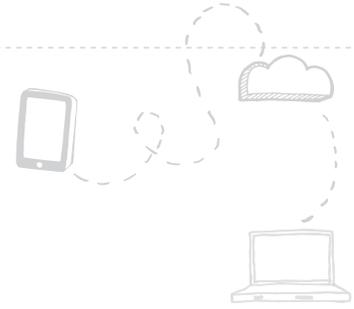


# BASWARE INVOICEREADY



## Invoice Processing Has Never Been Faster and Easier

Are you struggling to keep track of the paper invoices in your organization? Is it taking too much time to pay bills? Are you wasting time searching for lost invoices? Basware InvoiceReady™ solves these problems and makes invoice processing a breeze.

### Go 100% Paperless from Day One

Our 25 years of experience working with customers facing the same challenges as you have enabled us to build best practices right into Basware InvoiceReady. With InvoiceReady everything is electronic – so you no longer have to deal with paper invoices, and recurring invoices are automatically processed based on existing contracts. You can see and manage each and every invoice, even check them against orders documented into the system and you have the transparency, control, regulatory compliance and cost-savings you need – with nothing to install.

It's easy to remove paper invoices from day-to-day purchase invoice management and reap the cost savings and efficiency that electronic processing delivers. The solution offers seven best-in-class processes rolled into one easy-to-use, cost-effective package that's delivered through Software-as-a-Service (SaaS). This cloud-based service is hosted by Basware, so no hardware or software is required. With InvoiceReady small, medium and growing organizations can eliminate paper and adopt best practices with minimal time and effort, so you can pay your invoices on time, manage your cash better, and get up and running in no time.

You can start the electronic process with Basware's global Scan & Capture Service that converts all of your paper invoices into electronic format. Alternatively, if your suppliers want to send e-invoices themselves they can choose from the wide selection of e-invoicing options that Basware offers or use another solution. Either way they can send it to you via the global Open Network. In addition to 100% paperless invoice processing, InvoiceReady allows you to eliminate paper from travel & expense claims and archiving.

With the Procurement functionality within the InvoiceReady solution, you are able to establish a reliable audit trail between a purchase and an invoice, giving you even more control on your cash flow.

### Approving Invoices Quickly and with Full Control

Electronic invoice processing makes it easy to have real-time visibility and control over all invoices. Once you define an electronic workflow for your invoices, InvoiceReady automatically complements coding based on pre-set coding rules and chart of accounts,

routes the invoices to the appropriate people for review and approval, and notifies approvers of new invoices with an automated email. All you need to do is review or approve the invoices, add comments or reroute.

The visibility you gain over the entire invoice handling process provides timely insight into spend, cash flow and working capital, so you can make better financial decisions.

### Automate Management of Recurring Invoices

Recurring invoices, such as rents, leases, office maintenance and mobile telephone contracts, are automatically matched against existing contracts. This automated workflow expedites the invoice approval process, helping you to avoid late payments, and also benefit from early payment discounts. Your invoice handling process will be faster and more transparent, enabling you to see each and every invoice – including where it is in the process and who has handled it at what time.

### Travel & Expense Management and Archiving Made Easy

With Basware InvoiceReady you can process travel planning and expense reimbursement electronically for 100% visibility and control. Expenses can be entered into the system from a browser and scanned receipts can easily be attached to claims, which are processed through the automated workflow. Also, you can use InvoiceReady's travel plan feature to manage costs for future travel plans.

With InvoiceReady all your purchase invoices are archived, securely stored and immediately accessible online. Simply browse through the archive for full visibility of all your invoices.

### More control through centralized requisitioning

By documenting and approving purchases with InvoiceReady already in the requisitioning phase, you stay up to date of your future commitments.

At the same time you are able to quickly check that incoming invoice correlate the original purchase. This speeds up invoice approvals and ensures a reliable audit trail between a purchase and an invoice.

### Basware InvoiceReady™ – in a Nutshell

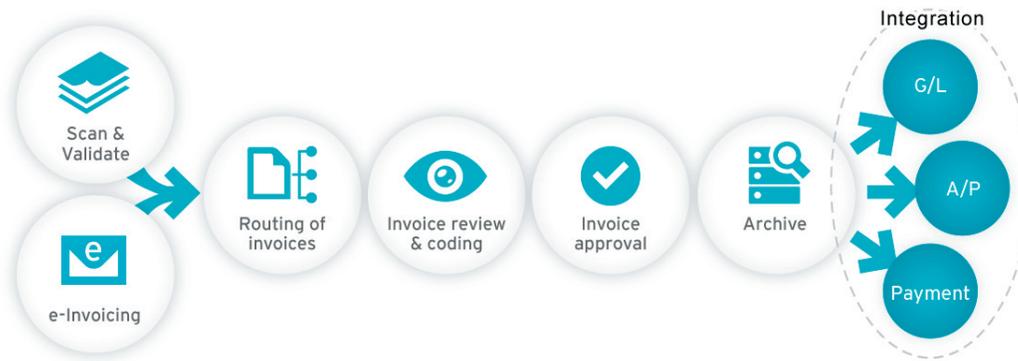
InvoiceReady frees you from the headaches of lost and missing invoices. You no longer have to search for an invoice and wonder if it's buried on someone's desk, or track down paper archives to check on the accuracy of an invoice. You're also freed from the time-consuming and error-prone manual processing tasks. In addition to these benefits, you're saving time and money. And your suppliers are happier too because their invoices are being processed and paid in a timely manner. It's a win-win solution all the way around.

