

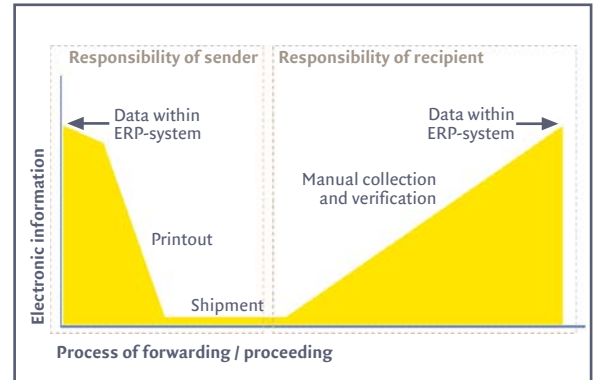
## inubit „Paper2Process“ – process-oriented handling of paper-based documents

Up to now, automation projects have been generally focused business processes, which were able to exchange and handle information electronically.

Paper-based documents like invoices have thereby often been disregarded, even though a high percentage (approx. 80%) of information occurring in a company is based upon paper documents and therewith unstructured data.

But today, these documents can mostly be processed electronically and therewith automatically – especially here a huge potential for cost savings is provided.

Only in Germany more than 10 billions of paper-documents are exchanged per year, causing 10 € in average for further processing.



### Automation of processes by inubit „Paper2Process“

The basis for the electronic processing of paper documents is the standardized and process-oriented inubit solution „Paper2Process“.

Herewith data from traditional media like paper and fax are forwarded automatically to processes and provided in backend systems for further treatment.

Thereby, particular processes can fast be adapted to specific requirements.

The reduction of media breaks is accomplished by an early scanning of the incoming paper documents and accordingly the interception of the documents at the fax server.

The next step is an analysis to clarify in the first instance, what kind of business process (e.g. order, invoice, reclamation, etc.) and what business partner the activity is about.

Afterwards all data is read and validated from the document via Intelligent Character Recognition (ICR). During this process an alignment with the data of internal systems can already be effected.

Documents with a low recognition rate can be validated and if necessary enhanced with data over a workflow by the responsible employees.

After the automated archiving of the documents by using the already recognized information for indexation, the ac-

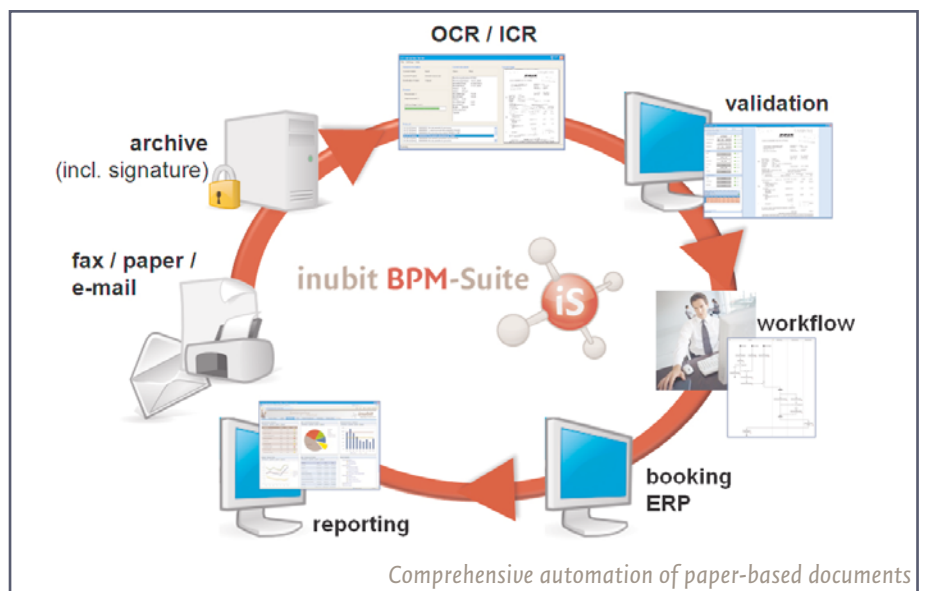
cordant business case can be finished by the appropriate employees with an alignment of the affected systems and finally get deallocated.

