



"We've cut the time required to process some inquiries from 20 minutes to 20 seconds. Once they're scanned into the system, delivery notices are shredded. We eliminated ten filing cabinets to make room for other inventory."

– *Bobby Hoyt*
Receiving Manager
Regeneron

"Paperless is possible. In addition to reducing processing time and error rates, we now electronically route invoices requiring approval. At any point in the process, we know the exact dollar amount, location, and status of every invoice awaiting approval without having to ever look at the paper copy or pick up the phone. We can answer inquiries online in seconds."

– *Lorena Hernandez*
Accounts Payable Manager
Regeneron

Today's Shipping/Receiving departments are continuously seeking ways to automate their dual tasks of physical labor and information management. At the same time, Accounts Payable departments are evolving from a transactional orientation to providing more value-added services. To succeed, they must shift from the vulnerable and less efficient paper-based world to a more analytical and compliant environment where they can control the flow of documents and mine enriched databases. Regeneron, a leading biopharmaceutical company, recently mastered these challenges through a technology solution for its Shipping/Receiving and Accounts Payable departments. With a GxP Partners solution combining enterprise content management (ECM) and scanning/advanced forms processing, Regeneron executed a strategic initiative to streamline business processes and reduce costs.

The Situation: This solution began with a corporate mandate to improve business processes, increase accuracy, and reduce staff while processing an ever increasing volume of delivery notices and invoices. The Regeneron Shipping/Receiving department had relied on the manual filing and retrieval of packing lists, waybills, and FedEx, UPS, and DHL documentation. Individual inquiries took as long as 20 minutes to process. Invoices received by the Accounts Payable department were manually separated by company name and delivered to one of six accounting coordinators who entered them into the Oracle financial system. Invoices for services were sent out for approval via inter-office mail. All invoices were then manually filed for future access in investigating and resolving inquiries.

The Solution: The GxP Partners solution includes Ascent Xtrata Pro, an advanced forms recognition software used by Receiving to scan delivery notices. After automatically indexing

and validating the fields, Xtrata Pro releases images to the SAPERION ECM system, offering web-based search capabilities across the organization. The time required to process some inquiries has been reduced from 20 minutes to 20 seconds. The Accounts Payable department also expends fewer resources to handle a higher number of invoices with fewer errors. Invoices are scanned and indexed using Ascent Xtrata Pro, a process completed in a half hour by an administrative assistant (replacing the former daily invoice entry of three full-time coordinators). Once processed by Xtrata Pro, invoices are released to the SAPERION ECM system and automatically assigned to the invoice processing workflow. In compliance with Sarbanes-Oxley, the header information and total amounts from all invoices are automatically uploaded into the accounting system and placed on a hold status. A URL link to each invoice is also uploaded for online access within the Oracle financials system by authorized users.

The GxP Partners solution featured software from two technology innovators:

Ascent Xtrata Pro from Kofax – classifies and extracts information during the scanning process. Ascent Xtrata Pro's powerful technologies are available as pre-packaged solutions for specific document types, such as invoices, offering extensive automation with minimal configuration. In addition to simplifying the deployment process, this focused approach enables a dramatic reduction in manual keying of invoice data. As a result, staff can focus instead on analytical and profit-optimizing functions, such as securing early payment discounts, avoiding late payment penalties, and identifying billing errors.

Enterprise Content Management (ECM) from SAPERION – a leading software solution offering efficient archiving, document management, and workflow management. SAPERION provides the best in web functionality. Solutions include SAP Suite (archiving and ECM for SAP), Inbound Suite (for the automated processing of all inbound documents such as letters, faxes, and email),

and enterprise systems for contract management, security and encryption, and archiving of CAD drawings and models.

