and projected ROI, communicate these with the relevant stakeholders for approval. Present a logical argument for eInvoicing, highlighting its potential to address broader issues—such as environmental sustainability, data quality, and operational efficiency. Link these benefits to the organisation's strategic goals.

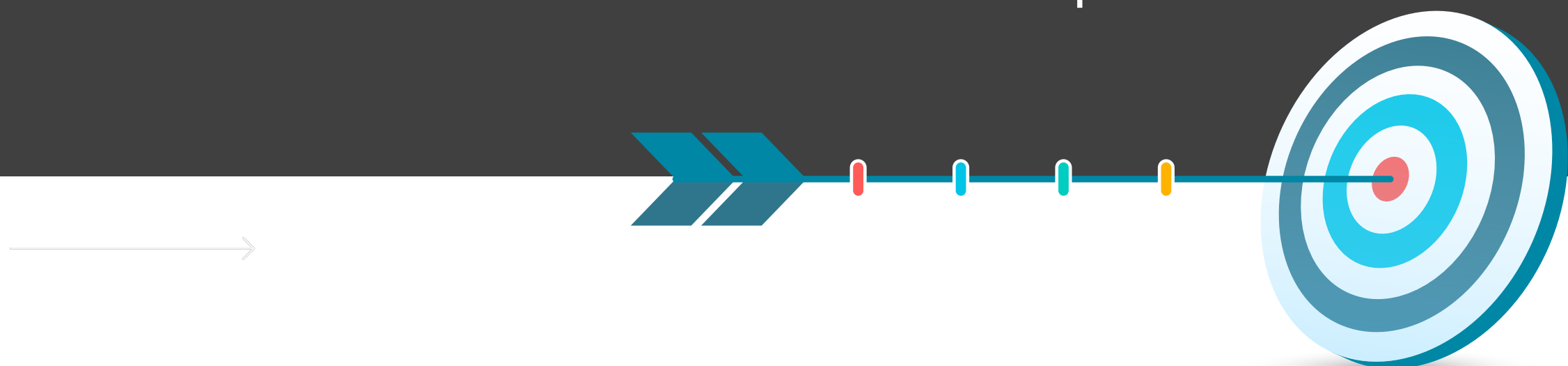


# Communicate the Scope and Timeline

To increase your chances of receiving stakeholder approval, your business case should clearly communicate the following:

- Scope
- Timeline
- Estimated costs
- Implementation phases
- Projected ROI
- Projected outcomes

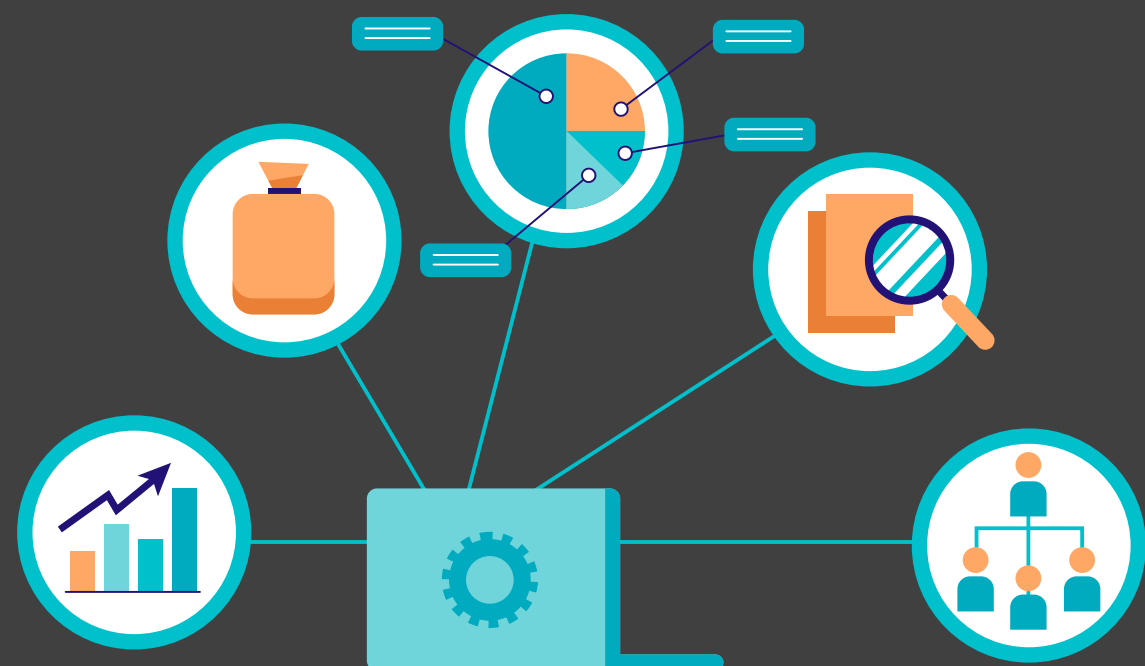
Don't forget to note down when stakeholders should reassess the situation if the ROI isn't as robust as expected.



# Evaluating Different Options and Finding the Right Solution

The next step is to explore the different invoicing solutions available on the market and selecting a solution that meets the operational needs of your business. Use your current and future state analyses to verify the requirements for your invoicing solution.

Different systems and software can be used to enable invoicing. You'll need to select the right software to exchange invoice data with your trading partners, as well as an accredited Access Point to connect with the Peppol network. In some cases, your chosen software provider can provide you with both functions.



Some of the systems and software that can be used in conjunction with eInvoicing to streamline your AP/AR processes include:

- Your existing outbound billing software
- Your accounts payable (AP) automation software, including robotic process automation (RPA) and artificial intelligence (AI) capabilities
- Your existing ERP software
- Your financial management information systems (FMIS)

Alternatively, you could choose to become your own Access Point if your business requirements limit you to in-house options. To become an accredited Access Point in Australia, you must meet all of the technical, governance, and security requirements stipulated by the Australian Peppol Authority and OpenPeppol.



# Monitoring KPIs and Tracking Progress

Your stakeholders will need periodic feedback on the progress of the project to determine if the investment is delivering the expected results. The best way to communicate this feedback is to assess the project using the KPIs you established when developing your business case.

For example, if one of your KPIs is a % reduction in the time spent processing invoices, you could measure the average time it took to process invoices using the old process versus the new process.

On the other hand, if one of your KPIs is a % increase in employee satisfaction, you could measure this regularly by conducting employee surveys.

