

# BASWARE SCAN & CAPTURE

Removing or minimizing paper invoice handling from your accounts payable processes is a key step towards greater automation and efficiency. Scan and capture solutions convert paper invoices into electronic ones. Basware offers two scan and capture solutions. Outsource the entire process to Basware Scan and Capture Service or do it in-house with Basware CloudScan. Either way, the benefits are cost savings, faster processes and better visibility into cash flows and process bottlenecks.



Manual handling of paper invoices is the least efficient way to process your incoming invoices. Every step of the way - from receiving the paper invoice, to sending it around the company through internal mail, to getting approvals, booking and archiving - mean time, effort and cost.

Organizations that use scan and capture typically see shorter invoice cycle times and higher matching rates (matching of invoices with purchase orders). They also pay fewer late payment fees and are able to take advantage of more early payment discounts. In addition, paperless

processes support improved controls, and better visibility of cashflows and process bottlenecks.

## THE BENEFITS OF SCAN AND CAPTURE

### Take control of your process

Manual paper invoice processing is the most error prone way to handle an invoice. Scan and capture enables an electronic process that relies on business rules to streamline and simplify the process.

### Better cash flow visibility

Scan and capture brings your invoices directly into your ERP or AP systems. This allows prebooking and visibility

into future cash flow requirements from the moment the invoice enters your system.

### Save time and money

Processing invoices electronically will save you approximately 60% on every invoice processed. With a faster more automated process possible, key people will have more time to spend on value adding tasks.

### Capture more early payment discounts

With scan and capture and electronic processes in place, your invoice cycle times will be much faster. This opens the door to capturing discounts through early payment programs.

## BASWARE SCAN AND CAPTURE OFFERING:

### Basware Scan and Capture Service

is a global service that allows you to fully outsource the reception, scanning, capturing and validation of all of your invoices - after which we send them to you as e-invoices.

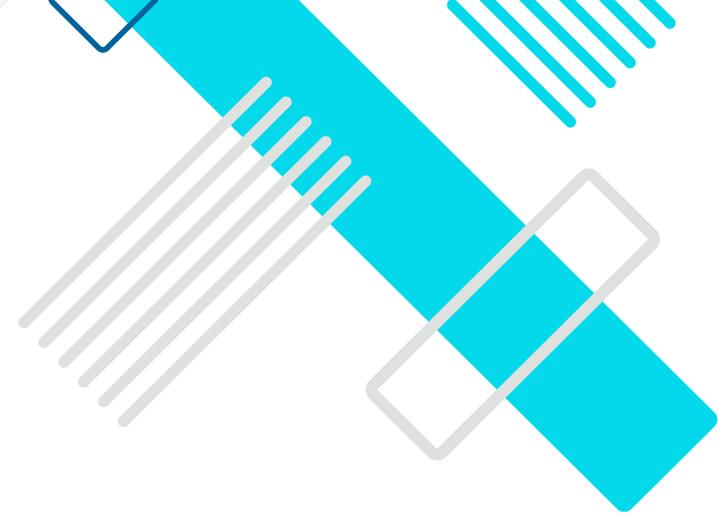
### Basware CloudScan

Sometimes, however, there is a need to handle paper (or pdf) invoices locally. In these cases, Basware CloudScan is a light, easy to use cloud service. Receive, scan and capture the invoices in-house, and choose either to validate the invoices in-house or outsource that part of the process to Basware.

## SCAN & CAPTURE PROCESS

BASWARE SOLUTION	Receive paper invoice	Scan	Capture	Validate	Store
Basware Scan and Capture Service*	Basware	Basware	Basware	Basware	You or Basware
Basware CloudScan*	You	You	Basware	You or Basware	You or Basware

\*Note: Basware Scan & Capture customers typically use a combination of the two services above to flexibly support their requirements.



## SCAN AND CAPTURE IS JUST THE FIRST STEP ON THE ROAD TO FULL 100% E-INVOICING.

### THE BENEFITS OF E-INVOICING ARE COMPELLING: INCLUDING UP TO 90% REDUCTION IN ADMINISTRATIVE COSTS. BUT, TO MAXIMIZE YOUR BENEFITS, YOU NEED A TRUE E-INVOICING SOLUTION: BASWARE E-INVOICE FOR RECEIVING.



#### **Basware e-Invoice for receiving**

Basware e-Invoice not only solves the problems associated with paper invoices,

but also puts you on the path to a fully automated workflow. Based on a rich history of innovating B2B financial processes, our e-invoicing solution delivers advanced features, yet is easy to implement.

#### **For companies of all sizes**

Basware e-Invoice meets the needs of companies of all sizes – no matter how complex or straight-forward your environment - and enables you to realize e-invoicing benefits from day one. Its built-in flexibility allows companies to receive invoices any way they want.

