



ADP Invoice – Professional Editionsm Plus



Boost efficiencies, reduce errors and increase discounts by receiving 100% of your invoices electronically from day one

Paper invoices inhibit efficiency at a time when the corporate mantra has become “doing more with less” and businesses are demanding increased productivity. Manual processes result in:

- Lost or missing invoices
- High processing costs
- Errors and exceptions
- Numerous supplier inquiries
- Lengthy processing cycles
- Lack of visibility
- Missed discount opportunities

The key question: How can you migrate *all* of your suppliers to electronic invoices, including the low-volume, low-value or non-strategic suppliers that continue to insist on sending paper invoices?

Eliminate Manual Entry, In-House Scanning

ADP has the answer. ADP Invoice – Professional Editionsm Plus can deliver virtually all your invoices electronically from day one, with minimal impact to your supply chain.

This service serves as an alternative to in-house scanning, or it can be implemented as a strategic component of an integrated supply chain solution, complementing ADP's electronic invoicing offerings.

Simplify Invoice Receipt, Data Capture and AP Visibility

Suppliers simply send paper invoices to an ADP designated P.O. Box, instead of mailing them to your accounts payable department.

ADP leverages high-capacity scanning and leading data extraction technologies to convert paper into digital format. The invoice image and information are integrated into the ADP Procure-to-Pay application, along with invoices submitted electronically directly from on-ramped suppliers, ensuring immediate visibility for authorized users.

Single Platform for All Invoices

Now not only are all your invoices electronic, they are also processed within a single platform with a highly configurable workflow that enforces all your controls and ensures compliance, putting you in complete control of the pace at which you want to migrate from paper to electronic invoices.

Free Up Limited Resources

Eliminating manual data entry and validation from the AP department allows you to redeploy scarce resources to more important tasks like spend management, supplier relations and regulatory compliance.

ADP's diversified solution set addresses your unique business processes and supplier demographics

Accelerate Processing Cycles, Capture Discounts

Apply the same business rules and tolerance levels to your paper and electronic invoices ensuring that all transactions are routed to appropriate users and approved in a timely manner. This allows you to increase on-time payments and maximize early payment discount capture.

Supplier Integration is an Option

Leverage ADP's expanding supplier network and enablement services to convert suppliers from paper to electronic submission. ADP's suite of recruitment services makes the supplier on-boarding process simple and easy.

Scalable, Upgradeable to Meet Future Needs

As your company grows, you may find you want even more sophisticated functionality, such as capturing line item detail, automatic price checking for invoices, capturing and analyzing spend, or offering dynamic discounts. ADP's modular solutions provide a clear migration path to the future, allowing you to pick and choose functionality as your business evolves and requirements change.

Solution Benefits At-a-Glance

- Eliminate expensive manual data entry
- Increase accuracy of captured data
- Reduce duplicate invoices and payments
- Accelerate invoice processing cycles and reduce costs
- Improve spend visibility for better decision making
- Increase on-time payments and maximize discounts

ADP: Trusted, Global, Experienced

ADP is a global leader helping companies manage payroll, tax and benefits administration from a single source. ADP's reputation for security, stability and service is unmatched. ADP Procure-to-Pay SolutionsSM build on our solid foundation of proven innovation and reliability. Working with ADP to streamline your P2P functions is an investment that pays significant and recurring dividends.

- ADP serves more than 585,000 clients in 31 countries around the globe
- Over 80 percent of the *FORTUNE* 500[®] companies and over 90 percent of the *FORTUNE* 100 use at least one of ADP's services
- Only information technology company and one of handful of global companies with a "AAA" rating from the leading investment ratings agencies

