

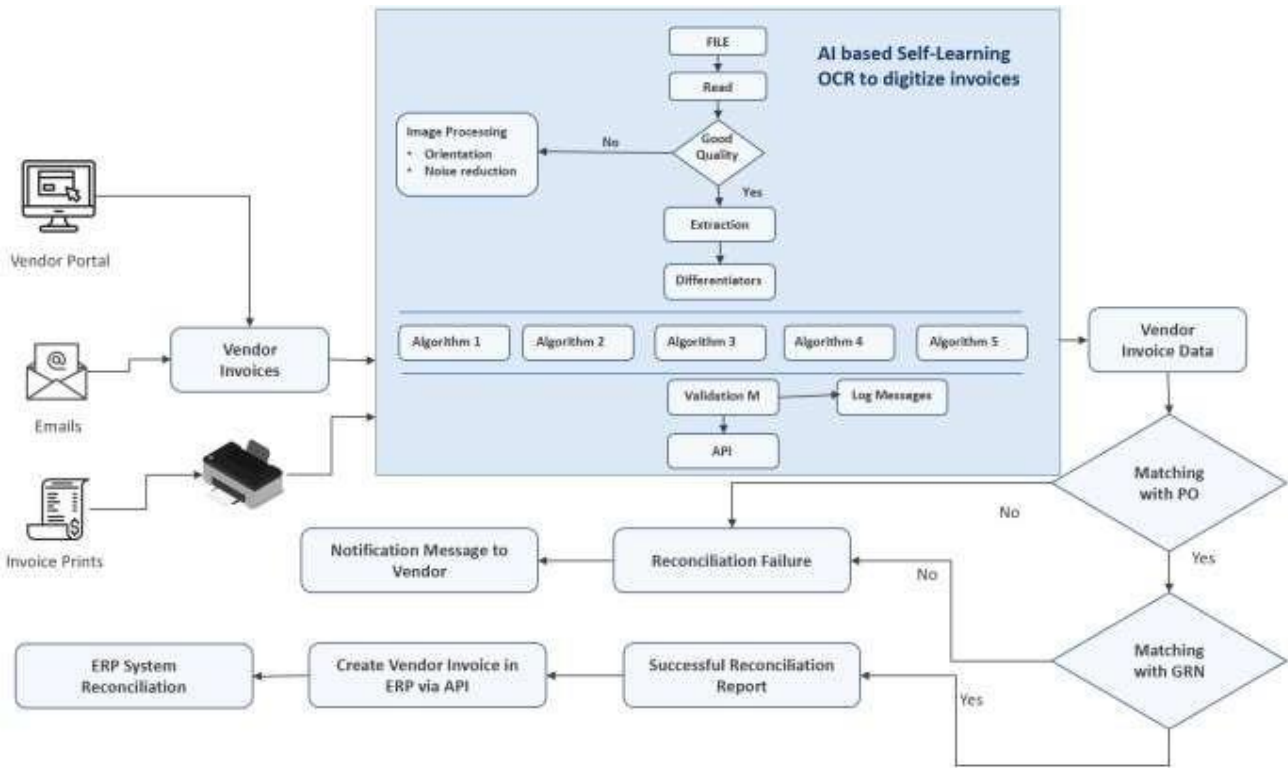
ACCOUNTS PAYABLE (AP) AUTOMATION Platform

Sailotech's iKapture solution is designed to help organizations streamline their Accounts Payable processes for maximum benefits. It reduces costs by saving time in the end-to-end AP process and promotes seamless collaboration among key stakeholders like buyers, AP team members, vendors, and decision-makers.

Key features of iKapture implementation:

- The iKapture OCR engine uses AI/ML, enabling AP users to work efficiently in a codeless environment.
- The iKapture portal provides insights at the invoice level throughout its life cycle, with role-specific dashboards generated automatically.
- Specially designed interfaces between iKapture portal and the client's Accounting ERP environment create a touchless experience.
- Sailotech is committed to continually improving the overall user experience in the Accounts Payable function for clients.





Integrated using APIs with Accounting ERP	Self-Service Supplier access
Automation of 45 K invoice annually	Multiple language support
Covers PO & Non-PO based invoices	Unlimited employee access
Recurring Invoices	10 Standard users
AI based OCR with accuracy > 95%	Admin access
Analytics & Dashboards	Standard support



Description of Scope of Work

The following work scope should be considered within the broader context of automating the client's Accounts Payable Process. The main focus is on implementing Sailotech's iKapture suite to achieve a 'Touchless' Accounts Payable process. This involves receiving invoices from vendors, digitizing them, validating them, creating invoices in Accounting ERP, conducting 2W/3W matching as needed, and displaying invoice status on user-friendly dashboards for easy operation.

