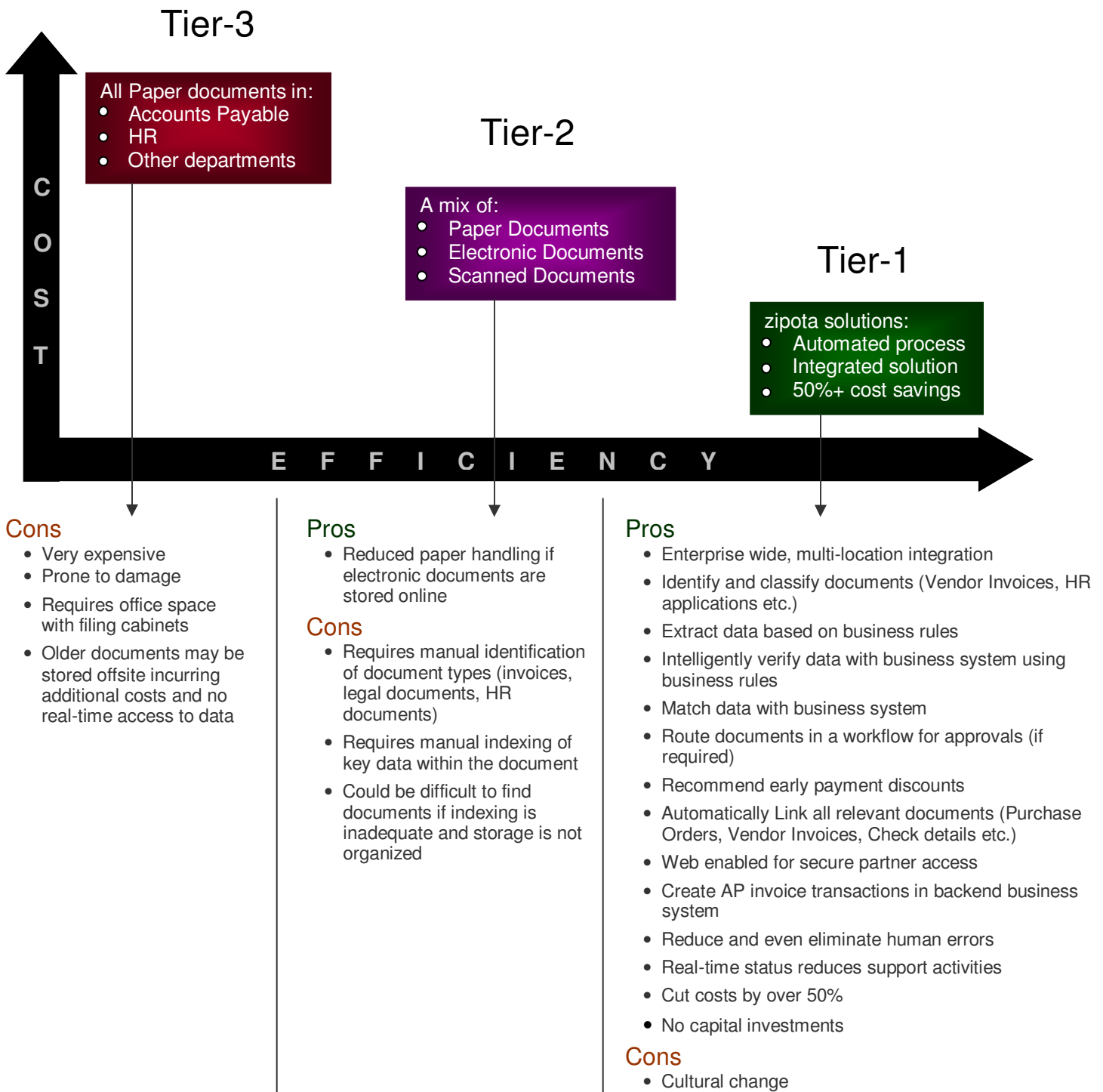


Handling unstructured and semi-structured documents have multiple challenges. Account Payable Invoices, HR, Legal and other business documents that fit this definition consume a lot of internal resources, add to inefficiencies and cost a lot.

Most companies have already identified the high cost and inefficiencies in managing documents. They need a solution that is cost effective and a partner that understands their business and their business system. We will understand your business and integrate the solution with your business system to provide you with the maximum cost reduction and improved efficiency. Identify your document strategy from the graph. Even if you are in Tier-2 of your journey, you can save 50%+ by moving on to Tier-1.



zipota Advantages

zipota, our Document Life Cycle Management solution will help you transition to a fully automated, electronic solution. Companies can start with Accounts Payable Automation and then roll the solution to address other opportunities within the enterprise. We help identify areas and show you savings and benefits.

AP and Invoice Automation Process

S E T U P in zipota (by Accounts Payable Manager)

1. Invoices that do not have a Purchase Order require approvals [Yes / No] - Default "Yes".
2. Invoices require a Purchase Order [Yes / No] - Default "No".
3. Allow multiple Purchase Orders on an Invoice [Yes / No] - Default "No".
4. Notify Vendor Contact when Invoice is received on the zipota Portal [Yes / No] - Default "Yes".
5. Notify Vendor to enter missing Purchase Order on the Invoice [Yes / No] - Default "Yes".
6. Vendor has Option to say "No Purchase Order" [Yes / No] - Default "Yes".
7. Notify Vendor Contact when Accounts Payable transactions are created [Yes / No] - Default "No".
8. Notify Vendor Contact when Invoice selected for Payment [Yes / No] - Default "No".
9. Notify Vendor when Invoice is Paid [Yes / No] - Default "Yes".