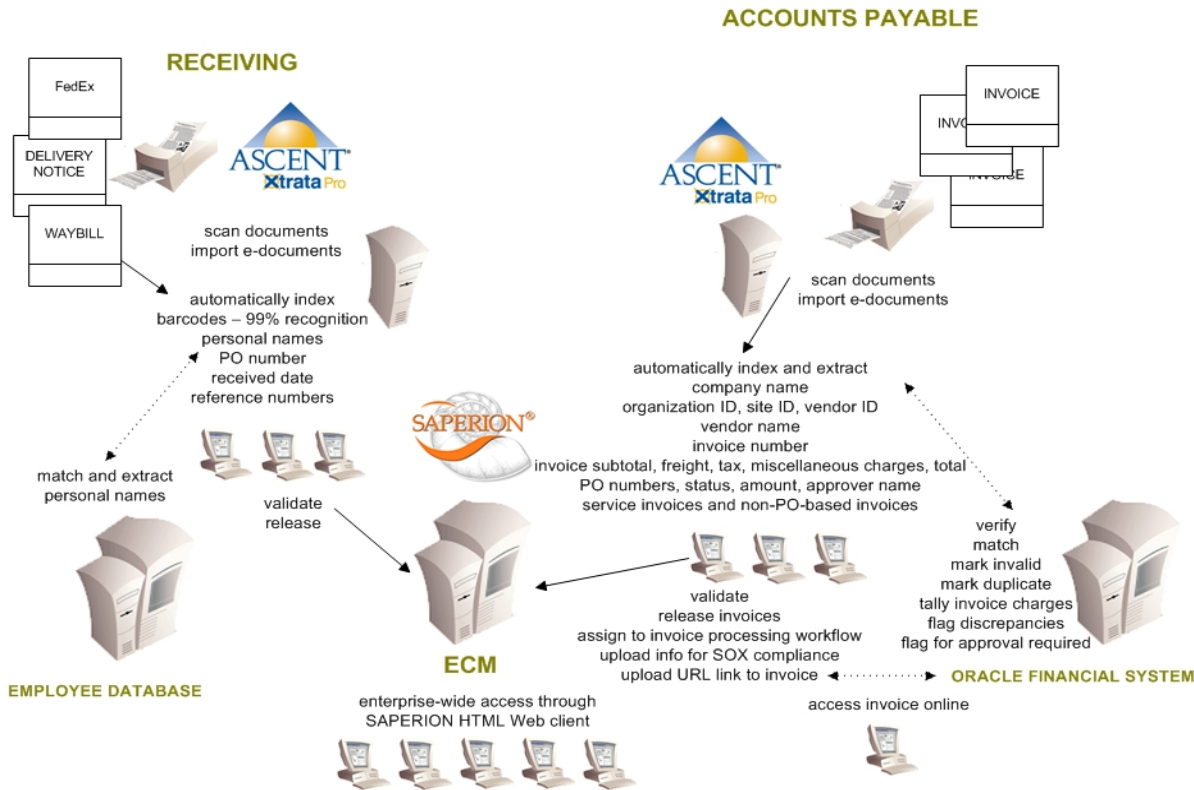
The SAPERION workflow system enabled Regeneron to:

- Electronically route invoices flagged with problems to the accounting manager to immediately identify and act upon issues
- Automatically tag and release from the workflow any invoices for goods with a three-way match
- Based on the invoicing company's name, electronically route invoices requiring approval to the appropriate accounting coordinator, who can then forward the invoice for approval
- Generate a formatted email incorporating an HTML link to the invoice and send it to the approver for online commenting, approval, or rejection
- Tag approved invoices as "released"
- Allow accounting coordinators to log into the Oracle financial system to post amounts for all "released" invoices without manually entering the invoice details



THE TOTAL SOLUTION:

ECM / Scanning / Advanced Forms Processing



Contact GxP Partners if you need:

A single solution to automate both the classification and extraction of data from any paper document

- A standardized system platform for document and data
- Capture
 - Management
 - Processing
 - Delivery
 - Storage
 - Preservation

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