

### ACCELERATING YOUR CASH FLOW

Direct Insite offers a full suite of services that simplify and automate AP functions such as invoice receipt, matching, routing and verification.

- Supplier Self-Service Web Portal
- Electronic Invoice Processing
- Enterprise Workflow and Inquiry Management
- Early Payment and Dynamic Discounting
- Reporting and Spend Analysis

#### SUPPLIER SELF-SERVICE WEB PORTAL

Direct Insite offers a self-service web portal that reduces the number of calls into the AP department. With this service, suppliers have access to a self-service decision-tree that provides self-help answers to their inquiries. For instance, suppliers can verify their invoice and payment status at any time, without burdening your AP department. As supplier invoice and payment status information is updated in accounts payable, our portal is updated to convey the same information to suppliers.

Suppliers also can submit electronic inquiries to your AP department. Inquiries are logged and routed via workflow to the appropriate AP staff for resolution. Suppliers can also upload inquiry attachments.

#### Key Features:

- Supplier profile management (payment remittance data, contact information, email address)
- Supplier self-registration and password management
- Visibility to invoice and payment status updates
- Online help
- 17 alternative languages
- Ideal for mid-market and Fortune 500 companies

#### Benefits:

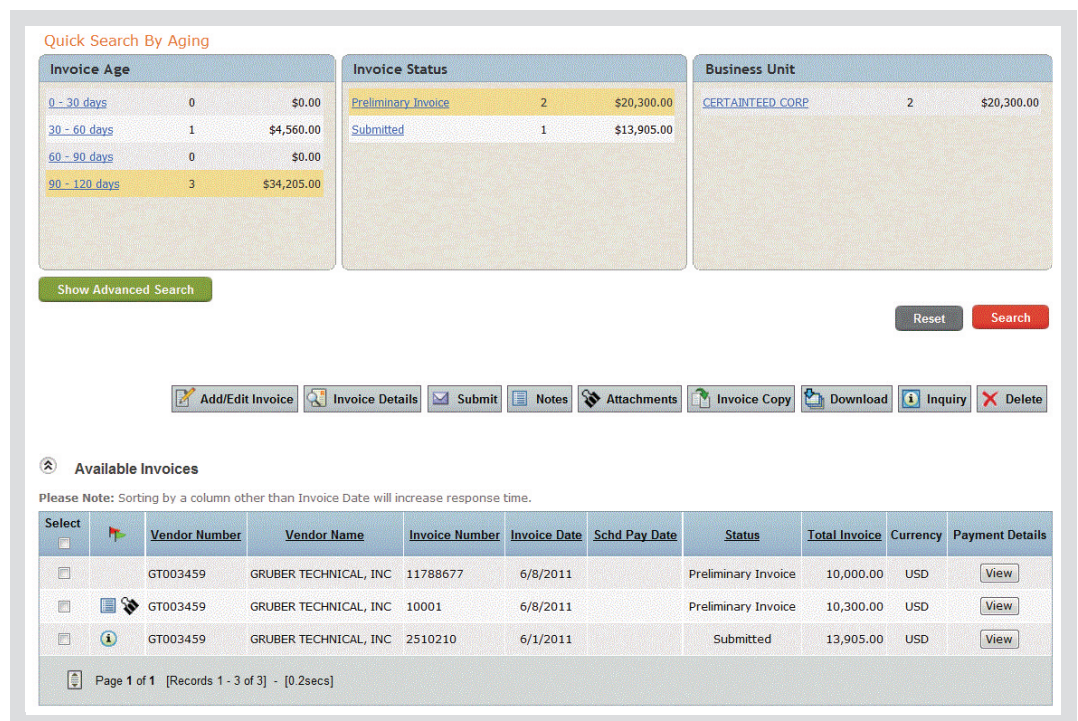
- Reduce inbound supplier inquiries
- Reduce day-to-day "noise level" -- freeing AP staff to focus on core activities
- Enhance partner/supplier relationships

#### ELECTRONIC INVOICE PROCESSING

Direct Insite provides a variety of options for invoice submission and processing.

