

CIT *Business Advantage*®

Document Management and Business Process Automation for the **Visual Supplier User**;

- ❖ **Delivery Receipts:** Automatically capture *Visual Supplier* index information & store delivery receipts in central repository by year by customer; provide immediate / comprehensive search / retrieval of delivery receipt information and supporting documentation
- ❖ **Accounts Payable:** capture & store paper + electronic vendor invoices & related delivery receipts / bill of lading documentation; rules-based routing of appropriate vendor invoices for approval; automated tracking of unpaid vendor invoices; standardized filing of paid invoices
- ❖ **Laserfiche Central Repository Folder Structure:** standardized company folder structure including security settings by user groups
- ❖ **Customer Payments Cash Receipts Processing:** Integrate with your Bank & VS.
- ❖ **Contracts Management:** Management of contracts (vendors, partners, customers) – workflow ensuring compliance with the terms and conditions, as well as version control & timely inter-department routing
- ❖ **Customer On-Boarding:** auto-create necessary folders
- ❖ **Customer Billing:** Processed from delivery receipts – routed to proper billing area – routed to recipient – auto-filed
- ❖ **Remote Location Paper Flow:** Use remote scanners to improve the efficiency and security to control access & confidentiality of documents moving from the remotes to the central office including workflows to distribute and process documents in the central office
- ❖ **Customer Documents:** Processing & storage of all customer related documents (paper, digital, image, audio...) & critical business information
- ❖ **Human Resources:** Automations incorporating your companies specific business rules covering the following standard HR operations; Recruitment - On-Boarding / Benefits / Tax Forms / Evaluations
- ❖ **Dispensing Equipment Processing:** Loan Approval Process, Forms-based installs management; contract anniversary & commitment management.
- ❖ **Expense Reporting:** Approval and Reports
- ❖ **Safety Program Monitoring:** Internal compliance, training class attendance

Leverage your technology to lower operational costs and improve productivity



Business at the speed of paper is no longer acceptable!