

THE PROVEN NO. 1 CHOICE FOR BUSINESSES ALL OVER THE WORLD



READSOFT®
DOCUMENTS
FOR INVOICES

With 20,000 incoming invoices per year, you can save at least \$100,000

Why waste handling costs and time? Why sacrifice accuracy?

Handling supplier invoices is a necessary evil. Getting it right every time is business critical. But doing it manually ties staff down with routine tasks, spending time that could be used a lot more productively. Consider:

What do you spend on manual handling at each step of the invoice process?

Many estimates have been made, both by companies and by research institutes, and although the results differ the figures are always surprisingly high. Quoting the Aberdeen Group: "... the average cost is \$34.8 down to 12.51 with electronic invoice processing."

The following example, based on estimates made by the Swedish Postal Authority, illustrates the point.

Manual process flow	Estimated cost	Estimated accumulated cost
Opening and sorting	\$2	\$2
Collecting, verifying and stamping	\$14	\$16
Manual in-house mail	\$9	\$25
Parking/preliminary booking	\$9	\$34
Manual in-house mail		
Validation and preliminary approval		
Manual in-house mail		
Final approval		
Posting/final booking	\$13	\$47
Manual in-house mail		
Payment and archiving	\$16	\$63

Conversion rate \$1 = SEK 7.

How much time is involved?

Actual handling time can be measured. But it is the waiting – in in-house mail, on somebody’s desk, or for corroborating information – that makes it hard to meet the due date. And penalties further increase the total invoice cost.

When do you detect an error?

No matter how conscientious you are, mistakes do happen. And the time it takes to trace and correct an error depends on how far along in the process the inconsistency is spotted. However, it always increases the total processing cost.



Cover story:

Make substantial savings by automating your invoice processing

"If you receive 20,000 invoices per year, you can save at least \$100,000"

This is a conservative estimate, based on these assumptions:
Cost for manual handling, per invoice: \$20 – 60.

Potential saving if the entire process is automated: 25 – 50%.

20,000 invoices/year x \$20 x 25% = \$100,000/year in savings!

And that is a conservative estimate.



Benefit from the leader in automated invoice processing

INVOICES by ReadSoft, now an integral part of ReadSoft DOCUMENTS for Invoices, has been providing customers with an easy-to-implement document-specific solution for close to a decade.

ReadSoft: No. 1 in technical expertise and innovation

In 1997, ReadSoft invented a revolutionary auto-learning technology for automated invoice handling. Over the years we have gained a profound understanding of the needs and requirements of financial departments, the routines associated with accounts payable, and the invoice processes of many organizations in a large number of countries all over the globe.

Today, some 4500 customers later, ReadSoft is the no. 1 player in the world, with the largest number of installations and the widest expertise in the business.

We constantly upgrade our software with advanced functionality, such as automatic sorting, approval workflow and monitoring capabilities.

ReadSoft: No. 1 in number of invoices processed

We are proud to be behind the vast majority of invoice automation installations in both small and large businesses in various business sectors. Every year, some 125 million invoices are processed by our solutions.

Our customer list includes IKEA, Porsche, Pfizer, SAS, Tetra Pak, Carlsberg, DaimlerChrysler, LEGO, Bosch, DFDS Transport, Canon and some 1000 other companies, big and small, all over the world. We have the widest range of experience regarding volumes, processing, regional variations, user requirements, etc.

ReadSoft: No. 1 in ERP integration

If you choose, ReadSoft DOCUMENTS for Invoices can automatically post transactions with no human intervention. The degree of automation is up to you. You can also choose to design your own information exchange structures, although in most cases our proven integration solutions will do the job for you.



For some of the major ERP systems, such as SAP® R/3® and Oracle® E-Business Suite, we offer standard vendor-tested and endorsed integration. INVOICES was the first invoice handling application to be certified for integrated use with SAP®, and with a hundred customers it is still the most widely used.

Some ERP suppliers offer integration to their systems. In all other cases, including proprietary ones, we have the experience to provide customized integration. Our proven methods, wide experience, best practices, and cooperation with your ERP consultant will have your system up and running, on schedule and on budget.

