



Ramp Bill Pay

Bill.com Switch Guide



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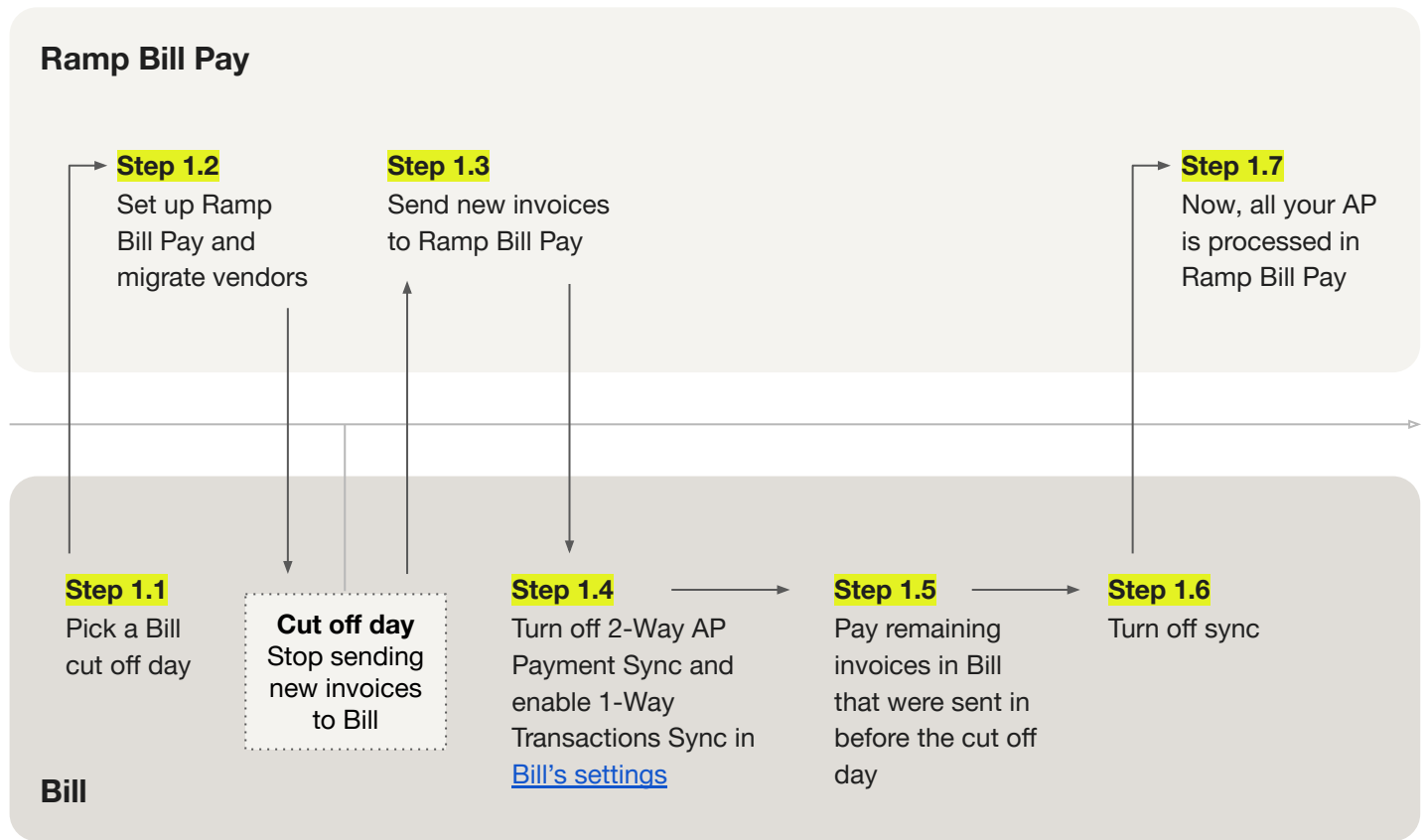
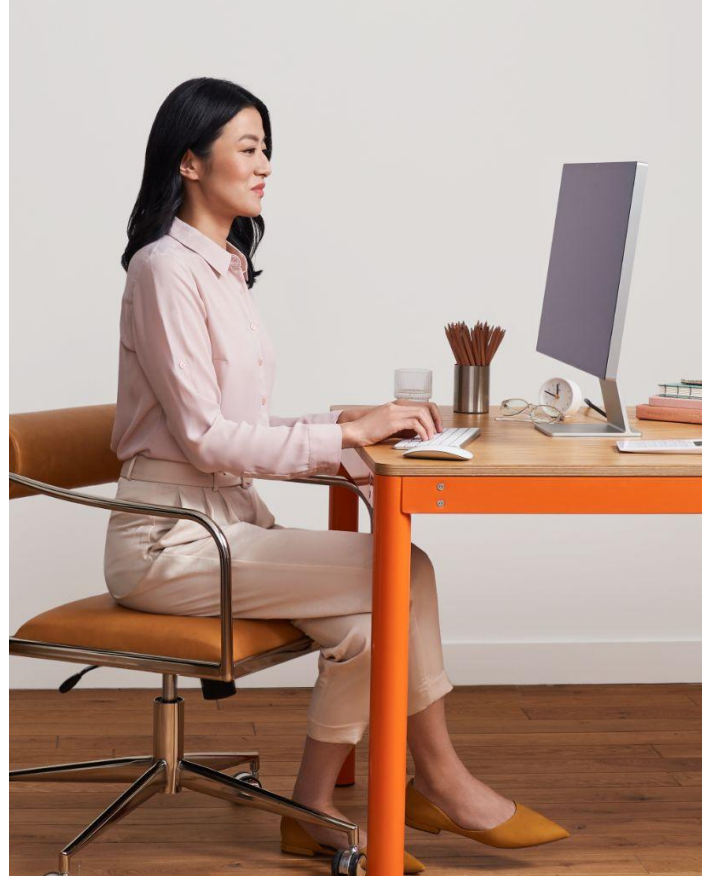
Step 5

