

# Send smarter to simplify invoicing

Turn your PDF invoices into data for easier invoicing and faster payment

## What is Email In?

Email In is a new invoice submission method offering faster, easier, and more accurate invoicing. With Email In, Tungsten uses AI to extract relevant data from your PDF email attachments. You have a side-by-side view of your original PDF and the extracted invoice to ensure everything is 100% correct. Tungsten then validates the invoice and delivers it to your customer to get paid.

**CONFIDENCE** The embedded AI within Email In “learns” your invoice format to increase accuracy over time.

**SPEED** With each invoice, the extraction is tuned for accuracy, so your review process gets faster.

**TIME AND COST SAVINGS** Email In’s semi-automation means no more resource-heavy manual inputs for you or your customer.

**SECURITY** The encrypted mailbox prevents misdirection and fraud.

**VISIBILITY** Track invoice status at every point within the portal.

**EASY SET UP** Getting started requires zero technical team support.

**LOW RISK** No set up fees and “Pay as you Go.”

## How is Email In different from me simply attaching a PDF to an email or mailing a paper invoice directly to my customer?

In both cases above, someone must manually input invoice data into the finance system. This is a costly and slow – up to 18 days long – process prone to errors and fraud, delaying your payment.

Email In eliminates manual data entry, saves money on printing and post, and ensures your invoice gets to the right department. Processing time decreases from 18 days to 4 hours. What’s more, you get online visibility of the invoice status, from delivery through to payment.

Email In also confirms your invoice meets critical Buyer, Tax, and Country requirements to get paid quickly and with minimal exceptions. In the event of any problems, both you and your customer have visibility for accelerated communication and resolution.

But the most important difference between using Email In and sending a PDF email or paper invoice is that you get paid faster, and with less hassle.

## How does Email In work?



1. Attach your PDF invoice to an email and send to the Tungsten mailbox



2. Tungsten technology extracts and scans your PDF (a bit like OCR)



3. Review your original PDF against the extracted data



4. Populate any highlighted details not captured using the amend function



5. Submit the invoice for validation



6. Tungsten’s ‘rules engine’ checks for VAT compliance and buyer requirements



7. Tungsten delivers your invoice to your customer – track invoice delivery and payment status in the portal



**GET PAID!**

## How is Email In different from PO Convert?

Email In and PO Convert are two good options – the best choice depends on your situation. If your customer offers PO Convert and supplies purchase orders that match your invoice content, this will be an efficient option. Email In offers suppliers value when purchase orders aren't available and/or invoice details differ frequently.

Email in is also recommended if you send a large number of invoices and want more efficiency gains. Upgrading to an integrated account? Use Email In as the interim whilst you go through implementation.

## That all sounds great! How do I get started?

It's easy! We just need to look at a few sample invoices to ensure service compatibility with your billing system. Once we confirm this is the case, you can start the AI training process – and reaping the benefits of Email In.

## Did your customer ask you to join the Tungsten Network?

You're in luck. Tungsten understands you need flexible solutions to streamline invoicing and meet customer demand. You also need solutions that add value. That's where we come in.

**Email In is just one of five e-invoicing options on the Tungsten Network. No matter your situation, we have one that's right for you.**

- 1 PORTAL WEBFORM ENTRY** – Complete the online proforma.
- 2 TEMPLATE** – Save a proforma template for quicker submission.
- 3 EMAIL IN** – Turn your PDF invoices into data for easier invoicing and faster payment.
- 4 PO CONVERT** – Convert a PO received on the portal into an invoice.
- 5 INTEGRATION** – Integrate your billing system with Tungsten Network to send electronic invoice data automatically.

“It's easy to go into the solution to fix and update data extraction issues specific to our invoices. **It really saves me a ton of time, so I am pleased.**”

*Sherri Perry,  
Credit Manager,  
Dixie Tank Company  
and Dixie Industrial*

“I'm loving **Email In and use it almost daily.** I would recommend anyone to use it.”

*Sarah Harvie Woodroof,  
VP Operations,  
Red River Foods*

**We've been helping businesses of all sizes digitise invoicing for 20 years. Speak with an enrolment specialist to help you identify your best option.**

**Get in touch today**

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