

eBook

On-premise and Cloud solution comparisons

basware

Simplify Operations, Spend Smarter.

ON-PREMISE AND CLOUD SOLUTION COMPARISONS



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INTRODUCTION

One of the best moves you can make for the future of your organization is transforming your purchase-to-pay solution to the cloud. It's easy to let projects like these fall by the wayside, but continuing to postpone or neglect your transformation project will only amplify the long list of problems perpetuated by on-premise solutions.

At Basware, we're eager to help you instigate and successfully transform because we know first-hand that the cloud will help you improve productivity, increase security and innovate faster. This is all achieved by helping your business improve the quality and quantity of data that is powering the decisions made in your finance and procurement departments.

This functionality guide provides a clear explanation on what more you get with our cloud-based solutions compared to your current on-premise solution. It also details in clear, side by side comparisons the exact functional capabilities of these two solutions so you can better understand at a detailed level why the cloud is going to help change your workflow processes, deliver 100% spend visibility and deliver actionable insights to reduce your costs.

We understand your business is unique and you will have customised our on-premise product to best fit your business. Once you've read this document, we'd like to continue this conversation and provide you with a bespoke view of the value that your organisation, specifically, will gain from transforming to our cloud-based solutions.

Thank You!



COMPARING BASWARE P2P CLOUD PLATFORM TO BASWARE IP (ON-PREMISE)

ALL OF THE BELOW ARE CAPABILITIES THAT ARE AVAILABLE IN THE BASWARE'S P2P CLOUD PLATFORM BUT NOT IN THE ON-PREMISE BASWARE INVOICE PROCESSING PRODUCT.

1. A different level of automation and process efficiency.

- a. Advanced analytics and comprehensive set of dashboards with key P2P performance indicators for actionable insights on exceptions, spend and process performance as well as discounts
- b. Standardized invoice handling processes with advanced recipient resolution and automatic invoice validation out-of-the-box
- c. Improved PO matching:
- d. Non-PO invoice automation on a new level:
- e. Other invoice coding improvements that reduce errors and need for manual actions:
- f. Better integration and interoperability

2. Significantly improved user experience for both end-users and professional users.

- a. All in one Web end user experience, on any device
- b. Real-time discussions in one place together with the invoice
- c. Fully integrated early payment discount functionality with Dynamic Discount

3. Integrated P2P solution with improved security and compliance.

- a. Single Purchase to Pay process engine with organization- and country-specific documents
- b. Improved auditing with integrated discussions and audit trail
- c. Compliant workflow for all invoices, with or without contract or PO, special handling for confidential invoices
- d. Granular, role-based access control, administrators can be defined by organization
- e. Enrich supplier data with Dun & Bradstreet and MasterCard Track
- f. Long-term compliant cloud archiving.

ON TOP OF THAT:

4. No more FOMO (Fear Of Missing Out).

- a. Always get the latest innovations and upgrades - automatically, non-intrusively and at no additional cost
- b. We keep things safe and up-and-running for you
- c. More invoices? We'll scale to your needs in a heartbeat

FUNCTIONALITY

BASWARE INVOICE PROCESSING

BASWARE PURCHASE-TO-PAY

Sophisticated PO matching out of the box that improves your first pass rate, reduces number of exceptions and lowers the cost of ownership for P2P solution

2-WAY PO MATCHING



3-WAY PO MATCHING



MATCH TO 3RD PARTY PURCHASE ORDERS



ADDITIONAL COST HANDLING WITHOUT CUSTOMIZATION



MULTIPLE ORDER TYPES



N-WAY MATCHING



BEST-FIT MATCHING FOR PO MATCHING



EASY MATCHING TRACKER FOR EXCEPTIONS



Substantially improved automation rate for non-PO invoices.

Your AP team no longer needs to take first action, but end users can propose how to increase automation.

MATCH AND PAY RECURRING INVOICES AGAINST CONTRACTS



AUTOMATICALLY DISCOVER RECURRING NON-PO INVOICES



END USERS CAN RECOMMEND A PAYMENT PLAN



COMPLIANT WORKFLOW FOR NEW PAYMENT PLANS



FUNCTIONALITY

**BASWARE
INVOICE PROCESSING**

**BASWARE
PURCHASE-TO-PAY**

Improved cycle time due to automatic invoice validation, workflow selection and collaboration between end users, AP & procurement teams and suppliers. Approve early, pay early, capture discounts.