ReadSoft – Innovator and expert

- 1991 - Automatic data capture from forms, including handwriting
- 1994 - Fast verify, batch handling, multiple languages
- 1997 - Self-tutoring technology for invoices, with auto-learning and recognition
- 2000 - Ability to handle color in documents
- 2000 - Unified process for all media, including email, paper, fax and web
- 2001 - First company certified by SAP® for its INVOICES integration to SAP® R/3®
- 2002 - Image-based Electronic Data Interchange (EDI) for invoices via email
- 2003 - Mobile data capture through a digital pen
- 2004 - Introduction of the ReadSoft DOCUMENTS software platform
- 2005 - First certified integration to Oracle® E-Business Suite
- 2006 - Automated invoice sorting
- 2007 - Automated document classification, separation, sorting and indexing



ReadSoft DOCUMENTS for Invoices:

A complete invoice processing solution, adaptable to your business requirements and document volume

Complete, from capture to post

On the input side, you have your choice of all the Capture Automation Area capabilities for capturing invoice information: physical documents, electronic documents, and document images, via paper, email, fax, web, and file transfer.

During the process, our business solution offers various ways of interacting with and integrating with your financial or ERP system – for example sharing buyer and supplier data, matching line items, and preliminary and/or final posting.

Your solution can include any workflow you already employ or plan to implement, as well as output configured to match your financial system or any other target system.

The process will automatically supply invoice images for your archiving system, and of course you can choose between early archiving or archiving after verification.

Furthermore, ReadSoft DOCUMENTS for Invoices provides the security and flexibility that can be expected from a business critical process.

Modular and completely flexible

As your business evolves or your requirements change, you can add capabilities and capacity to suit your new circumstances. There are no upper or lower limits to the number of invoices you can process. If you start on a small scale, you can always add capacity, integration, workflow, process monitoring, process archive, and/or customized functionality at a later date.

Whatever your requirements, you can always rely on ReadSoft and our many highly competent partners.



Automation Area Capabilities

CAPTURE

- What they are for?**
- Electronic documents
Email, Web, Fax, XML, PDF
 - Document images
Scanned paper
Remote scanning
Imported image files
Imprinting
 - Batch handling
 - Image enhancement
 - Color handling

UNDERSTAND

- What they are for?**
- Invoices sorting
 - Complete content extraction
Machine print
Handwriting
Barcodes
 - Semi-structured document interpretation
 - Line item interpretation
 - Learning invoices
 - Automated validation

MANAGE

- What they are for?**
- Verification
Local
Remote
 - Edit knowledge base
 - Process monitoring
 - Audit trail
 - Short-term archiving
 - Approval workflow

INTEGRATE

- What they are for?**
- File transfer
 - Database interaction
 - XML output
 - ERP system integration:
SAP® R/3®
Oracle® E-Business Suite
...
 - Workflow system integration
 - Archive system integration

INTERCHANGE

- What they are for?**
- Secure email sender
Encryption
Digital signatures
 - Secure email receiver
Decryption
Digital signature handling
 - Automatic receipts



Capturing all your incoming invoices, regardless of format and medium



Digital input in various formats, along with information captured from any kind of digital document, is streamlined into ReadSoft DOCUMENTS for Invoices. When processing images, the software utilizes all the colors of the original document for unequalled information access. Other types of digital input are rendered as images in a parallel process, in order to simplify verification, workflow, and electronic archiving.

Importing your electronic documents

ReadSoft DOCUMENTS for Invoices automatically captures all relevant attachments from emails and streamlines them into the process. Information from the email, such as sender and addressee, is saved with the documents.

Document EDI, ReadSoft's secure email solution for document exchange, is by far the easiest and most convenient way to handle electronic invoicing. You will find more details on page 9.

You can automatically publish invoicing forms on the web. ReadSoft DOCUMENTS for Invoices converts your document specifications into Internet forms (including validation rules). Your supplier invoices you by filling in such a form. ReadSoft DOCUMENTS for Invoices retrieves this online information and inserts it into the normal production flow.

XML documents are converted to a standard format to ensure correct results.

PDF is probably the most common format for sharing documents. ReadSoft DOCUMENTS for Invoices extracts the information for further handling within the normal process.

Reading your document images

The scanner-handling module of ReadSoft DOCUMENTS for Invoices is unique in its use of identification, deskewing, removal of preprinted background, color processing, advanced batch handling, quality control during scanning, and endorser print handling.

Scan your documents anywhere and submit them to central processing by email, over a network, or through Internet file transfer.

