DocUp

Solution for receiving Commercial Documents and Tax Receipts

Enter your documents in K2B in a simple, agile and organized way.

Reduces time spent on management in up to 70%*
by automating the process of receiving and entering all sorts of commercial documents and tax receipts. **DocUp** receives, distributes and manages the corresponding approval.

DocUp

Why use DocUp ?

- ✓ Standardizes and optimizes internal processing of documents received.
- ✓ Optimizes operating time by minimizing manual data entry.
- ✓ **Paperless:** digitalizes documents received using less paper.
- ✓ Enhances the quality of information.
- ✓ Greater control of documents payable.
- ✓ Reduces costs due to information/documents lost.
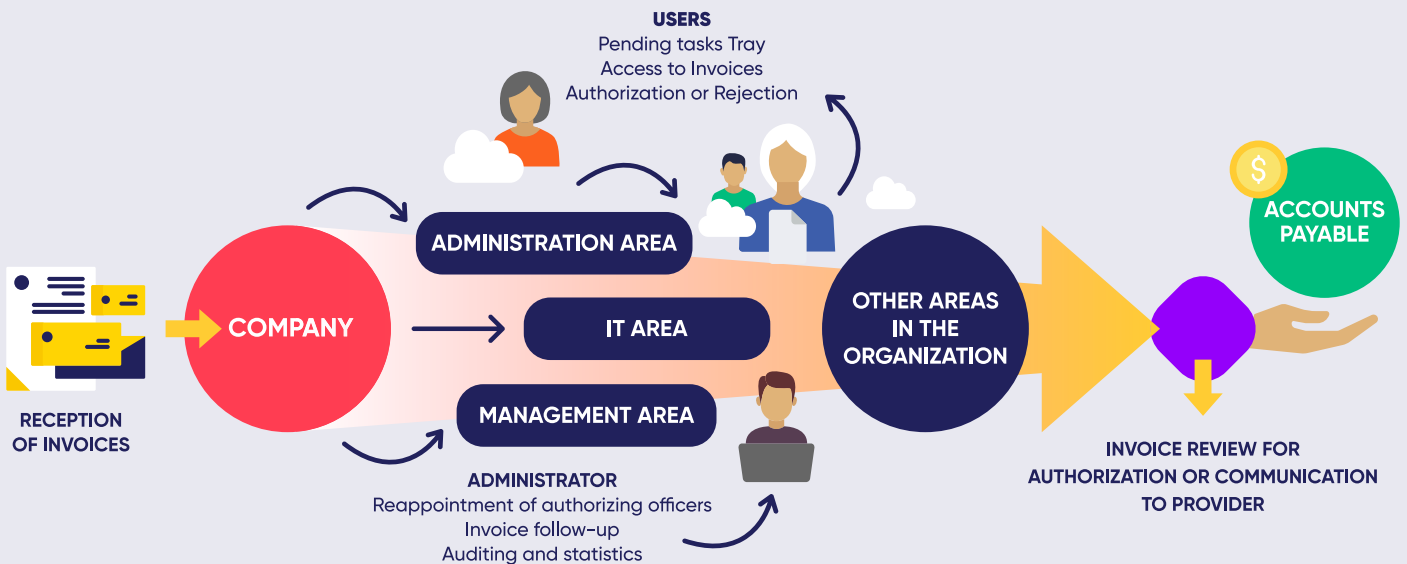- ✓ Lower implementation costs and higher ROI.

How does it work?

DocUp makes it possible to import CFE from K2B's Electronic Invoicing Module or from another e-invoicing services provider, as well as other non-electronic documents loaded manually.

Based on the document loaded, **DocUp** automatically triggers the corresponding approval flow, including, for example, forwarding an invoice to a particular user according to the provider, and identifying invoices pending approval, rejecting invoices as applicable or due to expiration.

DocUp enables you to manage and allow diverse information-related viewing permissions by enabling each user different activities depending on their roles within the organization.

Allows the possibility to quickly search, follow-up and learn about the status of any document or tax receipt. It also enables access to viewing documents on digital format and state approval or disapproval and integrate it in **K2B**, with the document accounted for in the Accounts Payable module.

USERS
Pending tasks Tray
Access to Invoices
Authorization or Rejection

ADMINISTRATION AREA

COMPANY

IT AREA

MANAGEMENT AREA

OTHER AREAS IN THE ORGANIZATION

ACCOUNTS PAYABLE

RECEPTION OF INVOICES

ADMINISTRATOR
Reappointment of authorizing officers
Invoice follow-up
Auditing and statistics

INVOICE REVIEW FOR AUTHORIZATION OR COMMUNICATION TO PROVIDER

Event	Time Manually	Time with solution	Reduction
Invoice with reference	1	0,3	70%
Invoice without reference	2	1	50%

(*) Time unit of manual document entry management VS **DocUp.**

K2B is Latin America's **ERP**, capable of evolving together with your business.
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To learn more about **DocUp**
request further information on the
product by <u>clicking here</u>.

K2B

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