



# DocuWare for sales order processing

**Automated and intelligent digitalization to access the information you need anytime, anywhere.**

Business moves with a sense of urgency that's unavoidable. Requests seem to always be due immediately — and demands are especially acute for sales order processing. Without a top-notch process, business can slow down. In the time it takes to manually match incoming documents to orders on-site, it can feel like more to-dos have been created. Enter the digital solution that not only automatically digitizes, reads and matches those documents, but offers customized workflows to record and route approved invoices. Additionally, review and approve sales orders wherever you are with mobile capabilities.

**Better processes start with the experience of Ricoh, powered by DocuWare.**

**RICOH**  
imagine. change.

# Achieve comprehensive organization with DocuWare's robust platform and Ricoh's implementation expertise:



## Simple and flexible order management

Capture, sort and archive orders on the go from any device or any format (e.g., scanned paper, email, mobile captures) in an easily searchable file structure.



## Intelligent indexing

Replace error-prone and time-consuming manual data entry by extracting details from orders and automatically matching them to corresponding POs.



## Remove manual touch to increase speed and accuracy

Automate the matching of quotes, sales orders and shipping documents to reduce touchpoints and improve customer service.



## Agile approval request routing

Designed to suit your business approach, choose approval routing based on amounts, customer name, contract terms and multiple levels of approval.



## Workflows that fit your specific needs

Configurable and customizable to uphold your business' approval policies while automating information to key decision-makers.



## Safe and searchable archiving

Confidently plan budgets and prepare audits with a secured, organized invoice archive and intuitive, straightforward search capabilities.

To learn more, visit [ricoh.ca](http://ricoh.ca) or speak with your Ricoh Document Management specialist today.

## Ricoh, a proven partner

Ricoh's certified expertise, excellence and 85-year history of innovation have helped our clients navigate their most pressing information challenges. We believe having access to the right information translates to better business agility and the ability to thrive in today's age of hybrid and borderless work. As a leader in digital services, our extensive experience in a vast array of industries gives us in-depth knowledge of your unique challenges — and how our services can help you overcome them.