### The Solution that Grows with You

As part of the AP Automation family of solutions, InvoiceReady gives you an easy upgrade path for adding more functionality to meet your evolving business needs. Because InvoiceReady is based on a pay-per-transaction model, you decide how many users you want to include and you can add or remove them based on your changing needs.

### The Open Network

The Open 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 140 e-invoice operators on the network, connecting hundreds of thousands of companies globally.



Small, medium and growing businesses need an easy way to gain control of purchase invoices. InvoiceReady provides a quick, easy and affordable path to removing the complexity from your process, giving you built-in best practices that put you on the fast track to cost savings, efficiencies, payment, spend control, and more.

#### Immediate Benefits that Deliver Efficiency and Help Your Bottom Line

- Provides controlled, paperless invoice processing from day one
- Lowers purchase-to-pay costs by 40–60%
- Eliminates scanning and invoice-handling costs
- Reduces errors and error-related costs
- Reduces storage costs by up to 90%
- Ensures full compliance
- Increases early payment discounts and eliminates late payment penalties
- Improves response times to all invoice-related queries
- Improves efficiency, visibility, control and compliance at every step of the process
- Quick implementation
- Minimum up-front investment – pay only for what you use

#### Actionable, Real-time Insight for Better Decision Making and Savings

- Faster invoice cycle times make early payments possible
- Detailed audit trails (within the invoice history but also between the invoice and the order)
- Duplicate invoice checking and duplicate payment prevention
- Sales and use tax calculations and accruals
- Automated coding of new orders, invoices and travel&expense claims according to existing chart of accounts
- Immediate access to any order or invoice and their history with comprehensive search functionality
- Back-up and alternate employee routing
- Flexible integration to A/P, G/L, ERPs and financial systems
- Delivered through Software-as-a-Service with no need to install hardware or software

#### Improved Internal and External Collaboration

- Improved internal communication of order, purchase invoices and expense claims invoices and expense claims
- Quicker responses to supplier inquiries regarding unpaid invoices
- Automatic notifications of tasks regarding invoice and requisition approval
- Automatic notifications of expiring contracts

## Basware InvoiceReady™: The Fast and Easy Way to Handle Your Invoices

### Core Features

- Invoice processing
- Scan & Capture
- E-invoices
- Archive

### Additional Module Options

- Contract matching
- Travel and expense management
- Procurement

### Delivery Options

- Software-as-a-Service

### AP Automation Your Way: Different Options to Meet Your Needs

**InvoiceReady** helps small and growing organizations eliminate paper and adopt best practices with minimum time and effort

**Invoice Pro** is ideal for organizations looking for world-class invoice processing functionality, a high degree of usability and fast ROI

**Invoice Automation** offers the robust, advanced features larger organizations need to automate the most demanding accounts payable environments

**InvoiceOut** takes invoice automation further and lets you selectively outsource non-value-added tasks and provides pro-active service management to improve your process

**Enterprise** is for organizations of all sizes that want to build their own custom solutions using our robust, configurable automation elements

### B2B Cloud

An open, secure and global commerce ecosystem for buyers and sellers that streamlines, optimizes and accelerates transaction collaboration, improving purchasing and invoicing processes, and delivering enhanced supplier & customer relationships and financial performance.

Basware is the global leader in cloud-based e-invoicing and purchase-to-pay solutions with more than 1,000,000 users in over 60 countries. Basware's B2B Cloud solutions and services provide an open, secure and global ecosystem for buyer and supplier collaboration, connecting more than 1.9 million buyers and suppliers globally. The solutions are architected to meet the needs of SMEs and global enterprises and are built upon Basware's deep knowledge and experience of B2B financial processes, coupled with intelligent cloud connectivity and the Open Network.

With Basware, organizations benefit from more efficient procurement, accounts payable and accounts receivable processes, sustainable cost savings, better insight to cash flows and improved buyer-supplier relationships. The solutions are available via the cloud, on-premise or through business process outsourcing in Europe, the US, and Asia-Pacific through an extensive network of Basware offices and business partners.



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