PURCHASE TO PAY SOFTWARE

EASY SYSTEMS
PART OF 4CEE

A single solution for all your inbound invoices

If every employee can focus on their strengths while peripheral tasks are automated, both the individual and the organization will thrive.

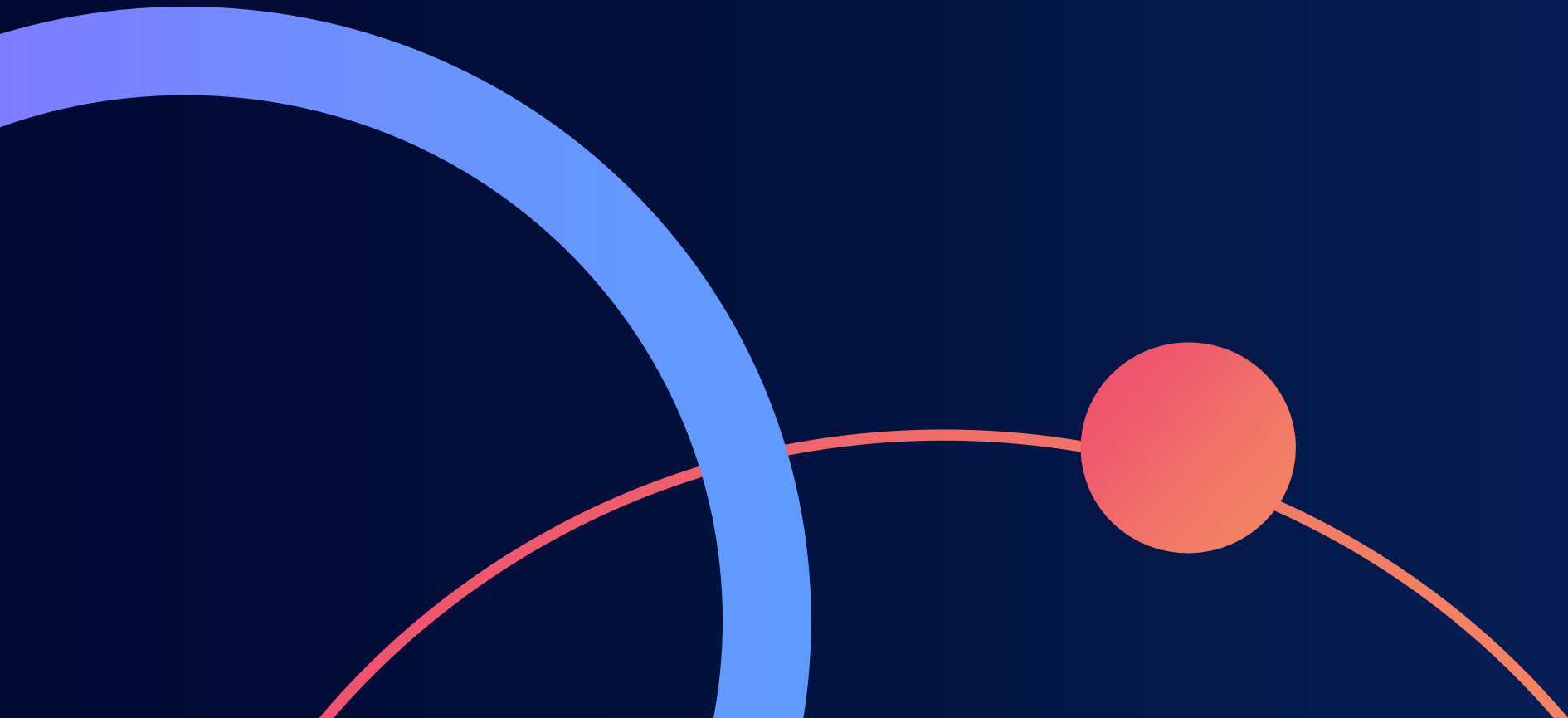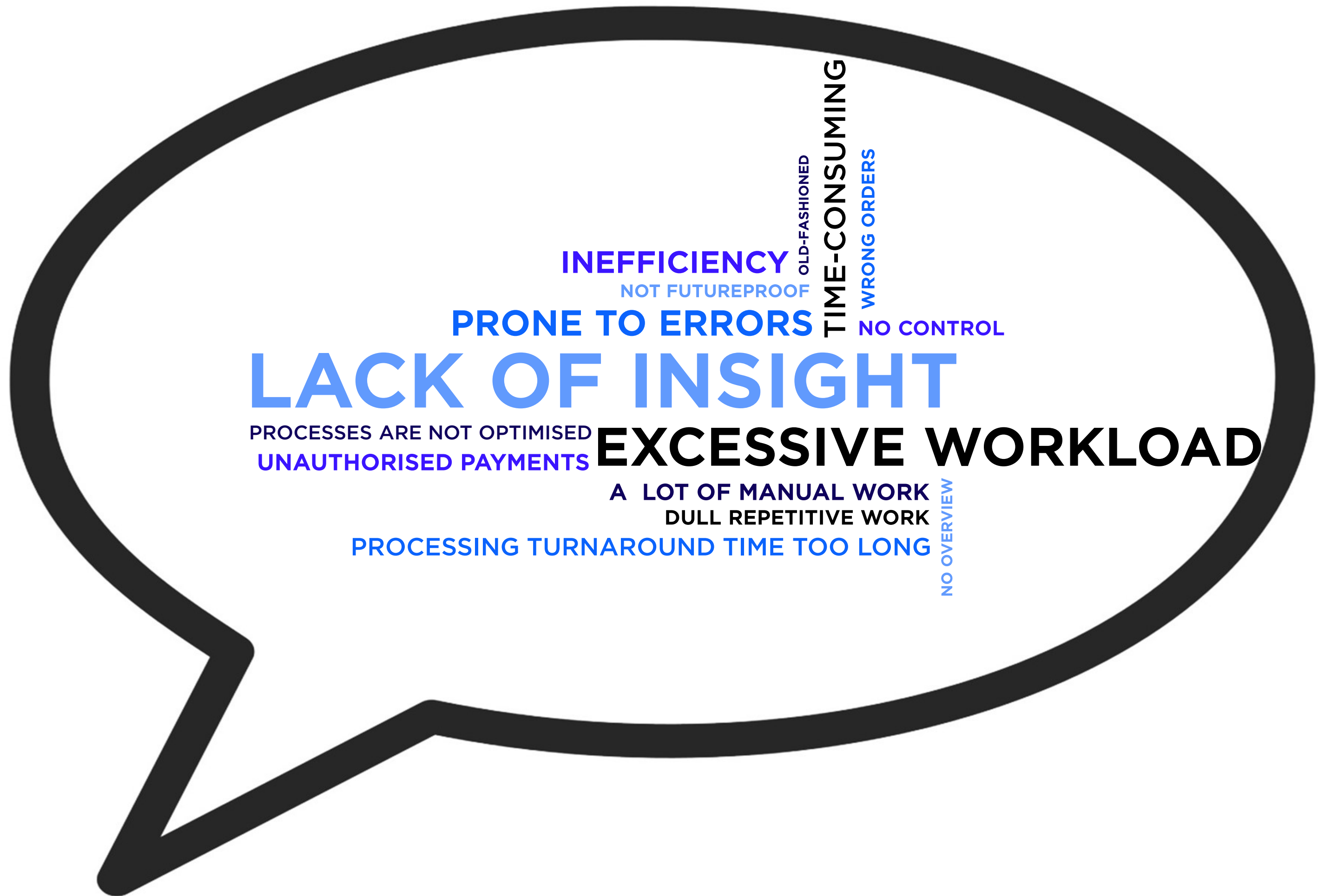That is our core belief. It's the reason we designed our software—to make your work easier.

