IRON MOUNTAIN®

TRANSFORM YOUR ACCOUNTS PAYABLE (AP) PROCESSES

DIGITIZE | STORE | AUTOMATE | UNLOCK

- CHALLENGE

Invoice Processing is Manual and Inefficient

If you are like most AP departments, supplier invoices typically arrive at multiple business locations, in multiple formats (paper & digital), layouts and even languages. Invoices come in via the mail causing headaches for remote employees and potentially opening up the company for risk if an invoice is lost or not paid.

Slow turnaround and manual review of hundreds of emails to find and match invoices for payment results in late payments to suppliers and weakens supplier relationships, making productivity and efficiency a challenge as long as paper is part of the process.

+ SOLUTION

Streamline Your Invoice Processing

Iron Mountain® Accounts Payable solution is a purpose-built software as a service (SaaS) offering that helps streamline and automate your accounts payable processes. You'll have the tools you need for a smoother and speedier month-end close.

We can help you digitize your paper invoices and store them in a secure information management and content services platform. The platform can be configured with integration to many Enterprise Resource Planning (ERP) systems with automated indexing of both paper documents and electronic information to pull key metadata used to match invoices to purchase orders (POs).

HOW DOES IT WORK?

DIGITIZE
Redirect and Digitize Invoices

Redirect invoices coming through the mail to Iron Mountain's secure facilities to be digitized on an ongoing basis

STORE
Stored Encrypted Files in a Secure Repository

Role-based permissions enable authorized users to access your digitized documents in a secure platform 24/7, with integration to ERP systems

AUTOMATE
Enable Collaboration for Document-Centric Processes

Key metadata used to match invoices to POs is extracted and automation is used to translate to support a global AP process; You have the ability to automatically apply document retention rules

UNLOCK
View and Interpret Key Invoice Information

Dashboards provide a visual display of data and metrics for powerful insights

WHAT YOU GAIN

+ **Centralize** receipt and digitization of incoming invoices and purchase orders

+ **Reduce** manual data entry errors that could lead to delayed or missed payments

+ **Manage** and streamline cash flow and monthly financial close

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