



TRANSFORM YOUR ACCOUNTS PAYABLE (AP) PROCESSES

DIGITISE | 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 digitise 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?



DIGITISE

Redirect and Digitise Invoices

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



STORE

Stored Encrypted Files in a Secure Repository

Role-based permissions enable authorised users to access your digitised 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

- + **Centralise** receipt and digitisation 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

[LEARN MORE](#) | 08445 60 70 80 | [IRONMOUNTAIN.COM/UK](https://www.ironmountain.com/uk)

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