



Invoice Data Capture Service

Convenient, Value-Added Service Converts Paper Invoices into Workflow-Ready Electronic Files

Streamlining the processing of paper and electronic invoices within corporate accounts payable departments can generate significant working capital benefits for both buyers and suppliers, including the ability for buyers to capture early payment discounts. Although technologies in support of electronic invoice management have been available for more than a decade, nearly 85 percent of all invoices are still printed on paper and distributed by mail.

One of the key barriers hindering a move from traditional invoice processing methods to full-fledged AP automation is the challenge of getting a majority of suppliers on board. With few exceptions, the continued prevalence of paper-based invoicing has made it difficult for buyers to impose standard-format, workflow-ready electronic invoicing on their suppliers.

A growing number of innovative AP departments, however, are adopting Bottomline's evolutionary approach to invoice automation by asking suppliers to redirect their paper invoices to our experienced, outsourced transaction center, which quickly converts paper documents into highly accurate electronic files, capturing and normalizing data at the line-item level to suit the unique AP processing requirements of the buyer.

How is Bottomline's Capture Service Different?

Bottomline's secure, state-of-the-art Transaction Centers are optimized to accept all types of incoming invoices and provide a cost-effective alternative to in-house document scanning and archive solutions. Advanced data capture capabilities instantly transform paper invoices into electronic data files that can be fed directly into the Bottomline Business eXchange™

Unlike costly and complex Optical Character Recognition (OCR), Intelligent Character Recognition (ICR) or Optical Mark Recognition (OMR) solutions, Bottomline's outsourced invoice data capture service offers a unique combination of market-leading scanning and recognition technologies with highly trained technicians that ensures the effective capture of invoice data down to the line-item level. This approach delivers the highest possible accuracy rates, eliminating the need to manually re-key data while accelerating overall turnaround time.

Effective, Supplier-Friendly On-Ramp to Paperless AP

By entrusting invoice capture to Bottomline, AP departments can offer all their suppliers a pragmatic, phased approach to achieving 100% electronic invoicing. By recognizing the behavioral changes required, and offering suppliers an easy on-ramp to electronic processing that accepts paper as well as electronic invoice files, buyers can realize more efficient workflow processes, including automated purchase order matching, discrepancy resolution and approval routing.

Bottomline's Invoice Data Capture Service delivers successful invoice data file upload within a single business day of receipt, and together with the Bottomline Business eXchange enables clients to take advantage of early settlement discounts and reduce late payment penalties that directly benefit the bottom line.

Benefits:

- Accelerates AP processes by eliminating paper invoice handling
- Transforms paper invoices into workflow-ready electronic data files
- No up-front investment in hardware or software required
- Automated verification ensures that invoices are correct
- Invoice data file upload within a single business day of receipt
- Data imported directly into the Bottomline Business eXchange
- Offers suppliers a pragmatic, phased approach to electronic invoicing without risk

Bottomline Ranks #1 for Accounts Payable Services



Bottomline was recently recognized by *Global Finance* magazine as one of the the Best Treasury and Cash Management Banks and Providers. Selected by the magazine's editors with input from industry analysts, corporate executives and technology experts, Bottomline received top honors for the Best Accounts Payable Service category. Among the factors considered were market leadership, customer service, competitive pricing and technology innovation.

How Bottomline's Invoice Data Capture Service Works

Bottomline provides world-class services that enable businesses to outsource invoice data capture and streamline customer and supplier-facing business processes. As a global leader with more than 9,000 customers, Bottomline has an established track record of success in providing AP automation solutions.

Invoice Receipt. Bottomline's Invoice Data Capture Service accepts any type of incoming invoice and translates it into the specific data format required. Invoices are received directly from the client, a dedicated post office box or via Bottomline's mail room.

Line-Item Data Capture. Employing advanced scanning technologies, invoice data is extracted at the header and line-item level for verification against pre-set business rules. Our support staff then validates and repairs any items that were omitted or mistakenly captured by the OCR process. Electronic data eliminates the need for multiple people to move paper documents through the approval process, minimizing the likelihood of errors or lost invoices. Clean electronic invoice data files are returned to the client within a single business day of receipt, and can be fed directly into the Bottomline Business eXchange.

Accounts Payable Automation "Your Way"

Bottomline's Invoice Data Capture Service is part of the company's larger AP Automation solution set, designed to help organizations of all sizes configure the best solution for their business needs. In addition to outsourced invoice data capture services, the Bottomline Business eXchange is an innovative AP portal platform that facilitates the flow of financial documents and information between buyers and suppliers for greater control throughout the payables process.

With online transmission and tracking of electronic purchase orders, invoices and settlement information, the Bottomline Business eXchange increases visibility and collaboration between financial partners in a secure, Web-based environment. When deployed together with the optional invoice workflow module and Bottomline's Invoice Data Capture Service, Bottomline Business eXchange offers an effective and evolutionary approach to achieving 100% electronic invoicing. Organizations benefit from lower transaction processing costs, faster approval cycles and stronger supplier relationships, as well as working capital improvements. And when integrated with Bottomline Technologies' market-leading corporate payments solutions, such as PayBase® and WebSeries®, organizations can realize straight-through processing efficiencies across the payables lifecycle.

About Bottomline Technologies

Bottomline Technologies (NASDAQ: EPAY) provides collaborative payments and invoice automation software and services to organizations seeking more secure and efficient financial processes. The company remains at the forefront of delivering innovative solutions that complement and extend the value of existing financial processes, business relationships and back-office systems. These solutions have enabled industry-leading corporations, banks and financial institutions to automate, manage and control processes involving payments and collections, invoice approval, cash flow, risk mitigation, reporting and document archive.



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