

# Smart Digital Processing Suite

A smarter way for small businesses to automate invoice processing and workflows



## Automate your AP process



Provide your team with modern ways of processing invoices, reconciling documents and simplifying approval workflows for faster payments and visible task statuses.

Ricoh's solutions are designed to meet your specific needs while offering value and flexibility --- with pricing to meet small business budgets.

All with Small Business friendly pricing.

## Available exclusively in Canada

With over 60 years of experience working with Canadian businesses, Ricoh ensures that our solutions comply with Canadian data residency laws. The Smart Digital Processing Suite (SDPS) is available in Ricoh's Dynamic Cloud and can be rapidly deployed so you can get started within 5 days

Empower your hybrid workforce to achieve greater efficiency, maximize cost-savings and future-proof your business with digital resiliency.



## What is SDPS?

Ricoh's Smart Digital Processing Suite automates key business processes and workflows by electronically managing and sharing documents regardless of their format or source. SDPS is part of a holistic solution, helping customers empower digital workplaces. Our solutions combine the right expertise, services, and technologies to optimize the flow of information so that the end-user can improve employee productivity, better serve customers, and grow their business.



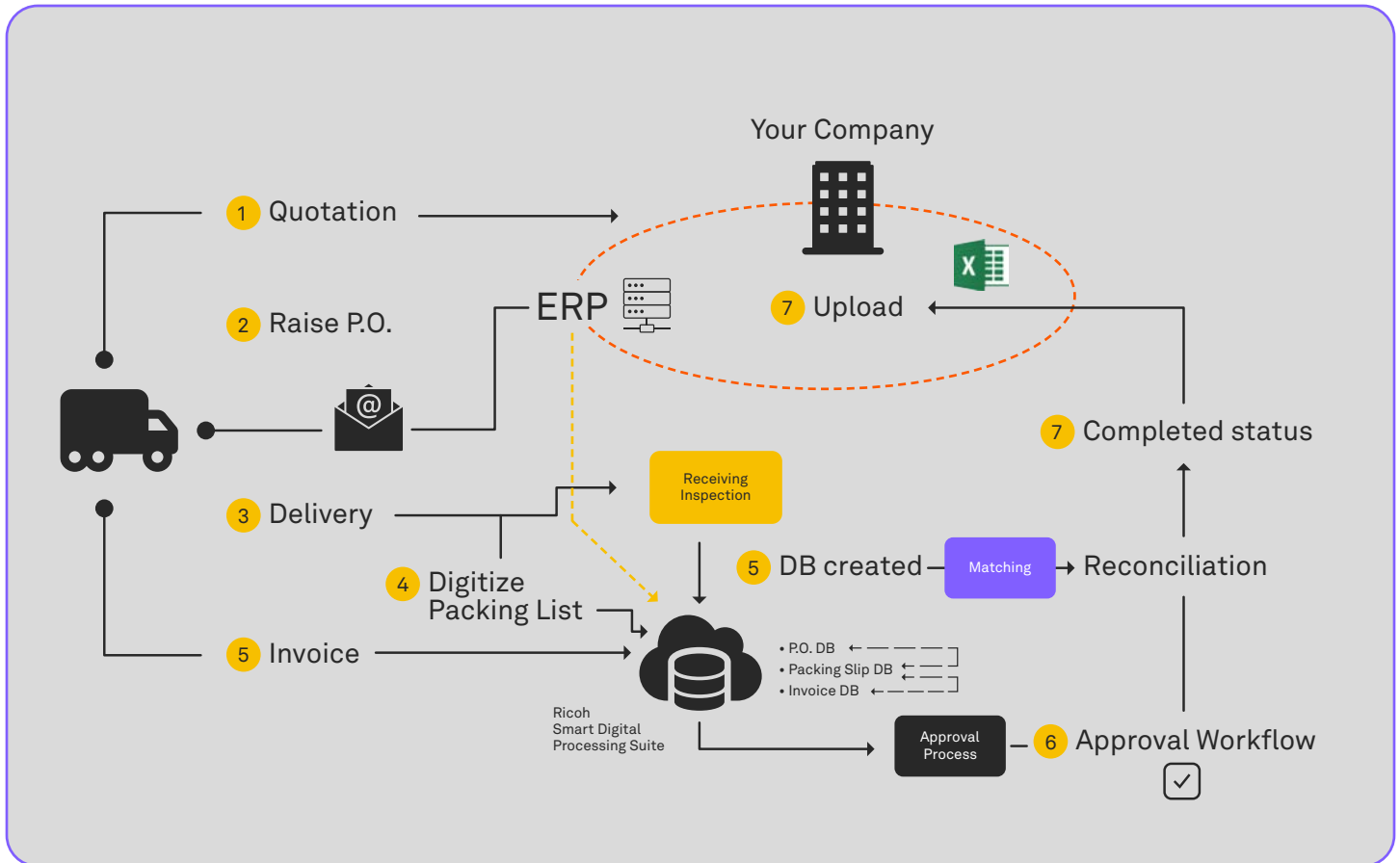
## What you get

The Smart Digital Processing Suite comes with Ricoh's Content Parsing Engine (CPE) — an advanced data capture and extraction solution — that is integrated with our Dynamic Cloud Database (DCD) to store your documents.

### Here's what you can do with SDPS. The suite allows you to:

- Replicate all vendor transactions, including purchase orders, packing lists, invoices, and more throughout the Dynamic Cloud Database with the original PDF attached.
- Input the source data from both paper and digital files, capturing the important data fields into an effective database.
- Control your data with flexible filtering and reporting functionality. Our solution identifies matched and/or conflicted data.
- Compare key fields with key data.
- Design various conditional approval mechanisms. Users can approve via email and/or through our web-based system.
- Generate output files such as .CSV, .XML and .JSON to be exported into your ERP.
- Absence setting can be set for approvers.

# Accelerate your AP workflows



## Steps

- 1-2** Scan or upload the generated PO to Ricoh's CPE once order for purchase is submitted.
