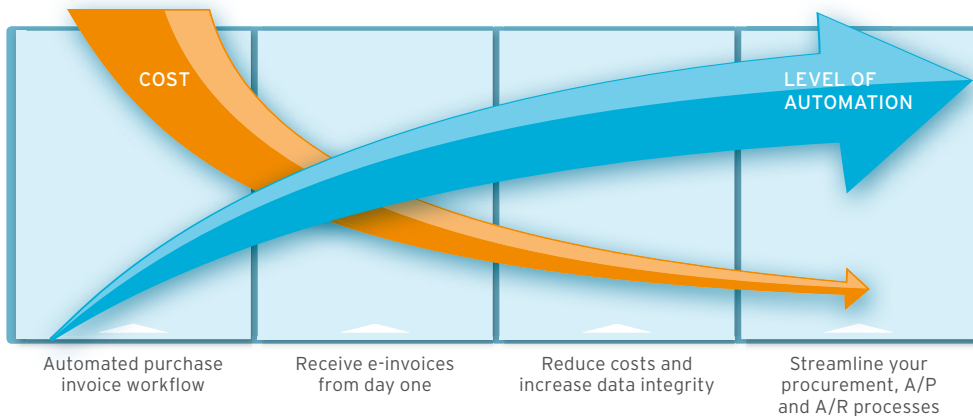


BASWARE INVOICE AUTOMATION

Streamline your organization's accounts payable process

Basware Invoice Automation provides complete visibility and control of your entire invoice handling process. Huge efficiency gains and cost savings can be made when the majority of your invoices achieve straight-through-processing.



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 enables 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 and suppliers.

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 invoice handling process.

Basware's leading-edge solution will enable your company to achieve best-in-class accounts payable operations

– a distinct competitive advantage when strong cash management yields measurable returns.

Improve business performance across your organization

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 the transfer of data to your ERP or finance system.

Gain measurable savings

Basware's Invoice Automation solution helps significantly reduce your organization's invoice processing workload. Consequently, your organization saves money because there is no longer a need to manually enter, check, internally distribute, or locate and archive paper-based invoices.

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

Automate your invoice processing

Basware Invoice Processing is a highly automated and easy to use system for managing and controlling your organization's invoice handling process. It enables a fully automated process from data capture and review & approval to transfer for payment.

Data Capture

Basware Invoice Processing uses the latest imaging and optical character recognition (OCR) technology to enable automated data capture and validation of invoices using a combination of different technological approaches. Basware Invoice Processing can also receive invoices directly into the system as e-invoices, or from a third party service such as the Basware Scan & Capture Service or Basware e-Invoicing.

Invoice Processing

The process starts by automatically matching invoices to purchase orders, contracts or other pre-defined payment plans. Invoices that do not match (but can be associated with a purchase order, contract or payment plan) will automatically be coded and sent to the right person for review and approval. Flexible management of business rules in the system are also used to streamline and develop the invoice handling process for the best fit to your organizational needs.

Control over the entire process

You can control the entire accounts payable process by monitoring all invoice transactions. Troubleshooting supplier related inquiries becomes a task of seconds, frees up time and provides value to your suppliers, buyers and approvers.

Transfer to payment

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

payment. In many cases there are multiple ERPs which for Basware is not a problem. In fact, multi-ERP integration is one of Basware's specialties.

Store invoice data

Once the invoice has been paid, the entire audit trail and invoice image is archived within the system and is easily retrievable. For legal compliance and the permanent archival of invoices, Basware Invoice Processing has a dedicated interface to Basware Document Archiving which automatically stores Invoice data for later search and retrieval. Basware Invoice Processing can also push the invoice data to any other archiving or content management solution.

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 custom reports built from any data contained in the invoice (paid or pre-payment).

Involve your suppliers in the invoice process

Basware's Supplier Portal enables your suppliers to receive the orders from your purchasing system and to deliver the corresponding invoices directly to your invoice processing system. In addition, the real-time view on invoice processing statuses reduces supplier inquiries burdening your A/P staff.

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

Compliance

- 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 in as little as six to eight weeks

MATCHING SOLUTIONS

Cut your invoice approval workflow

Matching is the enabler of invoice automation. With matching solutions, you can automate the invoice process of multiple invoice categories. The goal is to maximize the percentage of invoices that achieve straight-through-processing.