CONTENT

THE CHALLENGES

Cost benefits can be achieved through the use of smart and intuitive software

Achieve more with fewer resources while gaining real-time insights into your organization's status. Easy Systems' software streamlines processes, making them more efficient, transparent, and easy to oversee.

Confidence in the future
thanks to an optimised administrative process

For most organizations, financial administrative processes are not their core business, so they aim to spend as little time on them as possible. Our mission is to develop software that automates and optimizes these processes, boosting productivity, minimizing errors and costs, ensuring compliance, and delivering real-time insights for smarter decision-making.

"Easy Systems' software not only emphasized our company's innovative image but also reduced our invoice processing time from an average of 1.5 weeks to just 1 to 3 days."

Koen van Loon
Finance Manager - Lentink

PURCHASE TO PAY SOFTWARE
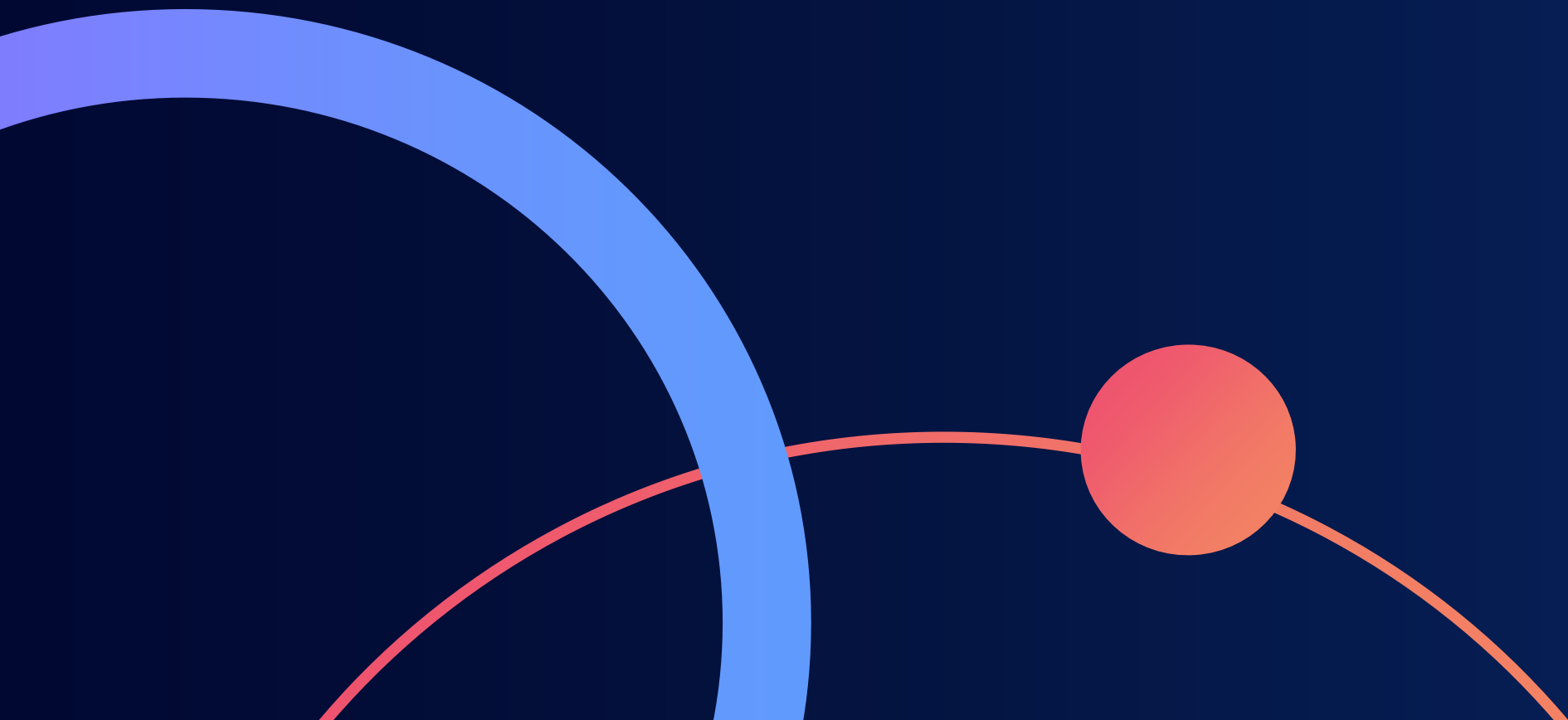
PURCHASE TO PAY AUTOMATION

A single software platform to both automate and optimise your purchase to pay process.

Ranging from procurement management, contract management and invoice processing to expense management.

AUTOMATE YOUR PURCHASE TO PAY PROCESS

It seems so simple: an employee places an order, the goods or services are delivered and the invoice is paid soon after. But realistically speaking, this scenario can be a far cry from reality.

Invoices go missing, contracts renew automatically, unauthorized purchases are made, payments are delayed, purchase discounts are lost due to scattered suppliers, and there's little visibility into outstanding liabilities—the list goes on and on.

