

# Save time and money with electronic invoice management

Grant Thornton's web-based service for electronic invoice management (EIM) offers you many completely new opportunities to optimise the efficiency of your supplier invoice management. This service has many benefits, but – above all – it saves you time and money.

We handle the entire invoicing process, from set-up to day-to-day system operation. The only area that is left to you is posting and authorising invoices.

Grant Thornton is Sweden's largest supplier of electronic invoice management (EIM). Our service is not only aimed at large companies, but also at smaller companies with low volumes of supplier invoices.

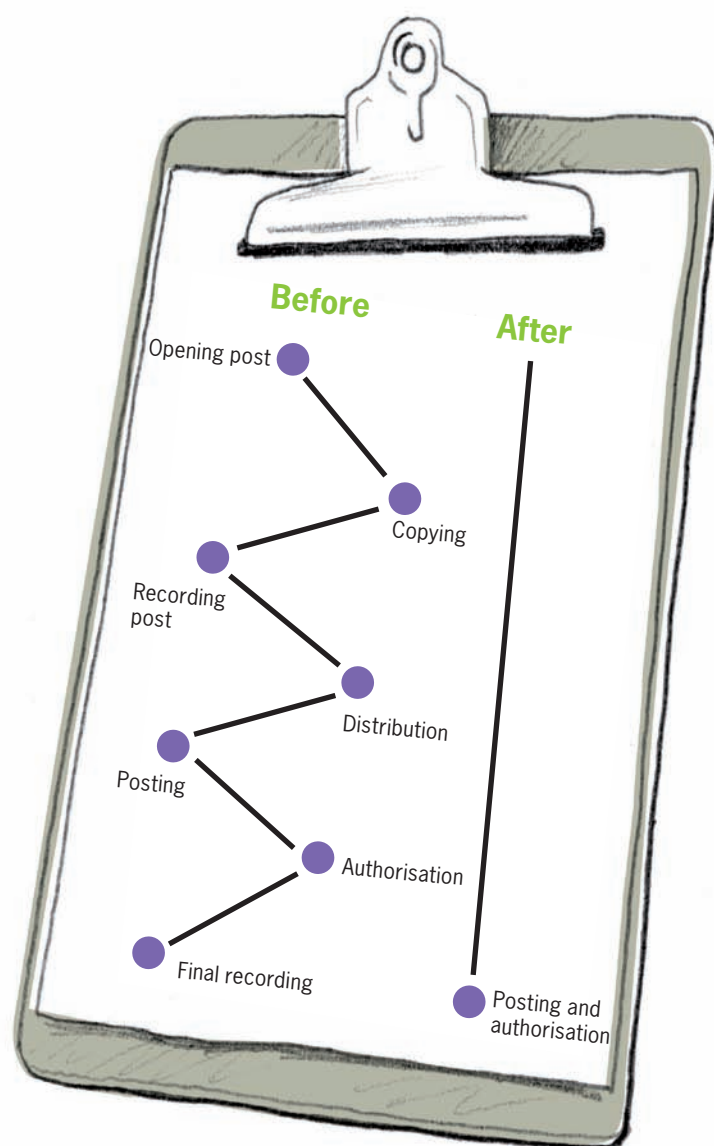
Our solutions are ideal for companies who receive anything from 50 to more than 100,000 invoices per year. The system set-up, which we handle, covers all the areas you need in order to be able to manage your supplier invoices electronically. There is no need to invest in technical solutions or administration. In addition, the price model is simple – you pay a fixed price per invoice.

## Quicker, cheaper and more secure

Traditional supplier invoice management is time-consuming and often involves invoices being sent from one place to another. It can be difficult to achieve efficient management and control, and invoices can easily be forgotten or sometimes even lost. Electronic management greatly improves the efficiency and security of the processes.

