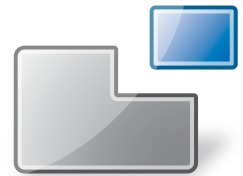


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# ELO Purchase to Pay

*Enterprise Purchase to Pay – internal purchase requisition*



## Fully automated supply chain - from purchase requisition to payment

“Enterprise Purchase to Pay” is the name given to the fully automated process from ordering through to payment. The ELO Enterprise Content Management (ECM) systems offer all the necessary features for effective management and control of information throughout its whole lifecycle. The ELO ECM suite offers all the functions as standard that you need for a seamless process to handle internal purchase requisitions. Sophisticated add-on modules such as the ELO DocXtractor II and the ELO Business Logic Provider simplify the task of optimising and speeding up your transactions. The result: seamless electronic financial processes, free from manual interfaces. With the ELO P2P solution, you can reduce your costs and considerably streamline your business processes.



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## Efficiency from start to finish

Business processes such as internal and external order processing are now widely automated. But the maximum improvement in efficiency in administration can only be achieved when all these processes have been linked together and manual interfaces eliminated. The **ELO** ECM suite ensures that your business processes integrate seamlessly. Taking an internal notebook order as an example, we will illustrate the optimum process flow.

### Efficient connection to the ERP system

As a central management tool, the **ELO** ECM suite is connected to all the key business applications. The **ELO Business Logic Provider (BLP)** is a powerful connecting module for this task. It integrates business applications into **ELO** in the simplest possible way and enables a flexible exchange of information in both directions. This guarantees a seamless link between the **ELO** archive and the relevant ERP or accounting system, and offers the user a host of useful and above all automated functions.

#### Useful to know:

*The innovative concept behind the BLP of separating the integration logic from the business logic offers the customer a futureproof solution. Possible IT modifications (release updates, change of ERP system) can be implemented far more easily with the BLP, and the costs are plain to see. The module has already won many plaudits.*

### Purchase requisition



Within a company, an employee establishes that he needs more notebooks for his department. In the **ELO BLP** he completes the predefined purchase requisition form.

Depending on the invoice amount for the order, he launches a release workflow in **ELO**. At the same time, the form is automatically filed in **ELO** in the specified place within the archive. The workflow component in **ELO** is delivered as standard and helps to speed up and manage the transfer, review and release processes.



## Release



The manager now receives a notification to process the workflow. Wherever he is, **ELOmobil** can send him this notification via the e-mail program on his notebook or via his business smartphone, or he can access his data from anywhere in the world via the **ELO Internet Gateway**.

Depending on the company-specific settings, every conceivable scenario can be implemented with **ELO**. If the manager wishes to raise any queries on the request with his colleagues, he can change the workflow node dynamically before he actually starts to work on it.

Once a workflow has been launched, the authorised employee can clearly see the current progress of the workflow at any time. Within the electronic release processes, it is also possible to embed the electronic signature into it. This is covered by the **ELO** signature integrated as standard.

### Useful to know:

*The whole internal and external ordering process can be controlled and monitored via the ELO Workflow function. The requisition, sign-offs, signatory limits and automated mapping of the request to order items are passed to the ERP system. This also applies to the automated dispatch of an electronically signed order. There are then no manual interfaces.*

## Order



When release has been granted for the notebook order, the **ELO Workflow** module routes the purchase requisition to the Purchasing department. The relevant buyer can now place the order directly with the supplier using the **ELO BLP**. The employee retrieves the standardised form from the ERP system and fills it in as appropriate.

The BLP connection means that the details are automatically exchanged between **ELO** and the ERP system. The order is then archived according to the cost centre.

Documents can be linked together within the archive. All documents within a process are then transparent and traceable.

*The whole process from the purchase requisition through release all the way to order placement by Purchasing can be handled by ELO to the nth degree of complexity.*



Screenshot shows: **ELO Workflow** monitoring



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## Seamless implementation

### Goods receipt



The automated capture of incoming mail is essential to the electronic billing process. Within the **ELO** ECM suite, this task is handled by the **ELO DocXtractor** classification module. The DocXtractor handles the capture and automated processing of goods receipts, particularly supplier invoices. Domestic and international documents in various languages are processed in the same way.

In the case of our notebook order, the goods delivery notes, like the subsequent invoice, are scanned in. The **ELO DocXtractor** automatically captures all the items and passes them to the relevant workflow nodes or administrators. If there should be any changes to the delivery – only 5 notebooks supplied instead of 10, for example – the employee can enter the information directly via the ergonomic **ELO** user interface when the goods are received. The data will be automatically reconciled and updated in the ERP system by the **BLP**. This provides an up-to-date record of the goods and the status of any partial deliveries in the ERP system for subsequent checking.

