



JAGGAER Invoicing

Process Invoices Faster
and More Accurately with
JAGGAER Digital Mailroom



The average benchmark cost to process a single invoice manually is slightly over \$10 but could be anywhere between \$12 and \$30, according to research by Ardent Partners and the Aberdeen Group. Moreover, manual processing is a drag on your time. Industry research shows that around 80% of manually processed invoices contain at least one error. You might think you are cruising along at top speed, but correcting those mistakes means you're having to pull up at a whole series of red lights.

JAGGAER Digital Mailroom revolutionizes your AP process through automation. With Digital Mailroom, you outsource the technology and people costs of an invoice scanning solution to a trusted partner – and see immediate productivity gains.

A Single Workstream

While you may aim to get as many suppliers as possible – and all strategic suppliers – onto an eInvoicing solution via interface or portal, there will always be tail spend suppliers who

will send invoices over fax or email, or as paper documents.

Pulling all these invoices into a single workstream allows your organization to follow a unified matching and approval process as well as enabling better reporting and analysis for continuous improvement. Digital Mailroom provides these benefits as a complement to JAGGAER ONE Invoicing while saving you the need to build and maintain an in-house OCR process.

The Digital Mailroom receives all your paper, email, and faxed invoices via a dedicated PO box, email address, and fax number. Once sorted and tracked via barcode, a high-speed scanning process and image conversion process digitalizes the invoice and submits it to the JAGGAER ONE invoicing workflow.

Automation Designed for Your Business

JAGGAER's Digital Mailroom brings standard business rules to your invoice process while allowing the flexibility to incorporate

your unique needs. From automatically coding your invoices to validating against individual supplier and user requirements, JAGGAER brings a touchless conversion process that you can trust. All invoices have a complete audit trail and archive and are backed by JAGGAER's unmatched support.

Enhanced Visibility

The solution also includes data enrichment; you can view an enhanced invoice in JAGGAER ONE with any applicable purchase order, supplier and contract data, together with the scanned original version of the invoice.

By pulling all your invoices into a single workflow you get a complete view of the entire invoice process. Reports will allow you to track exception trends, approval times, supplier opportunities, and many other metrics, improving overall financial reporting.

Key Features

Intelligent Capture and Conversion

- Dedicated PO box, fax number, and email address to receive invoices
- High speed scanning and high-quality image capture
- Index and validation process

Digitalized Invoices

- Automatically creates invoices in JAGGAER ONE with the original image attached
- Enhanced with supplier, order, and contract data
- Actionable reporting, compliance, and audit capabilities

Workflow and Exception Handling

- Dynamic matching rules to limit and flag exceptions
- Approval routing based on business rules
- Simple integration to ERP

Benefits

- Automates time-consuming processes at higher accuracy rates than standard manual processes
- Enhanced reporting and analysis of all invoices in one system with supplemental order and supplier data
- More focus on spending trends, vendor discounts, and exception processing
- Improves overall time to process invoices, gain approvals, and shorten payment cycles

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