

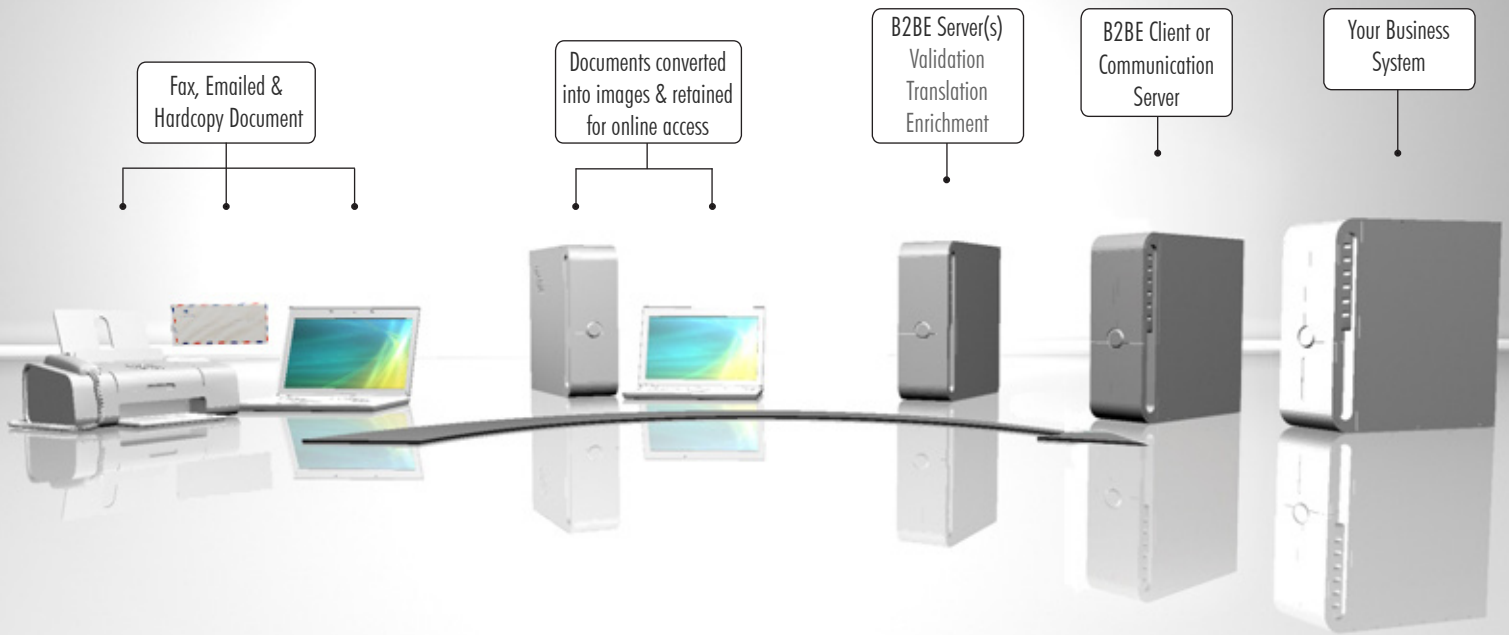


Business to Business e-Solutions



PRODUCT DATA SHEET  
**DOCUMENT DIGITIZATION**

[WWW.B2BE.COM](http://WWW.B2BE.COM)



## B2BE Document Digitization

B2BE understands that while your organisation would like to electronically exchange documents with your trading partners for all inbound documents, some trading partners may not be able to move to an electronic environment. B2BE provides a solution to enable you to trade inbound documents 100% electronically, removing the need for any manual processing.

The B2BE Document Digitization process enables the conversion of hard copy documents such as supplier Invoices, whether the supplier has supplied the Invoice in a traditional paper format, via email as a PDF or facsimile. The documents are securely scanned and managed through the Document Digitization process to produce an electronic version for integration into your system that guarantees in excess of 99% accuracy rate, far higher than any OCR solution.

The Document Digitization solution reduces the costs associated with manual document handling, storage and processing and enables better allocation of resources to more productive tasks and ultimately helps improve profit margins.

## Features

- [Document Collection and Preparation](#)

B2BE are able to offer highly flexible solutions to collect and retrieve physical documents from your nominated locations and will handle the preparation required to enable the Document Digitization process.

Documents are sorted and batched based on pre-defined requirements and any staples or folds are removed to enable scanning and indexing before moving into the Document Digitization process queue.

All documents are indexed at this stage to enable audit trails throughout the process to ensure all documents are traceable and to ensure B2BE meets defined KPI's set down with your organisation.

- [Customised Document Processing](#)

The unique B2BE Document Digitization process means each Invoice is manually input by B2BE's team of Data Entry Clerks. Each Invoice is automatically compared against each input record to ensure data integrity and accuracy. In the event of a discrepancy the Invoice and corresponding data is reviewed within the QA process and rectified.

This process means B2BE can input as many or as few records as your system requires enabling better matching and also enables B2BE to provide a high degree of accuracy that traditional OCR technologies are not able to emulate.

- [Document Validation and Workflow](#)

B2BE provides automatic validation of document content from your trading partners based on your business rules before it is passed through the B2BE TDN and accepted into your business system.

This means each document will be validated and based on defined rules can pass through the system and automatically into your business system or can enter a process queue for further processing. For example, some documents you may wish to have approved before processing, typically nominal or expense based Invoices where a Purchase Order doesn't exist in your business system to match against.



B2BE can also add relevant qualifying data records so your business system can identify the supplier correctly and allocate to the correct GL ledger code.

B2BE are also able to add specific functionality to any of these processes so feel free to discuss any specific requirement you may have so a tailored solution can be developed accordingly to meet your business process requirements.

- **Full Audit Trails**

All documents sent through the B2BE Document Digitization solution have a full audit trail available so at any stage throughout the process B2BE are able to ascertain where the document is.

For example, you may want to ensure that all mandatory information has been entered correctly before accepting a supplier Invoice from your trading partner. If any required information is inaccurate or missing, the document is instantly rejected and returned to the sender for rectification or routed into a specific work-flow and managed internally with a full audit trail available online.

- **Online Document Access and Availability**

All documents managed through the B2BE Document Digitization solution are indexed so they are available online for retrieval and viewing in an easy to manage PDF format. The interfaces can also be customised using the B2BE Web Portal solution so you can have the same look and feel as your current web presence.

Documents can also be made available to relevant trading partners within your supply chain to increase document visibility and management requirements if required.

## What are the benefits?

- Receive 100% of your supplier Invoices electronically with no human intervention
- Improve document processing times and throughput
- Manage cash flow better when processing supplier Invoices
- Improve resource allocation into more pro-active areas of the business
- Remove the need for hard copy document storage and retrieval
- Improve document processes through additional automated workflows and routing before the document is automatically loaded into your business system

## What documents can the B2BE Document Digitization solution handle?

The following are documents ideally suited to the Document Digitization solution:

- Invoices

