

## Why use Billback

By using Billback to manage your payment system, Expotel will supply you with a weekly consolidated invoice which is debited from your account on the agreed credit terms. Our invoice is backed up with a detailed schedule providing an itemised breakdown of charges. As part of the process we can agree in advance a list of allowable charges such as bed & breakfast or dinner, bed & breakfast, and an allowance of a nominated amount. Our system will reject all non-compliant charges from the hotel invoice before invoicing.

### Benefits

- Elimination of invoice administration
- Simplicity of payment
- Definitive cost control
- Detailed management information

### How the system works

1. Client books with Expotel.
2. Expotel confirms to client and hotel that invoice is to be forwarded to Expotel for settlement.
3. We recommend that the guest verifies and signs bill on departure.
4. Expotel receives daily batches of invoices from hotels after guest departure. Expotel verifies compliance with account instructions ensuring that the correct rates are charged and only authorised extras are included. (Our system has a safety mechanism whereby the same invoice cannot be entered twice.)
5. On the appointed invoicing date for the client, an electronic invoice and a backup schedule is produced detailing all the client data including cost centres and purchase order numbers. This data is forwarded to the client in the agreed format ready to be uploaded to the client's accounting system.
6. The charges are invoiced immediately upon receipt of the hotel invoice or within an agreed timescale.
7. An accruals report is also available to assist in providing for anticipated expenditure.
8. The invoice is direct debited on the agreed credit term's date.



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