



# Efficient digital invoice processing

The processing of incoming invoices often generates high costs. The verification process is usually long and prone to error, with all of the consequences that this brings. Invoices get lost, data is entered incorrectly and payments are made too late. Service Point can take over a large part of this process from you and automate it. Through automated processing, a considerable reduction in costs can be achieved. What's more, invoices are more quickly available in your internal company systems and the information is quickly and conveniently accessible to all employees.

### **Our service solution for your financial administration**

- *Post office box management*  
Have your invoices sent directly to us by means of a post office box number. This significantly shortens the throughput time.
- *Preparatory processing*
  - opening envelopes
  - classifying the documents received. Invoices are processed, other documents are immediately returned to you.
- *Scanning*  
For the best possible result, your invoices are scanned. If you wish, an extra image can be made which can be used in your workflow for the approval of invoices.
- *Automatic recognition*  
Based on the available data (such as orders with numbers or invoice amounts) and rules, the data on your invoices is automatically recognized. Whether it is only a matter of the invoice heading or of all of the line items.
- *Manual indexing*  
Where automatic recognition is not possible, our team of experienced operators provides the verification and, if necessary, correction of the desired data.





**Invoice processing by Service Point offers you countless advantages and guarantees:**

- Significant savings in the processing of your purchase invoices;
- All purchase invoices are accessible quickly and conveniently;
- Proven reliability;
- The most innovative techniques;
- Good security, optimal privacy and confidentiality;
- No investment in equipment or scan software;
- No need to hire (temporary) employees during peak times;
- Lots of expertise and experience all in one place;
- Always a single contact at Service Point;

**More information**

On [www.servicepointbe.com](http://www.servicepointbe.com) you will find general information about all the services provided by Service Point. Would you like a quick answer to specific questions or a personal contact? Then call Service Point on +32 (0)11 59 95 95 or send an e-mail to [info@servicepointbe.com](mailto:info@servicepointbe.com)

**Your advantages**

- *Shorter throughput time*  
The data on the invoices becomes more quickly available in your systems.
- *Cost-saving*  
Manual intervention only if the invoice does not correspond to the controls you have established. The result is a considerable savings in costs.
- *Accessibility*  
Scanned images of the invoices can be consulted. Compare that with the single physical copy of an invoice everyone needs at the same time.

**Reliable: ISO certified**

We are ISO certified and thus meet all requirements for the secure and reliable processing of your purchase invoices. For your invoice processing, we use the latest technology in the areas of scanning and document and handwriting recognition. Supported by an organisation with solid procedures, motivated staff and clear agreements.

**Hosting digital invoices**

Service Point offers the possibility to have all of your invoicing data hosted on their strictly secured servers. If you make use of Service Point's dedicated invoice platform, you have easy access to your digitized invoices. You do not have to invest in your own hardware and software for a document management system of your own, nor in maintenance and upgrades. See [www.servicepointbe.com](http://www.servicepointbe.com) for a demo or ask us for more information.



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