

5 steps to Digitalizing Purchase- to-Pay in construction

Proven ways to digitalize the order, delivery and invoice handling processes both in-office and on-site.

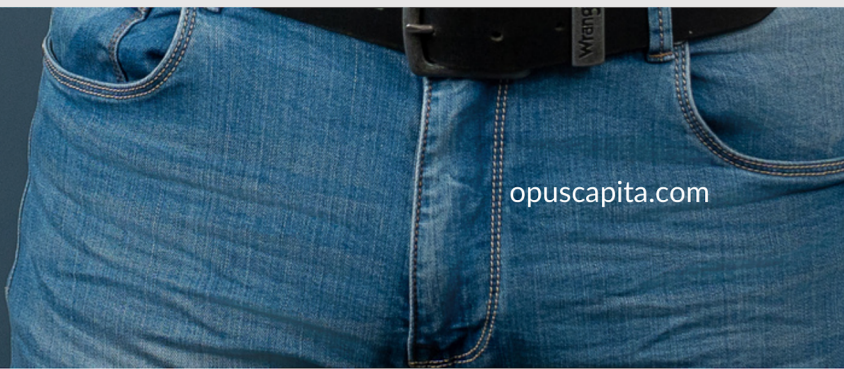


QUESTIONS IN MIND?

OpusCapita team is here to help! Book a meeting with our sales or leave a question at opuscapita.com/sales and we'll look into your company-specific case.

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Purchasing made digital

ORDERS - DELIVERY - INVOICES



Too often, construction supply chain processes lack end-to-end digitalization. The industry struggles with hassle from numerous subcontractors, wild spend - even grey market - and a lot of manual work.

100% digital supply chain will change this.

CHALLENGES:

- Knowing who, when, what & how much: Handling thousands of purchases on both goods and services.
- Meeting the time-criticality requirements: Extra storage at sites is often difficult.
- Manual paper work: Typing in data into systems leaves room for errors.
- Sites don't follow frame agreements: "I know a guy" still lives on.

SOLUTIONS:

- Establishing a clear ordering and delivery process with contracted suppliers auto-generates electronic purchase documents.
- Data from despatch (shipment) advices can be used to prepare for receiving at sites.
- When everything is readily electronic, data validation is done within systems.
- Guided buying makes purchasing easy for the sites and maintains control.

MORE ABOUT DIGITALIZING YOUR SUPPLY CHAIN?

You can find more information on building up your 100% digital supply chain with end-to-end order, delivery and invoice management at:

opuscapita.com/digital-supply-chain

Full P2P process

Let's face it - construction projects are complicated. But by digitalizing the full purchase-to-pay (P2P) process, all parties involved in the construction supply chain will benefit from the efficiency, clarity and cost savings that it brings.

Digitalization is done by transforming the data in the buyer's and supplier's ERP or other system into electronic documents that can be exchanged between the companies.



**Companies can
save hundreds of
millions of euros
annually in time
& costs by digi-
talizing their
supply chain
messaging.**



