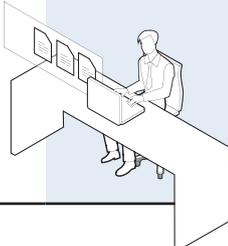


# ACCOUNTS PAYABLE MANAGEMENT FOR A LEASING COMPANY

Significant cost reduction and increased efficiency

Challenge	Solution	Benefits
 <p><b>Fast availability</b> and data quality</p>	 <p><b>Flexible Full-Service Accounts Payable Management</b></p>	 <p><b>Cost savings</b> and greater efficiency</p>

The accounts payable management for one of the top three German business mobility and leasing companies by Swiss Post Solutions (SPS) is to ensure that all incoming invoices are checked and processed as fast as possible at two central offices. By outsourcing this task to SPS, the company benefits from increased efficiency and lower costs, while being able to concentrate on its core business and quality of service.

## Process many invoices fast in high quality

As the client has many leasing agreements in Germany, a large volume of invoices arrive at the company every month. The customer was therefore looking for a qualified outsourcing partner who would be able to assist them with the processing and checking of these documents.

The company was of course particularly interested in a solution that would be fast and guarantee a high level of quality as regards data entry and processing in order to facilitate the subsequent checking process. In this step, plausibility checks are performed where the incoming invoices are consolidated with the leasing contract terms in order to minimise the risk of cost.

Fast data availability and high data quality are key requirements of the client. In addition, the company faces high fluctuations as

regards data volume, depending on the season. In the autumn and spring, there are for example many more workshop invoices to be processed, as people change their tyres. The accounts payable management must be flexible enough to cater for such peak times.

After an invoice is processed, an image for archiving is generated. SPS updates the client's long-term archive with all the necessary data on a daily basis. After electronic archiving, the physical documents are stored for three months by SPS before they are destroyed with due regard to data protection.

## Flexible full-service accounts payable management

The accounts payable management of invoices received from suppliers based in Germany is in the safe hands of experienced staff of SPS.



By cooperating with SPS, we have been able to optimise our accounts payable management within the shortest of time, improving the quality of service while lowering our costs. The turn-around time from document input to posting in our accounts system has become significantly shorter, without compromising the agreed high standard of quality.



– Customer statement

At the dedicated offices in Waltershausen and Dietzenbach, they enter and process all data online in the systems of the client. Initially, only workshop invoices were processed in this manner.

Today, SPS also processes a number of invoices from suppliers abroad, as well as fuel card bills, reminders, damage claims and end-of-term invoices.

As part of the outsourcing agreement, SPS receives the invoices and sorts them for subsequent processing. The data is then entered in the system of the client. Specialists from the automotive industry then check the individual items on the invoices to ensure that they correspond to what had been agreed in the various leasing contracts. SPS subsequently produces the bills for the various clients of the leasing company, issues reminders, examines invoiced items that need clarification, contacts the customer or the workshop by telephone to resolve queries, writes letters of complaint and sends the relevant bills to workshops and customers.

### Reduced cost and greater efficiency

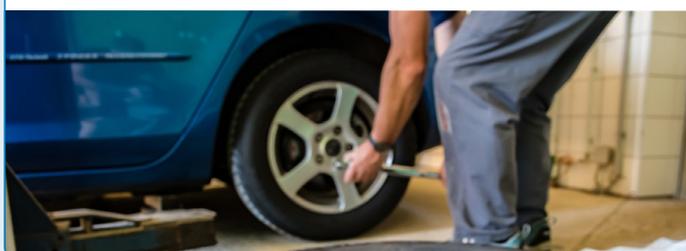
One of the main benefits for the client from its cooperation with SPS is the fast availability of invoice and reminder data. As a result, the figures can be checked much more efficiently. Specially trained staff, up to date processing infrastructure and systems as well as certification according to ISO 9001 and 27001 ensure excellent quality and security standards. By outsourcing these administrative jobs to SPS, the company is now able to focus on its core competences on strategic issues in the field of accounts payable.

In addition, SPS has the resources to handle additional volumes of documents as they occur during the year. During peak times, the jobs are distributed to several processing centres. The client also benefits from the agreed unit price model.

The outsourcing arrangement does away with the previously high fixed costs for staff involved in the time-consuming manual handling of incoming invoices. The client thus enjoys greater efficiency at lower costs.

### About the customer

The customer is among the top three German business mobility and leasing companies providing vehicles of all makes and models. The company develops tailor-made solutions for corporate fleets and mobility management, offering vehicles of any make. At the moment, it looks after more than 150,000 vehicles in Germany.



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