



Lay the groundwork

- ☐ **Understand the mandate:** brief finance, IT, and procurement on scope and key dates
- ☐ **Establish ownership:** set up a working group with clear goals and accountability
- ☐ **Audit your workflows:** map how UK invoices are sent, received, and processed today
- ☐ **Clean your data: standardise** supplier and customer records for straight-through matching

Get ready to go live

- ☐ **Assess your systems:** check if your ERP and finance tools can handle structured e-invoices
- ☐ **Train teams, update policies:** align day-to-day processes with the new model
- ☐ **Segment for onboarding: prioritise** suppliers and customers by spend and readiness