Business Process Services for AP

Business Information Solutions

RICOH
imagine. change.

Does This Sound Like Your Current Situation?

Your cash flow is vital but you rely on paper-based invoice processing so you face many challenges – from overburdened staff and missed vendor discounts to late payment penalties, high error rates and lost invoices. Storing documents adds to the costs and inefficiency. All of this leaves you wondering why you can't implement an automated AP system that provides all the benefits that larger companies enjoy.

Ricoh's Business Process Services for AP solution converts invoices into an electronic format as part of an efficient digital workflow. Information is captured and extracted more accurately and efficiently, resulting in accelerated business processes, reduced errors and cost savings. Our strategically located production centres leverage scanning technology to streamline and automate your back-office processes. In addition, our service provides the additional flexibility of staffing an on-site capture model for added efficiency and convenience.

Go digital with your invoice processing.

	Your Challenge: Long Cycle Times **Our Solution:** Manual, paper-based processes can slow invoice receipt-to-payment time and reduce discounts for early payments. Our digitized document workflow solution removes paper from the process, resulting in accelerated business processes, reduced errors and cost savings.
	Your Challenge: Data Recovery and Security **Our Solution:** Paper volumes and workflow can hamper locating invoices. Finding a particular document can be time and labour intensive. Our digital solution provides quick and easy electronic search and retrieval.
	Your Challenge: Reducing Storage Costs **Our Solution:** Paper is expensive to route, ship and archive. File cabinets and warehousing add to costs and take up valuable space. With Ricoh, the need for storage is eliminated because we convert invoices and supporting documentation into an electronic format and straight into a digital AP workflow.