Activate

from **PROACTIS**

Your fastest, easiest, most affordable route to **electronic supplier interaction and commerce**

success

Introduction

The move to electronic supplier interaction and commerce is the key to two important aspects of your Spend Control efforts:

- Improving the quality of supplier information for use in Procurement
- Reducing the cost of invoice handling in Accounts Payable

As a procurement leader, you know that accurate, up-to-date supplier information is a fundamental requirement for just about everything you do. You simply cannot drive increased on-contract buying or improve sourcing and contract management processes without it. And you need key profile information that goes beyond just what is needed to make payments.

As a finance leader, you know that moving suppliers to electronic invoicing would dramatically reduce the cost of invoice handling and registration, and would reduce overall invoice processing times. But you also know those benefits are only achievable if suppliers participate and it's not always clear how to get them involved.

The good news is that suppliers are more than willing to work with you to update information, collaborate online and streamline the way they send invoices. All you need to do is make it easy for them to interact with you electronically, provide information that is valuable to them and effectively involve them in your processes.

Activate from PROACTIS is a fast, easy, affordable way to establish your foundation for electronic supplier interaction and commerce. Activate will:

- Quickly improve the quality of your supplier information and put in place an ongoing collaborative process to keep that information complete and up-to-date
- Immediately transform invoices sent by post or email into ready-to-process electronic records and remove the barriers to moving all types of suppliers to true electronic invoicing methods
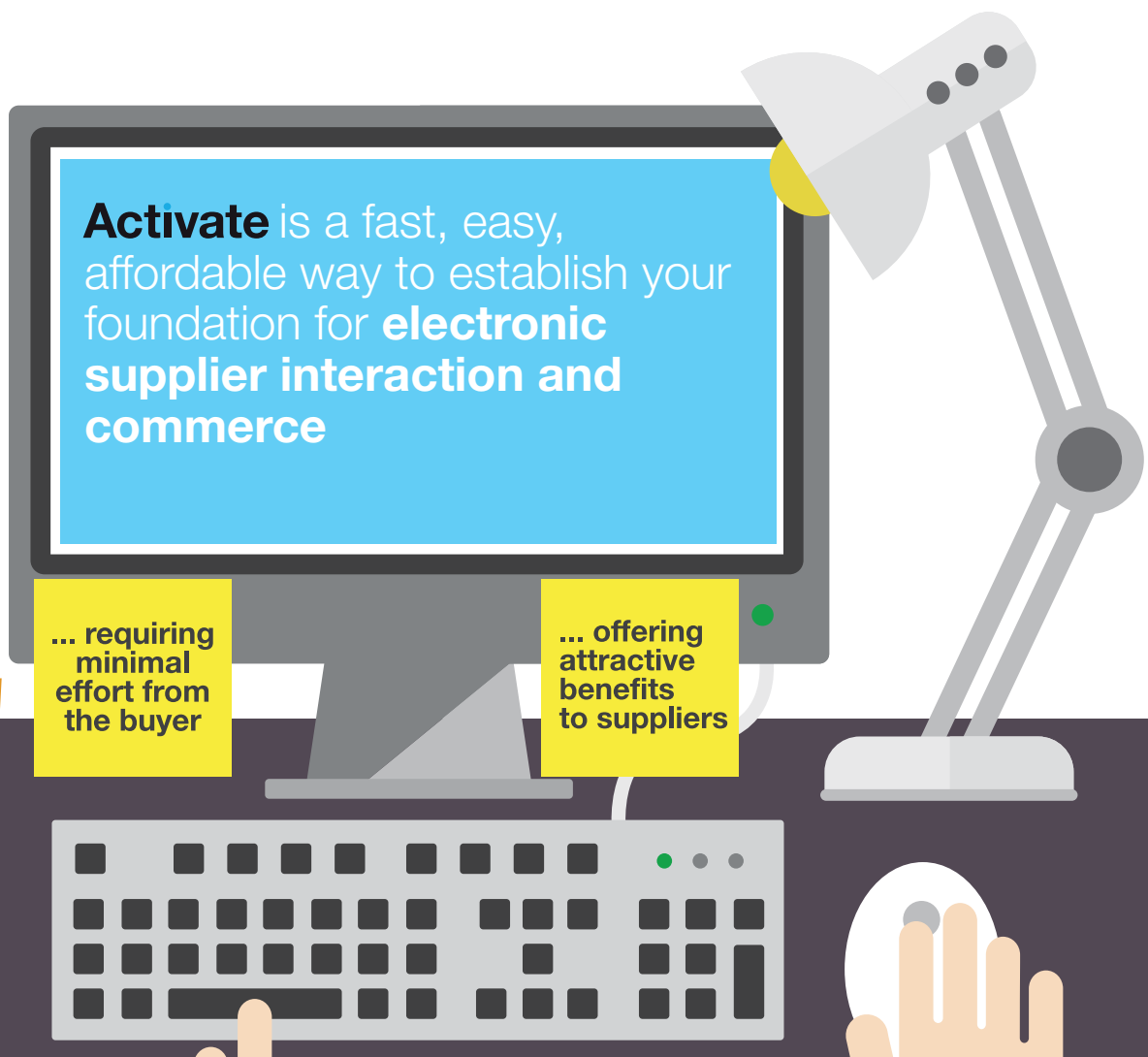
Incomplete, inaccurate, out-of-date supplier information duplicated across multiple systems is probably costing you more than you think.

