

Automating  
Purchase to Pay

Faster, better, cheaper



**READSOFT**<sup>®</sup>

You pay for getting the requisition approved.

You pay for the transformation to purchase order.

You pay for control of the order approval.

You pay for checking delivery note and delivery.

You pay for paying the invoice.

You pay.

How much you pay is up to you.



Automation of the entire process, from requisition to final invoice posting and archiving, is expertly covered by ReadSoft and numerous competent partners.

We provide end-to-end solutions for SAP® systems.



# Purchase to Pay is a series of synergetic dovetails

Sounds good, doesn't it? A little cryptic, but true:

If you just automate part of the process, the savings in time, costs and resources are only a fraction of what they would be if you automated it all.

If you, for instance, automate accounts payable you still have to verify against manually created purchase orders (or against people's notes or memories) much of the potential would be lost. If, on the other hand, you chose to automate purchase order generation, that would not speed up verification in a manual accounts payable process.

## 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.

## Purchase card handling

To achieve lower process costs, businesses have preferred to use a lower-cost procurement channel such as purchasing cards (P-cards). While P-cards remove the necessity to produce a purchase order and to handle infrequently used accounts, parts of the administration cost (monthly purchase reconciliation by each requestor for example) can be hidden. Consequently, it is important to make this administration a part of your normal, automated accounts payable routines.

## Checking what actually arrived

This process is the most difficult to completely automate as in most cases someone has to establish that products or services were delivered, and that they were satisfactory.

*"... streamlined the procurement policies and reduced the number of purchasers and suppliers. Electronic supplier invoice handling has given process savings ..."*

*Danish Broadcasting Corporation*

Again, the purchase order is the first point of reference. Material differences have to be resolved by the buying organization, and in the absence of a clear and definitive purchase order, or where there is no purchase order at all, it takes additional process costs and time delays to verify the accuracy of the delivery.

## Go for process automation

- Save costs and time
- Improve resource availability
- Improve efficiency
- Eliminate Maverick procurement
- Automate invoice processing
- 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

Eliminate unproductive routines  
Experience the ReadSoft effect

### Auto-matching invoices

Having accurate purchase order details available electronically as the electronic invoice is processed, provides huge opportunities to remove effort, time, risk and cost from the invoice handling process by automating both the matching process and the registration of valid invoices within the AP ledger. The performance of the matching process is entirely driven by the quality of the purchase order and the supplier invoice.

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*