#### Useful to know:

*Just to process 50 invoices a day, the use of the ELO DocXtractor saves a good 60-70% of the time spent on manual processing. With an average manual processing time of 15 minutes, that adds up to a gain of around 200 hours a month to the company.*



The same is true with the bills. The document is analysed by the **ELO DocXtractor** within the classification process, immediately after scanning.

#### The advantage of this is that

- *Early scanning of the documents meets the compliance requirements of domestic and international financial and supervisory authorities.*
- *Companies save archiving space, as paper vouchers can be disposed of in a documented system. There is no need to retain physical records.*

All incoming invoices, including those received via an e-mail server, are transferred to the automated data capture and validation routines within the **ELO DocXtractor II**. This guarantees the presence of all mandatory details stipulated under Section 14 of the German VAT Act (UstG), which covers the (input) tax to be deducted when issuing invoices, as well as the mathematical accuracy and readability of all the relevant information.

When the details, in our case the invoice, for the notebook have been classified by the **DocXtractor**, they are passed to the ERP system via the **ELO BLP** connection. The current order and goods receipt are checked against the invoice and, if they match, flagged for the accounting export. In this case, the system uses the delivery note entered earlier to detect that at least some of the devices have reached the company and that the invoice can be settled accordingly.

If there should be any differences that the system is not allowed to handle by itself, the invoice is presented for rectification and then automatically transferred to a predefined **ELO** review workflow.

#### Secure posting:

*The automated reconciliation of the invoice with the order/goods receipt allows any differences and omissions to be detected and passed on to the relevant employee. They can edit the status and release the document from their own location.*

#### Full control and visibility

From this point, shortly after the receipt of the invoice by the company, the web-based **DocXtractor II** purchase invoice ledger can generate a quick summary of payees for any date. The employee can view the summary as soon as the invoices are posted. The liquidity requirement for the upcoming payment dates is thus recognised early on and can be planned for in good time.



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## Flexible adaptation

### Supplier invoices, with qualified electronic signature



When the employee receives an electronically signed invoice, ELO uses the integrated signature system to check for the existence and validity of a qualified electronic signature. This validation, as stipulated by the VAT Act, is executed in ELO with a click of the mouse and so relieves the user of time-consuming individual checks.

#### Useful to know:

*The tax office only accepts the deduction of VAT from online invoices if they are given a qualified electronic signature. That is why ELO places great stress on ease of use with its electronic signature process. The invoices with their signature certificates are archived in ELO as the law requires.*

### Proxy provisions



Depending on the internal processes, the invoice with all the associated documents is routed to the relevant cost centre manager for approval. Here, it may be split, reduced or changed in other ways, according to the user's permissions. The employee has received his notebook and acknowledged this via a form, and shortly afterwards he is sent the workflow to approve the invoice. The stress is on adhering to and monitoring the discount terms.

If review deadlines may be missed because of illness, for example, the employee's deputy or manager is informed automatically, or the transaction can be routed directly to his task list or e-mail client. The company saves paying interest for late payment and secures its discount.



## Logically archived



All documents within the finance process are automatically keyworded in the **ELO** archive and filed via the integration with the ERP system as required by the company: e.g. by supplier, year or order number. **ELO** copies the keywording information from the ERP system at the time of archiving. The linking of documents within the archive is also covered. Individual views for Purchasing and Accounting can be defined with a click of the mouse. A quality-assured record can then be passed to the Accounting department or, if required, directly to the payment system (e.g. Infor, SAP, OF, Baan, NAV, AX).

The status of the order right through to payment can be viewed at any time by any authorised employee, quickly and transparently.

## Flexible and fast searching

Another convenient benefit is the cross-application search facility. The user can search the relevant ERP system from **ELO**, or search for documents in **ELO** from within the ERP system.

## Opt for the complete solution



With the **ELO** ECM solution, your company will have a powerful IT platform. The **ELO DocXtractor** allows it to be expanded into an end-to-end document classification system. Contracts, forms and general incoming mail can then be extracted, processed and distributed. The **ELO Business Logic Provider** also enables all business applications to be very simply integrated into an overall IT solution.

Opt for an end-to-end solution with **ELO**, with efficient business processes from end to end. You can then realise all the potential for optimisation within your company and implement it successfully.

### The potential:

- Seamless integration with the ERP system using the unique BLP technology.
- Fully automated reconciliation of supplier invoices and delivery notes with orders and contracts.
- Up to 70% time savings to process invoices.
- Money saved by claiming discounts and avoiding interest for late payment.
- Legally compliant archiving including electronic signature.
- Saving of archiving space.
- Complex business processes with no manual interfaces.
- Control of the business process with **ELO** Workflow.
- Transaction-related search and filter requests to the **ELO** archive system directly from the ERP system.



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ELO is available through:



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