



# Goodbye Paper Hello Freedom

## Go Paperless and Automate Processes with IntelliChief

Are you drowning in paper? Bogged down with manual processes in your back office, customer facing and line of business functions? Find yourself and your staff wasting time and money matching the information on paper to data in your ERP or Line of Business application? IntelliChief's Paperless Process Management (PPM) solution eliminates the paper and automates your business processes.

With IntelliChief, you can intuitively and securely capture, process, manage and archive all of your business documents and contents throughout lifecycles - from creation or receipt until its mandated disposal - all the while being able to search and retrieve those documents at will directly from your existing ERP interface.

### The IntelliChief solution provides you with four fundamental benefits:

IntelliChief eliminates paper, filing cabinets, and all the headaches associated with the paper shuffle, simultaneously extending the access of this information to your ERP application. With IntelliChief, you and your staff maintain complete control over how your documents are processed, managed and related to other documents, allowing you instant, secure access and automation of your business processes from anywhere with your preference of desktop or mobile devices.

IntelliChief's powerful solution provides you measurable financial savings by:

- Increasing productivity by allowing instant, secured access to any document and automating repetitive tasks
- Eliminating manual workflows, and the time to handle, route and approve documents
- Electronically archiving documents, eliminating local physical file storage and saving off-site storage costs
- Reducing or eliminating human errors common in manual data entry functions in areas like Accounts Payable and Sales Order Processing.

### BUSINESS PROCESSES SUITED FOR INTELLICHIEF

- **Purchase-to-Pay Process:** Automatically match and voucher vendor invoices into your ERP application without manual data entry. Leverage automated workflow for exception handling and non-PO approvals. And relate and link documents like PO's, invoices, packing lists and checks. This will achieve a fast ROI for going paperless with IntelliChief by reducing the cost to process invoices, reducing invoice cycle time and eliminating duplicate payments while taking advantage of early pay discounts. All while eliminating document storage costs.
- **Order-to-Cash Process:** Receiving, processing, fulfilling and tracking customer orders has never been easier than it is with IntelliChief. All electronic and paper-based documents in the process are always at your fingertips, ensuring better and more accurate customer service. Reduce order fulfillment time and Days Sales Outstanding (DSO), while eliminating lost orders and order entry errors.
- **Human Resources Process:** Managing all your employee files electronically is a breeze with IntelliChief. From onboarding documents, to performance reviews, to open enrollment forms, all documents that make up an employee's file during (and after) employment can be stored securely as electronic files in IntelliChief.
- **"...Your Process Here:"** Any business process or functional area in your company that is paper or document based, IntelliChief can help by managing those documents electronically while streamlining workflow.

#### World Headquarters

IntelliChief, LLC.  
13095 N. Telecom Parkway, Tampa, FL 33637  
813-971-9500  
sales@intellichief.com  
www.intellichief.com

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## KEY FEATURES OF INTELLICHIEF

### Easy Routing and Archival

With multiple tools for application integration, IntelliChief makes it easy to set up rules for processing, associating and archiving your mission critical business documents. From business rules to approvals to management overrides, IntelliChief helps you and your staff ensure compliance to all your company's policies.

### Automated Email Capture

In addition to paper-based document capture, IntelliChief captures inbound email (body and any attachments). Then, utilizing your business's rules, it will automatically process and archive the information within the email, providing a foolproof way to manage workloads and email overflows.

### Data Capture and OCR

The IntelliChief Capture Enterprise solution extracts and verifies the information contained within incoming documents like vendor invoices and customer orders to begin the automation process. Used to connect and relate documents to your ERP, Capture Enterprise allows you to manage transactions by exception rather than performing manually data entry, saving considerable time and money.

### Mobile Device and Thin Client Support

While IntelliChief can be accessed directly from your ERP, documents are also available by web browser, via desktop or mobile device. Whether your users are in the office, walking the floor or running through the airport, documents are only a few clicks away.

### Interactive External Database Lookup

This breakthrough IntelliChief technology auto-indexes documents to improve accuracy. This feature is handy for automatically looking up Vendor Numbers, PO Numbers or GL Codes from your ERP application to eliminate human errors. Combined with IntelliChief's Autofill technology, users will quickly become highly efficient in processing documents.

## Analytics

When you process paper documents in a manual fashion, the contents and information on those documents is often outside of your visibility, making it difficult to gain insight on how your process is performing or make effective business decisions. With IntelliChief Analytics, reports and dashboards are available for decision makers to understand how information is flowing through the process so the proper actions can be taken.

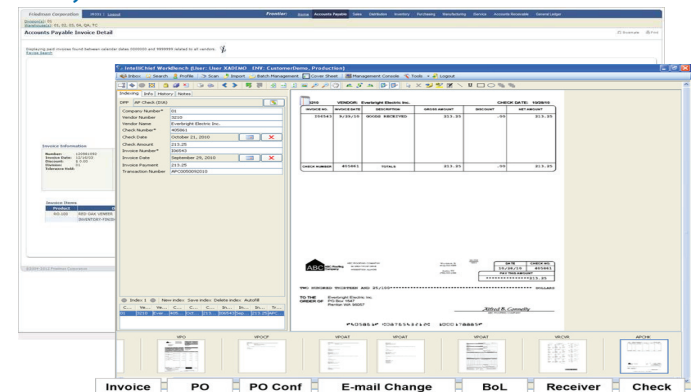
## Extending Your Reach

With IntelliChief, documents can be extended beyond your organization with API's and Web access, allowing delivery through customer and vendor portals. Now documents are securely available anytime, improving vendor and customer relations.

## About IntelliChief

IntelliChief is a leading provider of enterprise-class document management and workflow solutions. With decades of expertise in the market and seamless integration with leading ERP software, IntelliChief takes companies of all sizes paperless with a typical ROI of less than one year. Users can create, capture, manage, archive, retrieve and distribute mission-critical documents directly from their familiar ERP screens, significantly reducing costs throughout your organization while enhancing interdepartmental workflow ease.

Access all documents associated with a transaction right from your ERP screen:



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