

## Better supplier relationships

With all data and the images instantly retrievable, queries from suppliers can be answered instantly. Intelefile speeds up the entire process which means that suppliers can be paid on time.

## Better control over all the work item in the system

Intelefile provides visibility of all work items in the system by individual or groups. Intelefile can raise alerts and warnings if work items are not processed in a timely manner. Additionally the group feature makes it easier for organisations to balance the work load between the members of that group.

## Smarter document management and approval

Whether we are dealing with supplier documents, contracts, expenses etc Intelefile means that you can manage, approve and retrieve your documents through one, easy to use system that allows full auditability of all activities and can be integrated with your current systems.

## What more?

In business there are many process that can be replicated to liberate the business and it's people from the filing cabinet, their office and the hassle in associated with traditional methods of managing paper.

For example:

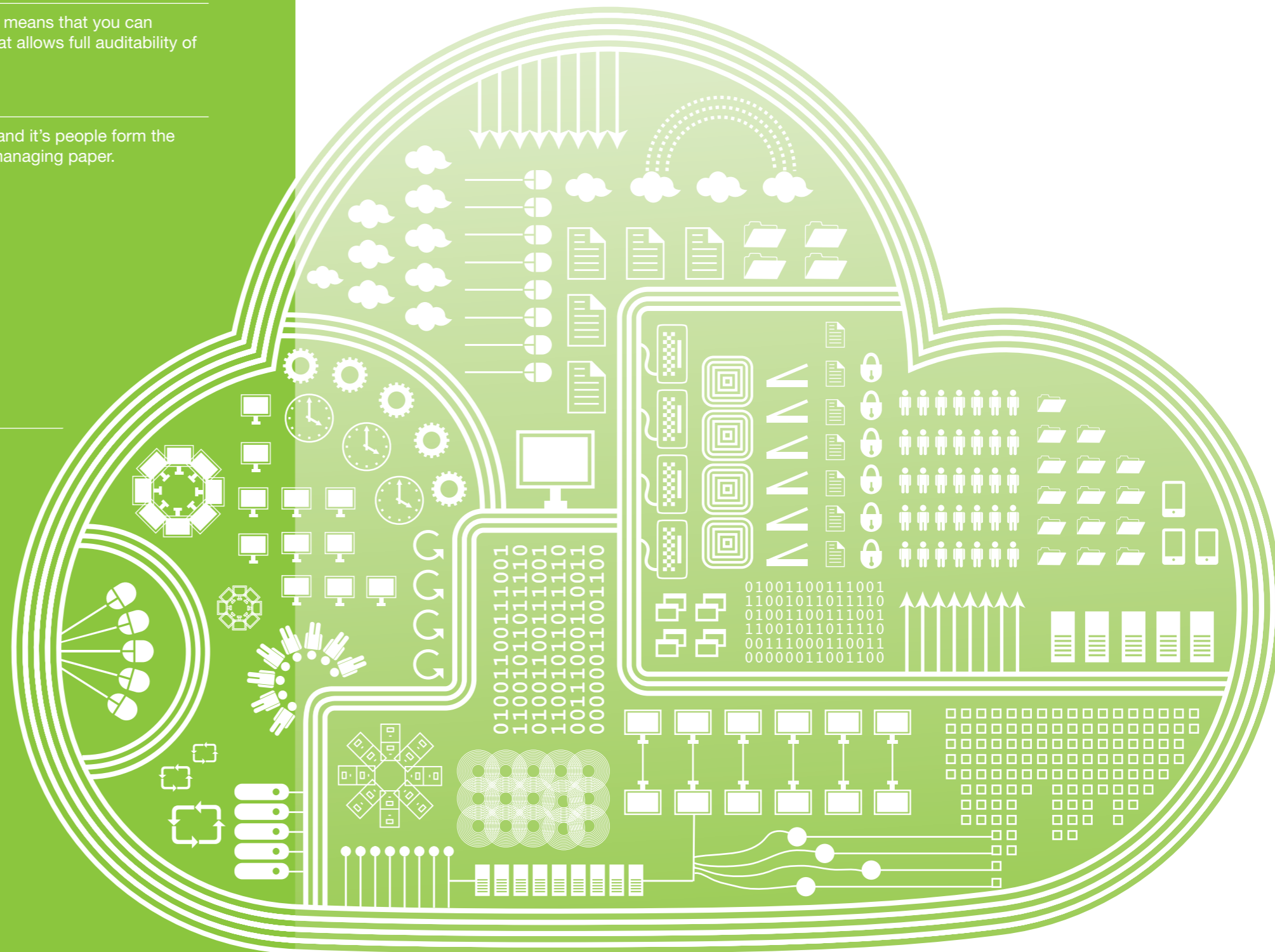
- ⊙ Purchasing requisitioning, ordering and receipting
- ⊙ Time sheets management
- ⊙ Petty cash management
- ⊙ Complaints management
- ⊙ Human resources and recruitment process management
- ⊙ Vehicle fleet management
- ⊙ Contracts negotiations
- ⊙ and more...

