

**DRAFT  
COPY**

Purchase to Pay

Faster, better, cheaper



# There's an easy way to cut costs. Just skip the boring parts.

This is one area where the back office can really ramp up efficiency. Access to accurate purchase order details for automatic comparison as the delivery note and invoice are processed, provides significant opportunities to remove effort, time, risk and cost from the process.

Purchase orders have a substantial and controlling influence over the rate of process cost-reduction and performance improvement of the accounts payable function, and the efficiency of the entire purchase-to-pay process.

**Complete purchase orders are key for successful automation** The information contained within the purchase order is key to successful internal transaction-based collaboration between the buying organizations' procurement and finance functions as well as the external collaboration with the suppliers/vendors sales and finance functions. Ensuring that the purchase order is accurate and timely is fundamental in driving out wasted effort, unnecessary cost and increasing back-office efficiency.

**Create purchase orders for everything** Accurate documentation will significantly lower your costs for the entire process.

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

In all but the smallest of businesses a purchase order is normally raised for direct (production-related) purchases, irrespective of value, and also for higher-value indirect (non-production-related) purchases. Where lower-value or occasional purchases from infrequently used suppliers are concerned it's not always considered necessary to produce a purchase order, because "the cost of the process is greater than the cost of the purchase". But is this loss of control acceptable? Also, without a formal receipting process, how do you trace deliveries, maintain corporate ownership and minimize waste?



## Keep track of showstoppers

Proper metrics will highlight supplier document deficiencies as well as production bottlenecks. Continual focus on the quality and accuracy of the information will deliver further process performance improvements as the match-first-time metrics improve.



# The perfect basis for automation is created in your Purchase dept.

The purchase order is of key importance for improving the efficiency of the Purchase-to-Pay processes, and for lowering the processing costs of all subsequent transactions: Order acknowledgement, advanced shipping notice, delivery note, goods received note, supplier invoice, payment and remittance advice.

Questions that should be answered by the purchase order include: Was this product ordered; did we order that quantity; is the price correct? Any missing or inaccurate answer means additional intervention and delays, all leading to a slower process and a higher handling cost.

Thus, the purchase order creation process has to provide clear and precise information and deliver this information electronically throughout the supply-chain. Nothing should have to be keyed twice. At each stage of the process information should only be added, without the need to duplicate what has been entered elsewhere. When done this way, the Purchase-to-Pay and Order-to-Cash processes support each other for maximum efficiency.

## Advanced setup for goods reception

An Advance Shipment Notice (ASN) is a notification of pending deliveries, similar to a packing list. It is noteworthy in that it is a new concept in logistics, enabled by the advance of modern communication methods.

Modern receiving operations rarely have time to break down a shipping unit (carton or pallet) and identify its components, depending instead on quick scans of barcodes on shipping labels. An ASN can provide a list of all of the bar-coded ID numbers of the shipping units and the contents of each, together with reference to the original purchase order.

The purchase order plays a vital role in validating the ASN before the delivery is due to take place. Auto-

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.

matching this not only primes the receipting process, it also alerts the supplier/vendor to potential delivery errors, such as product over-delivery, and provides sufficient time to take corrective action

## Checking what actually arrived

When receiving goods, 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.

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. However, pre-matching the ASN makes this task considerably easier, especially in a distribution environment where advance notice enables the buyer to schedule the resources needed to handle the delivery.

## 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.

Eliminate unproductive routines  
Experience the ReadSoft effect

# Your process 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.

## **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.

## **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 com-

patibility 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.

### **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.



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

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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*

