isp

INVOICE SUBMISSION **PLATFORM**

exceeders

WHAT IS **ISP?**

ISP is a platform that enables companies to automate the process of tracking, verifying and approving supplier invoices prior to processing payment.

ISP **CONCEPT:**

The Invoice Submission Platform, ISP, is a system that enables companies to automate the process of verifying, tracking and approving supplier invoices prior to processing payments.

ISP helps the companies to define their invoice approval process for invoices received from their registered suppliers by creating "invoice templates". Automating this process eliminates the need for suppliers to physically submit invoices, and reduces the time spent by the account payable team following up on suppliers' requests to get updates on their invoices. And it ultimately gives the company's finance team full visibility on what to be paid and when, therefore avoiding any cashflow problems.

The core of ISP is based on the following concepts:

- Easy system configuration
- Simplified and effective communication between the company & its' suppliers
- Easy process for suppliers to log invoices
- Easy process of approving invoices
- Visibility for both the company and suppliers on the status of submitted invoices
- Increase the productivity of the Account payable team
- Increase supplier satisfaction

Easy System Configuration

ISP is built on a dynamic platform that allows end users to easily configure the system without the support of the technical team

Simplified & effective communication between the company and its' suppliers

The company and suppliers will have a single platform to process the invoices through a simple and user-friendly system. This will significantly reduce the number of lost invoices and ensure payments to suppliers are not delayed

Easy process for suppliers to log invoices

Each supplier will have access to ISP to log the invoices and fill all the required information as defined by the client. When the requirements for invoice submission are defined, the probability of submitting incomplete or missing documents is

Easy process of approving invoices

Invoice approval automation reduces time spent in comparison to manual review and approvals. With email notifications alerting approvers of a new invoice being submitted, the overall experience is systematic and organized

Visibility for both the company and suppliers on the status of submitted invoices

ISP gives both the company and the suppliers full visibility on all submitted invoices and the status of each invoice. And in the future the system will have built in dashboards to achieve easy and effective monitoring for concerned users of the system

Increase the productivity of the account payable team

Using ISP will greatly reduce the amount of manual work done by the account payable team such as answering calls and queries from suppliers asking about invoice statuses, and then check internally for exact updates and then report back to the suppliers is taxing on the employees and this time and effort can be utilized in more important tasks.
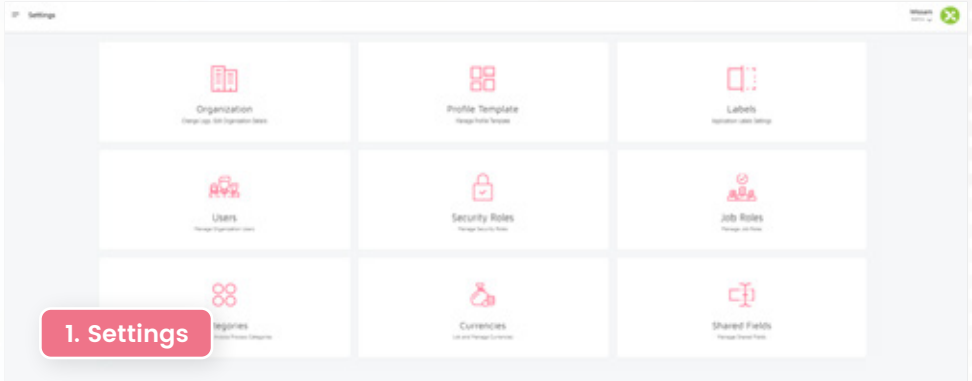
Increase Supplier Satisfaction

