

basware

Enterprise
Purchase to Pay

The most advanced solution for
control and performance in your
purchase to pay process



Gain maximum operational benefits by streamlining your entire purchase to pay process. Basware Enterprise Purchase to Pay solution automates three key support processes: procurement, accounts payable, and travel & expense management.

Basware Enterprise Purchase to Pay (EPP) Solutions deliver value by providing compliance and control, as well as fast return on investment. Built-in intelligent best practices, process automation, and powerful exception management increase efficiency and reduce costs. Automating your organization's procurement, invoice handling, and travel and expense management process not only improves business performance but frees your staff to focus on core business and generate customer value.

Basware - more than 1,200 customers in 50+ countries.

Key Features

- Electronic interchange of business documents
- Market leading imaging, and scan and capture technology
- The most efficient early detection of exceptions
- Automatic exception management
- Intelligent, matching-based process automation and optimization
- Extremely intuitive user interfaces
- Ease of implementation and deployment
- End-to-end visibility to the EPP process
- Integrated KPIs to enable continuous process improvement
- Mobile Client to guarantee anywhere, anytime access
- Easy configuration of process and organization changes
- Multi-company, multi-language solutions
- Designed for shared services operations (SSC)
- Existing integration with over 200 ERP systems
- Certified integration with all leading ERP systems

Improve control and performance in purchase to pay

Basware's EPP solutions offer you a reliable way to improve control and performance of purchase to pay process end-to-end. Basware EPP offers proven solutions for procurement, invoice automation and travel & expense management. With Basware you can improve spend compliancy and make cost savings throughout your procurement cycle - from sourcing and contract management to day-to-day purchasing and supplier connectivity. Basware EPP also delivers market leading solution for invoice automation, including invoice data capture, invoice matching, review and approval, and transfer for payment and archiving.

By choosing Basware you can think big but start small - our packaged composite applications provide step-by-step guidance to help you build a high impact end-to-end solution that exactly fits your organization's needs. Basware's solution helps you to scale your operations - and improve their flexibility and agility.

Basware EPP Solutions are easy to implement and easy to roll out. Basware is compatible with over 200 enterprise resource planning (ERP) systems and has certified integration with all leading ERP systems. For example, Microsoft Certified for Windows Server 2003, SAP® Certified Interface, and Certified for SAP® NetWeaver™ certifications and endorsements guarantee seamless integration with Basware Enterprise Purchase to Pay Solution. Basware's suite provides a global solution for purchase to pay automation that cannot be matched by any other workflow solution or ERP system.

World-class organizations around the globe trust Basware to automate and streamline their financial processes. Basware brings increased control and performance to even the most demanding international business environments.

"Eliminating the invoice paperwork has significantly speeded up our processes and streamlined our operations."

CHRIS DAVIS-PIPE
Group Vice-President, IT, crown Worldwide

Strong financial controls and compliance

The built-in best practices of Basware EPP solutions enable end-to-end automation of your purchase to pay process with strict financial controls to prevent fraud and ensure compliancy with corporate policies and legislation such as the Sarbanes-Oxley Act. The best and next practices offered by Basware EPP contribute to building efficient controls without increasing costs.

Strengthening financial controls, without increasing costs, has traditionally been extremely difficult - if not impossible. Basware EPP applies leading-edge technologies to

increase financial controls, while reducing costs by process automation and improved collaboration.

KEY BEST PRACTICES INCLUDE:

- Robust approval rights management and automatic approval workflow
- Real time visibility
- Complete audit trail from purchase to pay
- Early detection of erroneous transactions and documents
- Separation of duties and prevention of conflicting interests
- Reporting and monitoring of performance and compliance

"Each invoice we process manually costs our organization dozens of euros. By implementing Basware Purchase Management we will realize substantial savings."

JORMA LAMMINMÄKI
Procurement Director, City of Helsinki

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Business Benefits

- Improved financial control and compliancy
- Improved process efficiency
- Improved collaboration of all EPP process stakeholders
- Improved flexibility, scalability, and agility of operations
- Measurable ROI through
 - increased spend control and visibility, sourcing savings, contract compliancy and procurement process savings
 - up to 60% savings in invoice processing workload

Automation provides unrivaled world-class process efficiency

The most straightforward way to increase process EPP process efficiency is to automate manual, paper based, and error prone processes. Basware EPP offers you the most advanced tools for purchase to pay automation. It integrates often siloed procurement and accounts payable processes into a manageable entity and provides full visibility and control over the end-to-end process.

