



Documation is a leading provider of document-centric workflow and content management software, delivering services and solutions to businesses and organisations in the UK, Europe and around the world.

As a company we have 25 years' experience of supplying solutions across markets and industries.

DOCUMATION'S PURCHASE TO PAY (P2P) SUITE

With Documation's Purchase to Pay suite organisations can streamline purchase selection, ordering and receipting, and automate invoice matching and posting to the finance system.

The solution simplifies processing while providing control and visibility across the process. Documation's P2P solution provides the tools to enforce buying policy and approve spend, and comprehensive invoice matching and match query workflow to create an integrated, fast, cost efficient procure to pay process.

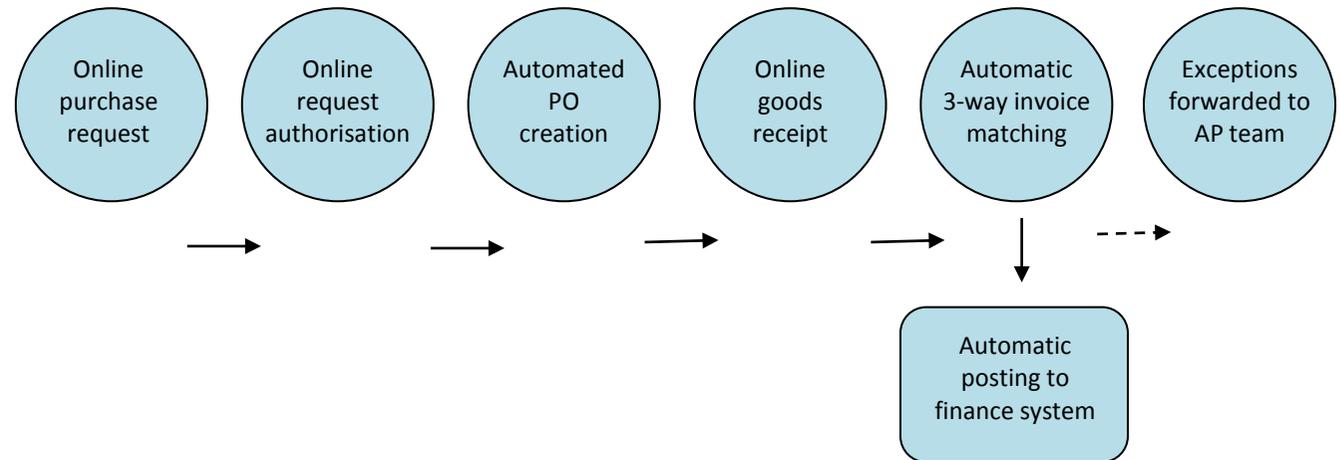
But incorporating the purchasing and AP functions into one single digital process unlocks greater benefits than achieved by streamlining and automating the roles individually – as powerful as those are in stand-alone. A single solution empowers collaborative cooperation between the two departments, essential to be able to deliver procurement, AP and finance objectives at strategic level.

**Straight-through, streamlined
purchase to pay (P2P) processing –
from purchase selection
to invoice authorisation
and posting to finance system**





Purchase to Pay (P2P) processing



Purchase requisition creation

The requester completes a simple online eForm, defined fields automatically populated. Data validation is carried out to reduce error and processing delay down line, and based on business rules the request routed to the relevant authoriser or buyer, or to order creation.

Features include: unlimited request lines; online supplier catalogues, budget and contract checking; unlimited internal delivery addresses; and multiple request type processing. Requesters may select from approved vendor lists or request a new vendor. Input assistance with and validation of accounting codes improves data accuracy.

Requests are automatically logged, and the online enquiry facility allows request status to be viewed without reference to the procurement team.

Requisition authorisation

The authoriser receives notification of a request via email with a link to the requisition. The request can be forwarded for advice, rejected with explanatory comments, or approved.

Approved requests are passed to the buyer or directly to order creation (depending on business rules) – and flexible authorisation routes and limits can be specified based on request value, vendor, request type, accounting codes, etc. Buyers also have the option to refer the request online to a colleague or to the requester for clarification or comment.

Missed response times result in email reminders or the query escalated to an alternative authoriser, and the proxy user facility provisions authorisation cover for holiday and sickness.

“Not so long ago, Procurement was considered to be an add-on service... Today however, many executives are increasingly looking to Procurement to engage the business in strategic conversations about how the supply chain can be optimised to deliver the greatest returns.”

From KPMG’s paper
The Power of Procurement

Purchase to Pay (P2P) processing

Purchase order creation

Approved requests trigger the automatic creation of the order and which is sent by email or post, depending on organisation or vendor preference. The requester is informed that the order has been raised.

Purchase order documents are customised to reflect company standards, and online order amendment and cancellation are both supported.

Commitment is posted to the finance system and online enquiries allow the requester, buyers, and authorisers to review order status, outstanding commitment, etc.

Goods receipt

A record of received goods is created via a simple intuitive, browser-based eForm, input by the requester, buyer or centrally, with order details automatically presented to save re-keying.

Hard-copy delivery notes can be captured and used to trigger receipt creation, enabling input of receipt details direct from the delivery note.