All the suppliers will have a clear understanding of the invoice process and tracking which will create for them the visibility on when they will get paid and overall create a better experience for the company and its suppliers.
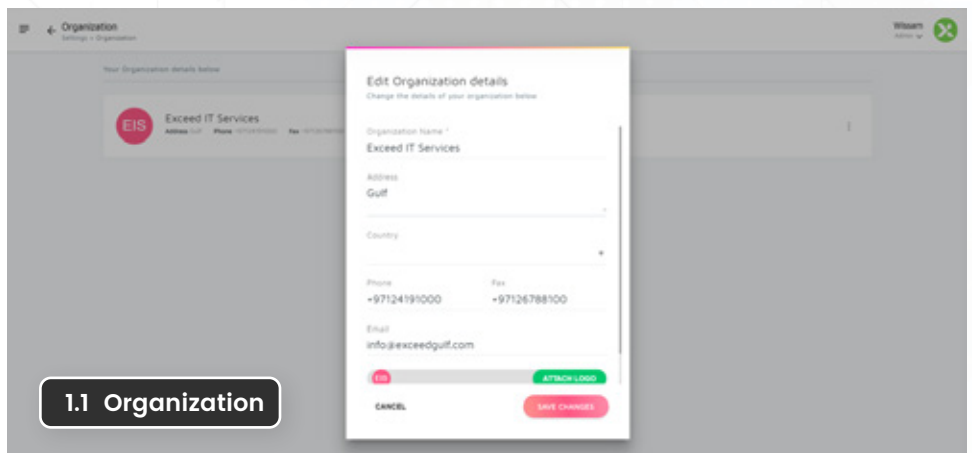
SYSTEM **FEATURES**

Admin Features

1. Settings

Settings is the place where the Admin user can configure the system. The Setting fields contains the below :
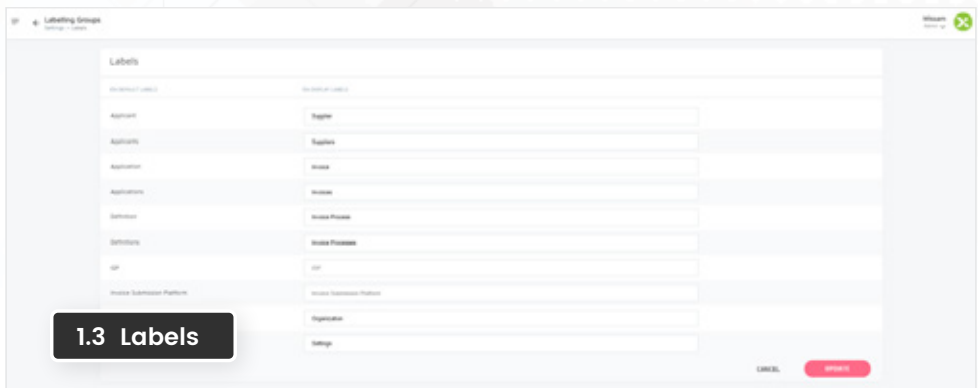
- Organization
- Profile Template
- Labels

- Users
- Security Roles
- Job Roles

- Categories
- Currencies
- Shared Fields

1.1 Organization

In this tab the Admin can configure the details of his organization by Updating Organization name, Address, Counry, Phone, fax & Email
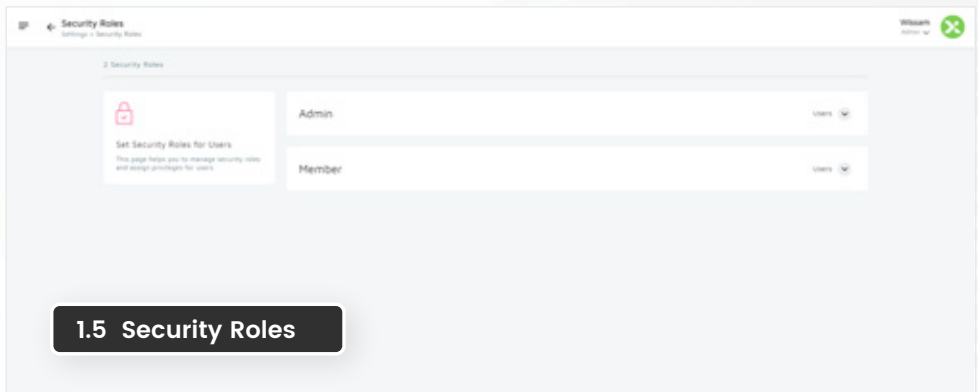
1.2 Profile Template
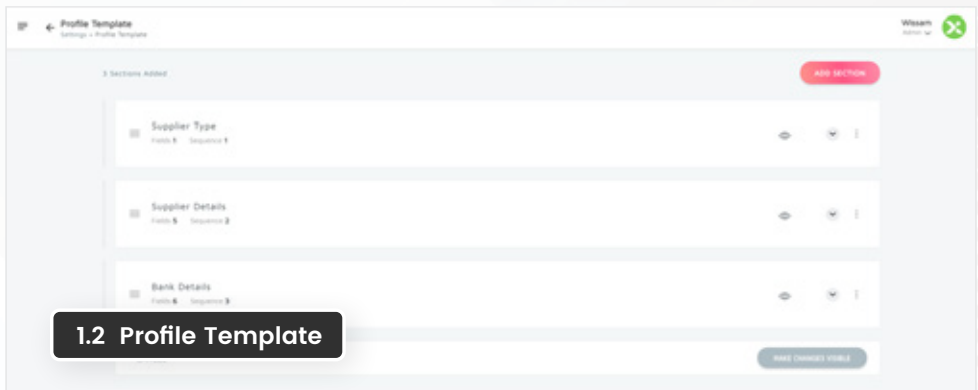
In profile template the organization can create the sections required from the supplier to be field when he is invited to register in the organization