S T E P - 1 Document Generation, Approval, Delivery and Acceptance

1. zipota creates the Purchase Orders, Contract Orders, Blanket Orders from the business system.
2. Documents are sent to zipota Portal.
3. Documents requiring approval(s), will trigger the appropriate Workflow. Relevant people will be notified. Time constraints for Approval/Rejection/Comment will be active (Q4-2013).
4. Documents that do not require approval and approved Documents are automatically communicated with the Vendor via email.
5. Vendor acceptance if required and configured is fully supported. Time constraints for Acceptance/Rejection will be active (Q2-2013).
6. Only authorized Document recipients will have access to the Document. Recipients can create Groups and include other colleagues from within their organization to have access to the Document/Folder. This gives the Vendor organization a Document Management system of their own at no cost.
7. Multiple levels of security can be defined by the recipient and applied dynamically.
8. Recipient can upload and attach supporting documents to zipota documents.
9. zipota Customers can create their own repository of zipota documents. Rules based Folder structures, Groups and multiple levels of security can be defined and dynamically applied.
10. Non-zipota documents can be uploaded and linked with any other document on the Portal.

STEP - 2 Vendor Invoices [Accept, Extract, Validate]

Option 1 - Customer accepts all Vendor Invoices. Lobo Technologies processes all Vendor Invoices. Customer validates all Vendor Invoices

- a. Customers scans paper and fax Invoices to a watched folder(s).
- b. Electronic Invoices are saved in watched folder(s).
- c. zipota picks these Invoices, sends them to zipota Portal for processing and returns the extracted data.
- d. Customer will need to validate the data. See "**Extracted data validation**" below.

Option 2 - Lobo Technologies and Customer jointly accept Vendor Invoices. Lobo Technologies processes and validates all Vendor Invoices

- a. All Invoice acceptance mechanisms from Option 1 above.
- b. Customers can scan paper and fax Invoices to a watched folder(s). Scanned documents in these folders are sent to the Portal for processing.
- c. Customers can forward email Invoices to a specific email address managed by zipota.
- d. Lobo Technologies validates the data. See "**Extracted data validation**" below.

Option 3 - Lobo Technologies accepts, extracts data and validates all Vendor Invoices

- a. Vendors can mail paper invoices to a specific PO Box managed by zipota.
- b. Vendors can fax invoices to a specific fax number managed by zipota.
- c. Vendors can email invoices to a specific email address managed by zipota.
- d. Vendors can upload invoices to the zipota Portal.
- e. Vendors can enter invoices on the zipota Portal.
- f. Lobo Technologies validates the data. See "**Extracted data validation**" below.

Extracted data validation

- I. From Step 1 document (Purchase Order, Contract Order, Blanket Order).
- II. Match Vendor Name, Order Number, Order Lines, Qty, Amt and validate if PO/BO/CO document exists on zipota Portal.
- III. Extract Freight, Taxes and other pertinent information
- IV. Identify early payment discount and compute return.
- V. Transfer results to zipota.

STEP - 3 Validate Vendor Invoice against business data, show results and recommendations

1. Match Vendor Name, Order Number, Order Lines, Qty, Amt and validate if PO/BO/CO document exists in ERP system.
2. Identify all Receivers for the Purchase Order.
3. Compute Amt of Goods received and Total Paid plus Invoice Amt.
4. Checks will be linked to the Vendor Invoice and the Purchase Order.
5. Display results on a screen. See "**Validation Screen**".

Validation Screen

Vendor Name	Vendor Number	Invoice Number	Invoice Amt	PO Number	Tax Amt	Freight Amt	Early Discount %	Early Discount Amt	Early Discount Date	Create AP transaction	Inform Vendor
1 Electronics, Inc.	3583	385	\$ 1,283.45	4285	\$ 938.62	\$ 55.86	3	\$ 38.50	4/16/2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2 Environment LLC		80169	\$ 12,833.00	8953			2		4/19/2013	<input type="checkbox"/>	<input type="checkbox"/>
3 Recycled Paper Company	2843	3741	\$ 3,856.00	4245						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4 Save the planet, Inc.	1086	10539	\$ 912.38							<input type="checkbox"/>	<input type="checkbox"/>
5 Natural Ink Printers, Inc.		212553	\$ 15,267.66							<input type="checkbox"/>	<input type="checkbox"/>

Open PO Receiver Comments Errors
Save Exit

1

2

3

4

5

6

7

Understanding the screen data:

1. Vendor from business system
2. Vendor not found
3. Hyperlink to Vendor Invoice
4. Amount greater than PO amt but within price tolerance
5. Hyperlink to PO document
6. View Receivers that match the PO
7. Purchase Order from Invoice but not in business system

Features

- Accept all modes of communication (email, fax, mail)
- Accept all standard document formats including pdf, jpg, gif and more
- Communicate with vendors at every stage of the process
- Automate data capture
- Distribute amounts across departments and GL accounts for specific invoices based on business rules
- Create AP transaction in specific time period
- Apply agreed discounts documented in your business system
- Automatically match Vendor Invoices with Purchase Orders, Receivers and other business transactions
- Identify and recommend early payment discount
- Create Accounts Payable transaction in the business system

Benefits

- No investment - this is a service based solution
- 50%+ reduction in costs
- Invoices processed in hours as opposed to days
- Increased accuracy - validated by two people
- AP personnel have time for higher level tasks
- Full audit trail for visibility and compliance