



ELECTRONIC INVOICE MANAGEMENT

Creation / Correspondence / Filing / Retrieval



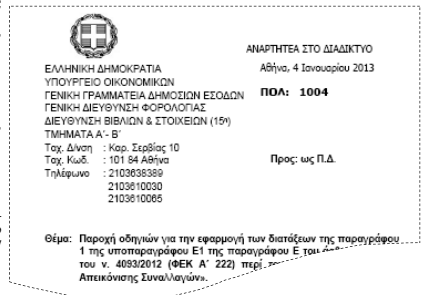
The high administrative cost of issuance and storage of invoices **with which businesses are charged in their daily operations**, highlights the need for an immediate Electronic Invoice Management solution.

According to the Transactions' Tax Reporting code # 4093/2012 (FEK A' 222) and the interpretative directive 1004/4.1.2013, "electronic invoice" is the invoice which contains the information required by the law and which is issued and received in any digital form. The use of an electronic invoice is subject to its acceptance from the recipient of the goods or the received of the services.

The Electronic Invoice Management Solution, is a highly accountable process for any business as it deal with critical information. It is comprised from a series of discrete actions which render possible the electronic exchange and management of documents between companies, as well as the monitoring of their lifecycle.

The application of the Electronic Invoice Management Solution ensures

- firstly, the seamless monitoring of when during creation, sending or receiving, archival search / retrieval
- Secondly, their integrity, eliminating any chance of loss or destruction.



Your ideas has implemented a similar Solution, which is already in operation and covers all the documents issued or received by any enterprise.

The described Solution functions either as a standalone application, or based on the OpenText eDOCS Document Management platform, thereby strengthening the company's investment with an additional set of function such as international standards certification, multi-level security compliance, support of observance & management of all the

information - not only those deemed an absolute necessity, communication with third party systems, extensibility to solutions of the same platform such as Workflow, Records Management, Email Management etc and, of course, by the fact that the business keeps all its information in one of the first internationally certified Information Management Platforms (ECM).



YOUR IDEAS

Electronic Invoice Management Solution



Secure compliance & Total Monitoring of Invoice life-cycle

The Electronic Document Management Solution covers every level of the invoicing process of a business, from creation to sending / receiving and keeping

SOLUTION OBJECTIVES

- Receival of a structured invoice from ERP or/&
- Structuring of an invoice from ERP data or from Tax Register files
- Automated sending by email or fax of the Invoice & the files “a.txt”, “b.txt”
- Archiving of emails as documents serving as the invoice’s proof of dispatch
- Receival of Electronic Invoices by email & their automated filing
- Scanning of received printed invoices & filing them based on unique ID or barcode
- Automated filing of electronic invoices received through email (Supplier identification through email & invoice characteristics through processing txt files)
- Automated archival of files of the Tax Register
- Communication with other systems (ERP, CRM, Portals, etc)
- Automated notification sending in the case of invoice dispatch failure
- Automated notification sending for incomplete invoice archival metadata
- Multiple search / recall modes for invoices

ADVANTAGES / BENEFITS

- Reduction in issuance and storage costs for invoices
- Speed and immediacy of invoice handling / Payment Acceleration
- Elimination of shipping & printed material costs
- Transaction Monitoring
- Filing automation
- Direct information availability
- Interconnection between the electronic invoice and the relevant accounting entry
- Storage space elimination
- Access to a single digital information archive, resulting in a reduction in information access & archival
- Concurrent & easy access to the information, in compliance with safety levels
- The archive is secure from any intentional or unintentional act of destruction.
- Full record of invoice lifecycle
- Optimization of activities and focus of those that offer significant added value to the company.



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your
ideas

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