1.3 Labels

This tab will help the Admin to rename the system menus if they have different naming convention

1.4 Users
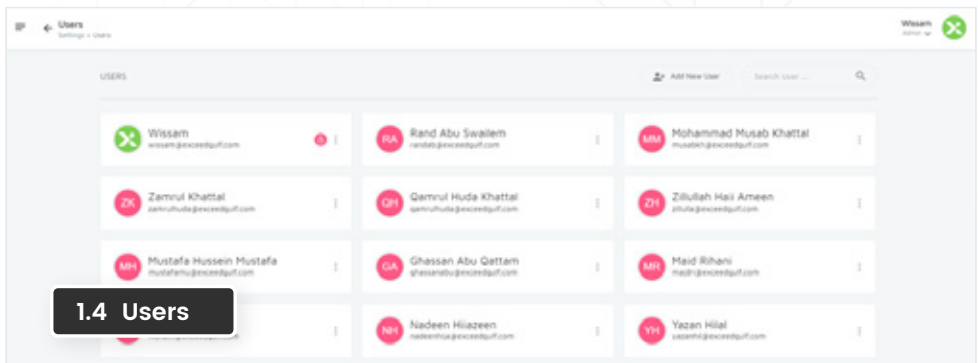
The place where the organization users will be added

1.5 Security Roles

The existing Roles in the system that users will be assigned

1.6 Job Roles
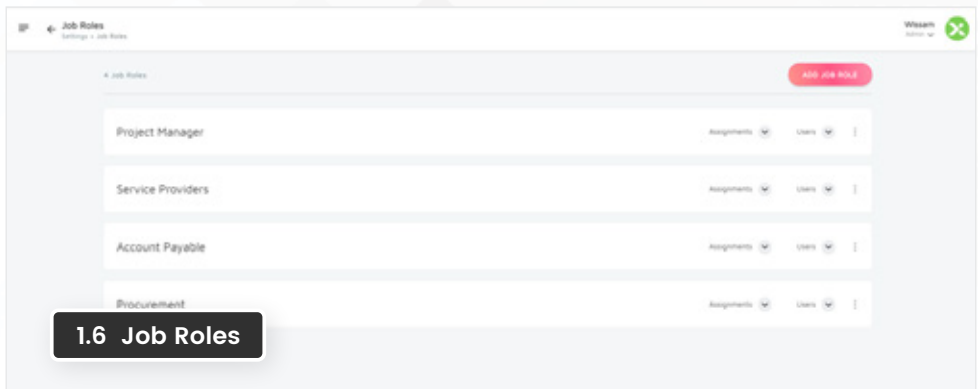
This feature will help to group users under one Role
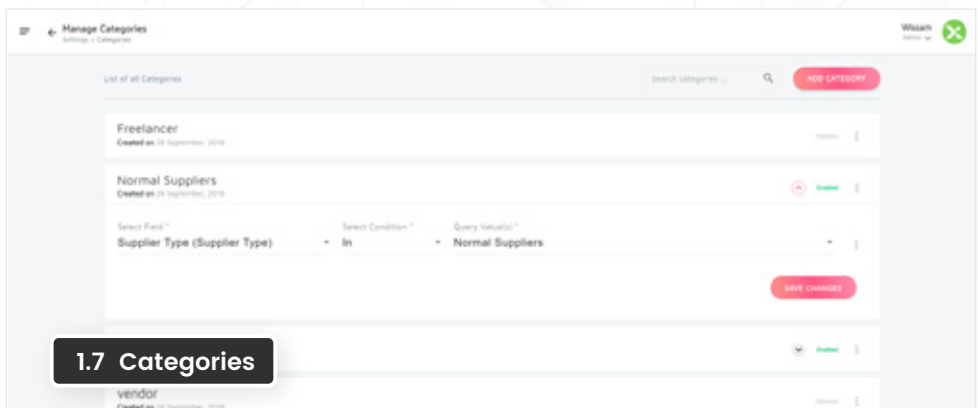
1.7 Categories

