



ELECTRONIC INVOICING

FLEXIBLE INVOICING OPTIONS TO STREAMLINE BILLING MANAGEMENT

Billing Flexibility You Can Count On

Electronic Invoicing (EI) is a cost effective and user friendly tool that helps you manage your Arch Wireless billing. With time saving standard features, flexible options, and delivery via My Account, EI will provide you with the information you need to track and report on your wireless usage.

STANDARD FEATURES

- Account Summary
- Charges, Payments & Credits
- Drill Down Detail
- Device Usage



Electronic Invoicing Standard Features

Account Summary

A high level account overview that shows all updated invoice information.

Charges, Payments & Credits

All charges, payments and credits include your customizable Account Reference requirements, such as employee number, cost center information, etc.

- All current invoiced charges incurred within the previous 30 day invoicing period
- All current debits/credits within the previous 30 day period
- Current account balance
- All previously invoiced information from the past billing cycle, including:
 - Total/bulk past due amount
 - Payments posted during the last invoicing period
 - Total due

Drill Down Detail

Track account activity from previous billing cycles to ensure that records are up-to-date:

- Adjustments made to your account within the previous 30 day invoicing period
- Payment activity and records for the previous 30 day invoicing period

Device Usage

Ensure that users are on the most appropriate service plans:

- Total messages received on each device
- Overcall messages, with detail per character to show charges incurred over the base rate

ELECTRONIC INVOICING OPTIONS

With Electronic Invoicing's flexible options, you can incorporate company-specific data requirements into the billing and reporting process.

LINK TO ENTERPRISE SYSTEMS & APPLICATIONS

EI provides formatting options that may allow your wireless invoice to link directly to internal applications, such as human resource or accounts payable systems.

SORT & SUMMATION OPTIONS

EI can create a pre-sorted, pre-summed invoice automatically. You provide Arch Wireless with specific sort criteria, such as customer name, pager number/PIN, capcode, PO number, serial number, or user name and EI will break out your invoice according to your specifications (within available parameters) through a sort and summation process. Once you obtain your electronic invoice from Arch, you will be able to further modify and format it to meet your analysis and reporting needs.

Summation options give you the ability to group specific billing details together into one reporting format, including:

- Detailed line item charges
- Summation by device
- Summation by non device items
- Summation by billed customer

ACCOUNT REFERENCE

Streamline your wireless billing and reporting by customizing your invoice with company-specific information (employee number, cost center number, etc.) and linking the information to your enterprise applications.

ELECTRONIC DELIVERY VIA MY ACCOUNT

EI is available for retrieval via My Account. For specific formatting needs, you can easily use the various data fields provided in the standard EI format to sort and arrange your invoice into a customized structure that meets your specific requirements.

With My Account, the self-service billing site residing on www.arch.com, you can choose to be notified by email when your invoice is available for pickup. For your security, My Account is a password-protected site, so you can be assured that your corporate and billing information will remain confidential.



READY TO SET UP ELECTRONIC INVOICING?

Contact Arch Wireless for More Information

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