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CHECKLIST

E-Invoicing compliance–checklist and priorities

This checklist provides an overview of key components and features to evaluate potential e-Invoicing providers.

⊘ Included

E-Invoicing compliance capabilities				
Solution capabilities		**OpenText**	**Other provider**	**Priority**
Compliance capablities				
Integrity and authenticity (I&A) assurance	Can the provider ensure that the document has not changed over time (integrity) and verify the issuer of the document is correct (authenticity)?	⊘	◯	◯
I &A via digital signature[1]	Does the solution provide a robust digital signature solution that uses locally recognized certificate authorities in each region/country?	⊘	◯	◯
I&A via non-signed EDI[2] (EU only)	Does the solution support non-signed EDI?	⊘	◯	◯
CTC integration with government systems (where applicable)	Does the solution integrate with government platforms where mandated by countries with CTC[3] models, and submit invoice data in near real time to this system/platform?	⊘	◯	◯
Meets government mandated CTC processes	In counties that mandate e-Invoicing via a CTC model,[4] does the e-Invoicing solution follow the required processes?	⊘	◯	◯
Invoice content checking	Does the solution check mandatory content of the invoice prior to issuance based on country-specific requirements? Can custom rules be added?	⊘	◯	◯
Tax rate checking	Can the provider check the validity of the tax rate on the invoice if required?	⊘	◯	◯
Compliance updates	Does the solution maintain ongoing compliance and provide updates to clients on important impending changes?	⊘	◯	◯

1 Accepted in most countries as the most certain method for ensuring I&A over time

2 The European Union considers an EDI document without a digital signature to be valid for tax reporting purposes per the 1994/820/EC Recommendation for a Model Interchange Agreement.

3 Continuous Transaction Controls

4 E.g. much of Latin America, Turkey, Italy, Poland etc.

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E-Invoicing compliance capabilities				
Solution capabilities		**OpenText**	**Other provider**	**Priority**
Archiving and audit capabilities				
Storage of e-Invoices per government mandated retention period	Does the solution measure archive time and remove e-Invoices that are past a country's retention period?	⊘	◯	◯
Flexible retention periods	Does the solution allow setting a retention period longer than that mandated by tax and commercial law?	⊘	◯	◯
Legal hold process	Does the solution allow for invoices to be legally held if queried during a tax audit?	⊘	◯	◯
Location of e-Invoice archive	Does the storage location for invoices meet the requirements for each country the organization operates in?	⊘	◯	◯
Secure electronic data warehouse	Does the solution securely store all e-Invoices and related documents?	⊘	◯	◯
Transaction audit trail	Does the solution keep a written log of all document evolution?	⊘	◯	◯
Data protection laws compliant	Does the solution comply with local data protection laws? Is it GDPR compliant?	⊘	◯	◯
Ability to display invoices in human readable format	Does the system create PDF copies of the transaction that humans can easily read?	⊘	◯	◯
Reporting	Does the solution provide both manually generated and automated reports for multiple internal and external audiences?	⊘	◯	◯
Compliance documentation for non-signed EDI	Does the supplier create and archive additional compliance documentation, such as a comprehensive trading partner list, an automatically signed daily invoice summary report or a tax exemption document?	⊘	◯	◯
Designed to speed audit process and auditor requests	Can an auditor log in to run queries to quickly find specific invoices, ranges of invoices or a selection of invoices by different criteria (invoice numbers, dates, legal entities etc.)? Can auditor requests be delivered quickly and easily?	⊘	◯	◯
Agnostic to direct/indirect materials invoices	Is the solution agnostic to and able to add/check compliance for both direct materials invoices and indirect?	⊘	◯	◯

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E-Invoicing compliance capabilities			
Solution capabilities	**OpenText**	**Other provider**	**Priority**
Archiving and audit capabilities			
Agnostic to inbound/outbound (AP/AR) invoice flows — Is the solution agnostic to and able to add/check compliance for both inbound (Accounts Payable) invoices and outbound (Accounts Receivable) invoices?	⊘	○	○
Integration capabilities			
Integration to SAP®/Oracle®/other ERP systems — Does the solution support integration with a wide range of ERP and line of business system(s) for receiving inbound invoice data and issuing outbound invoices?	⊘	○	○
Integration to AP/AR, eProcurement, e-Commerce, payments and other systems — Does the solution support integration with other key internal systems that require issuance or receipt of compliant e-Invoices?	⊘	○	○
Translation/Mapping between invoice formats — Does the provider offer full "any-to-any" translation and mapping between internal and external invoice formats?	⊘	○	○
Invoice attachments — Does the solution support the integration of attachments to invoices?	⊘	○	○
Approval workflow — Does the provider offer approval workflow capabilities to enable two-way, three-way and four-way matching with business rules?	⊘	○	○
Full supply chain transaction lifecycle support — Does the vendor facilitate the exchange of all other supply chain transactions that support the invoice – orders, order confirmations, advanced shipping notices, delivery notes, remittances etc.?	⊘	○	○
Legal original vat invoice formats supported			
EDI — Does the solution support EDI formats, such as EDIFACT, TRADACOMS or other region or industry-specific formats?	⊘	○	○
XML — Does the solution support XML formats, such as FatturaPA (Italy), IDEAL (Switzerland), FacturaE (Spain), CFDi (Mexico) or other region- or industry-specific formats?	⊘	○	○
PDF — Does the solution support PDF as a legal original invoice for VAT purposes? Do PDFs conform to the PDF/A-3 specification for long-term archiving? Can the solution support embedded PDFs like ZUGFeRD (Germany) or Factur-X (France)?	⊘	○	○