Catch any fax routed from your fax management software and send it into the unified stream of ReadSoft DOCUMENTS for Invoices. For smaller batches, faxing may be considered as an alternative to remote scanning.

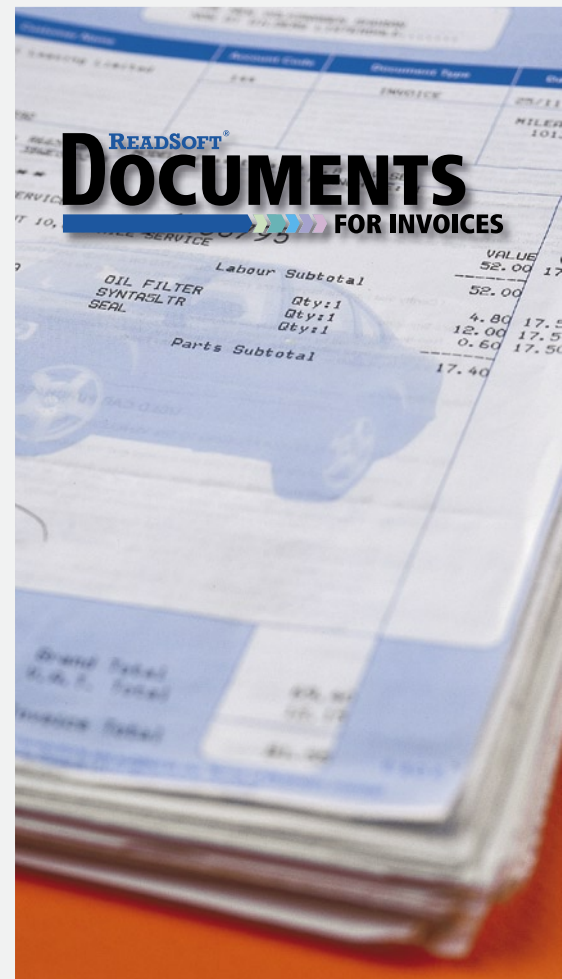
All the standard image file formats (TIFF, PNG, JPG, BMP, etc.) can be entered directly into the process, to join the normal production flow.

Enhancing your document images for better understanding

Since image quality can vary greatly, ReadSoft DOCUMENTS for Invoices includes many different types of filters, for background filtering, advanced image filtering and adaptive filtering. The filters can be used in any combination, and they greatly enhance the information extraction.

Managing color to ensure that all information is retained

ReadSoft DOCUMENTS for Invoices color processing enhances production efficiency. Color viewing improves on-screen appearance, while color image handling, interpretation, and filtering contribute to improved processing performance. As an example, you can suppress certain background colors and enhance specific foreground colors to improve character isolation, which translates into better interpretation.



Understanding your invoices, for automatic sorting, information extraction and validation

We sort your invoices, so you don't have to

The supplier and buyer identities are detected and compared with data imported from your financial system. The type, general expense or purchase order, is detected as well as whether it is an invoice or a credit note. This information is the basis for the automatic sorting that saves a lot of time and work in the initial stages. Sorting also leads to speedier information extraction, since the correct parameters and business rules are automatically selected.

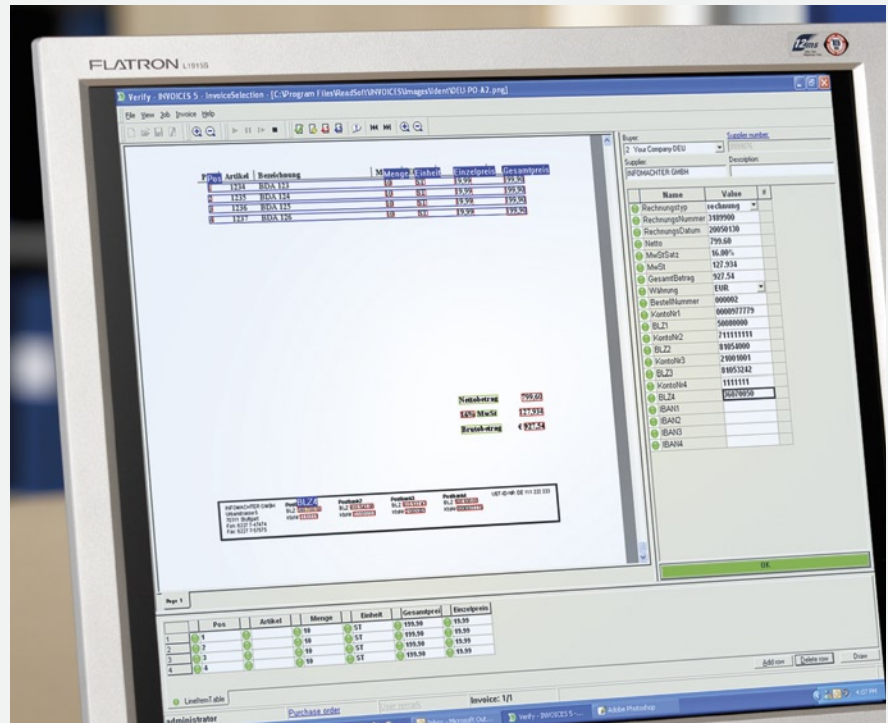
Built-in support for regional variations

