ALPHABET

Simple, efficient, fast

Electronic invoice processing from Alphabet

Optimise your billing processes

You will certainly save time and money

The days of paper mountains are over. With the new, refined, electronic invoice processing from Alphabet, we can now offer you all your invoices in paperless form. Depending on your requirements, you will receive your invoices as PDF files, ZugFerD files and / or as a dataset (e-bill) for optimized further processing. Take this opportunity to stream-line and speed up your processes.

PDF- or ZugFerD files (as a replacement for paper invoices)
Instead of the paper invoice, a PDF file is created and sent for each invoice. The presentation and structure of the invoice are retained. The ZugFerD file (version 2.0) additionally contains an embedded XML file.

E-bill (electronic invoice information)
In addition to the paper invoice or PDF file, invoices are also sent to you by e-bill. They are transmitted in a standardised format that can be automatically processed.

Your advantages from automated invoice processing

- ✔ increased competitiveness as a result of faster, optimised processes
- ✔ fewer mistakes by dispensing with manual entries
- ✔ flexible, direct response to growing data volumes by automation of invoice processing
- ✔ simplified invoice processing through connection to your processes and systems (e.g. SAP)
- ✔ no more tedious scanning processes

How electronic invoice processing works and how you apply for it

PDF files / ZugFerD files	e-bills

✔ Apply for electronic billing in PDF- or ZugFerD format with your account manager
✔ No physical paper invoice will be sent by post for the next invoice run
✔ The PDF will be sent by email or via SFTP connection
	✔ e-bills will be generated and despatched in addition to the paper invoice or PDF file
	✔ Option to select the type of invoice for which an e-bill is to be transmitted
	✔ Configuration of the data to be transmitted:
	  – select aggregation of invoice items
	  – select presentation of amounts
	  – select file format:
	    – XLSX (Excel)
	    – CSV (Comma Separated Values)
	    – TXT (text file)
	    – XML (Extensible Markup Language)
	    – EDIFACT 96A-Format
	✔ The e-bill will be sent by email or via SFTP connection

If you have questions on how to set the system up or how it works, feel free to contact your account manager.

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