APPROVAL WORKFLOW FOR INVOICES	✓	✓
AUTHORIZATION LIMITS IN HEADER LEVEL	✓	✓
CODING ROW-LEVEL LIMITS	✓	✓
AUTOMATIC ESCALATION AFTER X DAYS	✓	✓
COMMENTS IN INVOICES	✓	✓
ADVANCED RECIPIENT RESOLVERS FOR INCOMING INVOICES		✓
AUTOMATIC INCOMING INVOICE VALIDATION OUT OF THE BOX		✓
STANDARD INVOICE HANDLING PROCESSES OUT OF THE BOX		✓
VENDOR INVOICE DISPUTE FUNCTIONALITY		✓
SPECIAL HANDLING FOR CONFIDENTIAL INVOICES		✓
REAL-TIME DISCUSSIONS WITH PEOPLE WITHOUT FORWARDING INVOICE OR INFO FLOW		✓
DETAILED AUDIT TRAIL PER INVOICE		✓
RELATED DOCUMENTS ASSOCIATED WITH INVOICE		✓
ADVANCED INVOICE GROUPING, SORTING AND FILTERING FOR EFFECTIVE WORK		✓
END USERS CAN CREATE PAYMENT REQUESTS		✓

Integrate with other Basware service to improve data quality, identify new areas of savings and remove unnecessary work.

TRUE E-INVOICING	✓	✓
EDI E-INVOICING	✓	✓
PDF E-INVOICING	✓	✓
MACHINE-READABLE PDF INVOICES		✓
NATIVE INTEGRATION TO STRATEGIC SOURCING		✓
DELEGATE SUPPLIER DATA TO SUPPLIERS		✓
ENRICH SUPPLIER DATA WITH D&B AND MASTERCARD INFORMATION		✓
INTEGRATED DYNAMIC DISCOUNTS		✓

FUNCTIONALITY

BASWARE INVOICE PROCESSING

BASWARE PURCHASE-TO-PAY

(Semi-)automatic coding improves cycle time by reducing errors and need for manual actions. Remove unnecessary work, improve productivity.

CODING TEMPLATES	✓	✓
SAVE CODING AS A TEMPLATE DIRECTLY FROM AN INVOICE	✓	✓
MACHINE LEARNING-ASSISTED CODING		✓
AUTO CODING BASED ON ANY INVOICE CONDITION		✓
AUTOMATIC CODING BY VENDOR		✓
EXCEL IMPORT OF CODING DIRECTLY TO INVOICE		✓

Comprehensive support for demanding multinational companies with complex requirements. Deploy standardized service across your organization, improve efficiency and save on operational costs.

SUPPORT FOR TAX INTEGRATIONS	✓	✓
MULTI COMPANY SUPPORT	✓	✓
ROLE-BASED ACCESS CONTROL		✓
ONE P2P PROCESS ENGINE AND DATA STRUCTURE		✓
ADMINISTRATORS DEFINED PER ORGANIZATION		✓
ALL IN ONE WEB USER EXPERIENCE		✓
FULLY FUNCTIONING MOBILE USER EXPERIENCE		✓
AUTOMATIC VERSION UPDATES AT NO ADDITIONAL COST		✓
NEW FEATURES AUTOMATICALLY IN USE		✓

Completely new analytics help focus on increasing automation and create a happier workplace.

INTEGRATED DASHBOARDS FOR CASH DISCOUNTS		✓
INTEGRATED DASHBOARDS FOR CYCLE TIMES, INVOICE AGING		✓
ADVANCED ANALYTICS FOR SPEND AND PROCESS PERFORMANCE		✓

COMPARING BASWARE P2P CLOUD PLATFORM TO BASWARE PM (ON-PREMISE)

ALL OF THE BELOW ARE CAPABILITIES ARE AVAILABLE IN THE BASWARE P2P CLOUD PLATFORM BUT NOT IN THE ON-PREMISE BASWARE PURCHASE MANAGER.

1. Better and easier content management leading to a superior shopping experience

- a. Automated enrichment - with Machine learning applying UN-SPSC standard - helps to enhance the users' shopping experiences with less manual effort required
- b. Better forms and templates with fixed defaults, faster RFQ process for existing suppliers and enablement of daily prices when required
- c. State-of-the art guided purchasing - ensure that the preferred products and services from the preferred suppliers are promoted. Great keyword search function. Great shopping experience with full functionality also on mobile devices.