The software needs to know what information to extract and which business rules to apply. This information is contained in one or more invoice profiles. To simplify setup, ReadSoft DOCUMENTS for Invoices comes equipped with a number of region-specific country profiles. A country profile contains all the information required to extract and validate the information contained in an invoice from that region, including VAT rates, date formats, currency characters, etc. Business logic, for example for validating dates, VAT, and sums, is also part of the profile.

Of course the profile(s) you use can be adapted to suit your business requirements.

Providing correct data for your financial system

ReadSoft DOCUMENTS for Invoices is designed for swift and accurate handling even when it comes to trickier things, like extended line item tables or multiple VAT



rates. The sophisticated automatic validation will make you take superior data quality for granted.

A lot of the information is extracted using free-form technology, but helping to increase extraction speed is the knowledge base, automatically accumulated for repeat suppliers and a big help in extracting ambiguous information.

Extracted information can be checked in various ways, for example by performing calculations, by comparing with internal tables, and by checking external databases. When data can be confirmed automatically, the invoice may bypass the verification stage.

ERP validation

In an ERP-integrated installation, the information may be matched with the combined information from several ERP ledgers. If everything is correct and the invoice corresponds to an approved purchase order, it can be posted automatically.



Managing your invoice flows for maximum productivity and a minimum of fuss

Verification made swift and simple

Each verifying operator has a personalized inbox containing only the invoices he or she is authorized to handle. To simplify correction, images of any inconsistent information are prominently displayed. Any fields changed by the operator are automatically revalidated according to the predefined rules. If an invoice has been incorrectly sorted, it is easily reassigned.

Verification can easily be done over the Internet, for example in a Citrix or Terminal Server environment, without any loss of security.

Approval workflow in your web browser

Not all invoices can be handled automatically. There may be no corresponding purchase order, the supplier may be unknown, or you may have chosen only a partial integration with your financial system. For these cases, ReadSoft DOCUMENTS for Invoices provides a complete web-based workflow for invoices.

The advantages are many

- You have support in the process, with automatic validations and controls, shorter circulation times, and immediate access to the information.

- You get fast and accurate interim statements and a clear record of your invoice flow at every step.
- You eliminate piles of backup copies and avoid hunting for unreturned invoices.
- You can provide higher internal and external service levels.

Production archives that you can access over the web

Process repositories give you immediate access to any document entered into ReadSoft DOCUMENTS for Invoices at any time and from any workstation, via an easy-to-use web interface. All documents are gathered in a single database, no matter where they came from. And they can be automatically purged or moved to long-term archiving when at-your-fingertips access is no longer required.

Efficient monitoring and control

Extensive monitoring capabilities help you to keep track of what happens in the process. They provide reports and statistics concerning your documents and data processing, and give you ways to measure the performance of operators, workgroups and the system itself. Very useful tools for control, planning and analysis.



Integrating seamlessly with your line-of-business applications

Tailored file transfer to any target system

INTEGRATE

You can easily configure the output, by means of user-friendly menu-based settings, so that the information is perfectly adapted to suit your target database or downstream application. ReadSoft DOCUMENTS for Invoices works exceptionally well with systems that require electronic archiving, since images are also exported. All relevant information is transferred to the archiving system, to simplify the maintenance of appropriate search indexes.

All kinds of interaction with your databases

You can add your own functionality and integrate ReadSoft DOCUMENTS for Invoices with any external system, such as databases or a workflow. No matter what your present or future requirements are, ReadSoft DOCUMENTS for Invoices has the flexibility and accessibility to meet those demands.

