



Electronic Invoicing Expanded with Scanning

Delta's Goal – Eliminate Paper

- 63 % of 80,000 invoices received via EDI, SPEC2000 or other electronic methods
- Electronic solution needed for the remaining 37%
- Scanning service combined InvoiceWorks data entry

Non-InvoiceWorks Suppliers

- All Suppliers would not use InvoiceWorks initially
- Some Suppliers would not have access to the web to enter invoices
- Some Suppliers would require time to convert to InvoiceWorks

The Solution: Scanning

- Toll Free Fax Number provided for Delta Stations
- Faxed invoices are scanned and keyed according to Delta Guidelines
- Scanned Invoices appear in InvoiceWorks after two Business Days

Invoices Mailed to Delta

- Suppliers directed to mail paper invoices to DIT
- Suppliers not using InvoiceWorks changed to payment by check
- Suppliers targeted to convert to entry directed in InvoiceWorks

Bill Scanning Disadvantages

- Invoices mailed to DIT may be lost in the mail
- Supplier has limited visibility to the invoice details
- If invoice is missing PO Number or Requestor ID, invoice is returned
- If the invoice and PO do not match, a delay in processing the invoice will occur

Microfilming stopped at Delta

- Urgent payments still require manual entry at Delta
- Special Handling invoices manually entered at Delta
- All invoices processed at Delta are sent to DIT for scanning

Unexpected Challenges

- Documents other than invoices sent as invoices for scanning and keying
- Invoices faxed by Users multiple times
- Incorrect Requestor ID's and PO Numbers used on invoices
- Airline Suppliers use different terminology on their invoices than what appear on their PO

Address the Challenges

- Create “Standard” fax cover sheet
- Create “Worksheets” for unique invoices, i.e., Crew Accommodations, Fuel, etc.
- Partner with BearingPoint to resolve issues with recurring errors
- Guidelines remain a “Working Document”

Scanning Benefits for Payers

- ✓ Reduced invoice processing cost
- ✓ Stronger audit and regulatory compliance
- ✓ Invoices no longer in the “black hole”
- ✓ Clear scanned images available for downloading