This will help the users to assign invoice process to specific suppliers

1.8 Currencies

Will be used to unify the Amount fields that will be used for the invoice and use one exchange rate that can be updated regularly
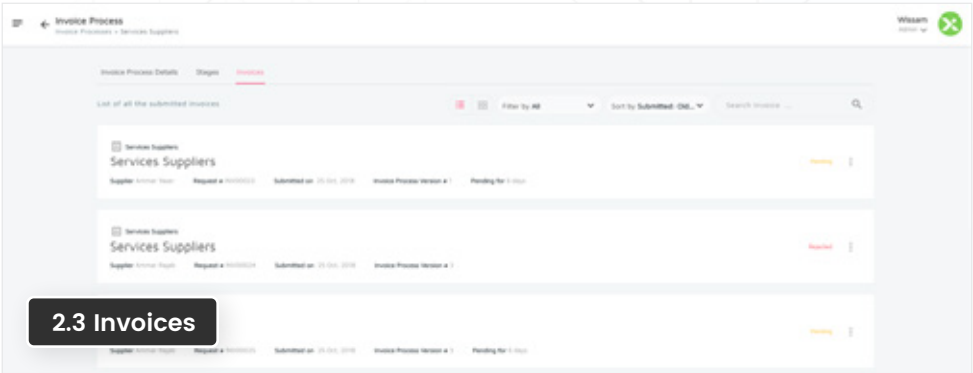

1.9 Shared Fields

The fields that will be used in multiple process will be listed in this tab and visible for the Admin user

2. Invoice Process

The invoice process can be accessed from the menu and will have 3 tabs :

