



Automated and paperless invoice management

Save time and money processing supplier invoices

For many organizations, the invoice process is largely paper based and inefficient. To help organizations eliminate paper and reduce costs, Concur® Invoice Management automates the time-consuming process of collecting, submitting, approving and paying supplier invoices and check requests. The service eliminates the bottlenecks in processing invoices and keeps you in control. You save time, drive down costs by as much as 70% and ultimately reduce spending.

Concur Invoice Management

With Concur Invoice Management, organizations have a single platform for managing employee-initiated spending—whether it involves travel or office supplies. The service enables efficient processing of supplier-payment requests with an easy-to-use solution that eliminates paper and reduces costs.

- Automated workflows ensure invoices are efficiently routed and follow your organization's approval process
- Flexible invoice handling and reporting capabilities put you in control
- Automated end-to-end process eliminates manual tasks
- Complete analysis of spend improves visibility
- Provides a single platform for managing employee spend when paired with Concur Expense

Purchase requisitions

Purchase Requisitions give employees a simple, intuitive means of requesting the purchase of goods or services. Requests are validated against corporate purchasing policies and routed for approval. Once approved, a purchase order can be generated and sent to the supplier. When the invoice is received, Concur will automatically match the purchase order with the invoice.

Concur Invoice Management automates the time-consuming process of collecting, submitting, approving and paying supplier invoices.

The benefits

Expedite processing

Reduce bottlenecks and delays with an automated end-to-end cycle.

- Generate purchase orders from approved requisitions
- Capture invoices automatically
- Automatically match invoices to previously approved POs
- Promote efficient approvals

Gain visibility

Invoice Management can help transform employee spend data into effective decision-making information.

- Capture valuable data
- Proactively monitor spend
- Negotiate with suppliers

Reduce costs

Streamline the processing of vendor and supplier invoices.

- Cut paper out of the entire process
- Reduce your invoice-processing costs by as much as 70%

Concur on your
Smartphone

Expedite invoice
approvals





Powerful invoice analytics

Quickly analyze your invoice process and find opportunities to negotiate better deals with your suppliers.

Robust workflow

Invoice Management supports complex coding and allocations across departments and built-in capabilities allow for several levels of approval. New suppliers can be added seamlessly while the invoice progresses through the approval cycle and employees can keep the approval cycle moving even when they're out of the office with Concur mobile app.

Automatic Data Capture

Concur Invoice Management provides Intelligent Capture functionality which reduces the need for you to store paper invoices or key in data from the invoices. All you need to do is to scan the invoices. Concur Intelligent Capture will take the necessary data from the scanned invoices and record it electronically in the system.

Supplier portal

With Invoice Management, suppliers can track the progress of their submitted invoices and payments

through the secure Supplier Portal. This automates the interaction between buyers and suppliers – reducing the time AP staff spend answering suppliers' enquiries.

PO matching

Concur Invoice Management supports the matching of purchase orders with invoices. You can maintain control by verifying and approving any exceptions before paying suppliers. You can limit payment to the quoted price, terms, and quantity ordered. Concur can import purchase orders for matching through a standard web service or pre-defined batch process.

Powerful analytics

The pre-defined reports, dashboards and key metrics available with Concur reporting tools are built from insight into solving common business problems. Our low-maintenance reporting solution ensures you're able to quickly realize a return on your investment by analyzing your invoice process and identifying opportunities to negotiate better deals with your top suppliers.

About Concur

Concur is a leading provider of integrated travel and expense management solutions. Our adaptable cloud-based and mobile solutions help companies and their employees control costs and save time. Our services are trusted by over 20,000 companies located in more than 100 countries worldwide. Concur is publicly traded on the NASDAQ stock exchange under the ticker CNQR.

Learn more at www.concur.com.hk or www.concur.com.sg.