Full and seamless integration with your ERP system

ReadSoft DOCUMENTS for Invoices supports automatic invoice input, validation, parking and posting into major ERP systems, such as SAP® R/3® and Oracle® E-Business Suite. For you, this means improved management of cash flow and invoices, better control of delivered and invoiced goods, automatic purchase order matching, optional automatic posting of invoices, enhanced security, less manual work, shorter total processing time,

decreased total cost for supplier handling, and early notification of errors. You also get more accurate day-to-day information on financial status, for example the financial status of various projects, and a better basis for business decisions. And you will save a substantial amount of valuable time at the end of every month, quarter and year.

- **The no. 1 SAP® integrator**
First SAP® invoice handling integration to be certified.
Still the largest customer base.
- **Integration with Oracle® E-Business Suite**



Interchanging documents with your customers and suppliers



As secure and efficient as EDI, but simpler than email

ReadSoft's Document EDI is easily the most simple, efficient, cost effective, and secure way to receive invoices from your suppliers and to send invoices to your customers. It eliminates paper, envelopes, postage, faxes and other time-consuming and costly means of communication – while generating huge savings. And it is simple: When you select "Print" in your invoicing software, your invoice is automatically sent as an email attachment to the correct recipient. At the other end, reception is automatic and completely transparent.

Since it's much easier to set up and the investment is much lower than with a standard EDI solution, every customer and supplier with an email address can take part in the exchange of electronic documents. You don't have to sign agreements with business partners or meet complex requirements. You don't have to change a single routine. You can interchange all your documents, and you can expand the Document EDI interchange from a single initial business partner to a powerful complete solution without any significant cost.

Transparent automatic email sender, protecting your documents with digital signatures

ReadSoft's Document EDI solution features a sender part, EZ-OUT, which can be used as a stand-alone product. This way, it is really easy and cost efficient for your suppliers to benefit from the advantages of Document EDI.

By using digital certificates, Document EDI supports the EU directive for elec-

Substantial business benefits

- Interchange through secure email
 - Automatic sender
 - Automatic receiver
 - Automatic receipts
- No printing
- No envelopes
- No stamps
- No mailroom work
- Improved security
- Improved control
- No complex agreements, requirements or protocols
- Very short payback time

tronic invoicing and the legal requirements of most European countries:

- Authenticity of each invoice's origin is guaranteed.
- Integrity of each invoice's content is guaranteed.

Furthermore, privacy of the protected information is ensured by encryption based on proven standards.

Transparent automatic email receiver, checking integrity and providing receipts

The digital signature is confirmed on arrival. If successful, the authenticity and integrity of the email are guaranteed. Decryption is handled automatically and transparently when the digital signature is confirmed. When the secure email is processed, a receipt is automatically dispatched to the sender.



In the voice of a customer:

"More and more invoices are arriving by email"

Familjebostäder is the third largest housing company in Sweden, providing homes for some 42,000 people, mostly around the Stockholm area. The company has always been a pioneer when it comes to using new technology and smart IT solutions, and ReadSoft's INVOICES software definitely falls within this category. Today, some 60,000 invoices are read, interpreted and verified by INVOICES.

"As have many other companies, we have found out that it is hard to launch large-scale EDI systems on a wide front, so instead we wanted to find a simple way to get suppliers to send us their invoices electronically. EZ-OUT was the perfect answer. Today, we don't have to open and scan the some 5000 invoices that are sent by our suppliers using EZ-OUT. Our goal is to increase this number further in order to increase savings, both for us and our suppliers," says Claes Norrman, controller at Familjebostäder.

ReadSoft DOCUMENTS for Invoices comes with dedicated services for quicker installation and dependable operation

An Invoices business solution should be just that – a solution well adapted to your business needs and requirements, with everything included to get you up and running, and saving, as soon as possible. So we start by sitting down with you and analyzing your present situation from all relevant angles. This is the only way both parties can be certain that what we offer is the complete solution best suited to automate your invoice processing.

Apart from software and hardware recommendations, our offer will include installation support, operator training and a service contract proposal. But our Professional Services can offer a lot more than that, should the need arise. Today, tomorrow, next year, or whenever you feel that changes in your business environment require changes in your Invoices business solution.

