



Automating Your Procure-to-Pay (P2P) Process

Gain Full Visibility into Your Company's Financial Data

Most organizations run their P2P process with a combination of manual and ad hoc systems. This approach limits management's ability to gain full visibility into company data and they often lack the seamless ability to control costs and manage cash flow.

Manual P2P Process

- » Time-consuming and poorly monitored can cause overspending.
- » Manual procurement can cause difficulty downstream, particularly when there is limited synchronization between procurement and payables processes.
- » Manual invoice processing is usually inefficient, non-strategic, costly, and challenging.
- » Manual P2P processes limit C-suite executives from making strategic business decisions.
- » Companies often hire additional staff to help with the endless stream of paperwork leaving little to no insight into the overall P2P lifecycle.

Ad Hoc Accounts Payable System

- » Difficult to keep systems functional, up-to-date, and well-integrated with other back-office systems and processes.
- » Offer limited flexibility (e.g., the inability to create invoice-routing exceptions). They are also notorious for their lack of agility when it comes to adjusting to market demands or a company's needs as it scales in size.
- » Resource-intensive process involved in maintaining and upgrading of an ad hoc solution is a challenge, and often overburdens IT teams.

Challenges to Optimal Accounts Payable Processes

Receipt & Capture



High cost of paper invoices

« Nearly 80% of all incoming invoices are still paper-based.

The Hackett Group

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Inquiries & Exceptions



Too many exceptions

« 15% of invoices have exceptions.

TAPN

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Matching & Approvals



Lack of compliance

« \$4.6 million in contract leakage per billion in spend on average.

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Discounts & Payments



Lack of control

« 80% of early payment discount opportunities missed.

Ariba

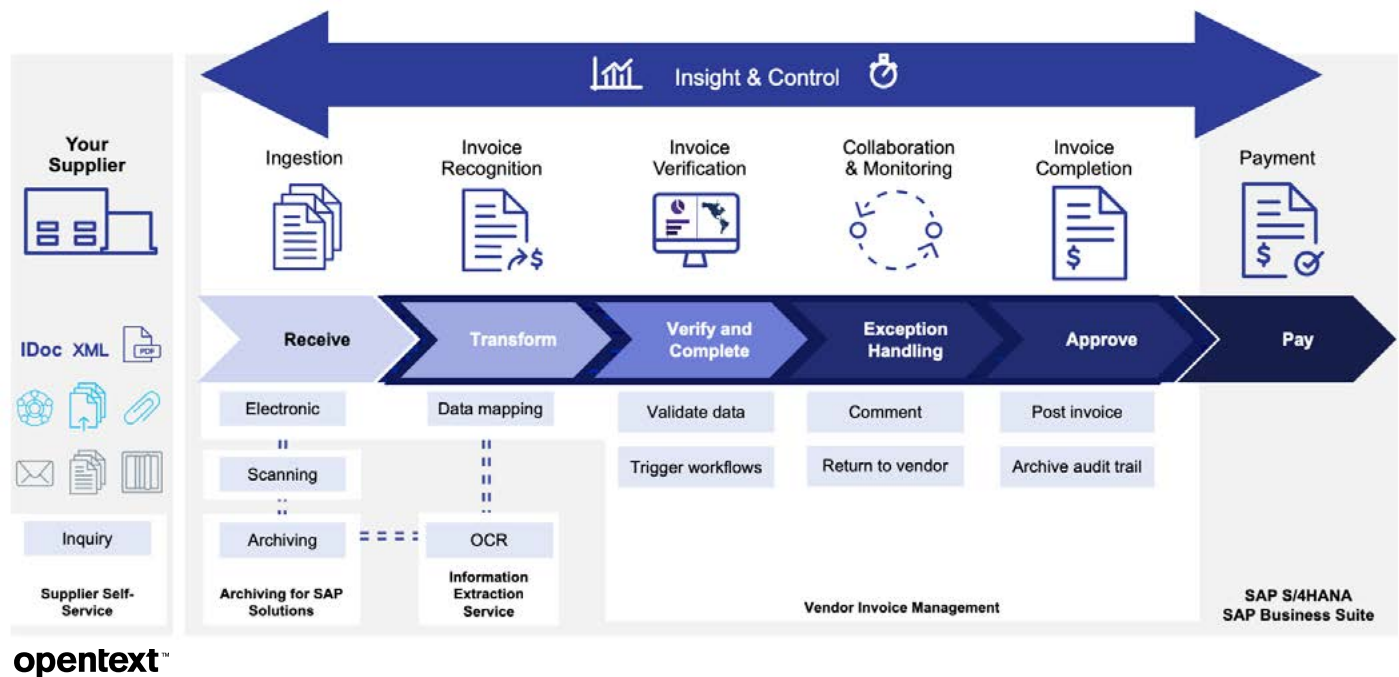
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The Benefits of Invoice Automation

- Reduce Cost
- Improve Communication with Partners & Suppliers
- Optimize Cash Flow
- Improve Processing Time

Process Flow of a Fully Automated P2P System

The most successful companies process invoices faster and more efficiently by integrating the automated procure-to-pay Vendor Invoice Management solution by OpenText with their SAP ERP environment.



Implementing an Automated P2P Process

Alitek has helped many organizations successfully achieve full automation and improve invoice processing by optimizing and re-designing their manual processes and providing business and technology knowledge.

1 OPTIMIZE PROCESS FIRST

- Rule based exception detection
- Role based resolution
- Pre-defined actions

2 ELIMINATE PAPER & MANUAL STEPS

- Integrated OCR for paper and PDF invoices
- Data enrichment and matching
- Routing to the right user at the right time

3 REVIEW / ASSESS / IMPROVE

- Embedded KPI Reporting and Dashboards
- Global process ownership
- Fact-based supplier collaboration

4 CENTRALIZE VIA TECHNOLOGY

- SAP workflow for collaboration
- Integration of multiple SAP backends
- Optimized user experience for each role

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