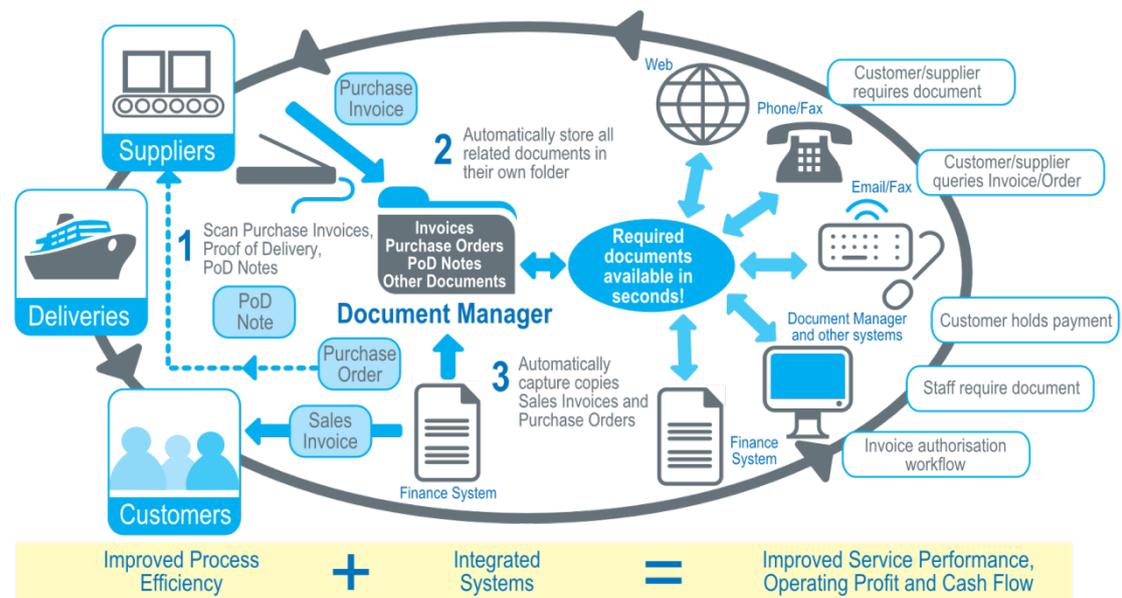


Capture, process and store invoices and transaction documentation with Document Manager

Streamlines important documentation allowing you to save time and improve the efficiency of your supply chain

Document Manager helps organisations deliver a more efficient and effective system for managing transaction-related documents. Document Manager integrates with existing systems to provide streamlined business processes.

Three simple steps in managing invoices more efficiently using Document Manager



Document Manager underpins operational processes, ensuring all documents that relate to a transaction, wherever they are generated, are captured, centrally managed and available to users immediately when required, regardless of location.

Document Manager removes the doubt and delay normally involved in approving invoices. The software delivers tight control and visibility throughout the invoice approval process. Document Manager improves the efficiency of your supply chain and helps you develop better customer relationships.

Managing Invoice and Transaction Documents

Invoice processing steps with Document Logistix

- **Capture Documents** using multi-function devices (MFDs), scanners, faxes, email or directly from your accounts system, whether located at remote offices or a central head office
- **Extract data** directly from captured documents for storage with the original document and for updating other systems to reduce mis-keying and manual data-entry overheads
- **Workflow for invoice approvals** automatically distributes invoices to the correct users for approval, massively accelerating the approvals process
- **Process invoices**, capturing required data during the workflow process when invoices are approved, rejected or held
- **Notify and report** when invoices and Proof of Delivery documents are not returned on time or when staff and suppliers need to be alerted to a payment status
- **Quick access** to invoices and other related documents directly from your accounts system along with an up-to-the-minute workflow audit status
- **Update** accounts systems with process information; even activate other processes beyond Document Manager when a workflow step is performed

Operational benefits

- **Reduction in effort** to capture purchase invoice data, while ensuring it is accurate and correct
- **Reduction in administration**, to file, manage and retrieve invoices and other documents
- **Eliminate misfiling** and lost invoices, providing instant secure access to documents using a Web browser, the Document Manager desktop and/or existing systems
- **Release valuable office space** by removing filing cabinets and photocopying while reducing paper usage and consumables
- **Quickly resolve payment discrepancies**, queries and claims by providing staff with online access to related Proof of Delivery documents and other payment-related documents
- **Stop losing documents** by removing the paper chase and manage the process electronically
- **Maintain control and visibility** of the invoice approval process using Document Manager to alert you to and quickly follow up on any delays
- **Only authorise invoice payment for goods received** by providing managers and Accounts staff with instant access to Proof of Delivery notes and other payment-related documents, directly from the finance system

Strategic benefits of deploying Document Manager

Improve cash flow, reduce debtor days, reduce claims and cut overheads by streamlining the invoice approval processes. Improve efficiency and motivate staff, improve customer service, enforce regulatory and auditor compliance, improve supply chain relationship and add value to the corporate image.

Document Logistix Ltd

8 Copperhouse Court
Caldecotte Business Park
Milton Keynes, MK7 8NL

Tel: +44 (0)1908 366 388

Fax: +44 (0)1908 760 672