Easy Systems' software integrates seamlessly with your ERP or financial system, giving you full control over purchases and expenses. By automating invoice processing and enabling automatic matching of purchase orders with corresponding invoices, the entire workflow becomes faster, more efficient, and error-free.

THE 5-PHASE MODEL

PHASE 1: PAPER PROCESS
The entire P2P process is still carried out manually. This takes a lot of time and is very prone to errors.

PHASE 2: DIGITAL INVOICE PROCESSING
The first step is often digitizing invoice processing—a well-documented process that is relatively easy to translate into an automated solution.
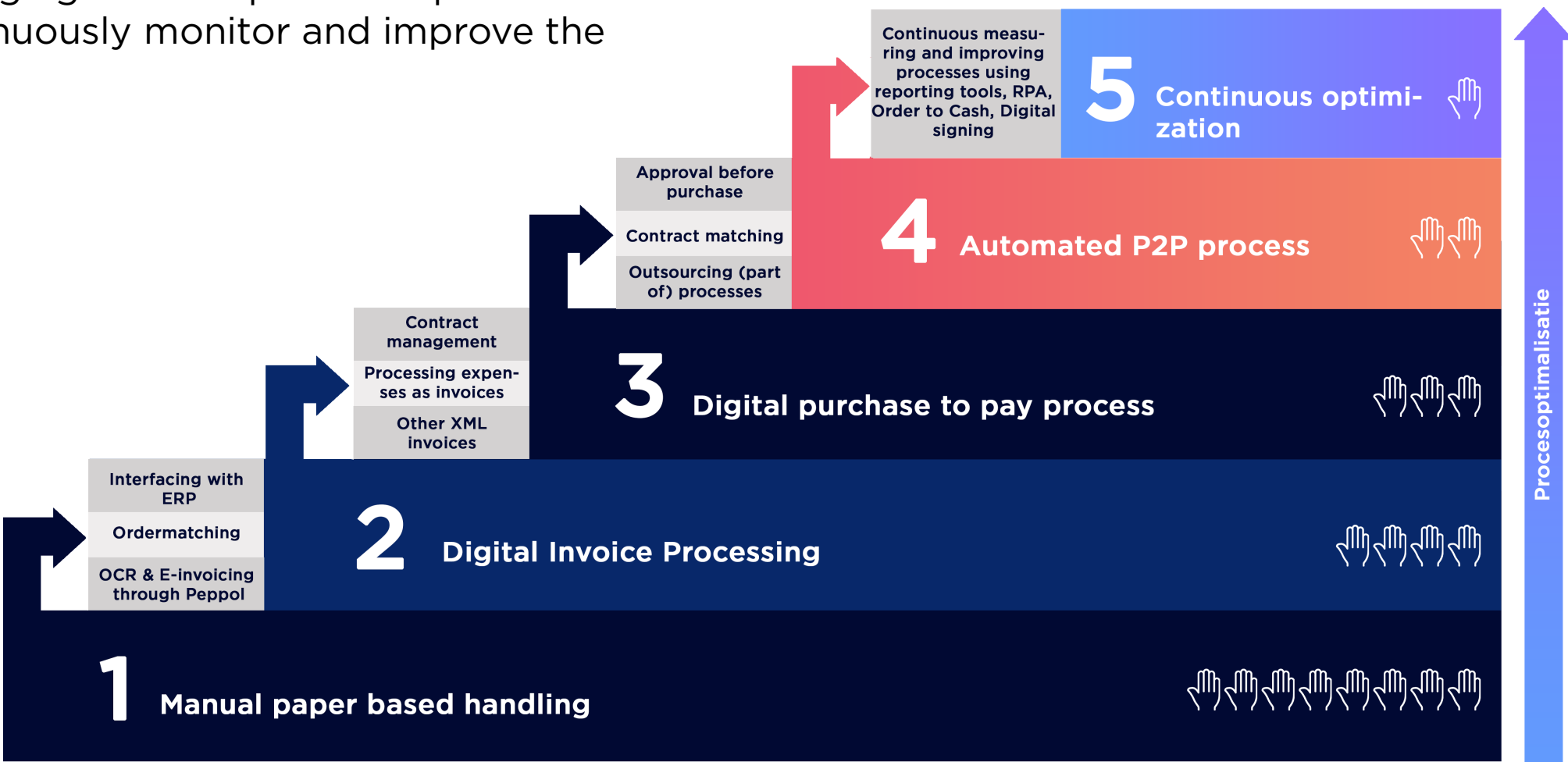
PHASE 3: AUTOMATED PROCESS
In this phase, further automation of the workflow is implemented, including contract matching, order matching, and the setup of a predefined workflow.

PHASE 4: PAPERLESS PROCESS
In phase 4, two new elements can be defined: e-procurement and the fully automated processing of electronic invoices, also known as e-invoicing.

PHASE 5 CONTINOUS OPTIMIZATION
The touchless process is the highest level achievable in automating the P2P process. The focus is thereby entirely on guiding the process or managing the exceptions. Reports are used to continuously monitor and improve the process.

Continuous measuring and improving processes using reporting tools, RPA, Order to Cash, Digital signing

5 Continuous optimization

Approval before purchase

Contract matching

Outsourcing (part of) processes

4 Automated P2P process

Contract management

Processing expenses as invoices

Other XML invoices

3 Digital purchase to pay process

Interfacing with ERP

Ordermatching

OCR & E-invoicing through Peppol

2 Digital Invoice Processing

1 Manual paper based handling

Procesoptimalisatie

THE DIGITAL TOOLKIT
for financial insight, overview and control

✓ **A Single software solution**
The software from Easy Systems offers you a single solution to automate your entire purchase to pay process.

✓ **Procurement management**
Centralization, authorization of purchases in advance and always having insight into the current liabilities.

✓ **Order matching**
Automatic matching of purchase invoices with the associated orders.

✓ **Contract management**
Manage all your contracts in one central place. Never be late renewing or cancelling them again.

✓ **Contract matching**
Automatic matching of inbound invoices with associated contracts.

✓ **Invoice processing**
Automatic processing of purchase invoices.

✓ **Automatic workflow**
Digital checking, approval and payment of the invoices in accordance with a predetermined authorization schedule.

✓ **Expense claim management**
Reduce your finance department's workload by digitizing the staff expenses claims and increase your employee satisfaction with fast settlement.

Expense Management

Contract Management

Purchase Management

Invoice Management

E-invoicing

ERP

"By digitising the entire purchase to pay process, we have moved authorization forward in the process. We thereby minimise the risk of wrong orders and unauthorized expenditure."

