



Invoice Scanning with Electronic Invoicing

Tuesday, October 17, 2006

Darrell Haskin, Director Payroll and Accounts Payable



Scanning Provider: Diversified Information Technologies (DIT)
Scranton, PA

Services:

- Scanning
 - Paper invoices are sent to DIT via ...
 1. Mail
 2. FedEx
 3. Email

- Imaging
 - Creates electronic image of invoice
 - Provides website access to image - NetView©
 - Image stored for 24 months online, archived to tape for 8 years

- Indexing
 - Performed in India using electronic image
 - 12 key fields are indexed for NWA



Scanning Improvements:

- Use of Multi Functional Devices (MFD)
 - MFD's are copiers/printers that are connected to network
 - Invoices can be scanned using MFD's
 - Invoices can automatically be emailed to DIT for processing

- Limitations:
 - 1) .pdf and .tif are only formats accepted today
 - 2) Only one invoice per attachment can be sent in an email

- Current Scanning Volume:
 - 62% of IW invoices are processed by DIT per month
 - NWA process approximately 14,000 paper invoices per month