

# ACCOUNTS PAYABLE MANAGEMENT SAVE TIME AND MONEY!



The employees in the finance department need to make better use of their valuable time than opening letters and sorting the business correspondence. Why not delegate these tasks to us?

SPS Switzerland Ltd specialises in services connected with incoming mail and develops these into a multifunctional mailroom in your company.

This means we can remove the relevant business correspondence from the physical mail process, scan, process (index, validate, interpret) and deliver it electronically to the existing system environment and/or workflow of your company. We take the legal requirements into consideration here.

## **Professional data management with accounts payable invoices**

Account assignment stamps, pre-scanning and entry slips will soon be a thing of the past. We scan the documents directly in the mailroom (either centralised or decentralised) and process the data for your systems (e.g. SAP). You decide up to which work step we carry out the processes for you.

## **Your benefits**

The accounts payable invoices are sent electronically to the release points, wherever these are (in the same building or in the same country). The accounts department receives full accounting information and can concentrate on the main activities of entering information in the books and paying out. There are no paper documents and therefore no unproductive archive space. Your information is signed and stored in the electronic archive.

You gain time and shorten your process cycles by up to 20%. Rapid access to information increases the ability to provide information. Your employees are able to reply to queries in no time at all. The scheduling of payments enables you to have efficient accounts payable management.

## **Our approach**

In the first step we work together with you to define an incoming mail process which is tailored to your needs and represents your internal processes connected with the daily mail. If there is a change in requirements, this process can be smoothly adapted at any time.

In the second step we check which business correspondence can be electronically processed. The aim here is to process the digital information so that your specialists can fully concentrate on their actual core tasks.

Your in-house mail staff are given a training plan and are actively supported in their work with information and documentation. The improved allocation of your resources means you can make savings of 10-15% in personnel costs.

## What's next?

### Data preparation is very time-consuming.

Have this done by SPS Switzerland Ltd directly at the starting point of your business processes: the incoming mail.

You can also expand the mailroom services of SPS as you want at any time:

- Scanning and data preparation for the customer department, inventory management, order processes, payment transactions, etc.
- Digitisation of paper archives

With the mail delivery the following activities can be integrated in addition:

- Paper and toner management
- Archive management
- Reception