Patricia van Gils
Financial Controller – SecureLink

EASY INVOICE
Process invoices smoothly

✓ **Reduced processing costs** per invoice.

✓ **Improved efficiency:** more work in less time.

✓ **A digital archive.** So, no filing cabinets and loose papers anymore.

✓ **Real-time insight** into the invoice status.

✓ More **overview and control.**

✓ **Minimizing errors.**

✓ **Automatic order matching** of the goods invoices.

✓ **Integration with all** financial and ordering systems.

✓ Also available as a **mobile app**.

More information

EASY INVOICE
Automated invoice processing

The name speaks for itself. Automated invoice processing automates the process from the arrival of an invoice through to the payment. This includes matching, circulation, verification, and approval.

Combined with our e-invoicing or OCR solution, you can automate the entire process.

"Right from the first meeting we found that they were listening carefully to our requirements. There were short lines of communication with the consultant, and there was a real hands-on attitude."

Ewoud Rozendaal
Head Financial Administration – KwikFit

PURCHASE MANAGEMENT
Control and insight into your purchasing expenses

✓ **No more unexpected costs.**

✓ **Real-time insight** into current liabilities.

✓ **Authorization** before an order placed instead of when the invoice is received.

✓ **Procurement benefits** by obtaining purchasing discounts.
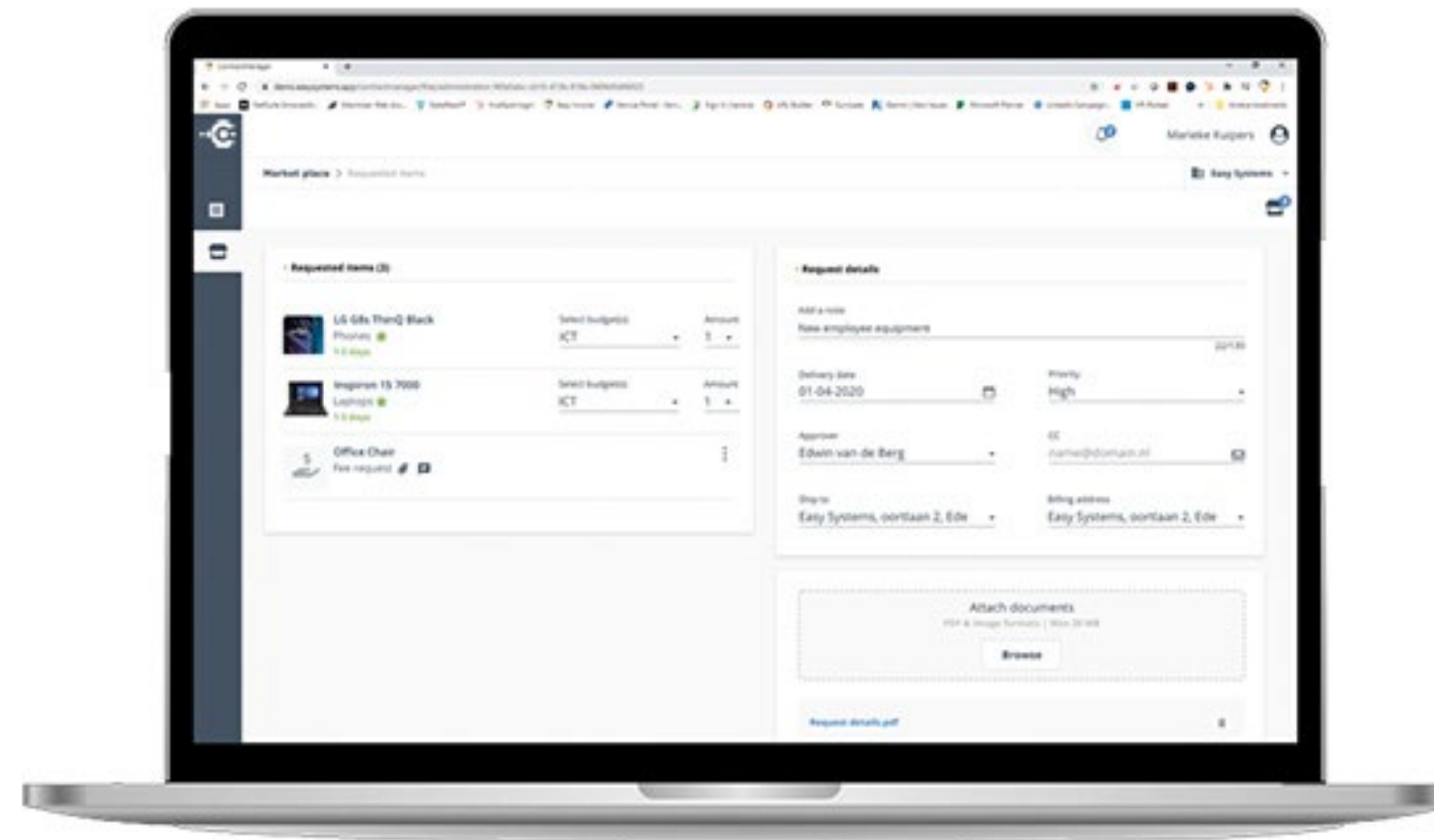
✓ **Automatic order matching** of the goods invoices.

✓ **Easy** to integrate with other software systems.

✓ **Integration** with all Easy modules.

More information

EASY PURCHASE
more insight into your procurement management

With Easy Purchase an employee can submit procurement requests quickly and easily.

Approval is granted by the right person before the purchase of goods instead of afterwards based on an invoice. This ensures that both managers and the finance department always have real-time visibility into liabilities, avoiding budget overruns and unexpected expenditures.

"What I really appreciate is the way they proactive think along with us. That they offer to sit alongside us in order to see whether we are getting the most out of the solution while providing expert advice, without any obligation."

Miek de Ruijter
Director Finance and Control– Nationale Opera & Ballet

CONTRACT MANAGEMENT
Clear insight into your contracts

- ✓ No undesired renewals, thanks to **smart notifications** at the end of contracts.

- ✓ **Integrate** with other applications to extract relevant data.

- ✓ Complete **insight and control over** all your contracts.

