

basware

## Invoice Automation



### Key Benefits

#### BUSINESS PERFORMANCE

- Eliminates time-consuming invoice handling tasks
- Eliminates manual matching of invoices
- Minimizes manual data entry errors
- Accelerates the invoice approval process
- Enables fast and practical analysis and reporting
- Allows invoice review and approval 24/7
- Enables continuous process improvement
- Allows supplier self-service

#### COMPLIANCE AND CONTROL

- Complies with legislative requirements
- Provides a complete audit trail
- Ensures maximum control with approval-rights management
- Enables easy forecast of invoice-related payments
- Provides a high level of transparency throughout the process

#### SAVINGS AND RETURN ON EXISTING IT INVESTMENTS

- Delivers ROI in less than nine months
- Generates savings from process improvements
- Improves supplier visibility, discounts, and penalty avoidance
- Minimizes the cost of capturing invoices through e-invoicing
- Streamlines your ERP process
- Leverages existing IT investments with seamless integration

## Streamline your organization's accounts payable process

Basware Invoice Automation (IA), consisting of Basware Invoice Processing and Basware Matching Solutions, helps your organization improve overall business performance by minimizing the time and money spent on invoice handling.

#### THE MOST EFFICIENT AUTOMATED ACCOUNTS PAYABLE PROCESS AVAILABLE

Basware Invoice Automation uses automatic, business-rule based matching to minimize the need for time-consuming, repetitive invoice-handling tasks and enable efficient management of exceptions. Basware Invoice Automation optimizes process performance in financial departments and business units, enabling your organization to focus on creating added value for your customers.

Built-in best practices enable a high level of automation, as well as compliance with legislative requirements. The solution provides you with full transparency and control throughout the accounts payable process. It is driven by automatic matching, powerful exception handling, and robust approval-rights management - it also features powerful search, analysis, and reporting capabilities, and a full audit trail.

Basware's leading-edge solution enables your company to achieve best-in-class accounts payable operations. This can be accomplished with next practices such as integrated KPI (Key Performance Indicators) measurement, and the use of mobile technology to enable invoice review and approval anywhere and anytime.

#### IMPROVE BUSINESS PERFORMANCE ACROSS YOUR ORGANIZATION

Automating your organization's invoice handling process improves business performance and frees your staff to focus on core business. With Basware, you can automate the entire invoice handling process, including paper-based and e-invoice data capture, matching invoices with purchase orders and contract information, review and approval workflow, and transfer for payment.

#### GAIN MEASURABLE SAVINGS

Basware's Invoice Automation solution helps you cut up to 60% from your organization's invoice processing workload. Consequently, your organization saves money because there is no longer a need to manually check, internally distribute, or locate and archive paper-based invoices. The easy integration of Basware solutions with existing systems yields even greater return on your current ERP investments (ROEI = Return on existing investment).

Basware - more than 1,000 customers in 40+ countries.

# Invoice Processing

## Key Features

### EASE OF USE

- Intuitive, role-specific interfaces
- Coding templates
- Personal archive for user's invoices
- Automatic backup and alternative employee routing

### AUTOMATION

- Free-form scan and capture with line-item recognition
- Receipt of electronic, email, and fax invoices
- Automatic matching of invoices to purchase orders, contracts, or other pre-defined payment schedules
- Automatic coding, routing, and invoice workflow

### COMPLIANCY

- Robust approval rights management
- Full audit trail
- Versatile reporting and analysis tools
- Powerful search functions

### GLOBAL VERSATILITY

- Multi-currency, multi-lingual, multi-company, and multi-ERP
- Complete Shared Service Center support with multi-organization management
- Seamless integration with over 200 ERP and AP systems

### RAPID IMPLEMENTATION

- Goes live even in six to eight weeks

## Automate your invoice processing

Basware Invoice Processing (IP) is a highly automated and easy-to-use system for managing and controlling your organization's invoice processing. It enables fully automated process from data capture and review to transfer for payment.