2.1 Invoice Process Details
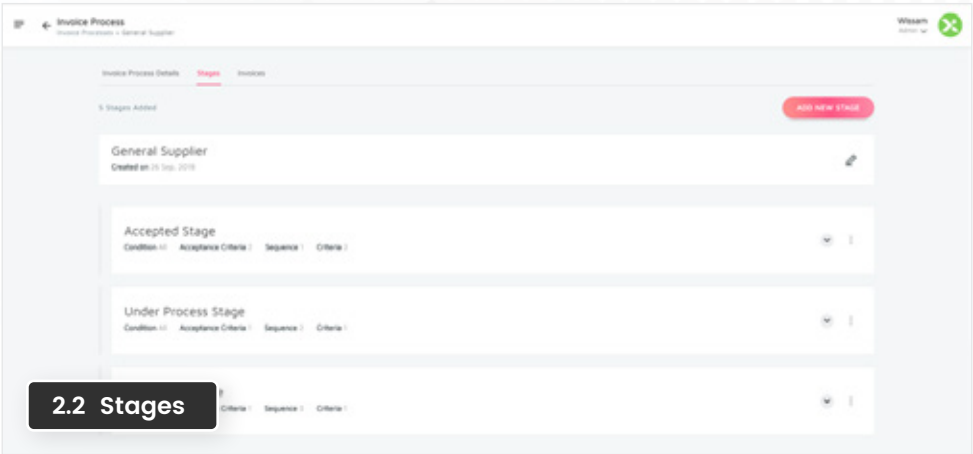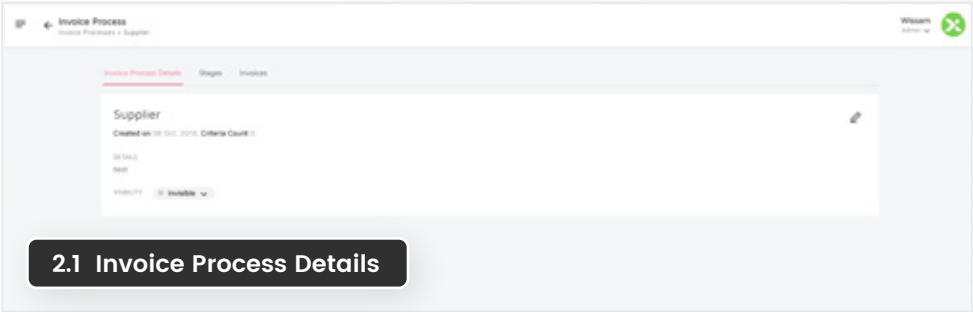
2.2 Stages

Stages: will show all the stages that the process will pass through it

2.3 Invoices
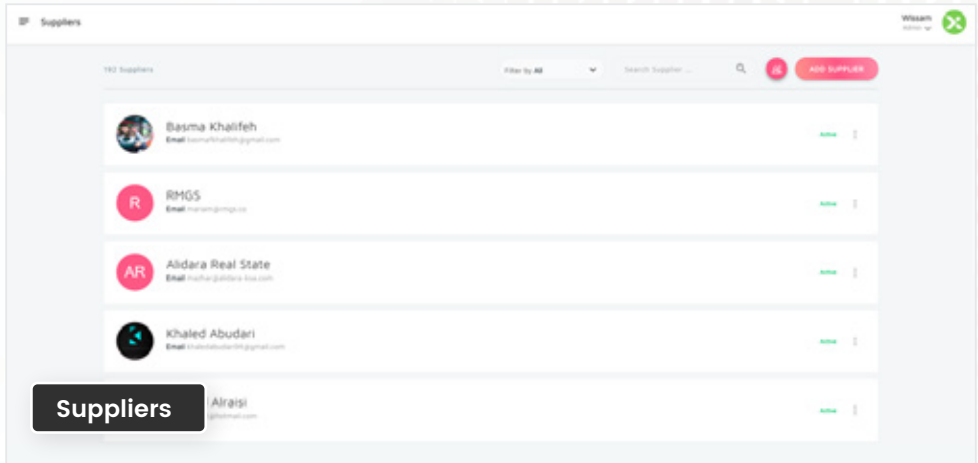
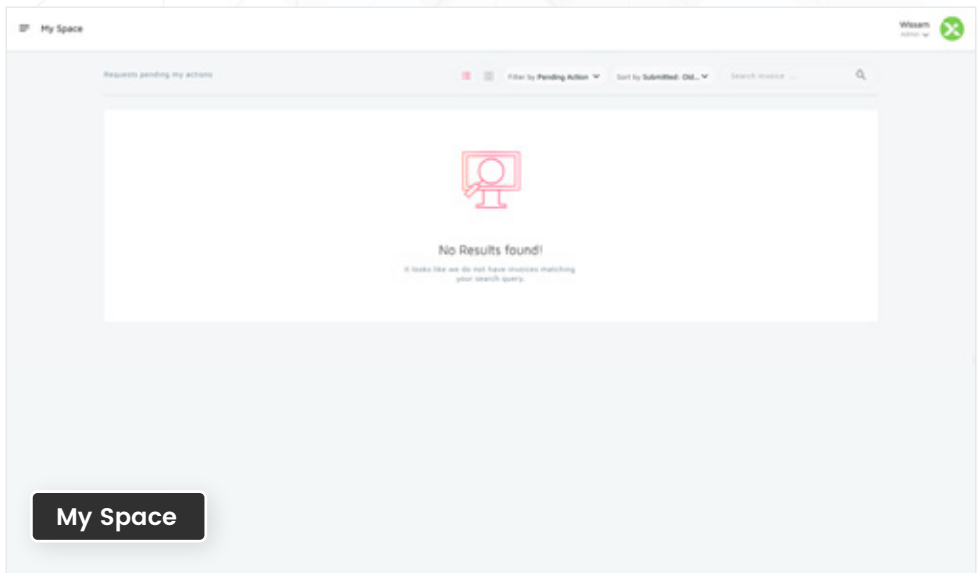**Invoices:** you will see all the invoices submitted under the same invoice process

3. Suppliers

Suppliers : is the tab where all suppliers that was invited to the organization and you can add more suppliers from there

4. My Space

My Space will be the place you will see all the submitted invoices where your action is required

SUPPLIERS **FEATURES**

1. Complete Profile

Complete Profile: Where the supplier is adding his company details upon getting the organization invitation

2. Submit Invoice

Submit Invoice: the place where supplier submit their invoices and fill the details of the invoice

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