- ✓ All actions are logged in an **audit trail** as proof of compliance and operational integrety.
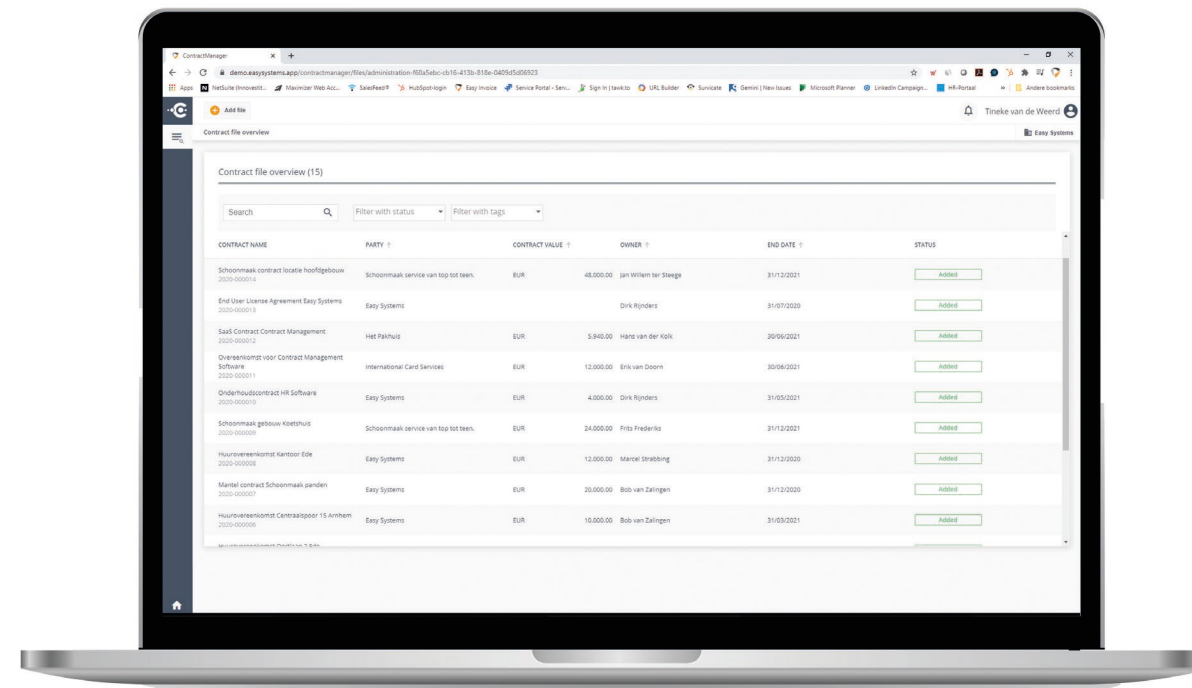
- ✓ Store your contracts & supporting documents in an accessible **central contract repository.**

- ✓ **Authorization**: you can set the rights and access for a contract yourself.

- ✓ Add supporting documents such as NDAs, SLAs, quotes or e-mail correspondence **with the contract**.

More Information

EASY CONTRACT
## Clear insight into and control over your contracts

A solution that allows you to manage your contracts centrally while ensuring timely notifications for cancellations or renewals. Easy Contract also includes contract matching, enabling automatic matching of inbound invoices against the contract's payment schedule.

EXPENSE MANAGEMENT
Direct control of expenses

✓ **User-friendly** submitting of expense claims.

✓ Higher **employee satisfaction** thanks to faster settlement.

✓ **More efficient process** with shorter turnaround times.
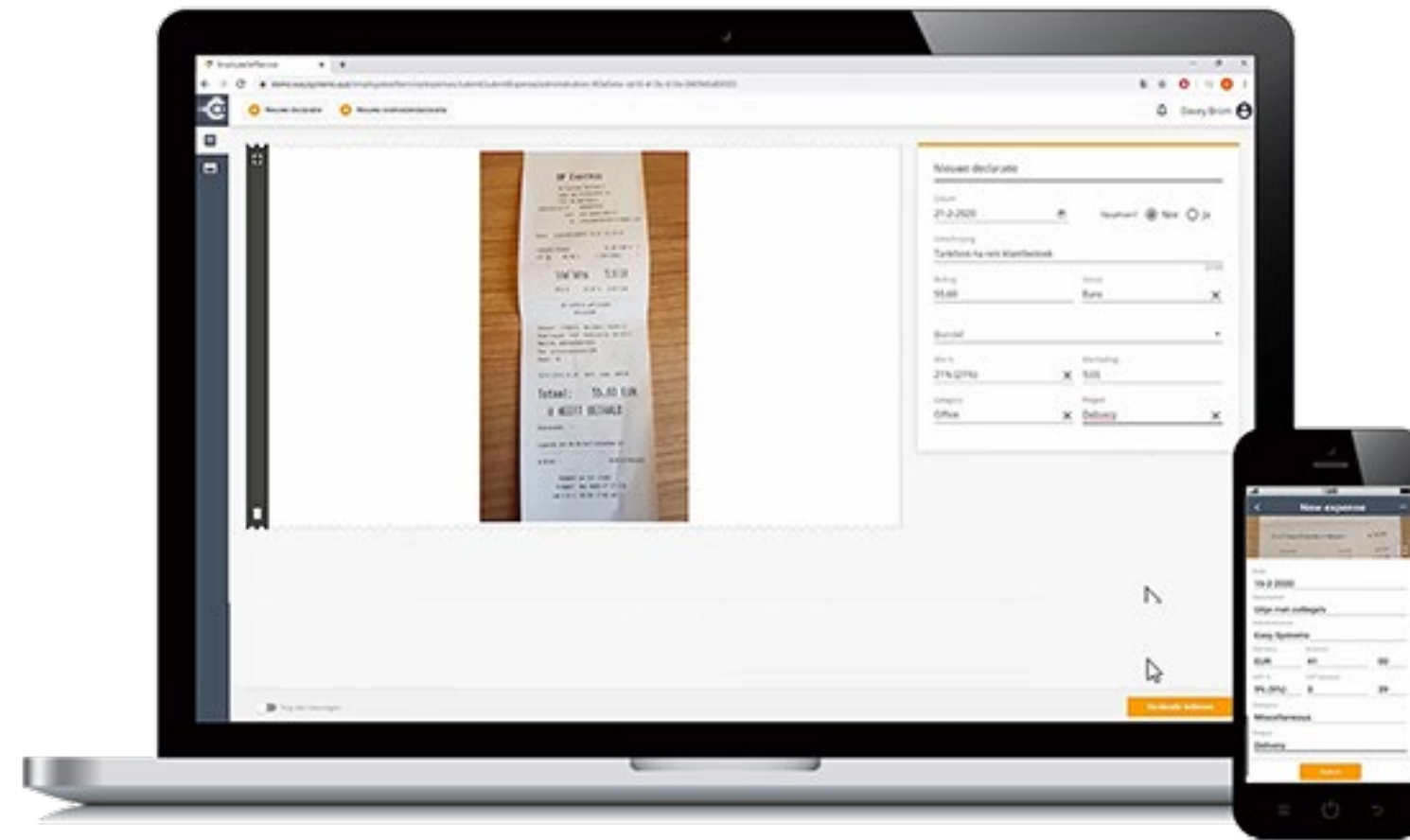
✓ **Insight** into the entire process.

