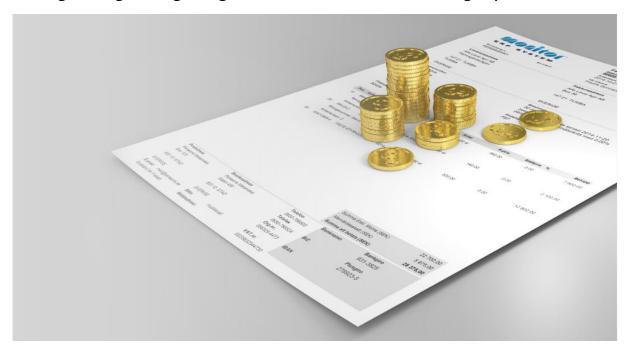# Electronic Invoice Management

By using the option Electronic Invoice Management (EIM in short) you can scan paper invoices received from suppliers and link each scanned invoice image to supplier invoices in MONITOR. Additionally, EIM also provides support for registering signers, authorization lists, and signer groups. That makes it possible to send reminders and messages to signers regarding authorizations and final recording to perform.

How Does EIM Work?

Supplier invoices can be loaded into MONITOR in different ways:
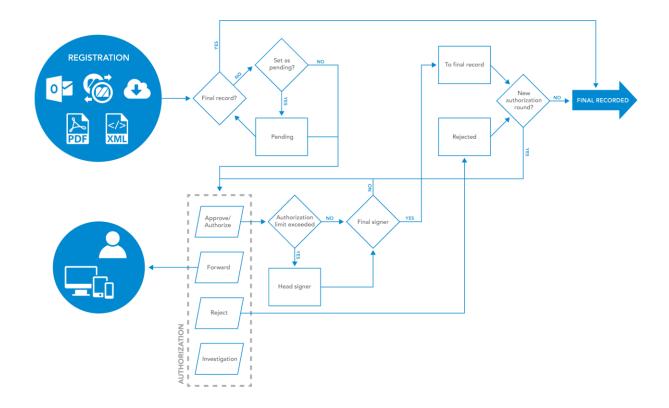
- Paper invoices which are scanned and saved as PDF files in a predefined inbox[i] that is used during registration.
- PDF invoices in email messages which you drag directly from your email program and drop in an invoice viewing window during registration[ii].
- E-invoices (XML[iii] + PDF) via "MONITOR-to-MONITOR" which are saved in a separate inbox and imported during registration.

When supplier invoices are registered, the invoice files are loaded from the inboxes mentioned above. An alternative is to drag an invoice file from the email program and drop it on an invoice viewing window.

An invoice can also be preliminary recorded instead of being registered.

When an invoice is registered and preliminary recorded, you can also choose to final code the invoice directly, if you have sufficient user rights. An alternative is to final record the invoice after it has been authorized by one or several signers.

The images on the next page describes the invoice flow when using EIM.

REGISTRATION
PDF
XML
YES
NO
Final record?
Set as pending?
NO
YES
Pending
To final record
New authorization round?
NO
FINAL RECORDED
Rejected
YES
NO
Approve/ Authorize
Authorization limit exceeded
NO
Final signer
YES
YES
Head signer
Forward
Reject
Investigation
AUTHORIZATION

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[i] *The inbox is a folder which you create on the MONITOR server and register under the tab "Paths for inboxes" in the Scan supplier invoices procedure. The inbox is then available in the procedure Register supplier invoice.*

[ii] *The PDF file is used to view an image of the paper invoice.*

[iii] *The XML file is used to import data from the supplier invoice to the registration. The information in the XML file is matched with the correct purchase order and invoice basis in an import window in MONITOR.*