

Automate your Sales Order Process



Reduce costs while improving customer service

As organizations strive to streamline sales order processing to achieve cost efficiency and improved service, error-prone setbacks such as data validation and exception handling pose significant challenges. Costly trends are common as departments struggle to locate where sales orders

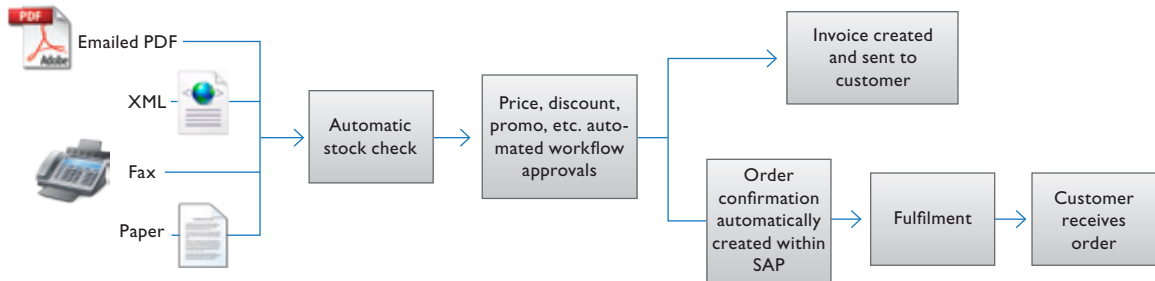


are in the process, negatively impacting fulfillment time, customer service levels and ultimately receivables and cash flow.

Optimizing the front-end order process is integral in improving the entire order-to-cash process. As a certified SAP add-on, ReadSoft's sales order solution resides and works seamlessly inside SAP, allowing you to manage operations with greater visibility, flexibility and control inside SAP. Users can automatically capture order data into SAP and easily identify errors to handle exceptions earlier in the process, thus shortening cycle times. Working capital can be easily managed while customer satisfaction rises.

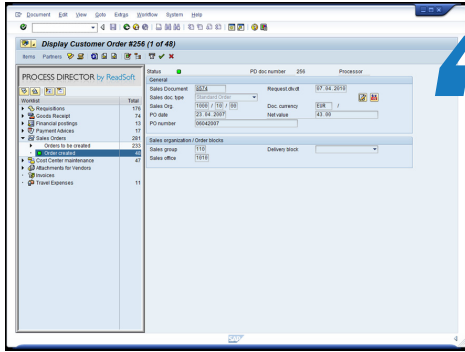
How it works

Sales order received & captured into SAP



ReadSoft automated sales order processing

- Automated capture of any purchase order - fax, paper or electronic and in any layout. The relevant information is automatically found.
- Automatic validation - check quantities, amounts, customer ID and status of outstanding business.
- Resolve any discrepancies - If something doesn't check out, the order is entered into the workflow for correction and routed for approval.
- Automatic creation of SAP order confirmation and SAP sales order.
- Full audit trail to review who was involved, which enables SOX compliance.
- Lower order process costs, speed up resolution of exceptions and improve order turnaround.
- Improve customer relations by tracking customer orders in real time and reducing customer claims.



“ We’ve been able to absorb a 25% increase in customer orders with almost half of the resources previously needed. ”

Valerie Clark, Chief Sales Officer
Republic Corp.

Strategic advantages of an *inside SAP* solution

- No data synchronization problems
- Real-time access to data
- Automatic validation
- Handle exceptions inside SAP
- Leverage existing SAP look and feel; reduce training needs
- Minimal change management; lower organizational risk
- Minimizes upgrade efforts

6 compelling reasons to automate O2C:

1 Reduced costs

- Shorter processing times, minimal human interaction

2 Complete control over the sales process

- Improved order handling
- Automatic fast lane for priority customers
- Improved visibility of your sales order process
- Early identification of errors and exceptions

3 Simple and fast workflow for your SAP system

- SAP-certified solution
- Online approval from the right people

4 Increased customer satisfaction

- Better customer relations leading long-term customer retention

5 Low total cost of ownership

- Pre-packaged highly configurable solutions
- Leverages existing SAP infrastructure

