

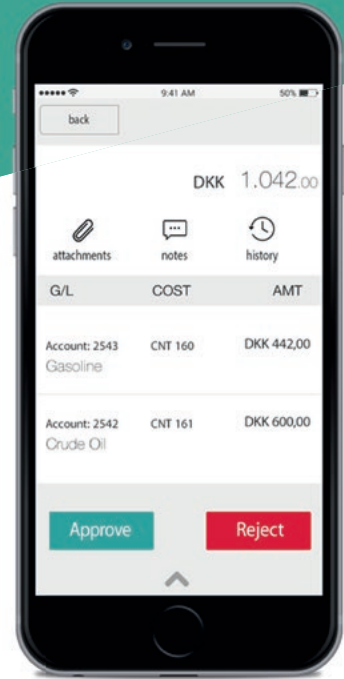
it.document handling suite

Accelerate Business by Automating Your Document Management Processes





None of your employees will need to spend any time on finding values in documents manually. Everything is managed by the it.document handling suite.



Automated, Cognitive, Technology-Based Solutions

Smarter Document Handling Processes with it.approval and it.capture

Automated Processes with Artificial Intelligence (AI)

In many companies, an incoming document has to pass through a large number of hands. The sales department receives orders, the accounting department receives invoices, certificates come from production, and warehouse management receives shipping documents. A lot of time is spent on handling—that is, if the document management process is manual. itelligence has created the it.document-handling suite, which is an automated, cognitive, technology-based solution. The suite consists of two products, it.approval and it.capture, which can be combined to suit your needs. The two different solutions cover several types of documents; for example, invoices, sales orders, certificates or HR documents.

Both products are based on robot software and AI, which means that all values in the documents are automatically recorded and categorized in your company's ERP system. With AI, the system only gets smarter the more documents it handles.

it.approval Saves you Time and Money

Many companies still handle document approval processes for vendor invoices and purchase orders for goods or services manually. This frequently leads to slow approval processes, delayed delivery of goods and late invoice payments, all of which can damage or jeopardize customer and supplier relationships.

Businesses using manual processes often face additional challenges such as missed early-payment discounts and incomplete invoice management transparency. As a result, these organizations operate without basic information such as knowledge of the current approval status of a document or a start-to-finish approval process history. Other difficulties include a high degree of manual tasks for document creation and approval, non-uniform document approval processes, and missing compliance requirements according to internal rules.

60%
time savings
on document
handling

it.approval Functionalities

- Purchase requisition creation and approval
- Purchase order creation and approval
- Creation and approval of invoices
- Creation of invoices through different input channels:
 - XML files
 - Email, scanning using OCR (using it.capture)
 - Scanning and manual entry from invoice image
- An option for verification of invoices in the AP department before approval
- A choice of entering accounting information in the AP department or in the line of business
- Automatic approver determination based on cost carrier (next approver determined based on HR hierarchy or table entries)
- Automatic verification of approval limits before final approval
- User-friendly approval screen for approving all document types
- Full history on all approval actions
- Cockpit for AP to monitor documents in approval process

it.approval Benefits

- More efficient handling of the procure-to-pay process
- Shorter approval cycles
- Optimized cash flows
- Reduced costs per invoice
- Automated creation, entry and approval processes
- No manual handling and archiving, thereby facilitating a paperless office
- Full document history all through the approval process
- Central or local viewing of ongoing or completed documents
- Uniform handling and approval based on internal rules in every location and country
- Controlled and transparent approval processes
- Automatic compliance to approval rules
- Comprehensive time-stamping and logging

Automated Document Handling with it.capture

Each day, our document capture software "it.capture" processes thousands of documents, and the more documents it processes, the smarter it becomes. We have one central system for receiving documents, which means that all of the customers using this system will take advantage of the system.



We can no longer just minimize time needed for document registration – we can eliminate it completely.

it.capture Benefits

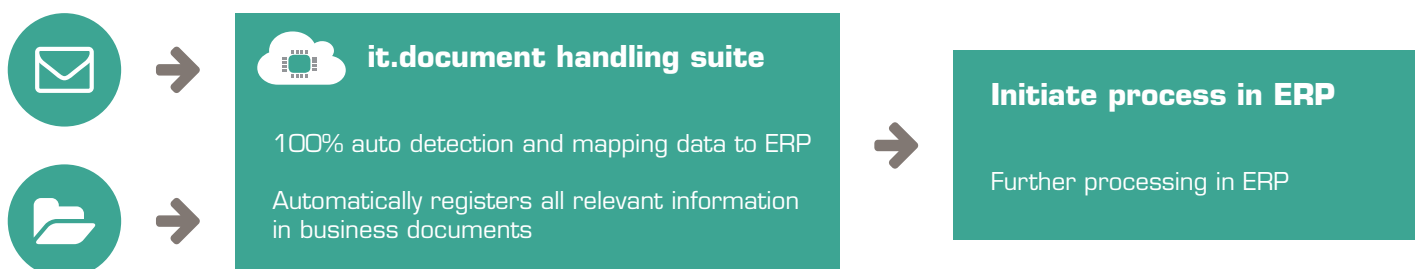
- Data extraction from PDFs
- Data extraction from scanned documents or emails with attached PDFs
- Data recognition and interpretation
- Data availability in the relevant SAP fields

it.capture Functionalities

- Opportunity for 100% automation of scanning --> recognition --> registration of documents in the ERP system - no human interaction
- Efficient, reliable capture and filing of legal, personnel or other company documents
- Any type of business document is supported
- Online and immediate validation against up-to-date data in your ERP system - no data replication
- Efficient and standardized processes with formal revisions
- Quick and easy implementation
- Low TCO and high ROI
- No more lost or misplaced documents

75%
shorter
approval
cycles

it.document handling suite for Automated Document Capture and Indexing in Your ERP System






100% data automation, recognition and registration

itelligence – Your Partner for Proven SAP Expertise

There are no better credentials than a history of verifiable SAP awards and accreditations, as well as the endorsements of satisfied customers, to validate our SAP expertise. We are often selected as a pioneering partner to implement the latest developments of proprietary technologies and methodologies. Our consultants are experts in cross-industry topics like analytics, user interfaces and platforms such as SAP HANA. We offer deep industry

knowledge and precise focus on your specific line of business needs, leading to faster time to value. Our approach has led to numerous successful implementations, where customers gradually take over knowledge of and responsibility for the solution. Our methodology certifies that the it.approval and it.capture solution is implemented with both customer-specific functionality and platform support. Through a number of workshops, we ensure that the set-up is fast, meets each customer’s unique requirements, and delivers early hands-on training.

 it.document handling suite		
Solutions	<ul style="list-style-type: none"> ■ Invoices ■ Purchase Orders / Requisition ■ Sales Orders / Requisition ■ Human Capital Management ■ Certificates ■ Master Data Creation ■ Expenses / Receipts 	
Products	it.capture	it.approval
Delivery	Service, Cloud, On-Premise	On-Premise

Contact our expert to schedule an eye-opening demo or workshop:
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