- 3-4** Upon delivery, the receiving department can inspect the goods and scan or upload the packing list and the actual received receipt, allowing the DCD to determine 2-way matching.
- 5** Scan or upload the received invoice by vendor into the CPE. The DCD will then create a database based on the PO number and perform the 3-way matching between the packing list, the received receipt, and the invoice.
- 6** If the items all match, the DCD will generate an approved transaction. If not, the DCD will generate an exception report. Both documents will be available in CSV format.
- 7** If required, data can easily be transferred to your any ERP/ECM (e.g. Microsoft Dynamics, SmartConnect, QuickBooks, Laserfiche, DocuWare etc.) via .CSV, XML or JSON.



## Pricing and package components

For just \$49 per user per month

Ricoh's Smart Digital Processing Suite enables users to obtain an enterprise solution experience, for a fraction of the cost.

The SDPS package includes:

- ✓ Choice of monthly or 1 year — 3 year package subscriptions
- ✓ Invoice parsing rule set up
- ✓ Ricoh Dynamic Cloud Database application set up, including approval/reconciliation flow
- ✓ Initial setup for Ricoh's Content Parsing Engine
- ✓ Configure integrations between Ricoh Content Parsing Engine and Ricoh Dynamic Cloud Database
- ✓ Configuration for the desired export format

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## Fast deployment within 5 business days

- 1. Kick-off** | Team introductions and account set-up
- 2. Build** | Parsing Rule Creation and Regression test for ML (Machine Learning) training
- 3. Configure** | Integrate all necessary components from Ricoh CPE to DCD.
- 4. Test** | Customer UAT (User Acceptance Testing) and end user training
- 5. Client care** | Quality assurance and customer support hand-off (Ricoh Canada Application Support Desk for Customer Care)



To learn more about this and other Ricoh packages for small business, [contact your Ricoh Office Services Representative today.](#)

## Ricoh, a trusted partner

At Ricoh, we're empowering our customers to respond to our changing world with actionable insights. We believe having access to the right information translates to better agility, more human experiences, and the ability to thrive in today's age of hybrid and borderless work. Through our people, experience, and solutions, we create competitive advantage every day for over 1.4 million customers around the globe. To us, there's no such thing as too much information.

**RICOH**  
imagine. change.

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