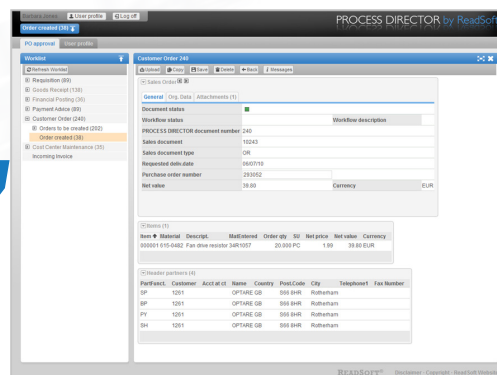
6 Ease-of-use

- SAP look-and-feel for professional sales staff
- Simple web interface for more casual users



“ A principal advantage has been better service to our customers by faster order processing. ”

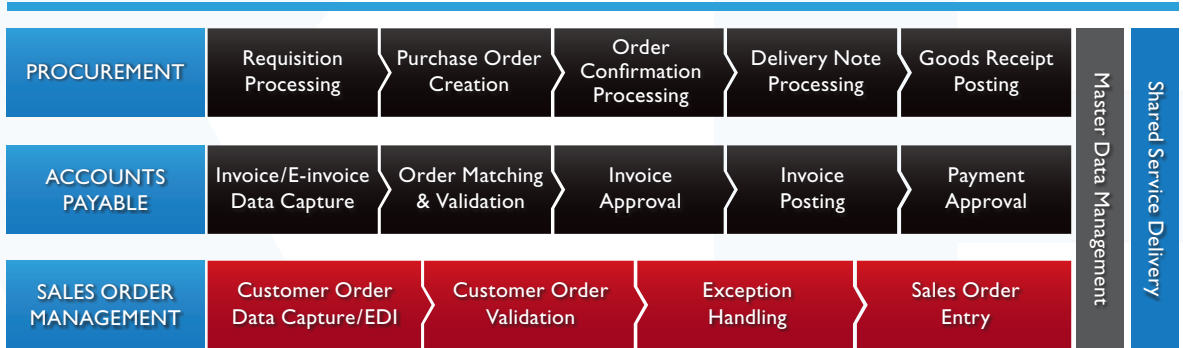
Beverly Gibbs, Customer Service Lead
Huse Brands



Process automation by ReadSoft

Sales order processing is just a part of the ReadSoft end-to-end automation offering

ReadSoft offers automated capture and workflow support for the entire order-to-cash and purchase-to-pay processes. You get a single point of access for all authorized users with an easy-to-use interface. ReadSoft customers value the fully integrated, completely transparent solution that is certified by SAP.

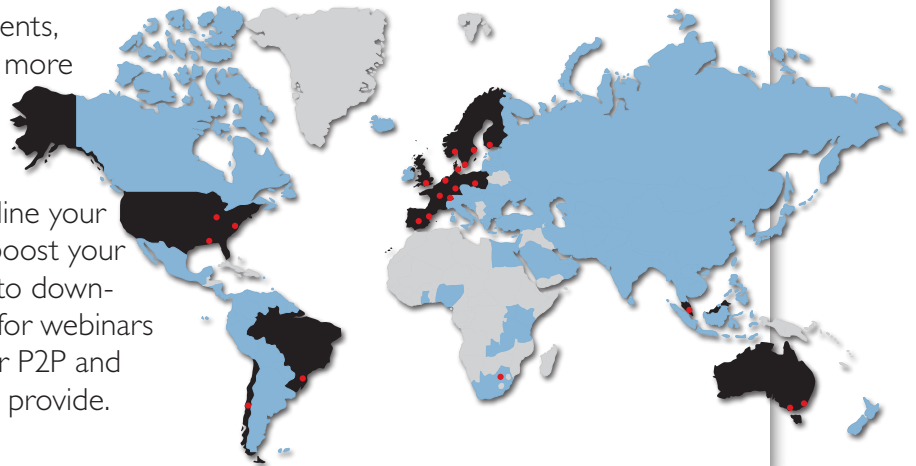


Why ReadSoft



Organizations around the globe automate essential purchase-to-pay and order-to-cash operations, such as invoices, customer orders, delivery note handling journal entry correction and more, with our SAP-certified solutions. We are global experts in automating business document processes – helping our clients reduce costs and improve efficiency by creating flexible, easy-to-use software solutions.

With customers on five continents, operations in 16 countries and more than 300 partners in over 70 countries, ReadSoft affords the proven expertise and resources necessary to streamline your P2P processes and ultimately boost your bottom line. Visit our website to download whitepapers and register for webinars to discover the cost savings our P2P and O2C automation solutions can provide.



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