

## eye-share Capture Services

### Let Eye-share handle the entire invoice reception

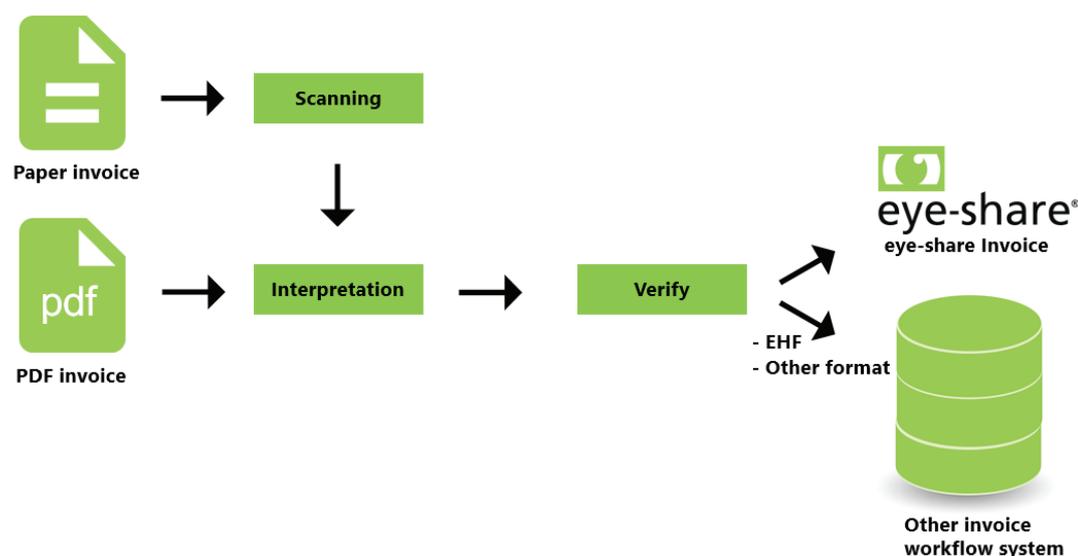
eye-share Capture Services enables you to outsource the invoice reception to Eye-share. Eye-share will receive invoices on a dedicated email address - either directly from the supplier or as a PDF from the customer. This allows the company to outsource the interpretation and verification process when receiving an invoice.

Eye-share ensures that both the interpreted data and the image file are sent to a set workflow system, usually eye-share Invoice for our customers. We deliver in a format compatible to the processing system - this is a seamless operation when transferred to eye-share Invoice.

#### KEY FEATURES:

- Let Eye-share handle the entire invoice reception
- Outsource the interpretation and verification process when receiving invoices in your company

#### PROCESS OVERVIEW



eye-share Capture monitors an e-mail address dedicated to invoices. The invoices arrive as PDFs (one PDF per invoice), and are continuously downloaded and transferred to OCR software.

## RECEPTION OF PAPER INVOICES

Reception of paper invoices is an option, although a more complex process. A custom mailbox to retrieve mail is created for the customer, and Eye-share does the manual work of open the envelopes, scan, verify and shred the invoice.

eye-share Capture OCR software will immediately start interpreting the invoice and display the information to the verifier who makes adjustments if necessary.

The default fields in the saved file:

- Scan / serial number
- Company number
- Bank account
- Org / VAT
- Credit note (YES / NO)
- Invoice number
- Invoice date
- Due date
- CID
- Amount
- VAT amount
- Currency
- Order number

All received invoices will be processed within 1 business day.

We also offer optimization to ensure that suppliers get the best possible follow-up and transition to electronic invoices.