

e-Invoicing in Swiss Re

Swiss Re highly recommends and prefers to receive invoices electronically, via one of the electronic invoicing channels. Electronic invoicing, or shortly **e-Invoicing** is a form of electronic billing which ensures high compliance.

With e-Invoicing, the invoice is issued, transmitted, and received in a structured data format which allows for its automatic and electronic processing.

There are three e-Invoicing channels for submitting invoices to Swiss Re. These channels are provided by Coupa, free of charge and without additional installation.

1. Coupa Supplier Portal (CSP)

The CSP is an open, **web-based** supplier portal which provides convenient and easy access and **transparency** to all invoices and approved purchase orders. You can convert order data into billing information/invoice (**PO-Flip method**) and create credit notes.

CSP requires **one-time, free registration**. You will receive a system notification to register into the portal. If you already use CSP with another customer, you do not need to re-register.

It is recommended using this option if you submit **20 – 300 invoices per year** to Swiss Re.

2. Supplier Actionable Notification (SAN)

The SAN enables acting on the Purchase Order (PO) directly from **email**. Once your PO is approved, you will receive a system notification containing two **actionable buttons** – Manage Order and Create Invoice. After clicking on “Create Invoice” button, your **invoice is created** and sent directly to Swiss Re.

This option will become future Swiss Re standard if you submit **1 – 50 invoices per year** and you are not interested in CSP.

3. Direct Connection (cXML)

Specific method where invoices are posted via cXML files directly to Coupa.

With cXML, configuration is required.

We recommend using this method with a volume of invoices **300+** per year.

More information on all three options can be found [here](#).

Countries in scope of e-Invoicing

Australia	Denmark	Ireland	New Zealand	South Africa
Austria	Estonia	Latvia	Norway	Spain
Belgium	Finland	Lithuania	Poland	Sweden
Bulgaria	France	Luxembourg	Romania	Switzerland
Canada	Germany	Malta	Singapore	United Arab Emirates
Croatia	Greece	Montenegro	Slovakia	United Kingdom
Czech Republic	India	Netherlands	Slovenia	United States