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Where the data comes from

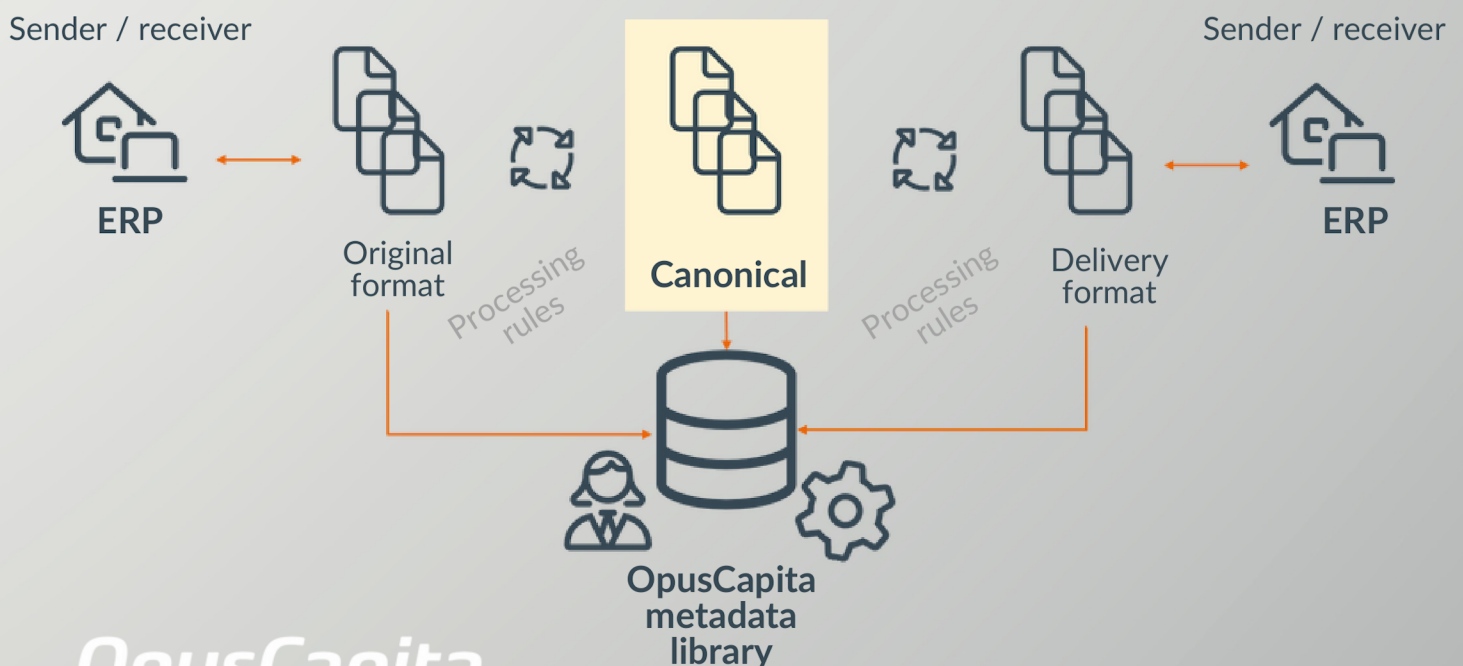
To get started with electronic document exchange, you first need a way to auto-generate the electronic documents.

Worry not - we've done that for decades.

Business Network services can integrate to your ERP or other system and extract the data from there. It is then turned into an XML file according to an agreed format and schema.

The common issue is that there are so many possible formats out there, and different suppliers and contractors want to use different formats - the famous lack of standards. How modern information architecture solves that, though, is by taking your data in your system's original format, transforming it *under the hood* first into a canonical UBL format, and then further into whatever format the other organization requires before delivery. This works both ways; both when sending and receiving, and it enables you to send and receive documents in any format.

MODERN INFORMATION ARCHITECTURE



Benefit from standardization

While all file formats are possible, using standard formats is better. They enable cheaper, faster and broader automation when processing the data in your documents.

For example, you don't only ensure your orders contain location information or invoices the obligatory VAT information, but also that this data is added in the exact correct way.

When done across suppliers and even countries, this eliminates the need for company-specific configurations. It also enables seamless data conversions from one data format to another. Further, automatic data validation finds errors without manual work.

EXAMPLES OF MANDATORY FIELDS IN THE EUROPEAN E-INVOICING STANDARD EN 16931

Header level:

Specification identifier
Invoice number
Invoice date
Supplier, VAT number, address and country code
Buyer, address and country code
UN Invoice type code (e.g. invoice, credit note)
VAT summary and breakdown: amounts & VAT code
Invoice currency
Payment method

Line level:

Article name
Invoice row number
Invoiced quantity and UN quantity unit code
Unit price, tax excluded
Unit price net amount (after discount), tax excluded
Row amount, tax excluded
Row VAT code

Mind the calculation rules for line amounts and lines in total!

Mind the VAT calculation rules for summary and breakdown!

SOUNDS LIKE A LOT?

Worry not - we can take care of all this for you. Getting the operator and service provider in one, with decades of experience on top, ensures your peace of mind.



