

Invoice Manager Commercial and Invoice Manager Pro Services

PNC's Invoice Manager Commercial helps customers centralize the receipt of invoices, optionally capture data for key fields, and build business rules and approval workflow(s), to streamline the processing of invoices as well as the application of general ledger coding. PNC's Invoice Manager Pro provides more configurability than Invoice Manager Commercial, with regard to invoice approval workflows and matching.

PNC Obligations:

- Assist with setup and configurations for the Invoice Manager Commercial and Invoice Manager Pro systems and workflows.
- The customer may elect for PNC to receive the customer's vendor invoices on the customer's behalf, via email and/or paper mail. PNC will digitize the invoices and capture select information from the invoices.
- Provide a graphical user interface for the customer to review and approve invoices, as well as apply coding information.
- If payment origination capabilities are utilized with Invoice Manager Commercial or Invoice Manager Pro, provide a graphical user interface which can be used to view, manage and approve scheduled payments prior to disbursement.
- Disburse funds after customer approval in accordance with their instructions and vendor record information. Disbursements are subject to the rules and standard operating procedures of each underlying payment method.
- Generate and receive files to update the customer's ERP system with invoice and payment statuses.

Customer Obligations:

- Enroll in Invoice Manager Commercial or Invoice Manager Pro. Complete the implementation process, including user acceptance testing, and participate in user training.
- Provide PNC with complete, accurate, and timely data on purchase orders (POs), goods received (GR), vendor information, and account information in a format that adheres with PNC requirements to enable invoice processing. Failure to do so can result in discrepancies within the client's invoice manager system.
- Direct the customer's suppliers to send invoices to PNC, if applicable.
- Input the customer's own invoices, unless the customer has opted to utilize PNC's invoice data capture service. At any time, the customer may enter invoice data manually into PNC's graphical user interface for Invoice Manager Commercial or Invoice Manager Pro.
- Review invoices that require attention, such as those that fail validation, require approvals, or fail PO / GR matching. There may be other scenarios that require action via PNC's graphical user interface for Invoice Manager Commercial or Invoice Manager Pro.
- Maintain settings for Invoice Manager Commercial or Invoice Manager Pro including user authorizations and privileges. Failure to promptly update user privileges will relieve PNC of any responsibility or liability with regard to user actions.
- If the customer chooses for PNC to originate payments for recorded invoices, the customer must: (i) review scheduled payments via a graphical user interface; (ii) manage and approve scheduled payments as desired prior to disbursement; and (iii) Enroll in desired payment products with PNC to enable payment disbursement.