✓ **Easy** to find expense claims using the archive function.

✓ Expense claims are processed as an invoice of your **workflow-application** (e.g Easy Invoice).

More information

EASY EXPENSE
Direct control of expenses

An often overlooked but nonetheless crucial element within the purchase-to-pay process.

With Easy Expense, employees can easily submit expense claims via a web browser or mobile device, attaching digital receipts right on the spot. Simply take a photo of the receipt and attach it to your claim. The claim is then sent digitally to Easy Invoice or your preferred workflow application, where it is processed as an invoice, undergoing verification and authorization.

ALL FUNCTIONALITIES
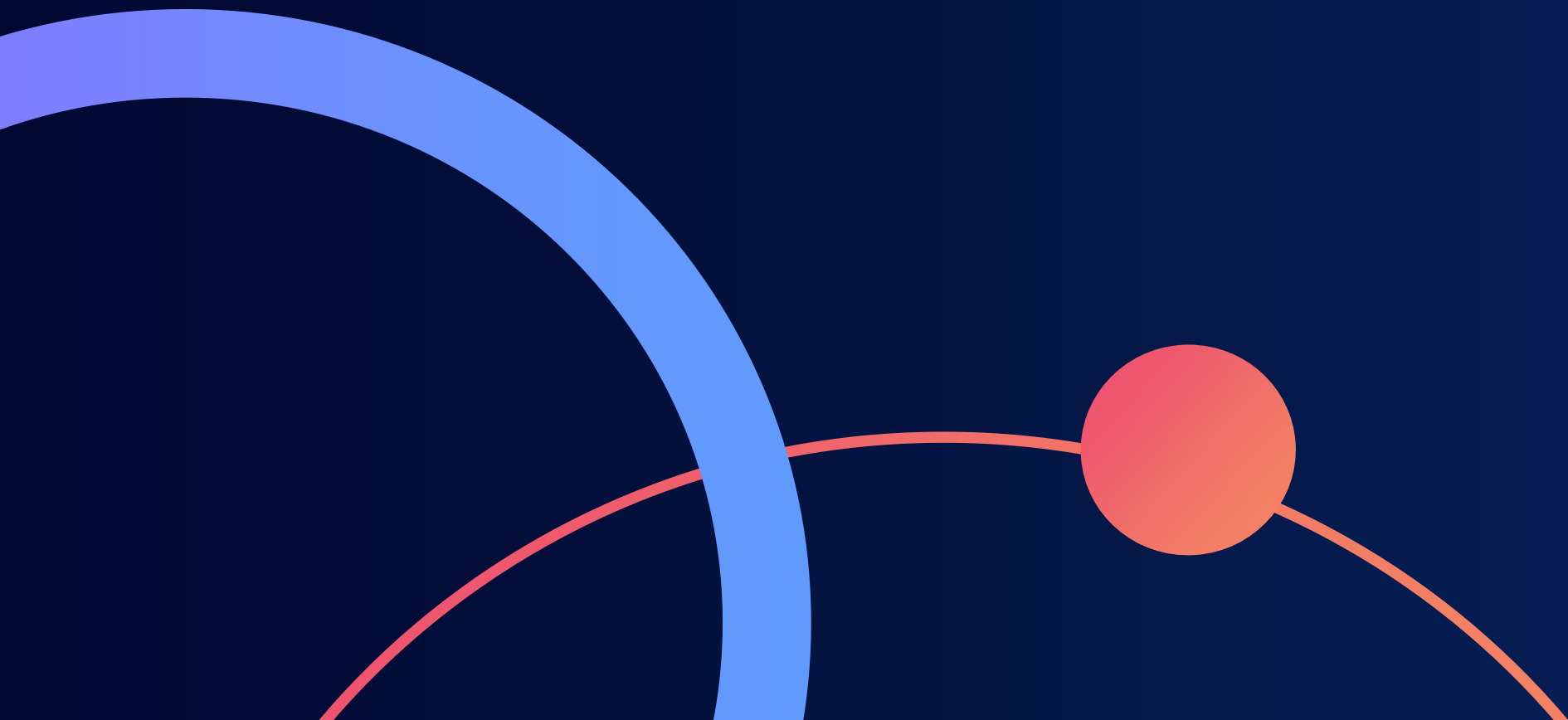
ALL THE FUNCTIONALITIES of our P2P software

Invoice processing

- Cloud & on-premise
- Scan & capture
- XML import
- PEPPOL-compatible
- Coding and entering
- Entry suggestions
- 3-way matching
- Workflow
- Approval (also via App)
- Checking
- Automatic notification e-mails
- Add comments
- Send for information
- Retain invoice
- Pre-registration / remove payment block in financial system / ERP
- Audit trail
- Structure on the basis of roles and rights
- Multi-currency
- Multi-language
- Authorisation schedule
- Intelligent workflow
- Reports
- Digital archive
- ERP agnostic
- Multi-ERP
- Filtering and search options
- Single Sign-On

Purchase management

- Cloud & on-premise
- Procurement requests
- Free choice orders
- Workflow
- Approval
- Checking
- Automatic notification e-mails
- 3-way matching
- Receipt logging
- Audit trail
- Multi-currency
- Multi-language
- Digital archive
- Integration with Easy Invoice
- Reports

Contract management

- Cloud & on-premise
- Record contractual obligations
- Central contract repository
- Smart notification management
- Flag up contract date etc.
- Add and classify supporting documents to contracts
- Search on values
- Possibility to add notes
- Ad tags to improve the 'findability' of contracts
- Link contracts to one another
- Share contract with colleagues
- Match invoices with contracts
- Record payment schedule (period or budget)
- Administer roles and permissions
- Audit trail
- Integration with other applications possible
- Digital archive