In Procurement, much of the data you need to perform competitive sourcing, evaluate supplier performance, rationalise your supplier base and manage supplier risk is missing from Finance/ERP systems. The result is often that your organisation continues dealing with the same suppliers over and over again, whether they are competitive or not. And obsolete supplier data clogs up internal systems and makes it difficult to perform effectively.

In Accounts Payable, it's likely that more than half your cost of processing invoices is in the manual handling of paper, fax and email invoices and keying them into your purchase-to-pay (P2P) system for processing. And the manpower consumed every day in Accounts Payable (AP) simply responding to supplier phone and email enquiries as to when their invoices are going to be paid is probably substantial.

The best people to keep supplier information up to date and simplify the invoicing process are your suppliers themselves. But you can't just give them access to your core financial systems. And you can't just continue to ask them for updates using manual methods. It takes a collaborative, secure, largely automated process that's clearly beneficial for both parties

Activate is a fast, easy, affordable way to establish your foundation for **electronic supplier interaction and commerce**

... requiring minimal effort from the buyer

... offering attractive benefits to suppliers

What **Activate** Does

Activate provides everything you need to establish your foundation for electronic supplier interaction and commerce. Using a combination of cloud-based software and services…

Activate will:

- Put in place a secure cloud-based supplier portal as your foundation for two-way interaction
- Build an online directory of active suppliers from your existing records
- Invite your suppliers to register on your supplier portal, with an emphasis on benefits to them
- Lead suppliers through self-service registration with profile review and selection of communication options
- Provide suppliers with 24x7 online access to payment status and open POs
- Immediately transform paper and email invoices into ready-to-process electronic records
- Help you to transition suppliers to appropriate methods of true electronic invoicing
- Continually add additional suppliers to the process as purchase activity occurs
- Automatically request suppliers to maintain their profile information on a periodic basis

Using this comprehensive approach, Activate helps you turn incomplete, out-of-date supplier data into supplier-maintained accurate, up-to-date records. In addition, it turns virtually all invoices into electronic records for no-touch import into your purchase-to-pay (P2P) invoice processing system (PROACTIS or other). Suppliers participate willingly because they, too, receive significant benefits with very little effort.

Once you have your initial base of electronic supplier interaction and commerce in place, PROACTIS can work with you to build on this foundation to further expand your supplier management and electronic invoicing processes.

In a Nutshell: How Activate Helps You & Your Suppliers

Procurement, Accounts Payable and suppliers all gain significant benefits from Activate.

For Procurement:

- Improved quality of supplier information for immediate use in P2P, sourcing activities, supplier rationalisation, etc.
- Reduced time spent maintaining supplier records
- Foundation to grow into full supplier management, as well as eSourcing, supplier-managed catalogues, and more

For Finance:

- Dramatic reduction in manpower and storage requirements for handling paper invoices
- Reduced workload in AP for maintaining supplier records and responding to supplier enquiries
- Accelerated invoice processing to eliminate late payment fees and enable early payment discounts

For Suppliers:

- Improved cash flow management from 24x7 online visibility of payment status
- Timely payment from buyer's streamlined invoice processing
- Improved productivity and reduced delays using electronic PO and invoice methods

What Makes Activate Different?

