

What is paperless invoicing?





“Paperless” invoicing encompasses all types of invoicing which do not involve receipt of physical paper documents.



P&G will be offering a range of options which will be available for sending both invoices and credit notes.

Why should my business move to a paperless solution?

There are many ways your business can benefit from moving to a paperless solution, including:

-  **Easy and cost efficient** invoice transmission, at any time
-  **Secure, faster and reliable invoice receipt**, not dependent on physical mail – no more lost invoices!
-  Earlier visibility of invoices to P&G, facilitating troubleshooting and helping to increase **on time payments**.
-  Complete **Tax and Digital Signature compliance**



Next steps towards going paperless

The first thing you need to do is register your interest in the P&G Global Paperless Program by contacting PGPaperlessInv@hp.com.

The team will be able to provide guidance on which solution might be best suited to your business and advise you of the next steps to enroll your business as soon as the program allows.



P&G

Global Paperless Invoicing Program

Starting October 2013, Procter & Gamble will launch a global program which will ultimately allow all invoices, where legally possible, to be handled in a paperless format.

By joining this program you can benefit from:

- **Accelerated invoice receipt**
- **End to end invoice visibility**
- **Elimination of lost invoices reducing the potential for delayed payment.**



Global Paperless Invoicing Program

How is paperless invoicing with P&G structured?



P&G are working together with HP Enterprise Services to create a solution which will allow suppliers a choice of routes to engage in the paperless program.

The solution will leverage one global business-to-business (B2B) hub via HP, which is part of a large global network of providers.

P&G is providing a menu of choices to you. The best option for your business depends on a number of factors, for example the volume of invoices you expect to be sending or any existing relationships your business has with 3rd Party B2B electronic invoicing providers.

What are my options?

Every supplier will be offered a menu of options for paperless invoicing, including:

1. **PDF invoicing** via e-mail (including Digital Signing and Archiving, where legally required)
2. **Electronic invoicing via EDI / Web invoice or file transfer** with P&G's preferred 3rd Party Provider (OB10)
3. **Electronic invoicing with your current B2B (Business 2 Business) company** connecting with P&G's B2B company (HP-BES)
4. **Electronic invoicing via EDI / XML / file transfer** direct to P&G via HP-BES.

P&G can offer advice on which solution might be best suited to your business, but the final choice is yours.

You are welcome to switch to another solution at any time, for example if you initially opt for the PDF solution and wish to move to E-Invoicing later, P&G will help you with this.



What will it cost me?

This entirely depends on the solution you opt for and any existing connections.

There is no charge associated with the PDF invoicing solution. There are commonly charges associated with e-invoicing via 3rd parties, although there may be additional benefits.



When will this be available?

Wave 1 of the project was effective **October 2013** and includes invoicing in the following countries:

Asia: Hong Kong, Malaysia, Singapore

CEEMEA: Czech Republic, Hungary

LA: Guatemala*, Mexico*

NA: Canada, USA

WE: Belgium, France, Germany, Netherlands, Spain, Switzerland, United Kingdom

**via Prospectiva only – no PDF via email allowed*

Wave 2 details will be shared in due course.

To register your interest or to request details of when paperless invoicing will be available in countries other than those listed please contact PGPaperlessInv@hp.com.