Expense management

- Desktop and Mobile App
- iOS and Android
- Submit expenses claims
- Mileage reimbursement
- Bundles
- Credit card matching
- Daily allowances
- Multiple currencies
- Real-time currency conversion
- Integration with Easy Invoice
- Process expenses claim as invoice
- Recognition of receipt using Google OCR
- Calculation of mileage using Google Maps
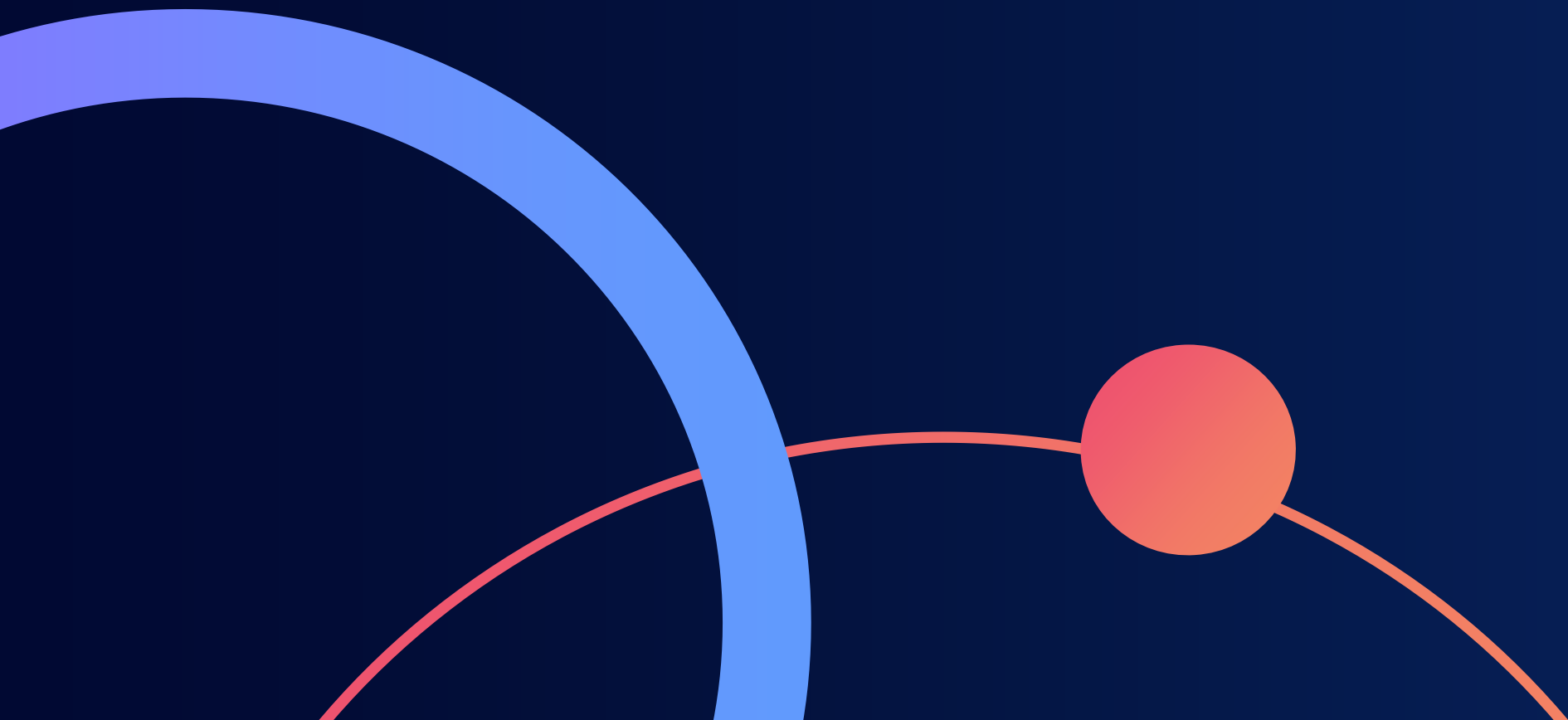
OUR ERP INTEGRATIONS
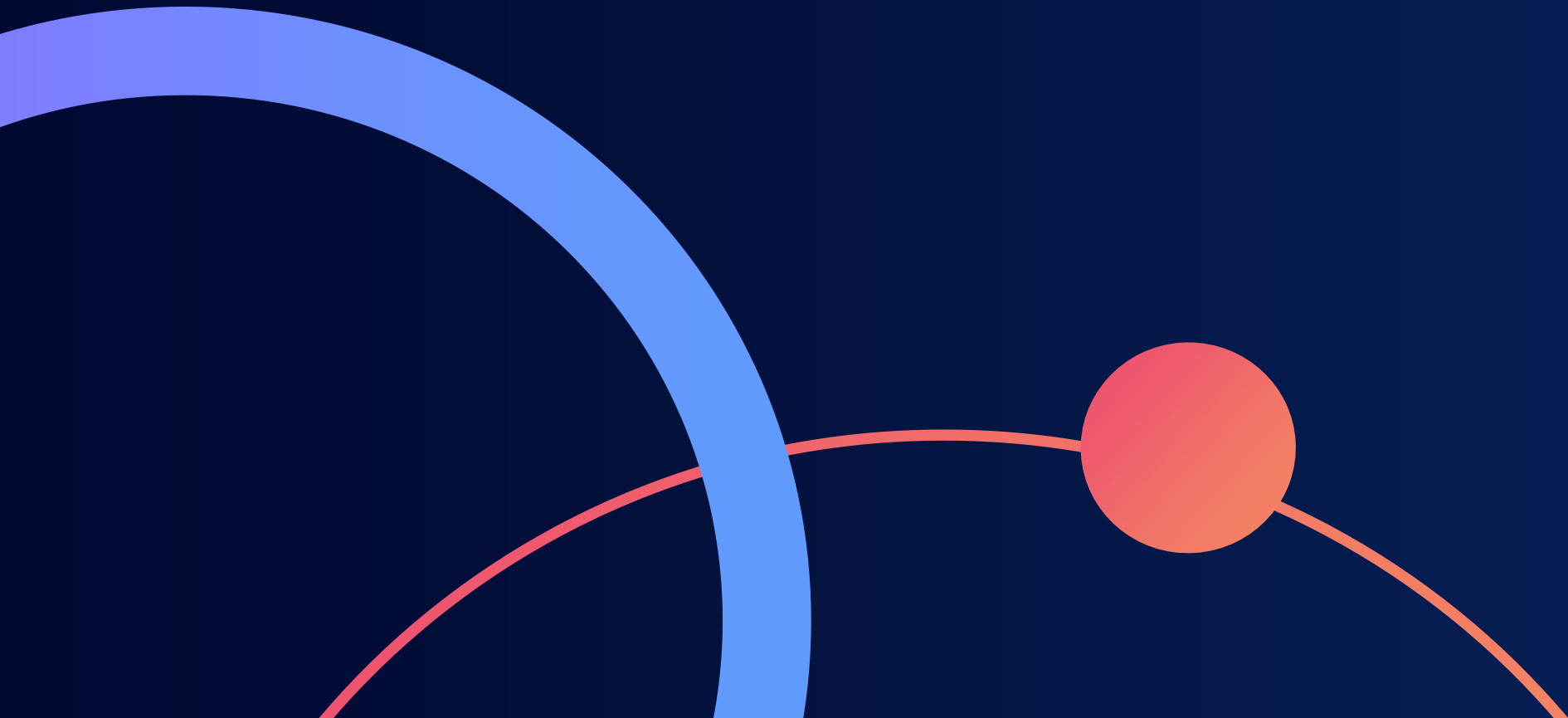
AUTOMATE REGARDLESS OF WHAT ERP/FINANCIAL SYSTEM YOU USE