2. Easier and faster processes from requisition to reception with improved Spend Under Management and greater opportunities for early payment discounts

- a. One shopping basket - one place for all items and all suppliers
- b. No need to drill in if you don't need to - header-level requisition approval is possible. Plus, we'll safeguard approval limits, we'll also allow for conditional approvals and even external approval authorization.
- c. When it comes to Purchase Orders, you're able to create them from external requisitions, we also support blanket POs and Service POs - with highly configurable forms. So whatever the format and type of PO, we've got you covered. What's more, you're able to send the order email straight from within the system and also discuss collaboratively over email with suppliers within the system.
- d. When it's time to declare receptions of products and services, we've made it easier and faster for you so that your processes are faster than before: One-click receiving with pre-filled information is possible, also on mobile devices. We've also enabled role-based receiving "on-behalf-of" both for other individuals and by organization.

3. Never feel blind-folded again - with Basware analytics you get the insights you need to take decisive action for continuous improvement.

- a. You're in the know about the performance of your requisition and delivery processes.
- b. You'll have 100% spend insight by supplier and by category, and you'll always know what's your committed spend over time. There's even predictive algorithms in use so the forecast accuracy improves over time.

ON TOP OF THAT:

4. No more FOMO (Fear Of Missing Out).

- a. Always get the latest innovations and upgrades - automatically, non-intrusively and at no additional cost
- b. We keep things safe and up-and-running for you

More invoices? We'll scale to your needs in a heartbeat

FUNCTIONALITY

BASWARE PURCHASE MANAGEMENT

BASWARE PURCHASE-TO-PAY

PROCUREMENT METHODS

Manage content easily with your suppliers and offer best way to buy for your end users

INTERNAL CATALOGS	✓	✓
BUYER MANAGED CONTENT	✓	✓
SUPPLIER MANAGED CONTENT	✓	✓
AUTOMATICALLY ENRICH UN-SPSC		✓
VENDOR PUNCHOUTS	✓	✓
FREE-TEXT FORM SUPPORT	✓	✓
PURPOSE-SPECIFIC FORMS WITH FIXED DEFAULTS		✓
QUICK RFQS FOR EXISTING SUPPLIERS		✓
PRICED ON REQUEST (E.G. FOR DAILY PRICE)		✓

SHOP FRONT

Make purchasing easy for end users so that they buy from approved sources.

SEARCH FROM MULTIPLE FIELDS	✓	✓
GUIDED PURCHASING TO PROMOTE PREFERRED PRODUCTS AND SERVICES		✓
MOBILE SHOPPING WITH FULL FUNCTIONALITY		✓
KEYWORD-BASED SEARCH HITS		✓

FUNCTIONALITY

BASWARE PURCHASE
MANAGEMENT

BASWARE
PURCHASE-TO-PAY

REQUISITION MANAGEMENT

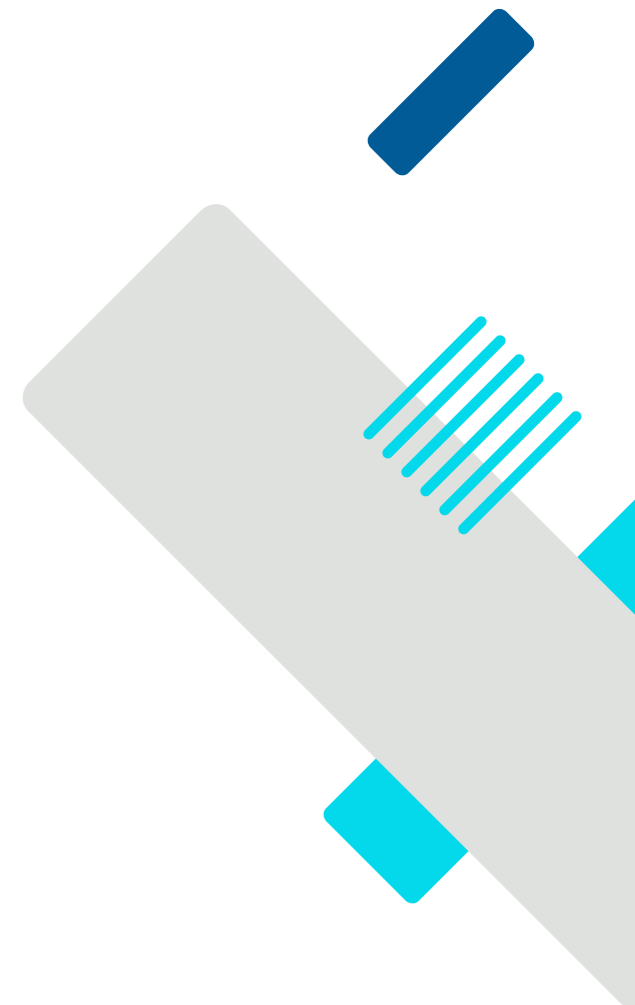
Requisition approval for purchase quickly and easily without having to know much about your organizational approval policies. Improve spend under management.

