

Critical Document & Invoice Manager

The Business Need and Challenge

All businesses have a need to communicate with clients and customers, and most have what is classed as Business Critical Documents such as invoices, Contract Amendments, Support Agreements, Manufacturing changes etc.

A business that is posting 1,500+ letters/invoices or business critical documents per month will be spending circa £22,000 per year, (processing, printing, postage etc) which is a very significant operational cost.

Most businesses are still going through a laborious monthly process of printing out invoices or PDF's (for example), have staff or costly 3rd parties stuff envelopes, and then frank them at an average of £0.60p to £1.10 per item. This is a costly and time consuming process which can now be removed from the operational business cost, thus saving money and driving operational and staff efficiency.

The Solution

Digital Process Limited's DigiPost Solution is a fully compliant secure web portal based solution, which enables users to send a notification via Email, that a business critical document such as an invoice, has been sent and made available for viewing, to a specific customer.

The customer receives the Email and now has the option to view, print, forward and/or undertake a number of actions including 'Paying' the invoice or accepting the stated change or amendment, depending on what the document is.

Payment terms and conditions will obviously apply, eg: payment within 30 days, so the credit controller or creditor has the ability to apply any specific terms and conditions.

They can now see when the E mail was delivered, when it was opened, when the invoice was viewed, or if it was forwarded or printed, and they can now apply the terms for payment due/overdue, within their own system as normal, and meet KPI's if applicable.

The key is that the debtor now has zero reason to 'Not' pay or state the invoice was not received, or was not seen etc. Full evidential proof is now available, and if a dispute over invoice delivery occurs, then the original mail can simple be forwarded to the debtor and the payment conditions applied.

Example of Existing Costs

Items Sent Per Month	Cost per Item	Monthly Cost	Annually Cost	3 Year Cost	5 Years Cost
3,000	£0.90p	£2,700	£32,400	£97,200	£162,000
3,000	£1.20p	£3,600	£43,200	£129,600	£216,000
5,000	£0.90p	£4,500	£54,000	£162,000	£270,000
5,000	£1.20p	£6,000	£72,000	£216,000	£360,000
10,000	£0.90p	£9,000	£108,000	£324,000	£540,000
10,000	£1.20p	£12,000	£144,000	£432,000	£720,000

Note: Costs include processeing, postage, printing etc.

Cost Savings Example

If a company is for example sending 1,000, 2,500 or 5,000 documents in the post each month, then assuming FSB postage costs of £0.90p per postal item, costs and savings are as follows:-

Installation Options	Monthly Volume	Existing Postage Costs				Total Costs			Total Savings		
		Per Item	Per Month	Per Year	3 Years	Per Month	Per Year	3 Years	Per Month	Per Year	3 Years
Non-Hosted	1000	£0.90	£900	£10,800	£32,400	£310	£3,720	£11,160	£590	£7,080	£21,240
Hosted	1000	£0.90	£900	£10,800	£32,400	£410	£4,920	£14,760	£490	£5,880	£17,640
Non-Hosted	2500	£0.90	£2,250	£27,000	£81,000	£525	£6,300	£18,900	£1,725	£20,700	£62,100
Hosted	2500	£0.90	£2,250	£27,000	£81,000	£625	£7,500	£22,500	£1,625	£19,500	£58,500
Non-Hosted	5000	£0.90	£4,500	£54,000	£162,000	£850	£10,200	£30,600	£3,650	£43,800	£131,400
Hosted	5000	£0.90	£4,500	£54,000	£162,000	£950	£11,400	£34,200	£3,550	£42,600	£127,800

Key Business Benefits:-

- A truly massive return on investment.
- Dramatically cut paper, print, fulfilment and postage costs.
- Remove staff or 3rd party fulfilment costs and time frames.
- Entirely removes all excuses 'not' to pay an invoice.
- Reduce your aged debt and DSO (Days Sales Outstanding).
- Enable the certainty, that every document is delivered and received.
- Peace of mind with direct support self-service portal 24x7x365.
- Works with virtually any ERP business system, PDF creation system eg:- Sage, Oracle, SAP, PlanetPress, CreatePrint, Formscope etc.
- Negate customer holiday absences by sending to multiple people.
- Customer requests for multiple copies can be met quickly.
- No up-front costs – revenue generation not capital expenditure.
- Improves communications with your customers.
- Fully configurable portals for clients and departments.
- Zero impact from postal strikes and postage increases.
- Reduce your carbon footprint – Save 20g of CO2 per letter.

Implementation

DigiPost is available as a web portal service, and is charged on a monthly PDF click rate, so you only pay for what is used on an annual term.

Clients can have multiple 'Portals' for different clients and or providers providing different information and capability. Eg: a University would have a University Students Payment Portal, University Supplier Portal, University Faculty Information Portal and others to ensure delivery and ensure terms course work and key information was received.

When allied to our ERP Output Management, this delivers a complete end to end solution delivering very significant value to our clients.



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