

FACTSHEET

Basware Accounts Payable Automation

basware

Simplify Operations, Spend Smarter.

BASWARE ACCOUNTS PAYABLE AUTOMATION

VISIBILITY AND CONTROL TO EFFECTIVELY MANAGE CASH

Is your Accounts Payable department, like many others today, struggling with inefficiencies and reduced visibility into company finances? Does a complicated process keep you from automating? Basware's Accounts Payable (AP) Automation solutions help solve these problems and more, giving you critical visibility and control over the entire invoice handling process. Our world-class solutions not only deliver increased savings, efficiency and compliance, but also help you better manage cash flow, spend and working capital.

How does Basware do it? Years of customer best practices are built into the solution, combined with the industry's most advanced technology, and a culture of innovation. Basware offers optimized solutions that meet the needs of companies of all sizes – no matter how complex or straight-forward your environment – and gives you the agility to run your business more effectively.

FULLY AUTOMATED WORKFLOW WITH NO BOUNDARIES

Whether you are a smaller, fast-growing business or a large multi-national, Basware can support you globally and locally. We make it easy to automate AP and gain full visibility and control over your entire invoicing process. With Basware, the ability to manage invoices, optimize payment timing, and ensure compliance with external regulations and internal policies – all while reducing costs and streamlining processes – are among the many benefits you will receive. You'll have the insight and control to strategically manage cash flow, liabilities and working capital across your organization.

Since all AP Automation solutions are available from the cloud, there are no barriers or boundaries. You can easily integrate systems and manage processes across countries, companies,

languages, currencies and multiple ERPs, as well as handle the wide range of tax requirements and government regulations. Basware AP Automation provides process transparency, personal accountability and overall control, meeting the requirements of SOX, IFRS, Basel III and other financial regulations.

COMPLETE PROCESS CONTROL

Basware AP Automation gives you visibility into actual spend as well as future spend commitments. This real-time view of invoices enables more accurate forecasting for effective management of working capital and cash flow. Additionally, by achieving transparency across the invoicing process, you can not only solve the problems of missing invoices and late payment fees, but you also can optimize payment timing and benefit from early payment discounts.

GO PAPERLESS: 100% E-INVOICING FROM DAY ONE

The Commerce Network – powered by Basware – is the only truly global commerce network, enabling companies to easily and cost-effectively send and receive e-invoices worldwide. The Commerce Network, combined with our global Scan & Capture service – which converts any paper-based invoices you receive to electronic documents – and our Supplier Portal for smaller suppliers allow you to achieve 100% e-invoices from day one. We also offer Supplier Activation Services to transition your supplier base away from paper invoices to true e-invoices, so that your costs decrease over time, while efficiency increases.

BASWARE PROVIDES POWERFUL NETWORK-CENTERED AP AUTOMATION SOLUTIONS

Basware Invoice

Basware's invoice processing solutions incorporate the best practices from over 25 years of experience with thousands of customers. It includes advanced workflow options for different invoice types as well as flexible management of organizational structures, individuals and approval limits and much more. Dashboards offer AP clerks a full overview and total control over the process. Line managers can easily access the information they need in the way they want to see it, and everyone is connected by a collaboration functionality that makes dispute handling easier, faster and on the record.

Basware Match

By matching invoices to purchase orders, payment plans or goods receipts – at header level, line level or both – Basware Match removes manual work from AP. Even if full match is not possible, Basware Match copies coding and history from order or payment plan. This speeds up the process and saves company money.

Mobility First

Mobile access to your Basware solution speeds up invoice approvals processing and payment. Cost center managers can approve invoices on the go. Faster processing means you can pay suppliers on time, or even ahead of time to capture early payment discounts.

Basware's intuitive user experience scales from smartphone to tablet to desktop.

Basware Integration

Basware solutions integrate with your back-end systems quickly and effectively. Basware Accounts Payable Automation solution can interface with ERP systems in real-time, batches or both - to accommodate a variety of data

types and sources.

We have experience from integrating with over 250 different ERPs and other back-end systems. We have integration templates available for the most common ERPs to speed up and simplify the solution roll-out.

Delivery

All Basware solutions and services are available via the Cloud, as on-premise deployments or a combination of both, depending on your requirements.

Basware e-Invoice

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

Basware Supplier Portal

Our Supplier 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 Supplier Portal can also be used to transmit purchase messages, such as electronic orders.

Basware Scan & Capture

To convert paper invoices into electronic ones, we offer fully outsourced scan and capture – which handles the entire process from receiving paper invoices and extracting and validating the data to delivering them to you in electronic format. Basware Scan & Capture improves invoice quality and efficiency, and reduces costs. And, you don't have to commit any staff or invest in scanning technology.

BENEFITS OF AP AUTOMATION

- Visibility and control over the entire invoice handling process
- Efficiency gains by streamlining processes and eliminating manual tasks
- Working capital gains through cost savings and discount capture
- Full compliance to company policies and industry regulations
- Better management of cash, working capital and spend, and improved forecasting

WHY CHOOSE BASWARE

- You can go paperless with Basware Commerce Network – achieving 100% e-invoices from day one
- Portfolio of solutions to automate Accounts Payable incrementally or all at once, resulting to savings and new profit opportunities
- Global delivery and multilanguage, multi-currency, multicompany and multi-ERP support
- Accounts Payable solutions can be deployed on premise or in Basware SaaS.
- Basware solutions are based on insights and best practices from our work with over a million users worldwide

Basware CloudScan

CloudScan gives you another option for turning paper invoices into e-invoices. It's ideal for companies that receive occasional paper invoices or find it difficult to centralize scanning across disperse geographic locations. This cloud-based service enables you to handle invoice receipt and scanning in-house, and then send the scanned images to Basware for data capture and validation.

Basware Activation Services

Through Basware Activation Services, we work with you to activate your business partners and get them operational for sending e-invoices. We also offer digital and telemarketing initiatives to help you boost the volume of e-invoices to drive down costs and improve your process.

AP AUTOMATION YOUR WAY: DIFFERENT OPTIONS TO MEET YOUR NEEDS

- Basware's Networked P2P portfolio include solutions to your business requirements and needs. Basware's 30 years of experience ensure both best practices as well as high level of configuration options for businesses of all sizes.
- Basware Purchase to Pay delivers global, scalable solution to transform your entire purchase-to-pay process. With Basware Commerce Network, you collaborate with suppliers using electronic orders and invoices.
- Basware Accounts Payable Automation offers feature-rich and configurable solution for AP. While it fits to larger organizations with its advanced features, smaller and growing organizations can adopt best practices and eliminate paper. Accounts Payable Automation is easily expandable to a full purchase-to-pay solution to further unlock cash management opportunities.
- Basware InvoiceReady™ fits perfectly for smaller and growing companies to rapidly and easily adopt a paperless AP process. The simple pay-per-transaction pricing makes it both affordable and scalable for smaller companies.

ALUSTA

Basware's P2P and AP Automation solutions are built on Alusta, Basware's cloud-based platform. Alusta removes complexity, scales with buyers and suppliers, and reduces costs from P2P solution.

BASWARE COMMERCE NETWORK

The Basware Commerce Network is an open B2B ecosystem that allows buyers, suppliers and partners to identify, connect, collaborate and trade. The Network connects to customers and suppliers across the globe with ease, transforming the way you buy, sell and manage your cash.

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

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