We are ERP independent, meaning we can integrate with any ERP or financial system subject to the cooperation from your ERP provider.

A selection of our ERP integrations

ABOUT EASY SYSTEMS

WHY...

We believe that when employees can focus on their strengths while administrative tasks are automated, both the individual and the organization can thrive.

HOW...

We achieve this by reducing employees' (administrative) workload, allowing them to focus solely on what truly matters and adds value for both themselves and the organization.

WHAT...

That's why we develop smart, independent, and high-quality software that automates and optimizes (financial) administrative processes, empowering employees to focus entirely on their core tasks.

ISO 9001, 27001 AND 27017 CERTIFIED

We are ISO 9001, 27001 and 27017 certified. This shows that our business processes and information security are well-structured, and that continuous improvement is embedded in our organization.
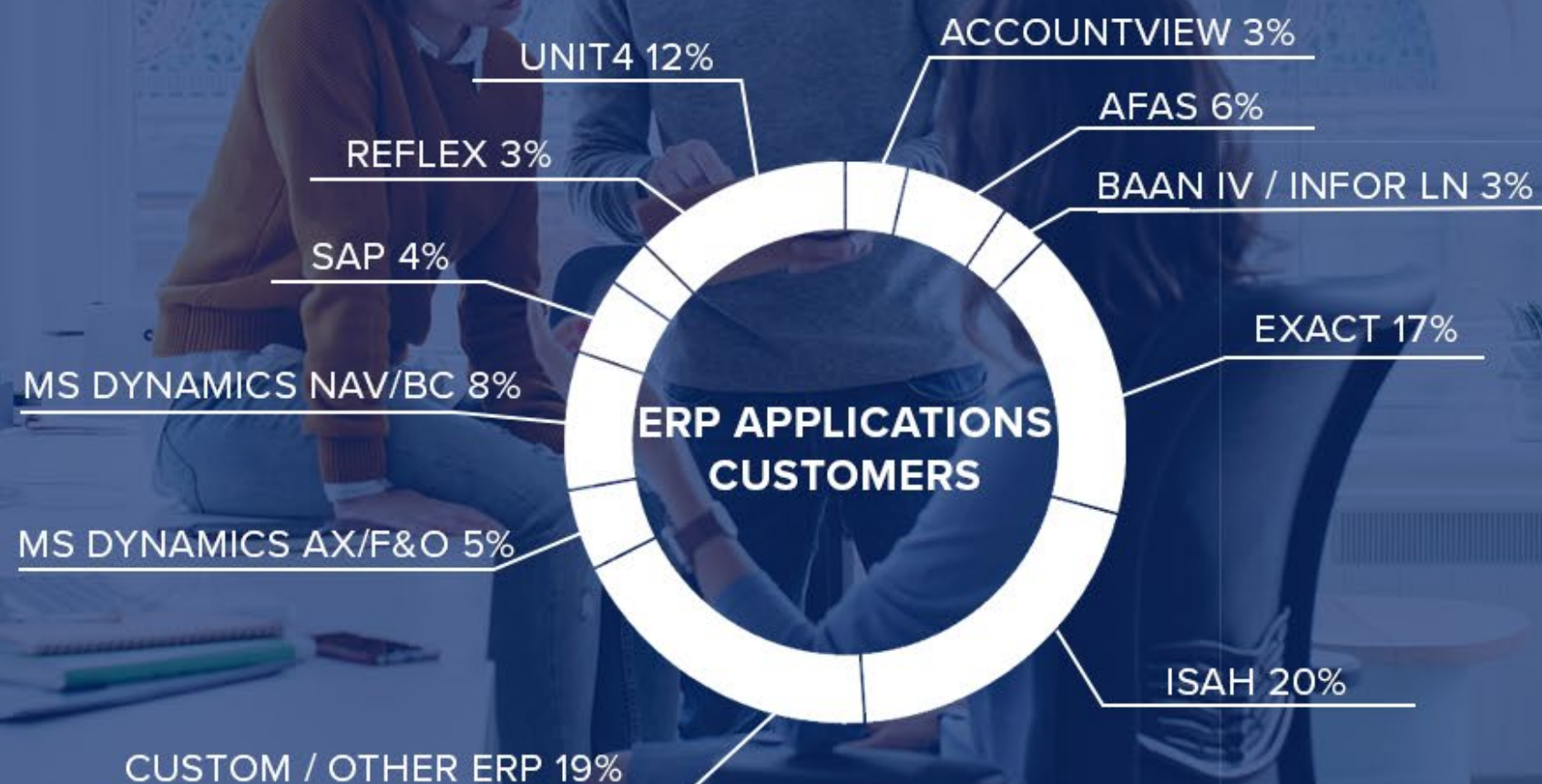
EASY SYSTEMS

Easy Systems is part of 4CEE, a group of specialized IT companies providing smart software solutions to streamline administrative tasks.

📍 Oortlaan 2
6716 WD Ede

📞 **Phone number**
0318- 648 748

✉️ **Email**
info@easysystems.nl

🌐 **Online**
www.easysystems.nl/en