

# Smart Paper/PDF Invoice Processing for Coupa

Digital Invoice (DI) by The Shelby Group automates the processing of paper and PDF invoices within the Coupa e-procurement platform. DI is a CoupaLink Certified application that helps clients reduce internal operating costs, accelerate invoice cycle times and free staff to focus on higher value tasks.

DI is the perfect complement to Coupa's native digital doors, as DI digitizes your entire volume of paper and emailed invoices on day one with the following benefits:

- ▶ Get fully digitized invoices imported into Coupa within 48 hours or less of invoice receipt for a fraction of the price of converting paper and files internally
- ▶ Reduce operational costs with intelligent workflow automation
- ▶ Enable AP personnel to perform higher value functions



## BUSINESS CHALLENGES

- ▶ What percentage of your invoice volume is non-digital?
- ▶ Have you calculated the holistic cost (time and expense) of processing these invoices?
- ▶ Equally important, have you considered the line-level detail for spend analytics that you are not getting as a result of your current processes for handling non-digital invoices?
- ▶ For companies with a large base of small- and mid-size suppliers, non-digital invoices can represent anywhere from 50% to 66% of total invoice volume.
- ▶ The cost of processing an invoice can range from \$5 to \$15 for the most efficient organizations, and up to \$35 to \$50 for the least efficient ones.

## SOLUTION BENEFITS

- ▶ Reduce internal processing costs for paper and PDF invoices by a minimum of 50%
- ▶ Free internal AP staff to focus on more value-added activities
- ▶ From invoice receipt to your Coupa platform in 48 hours or less
- ▶ Access the line-item detail you need to analyze spend and ensure compliance
- ▶ Increase visibility into invoice status, workflows and outstanding liabilities
- ▶ Significantly accelerate invoice processing turnaround to eliminate late fees and capture more early payment discounts
- ▶ No additional UI: AP works in Coupa along with other users involved in the procurement side of P2P

## Key Features and Market-Leading Capabilities



Digital Invoice is a global end-to-end solution that allows you to go “full-digital” with all of your supplier invoices on day one. This eliminates the supplier enablement bottleneck.



All invoices are processed within the Coupa e-procurement platform providing complete transparency into where all invoices are in the approval workflow.



Invoices needing remediation are automatically routed to the appropriate exception handling group as configured within Coupa.



Digital Invoice uses your business rules to place invoices in appropriate queues and comply with your internal controls.



Digital Invoice’s MetaMatch® feature allows for automated approvals of “close enough” invoices based on custom business rules. Approximately 25% of exception invoices are automatically approved, with no human intervention.



Compatible with compliant invoicing and CoupaLink Certified.

## The 4 Stages of Continuous Invoice Processing Improvement

### CONTINUOUS LEARNING

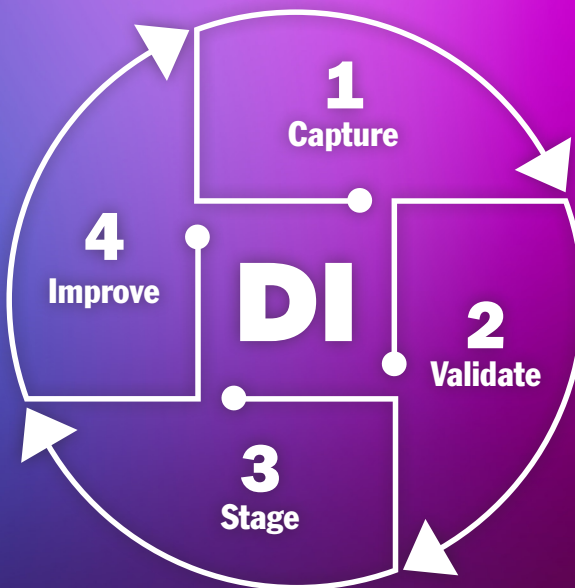
**What the system didn’t understand at first, it has learned and can now replicate:**

- ▶ Client may opt to update the validation engine
- ▶ Suggest change management actions

### ROBOTIC PROCESS AUTOMATION

**DI leverages your specific Coupa configuration:**

- ▶ Invoices are Coupa Ready
  - ▶ Completed
  - ▶ ChangeMe®
- ▶ Coupa approval rules and groups



### The clock starts here:

- ▶ Accuracy and Turnaround SLA
- ▶ First attempt validating master data

### BUILT IN INTELLIGENCE

**The logic that equates your business processes into Digital Invoice:**

- ▶ MetaMatch® library
- ▶ Free-form MetaMatch
- ▶ New MetaMatch



## COUNTRY PROFILES

Digital Invoice can manage invoices in any of the official languages of the countries listed below:

- ▶ Andorra
- ▶ Australia
- ▶ Austria
- ▶ Bahrain
- ▶ Belgium
- ▶ Brazil
- ▶ Canada
- ▶ Chile
- ▶ Colombia
- ▶ Croatia
- ▶ Cyprus
- ▶ Czech Republic
- ▶ Denmark
- ▶ Egypt
- ▶ Estonia
- ▶ Finland
- ▶ France
- ▶ Germany
- ▶ Greece
- ▶ Hungary
- ▶ Iceland
- ▶ India
- ▶ Ireland
- ▶ Italy
- ▶ Liechtenstein
- ▶ Luxembourg
- ▶ Malta
- ▶ Mexico
- ▶ Monaco
- ▶ Netherlands
- ▶ New Zealand
- ▶ Norway
- ▶ Peru
- ▶ Poland
- ▶ Portugal
- ▶ Romania
- ▶ San Marino
- ▶ Saudi Arabia
- ▶ Slovakia
- ▶ Slovenia
- ▶ Spain
- ▶ Sweden
- ▶ Switzerland
- ▶ Thailand
- ▶ United Arab Emirates
- ▶ United Kingdom
- ▶ United States

Invoices can be managed in English regardless of the country of origin.

If you don't see a country of interest in the list above, please contact us: [info@digitalinvoice.com](mailto:info@digitalinvoice.com)

### TECHNICAL SPECS AND INFOSEC COMPLIANCE

- ▶ DI is SOC2 Type 2 Compliant.
- ▶ DI only interfaces with Coupa, for which it is a certified application, using API protocols.
- ▶ DI runs on Amazon Web Services (AWS). All data is transferred with industry-accepted secure protocols.
- ▶ DI's scanning partners are fully HIPAA and GDPR compliant.
- ▶ DI Application Servers have no public access.

### WHAT DIGITAL INVOICE CLIENTS SAY:

"Digital Invoice enabled us to automate manual processing, speed up cycle times and gain visibility that helps us analyze spend and build stronger relationships with supply partners."

—Chris Gregory, CIO DXP Enterprises

"We went from manual entry of 10,000 monthly invoices to a 100% digital state right out of the gate."

—Ronda Freeman, Director, Procurement and Payables, Terracon

"Digital Invoice gave us the ability to get 100% of our invoices into our AP back office in a digital form. This is a huge advantage for quickly achieving digital integration with acquisitions."

—Tom Jacobs, Former Managing Director of Global Business Transformation, Guardian Industries

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