

ACCOUNTS PAYABLE MANAGEMENT FOR ALPHABET

SIGNIFICANT COST REDUCTION AND INCREASED EFFICIENCY



«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.»

– Vehicle services department of Alphabet Fuhrparkmanagement GmbH

The accounts payable management for Alphabet Fuhrparkmanagement GmbH (Alphabet) 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, Alphabet benefits from increased efficiency and lower costs, while being able to concentrate on its core business and quality of service.

The Challenge

As Alphabet has many leasing agreements in Germany, a large volume of invoices arrive at the company every month. Alphabet 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



fast

High availability
and data quality

are key requirements of Alphabet. 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.



About Alphabet Fuhrparkmanagement GmbH

Alphabet Fuhrparkmanagement GmbH (Alphabet) is among the top three German business mobility and leasing companies providing vehicles of all makes and models. Alphabet develops tailor-made solutions for corporate fleets and mobility management, offering vehicles of any make. The company operates seven offices in Germany to assist its customers. At the moment, Alphabet looks after more than 152,000 vehicles in Germany. As a subsidiary of the BMW Group, Alphabet meets the high quality and process standards that are the hallmarks of its parent company. The headquarters of Alphabet are based in Munich.

Learn more about
our solutions:



SPS 
Swiss Post Solutions

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.



secure

data archiving and
destruction

The Solution

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

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 Alphabet, 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.

The Benefit

One of the main benefits for Alphabet 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 out-sourcing these administrative jobs to SPS, Alphabet is now able to focus on its core competences on strategic issues in the field of accounts payable.



flexible

in handling varying
volumes of document
during the year

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. Alphabet also benefits from the agreed unit price model.



reduced

cost and greater efficiency

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