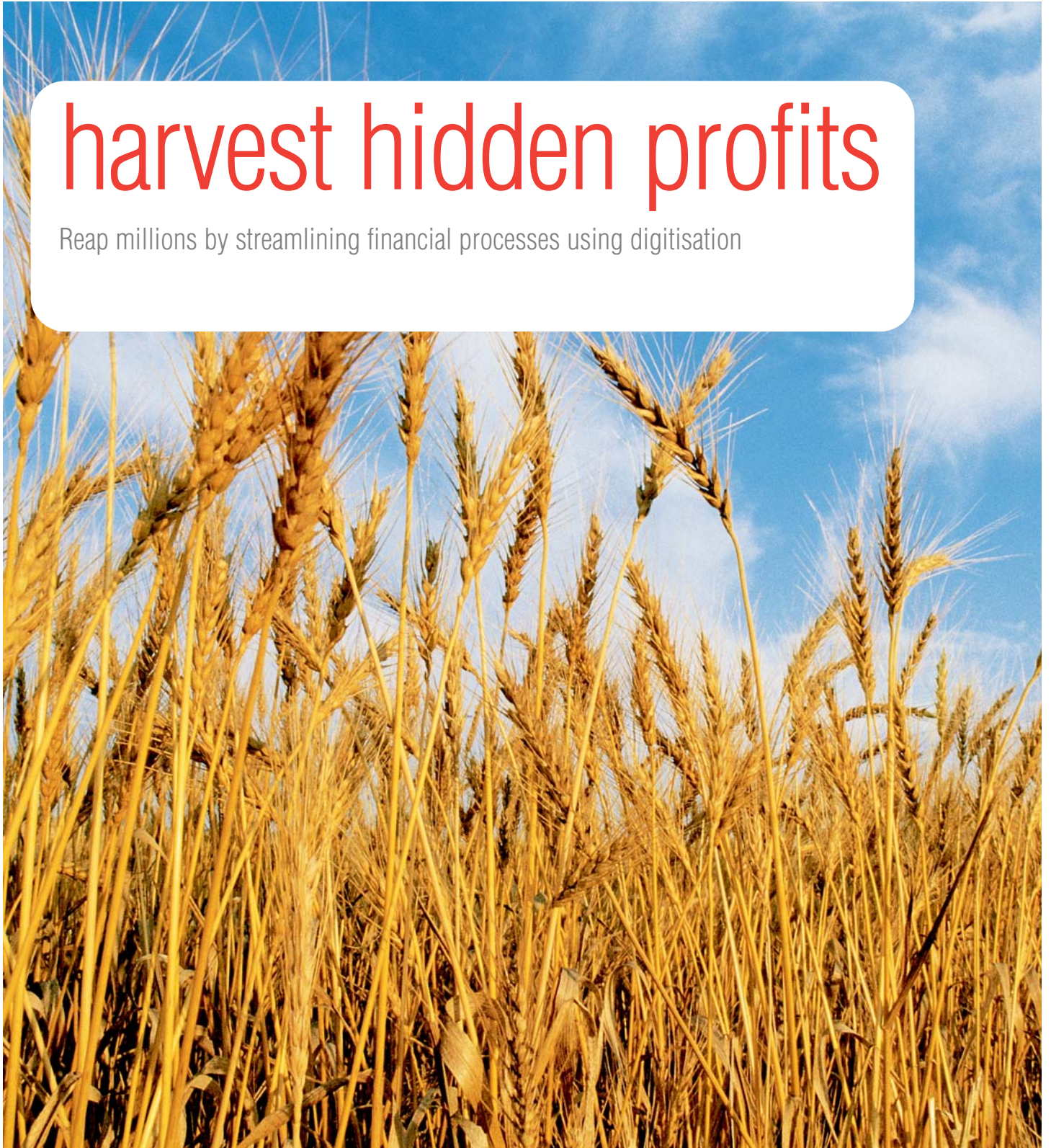


harvest hidden profits

Reap millions by streamlining financial processes using digitisation



Automate the flow of documentation supporting your key financial processes

You've invested in electronic systems to support 80% of your financial processes. How much is the remaining 20% worth to you?

The drive for increased efficiency, faster workflows and reduced costs has led to the widespread automation of Accounts Payable and Accounts Receivable functions through investment in systems like ERP and EDI. These days, it's common for about 80% of these processes to be automated. That's an excellent starting point, but what's the other 20% costing you?

The simple fact is that the remaining areas are manual, paper-intensive processes that, depending on the size of your company, can cost literally millions in errors, delayed payments, unresolved disputes, and lost early payment discounts.



