



20 July 2018

Royal Mail Wholesale

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Testing our new E-Invoicing Portal

Dear Customer,

In February 2018 we announced the launch of a new e-invoicing portal which we are rolling out from 27 August 2018. The development of the portal is now complete and we are giving customers the opportunity to test it to assess whether you wish to roll it out within your organisation.

Testing the new portal

You can commence testing the portal from 30 July 2018 until 26 August 2018.

During the test period customers may continue to receive paper invoices. When you register to test the portal we will ask if you would like to keep your paper invoices switched on during the test period.

If you would like to test the new portal please contact your Account Director.

Roll Out

After the roll out date of 27 August 2018, if you are registered to the portal you will automatically stop receiving paper invoices by post. If you do not get an opportunity to test the portal in August and would like to test before deciding to sign up to use the portal after 27 August 2018, we can organise a short test period for you. During the test period, if you would like to continue to receive paper invoices (in addition to the electronic invoices), contact your Account Director and they will facilitate the set-up of this arrangement with our Finance Team.

To assist you with using the new portal we have developed a useful technical guide which you can find at www.royalmailwholesale.com/einvoicing/. We also provide responses to some FAQs here.

If you have any queries regarding the e-invoicing portal please contact your Account Director.

Yours sincerely,

Luisa Fulci
Regulated Products Director
Consumer and Network Access