



Business to Business e-Solutions



SOLUTION DATA SHEET
DOCUMENT MANAGEMENT & WORKFLOW SOLUTIONS

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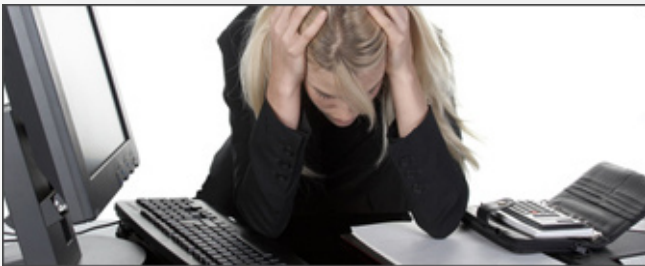


Business process, document archiving and workflow, all words when joined together can add significant cost to your business

The management, maintenance and storage of hard copy documents within your business is highly complex, sometimes difficult to trace and often prone to error and then comes the issues associated with the storage to ensure compliance with regulatory bodies such as tax authorities.

Documents enter and work their way through an organisational maze and may by the time they have found their way to the end of the process have had multiple department touch points before making their way into archive boxes to be stored for years in desolate locations making documents difficult to trace, audit and retrieve if at any time there is a requirement to do so.

The processing and managing hard copy document flow alone adds multiple error points and more importantly adds significantly to business cost!



Where is your organisation today?

Typically documents will flow into and from an organisation through many different functions; Purchasing, Credit, Accounts Payable, HR, Legal and so on.

Each department will manage a document based on defined (or not) process flows before the document is stored locally before eventually finding its way into a document archive system. Each organisation has variations on the same theme. For example, Accounts Payable will receive, allocate and pay for goods that have been purchased by other functions within the business. What happens however when the Invoice doesn't match against the Purchase Order or the Goods Receipt Note? The Accounts Payable function will then have to work through the organisation to rectify the issue with other functional areas, update systems before then having the payment approved.

This is a simplistic overview and will vary by industry, market and organisation. However, one thing is common throughout business today; it's complicated and may take days or weeks to process one document.

“ Many documents as they pass through your organisation will be processed multiple times by multiple people! How many errors does this create in your current process? ”

This is where many organisations find themselves today. Document management and managing document workflow adds to the complexity of your business, drives cost up and doesn't enable key functions within your business to pro-actively manage their days to provide value add functionality which may assist with improving bottom line. For example, if the credit team find themselves re-sending invoices to customers, looking for the customer's Purchase Order and checking Proof of Delivery Documents they have little time to add any value, and that's to collect money to ensure a healthy cash flow.

Accelerated Business Processes

With the layers of complexity associated with document processing and the number of business functions involved all adds time! Time means that resources cannot finalise a task quickly & must re-equate themselves again with a particular document before it can be passed to the next set of hands in the process. B2BE's solutions ensure documents can be processed in a timely & efficient manner with automated notifications & workflows to ensure time is reduced to a minimum.

The B2BE solutions are also designed to help reduce the number of steps within a set process further enhancing document throughput times.



Reduced Processing Times

When you look at the complexity & number of functions involved in the processing of a document within your organisation the paper trail can be exceptionally convoluted & is prone to error & process deficiencies which create compliance & audit issues.

B2BE are able to provide a range of initiatives to e-Enable many of the current manual processes within the business processing environment through to the archiving & online availability of documents which in-turn can remove the bulk of your paper management requirements.

Key drivers

- **Productivity Improvement**

For many functions within an organisation spending inordinate amounts of time managing documents and document flow can consume a large percentage of their day which is not highly productive or provides a positive return on resource investment.

Reducing repetitive, time consuming aspects of document management and using automated business flows will help improve a resource's productivity.

Repetitive aspects managing the day to day function of a business also increases the likelihood of errors which means that multiple functions in your business will then have to spent time and energy rectifying the problem, further reducing productivity levels which can ultimately mean increasing resources and increases in costs just to manage poor process and the associated productivity loss.

- **Data and Document Management Accuracy**

To add business and document automation processes is certainly a key driver in the step toward reducing complexity and improving process. However, the process needs to address document and data management accuracy. Having a solution to put documents in the right queue or within the right department is just the start

Driving out error-prone tasks, oversights, and training issues ensures best practice, reductions in processing and management costs and ensures documents cannot be lost, misplaced or overlooked. All keys in reducing time, energy, effort and accuracy.

- **Standardisation and Consistency**

Standardisation and consistency drivers enable a single point of access and a single way to manage process. Employing electronic means by which you can manage document processing and search for documents enables greater control within the organisation as each function operates in exactly the same way or similar.

Standardisation and consistency ensures that resources within each function do not need to be trained specifically in a single process, they maybe able to manage several while ultimately reducing the number of steps in processing a document.

- **Storage and Archiving**

To improve and manage current storage is one of the key drivers to automate business processes within different functional levels within your organisation. Managing years of hard copy documents and the cost of storage can become inhibitive; it also doesn't provide an easy way of retrieving documents should you need a document in the future. If you need a supplier Invoice you look for the document based on the Invoice number or supplier ID, not necessarily by the date, batch number or archive box. This approach makes retrieving documents sometimes impossible.





