

**Ramp Bill Pay** 

# Bill.com Switch Guide



Overview

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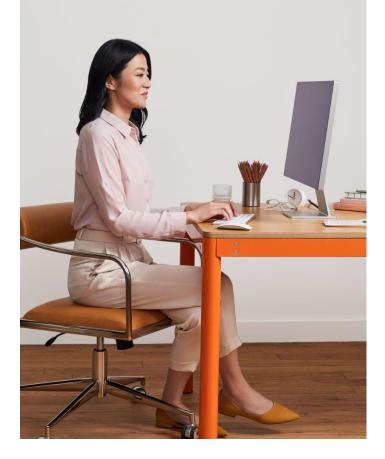
Step 4 Bulk import tax information (optional)

Step 5 Bulk import draft bills (optional)

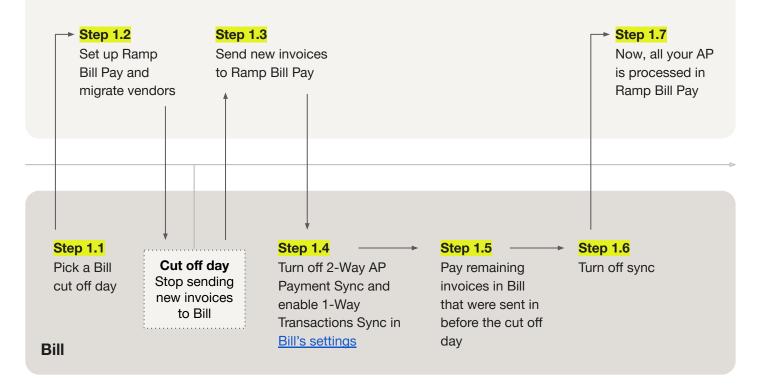
Start paying bills in Ramp

# Step 1 Align on a timeline

Your first step is to align on a switch timeline. Choose a cut-off day to begin sending new invoices to Ramp Bill Pay for processing. Any invoices that are currently in Bill will continue to be approved and paid. Once the last invoice is paid in Bill, all your AP will be processed in Ramp moving forward.



## **Ramp Bill Pay**



# Step 2 Set up Ramp Bill Pay

Before your cut-off day, set up Ramp Bill Pay so you're ready to start approving and paying bills in Ramp.

### Step 2.1

## Connect your accounting software

Ramp has direct connections with NetSuite, Sage, QuickBooks and Xero. For all other providers you can use Ramp's universal CSV option. <u>Learn more</u>.



## Step 2.2 Set up approval workflows

Create approval workflows to automatically route bills to approval stakeholders based on your preferred conditions. Learn more.



## Step 2.3 Assign AP Clerk user roles (optional)

By default, only admins and owners can create and pay bills. If you want other users to be able to create bills, you can designate any Ramp user to be an AP clerk. <u>Learn more</u>.

Drafts			Bill Pay settings
			Accounts Payable clerk role (optional)
			By default, only admins and owners can create and pay bills. If you want other users to be able to cre bills, you can designate any Ramp user to be an AP clerk.
		Ek	This gives them the ability to view, create, edit, and initiate approval processes for bills and Filex. The will also be able to view your limit and balance across Ramp. However, they do not have the ability to release payments.
		Eb	AP clerks Linda Davis ×
		Eb	Add any cardholder, manager, or bookkeeper on Ramp.
			Allow A/P clerks to submit Flex bill proposals
			✓ Can see Rex balance ✓ Can see Ramp card balance and limit

# Step 3 Bulk import vendor data

Use Ramp's bulk vendor import tool to migrate your vendor data and payment information. Get started in Ramp or learn more in <u>Help Center</u>.

## Step 3.1 Export vendor data out of Bill

Learn how to export vendor data out of Bill <u>here</u>. Be sure the vendor export includes Ramp's required fields, see below for details.

Note: Bill does not allow you to export your vendor's banking information required for ACH payments.

## Step 3.2

# Upload directly into Ramp Bill Pay

Navigate to the Vendors tab in Ramp and use the bulk import tool to easily map fields and make bulk changes directly in the platform.

Note: Feel free to use this time to clean up your vendor data and only import the vendors you still do business with.

Vendor	Vendor contact email	Vendor owner
Salesforce	ap@salesforce.com	Linda Davis
Hubspot	ap@hubspot.com	Linda Davis
Atlassian	ap@atlassian.com	Linda Davis

## Step 3.3 Missing ACH payment details

Bill does not allow you to <u>export payment information</u> (routing and account numbers).

If a vendor is imported with "ACH" as the payment method and the routing and account fields are blank, Ramp will automatically send an email to the vendor on your behalf requesting their payment information within Ramp's secure vendor portal.

Routing number*	
Account number* Confirm account	number*
Account holder name*	

# Each vendor record in Ramp requires the following fields:

**Vendor name:** This must match exactly to the vendor name in your ERP, otherwise duplicates will be created.

**Vendor contact email:** If you don't have a vendor's email, please enter your own email.

Payment method: ACH, Check, or Other

**Country codes:** The country where your vendor is based. See country codes <u>here</u>.

**State:** If the vendor is based out of the US, input their state two letter abbreviation. This field can be left blank if the country is non-US.

**Vendor owners assigned to each vendor record.** Vendor owners are unique to your business and are not tied to vendor records in Bill. <u>Learn more about Vendor Owners here</u>.

### Additionally, we support the following optional fields:

- ACH details (routing number, account number)
- Mailing address (address line, city, state, country, zip code)

# Step 4 Bulk import vendor tax information (optional)

Once your vendor records have been created from Step 3, you have the option to bulk import your vendor's tax information. Get started <u>in Ramp</u> or learn more in <u>Help Center</u>.

