



## Benefits

- Empowers vendors to submit & manage their invoices online
- Eliminates inbound status calls to check invoice and payment status
- Improves vendor satisfaction by providing 24-hour-a-day access to invoice & payment information
- Supports PO flipping and submission of invoices in any format
- Reduces cost of business operations by pushing responsibility to the vendor
- Deploys quickly
- Integrated with Converga PAP for complete, end-to-end solution



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## Converga PAP - Vendor Self Service Portal

### Web-based submission and management of vendor invoices

Converga Vendor Self Service (VSS) transforms your organisation into an around-the-clock operation. Your vendors will have the ability to securely submit invoices, perform status inquiries, print reconciliation reports and resolve issues at any time.

### Get ready for a much easier way to manage vendor invoices

These days, your vendors are going to be more concerned about payments than ever before. This anxiety puts additional strain on your AP department in the form of vendor inquiries. Converga VSS allows your vendors to submit their own invoices directly into your AP workflow. Manual handling of these invoices can largely be eliminated. Business rules can be applied to the inbound invoices to ensure accuracy and integrity. Converga VSS shifts the ownership for submitting invoices accurately back on your vendors but gives them the ability to check status 24-hours per day, seven days a week.

### Converga Vendor Self Service Advantages:

For you	For Your Vendor
● Eliminate incoming status calls	● 24/7 access to doing business with you
● Reduce incoming paper invoices	● Check invoice status
● Shorten processing time	● Online reconciliation of payments
● Shift workload & responsibility to your vendor	● Submit invoices online
● Ensure 100% validation of invoice data entry	● Upload data files for invoice creation
	● Immediate confirmation of invoice receipt

### Accept invoices in any format

Using an intuitive and secure web portal, your vendors can submit invoices in any format. Converga VSS can ingest invoices in Adobe PDF, Microsoft Word, Excel or from data feeds. Converga VSS performs the validation and eliminates the up-front prep work and manual data entry.

### Real time data validation

Invoices submitted by vendors are automatically validated. The vendor is instantly notified if there is a problem. Converga also allows your vendors to take approved purchase orders and flip them into electronic invoices (PO Flip). This ensures that only validated invoices reach the AP department for processing, thus reducing cycle time and eliminating data entry errors.



## Best practices in the box

Converga's team of professional application consultants, project managers and subject matter experts have state-of-the-art experience. The best practice techniques we have developed from working with our marquee clients are integrated into every new release of our products. You are assured of a solution that meets your needs today and into the future.

## Converga PAP - Vendor Self Service Portal - Features

### Find it fast

Powerful search capabilities make finding invoices and payments painless. Vendors can search for a single invoice or batch based on one or more invoice fields. Vendors also have the ability to perform their own reconciliation and print statements at any time.

### Efficient collaboration

Minimise the back-and-forth phone calls and emails between vendors and AP with online discussion functionality tied to each invoice. This provides a quick way to ask the vendors to provide additional information and maintains the integrity of the payables process with a built-in audit trail.

### Maximise internal controls and mitigate risk

Every action taken is date and time stamped and labeled with the person making the change. Integrated accountability aids in regulatory compliance and reduces potential for errors, duplicates, skipped steps or fraud.

### Maintenance free administration

The vendors maintain their own login credentials, eliminating the need for your AP or IT department to manage the additions and deletions of vendor personnel.

### Integrates with Converga PAP

Gain additional value and complete end-to-end processing with Converga PAP. Invoices are efficiently coded and routed from receipt all the way through to ERP post without any duplicate data entry or manual processing.

### Scalable. Secure. Efficient.

Converga Vendor Self Service is web-based and scalable to millions of invoices per year. Sensitive and personal information is restricted, according to your rules, to those requiring access to it. A single login makes it easier to manage security policies.

### Like custom, only better and faster

Our off-the-shelf solution deploys quickly and is easily configured to your unique needs. Converga has all the benefits of a custom solution, without the high cost, risk or lengthy deployment.

### Contact us today to learn more

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