Because this is effected workflow-based as well, colleagues can be involved or critical documents can be escalated at any time.

After finishing the processing of the certain business case, data are forwarded to the relevant internal IT-systems for final booking or archiving.

Automating the acquisition of data and the entire downstream process not only reduces a multitude of possible errors, but first of all avoids slow and error-prone paper-circulations within the company.

In addition real-time evaluation allows the measuring of the business process' efficiency and provides the necessary information to the management at any time, to value and – if necessary – to optimize the processes. Finally this enables companies to reduce significantly and lastingly their administrative costs.

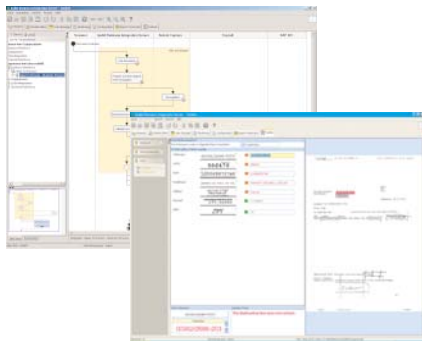


## inubit „Paper2Process“ creates additional value

The inubit „Paper2Process“-solution allows an automatic prioritization and therewith a better control of processes.

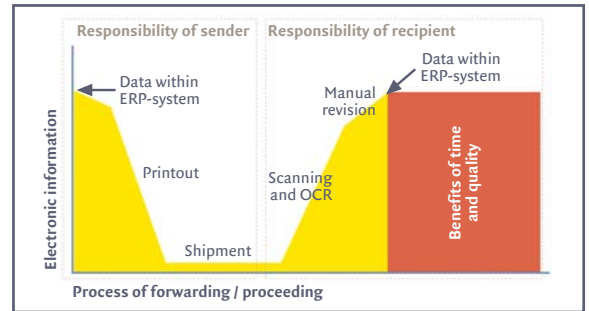
Combined with clearly reduced cycle times, the customer satisfaction can be increased noticeably or target service levels can be reached.

In addition to that, employees are relieved from error-prone routine operations with the result, that processes run in a higher and measurable quality.



### Benefits of the inubit solution:

- Flexibly applicable for most different document types and processes
- Early input of the documents into the workflow (mail room, fax server etc.)
- Completely operated electronic workflow for the entire process
- Monitoring of every document in the whole process
- Flexible in modeling the workflow, the validation masks and the integration of ERP and archive systems (no programming required)
- Customizable to organizational structures and process models
- Investment and cost savings
- Enhancement of Cash Management



### Efficient OCR / ICR-component:

- High speed
- High recognition quality even with standard settings
- Language independency also for documents with mixed content
- Failure tolerance due to the use of Fuzzy Logic
- Continuous optimization

## Use of „Paper2Process“ for automation of the invoice reception process

Due to the inubit „Paper2Process“-solution, the complex process of invoice reception can fast and cost-effectively be automated and therewith be considerably realized more efficiently.

Thereby not only the actual invoice reception is regarded, but also the required following workflow for processing

the received invoice. Thus the slow and error-prone paper circulation in the company is avoided and optimized by the automatic consideration of escalation and substitution rules.

The automated validation of relevant data with existing IT systems enables the processing of documents widely

without human efforts. Therewith discounts and possible tax deductions can be used efficiently and the cash management can be improved by an early registration of the invoice within the ERP system.

## Multifaceted application fields for further processes

Industry	Application	Description
Financial services / insurances	Incoming mail	Automatic distribution of customer mail incl. identification of a process and mapping of the process-workflow
Retail	Ordering system	Classification and forwarding of requests and changes concerning orders via e-mail or paper
Telecommunication	Contract management	Qualification and forwarding of incoming requests via e-mail, sms and paper and automatic combination with existing IT-systems
Producing industry	Records-Management	Classification of test data and reports for quality assurance
Public domain	Citizen contacts	Qualification of citizen requests concerning regulations and proceedings