



Business Payments Coalition



# Implementation Overview for Businesses

## Remittance Delivery – Engaging in an Exchange Framework for Businesses



Business Payments Coalition

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# Corporate Participation Overview

This guide can provide you with the information you need to understand how to join and implement an exchange framework within your organization. To learn more about creating a business case to participate, see the business case documentation on the [Business Payments Coalition website](#).

Connecting to an exchange framework allows businesses to send and receive remittance information in the same way they currently do, with minimal system change requirements. An access point facilitates the exchange, ensuring standardized delivery of remittance information through the exchange framework. For a more detailed understanding of how an exchange framework operates, please see the overview in the [Remittance Delivery Assessment Report](#) along with other information on the Business Payments Coalition website.

This guide provides an overview of the following:

- What is an access point?
- Finding and working with an access point
- Engaging with trading partners (supplier/buyer partners)



# What is an Access Point?

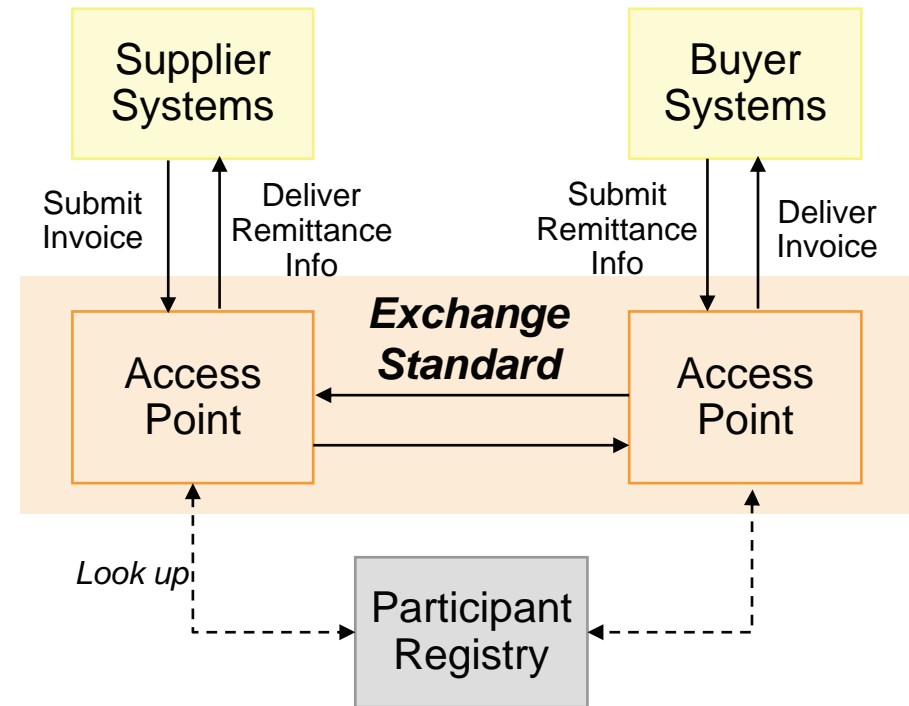


# What is an Access Point?

## On and Off Ramps to an Exchange Framework

Access points are most often run by a service provider, connecting participants to the network. They take care of the technical aspects of connecting to the network.

- Access points translate/map your documents to the exchange framework standard format, eliminating the need for your organization to have knowledge of the messaging standards
- Access points send and receive compatible messages on behalf of their buyer and supplier customers



# What is an Access Point?

## Examples of Access Points

### An access point could be a partner that:

- Provides connectivity to other buyers and sellers
- Provides translation and mapping services
- Sends your remittance information to payees
- Collects remittance information and matches it to the associated payments

Access Points can be any data service provider.  
Examples of access points include:

- B2B Networks
- AP Providers
- AR Providers
- Accounting Software Providers
- ERP Providers
- Lockbox Providers
- Banks/Financial Institutions
- Optical Character Recognition (OCR) Providers
- Billing Service Providers
- E-invoice Service Providers
- EDI VANs



# Finding and Working With an Access Point



# Finding and Working with an Access Point

## Three Ways to Establish Connectivity Through an Access Point

To send and receive remittance information via an exchange framework, your organization needs an access point. You have three options to choose from:

1. Set up your own access point.
2. Find an access point provider to connect you to the network. Start by checking with your current payment service providers.
3. Engage a service provider with whom you don't have a previous relationship. If they are already connected to an exchange framework, onboarding should be straightforward.



# Finding and Working with an Access Point

## What to Expect When Sending/Receiving Remittance Information

- Your Access Point provider will work closely with you to facilitate the initiation of sending and receiving remittance information through the exchange framework.
- If your intention is to receive remittance information, your Access Point provider will collaborate with you to establish a process for accurately matching the received remittance information with its corresponding payment.