The key best practices for providing automation efficiencies and preventing manual intervention include:

- Electronic interchange of business documents
- Leading-edge scan and capture
- Next generation business rule based matching
- Automatic validation and early detection of erroneous transactions and documents
- Powerful exception handling
- Automatic archiving

LEVERAGING BUSINESS RULES IN DATA VALIDATION, EARLY DETECTION OF EXCEPTIONS AND AUTOMATIC MATCHING

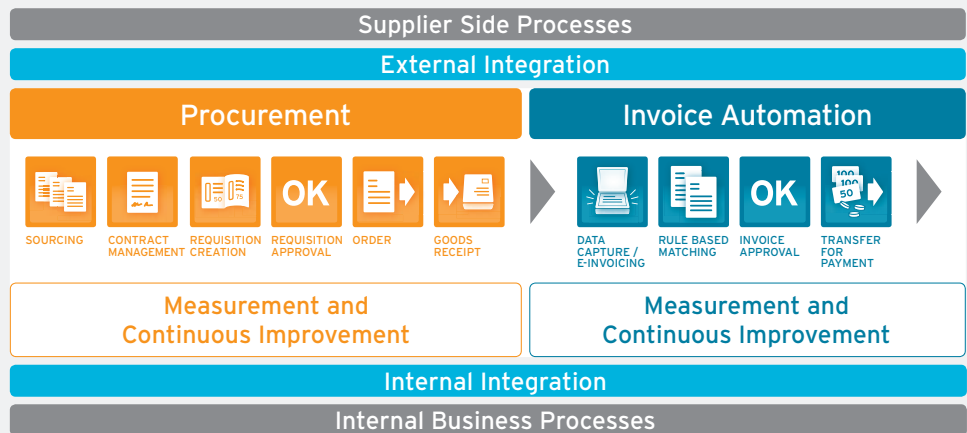
Basware offers unique multi-dimensional business rule based data validation, early detection of exceptions, and matching of invoices to purchase orders, contracts or any predefined payment schedule. Basware's automated solution validates purchase requisitions and invoices against a set of business rules describing corporate policies and procedures, contracts, bookkeeping rules, purchasing documents, and basic supplier data.

The use of business rules in data validation ensures that erroneous transactions and documents cannot be entered into the system and sent to the approval workflow. Business rules can also be used to automate exceptions management. Based on the context and business rules, automation chooses the right actions for handling an exception. For example, all non-matched invoices can be sent automatically with proper coding to the approval workflow based on business rules, policies, and other data accumulated in the process.

Rules-based matching is a powerful tool for automating the handling of contract based invoices. Basware's comprehensive five-way matching also utilizes business rules in purchase order matching. During the matching process, Basware Order Matching verifies that an approved and appropriately coded purchase order exists, and then ensures that the goods receipt has been made. Five-way matching extends the process to cover the verification of quality inspection and a complete audit trail.

Matching automation and early detection of exceptions dramatically speeds up the processing of all invoice categories, enabling timely payments, realization of discounts, and avoidance of late payment penalties. Matching statistics can be used for continuous improvement of EPP processes and supplier collaboration. Basware's integrated KPIs also use the same exception statistics to highlight potential problems or areas in need of improvements.

End-to-end support for purchase to pay process



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Continuous improvement through KPI enabled process performance monitoring

The pressure to deliver more while reducing costs is here to stay. This forces organizations to look for ways of improving productivity and process efficiency through automation and optimization. To achieve these strategic objectives, an organization needs to establish an end-to-end process view, balance risks and controls, and automate transaction processing.

Best-in-class financial organizations are moving beyond a short-term ROI strategy to focus on continuous improvement. Key performance indicator (KPI) monitoring is emerging as the critical best practice in establishing a cycle of continuous improvement. KPIs provide the process visibility required for the innovation

that is essential in developing operational excellence.

IDENTIFY, ANALYZE, IMPROVE

Basware EPP offers an integrated package of over 100 KPIs that include all key metrics for the purchase to pay process. Basware KPI Reporting Tool analyzes your organization's key data, identifies possible bottlenecks, and enables you to find the root causes of ineffective performance in your purchase to pay-process. Ultimately, it provides you with the necessary information to optimize your organization's overall performance and achieve your strategic goals.

"A major productivity increase has been its ability to automatically approve invoices which very closely match a pre-approved cost estimate. Just over half our cost-of-sale invoices no longer need management to approve them."

NEVIL DADREWALLA
Consultant, Crown Worldwide

Increase operational flexibility and agility with easy integration

Flexibility has come at a price for many organizations, whose ERP project implementations have taken years to fully roll-out. After lengthy implementation and roll-out, it is common that a huge number of change requests are waiting even before the original roll-out is completed. This means that every tailor-made application module or modification is subject to an ongoing change process.

Basware believes in a Packaged Composite Application ("PCA") model, where the Basware solution sits on top of the ERP system, using standard interfaces ("SOA") and requiring

no changes to the ERP system. This enables painless upgrades and coexistence with ERP systems.

Basware leads the industry in achieving the highest level of integration with the greatest number of ERP accounting systems. Basware's integration solution, Basware anyERP, enables the rapid integration of Basware financial process automation products with any of the more than 200 different ERP/accounting systems now in use, including, for example, SAP, Oracle, Lawson, and Microsoft.

BASWARE

Basware is the global leader in purchase-to-pay solutions with more than 1,200 customers and 650,000 users in over 50 countries around the world. Basware solutions are distributed and implemented in Europe, the US, and Asia-Pacific through an extensive network of Basware offices and business partners.

www.basware.com

Measurable savings and substantial returns on investment

Basware EPP provides measurable savings and reduced operating costs through:

- Increased spend control and visibility
- Excellence in sourcing
- Contract compliancy
- Procurement process savings
- Streamlined processes
- Automation and straight-through processing
- Cycle time improvements
- Supplier self service enablement

CONTROLLED PERFORMANCE