



EMVCo Invoicing Platform Evaluation – Project Description

2014

Project Title:	EMVCo Invoicing Platform Evaluation
Reports To:	EMVCo Director of Operations
Billing Rate:	Competitive, depending on experience
Location:	USA Preferred
Term:	Project Duration Est. 2 – 4 weeks for Phase 1
Dedication:	Full time for Project Duration
Travel:	None Expected
To Apply:	Qualified candidates should send a resume, references, and a letter detailing qualifications for this project to secretariat@emvco.com .

Company Background

EMVCo—owned by American Express, Discover, JCB, MasterCard, UnionPay and Visa—is the global technical body that facilitates the worldwide interoperability and acceptance of secure payment transactions by managing and evolving the [EMV®](#) Specifications and related testing processes. Adoption of EMV Specifications and associated approval and certification processes promotes a unified international payments framework, which supports an advancing range of payment methods, technologies and acceptance environments. The specifications are designed to be flexible and can be adapted regionally to meet national payment requirements and accommodate local regulations. More detailed information about EMVCo can be found at www.emvco.com.

Project Background

Several different EMVCo secretariat functions (Financial, Card Approval, Terminal Approval, and Security Evaluation) leverage specialized database system(s) to help manage a particular part of the EMVCo business. These systems support specific functionality that is required by each of the groups to successfully fulfill their roles. Some information and processes must remain isolated from different groups while other information may be shared. A subset of the information within each system is used across the groups, and Excel-based tools have often been used to share information related to invoice requests, payment confirmation, approval



certificate issuance, progress tracking, facilitating reporting, etc. These systems and tracking worksheets are integral to and very effective in enabling close collaboration across groups.

Current Operation

In addition to utilizing a Secretariat's primary database or system, users often need to access another system and/or tool to complete an activity. For example, the Financial Secretariat primarily uses QuickBooks (remotely hosted accounting system) but regularly accesses an Excel spreadsheet located on an Internal Server; information about invoice issuance is stored on this document and subsequently shared with other groups. Both QuickBooks and this spreadsheet are repeatedly leveraged as invoices are issued, payments are received, and more. A second example is the use of a bespoke database to track evaluation and certification requests—all while needing to leverage the aforementioned Excel spreadsheet on the Internal Server to record invoice requests, update certificate or Letters of Approval issuance details, or extract information for reporting purposes. Because of separate evolution of each of the systems, similar information is stored (e.g., vendor contact details, etc.) in each system, but it is captured separately by each group.

It is possible that greater efficiency could be achieved if these systems and input/tracking tools were to be integrated or consolidated, and user access were controlled by a single logon and credentials via a web-based interface governed by a universal set of access permissions. Data capture could be streamlined by reusing rather than re-capturing data.

Project description

Phase 1

1. Undertake a comprehensive analysis of the current operation and system components across the Financial, Security Evaluation, Card Approval, and Terminal Approval Secretariats.
2. Collect, document and rationalize the business requirements from all groups concerned.
3. Propose a technical solution(s) with associated cost options.

Phase 2 (Subject to the Approval of Phase 1)

4. Develop, implement and fully test a web-based front-end system that facilitates interaction among the individual database systems and input/tracking tools used by selected EMVCo secretariats and Working Groups as it relates to improving the efficiency of managing invoice and payment requests.
5. Support the migration from existing systems and tools to the implemented solution.

Experience Requirements

The successful candidate or firm will have a proven track record in the analysis and enhancement of Accounts Payable and Accounts Receivable Systems. They will have solid knowledge of the Accounting Software tools commonly employed by small to medium size companies.