We offer activation services to get your suppliers on board quickly. Backed by the strength of the Basware Network – the world's largest open B2B network – you can receive e-invoices easily, cost-effectively and securely from trading partners anywhere in the world.

#### **100% e-invoices from day one**

Basware makes it easy to transition from paper invoices to 100%

e-invoices right away. Regardless of the invoice format that your suppliers use, you can receive them as e-invoices directly in your invoice processing system. We'll scan the paper invoices, capture the data and validate so you to process these invoices as e-invoices.

#### **Receive e-invoices directly to your invoice processing system**

You can receive e-invoices safely and securely through the Basware Network – directly to your invoice processing system. We take care of data validation, format conversions, legal compliance and, if needed, digital signature verification on your behalf.

#### **A range of options for suppliers**

Your suppliers have a range of options for sending e-invoices: directly from their billing system through the Basware Network, email, virtual printer or our Supplier Portal. We'll deliver all e-invoices to you in the format you prefer. No matter how your suppliers send invoices and how you receive them, our service ensures that they are routed safely.

Scan and capture can be done centrally or from multiple locations, it can be partially or completely outsourced - whatever best suits your requirements.

#### **BASWARE SCAN & CAPTURE SERVICE**

- A global service for outsourcing the scan & capture of invoices
- All mail gets picked up, opened, sorted, scanned and archived, returned or destroyed

#### **BASWARE CLOUDSCAN**

- An easy to download scanning software that works with any TWAIN compliant scanner
- Scan documents remotely, improve the image as required and send to Basware for header or line-level capture and validation
- Scan and self-validate locally at header-level
- Basware validated or self validated, all invoices are sent as e-invoices via the Basware into your invoice processing system

### Network Portal

The network portal makes it fast and easy for suppliers to communicate with you and send e-invoices. Available through the web, the portal speeds up transactions, increases invoice accuracy, and enables real-time invoice tracking. The portal can also be used for sending and receiving purchase messages, such as electronic orders to suppliers.

### Supplier Activation

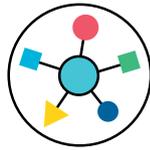
With supplier activation services we drive down your costs and help you reach the highest possible level of true e-invoice penetration. Through our approach to "100% e-invoices from day one," we guarantee a declining cost structure for receiving invoices.

### Archiving

Basware's electronic archiving solution is a modern, cloud-based service. Every e-invoice you receive is automatically stored, increasing archiving efficiency and cost savings. It fulfills legal requirements in dozens of countries so invoices are always stored in a compliant way. Also, document searching and finding becomes easy, helping to better prepare for regulatory audits.

### Monitoring and Security

To ensure invoice delivery we monitor all of our hardware, software and telecommunications connections 24/7. All invoice traffic is authenticated and encrypted using a dedicated VPN connection over our secure network, and all files in transit are stored for three months. We also



offer all customers online access to Basware Transactions Service for tracking invoice status and error message handling.

### The Basware Network

The Basware Network is interoperable, enabling companies to easily and cost-effectively send and receive e-invoices with their trading partners globally – all through a single connection. It eliminates the high cost and limitations of traditional closed networks, and enables companies to gain the efficiencies, visibility and other benefits that e-invoicing delivers. This largest open network of its kind currently has more than 220 e-invoice operators on the network, connecting over one million of companies globally.

## WHY CHOOSE BASWARE E-INVOICE

- No matter how large or small, your organization can quickly realize the benefits of world-class e-invoicing practices
- You can receive 100% of your invoices as e-invoices right away
- It's equipped to handle the most complex requirements, yet is extremely easy to use
- It offers your suppliers a range of options for sending e-invoices You don't have to change any systems or processes – let us handle the details
- Delivery of every invoice is secure and guaranteed
- We will activate your suppliers for you
- It's based on insights and best practices from our work with millions of transactions worldwide
- It's backed by the Basware Network so you can receive e-invoices around the world – quickly, easily and cost-effectively

## KEY FEATURES

- Any-to-any connectivity
- E-invoice validation
- Document routing
- Format conversions
- Invoice status tracking for suppliers
- VAT compliance
- Transaction security & 24/7 monitoring
- Digital signature verification
- Electronic archiving
- Supplier activation

## ABOUT BASWARE

Basware is the global leader in providing purchase-to-pay solutions, e-invoicing and innovative financing services. Basware's commerce and financing network connects businesses around the globe. As the largest open business network in the world, Basware provides scale and reach for organizations of all sizes, enabling them to grow their business and unlock value across their operations by simplifying and streamlining financial processes. Small and large companies around the world achieve significant cost savings, more flexible payment terms, greater efficiencies and closer relationships with their suppliers.

Find out more at:

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

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