An effective solution

Xerox Global Services will help you take the final steps to full automation that will streamline your entire financial process. We'll show you how to leverage the 80% covered by your current systems by digitising and automating the 20% of your processes that still hamper overall efficiency. It's an incremental step in improving your business that delivers:

- **Satisfied** and more loyal customers through more accurate order fulfilment and faster resolution of disputes.
- **Management information** you need to reduce operational costs by maintaining fewer supplier relationships.
- **Control and visibility** of the purchasing process and an enhanced ability to negotiate volume discounts with suppliers.
- **Efficiency** in the Accounts Payable operation, leading to fewer late-payment penalties, more early-payment discounts and improved supplier relations.
- **Reduced inventory** levels from more accurate and informed ordering procedures.
- **Improved regulatory compliance** through an auditable record of transaction documents.

Digital efficiency

Xerox Finance & Administration Services will automate your financial processes by streamlining the flow of paper documents, digitising them, integrating them with your existing data and helping you redesign your processes. Not only do your back office processes become more efficient, but your staff are able to spend less time searching for manual paperwork and more time on improving cash flow and profitability.

Four ways we can improve your bottom line

By giving your staff easy, web-based, access to all the information they need, Xerox delivers real savings by increasing the efficiency of at least four business processes.

1. Accounts Payable

A digital, fully indexed document repository allows immediate cross-referencing of documents with transaction data captured by your IT systems. Individuals get immediate access to the documents they need, to answer vendor and internal inquiries. The approval process becomes faster and more efficient, resulting in quicker validation of invoices and improved cash and supplier management

2. Accounts Receivable

A recent study by the REL Consultancy Group showed that 42% of all overdue payments are caused by disputes. By digitising paper documents such as

THE RECOGNISED DRAWBACKS OF MANUAL PROCESSES

- **Missing documents** – missing or incorrectly filed documents make it difficult to resolve customer disputes, which leads to delayed payment, weakened cash flow and decreased customer satisfaction.
- **Delays** – the manual matching of supplier documents such as purchase orders, invoices and delivery notes can delay the payment process, adversely affecting supplier relationships and leading to the loss of early payment discounts.
- **Lack of management information** – caused by inefficient manual purchasing processes can lead to inappropriate inventory levels, large numbers of suppliers and failure to exploit volume discounts.
- **Errors** – manual processes are more prone to error, which makes it more difficult to comply with mandatory audits.

invoices, GRNs and contracts, we can eliminate manual searches and give collections managers instant desktop access to all the information they need to resolve disputes. The result: you can typically reduce DSO by two to four days, decrease adjustments by 20%, and improve back-office efficiency by as much as 25%.

3. Purchase Management

Automating the purchase management process not only makes this process faster and more efficient, but it gives you the information you need for better business decisions. Inventory levels can be cut back and the number of suppliers reduced. Errors are all but eliminated, productivity is increased and detailed real time reports give you better control of the entire supply chain and the financial planning process.

4. Contracts Management

Digital documents and automated processes make it easier to manage contracts, too. You'll benefit from faster contract creation, shorter negotiation cycles, and reduced legal and administration costs. It becomes easier to track important contractual obligations and possible financial penalties for non-compliance. Xerox will also help you being fully compliant with regulatory requirements.



Delivering value

Xerox Global Services can help you streamline your financial and administrative processes with a full range of services from consulting and IT services to complete outsourcing. Our portfolio of high performance solutions, based on best-of-breed technology tailored to your individual requirements, covers every key business area including contract management, e-procurement, e-billing, customer/supplier portals, and Query and Dispute Management Systems. By leveraging our unrivalled experience in all areas of document management we deliver real and measurable business benefits including:

- **Stronger cash flow** and improved DSO and DPO from faster dispute resolution
- **Reduced operating costs** and greater supplier discounts through fewer suppliers and a more efficient supply chain.
- **Early payment discounts** from your suppliers taking advantage of an accelerated AP process.
- **Reduced overheads** through the automation of document-intensive processes.
- **Improved regulatory compliance** from an auditable record of all transaction documents.

ABOUT XEROX GLOBAL SERVICES

Xerox is the global leader in document management, offering the widest array of products, services and solutions in the industry. Xerox Global Services, one of the three main business units of Xerox, offers a broad portfolio of services including consulting, systems design and implementation, strategic outsourcing and process management.

We work with our clients to improve and manage their document intensive business processes – everyday processes like customer communications, billing, training, or records management. Xerox Global Services are worldwide leaders in document outsourcing.