

DOCUMENT DIGITIZATION



DIGITIZE YOUR PAPER DOCUMENTS INTO ELECTRONIC DOCUMENTS. NO MORE PAPER!

PRODUCT OVERVIEW

You may trade with partners who can't transmit documents or data electronically (EDI). B2BE's document digitization product can convert manual documents (received in hard copy, fax or e-mailed) into EDI files for automatic uploading into your business system.

The digitization process allows for many records to be validated and enriched as part of the process and can also incorporate data from other documents such as purchase orders if this helps to process a document within your environment.

The digitization process also guarantees 99.9% data accuracy rates so this ensures you receive accurate data and an exact representation of the document's content.

KEY FEATURES

Still receiving paper documents from your suppliers such as invoices? Why not get them digitized so you no longer need to process, manage and handle paper, everything in an electronic format and online?

Document Collection And Preparation

Documents can be collected from designated locations prior to scanning or forwarded to a defined mailbox or location for pick-up. The documents are then prepared for scanning, removed from envelopes, removal of staples and collated by document type.

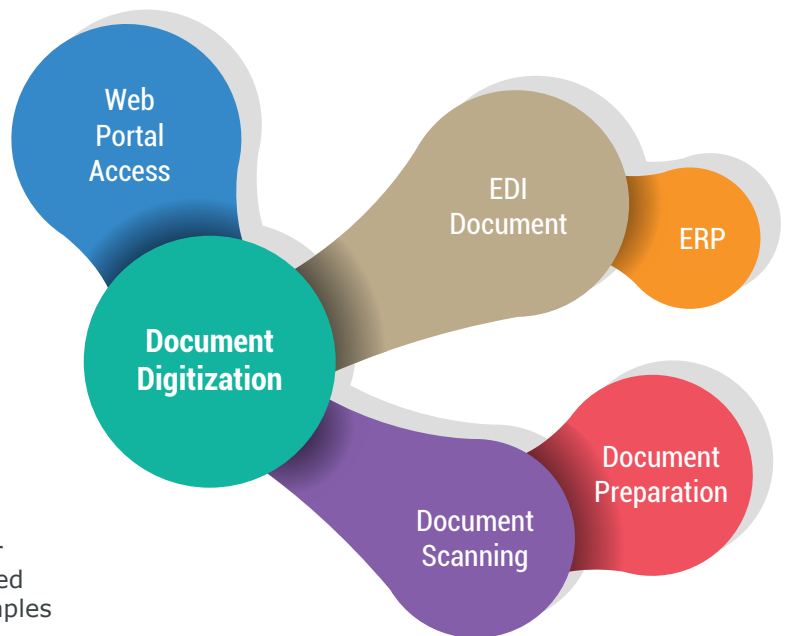
This means your organisation doesn't even need to manage the paper if you don't want to and the documents can be digitized and received by your organisation electronically removing several manual steps within a process.

Document Validation And Workflow

Once the documents have been scanned and loaded into the digitization environment data is captured based on the requirements associated with the document and validated against a set of business or process rules.

Validation failures allows a document to be manually managed for re-processing or in some circumstances shared back to the initiator for rectification and re-sending.

All documents are indexed based on the defined indexing criterion and document type and the PDF images of the hard copy documents are made available online.



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Fully Audit Trails

All documents within the B2BE digitization environment have a full audit trail from document receipt through processing and finally transmission as an electronic file into your businesses environment. Audit trails are available online and are linked to the documents.

Online Document Access And Availability

All documents managed through the digitization process are indexed so they're made available online for retrieval and viewing in an easy to manage PDF format.

All documents are indexed based on the retrieval requirements and access is based on a user's permissions and access levels so sensitive documents are not shared with the wrong staff or trading partners.

KEY BENEFITS

100% Electronic Document Receipt

Receive 100% of your supplier's invoices electronically, with no human intervention. Easily combined with B2BE's EDI products.

Automate processes

Improve document processes through additional automated workflows and routing by automatically loading digitized documents into your business system.

CONTACT

For more information on this B2BE product document digitization or for other products and solutions, please visit us at www.b2be.com

Improve throughput

Improve document processing and throughput times so functions like accounts payable can focus on value add and pro-active areas.

Improve Visibility

Increase document visibility across your business once documents are digitized through B2BE's online tools so they can be shared more widely where necessary.

Remove Hard Copy Document Storage

Remove the need for hard copy document storage and retrieval as all documents are available online and can be downloaded in seconds.