# Finding an Access Point

## Checking in With Your Current Service Providers

Sample email to  
send current  
service  
provider(s):

Subject: Inquiry Regarding Remittance Data Through an Exchange Framework

I am reaching out to inquire about the possibility of using an exchange framework to exchange remittance data. We are eager to explore the possibility of integrating remittance data into our accounting processes with your organization.

If you aren't familiar with the concept of an exchange framework, you can click on this [2.5 minute video overview](#). Additional information can be found on the [Business Payments Coalition website](#).

Please let me know if your systems are integrated with an exchange framework. I would appreciate any guidance you can offer on potential next steps.

Best regards,  
[Your Name] [Your Position] [Your Contact Information]



# Finding an Access Point

## Sample Talking Points With Current Service Provider(s)

Our business expects to see the following benefits from engaging in an exchange framework for remittance information.

- Streamline our remittance data management process, enabling us to receive and process payments more efficiently.
  - This would result in faster reconciliation and improved cash flow management
- Ensure consistency and reliability in data transmission.
  - This would reduce the risk of errors and discrepancies, leading to greater confidence in our financial records and transactions.
- Gain access to a broader ecosystem of financial institutions and counterparties.
  - This expanded network can facilitate smoother transactions, increase visibility into payment flows, and open new opportunities for collaboration.



# Engaging Your Trading Partners



# Engaging Your Trading Partners

## Preparing to Send or Receive E-Remittance Data

### Senders of remittance information

- Familiarize yourself with the remittance data elements that your AP system can provide.
- Ensure that remittance linkage identifiers are incorporated into the remittance information, enabling the payee to link payments and remittance data for efficient cash application. Refer to the *<flow document>* for detailed instructions on matching.

### Receivers of remittance information

- Identify the specific data elements desired and ensure compatibility with your AR system's capabilities.
- During the onboarding process with trading partners:
  - Clearly communicate the remittance data elements desired, referencing the "Data Content Categories and Tiers" in the [X9 ISO 20022 Remittance Content Market Guide](#).
- Consider adding a line on invoices informing existing partners of your acceptance of remittance information via an exchange framework.
- Consider sending an email to trading partners to formally communicate the new process.



# Engaging Your Trading Partners

## Sharing That You Are in the Network – Sample Email

Sample email from  
seller AR  
department to  
send to buyer  
partner

Subject: Accepting Remittance Data Through an Exchange Framework

Dear [Trading Partner Name/Contact],

I am reaching out to let you know that we have enhanced <our platform> to accept remittance data electronically through an emerging exchange network! This network allows for trading partners like us to exchange e-remittance data securely and in a standardized format. Benefits to both of our organizations include:

- Reduction of manual remittance via email, PDF, or paper.
- Streamlined remittance data management resulting in faster reconciliation and improved cash flow.
- Consistency and reliability in remittance data transmission, reducing errors and discrepancies.

If you aren't familiar with the concept of an exchange framework, you can click on this [2.5 minute video overview](#). Additional information can be found on the [Business Payments Coalition website](#). To get started, consider reaching out to your Accounting, Accounts Payable, or ERP platform vendor to see if they are participating in the network. If so, they can find us with the following trading ID: <insert trading partner ID>.

We are eager to explore the possibility of integrating remittance data through an exchange framework into our processes with your organization.

Best regards.

[Your Name] [Your Position] [Your Contact Information]



# Frequently Asked Questions (FAQs)



# Finding an Access Point

## Frequently Asked Questions

Question	Answer
If I am using an exchange framework for e-invoicing, do I need to use the same access point for both invoicing and remittance information?	No, you don't have to use the same access point provider, although you can if your provider supports both document types in the network.
What is the difference between a payment network and an exchange framework?	An exchange framework is separate from the payment network and provides a way to send and receive information about the payment in a standardized, digitized format from any other organization connected to the network.
How much will it cost for me to begin sending or receiving e-remittance information via an exchange framework?	The cost depends on your organization's individual implementation plans. You can reference the business use case materials posted on the <a href="#">BPC website</a> for additional information about creating a business case.
How will I know if my trading partners are participating in an exchange framework?	You can ask your trading partners directly and/or suppliers and buyers will communicate their participation on an individual basis and provide their trading partner ID. This can be part of the onboarding process with new trading partners or as part of a targeted communication to an existing trading partner per the example on slide 14.
How do I know if my current service providers are an access point?	You can ask your service providers, per the example on slide 9.
How will I know if I will have to change my format with my service provider to connect to the network?	Your service provider can be your access point, making the connection to the exchange framework on your behalf, and will work with you on delivering the data in the format that integrates with your systems.

