LIVINGSTON INTERNATIONAL

ELECTRONIC
INVOICING

Are you ready to make the switch?

LIVINGSTON
Simplify Trade

Electronic invoicing

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More and more businesses and consumers are moving from paper to electronic invoices to save on costs, reduce clutter, streamline workflows, improve archiving, and contribute to more environmentally-friendly initiatives.

Livingston offers a number of options for electronic invoicing. Clients can choose from email, File Transfer Protocol (FTP), and Electronic Data Interchange (EDI).

How do I know if electronic invoicing is right for me?

Anyone can receive invoices electronically to increase efficiency and save on paper waste, but here are some key questions to ask, to see if this is the right move for you:

- Do you audit large numbers of paper invoices only to then have to scan and email someone the same documents?
- Do mailed invoices take too long to get to you?
- Do multiple people in your organization need to see and approve invoices?
- Do you use a third party to pay your bills, but want a way to see the invoices before and after they approve them?
- Do you store documents on your own internal imaging system?

Livingston offers three billing options to clients. Read on to learn more, and see which option best suits your needs.

1 Invoice via E-mail

Livingston billing packages, which consist of Livingston invoices and all backup documents, can be sent to you automatically using email. Through this process you're able to save, print, transfer and copy these documents to your local computer or company network storage location. We can preset several email addresses to automatically send a paperless invoice package to multiple users. For example, the same package can be sent to you and your third party payment company. We can also include either a single invoice or multiple invoices within one email, depending on your needs.

Additional details

- The email process happens overnight in order to capture all of the current day's billing packages.
- There's a 10 MB default file size limit per email; however, we can adjust the default according to the size your company's email servers can accept.
- Invoice extracts can be rerun if a system problem occurs.
- The billing package file name is formatted as "transaction (entry) number_branch_invoice number_invoice type_extract date time", for example, 10827138732392_411_456533_INV_1002171100.pdf.
- The billing package documents are in PDF or TIFF format for easy viewing.

How do I start using this solution?

Contact your Client Service Manager (CSM) or Service Coordinator to get started. Setup's quick and easy. You just need to provide the email addresses of those within your company and/or third party service providers who should receive your Livingston invoices and answer these three questions:

1. How often do you want to receive your invoice emails?
2. Do you want to have the back-up documentation bundled into the invoice as a single attachment?
3. Do you prefer to receive one invoice attachment or multiple invoice attachments per email?

2 Invoice via File Transfer Protocol (FTP)

File Transfer Protocol (FTP) is commonly used to securely exchange files over the Internet, using a password and username. It's similar to having all your invoices and backup files saved to an online folder or shared network folder.

Why not just use e-mail?

Although we use email on a daily basis to communicate, it's not a very secure method of communication. With email, there are also size limitations and processes required to monitor for bounce-backs and errors. FTP is a cleaner process. What would you rather do, sort through all your emails or just open a folder on your desktop that has your invoices deposited in it every day?

Additional details

- Files can be transferred using FTP or sFTP
- The extract and download to your FTP folder occurs daily
- Notifications are sent to you via email whenever new files are posted to your FTP folder
- The invoices are created based on the billing rules that you specify
- Files are available in PDF or TIFF format and are named in a consistent manner to allow for automated Downloads: "transaction (entry) number_branch_invoice number_invoice type_extract date time", for example, 10827138732392_411_456533_INV_1002021100.pdf
- Extracts can be rerun if an issue occurs.
- FTP folders are meant for temporary storage only. You should clean out your online folder on a regular basis and save it to a secure local folder.

How do I start using this solution?

In order for you to take advantage of this solution, the first thing you will need is an FTP folder. Livingston can host a folder for you, or you can set up your own. To set up your own company FTP folder, simply ask your IT department and they should be able to create one for you in short order with little to no cost. Once you have your folder set up, or if you need assistance, contact your Client Service Manager or Service Coordinator and they will walk you through the rest of the process.

3 Invoice via Electronic Data Interchange (EDI)

Sharing information electronically can be daunting for companies that don't have dedicated IT resources, but for those that have specific systems or resources dedicated to paying and receiving invoices from service providers, EDI can be a great time saver.

By receiving all the critical details of the invoice over EDI, you'll save the hours spent searching and aligning all the paper copies. We push the data to your accounts payable department and they review and pay. It's as easy as that.

Additional details

- Outbound EDI files are created once a day for invoices that have been generated the previous day.
- Files are sent using 810 EDI transaction set – version 4010.
- The transmission method can be through a VAN, FTP, sFTP or AS2.
- The data contained in the transmission can include the invoice details only or a combination of invoice and customs entry data. Image files captured in the entry release or accounting process cannot be sent via EDI; data only.

How do I start using this solution?

Contact your Client Service Manager or Service Coordinator to get started. You'll be assigned a Livingston eTeam Consultant who will work with you and act as a liaison between you, your IT department and Livingston's IT department to establish the outbound EDI invoice feeds and data elements that you require.

Contact Livingston

Ready to get started with electronic billing?
Contact your Client Service Manager or Service Coordinator, write to us at:
simplify@livingstonintl.com
or give us a call at **1-800-837-1063**

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