What can B2BE do for your organisation?

Business automation, document archiving and workflow solutions provided by B2BE are designed to remove layers of document handling complexity to enable faster more efficient processing through to document storage and retrieval.

The solution is designed to seamlessly incorporate policies and procedures into existing or specifically designed workflow package ensuring that all documents are traceable, auditable and can be tracked at any stage of the process which all helps in the removal of repetitive tasks, elements of the decision making process while enabling employees to be more pro-active and focus on value added tasks.

Coupled with B2BE's document management product suite business automation, document archiving and workflow solutions can be enhanced to reduce manual or hard copy documents at the point of entry or exit so they are managed fully electronically, system to system negating any human intervention.

The B2BE business automation, document archiving and workflow solution is a fully outsourced and maintained solution negating the need to invest or purchase expensive scanning or document management software, networks or systems and removes the need for specialist in-house resources to manage them. All solutions are tailored to your organisations specific requirements and needs to ensure processes can not only be emulated but improved upon. All adding to the bottom line!

Improved Document Storage

As with most organisations document storage usually means archive boxes littering the building in different areas of the organisation making document retrieval difficult to impossible. The B2BE solution means all documents are indexed and can be retrieved online removing the need to store documents in hard copy.

For sensitive documents user access can be controlled so only documents you want them to see are accessible.

Summary of B2BE's Capabilities:

- Fully managed and maintained outsource online solution
- Tailored to your organisations specific requirements
- Interoperability with B2BE's full suite of document management products and solutions
- Enables all parties within the supply chain access to their documents through secure online interfaces
- Provided end to end document management processes including document scanning and preparation through to on line archiving and storage
- Full document audit and process trails

How does B2BE provide your organisation with Document Archiving & Workflow solutions?

• B2BE Web Portal

The B2BE Web Portal creates a single access point within the document and business automation process environment allowing supply chain partners, finance and purchasing employees to effectively share information and work together to access documents and information and other B2BE products which may form part of your document archiving and workflow environment or where you have other B2BE solutions such as Purchase to Pay or e-Invoicing solutions. It's a flexible user-friendly hosted online solution that provides a robust platform that allows different functions and entities to exchange data with one another, enable workflow and business automation within your business or from external sources and third parties.

• B2BE Archiving

The B2BE Document Archiving suite is the backbone for the document archiving functionality offering a highly secure, scalable and robust solution for online document storage, retrieval and management removing the need to archive years of hard copy documents for legal or reference purposes.

This solution provides the ability for your organisation to remove paper from many business processes so all documents can be made available online to any of your business functions or supply chain members, reduce handling, storage and ultimately query based costs while improving document management processes.

Documents can be sent to B2BE for sorting, preparation and upload or you can manage this aspect internally.



Simplified and Enhanced Processes and Control

With anything, when a process involves many steps and different departments control and audit become difficult to manage. The B2BE suite is able to provide automated warnings and reports to ensure documents do not get stuck in a process. Specialised reporting can also be provided for specific needs if required so the automated business processes through B2BE are full auditable.

- **Business Automation**

To enhance business automation and workflow within the document management areas of your business there are a number of collaborative tools available to you through B2BE to ensure you can automate as many areas as possible within your supply chain to remove hard copy documents.

The following products are specifically designed to enhance the document distribution and management process.

- **B2BE Document Digitization**

B2BE understands that your organisation may trade with supply chain partners who are unable to transmit Invoice documents or data in an electronic format.

B2BE's Document Digitization services address this challenge by converting manual documents received through hard copy, facsimiles or e-mails into electronic files for automatic uploading into your business system.

This ensures that within your finance area all Invoices are received 100% electronically and can be made available online through both the B2BE Web Portal and Document Archiving products. The solution also removes issues and requirements around work flow as it is all handled systematically.

- **Print Management**

Print Management assists with outbound documents that you need to send to customers. Documents such as Invoices and Statement, for example.

The solution means any outbound document can be automated and available through the Web Portal or Document Archiving solution helping reduce paper documents managed by your organisation.

- **e-Mail Gateway**

The B2BE e-Mail Gateway offers businesses a flexible way to transmit outgoing documents, notifications and reports to functions within the business or trading partners within the supply chain who may not want to receive electronic documents into their respective business systems automatically or where the document or notification provides audit or reporting requirements.

This provides ideal collaborative capabilities within the Web Portal and Document Archiving solutions to manage and communicate automatically or manually with other parties in the supply chain or workflow environment.

- **e-Fax Gateway**

Where documents require a level of auditability over e-Mail, for example, Sales Orders, the B2BE e-Fax Gateway provides the means by which documents produced by you as part of a workflow can be faxed to members of your supply chain for manual processing.

- **B2BE Transaction Delivery Network**

The B2BE Transaction Delivery Network (TDN) provides an automated, secure, reliable electronic (EDI) document communication environment for document and data transmission through the Internet between you and those within your supply chain or with other B2BE products.

The B2BE TDN solution is a full back-end to back-end automated environment so your organisations or your suppliers or customers don't need to manually handle documents.

