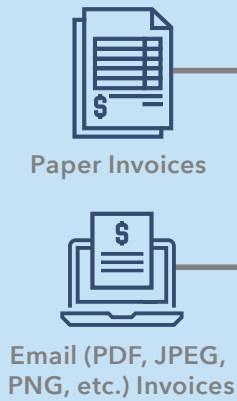
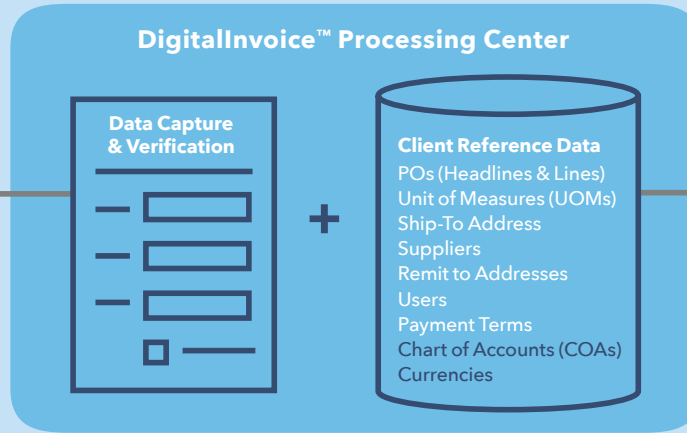


Shelby DigitalInvoice™ for Coupa: A simple, secure and efficient solution for processing non-digital invoices

STEP 1



STEP 2



STEP 3



Processing paper or scanned invoices is costly, inefficient and time consuming, tying up internal AP resources on high volumes of manual data entry and exception management.

Shelby DigitalInvoice for Coupa is an end-to-end service that eliminates the headaches and hassles of manual processing of non-digital invoices for a fraction of the cost of doing this inhouse.

DIGITALINVOICE SERVICES

STEP 1: Paper or PDF invoices are received via post office box, email or SFTP site.

STEP 2: Invoices are digitized and this data is merged with master and reference data from your Coupa instance to create transactions that your e-procurement platform will understand. Elements such as supplier and remit to IDs are appended properly from the context of the original paper invoice and interfaced to Coupa to facilitate procurement and ERP processing. The end result is an electronic representation of a paper invoice that has the same look, feel and benefits of an electronic invoice directly from the supplier.

STEP 3: Once within your Coupa system, invoices follow standard workflow rules for PO-backed and Non-PO backed tolerances and approvals.

DIGITALINVOICE BENEFITS

- Reduce internal processing costs for paper and PDF invoices from 50% to 70%
- Free internal AP staff to focus on more value-added activities
- Fast turnaround, from invoice receipt to interface with Coupa in 48 hours
- Access the line-item detail you need through your Coupa platform without internal manual data entry
- Increase compliance and visibility into outstanding liabilities
- Significantly accelerate invoice processing turnaround to eliminate late fees and capture more early payment discounts



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