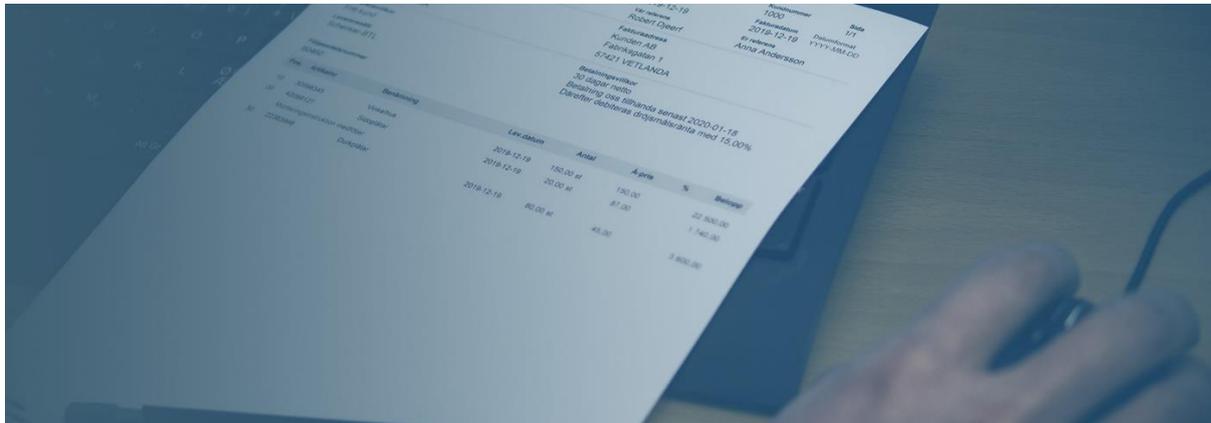


Electronic Invoice Management

Electronic Invoice Management (EIM) enables you to electronically manage invoices received from suppliers and link them to supplier invoices in MONITOR. EIM also provides support for electronic authorization. This enables signers to receive reminders and messages regarding authorization and final recording.



How does EIM work?

Supplier invoices can be loaded into MONITOR in different ways:

- Paper invoices are scanned in PDF format and saved in a specific directory (inbox).
- Invoices (PDF) sent by e-mail can be dragged straight from the e-mail client and dropped into an invoice viewing window.
- MONITOR-to-MONITOR invoices (XML + PDF) are automatically saved in a specific directory (inbox).
- E-invoices are automatically imported into MONITOR G5 via the E-invoice option.

When supplier invoices are registered in MONITOR, the invoice files are imported from the specified inboxes.

Alternatively, an invoice file can be manually dragged with the cursor from an e-mail client and dropped into the invoice viewing window. The PDF file is used to provide an image of the paper invoice. The XML file is used to import data from the supplier invoice for registration. The data in the XML

file is matched in an import window with the correct purchase order and invoice basis in MONITOR.

An invoice can also be preliminary recorded, rather than being registered. You can also finally record invoices directly upon registration and preliminary entry, providing the signer has the user rights to do so. An alternative is to final record the invoice after it has been authorized by one or more signers.

EIM also provides support for authorization lists and signer groups.

EIM can be enhanced with the EIM Invoice Capture and EIM Workflow options for the capture (OCR) and automated management of incoming supplier invoices.

E-invoice

The E-invoice option enables you to automatically import supplier invoices as e-invoices in MONITOR G5. It also allows customer invoices to be sent as e-invoices. If you only intend to send e-invoices to your customers, EIM is not required.

EIM Invoice Capture

The EIM Invoice Capture option is linked to CrossState, a cloud computing solution for electronic invoice management and interpretation. CrossState is seamlessly integrated via an API in MONITOR G5.

EIM Invoice Capture is a function which automates and facilitates import and registration of invoices in MONITOR G5, as there's no need to manually register data from the invoice.

Particularly effective in combination with the EIM Workflow option, EIM Invoice Capture automates the entire invoice flow in MONITOR G5, from interpretation and import of supplier invoices to authorization and final recording.

EIM Workflow

The EIM Workflow option automates the entire invoice flow in MONITOR G5, from registration, link to purchase order, and authorization to the final recording of invoices.

You can learn more about EIM Invoice Capture and EIM Workflow in their dedicated product sheets.

In tandem with EIM, EIM Invoice Capture and EFH Workflow deliver a fully integrated solution for automated invoice management in MONITOR G5. This is unique in the industry.

Function	EIM	EIM Workflow	EIM Invoice Capture	E-invoice
Manual invoice registration	✓			
Manual import M2M*	✓			
Automatic import M2M*		✓		
Automatic import of captured invoice			✓	
Automatic import of e-invoice			✓	✓
Electronic authorization circulation	✓			
Authorization via app/web	✓			
Authorization limits	✓			
Reminder management	✓			
Manual final recording	✓			
Automatic final recording		✓		
Automatic purchase order matching		✓		
Authorization/authorization control at row level		✓		
Agreement matching		✓		
Posting templates	✓	✓		

* MONITOR-to-MONITOR