

crossgate Business Document Factory

Enabling the smooth flow of digital communication

{ Electronic data is better than piles of paper }

Scanning, data extraction and 100% reconciliation including manual post-processing and ERP-integration

Why not put an end to waste caused by others?

► crossgate can convert your paper documents into top-quality electronic data records within just 24 hours. We call our comprehensive service the Business Document Factory. It will enable you to process all the inbound documents you receive faster and at the best possible cost. It will also help you convert to comprehensive EDI gradually – without any upfront investment and at no extra expense.

Business Document Factory is the answer to dealing with business partners who do not communicate by electronic means. The Business Document Factory fills a large gap in your electronic communication flow and ends the waste of time, capital, and resources which paper-based processes induce into your organisation.

► **crossgate's Business Document Factory package includes:**

- The scanning of all your inbound documents
- Reconciliation with current master and transaction data
- Automatic data extraction
- Manual post-processing of the generated data

► **Quality data available within just a day**

Business Document Factory stands for top-quality data and extremely short processing times. By employing various data extraction tools and subsequently post-processing the data manually, we are capable of providing you with data that's 99.9% accurate. Within 24 hours, you will receive a structured EDI data record for automatic follow-on processing as well as a document image for archiving and injection into your ERP workflow.

► **crossgate's Business Document Factory package includes:**

- Collection of inbound mail from the post office
- Opening letters, sorting of inbound mail based on defined criteria, unclipping of documents
- Indexing and marking up of attachments
- Scanning of documents
- Creating image files (JPG, TIF, etc.)
- OCR/ICR reading and manual post-processing of the data to be read
- Reconciliation with master data
- Daily transfer of the data records to the customer via EDI
- Archiving the image data on a CD-ROM twice a month and sending the archive to the customer
- Physical storage of paper documents for a four-week period (transfer to a Web-based archive and workflow system is an optional extra)
- Subsequent destruction of the documents in accordance with data protection regulations

// * The Business Integration Platform™ (B.I.P.) is the largest B2B data transaction platform in Europe. It currently links up over 34,000 businesses and enables them to exchange any type of data in any format via any communications channel they wish to use.

// This is the mathematical representation of a large German production company and its business partners, their partners and partners' partners, etc. Sounds complicated? The formula's simple, though!

► A custom-made scenario for processing incoming invoices

crossgate is your main partner for all business process topics: be it scanning or digitising data, comparing master data and transaction data, or adding data to your SAP workflow or Web-based workflow system. On request, our process and financial analysts will recommend an optimal (process) scenario for your incoming invoices. The implementation can be done as part of the roll-out of your Business Document Factory process.

► Optional: SAP- or Web-based workflow and archiving system

Rationalising processes requires transparency. Within the scope of the Business Document Factory, you have the option of obtaining online access to captured invoices and processing these via a central workflow platform.

The captured invoice data are transferred to the workflow system via a database interface. The accounting department and the managers responsible for cost centers automatically receive the individual data and the scanned invoices.

*Efficient processing
A transparent workflow
An optimised process*

► The workflow system provides:

- Approval process (depending on the amount)
- Cost-center validation
- Splitting of invoice amounts between several cost centres
- Report with history per invoice available
- User management (accounts, cost centres)
- Header and position data
- Etc.

► EDI Migration Offering: Switch over to EDI and further reduce costs

Using Business Document Factory is the perfect way of migrating to classic EDI and achieving even larger cost reductions. crossgate will present you with a roadmap for automatically linking up EDI-enabled business partners and will support you and your partners throughout the migration. What's more, we will give you and your partners support throughout the migration.

EDI via crossgate is an investment-free on-demand service. crossgate will link up you and your partners to the B.I.P.*, the largest European EDI integration network. Subsequently, you can exchange data of any kind not only amongst each other but also with the 34,000 existing members of the network.

► The crossgate EDI link-up of business partners works as follows:

- The customer supplies the necessary data
- The links to your partners are set up and your electronic documents are put on the B.I.P.*
- Technical details regarding the links are clarified with your partners if necessary
- Communications tests are conducted and the communications links are approved for use