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.



Step 2

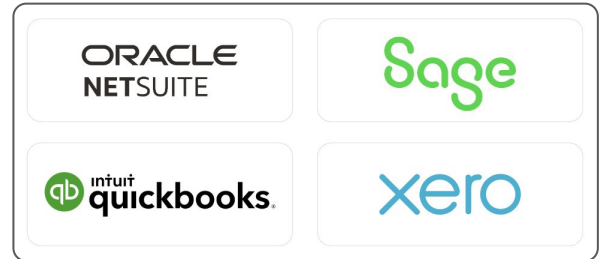
Set up Ramp Bill Pay

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. [Learn more.](#)



Step 2.2

Set up approval workflows

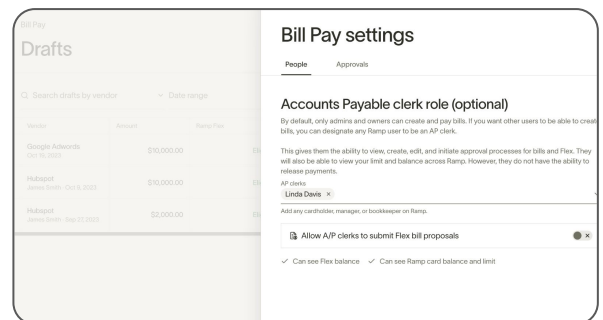
Create approval workflows to automatically route bills to approval stakeholders based on your preferred conditions. [Learn more.](#)



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. [Learn more.](#)



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 [Help Center](#).

Step 3.1

Export vendor data out of Bill

Learn how to export vendor data out of Bill [here](#). 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.

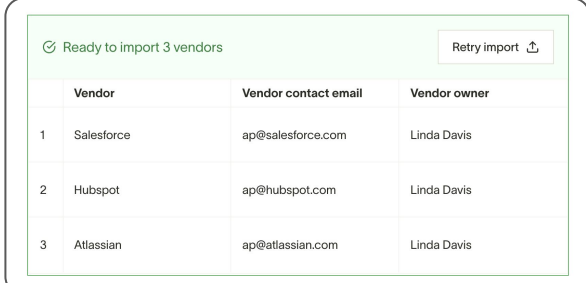


Step 3.2

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.



