

**DRAFT
COPY**

Automating Accounts Payable

Don't pay for the
privilege of paying

A woman with dark hair, wearing a black pinstriped blazer over a blue collared shirt, is smiling and looking towards the camera. She is holding a red folder and a black Sony Ericsson mobile phone. The background is a blurred office setting with windows and a desk.

READSOFT[®]

There will always be invoices to pay. So stop wasting money on them.

We all know supplier invoice processing is business critical. With that in mind, let us study the process with a critical eye. Manual handling cost needless amounts of time, efforts, and funds that could be used a lot more productively.

There are costs to cut

Many estimates have been made, both by companies and by research institutes, and although the results differ, the figures are always surprisingly high. Quoting the Aberdeen Group: “the average cost is \$34.8 down to 12.51 with electronic invoice processing.”

The turnaround time can be a lot shorter

Actual handling time can be measured. But it is the waiting – in in-house mail, on somebody’s desk, or for corroborating information – that makes it hard to meet the due date. And penalties further increase the total invoice cost.

Control can definitely be better

No matter how conscientious you are, mistakes do happen. And the time it takes to trace and correct an error depends on how far along in the process the inconsistency is spotted. However, it always increases the total processing cost.

Improve financial control with
the best software you can get



*20.000 incoming invoices
can save you \$100.000 or more*

Manual processing: \$20 - \$60/invoice

Potential savings: 25% - 50%

*$20.000 * \underline{20} * \underline{25/100} = 100.000$*



Quick installation, dependable operation and a healthy return on investment

Accounts Payable processes running ReadSoft input solutions are by far the most widely used in the world.

Incoming invoice (paper, XML, fax, image files) are streamlined into one unified and highly automated process, extracting and validating all the information your financial department requires.

Fully integrated with your ERP or financial system

Once the information is in digital format, your approval workflow takes over for matching, coding and approval. Throughout the process, it is always possible to see the image of the invoice.

Remove the pains from your invoice processing!

Built-in support for regional variations

To simplify setup, your solution comes equipped with ready-to-use sets of country-specific parameters, including VAT rates, date formats, currency characters, etc. Business logic, for example for validating dates, VAT, and sums, is also part of the profile. As a consequence, it can be used in production directly after installation.

Of course you can add or adapt any parameters to suit your business requirements.



Your processes are business critical. Let's

It is important to us that your ReadSoft process solution, once up and running, will satisfy your expectations in all respects: return on investment, efficiency, and job satisfaction.

Equally essential is that projects are well handled in terms of timeliness, costs, results and management.

Guaranteed delivery according to project specifications

A service provided at the earliest possible point, covering installation and configuration of all your ReadSoft software.

Getting everybody on the right track

Change management is always regarded as an integral part of our assignment and is handled either

by ReadSoft staff or by one of our very competent partners.

Best practices

Years of experience and globally renowned methodologies for solutions and business processes as well as project management.

Milestones

Decision points and milestones continuously reviewed to ensure the project stays on track.

Benchmarking

In cooperation with renowned professionals we offer means to provide reliable forecasts.

Out-of-the-box

Our solutions' built-in functionality is often enough, at least to get you started.

n, dedicated services,

Providing correct data for your financial department

The design is swift and accurate even when it comes to trickier things, like extended line item tables or multiple VAT rates. The sophisticated automatic validation will make you take superior data quality for granted.

No one has to see the invoices anymore

At the ultimate level of automation, the invoice is automatically interpreted, verified, validated, and matched against the purchase order. It is ready to be paid at the next payment date. Employees do not even have to see the invoice.

Always on top of your financial status

Once an invoice has been entered, it can be registered if your system supplies a pre-registration

option. In this case you will always be aware of potential or threatened expenses, as well as liquidity and cash flow level.

Immediate, substantial benefits

Eliminate keying.

Eliminate the manual handling of paper and physical forwarding within the organization.

Get full control of the entire process: Where, who, when, why, how long, and so on.

Use electronic distribution for approval.

Automatically match and post invoices based on approved purchase orders.

Streamline your filing procedures.

Pinpoint showstoppers, such as production bottlenecks and inferior supplier documents.

s keep them up and running.

Keeping the training focus on essentials

ReadSoft software is designed for ease of use. Users will learn how to handle any normal situation and how to find solutions in the Help. Administrators will minimize downtime, keeping the system up and running.

Ensuring continuity

As a part of our project process, vital knowledge and documentation is passed on to our support organization.

Supporting proactively

Our Support centers serve customers in all ReadSoft countries, ensuring direct access to solution competence in the local time zone and local language.

Register and monitor your support case via the Internet, and track the progress of your case in real-time. You also have instant access to supportive documentation through our Knowledge Base.

Improving your software

We can provide fixes to defects and maintain compatibility with 3rd party software and systems. Use our customer web to get the latest maintenance Service Pack and Hotfix downloads for your software.

Boosting performance

We can analyze the production system where your ReadSoft products are running, and determine the best way to enhance the solution for optimum performance.

Delivering new functionality

You are entitled to all newly developed functionality in future upgrades of the software. You will find it on our customer web as soon as they are released

Refreshing and adding new knowledge

Course material is always on hand when someone needs to make a quick check up or wants to go through the lessons again. And refresher courses are always to be recommended.



flexibility with regard to
integration with our systems

service-minded approach and
good reputation

Don't just take our word for it. Listen to our customers.

ReadSoft customers teach us a lot and provide great experiences. And their feedback make us proud.

“In the early test phase, INVOICES from ReadSoft convinced us it was the best choice due to its high interpretation rate, its flexibility with regard to integration with our systems, and its user-friendliness.”
Christian Grüneberg, responsible project leader, IS-Energy, Germany.

“We are always looking to push back technology barriers and after extensive research, we realized that ReadSoft could deliver the cutting edge solution we require.”

Adam Sims, Head of Finance, BASF Plc, UK.

“We are very excited about this project and we have four objectives: to reduce manual and repetitive tasks that do not contribute with any added value; to speed up the invoice process and the workflow within the company; to reduce the errors; and finally, to save costs.”

Patricio Cisneros, project manager, Unycop, Spain.

“We chose ReadSoft for their service-minded approach and for their good reputation on the document capture market. With INVOICES, we anticipate several key benefits, such as a substantial productivity increase and better working conditions for the staff in the accounts department as they can now focus on tasks with higher added value.”

Frederique Torres, Financial Director, Acta, France.



The accounts payable processes are basically the same regardless of industry type. Our experiences cover many, very different fields of industry, public

service organizations, and governmental bodies, in many countries with very different legislation, rules,

and business practices.

For further information please check our reference list on the web or get in touch with us.

Some points especially valid for shared service centers

- Extensive experiences from multinational enterprises
- Proven methodology for analysis, planning and implementation
- Global market leading provider of supplier invoice solutions
- Solutions able to handle many languages, local regulations and business rules

to speed up the process, reduce errors, and, finally, to save costs

the cutting edge solution we require

Pushing the limits of document process automation

“Since day one we have been fighting repetitive, monotonous, and, yes, expensive, manual office routines.

A large number of companies seem to think we are doing all right. They now all enjoy fast, cost efficient, work-saving processes.

Some call it the ReadSoft effect. Get in touch, and we'll show you what it means.”

*Jan Andersson
ReadSoft CEO and co-founder*