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

Order matching

Basware Order Matching automatically matches invoices with approved purchase orders on a header or line-item level or against goods receipts (at line-level). The audit trail and coding are automatically copied to the invoice - no manual handling is needed and the invoice can be transferred directly to the ERP system for payment.

During the header or line-level matching process, Basware Order Matching verifies that an approved and appropriately coded purchase order exists, and then ensures that the goods have been received prior to successfully making the match. With Basware it is also possible to include additional criteria for a successful match, such as a quality control or contract terms check.

For those organizations that match invoices against goods receipts, the system will automatically match invoice values against receivables and make postings according to different industry standard methodologies.

Contract matching

Basware Contract Matching automates the processing of orderless invoices. These invoices are not based on purchase orders

and often include cost items such as: rent, utilities, various services, phone bills, etc. Typically, orderless invoices can account for between 12–45% of your total invoice volumes.

The approval workflow and coding of an orderless invoice is often the same every time and is essentially a repetitive task for Accounts Payable and the involved Approver. The recurring nature of these invoices makes them ideal for automation and an easy opportunity for streamlining the process further. The system automatically matches the invoice with a contract related payment plan (typically these are either budget or schedule-based) and transfers the matched invoices directly to the ERP system for payment. 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 contract related payment plans with relevant coding, budgets and schedules into the solution as 'contracts'. The system also lets you track the matched invoices against budgets or schedules and automatically informs you of any expiring contracts.

Basware's 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 ERP investments.

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

BASWARE ENTERPRISE PURCHASE TO PAY SUITE

The leading solution for purchase to pay automation

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

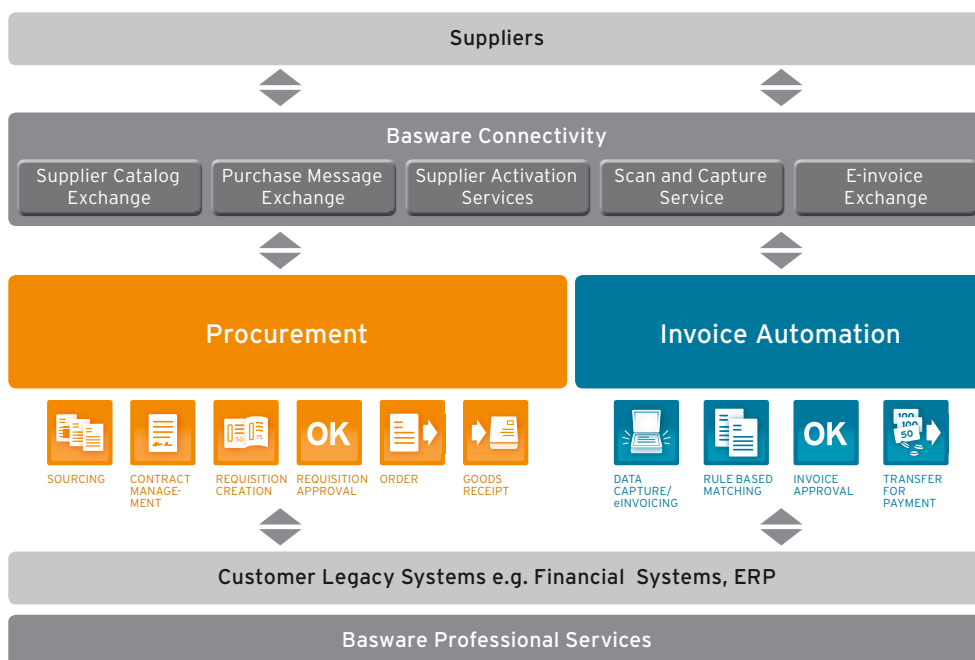
Basware solutions deliver value by providing control over all aspects of the process with total visibility of every document in the system, its history, and current status. Basware addresses the needs of the professional and light users, providing ergonomic and efficient user experiences above industry standards. 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 best.

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 the 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.

Key Features

- One solution supports your entire P2P process
- Manage the sourcing process including creation of RFPs, bidding and selection
- Manage contract creation as well as purchasing and invoicing against your contracts
- Automate the Accounts Payable process with invoice to order matching and Smart exception handling
- Go paperless, send and receive e-Invoices and related purchase documents
- Consolidate data from multiple backend systems into one place
- Handle multi-language, multi-currency and multi-company environments with one solution
- Maintain total visibility and control over the whole process



Basware is the global leader in purchase-to-pay solutions with more than 1,500 customers and 850,000 users in over 50 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.

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