## Simple and accessible

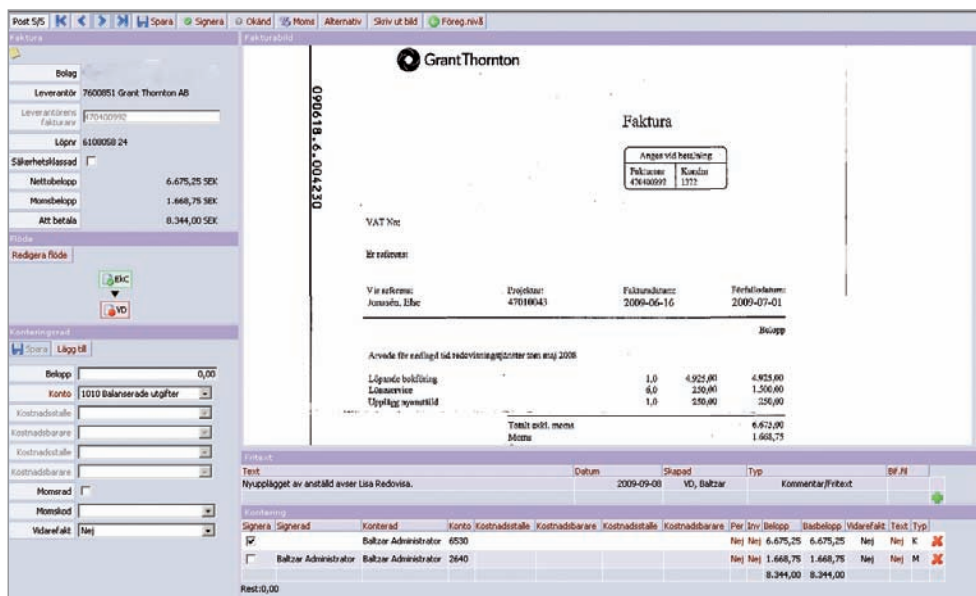
With our Internet office, invoices are managed by a user-friendly web interface. Users can perform authorisation at any time, as long as they have access to the Internet. The processed invoices are stored in an electronic archive, and can all be easily and quickly retrieved. The original invoices are stored by our partner, Bankgirocentralen for ten years – the cost of this is included in the service.



## Reports provide total control

The system's comprehensive reports provide you with excellent control of supplier ledger account invoices and suppliers. You can easily retrieve reports on, for example, the amount of money paid to various suppliers, which can help you in purchasing negotiations etc. You can also see exactly which invoices are in the system and where they are. Put simply, you benefit from a better overview and control compared with traditional supplier ledger account management methods.

# Manage your supplier invoices electronically



## Contact us

Please contact us for a tender and information on how we can help your company.  
 W [www.grantthornton.se/webbkontoret](http://www.grantthornton.se/webbkontoret)  
 E [info@grantthornton.se](mailto:info@grantthornton.se)

## How does it work?

Internet office - EIM replaces the entire manual process.

1. Suppliers send invoices directly to our partner Bankgirocentralen, which scans, evaluates and forwards these to the online system, where invoices are subsequently posted and authorised. Electronic invoices (EDI invoices), are shown with images and managed in the same way as the evaluated hard-copy invoices
2. The system forwards the invoices downstream within the organisation online, rather than physically. Recipients sign with a simple mouse click and invoices are then automatically further forwarded, either to the next person in the chain or directly to the finance system when fully processed.
3. The system checks that the right person performs authorisation and that he/she is entitled to do so.

Internet office - EIM is also linked to the Swedish Trade Federation's list of companies that are known for issuing

fake invoices and automatically flags invoices from these black-listed companies.

## Three EIM options

We can offer three versions of Internet office - EIM depending on whether the relevant accounting processes are performed by Grant Thornton or your company:

1. We take care of all your accounting requirements, while you can access your supplier invoices and supplier ledger accounts via the online system.
2. Grant Thornton only manages the supplier ledger, whereas you can access your supplier invoices and supplier ledger accounts via the online system. You perform the actual invoicing and all other accounting functions.
3. Grant Thornton's EIM service is linked to your finance system, and your company performs all accounting functions.

The service is already compatible with a large number of finance systems.

Regardless of the alternative you choose, you will enjoy all the benefits of using electronic management. Internet office - EIM is based on the market-leading system Baltzar, which has thousands of daily users and is supported in six different languages.

## Part of Internet Office with all smart services

Grant Thornton's EIM service is part of Internet office. By choosing Internet office you will benefit from smart web-based services which increase access to information, reduce management times and simplify follow-up and reporting. Our solutions give you increased flexibility and control opportunities by providing you with access to your company's finance system, wherever you are, any time, day or night.

Internet office covers:

- Finance (accounting and reporting)
- Electronic invoice management
- Time management
- Travel expense management