BravoAdvantage Invoice Management
Make Paper Disappear.

BravoAdvantage Invoice Management streamlines your accounts payable (A/P) processes and eliminates paper invoices by automating cost coding, approvals, reconciliation, and invoice image storage, all through an easy-to-use web interface.

This solution enables automatic invoice processing to help you process large volumes of invoices faster than ever, and:

- Approve documents to ensure compliance and simplify audits.
- Pay vendors accurately and timely.
- Eliminate duplicate, inaccurate and fraudulent invoices.
- Leverage early payment discounts.
- Reduce vendor payment inquiries and improve productivity of A/P.

Because every A/P department is different, BravoAdvantage Invoice Management can be configured to provide you with an optimal mix of invoice processing tools in an affordable, end-to-end solution that can meet all of your business needs—regardless of size, industry or invoice volume.

How does it work?
Electronic Invoice Capture and Loading
Whether you process 1,000 or 10,000 invoices a month, BravoAdvantage Invoice Management can help you develop an invoice capture strategy that will fully automate loading of invoices, speed up or eliminate data entry, lower labor costs, and reduce entry errors.

Invoices are entered into BravoAdvantage Invoice Management in a variety of formats, including emails to your A/P inbox, electronic posts via XML or EDI, uploads using spreadsheets, and flipping POs into invoices in the supplier portal. Even if your suppliers are not set up with their own electronic processes, you can still go paperless by outsourcing invoice automation through tools that thoroughly integrate with BravoAdvantage Invoice Management. Then, invoices are routed to the right people for coding and approval.

Configurable Work Queues
To make processing easier and faster, invoices can be separated into configurable work queues. This gives managers the flexibility to efficiently assign invoice batches to A/P users and data entry operators.

Invoices can be:
- Moved from one queue to another automatically or manually.
- Aggregated and assigned by user, vendor, location, source type (PDF, electronic, vendor portal), or other criteria that suits your department.
- Managed by exception and flagged for discrepancies.
- Matched through touchless processing.

Auditable Approval Workflows
BravoAdvantage Invoice Management supports flexible and powerful approval workflow capabilities that let the small stuff flow through the system quickly and the larger items be reviewed more thoroughly. Every approval is documented along the way—even from mobile devices—simplifying audits and ensuring compliance.

PO invoices can be set up for touchless processing with advanced two, three and four-way matching so these invoices go through for payment automatically. Non-PO invoices can be set up for approval

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based on financial thresholds, cost centers and other attributes. Approval notifications and reminder alerts are sent electronically using HTML emails so approvers can take action with one tap or click on any device. With BravoAdvantage Invoice Management's approval workflows, suppliers get paid faster while you get the assurances you require.

Your Approval Is Needed on Invoice No. 9K3930239

Dear Kathy Bates,

Invoice No. 9K3930239 was submitted for your approval by Joyce Watts.

Header

Created By	Joyce Watts
Invoice Date	06/01/2016
Invoice Type	Products & Services
Date Created	11/12/2015
Invoice Total	15,678.00 USD
Vendor	American Hotel 100 South Milwaukee Avenue Vernon Hills, IL 60061-4305

Details

Note	Cost
Conference Room & Catering Services for Company Awards Event	15,678.00 USD

GL Code: 31-101100-762000-800001

Invoice Header Notes: Conference Room & Catering Services for Company Awards Event on the 14/11/2015 at American Hotel

To Approve
Click Approve or reply to this email with the word "Approve" or "Yes".

To Reject
Click Reject or reply to this email with the word "Reject" or "No".

View Online
To view the invoice, click View Online to log in to the system and then navigate to your invoice approvals list.

[Approve] [Reject] [View Online]

Managers can approve or reject invoices with one web click or mobile touch.

Detailed Reporting and Analytics

By collecting all spending and invoice processing data in BravoAdvantage Invoice Management, you are creating a repository of up-to-date information at your fingertips. This data can be analyzed to ensure accurate accruals and complete audit trails, as well as determine causes behind invoice mismatches, discrepancies, coding errors, budget overages, and more. BravoAdvantage Invoice Management gives you the ability to drill into transaction-level details to address questions with specific approvers and users directly, equaling faster resolution of issues, more accurate bookkeeping, and less time and cost throughout the process.

About BravoSolution

- **Leverage Proven Global Results** - 65,000 purchasing executives across 70 countries and 700,000 suppliers globally rely on BravoSolution products and services.

- **BravoAdvantage** - BravoAdvantage is the strategic procurement platform that enables organizations to generate more value, influence innovation and reduce risk. Powered by a unique supplier-focused approach that integrates supplier lifetime value throughout the entire procurement process, BravoAdvantage provides the visibility, insight and transparency required to power and improve every procurement initiative and decision.

- **Engage the Experienced Team** - The BravoSolution customer commitment is to provide exceptional people and smart, proven, cutting-edge processes to ensure customer success. BravoAdvantage is powered by an experienced team of global procurement professionals, equipped to help with organizational transformation and management, implementation, adoption, support, and procurement strategy.

- **Connect with a BravoSolution Professional** - Learn more about BravoAdvantage and how we can help you unlock your organization's hidden value and savings throughout the procurement processes.

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