apexportal

Document Exchange

Digitally transform the delivery and management of documents across your supplier base

Your procure-to-pay systems support onboarding and transactional documents, but somehow you are still using email and snail mail to share documents like 1099s. Were they received? Read? Accepted?

The apexportal Document Exchange module is an easy way to securely deliver, sign and track supplier documents. By importing documents from your ERP system, Document Exchange securely hosts your supplier documents for each supplier to view, download and electronically sign. Additionally, it captures header and key data so you can search documents across your supplier base and automate further processing.

The Document Exchange module is part of the comprehensive apexportal—the industry's only 100 percent touchless solution for supplier information management. Manage suppliers across the complete P2P lifecycle by including additional apexportal modules. Choose from supplier discovery, registration, inquiry, statement audit, dynamic discounting, supply chain financing, e-invoicing and risk management.

Simplified supplier management starts with apexportal.

POST DOCUMENTS
Securely exchange any document (e.g., 1099s, agreements, residual statements) with suppliers in a single location. Documents can be generated in your ERP system and automatically imported to Document Exchange for every supplier.

CAPTURE KEY DATA
Header and key data (e.g., dates, amounts, products) are captured and indexed in Document Exchange to eliminate manual data entry, speed up processing and enable searching.

VERIFY AUTHENTICITY
Real-time image recognition ensures that the right form has been uploaded and that the data has been provided in the correct format.

ROUTE DOCUMENTS
Use the configurable, intelligent workflow or connect to your system to route documents for review and approval.

SIGN DOCUMENTS
Digitally sign documents, create audit trails, and capture the acceptance of document contents to ensure compliance.

ALERT SUPPLIERS
Notify suppliers when a document expiration date is approaching and auto-lock accounts on the expiration date.

EXPORT, DOWNLOAD, INTEGRATE
Process data through direct downloads, scheduled file exports, or API integration with any procure-to-pay solution provider.

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