

## Simplify the Purchase Order & Invoice process with Lexmark's digitized workflow solution



The purchase order and invoicing process represents a complex, paper-intensive problem facing retail businesses today. Employee productivity is lost by having to manually locate, retrieve, and verify internal purchase order documents with vendor invoices and packing slips. Accounts

payable is unable to capitalize on additional payment terms and discounts for lack of timely information. These costs, coupled with the regulatory responsibilities of the Sarbanes-Oxley Act of 2002, significantly affect a retailer's bottom line.

Lexmark has created an easy solution to eliminate much of the burden associated with these processes. By utilizing a Lexmark multifunction printer, information can be easily integrated into your existing Electronic Document Management System (EDMS). The document is captured at the point of receipt, scanned, and archived into the EDMS for easy retrieval by employees at headquarters, distribution centers, or store locations. This enables the flow of information to multiple points within the organization, while eliminating the need for paper storage and retrieval.

The Lexmark solution is a key component in facilitating the flow of information within your retail operation, while offering the ability to drive cost out your invoicing and purchase order processing.

With 30% of businesses looking to deploy an imaging and document management system in the next year<sup>1</sup>, Lexmark can help you streamline your purchase order and invoice processing, as well as many other paper-intensive areas within your company to improve productivity and cost management.

<sup>1</sup>Paystream Research, "Efficiency & Cost Management in Accounts Payable," Winter 2005

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Lexmark's accounts payable department uses the company's own MFP and software routing technology to dramatically improve its processes.

***"There's no more need to walk down the hall or across campus," said Melissa Rasmussen of Lexmark's accounts payable department. "It's all there for anyone to access, just seconds away - right from their own PC."***

The cost savings of this new system are estimated at more than \$100,000 annually. These savings include both hard and soft dollar costs including staff time for manual document retrieval, equipment maintenance, film processing and the cost to replace the equipment.