Ready to import 3 vendors Retry import ↻

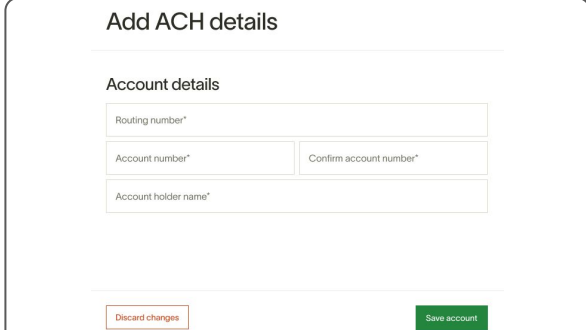
	Vendor	Vendor contact email	Vendor owner
1	Salesforce	ap@salesforce.com	Linda Davis
2	Hubspot	ap@hubspot.com	Linda Davis
3	Atlassian	ap@atlassian.com	Linda Davis

Step 3.3

Missing ACH payment details

Bill does not allow you to [export payment information](#) (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.



Add ACH details

Account details

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 [here](#).

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. [Learn more about Vendor Owners here](#).

Additionally, we support the following optional fields:

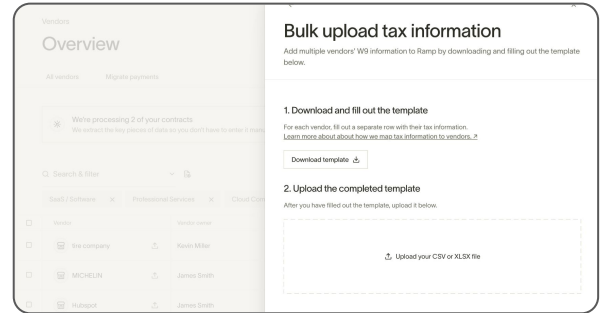
- ACH details (routing number, account number)
- Mailing address (address line, city, state, country, zip code)

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 [in Ramp](#) or learn more in [Help Center](#).

Step 4.1 Download Ramp’s CSV template to bulk upload tax information

Navigate to the Vendors tab, then select “Import tax information.” [Get started](#).



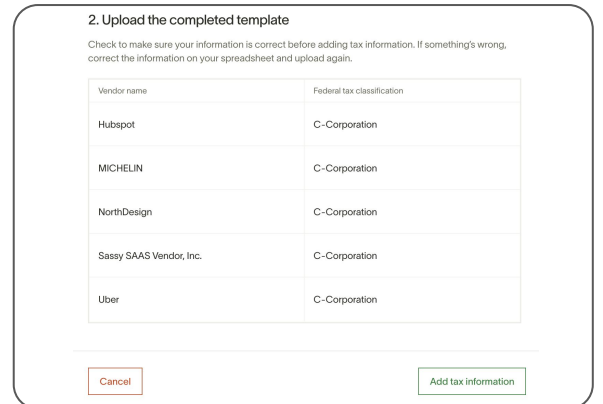
Step 4.2 Fill in the CSV template

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.



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

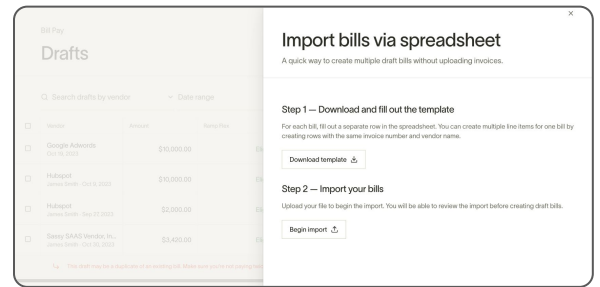
Bulk import draft bills (optional)

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 [in Ramp](#) or learn more in [Help Center](#).

Step 5.1

Download Ramp’s CSV template to bulk import draft bills

Navigate to the Draft Bills tab, then select “Import via spreadsheet.” [Get started.](#)



Step 5.2

Fill in the CSV template

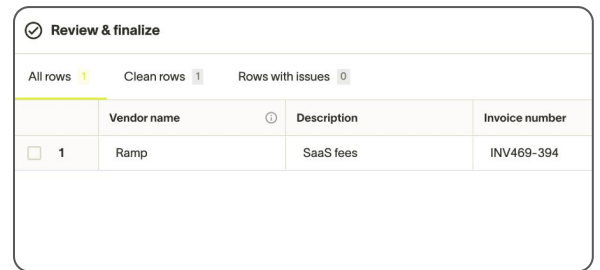
See below for the accepted fields.