Activate is much faster to implement and easier to manage than other solutions you've seen – here's why:

- **Activate starts with just your 'active' suppliers** to keep the volume manageable in the start-up phase. It then brings other suppliers into the process as they become active

- **Activate has a very simple supplier-performed registration process** triggered by messages sent automatically from Activate on your behalf. Procurement need only perform a quick verification when suppliers do updates

- **Suppliers are happy to register and update their information** because they gain valuable access to online payment status and PO visibility, as well as time-saving electronic communications

- **Suppliers can select the invoice method they prefer**. Activate breaks down the barriers to true electronic invoice methods by offering a range of methods to fit any supplier type or situation

- **You immediately start getting electronic invoice records** in any case. AP need only deal with exceptions while the great majority of invoices process 'straight-through' with no manual touch

A simple 4-step process

How **Activate** Works

Activate leads you through a simple step-by-step process to get you up and running quickly and confidently.

1 Pre-launch preparation:

- PROACTIS configures the Activate supplier portal to provide secure cloud-based access for both you and your suppliers

- PROACTIS initiates your invoice scanning and electronic transformation service

- PROACTIS assists you with extending templates to include organisation-specific content for the automated Activate emails

2 Start up:

- Activate automatically builds a directory of all 'active' suppliers within the supplier portal. The directory is built from your existing records and includes all suppliers with active contracts or invoice activity within the past 'n' months (note: this process is fully automated for PROACTIS P2P users. Some level of service may be required for non-PROACTIS P2P users)

- Activate automatically notifies active suppliers on your behalf that there is a new, streamlined process for them to receive POs, send invoices and gain self-service online access to payment status. They are requested to perform a simple online registration to make the transition

- Suppliers access the portal to:

  ### Review, confirm, edit or add profile information:
  - Addresses and contact information
  - Classification information such as supplier type, primary commodity, industry-specific attributes etc. Required fields and drop-down selection lists drive completeness and consistency

  ### Select PO sending method:
  - Continue to have POs sent by post or email
  - Access via portal

  ### Select preferred invoice sending method:
  - Continue to send via post or email (new addresses provided)
  - Use online invoice submission
  - Send electronic invoice file (variety of file formats supported)

  ### Review and confirm accuracy of open invoices and POs currently on portal
  - Instructions provided for inaccuracies

  ### Complete registration

3 Ongoing:

- The Activate supplier directory is continually expanded to include all active suppliers, and to keep supplier information up to date. This is done using two automatic processes:
  - Activate automatically adds any suppliers with contract/PO/invoice activity that were not previously registered and follows the same notification/registration process
  - Activate periodically sends messages to registered suppliers requesting them to review/confirm their information

- Activate can optionally send updated supplier information to other systems to keep all your supplier records in sync – i.e. maintain "a single version of the truth" for supplier information (note: requires one-time integration)

- Activate delivers virtually all invoices to you in, ready-to-process electronic form, using a combination of methods:
  - Invoices sent via post or email are scanned and turned into electronic records by the PROACTIS scanning service; only those with exceptions need to be reviewed manually
  - Invoices submitted by suppliers online are delivered in electronic form from the portal

4 Building on your foundation:

Once you have used Activate to establish your foundation for supplier interaction and commerce, PROACTIS can optionally help you continue to build on that foundation in a number of ways. For instance:

- Expand into full supplier management, including new supplier recruiting, supplier qualification and adoption, supplier appraisals and supplier risk management
- Add more supplier-focused capabilities, such as eSourcing, contract management, and catalogue management
- Further expand your methods for electronic invoicing and use an appropriate combination of opt-in and opt-out approaches to methodically transition a greater percentage of your suppliers to the electronic method that best matches their relationship with you

Activate is Fast, Easy & Affordable

Fast

Activate requires no software installation and can be **fully operational in less than 30 days**.

Easy

Everything you need is ready to go in this cloud-based solution. All that's needed is for PROACTIS to configure your supplier portal, initiate the services and establish any needed connections.

Affordable

Simple, flexible pricing is based on the number of active suppliers. **No capital outlays or upfront fees are required**. Activate can be funded out of non-IT budgets.

Get Started Today

Contact PROACTIS today to request a review of your current environment, additional pricing details and guidelines for building your business case for taking action.

PROACTIS
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