

With the advancement of bill payment and bill presentment technologies it is now quite feasible to operate in an entirely paperless mode. This will occur as more and more billers generate their bills by email or other electronic means. With TelPay for Business you are able to participate in the movement as your bills adapt.

The following is a suggested procedure for handling your ebills and their payment in an entirely paperless fashion. The suggested configuration for TelPay for Business requires your organization to create two new email accounts; the first account is for distribution to your business partners to send your bills to and the second account is for our software to work with containing approved bills you are ready to pay. The procedure assumes that it is for a business where approvals are required prior to processing the payable.

Step 1. Set up a separate email account to which your suppliers will send their bills; for example, ebills@ABC.ca. The purpose is to separate your ebills from the rest of your emails.

Step 2. In order to obtain approvals from the persons responsible for doing so the following procedures could be set up. As bills are received in ebills@ABC.ca they could be forwarded to the approving party(s) who would be asked to approve and return the bill to approvedbills@ABC.ca. The TelPay for Business software would then be set up to receive bills for payment from approvedbills@ABC.ca (Note: the similarity between this method of routing bills and the usual method of routing paper bills for approval).

Step 3. Set up TelPay for Business to look for ebills in either the ebills@ABC.ca or approvedbills@ABC.ca depending on Step 2.

Step 4. Select "Pay Ebills" on the TelPay for Business menu. The approved ebills messages will be listed and each can be viewed and paid. As they are paid the bill image and attachments will be stored with the payment history. They can be viewed by signing officers and others with access to the TelPay for Business system.

Other approaches or variations can be devised to meet specific needs. For example, if the purchase order should accompany the invoice through the approval process, it may be "attached" to the initial ebill and circulated with it.