

## **Invoice Email Gateway Standards**

Datam provides an email gateway for the receipt of invoices. The gateway is an automated process which receives emails, extracts the attached invoice(s), renders each attachment as a black and white image, and sends them to Datam's invoice capture platform.

Prior to providing a supplier with the email address of this gateway, it is expected that the Client will ensure that their suppliers understand these standards. The Client and the supplier are responsible for ensuring that these standards are met, and Datam has no liability arising out of the suppliers' inability to meet these standards.

### ***Invoices will be processed...***

Invoices must meet the following criteria to be processed through the gateway:

- The invoice is an attachment to an email.
- Multiple invoices can be attached to an email.
- Each invoice must be a separate attachment to the email.
- The attachment(s) must be a \*.pdf format document.
- The email is less than 5MB in size.

The sender will be notified that the email has been processed.

### ***Invoices will not be processed...***

Invoices will be forwarded to the nominated Client email address for the following reasons:

- There is no attachment to the email. I.e.: queries or invoice copied into the body of the email.
- The email exceeds 5MB.
- Attachments are not \*.pdf documents or zipped \*.pdf documents.
- The zipped attachment is password protected or encrypted.
- The \*.pdf was created from a photograph on an Invoice.

### ***Important points to note...***

- Within each \*.pdf the invoice must be presented as the first page. Attachments can be included in the \*.pdf but they must follow the invoice.
- The gateway will provide an automated response to a nominated Client email address, where an email address has been provided.
- It is the Vendors responsibility to ensure invoices are sent to the correct email address. Datam will not verify the invoice recipient matches the email address.
- The gateway cannot interrogate the contents of any attachment, and therefore will pass the attachments as received to the capture platform. For example:

- The attachment contains more than one invoice. An attachment contains part of an invoice.
- An invoice is sent by the supplier more than once; each invoice will be processed.
- The attachment contains non-invoice details eg: statements, correspondence.
- Non-invoice documents or incomplete invoices received will be processed with default values and uploaded for review.

### ***Processing of Exceptionally Large Invoices***

The Gateway will process multi-page invoices up to 100 pages in length, where the use of graphics is limited. Where a supplier is providing invoices in excess of this page limit, it is recommended that:

- These invoices are tested in our UAT system prior to the supplier sending the invoices to your PaperlessAP email address to ensure that other invoices sent to your email address are not compromised by the exceptional invoice.
- The supplier is considered for EDI processing directly into your ERP system.

### ***Best practice methods for pdf generation***

PDFs should be created in black and white as any colour will be dropped by the gateway.

- If you are creating the pdf by scanning the invoice using a multi-function device, or directly from your ERP system:
  - Ensure the Page Size is A4 Landscape or Portrait.
  - Ensure the image quality is set to 300dpi, black and white.
  - The image is set to the correct orientation.
  - A single pdf is created for each invoice.
- There are a variety of products available which will enable you to create pdfs from within other applications, utilising a 'print to pdf' function:
  - Microsoft Office 2007 PDF Add-in component.
  - PDFCreator and PrimoPDF are free applications among many others available on-line.
  - Full instructions on the construction of quality pdfs can be found on-line. The following website provides step by step instructions on how to use some pdf creation tools.  
<http://web4.uwindsor.ca/units/its/insight/insight.nsf/babe0ebac149fc7b852567d700715d2a/c906166612d8b7e9852573d700644b40!OpenDocument>