

Harvest hidden profits within your organisation.

Fuji Xerox Global Services can help you reap millions by streamlining financial processes using advanced digital document management and running them efficiently.



You've invested in electronic systems to support 80% of your financial processes. How much is the remaining 20% worth to you?

The drive for increased efficiency, faster workflows and reduced costs has led to the widespread automation of Accounts Payable and Accounts Receivable functions through investment in systems like ERP and EDI. However, the remaining manual, paper-intensive processes can - depending on the size of your company - cost literally millions in errors, delayed payments, unresolved disputes, and lost early payment discounts.

An effective solution

Fuji Xerox Global Services can help digitise, automate and run the remaining 20% of your processes that still hamper overall efficiency to deliver:

- **Satisfied** and more loyal customers through more accurate order fulfilment and faster resolution of disputes.
- **Management information** you need to reduce operational costs by maintaining fewer supplier relationships.
- **Control and visibility** of the purchasing process and an enhanced ability to negotiate volume discounts with suppliers.
- **Efficiency** in the Accounts Payable operation, leading to fewer late-payment penalties, more early-payment discounts and improved supplier relations.
- **Reduced inventory** levels from more accurate and informed ordering procedures.
- **Improved regulatory** compliance through an auditable record of transaction documents.

About Fuji Xerox Global Services

Documents are positioned as increasingly important management resources for today's corporate activities. Fuji Xerox provides outsourcing services that focus on the document and business processes of customers who conduct business in Japan and globally. Based on our extensive consulting experience, optimal IT utilisation and worldwide service provision structures, Fuji Xerox can efficiently manage all documents processes – from production and storage to output and usage – to achieve cost reductions and higher productivity, while also contributing to customers' business growth as their ultimate business partner.

For more information, call or visit us at

< **Affiliated Company Name** >

< Address Line 1 >

< Address Line 2 >

Tel: < Tel > Fax: < Fax >

< **Website Address** >

Four ways we can improve your bottom line

Fuji Xerox Global Services delivers real savings by increasing the efficiency of at least four business processes.

1. Accounts Payable

A digital, fully indexed document repository allows immediate cross-referencing of documents with transaction data in IT systems and full access to required documents for improved automated matching and exception handling. Our accounts payable portal links our BPO centres to your company and your suppliers, making the approval process faster, invoice validation and exception handling quicker, and improving cash and supplier management.

2. Accounts Receivable

A recent study by the REL Consultancy Group showed that 42% of all overdue payments are caused by disputes. By digitising paper documents such as invoices, GRNs and contracts, collection managers have instant desktop access to all the information they need to resolve disputes. The result: you can typically reduce DSO by two to four days, decrease adjustments by 20%, and improve back-office efficiency by as much as 25%.

3. Purchase Management

Makes purchase management faster and more efficient, and get the information you need for better business decisions. Inventory levels can be cut back and the number of suppliers reduced. Detailed real time reports give you better control of the entire supply chain and the financial planning process

4. Contracts Management

Benefit from faster contract creation, shorter negotiation cycles, and reduced legal and administration costs. Make it easier to track important contractual

The Recognised Drawbacks Of Manual Processes

- **Missing documents** – make it difficult to resolve customer disputes.
- **Delays** – the manual matching of supplier documents such as purchase orders, invoices and delivery notes can delay the payment process.
- **Lack of management information** – caused by inefficient manual purchasing processes can lead to inappropriate inventory levels, large numbers of suppliers and failure to exploit volume discounts.
- **Errors** – manual processes are more prone to error, which makes it more difficult to comply with mandatory audits.

obligations and possible financial penalties for non-compliance, including compliance with regulatory requirements.

Delivering value

By leveraging our unrivalled experience in all areas of document management, we deliver real and measurable business benefits including:

- **Stronger cash flow** and improved DSO and DPO from faster dispute resolution
- **Reduced operating costs** and greater supplier discounts through fewer suppliers and a more efficient supply chain.
- **Early payment discounts** from your suppliers taking advantage of an accelerated AP process.
- **Reduced overheads** through the automation of document-intensive processes.
- **Improved regulatory compliance** from an auditable record of all transaction documents.

