

PAPERLESSAP

SERVICE SHEET

Automating Accounts Payable

Converga's **PaperlessAP** solution dramatically reduces the cost of accounts payable processing and provides greater visibility of the end-to-end accounts payable process.

PaperlessAP helps your organisation achieve major savings in procurement and accounts payable by; releasing your staff from labour intensive and repetitive tasks, using the transactional data to negotiate and monitor supplier discounts, and transitioning you to electronic invoicing to realise further savings.

Business benefits

- › Removes paper-based invoices from your organisation
- › Reduces processing costs
- › Improves productivity
- › Increases control and visibility
- › Reduces supplier enquiries
- › Improves supply chain management
- › Ease of access via Internet
- › No infrastructure costs

At the click of a mouse staff can approve, re-route, or reject invoices individually or in bulk. PaperlessAP will reduce data entry costs and reduce Accounts Payable processing workload by up to 50%, allowing your staff to focus on exceptions and making better use of their skills.

With PaperlessAP, you get online visibility across the entire Accounts Payable process. With this information you can increase the accuracy of financial reporting, improve your ability to respond to queries, monitor compliance against your policies and procedures and minimise your financial risk.

Converga's solution provides a single consistent "channel" for Accounts Payable data, regardless of the technological capabilities and practices of your suppliers. Converga will take care of transforming supplier invoices, paper or electronic, into a format suitable to your specific needs and back-end systems, as well as providing a 'hosted' archival repository.

“ PaperlessAP is ideal for organisations with a diverse supplier base, distributed approval process, and a drive to improve business performance.”



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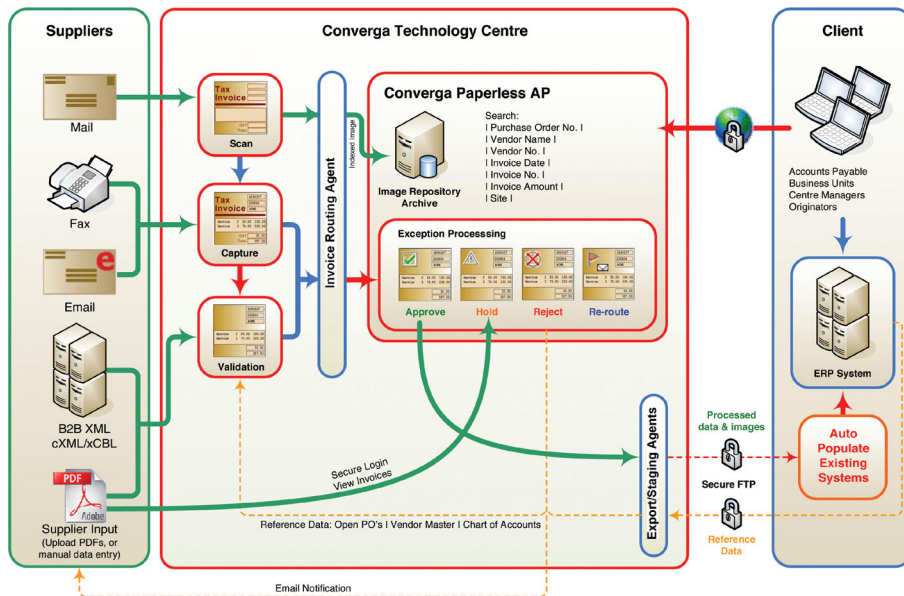
The benefits

- ▶ Paper invoices are re-directed and collected daily by our Converga Technology Centre (CTC)
- ▶ Electronic invoices are transmitted to our secure CTC using email, fax or B2B electronic messaging
- ▶ Paper invoices are scanned
- ▶ Invoice data is automatically extracted, validated and formatted
- ▶ Information is securely transmitted to the customer in a state and format ready to be processed in PaperlessAP

While Accounts Payable is an essential function of any business large or small, it represents significant overhead costs. Converga's PaperlessAP solution automates a significant portion of this administrative workload, and achieves cost reduction through streamlined processes.

The Converga difference

At Converga we work in partnership with your business to develop a tailored solution that suits your needs. Tapping into a network of resources, including practical expertise and proven technology, you'll find our unique people, processes and systems will deliver the right results. With Converga's PaperlessAP solution you can be up and running within a short space of time with no capital expenditure, software deployment or user re-training.



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