

Accounts Payable Automation

OVERVIEW

Managing 110,000 vendor invoices annually.

ABOUT OUR CLIENT

ONTARIOPOWER GENERATION

Ontario Power Generation (OPG) is an Ontario-based electricity generation company whose principal business is the generation and sale of electricity in Ontario.

OPG's generating portfolio has a total capacity of over 19,000 megawatts (MW) making them one of the largest power generators in North America.

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110,000 Vendor
Invoices/Year



OPG's invoice automation project with ReadSoft required a partner to provide front-end services and support

The Challenge

Annually OPG receives approximately 110,000 vendor invoices. Although the majority of them are less than 5 pages, their AP department routinely receives invoices with over 100 pages (mainly utilities invoices). OPG had been using a scanning and indexing service for their accounts payable documents which did not provide the required automation and workflow. In mid-2008, OPG initiated an invoice automation project with ReadSoft, utilizing their invoice automation software suite which would be integrated within OPG's SAP system. The move to ReadSoft required OPG to find a partner with experience in providing all of the required front-end services to support their AP automation project, which would include invoice receipt, scanning, processing and OCR data capture utilizing ReadSoft for Invoices software.

The Solution

Octacom was selected by OPG as their valued invoice processing partner after a comprehensive tendering, evaluation and selection process. Octacom was identified as a company with the necessary experience and process know how to deliver a high quality accounts payable scanning and data capture process.



FULL FRONT-END
AP AUTOMATION

Octacom now provides a full front end AP automation service for OPG's invoices, including exception management. Octacom's comprehensive solution encompassed the following elements:

- › Mailed invoices are centralized and managed by Octacom through a PO Box service and emailed invoices are directed to Octacom for receipt, acknowledgment and validation.
- › Invoices are scanned and processed for header data capture, vendor validation, exception reporting and secure upload to OPG's ERP system.
- › The high quality images and data are seamlessly uploaded within 48 hours of receipt for OPG approvals and routing.

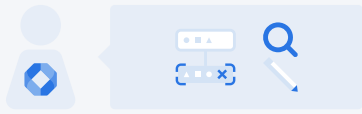


The Process



INVOICE RECEIPT AND IMAGING

Invoices are received by PO box, email, courier and portal submission. Invoices are opened, sorted and digitized prior to being processed through Octacom's OCR and QC processes to validate data encompassed thereon.



EXCEPTION MANAGEMENT

Invoices that are invalid, deemed exceptions or that failed vendor validation, as determined by automated comparison to the ERP's vendor master, are submitted to OPG's finance department.

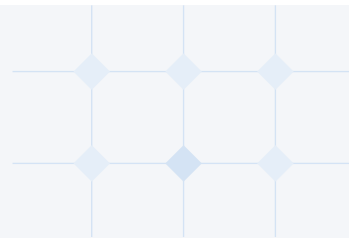


ERP INTEGRATION

Invoice details are loaded into OPG's ERP for workflow approval and payment.

The Results

Octacom achieved OPG's project objectives that included delivering a higher automation of repetitive tasks; cost savings (with Octacom's pricing on a per invoice basis, no investment was required by OPG for the development of in-house expertise) and significant improvements in process turn-around times. Octacom has become a collaborative and highly regarded member of the OPG team.



More Case Studies

Learn more about how our solutions and services have helped our clients.

LAFARGE

Improved processes related to managing over a half million delivery tickets annually.

HAMILTON HEALTH SCIENCES

Scanned and indexed over 86 million patient records for seven Hamilton hospitals.

SALVATION ARMY

Integrated their ERP solution to centralize and automate invoice processing.

VOTORANTIM CIMENTOS

Improved processes related to storing and reproducing shipping waybills and tickets.

AIR CANADA

Turn-key solution handles over 500,000 air waybills and 1.5 millions documents annually.

ESTÉE LAUDER COSMETICS

Eliminated manual process for retrieving, handling, filing and distribution of HR records.

YORK REGIONAL POLICE

6,000 employee files effectively converted into secure digital images, indexed and uploaded.

WORLDSOURCE FINANCIAL

Created a custom document management portal and workflow solution.

VITALAIRE

Eliminated manual processes for tracking, filing and retrieval of paper-based POD documents.

ROOTS OF EMPATHY

Survey capture and processing services for over 9,000 parents responding to the survey.

MIDWIVES' CLINIC OF EAST YORK-DON MILLS

Provided document scanning services and secure cloud hosting of digital Patient Records.

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ABOUT OCTACOM

Octacom is an enterprise software and services company focused on document and data management solutions. Founded in 1976 and headquartered in Richmond Hill, Ontario, Octacom specializes in document management and workflow automation software as well as document imaging services, and leverages its proprietary Odiss™ Document Management Software to provide a robust, secure and cost effective solution to clients globally across a wide range of industries.

