

ARE YOU READY FOR A PAPERLESS OFFICE?

3 GENERAL STEPS TO GUIDE YOU AT THE BEGINNING OF THE PROCESS

PROBLEM

SOLUTION

1.

Are invoices from your suppliers printed on paper with low quality?

Invoices should be delivered to you on high quality paper

Ideal solution is to agree with your supplier to receive invoices in PDF or other electronic forms

2.

Identify the data which you really need to extract. Do you need just heading information or including lines?

It's not effective to extract all the data from an invoice. Focus only on the data that you really need

3.

Determine what you expect from automation. Do you need to save costs or also manage all AP approval flows in cloud?

If the main goal is to streamline approval flows, data extraction can be an unnecessary burden. Manage approvals by simple digitization a include manual rewriting of 2-3 general fields.