Suppliers can receive purchase order (PO) notifications and automate invoice preparation and delivery. The service allows them to flip a PO into an invoice, apply line item adjustments, and consolidate invoices. All of these activities are monitored via enterprise workflow.

### THE INVOICE VIEW



**Quick Search By Aging**

Invoice Age	Count	Amount
0 - 30 days	0	\$0.00
30 - 60 days	1	\$4,560.00
60 - 90 days	0	\$0.00
90 - 120 days	3	\$34,205.00

**Invoice Status**

Status	Count	Amount
Preliminary Invoice	2	\$20,300.00
Submitted	1	\$13,905.00

**Business Unit**

Business Unit	Count	Amount
CERTAINTEED CORP	2	\$20,300.00

Buttons: Add/Edit Invoice, Invoice Details, Submit, Notes, Attachments, Invoice Copy, Download, Inquiry, Delete

**Available Invoices**

Please Note: Sorting by a column other than Invoice Date will increase response time.

Select	Vendor Number	Vendor Name	Invoice Number	Invoice Date	Schd Pay Date	Status	Total Invoice	Currency	Payment Details
<input type="checkbox"/>	GT003459	GRUBER TECHNICAL, INC	11788677	6/8/2011		Preliminary Invoice	10,000.00	USD	<a href="#">View</a>
<input type="checkbox"/>	GT003459	GRUBER TECHNICAL, INC	10001	6/8/2011		Preliminary Invoice	10,300.00	USD	<a href="#">View</a>
<input type="checkbox"/>	GT003459	GRUBER TECHNICAL, INC	2510210	6/1/2011		Submitted	13,905.00	USD	<a href="#">View</a>

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The service also supports invoice submission methods including spreadsheet upload, image upload, direct file integration (EDI, XML), client-specific flat files, and Web entry forms.

**Key Features:**

- ERP adaptors for SAP, Oracle and others
- Electronic invoice receipt (e.g. web form, PO flip, spreadsheet upload, EDI, XML, flat file)
- PO line-item matching
- Line item detail drill down
- Spreadsheet download
- Invoice attachments
- PO/non-PO rule validation, Goods-Receipts validation

**Benefits:**

- Reduce cost per transaction
- Reduce cycle times
- Increase touch-less processing

**ENTERPRISE WORKFLOW AND INQUIRY MANAGEMENT**

Our enterprise workflow and dispute management capabilities automate the validation and approval of supplier invoices.

IOL automatically matches supplier invoices against POs and other supporting documents. Suppliers are notified of any discrepancies so they can make adjustments prior to invoice resubmission; the service also allows suppliers to submit attachments with their invoices, such as a copy of the related PO or contractual agreement. With IOL, AP administrators can also configure invoice compliance validations ensuring supplier invoices flow through a workflow approval process prior to payment. IOL can also send notifications to suppliers regarding any disputed invoices. Once approved, invoices can be staged for payment.

**Key Features:**

- Invoice review, approval and payment workflow
- Automated line-item matching increases “no-touch” processing
- Role-based workflow configurations
- Configurable workflow notifications
- Ability to attach compliance documents such as POs and agreements

**Benefits:**

- Reduce transaction costs
- Reduce processing cycle time
- Increase supplier satisfaction
- Help ensure PO and contract compliance

**REPORTING AND SPEND ANALYSIS**

With Direct Insite's IOL reporting tools, finance managers can closely track and analyze spending trends across suppliers, business units and the enterprise. The solution also enables suppliers to perform self-reporting functions.

**Key Features:**

- Financial management reports
- Early payment and dynamic discount analysis
- Cost of capital analysis
- Spend management
- Drill-down analysis
- Web-based supplier self-reporting (e.g. invoice and payment status)
- Graphical presentation
- Export to spreadsheets

**Benefits:**

- Allow businesses to more closely track spending
- Increase supplier satisfaction