### DATA CAPTURE

Basware Invoice Processing uses the latest imaging and optical character recognition (OCR) technology to scan all critical invoice data from your paper invoices to create an electronic record. This solution enables automated freeform and line-item capture for invoices using a combination of different technological approaches, including out-of-the box freeform recognition, learn by example, and optimization through template design. The system can also receive electronic invoices.

### INVOICE PROCESSING

The process starts by automatic matching of invoices to purchase orders, contracts or other pre-defined payment schedules. Invoices that do not match will automatically be coded and sent to the right person for review and approval. Basware multi-level workflow makes sure that the invoices are handled according to your company's policies. Powerful business-rules management can also be used to streamline and develop the invoice handling process.

If any action is required by you at any point of the invoice approval process, you will be notified by email. The user interface is browser-based and extremely easy to use - it requires no installation, making it perfect for remote use.

### CONTROL OVER THE ENTIRE PROCESS

You can control the entire accounts payable process by monitoring all invoice transac-

tions. Professional users can easily manage the process by bypassing process bottlenecks and resolving invoice backlogs.

### TRANSFER TO PAYMENT

When approved, invoices are transferred to the financial or ERP system for payment.

### STORE INVOICE DATA

Once an invoice has been paid, the entire audit trail can be archived in order to comply with both your organization's guidelines and government regulations.

### LEVERAGE REPORTING

Basware Invoice Processing enables you to monitor invoices throughout each stage of the process. Powerful, easy-to-use reporting features allow you to create virtually unlimited standard or custom reports.

### ENSURE CONTINUOUS IMPROVEMENT

Basware offers an integrated package of over 100 KPIs that include all key metrics for the Enterprise Purchase to Pay Process. Basware's KPI Reporting Tool is a value-added solution that enables your company to measure, monitor and improve your invoice automation process.

### INVOLVE YOUR SUPPLIERS IN THE INVOICE PROCESS

Basware's Supplier Portal provides your suppliers with access to real-time order and invoice data. It can also be used as an invoice portal through which suppliers can deliver their invoices via a secure website.

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# Matching Solutions

## Key Features

### BASWARE ORDER MATCHING

- Complete audit trail
- Automatic exception handling of non-matched invoices
- Versatile matching of purchase invoices and orders
  - Header level
  - Line-item level
- Flexible matching tolerances (percent and amount)
- Business-rules based matching
- Extensive matching options:
  - One to one
  - One to many
  - Many to one
  - Many to many
- Easy integration with any purchase management and ERP system

### BASWARE CONTRACT MATCHING

- Automatic matching and coding of recurring or contract-based invoices
  - Pre-defined and approved payment schedules
  - Contract budget
- Managing contracts:
  - Scan and archive
  - Follow-up and alerts of expiring contracts
  - Contract approval workflow

## Cut your invoice approval workflow

Matching is the enabler of invoice automation. With matching solutions, you can automate the invoice processing of multiple invoice categories. The goal is to minimize the share of invoices handled using exception workflow.

Basware's Matching Solutions match invoices with the corresponding purchase orders, contracts or any pre-defined payment schedules. Matching is a background process that automatically occurs after invoice data is captured or entered into the Basware Invoice Processing (IP) system.

### ORDER MATCHING

Basware Order Matching (OM) automatically matches invoices with approved purchase orders on a header or line-item level. The audit trail and coding are automatically copied to the invoice - no workflow is needed and the invoice can be transferred directly to the accounts payable system for payment.

Basware uses comprehensive five-way purchase order matching instead of the more traditional three-way matching. During the matching process, Basware Order Matching verifies that an approved and appropriately coded purchase order exists, and then ensures that the goods receipt has been made. Five-way matching extends the process to cover the verification of quality inspection and a complete audit trail. Basware Order Matching is also easy to integrate with any ERP or purchasing system.

### CONTRACT MATCHING

Basware Contract Matching (CM) automates the processing of periodic or contract-based

purchase invoices. Typically the approval workflow and coding of a recurring invoice are identical, which makes them ideal for invoice automation. The system automatically matches the invoice with the contract or payment schedule and transfers the matched invoices directly to the accounts payable system for payment. The use of matching tolerances increases the flexibility of the matching process. Both percentage and amount-based tolerances can be used. If the invoice does not match, it is automatically coded and sent to the authorized person for approval.