Step 5.3

Upload the completed CSV template into Ramp

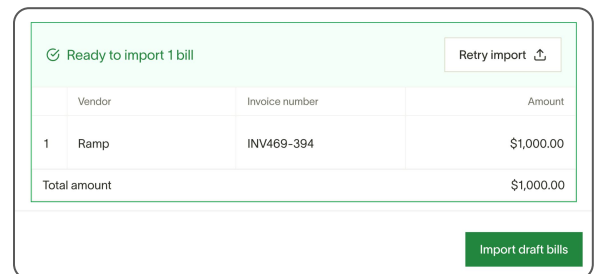
Ramp’s bulk import tool makes it easy to easily map fields and make bulk changes directly in the platform.
Note: Your vendors must be uploaded prior to this step or else the upload will fail.



Step 5.4

Import bills

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



Ramp supports the following tax information fields:

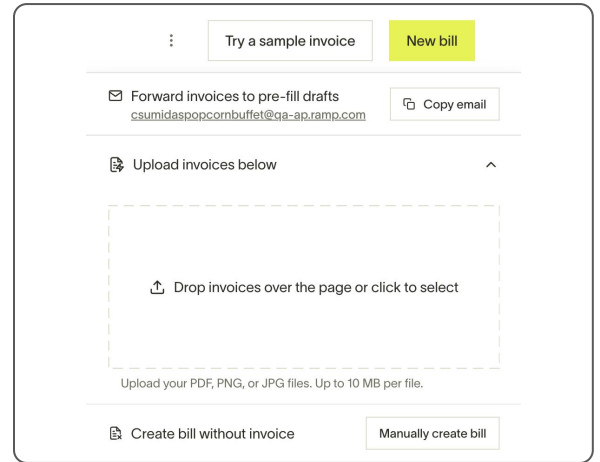
- Vendor name
- Description
- Invoice number
- Invoice date
- Due Date
- Entity (optional)
- Currency
- Line item amount
- Line item description
- Payment method (optional)

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.](#)

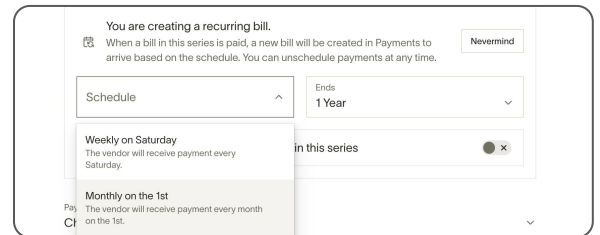


Drag and drop invoices directly in the Drafts tab

You can always drag and drop up to 10 invoices anywhere on the Bill Drafts page, upload them in the New Bill window, or prefill a bill manually. [Learn more.](#)

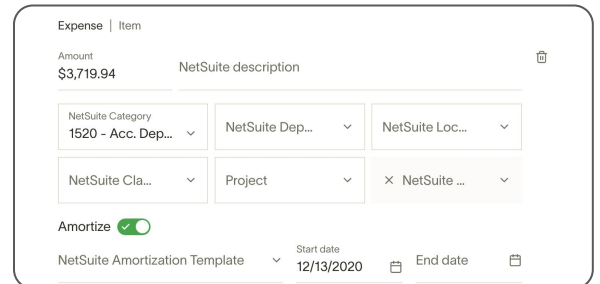
Set up recurring bills

Schedule recurring bill payments to make routine vendor payments even easier. [Learn more.](#)



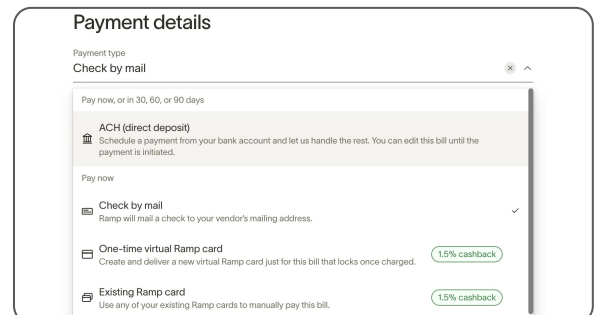
Import NetSuite amortization templates

Ramp automatically imports amortization templates created in NetSuite so you can choose specific line items on a bill to amortize. [Learn more.](#)



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.](#)



Learn more about Ramp Bill Pay in our [Help Center](#) or speak with your Account Manager.