SOVOS

Compliant AP Solution Sourcing

Essential Questions for Evaluating Invoice Automation with Built-In Compliance

Making the Right Choice for Your AP Future

The shift to Compliant AP isn't just about automating invoices - it's about building compliance, control, and efficiency into every transaction. As invoice volumes grow and continuous transaction controls (CTCs) expand globally, choosing the right solution means finding a partner that understands both your operational needs and your compliance obligations.

How to Use This RFP Template

This RFP template is designed to help organizations evaluate Compliant AP solutions in an environment where automation, visibility, and regulatory compliance must operate together.

Compliant AP Solution Selection and Evaluation Process

For organizations seeking a comprehensive Compliant AP solution that combines intelligent automation with built-in compliance controls, buyers should evaluate capabilities across the full invoice-to-pay lifecycle. This guide organizes the evaluation around five critical pillars that determine whether a solution can deliver:

- ✓ **Faster processing** with fewer exceptions
- ✓ **Real-time visibility** into liabilities and cash flow
- ✓ **Built-in compliance** that scales with your business
- ✓ **Lower costs** without sacrificing control

Use these questions to structure vendor demonstrations, RFP responses, or internal evaluation discussions.

Sovos can provide you with a free consultation on your Compliant AP solution selection process.

For more info, contact taxguide@sovos.com

Who this is for?

- ⤴ Accounts Payable teams modernizing invoice processing
- ⤴ Finance leaders seeking accurate visibility into liabilities and cash flow
- ⤴ Tax teams responsible for indirect tax accuracy and regulatory compliance
- ⤴ Transformation, IT, and Shared Services teams leading AP and ERP technology consolidation

When to use it:

- ⤴ EU-driven invoice automation RFPs
- ⤴ Technology consolidation initiatives across AP, e-invoicing, and tax
- ⤴ Preparation for expanding Continuous Transaction Controls (CTCs) and e-invoicing mandates
- ⤴ Evaluating vendors where compliance readiness is non-negotiable

Use these questions to structure vendor demonstrations, RFP responses, and internal evaluation discussions. The goal is not simply to assess features, but to determine whether a solution can operate compliantly at scale as regulations evolve.

The Five Pillars of Compliant AP

1. Intelligent Automation

Effective Compliant AP solutions automate not just simple invoices, but the complex scenarios that traditionally require manual intervention.

Questions	Response
What invoice formats can the system process (PDF, email, e-invoice, paper)?	
How does the solution handle non-standard or complex invoice layouts?	
What is the typical touchless processing rate the solution achieves?	
Does the system use AI to improve accuracy over time?	
How does the solution manage both PO-based and non-PO invoices?	
What percentage of invoices typically require manual intervention?	

2. End-to-End Visibility & Control

Automation without visibility creates risk. AP teams need real-time insight into invoice status, liabilities, and exceptions across the entire process.

Questions	Response
Does the solution provide real-time invoice status tracking across all stages?	
How does the system provide immediate visibility into liabilities and cash flow impact?	
How are exceptions tracked, prioritized, and resolved?	
Can reports be customized by entity, region, supplier, or other dimensions?	
Does the solution offer cash flow forecasting based on invoice data?	
What audit trail and traceability capabilities are provided?	

3. Compliance Built In, Not Bolted On

Compliance is no longer a downstream consideration for AP. With the rapid expansion of e-invoicing mandates, Continuous Transaction Controls (CTCs), and real-time tax validation, invoice automation solutions must enforce compliance by design. Use the questions below to determine whether compliance is embedded into the invoice lifecycle or treated as an external dependency.

Questions	Response
Which countries and regions does the solution support, and how comprehensive is the coverage for indirect tax compliance?	
Can the solution manage e-invoicing and e-reporting requirements across multiple jurisdictions, and how are updates to filing requirements handled?	
How are regulatory changes identified, implemented, and deployed without customer intervention?	
Does the system automatically validate tax amounts, tax codes, and supplier tax IDs at invoice receipt?	
How are validation errors, rejections, or government clearance failures handled operationally?	
Does the solution provide compliant archiving aligned with local retention and audit requirements?	
How quickly can new mandates or regulatory changes be supported once announced?	

4. Seamless Integration & Scalability

Your Compliant AP solution should enhance your ERP, not replace it. And it should scale as your business expands into new markets and geographies.

Questions	Response
Which ERP systems does the solution integrate with natively?	
How does the system post validated invoices to the ERP in real time?	
Can the solution support multiple ERP instances across regions or business units?	
What is the process for adding new entities, countries, or business units?	
How does the solution handle multi-currency and multi-language requirements?	
Can the system scale to support increasing invoice volumes without performance degradation?	
Does the solution support intercompany transactions and shared service center models?	

5. Supplier Experience & Network

The best AP automation falls flat if suppliers won't adopt it. Your solution should make it easy for suppliers to submit invoices and check status—reducing queries and improving relationships.

Questions	Response
How large is the connected supplier network?	
What invoice submission methods are supported (portal, email, EDI, e-invoice)?	
Does the solution offer supplier self-service capabilities?	
What is the supplier onboarding process, and how much effort does it require?	
How does the system validate supplier data, including tax IDs and registrations?	
Can suppliers check invoice status without contacting your AP team?	
What support is provided for supplier onboarding and adoption?	

Additional Considerations

Getting It Right From Day One

Questions	Response
What is the typical implementation timeline?	
What level of internal resources is required for implementation?	
Can implementation be phased by region, entity, or process area?	
What training and change management support does the vendor provide?	
How do you measure success (KPIs, benchmarks)?	

Understanding True ROI

Questions	Response
What is the total cost of ownership (implementation, licensing, ongoing support)?	
How does pricing scale with invoice volume or business growth?	
What cost savings can you expect (processing costs, FTE reduction, discount capture)?	
What is the expected payback period?	
Can the vendor provide ROI benchmarks from similar implementations?	

Ready to Transform Your AP Operations?

Sovos Compliant AP combines intelligent automation with embedded indirect tax compliance to help AP teams process invoices faster, reduce costs, and maintain control as volumes and complexity grow.

Learn how Sovos can help you: taxguide@sovos.com