## Secure Access

Access you work queue and documentation securely online with confidence from



# DOCUMENT COLLABORATIONS, APPROVALS AND WORKFLOW





## Avoid the Paper Chase Challenge

Intellifile can help you reduce your cost of managing documents by up to 30% whilst improving efficiencies and compliance

Small to medium business need and affordable, simple and easy to use electronic document approval system.

Nowhere is the paper mountain higher and more treacherous than in the finance department. Paper-based order processing and invoicing is time consuming, expensive and prone to error. The average document is copied 19 times and mistakes can lose the company business and goodwill.

Invoice processing is traditionally a function performed manually by teams of data inputters. Manual data entry is slow, unnecessary and expensive. Yet despite the costs, invoice processing remains one of the least automated administrative processes. Many accounts departments receive high volumes of paper transactions that need to be used in different business activities, such as supplier invoice approval. Often these documents need to be shared with others and kept for several years.

Intelefile provides a simple and efficient service whereby the finance team can scan their documents and transmit them to Intelefile for coding and data extraction. Thereafter the document images are available within Intelefile for a three stage process - Allocation, Approval and Completion.

The finance manager can allocate the document to an individual or a group for approval.

The document then appears in the work queue of that specific person. At this stage the person can view the document, view it's data, view the audit trail and associated notes.

The approver can manage their work by using the Keep, Reallocate, Share functions and when satisfied, they can Approve and Release the document by entering a unique PIN code.

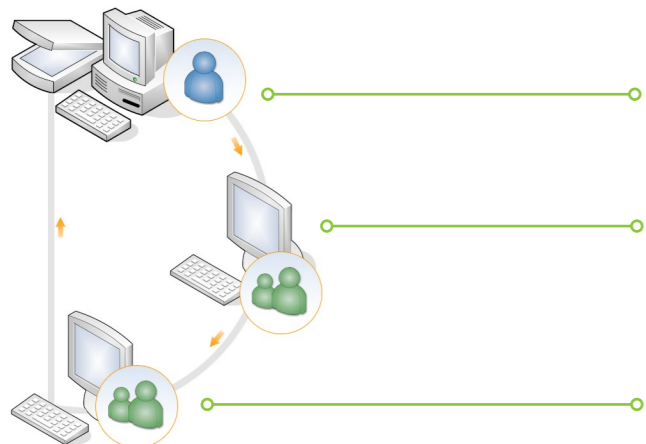


"Latest estimates put the cost of manually processing at £4.20 per invoice."

"The service take away the headaches normally associated with deploying a document management system in-house."

No Capital Investment in hardware or software.  
 No indexing and data extraction work for us.  
 No maintenance and upgrades costs.

Mr. A Pathak CEO  
 Appt Corporation Ltd.



Liberate yourself

## "Mirror your workflow processes electronically"

Now you can track every work item in the company and report on delays and overdue actions etc...

The approval process eliminates the need for copying, distribution and the associated follow-up. It provides the finance manager with a macro perspective of all documents in the system in real time.

All captured invoices and related documents, whether they originate as paper or electronic format, can be retrieved instantly from any location. Rather than having to search through filing cabinets or even obtain documents from off-site storage to answer queries, online retrieval means it's possible to do this instantly.

As well as viewing the image, it is also possible to view a full audit trail detailing: who has entered data, retrieved data, and/or actioned each document. It is also possible to view the workflow history which shows exactly where each invoice is in the process and which also includes full details of any workflow already undertaken. This is ideal to determine the current status of an invoice easily and quickly.

As well as retrieving invoices from the desktop or from a web browser, it is also possible to retrieve them directly from within your financial application.

- Providing allocation facilities for the finance user to easily select the correct user to authorise the invoice or document.
- Offering a web-based interface to allow end users to authorise invoices online.
- Providing the ability for end users to view the invoice/document image and details online.
- Providing facilities for the authoriser to Reject, Keep, Share or Relocate invoices or documents.
- Automatically routing the invoice through a series of hierarchical authorisers.
- Providing automated escalation based on specific business rules.
- Providing a complete workflow history and audit trail for each invoice.
- Providing an online status for each invoice to assist with query handling Intelefile can also provide a full data extraction and integration option to automatically post the authorised invoice (header, footer and optional line data) to your financial system.

**Microsoft Partner**  
 Gold Independent Software Vendor (ISV)

**records management society** VeriSign