



HP Automated Invoice Processing Solution for Manufacturing



Manufacturers understand that paper documents, and invoices in particular, can choke key business systems and add unnecessary costs—for labour, document storage, shipping and courier—to the bottom line. Today, more than 80 percent of invoices are paper-based and one in four companies averages three weeks to process invoices. As a result, manufacturers recognise that the time is right for automated invoice processing.

What if you could...

- Capture invoices at remote locations using your existing multifunction printers (MFP) and quickly transform the information into actionable data?
- Increase control over invoice workflow to facilitate more rigorous records management, compliance and risk reduction capabilities?
- Accelerate your invoice payment processes to gain early payment discounts and improve visibility to enterprise spending?
- Improve invoice reconciliation through automated, business-rule driven processes?

HP and ReadSoft solutions at a glance

HP and ReadSoft® solutions, powered by HP MFPs, automate the entire value chain of invoice processing: from document capture and distribution across the organisation to seamless integration with SAP. The engine behind HP Automated Invoice Processing Solution for Manufacturing is ReadSoft's INVOICES software solution and its workflow modules:

Data capture. The first step of automatic invoice handling, data capture takes place on the HP MFP. As the invoice is scanned, the MFP captures the content of the invoice.

Interpret. Next, the captured information—company name and logo, invoice number, key words and payment information—is interpreted according to the data you've selected in your accounting business rules.

Verify. After the data is captured and interpreted, the Verify module allows a user to correct and complete information errors manually, if needed, to deliver a complete and accurate invoice to SAP.

Approval. Next, the invoice is processed within the INVOICE Cockpit which serves as the command centre for all incoming invoices. Here, invoices are validated, matched against purchase orders and automatically forwarded for coding and approval. Not only is the INVOICE Cockpit module a SAP-certified add-on, the Cockpit application is the only solution for invoice handling fully certified and embedded in SAP.

The result is a fully digital document that can be processed in days rather than weeks, and retrieved easily from your enterprise resource planning (ERP) system or electronic archives.

HP and ReadSoft solutions at work around the world

A global medical device manufacturer sought an automated solution to manage the 1,500 faxed order forms it receives each day. Specifically, the organisation wanted to complete sales orders sooner, boost the number of orders processed and reduce the need for additional staff to perform the tasks. Three months after implementing ReadSoft INVOICES, the company has seen an increase in the number of invoices it can process each day, a reduction in the time to process them and faster time to payment. What's more, the efficiency gains have slashed the amount of overtime hours required for its staff.

Why HP and ReadSoft?

HP is a globally recognised leader in imaging and printing solutions for large organisations. ReadSoft is a world-class provider of document automation solutions. Working closely with ReadSoft, HP can help identify the right set of solutions to fit your organisation's specific needs today—and into the future. Our combined expertise, and reliable products and solution sets allow our customers to benefit from:

- Consulting services, including procurement, installation, management and support that can be customised to enhance your organisation's effectiveness
- Powerful solutions to optimise your environment, improve the bottom line and help the planet

How do you get started?

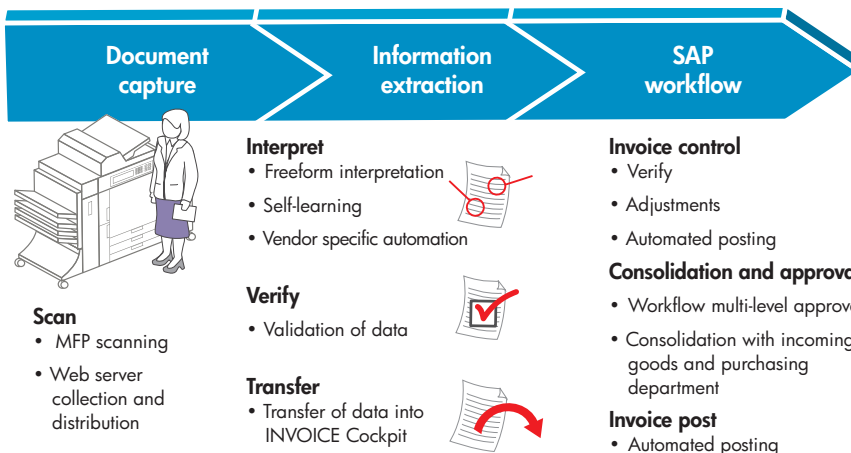
Contact your local HP representative to:

- Set up a workshop with HP to assess your specific business needs.
- Establish a plan to implement the best solution for today and into the future.
- Identify an environmental approach that can help your company save money.

To learn more, visit

www.hp.com/apac/enterpriseprint

Automated document capture



HP three-part approach

HP imaging and printing solutions help enterprise customers reduce costs, increase worker efficiency and accelerate business results. Specifically, HP works with you to:

Part one: Optimise Infrastructure

By aligning specific IT operations with business goals, HP can help solve today's issues and build a plan for the future to address your most critical challenges.

Part two: Manage Environment

Working together, HP can help you focus more on your business, reduce support and supplies costs, and tighten security.

Part three: Improve Workflow

By streamlining your document-intensive processes, HP can help you deliver a more efficient and accessible environment for managing and sharing information.

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To learn more, visit www.hp.com/apac/enterpriseprint

20080136-EEP, August 2008

WHAT DO YOU HAVE TO SAY?