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E-Invoicing compliance capabilities		OpenText	Other provider	Priority
Solution capabilities		**OpenText**	**Other provider**	**Priority**
Legal original vat invoice formats supported				
PEPPOL	Does the solution support PEPPOL BIS formats?	⊘	○	○
B2G standards	Does the solution support local syntaxes for B2G e-Invoicing that conform to the European Norm (EN16931) standard?	⊘	○	○
Paper	Does the provider also offer capabilities for receipt of paper invoices, including OCR (optical character recognition) to extract invoice data?	⊘	○	○
Digital signature types supported				
Support for digital signature format required in each country of business	Can the solution support the specific digital signature format required for each country of business?[5]	⊘	○	○
Italy and/or Hungary timestamp	In both Italy and Hungary special procedures are required by law to archive invoices; these procedures are to produce a hash and timestamp of invoices. Does the solution support these?	⊘	○	○
Invoice transportation / communications methods				
Integrated B2B/EDI/XML based communications	Does the solution support a variety of commercially available communications protocols?[6]	⊘	○	○
Secure network	Does the solution support the use of a value-added network as per EU recommendation 1994/820/EC?	⊘	○	○
Business data interchange	Does the solution support data interchange over the internet using technology standards, such as Applicability Statement 1, 2, 3 and 4 with signatures,[7] as per 1994/820/EC?	⊘	○	○
Email delivery of signed PDF	Does the solution support delivery of signed PDF invoices to the buyers through standard SMTP email?	⊘	○	○
Secure email delivery	Does the solution support delivery via a secure email system to enable secure delivery, guaranteed delivery and an audit trail?	⊘	○	○
Full supplier portal	Does the solution provide an option to support full order to cash flow with invoice turnaround and matching of multiple business documents?[8]	⊘	○	○

5 E.g. CAdES, XadES, PDF, PadES, XMLcon, S/MIME, EANCOM IDEAL (Switzerland), EANCOM GS1 (Spain), EANCOM GS1 (Austria), Facturae (Spain)

6 AS2, AS3, OFTP, OFTP2, SFTP, Zengin, S/MIME (RFC 3851), etc.

7 RFC3335, RFC 4130, RFC 4823

8 PO, order change/cancel, ASN, delivery, invoice, remittance etc.

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E-Invoicing compliance capabilities				
Solution capabilities		**OpenText**	**Other provider**	**Priority**
Invoice transportation / communications methods				
Simple web forms portal	Does the solution support quick and easy web forms implementation with basic invoice turnaround?	⊘	◯	◯
Fax to EDI conversion/Docs to EDI conversion	Does the solution offer OCR/ICR (intelligent character recognition) technology to support non-EDI partners sending faxes or unstructured data via email?	⊘	◯	◯
Status monitoring	Can the solution monitor the status of e-Invoices?	⊘	◯	◯
Implementation				
Experience	Does the vendor provide experienced B2B integration implementation specialists?	1,200+ specialists	◯	◯
Project management	Does the vendor provide the option of a designated project manager?	⊘	◯	◯
Methodology	Does the vendor have a proven, comprehensive implementation approach and project plan?	⊘	◯	◯
Many onboarding alternatives for trading partners	Are there many alternatives available for partner enrollment?[9]	⊘	◯	◯
Supplier ratings	Can the vendor support supplier risk management initiatives through integration with external supplier rating mechanism such as EcoVadis and Dun & Bradstreet®?	⊘	◯	◯
Global, scalable onboarding team	Does the vendor have a large dedicated onboarding team to enable large volumes of customer and vendor trading partners?	⊘	◯	◯
Tiered scalable implementation models	Does the vendor offer tiered pricing and implementation models to support implementation of mid-market companies all the way up to the largest global enterprises?	⊘	◯	◯

9 Onboarding services, bulk upload, self-registration, just-in-time automated provisioning

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E-Invoicing compliance capabilities				
Proven vendor leadership		**OpenText**	**Other provider**	**Priority**
Customer base				
Number of customers	How many B2B integration customers has the vendor implemented?	65,000	◯	◯
Current invoice volume	Does the vendor demonstrate scale with the existing volume of electronic invoices processed?	4B+	◯	◯
Industry support	How many businesses are connected to the vendor's network?	600,000+	◯	◯
Company financial health				
Financial performance	Can the vendor demonstrate annual revenue growth?	⊘	◯	◯
Customer service				
Single point of contact	Does the vendor assign a single point of contact to manage the vendor relationship?	⊘	◯	◯
Location of operations	Does the vendor have operations across the organization's geographic footprint?	⊘	◯	◯
Support availability	Does the vendor offer data centers in major geographical regions?	⊘	◯	◯
Language support	In how many languages does the vendor offer customer support?	12	◯	◯
Problem resolution	Does the vendor offer Service Level Agreements for problem resolution?	⊘	◯	◯
Reporting	Does the vendor provide regular reporting of key performance indicators and metrics?	⊘	◯	◯

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E-Invoicing compliance capabilities		OpenText	Other provider	Priority
Proven vendor leadership		**OpenText**	**Other provider**	**Priority**
Countries where e-invoice compliance is required				
<Fill in name of each country where the organization requires e-invoice compliance>	<Fill in details of requirements – e.g. inbound/outbound invoices>			

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