The iKapture solution includes:

- iKapture OCR engine (AWS Cloud-based)
- iKapture portal (AWS Cloud-based)
- Interface (API) layer from iKapture portal to Accounting ERP.

Here's a breakdown of the functionality and features - components of the scope:

I. **Standard Out-of-Box Product Features:**

1. **iKapture Dashboard:** Track overall digitization status, invoice count, and processing stages.
2. **Search:** Easily find processed invoices and check their status.
3. **Invoice Creation:** Manually create standard purchase order or non-purchase order invoices.
4. **Audit Logs:** View audit logs for all invoices, including user information and completed tasks.
5. **Invoice View:** Compare uploaded/sent invoices with extracted ones for easy data verification.
6. **Reporting:** Standard reports for Successful extraction, Partial extraction, Failed



extraction, Successful ERP invoice creation, Failed ERP invoice creation.

II. **Standard Business Process Scenarios Covered:**

1. **Purchase Order Invoice Process:**

- Identify invoice vs supporting document.
- Digitize the invoice, including scanning and data extraction.
- Identify invoice type based on order type.
- Use standard API to validate and verify invoice data with ERP PO.
- Create the invoice in ERP.
- Obtain approvals in ERP.

2. **Non-PO Invoice Process**

- Identify and process invoices not associated with purchase orders.
- Validate and verify invoice data without PO reference.
- Facilitate approval workflow for non-PO invoices.

3. **Credit Note Process**

- Handle credit notes issued by suppliers.
- Verify credit note details and adjust corresponding transactions in ERP.
- Initiate approval process for credit notes.

4. **Services PO 2W Matching**

- Match services purchase orders with corresponding work orders.
- Ensure alignment between services rendered and purchase order specifications.
- Validate and verify service-related data for accurate processing.

5. **Standard Notifications:** Email notifications for Failed invoice extraction, Successful ERP invoice creation, Failed ERP invoice creation.

6. **Standard Reminders:** Reminders as part of the approval workflow



Scope:

- Supported Invoice formats.
 - Invoice formats: PDF, JPEG, PNG.
 - In case of invoice images, text extraction depends on image quality(>250 dpi).
 - Each file should only contain the invoice.
 - Email attachment size limit: 10 MB.
 - No cursive calligraphy or handwritten text.
- Scope covers integration to Accounting ERP and Email server.
 - Utilize existing file-based integration via the stored procedures will be evaluated. This can further be enhanced to support line level information.
 - Viability to deploy APIs / Webservices for real time data connection will be extended,
- Invoices are typically one page, but 50% may have an average of 2 pages.
 - One Email, one attachment, one invoice (one/multiple pages) is within scope.
 - One Email, multiple attachments, one attachment per invoice is within scope.
 - Invoices will > 2 pages to be reviewed for their fitment as they might attract additional customizations within the portal.
- Additional role-based dashboards require separate charges.
- Customization on Client ERP can be covered as separate agreement.
 - Customizations as identified and agreed in ERP environment to be reviewed separately.
 - Functional/technical work in Client's ERP environment is client responsibility.
 - Changes/enhancements impacting existing client interfaces may require change requests to be addressed by client.
- Rates exclude taxes and charges as per local/international laws. Charges



do not cover travel or related expenses.

- The project will be driven 100% remote, the cost for onsite visits by Sailotech resources will be evaluated and incidental costs to be charged additionally.
- Remote Customer Support (Post Go live): TBD on contract covering Normal business hours, Weekend support, month-end activities.

Language, System, and Coverage Details

- Invoice Languages
 - Off the shelf, platform can address digitization and processing of all English/ Spanish/ German/ Finish and many more invoices except Chinese, Japanese and Arabic.
 - Client to language Data Mapping to English
 - Placeholders to store the mapping.
 - Syncing between language
- English for iKapture portal and Accounting ERP environment.
- Supported document sources: Email, Portal Upload, SFTP, Network Shared Drive.
- Each Client Legal entity has dedicated email folders.
- Sailotech is not responsible for OS, firewall, and virus-related issues in Client environment.
- iKapture Portal runs on native browsers (Firefox, Internet Explorer, Mozilla, Google Chrome, Safari).
- Webservices support based on Accounting ERP on premise (as identified).
- Invoices configuration (OCR) included in 90 days' support.