You can store all your organization's contracts with relevant coding and payment schedules into the Basware database. The system supports tracking of matched invoices and automatically informs you of any expiring contracts.

Gain measurable savings. Basware Invoice Automation Solution helps to cut 40-60% of an organization's invoice processing workload and costs. Savings accrue because organizations no longer need to manually check, internally distribute, locate or archive paper-based invoices. The easy integration of Basware solutions with existing systems yields even greater return on your existing ERP investments (ROel).

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# Enterprise Purchase To Pay

## Key Features

### CONTROLLED PERFORMANCE

- Comprehensive solution, supporting the entire EPP process
- Maximum automation with
  - Leading-edge scan and capture
  - Next generation rule-based matching
  - Powerful exception handling workflow
  - Automatic archiving
- Integrated key performance indicators (KPI) enable continuous process improvement
- Anywhere, anytime access with mobile solution
- Extreme robustness and simple integration - in even the most complex IT environments
- Compliant with de-facto IT standards

### BASWARE

Basware is the global leader in purchase-to-pay solutions with more than 1,000 customers and 500,000 users in over 40 countries around the world. Basware solutions are distributed and implemented in Europe, the US, and Asia-Pacific through an extensive network of Basware offices and business partners.

[www.basware.com](http://www.basware.com)

## The leading solution for purchase-to-pay automation

Gain maximum benefits by streamlining your entire purchase to pay process. Basware Enterprise Purchase to Pay solution automates three key support processes: procurement, accounts payable, and travel & expense management.

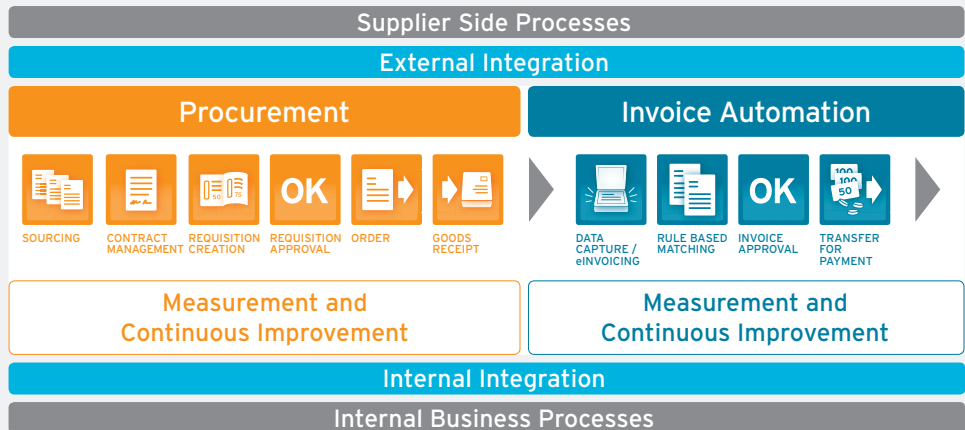
Basware solutions deliver value by providing compliance and control, as well as fast return on your investment. Built-in intelligent process automation and powerful exception management increase efficiency and reduce costs. By choosing Basware you can think big but start small - our packaged composite applications provide step-by-step guidance to help you build a high impact end-to-end solution that fits your organization's needs.

Basware's Enterprise Purchase to Pay solution offers easy implementation and roll out.

Basware is compatible with over 200 ERPs and has certified integration with all leading ERPs on the market. Microsoft's "Certified for Windows Server 2003", "SAP® Certified Interface", and Certified for SAP® NetWeaver™ certifications and endorsements guarantee seamless integration with Basware Enterprise Purchase to Pay Solution.

Basware's suite provides a global solution for purchase-to-pay automation that cannot be matched by any other workflow solution or ERP.

## End-to-End Support for Purchase to Pay Process



CONTROLLED PERFORMANCE