## Step 4.1

# Download Ramp's CSV template to bulk upload tax information

Navigate to the Vendors tab, then select "Import tax information." <u>Get started</u>.

Overview		Bulk upload tax information Add multiple vendors' W9 information to Ramp by downloading and filing out the temple below.
		Download and fill out the template     For each vector, if a dia separate rev with terr tax information.     Lease more alread about these areas tax information to vectors, 2     Download terrors and,
		2. Upload the completed template After you have Tiled out the template After you have Tiled out the template, upload it below.
		رائد Ubioad your CSV or XLSX file

# Step 4.2 Fill in the CSV template

See below for the accepted fields. Bill includes your vendor's TINs within the Tax ID column of their vendor export.

### Step 4.3

# Upload the completed CSV template into Ramp

Once uploaded, you will see a preview of the vendor tax information you want to import. Select "Add tax information" to complete the migration.



Vendor name	Federal tax classification
Hubspot	C-Corporation
MICHELIN	C-Corporation
NorthDesign	C-Corporation
Sassy SAAS Vendor, Inc.	C-Corporation
Uber	C-Corporation

# Ramp supports the following tax information fields:

- Vendor tax classification (Individual, C-Corporation, Partnership, etc)
- Taxpayer identification number (this is labeled as "Tax ID" in Bill's vendor export)
- Tax address line 1
- Tax address line 2

- City
  - State/Province/Region
- Zip/Postal Code
- Country

# Step 5 Bulk import draft bills (optional)

If you have any draft bills you would like to migrate to Ramp Bill Pay, you have the option to bulk import bills. Get started <u>in Ramp</u> or learn more in <u>Help Center</u>.

Step 5.1 Download Ramp's CSV template		Bil Pay Drafts		K     Import bills via spreadsheet     Aquick way to create multiple dath bills without uploading invoices.
to bulk import draft bills				Step 1 — Download and fill out the template
-				For each bill, III out a separate row in the spreadsheet. You can create multiple line items for one bill by creating rows with the same invoice number and vendor name.
Navigate to the Draft Bills tab, then select "Import via	•			Step 2 — Import your bills Upload your file to begin the import. You will be able to review the import before creating dealt bills.
spreadsheet." Get started.	۰			Begin import 🐧

## Step 5.2 Fill in the CSV template

See below for the accepted fields.

## Step 5.3 Upload the completed CSV template into Ramp

Ramp's bulk import tool makes it easy to easily map fields and make bulk changes directly in the platform. *Note: Your vendors must be uploaded prior to this step or else the upload will fail.* 

## <mark>Step 5.4</mark> Import bills

Select "Import Draft Bills." This completes the bulk import and now all the bills imported will populate in the Draft Bills tab.

$\otimes$	Ready to import 1	bill	Retry import 🗘
	Vendor	Invoice number	Amou
1	Ramp	INV469-394	\$1,000.0
Tota	al amount		\$1,000.0

# Ramp supports the following tax information fields:

- Vendor name
- Description
- Invoice number
- Invoice date
- Due Date

- Entity (optional)
- Currency
- Line item amount
- Line item description
- Payment method (optional)



		h issues 0	
	Vendor name 🔅	Description	Invoice number
1	Ramp	SaaS fees	INV469-394
	2007020 •N		

# Start paying bills in Ramp

Once Ramp Bill Pay is set up, you've migrated your vendors from Bill, and Bill's 2-way sync is turned off, you can begin processing bills in Ramp. Here are a few tips to get started.

Forward PDF invoices to your custom AP email address Ramp automatically provides you with your own AP email address so you can forward PDF invoices directly into Ramp Bill Pay. Learn more. Drag and drop invoices directly in the Drafts tab You can always drag and drop up to 10 invoices anywhere on the Bill Drafts page, upload them in the	:       Try a sample invoice       New bill         Image: Second S
New Bill window, or prefill a bill manually. Learn more. Set up recurring bills Schedule recurring bill payments to make routine vendor payments even easier. Learn more.	You are creating a recurring bill.       Newemind         When a bill in this series is paid, a new bill will be created in Payments to arrive based on the schedule. You can unschedule payments at any time.       Newemind         Schedule       Image: Schedule in this series       Image: Schedule in this series         Weekly on Saturday       In this series       Image: Statuday.         Wonthy on the 1st       Po       The vendow will receive payment every in this series         You this on the ist       Po       The vendow will receive payment every in this series
Import NetSuite amortization templates Ramp automatically imports amortization templates created in NetSuite so you can choose specific line items on a bill to amortize. Learn more.	Expense   Item         Amount         \$3,719.94         NetSuite description         NetSuite Category         1520 - Acc. Dep ~         NetSuite Cla ~         Project ~         X NetSuite Cla ~         NetSuite Cla ~         Project ~         X NetSuite Loc ~         Amount         X NetSuite Cla ~         NetSuite Cla ~         Project ~         X NetSuite ~         Amount         Start date         NetSuite Amortization Template ~         Start date         End date
Pay bills with a variety of payment methods. Bill Pay consolidates all your payment methods in a single platform. Pay bills by ACH, same-day ACH, card, check, international wire, or with Flex for extended payment terms. Learn more.	Payment details         Payment type         Check by mail         Pay now, or in 30, 60, or 90 days         ACH (direct deposit)         Sobadule a payment from your bank account and let us handle the rest. You can edit this bill until the payment initiated.         Pay now:         Check by mail         Check by mail         Check by mail         Check and delayer a new virtual Ranp card just for this bill that locks once charged.         (15% catabback)

Learn more about Ramp Bill Pay in our Help Center or speak with your Account Manager.

Existing Ramp card

1.5% cashback