Goods receipts may be amended or deleted, and inspection/authorisation of the goods receipt enforced based on business policy, with returns and defects records created and notified to the vendor.

Invoice matching

Supplier e-invoices are captured and the relevant data automatically extracted. Streamlined invoice processing incorporates automated matching, and with online query resolution workflow creates fast, efficient, straight-through, paperless processing.

Audit and reporting

The solution incorporates full audit trail provision, powerful reporting, BI and dashboard tools.

Integration

Documation’s Purchase to Pay solution is designed to integrate seamlessly with any finance or line of business system.

“Purchase to Pay is all about helping to optimize the processes associated with purchasing and recognising that the process does not end at the purchase order but extends to include accounts payable and payment processes.”

Purchase to Pay’s Pete Loughlin, *Definition of Purchase to Pay*

Benefits of digital Purchase to Pay (P2P) processing

Key benefits

Control and visibility over purchases

Elimination of rogue/unauthorised spending

Approved supplier enforcement

Budget and contract compliance

Accurate spend accounting

Reduced risk of duplicate and late payment

Optimised early payment discount take-up

Control and visibility across invoice matching

Processing bottlenecks removed

Removal of paper from the process

Staff focused to strategic tasks

Lower processing costs – and fast, efficient, streamlined processing

PLUS: one process, one solution – delivering the visibility and control to support procurement, AP and finance in meeting strategic objectives

The ordering process is simplified and fast, via intuitive browser-based eForms with online supplier catalogues and online validation. Buying and spend policy is enforced, supplier selection and authorisation rules can be defined according to business policy, and imposing budget and contract compliance is easier. Unauthorised and rogue spending belong to the past, and new suppliers can be swiftly approved and brought on board.

Processing bottlenecks are eliminated with online approval notification, generation of reminder and escalation procedures, and creation of out of office/off-sick delegation rules.

Automatic invoice matching streamlines the payment process, removes the manual task from AP, and reduces risk of duplicate and late payment while optimising the potential for take-up of early payment discount.

Using online enquiries, query resolution is faster and the requester, authoriser, buyer, AP team, procurement and finance managers have instant access to purchase/payment progress throughout the entire purchase to pay process.

Paper is eliminated from the process and with reduced data entry requirements and the automation of manual tasks both procurement and AP teams are able to focus on strategic, value-added tasks, such as negotiating better beneficial contract rates.

Data is available online, 24/7, and accessible from wherever required, plus processing costs are reduced

Visibility and control across the purchase to pay process

A P2P solution creates the ability to analyse spend and to monitor process efficiency, and facilitates instant access to financial commitment and the management information needed to drive the business.

Adding value: purchasing + invoice management = P2P+

With procurement increasingly expected to deliver value to the business, inefficient processing is costly in terms of staffing resource, and issues affect the profitability of the individual departments and the organisation as a whole.

But eliminating the issues hampering efficient processing in the respective departments through implementing a single purchase to pay solution brings even greater benefits, providing the visibility and control across the whole process necessary for procurement, AP and finance to meet strategic objectives.

About Documation

Documation's software platform, Enable

Documation's solutions are built on the software platform Enable. Powerful, modular software, Enable provides the components to build a sophisticated, flexible document management and workflow solution to automate any document-centred process. Core components are: capture, eForms, workflow, search, store, BI, delivery and integration.

Documation's solutions

Documation supplies solutions to service providers and businesses across markets and industry.

Standard solution templates, tailored to business need

We offer a portfolio of standard solution templates for common business processes: finance (including invoice management for accounts payable, purchasing and purchase to pay suite), human resources, customer services, operations and logistics, digital mailroom and document management.

Customers benefit from a lower cost and fast implementation times, while solutions retain the flexibility to tailor key aspects to specific business requirements.

Bespoke solutions

In addition to standard solutions, Documation implements solutions unique to an individual client's need. These range from claim processing (medical claims company) to project and design workflow for a shipbuilder, an outpatient referral system for a major NHS Trust and a police force's traffic accident document workflow.

Finding the solution that's best for you

We prioritise time to understand a client's business drivers and requirements, and clients have the confidence in knowing that they're investing in 25 years' experience of delivering innovative and proven, compliant solutions, building on best practice.

No matter where you are in your project planning, we'll be happy to discuss your requirements

Please call +44 (0) 23 8064 7776 for an informal chat or to arrange a discovery meeting, or you can contact us through our website, www.documation.co.uk, or email enquiries@documation.co.uk.

"I was pleased with the functionality demonstrated, and delighted that so many of our requirements could be met.

A truly flexible system ...

and people!"

Carnival Corporate Shipbuilding

"Documation has demonstrated to us that they are committed to customer satisfaction. We all want the best value for money we can get.

Documation's commitment to customer support resulted in a system delivered and implemented on time and within budget."

Durham County Council

"Documation worked closely with us through a major change in strategy that resulted in the IT infrastructure being relocated to Germany and the subsequent European rollout. This has been a very successful project, mainly down to the strong communication between the two companies which has really strengthened our partnership."

TRW Automotive