

Automating  
Order to Cash

Less expenses,  
faster pay



**READSOFT**<sup>®</sup>

You pay for registering the incoming purchase order.

You pay for the transformation to sales order.

You pay for handling the proof of delivery.

You pay for producing the invoice.

You pay for processing the remittance advice.

You pay.

How much you pay is up to you.



Automation of the entire process, from incoming purchase order to remittance advise reception, is expertly covered by ReadSoft and numerous competent partners.

We offer end-to-end solutions for SAP® systems



# Time is money. Literally.

Can't handle a rush order because the paperwork takes too long?  
Cash flow suffering from slow invoicing?  
Automate!

Research by the Gartner Group suggests that processing a single paper order typically costs an organization USD 14. So it is easy to see the potential returns on investment to be had from digitizing financial documents, including purchase orders - not just in reduced costs, but also in the ability to handle customer orders more efficiently, and in shortening the order-to-cash cycle.

## The purchase order is key

A clear and precise electronic purchase order will improve the efficiency and lower the processing costs of all subsequent transactions: Order acknowledgement, advanced shipping notice, delivery note, goods received note, supplier invoice, payment and remittance advice.

## Eliminate unproductive routines Experience the ReadSoft effect

If it arrives on paper or by fax: Run it through your enterprise capture process immediately and store data and image in a repository where it is instantly available to everyone concerned.

## Automate sales order creation

Use software to translate the electronic purchase order into your own product codes and inventory requirements. This sales order, with the purchase order identification included, can be used in the automated production of all your subsequent documents.

## Advanced setup for goods reception

Modern receiving operations usually depend on quick scans of barcodes on shipping labels. An early notification of pending deliveries or the regular delivery note can provide a list of all information related to each barcode, and can be pre-validated with reference to the original purchase order.

*"... we were impressed by the competence of the ReadSoft staff. For instance, their plan for the implementation phase was a mere 30 days, which was much shorter than what the competition offered. As it turned out, it even took less time than that"*  
Sidel, France

Use it to check for potential delivery errors in time to take corrective action

## Register proof-of-delivery

Electronic receipts can, of course, be instantly matched. Signed paper copies of the delivery note needs to be run through your enterprise capture process first.

## Go for process automation

Save costs and time

Improve resource availability

Improve efficiency

Automate document creation

Automatch remittance advice

Get more accurate reports

Improve customer relations

## Go for ReadSoft

Fast implementation

Works with your back-office system

Investment protection

Supports Green office

Future safe

### Produce the invoice

With all the documentation electronically available, invoicing should be fast and simple. And with all the identification information included, your customer's accounts payable process should be equally improved.

### Match the remittance advice

Again, electronic identification and matching of the sums involved should be fully automatic and almost instantaneous.

In a highly-automated order-to-fulfillment process, the purchase order triggers an electronic chain-reaction whereby the buyer and seller continually exchange product requirements and product delivery information.

This ensures that, as events develop, each has access to the most relevant and up-to-date information available, in the most efficient, timely and cost-effective way possible.

## Your processes are business critical. Let's keep them up and running.

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.

### 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.

*"... after a speedy eight-week implementation project. Indeed, we rarely experience projects carried out this efficiently."  
The BASF project team,  
Münster, Germany*





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 Purchase-to-Pay 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*

