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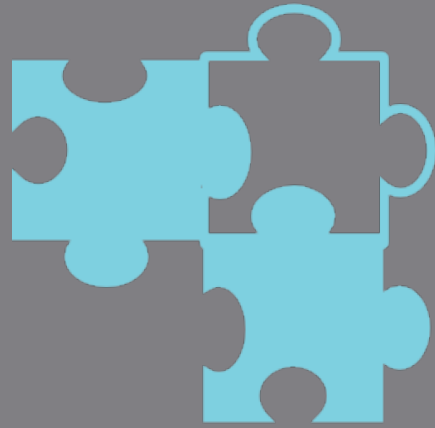
ACCOUNTS PAYABLE SOLUTIONS

Today's Problem

The Accounts Payable function is a very important function in almost every company and organization. However, for many of those organizations it involves dealing with a high volume of transactions and documents. This creates a lot of low value work, such as document filing and data entry, typically being performed by high value staff. The result can be:

- Business inefficiency
- Reduced employee morale
- Invoice processing delays and late payment penalties
- Difficulty in finding documents
- Wasted office space
- Making duplicate payments
- Difficulty in dealing with audits

Consentia will combine products and services to create a unique solution for each client.



AP SOLUTION COMPONENTS

Scanners

The first step in delivering our AP Solution is to convert paper invoices to electronic documents. This requires scanners to be a part of the solution. Consentia can:

- Help our clients purchase scanners that are high quality and simple to use, or
- Provide scanners as a service. The client pays a low monthly fee and Consentia handles all maintenance and emergency replacement of equipment.

Scanning Services

Scanning of paper invoices can be done directly by the client or by Consentia. Consentia will provide imaging standards and training on best practices. Alternatively, Consentia can provide trained and experienced staff to do the scanning at our client's office or securely transport the documents to the Consentia office for processing.

Handling Electronic Invoices

We believe documents that are "born digital" should "stay digital", as much as possible. Consentia can provide the technical infrastructure to ensure that vendor invoices received electronically (typically by email) are handled and processed in a manner very similar to handling paper invoices.

Duplicate Detection

Consentia can provide technology to flag potentially duplicate invoices, which can happen when a vendor sends an invoice electronically and also mails an invoice. The administrative cost of dealing with duplicate payment is very high and we can virtually eliminate this problem with our duplicate detection system.

Quality Assurance and Indexing

Whether vendor invoices originate as paper or were born digital the electronic images need to be checked, named, and indexed to be properly stored and processed, and be easy to find. All of the vendor invoices will be securely transferred to Consentia so our team of experts can check the quality of the documents and finalize the appropriate meta-data and file name.

Cloud Based Document Management System (DMS)

All of the digital documents will be uploaded to a secure cloud based document management system. The system provides users with easy access to the documents and launches an automatic workflow to capture appropriate approvals – paperlessly! Approvals can even be handled on portable smart phones and tablets. Approval processes are dynamic and will change as needed based on department, value, vendor, or management available.

Financial System Data Entry

After the approvals have been received, Consentia's data entry professionals can enter invoice information into our client's accounting systems. The appropriate staff are then automatically notified that an invoice is ready for payment.

Consentia will create the best solution for each client using these solution components in order to provide:

- **Improved efficiency**
- **Happier employees**
- **Elimination of unnecessary processing delays**
- **Easy access and sharing of documents – even when away from the office**
- **Virtual elimination of duplicate payments**
- **Easy support of auditors**

About Consentia

Consentia has been helping businesses and government departments go paperless since 1971. As one of the largest scanning services providers in Western Canada we use best practices for the scanning of documents, and know the importance of security in handling both paper documents and electronic images. We take great pride in the quality of our work and in our ability to provide turnkey solutions for document management, scanning, data entry, and transcription.

We have provided our products and services to:

- Municipal and Provincial Governments
- Universities and Research Companies
- Energy Utility Companies
- Oilfield Supply Companies
- Oil and Gas Producers
- Pipeline Companies
- Medical Professionals
- Professional Associations



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