ReadSoft Professional Services – where people meet software

At the heart of ReadSoft Professional Services, you'll find a global team of professionals committed to working with you throughout the design, implementation, and maintenance of your unique Invoices business solution. We offer a choice of high-quality services to take you smoothly through every phase of the evolution of

your solution. We listen to you, understand your business needs, and then deliver and maintain a productive solution based on your requirements.

ReadSoft Training – delivering knowledge, developing competence

Well-prepared personnel is critical to the effective operation of your business. ReadSoft Professional Services provides a systematic training program to get your personnel functioning efficiently. Training courses take place wherever you prefer – in our well-equipped classrooms at convenient locations around the globe, or at your own site. We offer a wide range of courses, from core product training to expert-level instruction for solution management and administration. Our experienced instructors teach you to use our products to your best advantage, combining hands-on, focused teaching methods with high-quality, globally consistent training materials.

ReadSoft Project Management & Customization – dedicated to meeting your unique requirements

Our software's extensive built-in functionality is more than sufficient to meet the primary needs of our customers. For



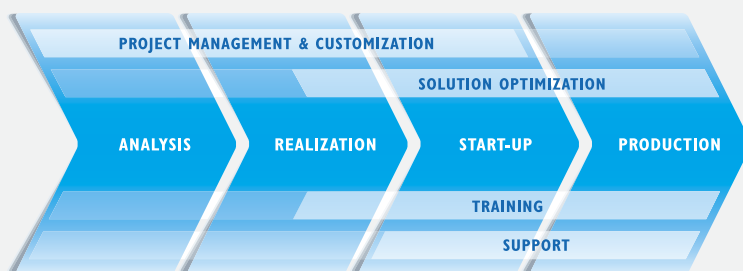
more specialized solutions, you can take advantage of our project management and customization services. Our skilled project managers and software developers will deliver your solution using industry-standard, quality assured project processes. You get results that are on budget, on time, and according to your specifications.

ReadSoft Support – your assurance for continuous productivity

We understand that your Invoices business solution is vital to your business, so we focus on providing comprehensive support service, staffed with dedicated personnel whose goal is to help keep you up and running. We offer a number of different levels of support, from our basic support to more individualized services that give you greater availability and faster lead times.

No matter which level of support you need, you enjoy the benefits of local access to our ReadSoft Support experts, and can feel secure in the knowledge that our team is there to help you.

ReadSoft Document Automation Services Platform



Our services take you smoothly through every phase – from analysis to full-capacity production, and beyond.



ReadSoft DOCUMENTS for Invoices significantly improves your bottom line

The best way to prove the business benefits we offer is to listen to our customers

“In the early test phase, INVOICES from ReadSoft convinced us it was the best choice due to its high interpretation rate, its flexibility with regard to integration with our systems, and its user-friendliness.”

Christian Grüneberg, responsible project leader, IS-Energy, Germany.

“We are very excited about this project and we have four objectives: to reduce manual and repetitive tasks that do not contribute with any added value; to speed up the invoice process and the workflow within the company; to reduce the errors; and finally, to save costs.”

Patricio Cisneros, project manager, Unycop, Spain.

“We are always looking to push back technology barriers and after extensive research, we realized that ReadSoft could deliver the cutting edge solution we require.”

Adam Sims, Head of Finance, BASF Plc, UK.

“We chose ReadSoft for their service-minded approach and for their good reputation on the document capture market. With INVOICES, we anticipate several key benefits, such as a substantial productivity increase and better working conditions for the staff in the accounts department as they can now focus on tasks with higher added value.”

Frederique Torres, Financial Director, Acta, France.



ThyssenKrupp, Germany:

“We are very satisfied with the results”

ThyssenKrupp AG is the management holding company for the international steel and capital goods group ThyssenKrupp. With their new invoice processing system from ReadSoft, they have taken an important step into the future.

It only took 25 working days to switch from manual handling to the automated invoice processing system INVOICES by ReadSoft. Nowadays, two employees in Düsseldorf process 30,000 incoming invoices annually using ReadSoft’s document automation software. To check and approve invoices, INVOICES was integrated with ThyssenKrupp’s SAP® system. The integrated workflow software controls the incoming invoices and accelerates the release process. The standard software was adapted to the unique needs of ThyssenKrupp AG. A special feature of this solution is that invoices with missing data are still posted. Missing information such as the cost center can be added later when reviewed. Then the posting is manually corrected and released into the workflow process.

