

Eliminate Invoice Paper Handling and Data Entry.

Chrome River CAPTURE automates the front-end receiving, handling, digitizing, and data entry process for all of your supplier invoices. As part of Chrome River INVOICE, this complementary service eliminates the handling and manual data processing of invoices and lowers costs through increased efficiencies. Your AP team and CFO will love how CAPTURE eliminates the invoice paper shuffle and mundane invoice data entry, freeing up their time to focus on more analytical and high-level projects.

Eliminate the front-end invoice process

Before an invoice reaches an approver for payment verification, a long process takes place. The invoice is sorted, opened, stapled, a copy/image is created, basic invoice data is keyed, and items are validated. Then, the invoice is routed for approval. CAPTURE eliminates this entire front-end process and delivers accurate invoice data and images directly to the appropriate approvers in a manner that saves time, money and man-hours that can be redeployed.

Prepare and scan supplier invoices

With Chrome River CAPTURE, your suppliers send invoices to a dedicated PO Box, email address or fax number. Chrome River handles the rest. All invoices are gathered, transferred to the secure processing center, opened, and prepped for scanning. This immediately saves your mailroom and AP staff significant time. Once the invoices have been prepped, they are scanned at a high quality to ensure easy.

Capture the invoice data and validate

Once the invoice document is saved as an electronic image, the data extraction begins. Utilizing Optical Character Recognition (OCR), key invoice data including the supplier, invoice date, amount, currency, and requestor are automatically extracted from the document and saved. To ensure the data is accurate, a double Quality Control process with automated and human verification is executed to deliver a 99.5% accuracy rate. The extracted data is then recorded along with the associated invoice image.

Next day delivery of electronic invoices

We handle and deliver your electronic invoices within one business day of receipt. After clearing the CAPTURE handling and processing stages, your invoices are delivered securely to Chrome River INVOICE. Initial automated routing steps can be launched so that your invoices are delivered immediately to the correct AP or approval individuals for processing.

Features

- Eliminate manual processing and handling of invoices
- Lower invoice processing costs through streamlined efficiency
- Capture cost savings due to increased accuracy and timeliness
- Reduce late payments and invoice cycle time

Flexibility to scale up or down

With Chrome River handling all of the requirements of personnel and technology to support your invoice intake processing, your organization can quickly scale up or down as needed. Free yourself from the hassle and expense of maintaining state-of-the-art scanning hardware and software. Achieve immediate gains by going paperless since CAPTURE creates electronic invoices regardless of how your suppliers send them. The CAPTURE processing center will securely store your invoices for 60 days. Following this retention period, these documents will be destroyed using industrial shredding.

Invoices managed and controlled

Your AP Users manage and your Approvers approve. With Chrome River CAPTURE, all of your invoice handling, including pre- and post-processing, is provided as an outsourced service. Accompanied with Chrome River INVOICE, your electronic invoices are then securely managed and controlled using your organization's compliance rules and automated routing to ease process handling through to payment. Chrome River lets business flow.

Chrome River CAPTURE security

The Chrome River CAPTURE service automates the front-end receiving, handling and initial data entry process for all of your organization's supplier invoices. As part of Chrome River INVOICE, this service removes the burdens and overhead costs associated with these steps in a secure, efficient environment. Chrome River lets business flow.

CAPTURE is a critical step in the PURCHASE ORDER to INVOICE to PAYMENTS automated invoice management workflow. This paperless solution streamlines your accounts payable department, strips out manual processes, and ensures that your company receives all the benefits and discounts from vendor negotiations.

Facility Security

- Low-profile, unbranded facility
- 24x7 locked entrances accessed via biometric controls
- Video monitoring of all entrances & exits

Document Security

- Physical documents checked in at facility entrance and then never leave the facility
- On-site shredding of documents that age past retention dates

Data Security

- Comprehensive, up to date desktop workstation security features (antivirus software, spyware protection)
- Firewall protection of internal applications from unauthorized intrusion
- Data integration established only via secure VPN or point to point connectivity
- Data stored and managed on-site
- Hard drive wipe upon disposition of any equipment

Personnel Security

- Background checks conducted on all employees
- Production areas segregated to support customer-specific security policies
 - Access to client data provided on a need-to-know basis
 - Segregation of duties (e.g., between document prep and imaging and indexing)
 - Limited access to customer data within internal applications

Audits

- Audited by a number of financial institution and pharmaceutical customers
- Undergo initial and periodic customer-specific security audits, including HIPPA compliance

Experience

Over two decades of scanning and imaging experience with the following types of data currently secured:

- Fortune 500 customer data
- Biomedical FDA submissions
- Credit Card information
- Trust files and documents

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