

Case Study:

Paper-based supplier invoices are history at swisspro

swisspro has automated the processing of its almost 60,000 supplier invoices a year. The solution from Arcplace, which comprises an electronic invoice workflow and an audit-proof digital archiving solution, has delivered a significant efficiency increase. As part of the solution swisspro also makes use of the service of the Arcplace Scan & BPO Center for digitalising paper invoices.



Electrical industry leader in the B2B segment

With almost 850 employees (including 100 trainees) and 17 locations throughout Switzerland, swisspro stands for first-class solutions in the fields of electrical installation, voice and data communication as well as video and building technology. Thanks to its steadily expanding product portfolio in the B2B segment, swisspro has become an industry leader. A total of six companies are united under the umbrella of the swisspro Group.

“Arcplace has understood our needs very well and operated in a highly professional manner in all project phases. We have fully reached all our goals.”

David Hess – Head of Finance and Accounting
swisspro Group

About 60,000 vendor invoices a year

swisspro centralised the processing of vendor invoices at an early stage. The regional branches used to send the original invoices to the Accounting department

at the group headquarters in Zurich by mail, where they used to be recorded and then sent back by mail for sign-off. In view of the 60,000 supplier invoices a year and the 160 persons who were involved in the approval and sign-off process, this procedure became increasingly cumbersome and costly. To speed up the vendor invoice workflow and cut costs, David Hess, Head of Finance and Accounting at swisspro, started looking for a suitable IT solution to digitalise and automate the previously paper-based processes. David Hess: “The Arcplace solution had successfully been in use for some time at another company active in the same sector, which we have friendly relationships with. We took a look at the solution on site and realised that it would cover our extensive list of requirements.”

Digitalisation of paper invoices in the Arcplace Scan & BPO Center

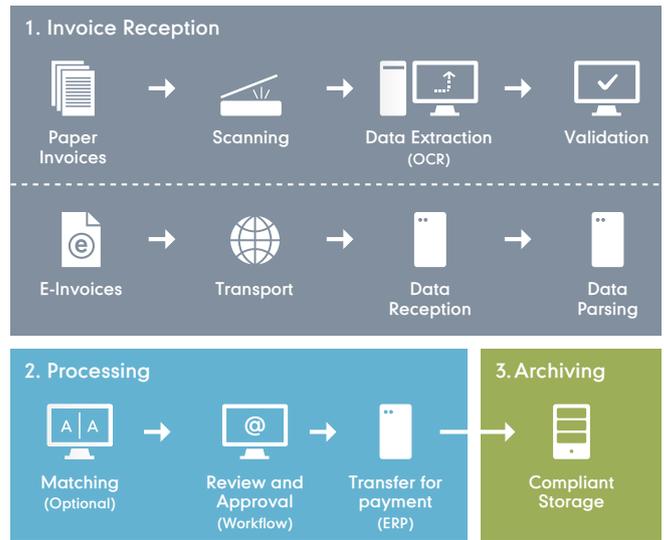
The Arcplace solution comprises the digitization of paper invoices, a digital invoice workflow and a system for audit-proof digital archiving of approved and paid invoices. Via an integrated interface, electronic invoices can be received directly from the PostFinance e-invoice platform. Instead of scanning incoming paper invoices internally, swisspro makes use of the scan service of the Arcplace Scan & BPO Center. There, incoming invoices are furnished with client-specific bar codes, scanned, validated and subsequently uploaded to the swisspro SFTP server. From there, they are imported in the Basware workflow. This software automatically distributes the digital invoices in the company for review and approval. The respective persons receive a system-generated email containing a link by means of which they can quickly and easily finalise the approval process electronically. The Accounting department can see fully approved invoices in Basware and subsequently transfer them directly to the ERP system Microsoft Dynamics NAV. After payment, the invoice images are filed in the digital Kendox archive together with the workflow reports in an audit-proof way.

“For us, the possibility of outsourcing the entire digitization of paper documents to a professional service partner is very attractive.”

David Hess – Head of Finance and Accounting
swisspro Group

Shorter flow times and lower costs per invoice

The automatic vendor invoice processing has proved to be very effective. Project manager David Hess of swisspro comments: “Though we have not yet completed the rollout in all our subsidiaries, we have already noticed a substantial reduction in the flow time per invoice. The workload of our five employees in the central Accounting department has dropped significantly, and the error ratio has also gone down, as costs can be allocated more precisely and hardly any input errors occur.” The finance and accounting specialist cites other improvements: “The process digitalisation increases the transparency. We in the Accounting department and the authorised executives can now access the latest status of the vendor invoices whenever necessary. Thanks to the faster processing, we benefit from better payment terms, and the filing procedure has been greatly simplified and streamlined. Loss of documents and time-consuming searches due to documents filed incorrectly are



With the Arcplace solution, you can automate the entire invoice-handling process.

a thing of the past.” With the audit-proof digital archiving, swisspro also saves valuable space at the headquarters in Zurich. Underlining the advantages of the Arcplace Scan & BPO Center, David Hess says: “As we use the scan service, we do not need to set up and maintain any in-house scanning infrastructure, and no human resources are tied up by the process. We simply send in our vendor invoices and soon thereafter receive perfectly processed and validated electronic documents on our server.”

At a glance

- + Automatic end-to-end solution for electronic processing and audit-proof archiving of paper and e-invoices
- + Digitalisation of paper invoices in the Arcplace Scan & BPO Center
- + Easier allocation of costs and avoidance of input and filing errors
- + Elimination of repetitive and time-consuming invoice processing activities
- + More cost transparency and better document control
- + Higher process efficiency and shorter flow times
- + Quick retrieval and recovery of archived invoice documents whenever necessary
- + Seamless integration in existing ERP and accounts payable systems

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Arcplace  Digitize – Automate – Archive

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