Handled within the SAP interface

The integration software allows the captured data to be directly processed within the familiar SAP environment. Thus, the invoice processing system is complete at ThyssenKrupp AG. The invoices are scanned, information is extracted and compared with existing master data, and then it is sent directly to the SAP® R/3® system. Thanks to the integration, accountants have continuous control of every stage in the invoice process.

“We are very satisfied with the results”

Michael Ackermann, Central Department Manager of Group Accounting at ThyssenKrupp AG, comments: *“We established contact with ThyssenKrupp Stahl AG, which had also chosen ReadSoft’s invoice processing solution. We were able to share helpful project experience. We are very satisfied with the results and see every day how economical electronic invoice processing is. A basic condition for us was that the new software should adapt to our release and validation processes and not vice versa. ReadSoft met this criterion.”*

Increase your business efficiency with tools from the leading provider of Document Automation.

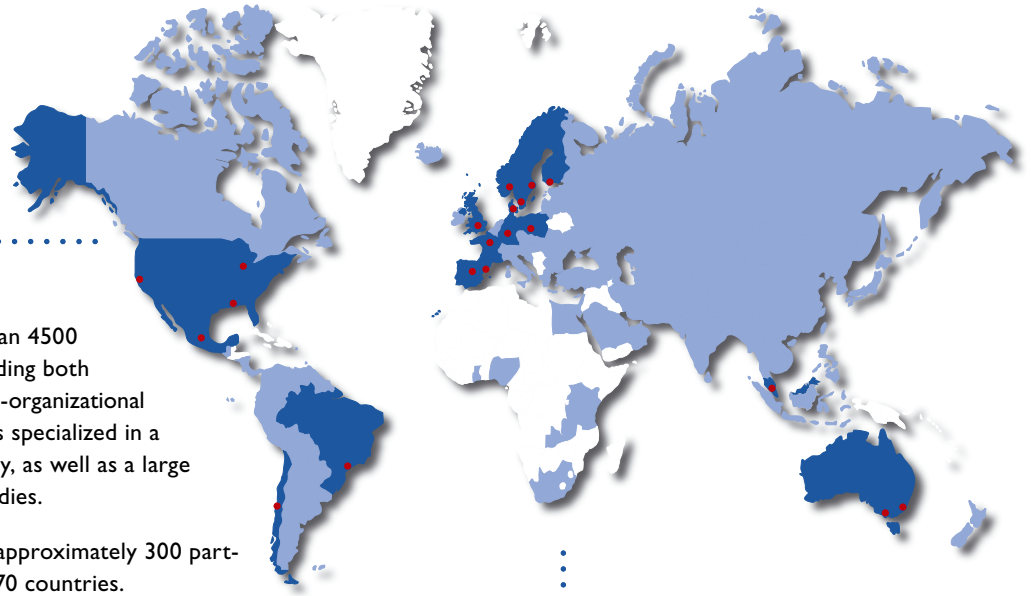
The benefits are substantial and immediate.

ReadSoft—always at the forefront of innovation

We take pride in being the innovators of our business. Our Research & Development team is a major part of our company and we spend a substantial part of our revenue on inventing and improving new technology, according to our customers' needs.

International but close to you

With offices in 16 countries and partners in an additional 70, ReadSoft can truly be said to be a global business leader. Our aim is to be as close to our customers as possible, no matter where they are in the world.



ReadSoft in a nutshell

- Market leader with more than 4500 customers worldwide, including both global enterprises with cross-organizational systems and local companies specialized in a particular market or industry, as well as a large number of governmental bodies.
- Offices in 16 countries and approximately 300 partners providing expertise in 70 countries.
- Listed on the Stockholm Stock Exchange since June 1999.
- Fifteen percent of revenue is invested in Research & Development every year. Close collaboration with various research institutes.
- Close partnerships with prestigious global partners like Intenia, IFS, IXOS, Siemens Business Services, SPSS. Cooperation with consulting firms such as Cap Gemini Ernst & Young, CSC, Atos Origin, KPMG, IBM Business Consulting Services and WM-Data.
- Delivers software in several languages.
- Voted "Best of AIIM" 6 times at the world's largest document management convention, AIIM, in the United States.

READSOFT®

Document Automation Powering Your Business Efficiency.

WWW.READSOFT.COM