BUDGET VISIBILITY	✓	✓
SELECT RECIPIENT FOR APPROVAL	✓	✓
APPROVE REQUISITIONS IN HEADER LEVEL		✓
ONE BASKET WITH ITEMS FROM MULTIPLE SOURCES		✓
ONE PROCESS ENGINE WITH AUTOMATIC APPROVER DISCOVERY		✓
ONE SUPPLIER REGISTER FOR ENTIRE P2P		✓
PREVENT CIRCUMVENTING APPROVAL LIMITS		✓
CONDITIONAL APPROVAL FOR REQUISITIONS		✓
EXTERNAL APPROVAL AUTHORIZATION		✓

PURCHASE ORDER MANAGEMENT

Improved effectiveness with suppliers, audit trail for supplier collaboration, increase contract compliance for service & repeat purchasing.

SEND ORDERS ELECTRONICALLY TO SUPPLIERS	✓	✓
AUTOMATICALLY CREATE PO FROM EXTERNAL REQUISITION		✓
BLANKET PURCHASE ORDERS		✓
SERVICE PURCHASE ORDERS WITH		✓
HIGHLY CONFIGURABLE FORMS		✓
EMAIL ORDERS TO SUPPLIERS		✓
ORDER STATUS MANAGEMENT WITH SUPPLIERS OVER EMAIL		✓
INTEGRATED COLLABORATION WITH SUPPLIERS OVER EMAIL		✓



FUNCTIONALITY

BASWARE PURCHASE MANAGEMENT

BASWARE PURCHASE-TO-PAY

RECEIVING

Easily receive services and products wherever you are to improve invoice cycle time and capture discounts.

RECEIVE AS PERCENTAGES, CURRENCY OR AMOUNTS



ONE-CLICK RECEIVING WITH PREFILLED DEFAULTS



RECEIVE FROM MOBILE



ROLE-BASED RECEIVE ON-BEHALF-OF



OR FOR AN ORGANIZATION



ANALYTICS

Know what you spend, who you buy from in order to optimize spend and supplier relationship.

REQUISITION PROCESS PERFORMANCE



DELIVERY PROCESS PERFORMANCE



SPEND INSIGHTS BY SUPPLIER AND CATEGORY



COMMITTED SPEND VIEW OVERTIME



LETS TALK...

We understand that the biggest challenges in beginning the transformation process from on-premise to cloud tend to be (a) defining the full scope of the project and (b) energizing the wider business to actually prioritize this change. With both of these challenges we are here to help.

As mentioned at the start of this ebook we understand that you will have a unique setup with your on-premise solution. The purpose of this document was to highlight where significant opportunities lie in upgrading to our latest technology but to fully realize the potential of the cloud for your business we would like to work with you on building a bespoke plan and business case.

The first step in building that plan is running a Success Lab to help define and align your transformation goals. From this process we compile a report that will be your guide for a successful transformation, providing recommendations on what you need to prioritize during the process as well as supplying a defined roadmap that can be shared with wider stakeholders within your business.

Once the first step is complete there is no time to delay in beginning the transformation process. Basware Invoice Processing 5.1 and Basware Purchase Manager both reach their End of Life at the end of 2020. To accelerate the process your account manager at Basware can work with you on constructing the business case for the transformation and calculating the net impact moving to cloud will deliver.

To ensure smooth transition from on-premise product we highly recommend that you begin transforming as soon as possible so there is really no time to delay. Please contact your account manager or if you'd prefer email transformation@basware.com.



ABOUT BASWARE

Basware is the global leader in providing networked purchase-to-pay solutions, e-invoicing and innovative financing services. Basware's commerce and financing network connects businesses around the globe. As the largest open business network in the world, Basware provides scale and reach for organizations of all sizes, enabling them to grow their business and unlock value across their operations by simplifying and streamlining financial processes. Small and large companies around the world achieve significant cost savings, more flexible payment terms, greater efficiencies and closer relationships with their suppliers.

Find out more at:

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