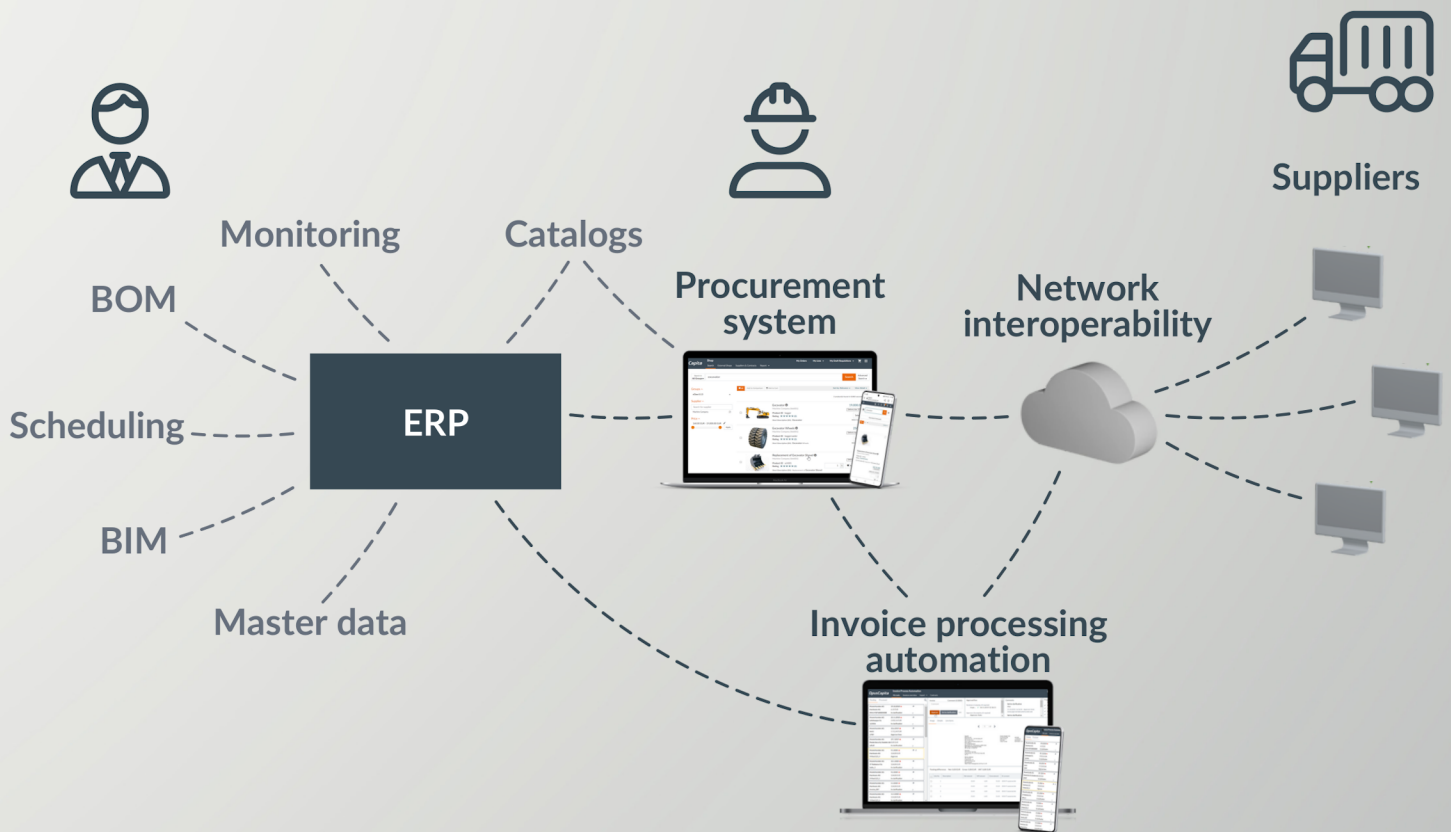
Standardization
won't just make
you compliant to
requirements.
It also brings
efficiency
and many
other
benefits.

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Controlling wild spend

Digitalizing your supply chain process integrates all your data into a single source of truth. When you provide your sites with a single, integrated system for purchasing, be that ERP or a dedicated procurement system, purchasing focuses into the suppliers you've made frame agreements with, stopping often inefficient and expensive wild spend.



Digital order and delivery management also enables accounts payable automation, meaning automatically matching your purchase invoices to orders, goods receipts or other documents - or to contracts for recurring invoices. Whenever there's no match, you get automatically notified, helping you spot any purchasing outside agreements and ensure your sites purchase only from contracted, approved suppliers.

"We can ensure that ordered goods have been received and the invoice actually matches what was received."

Alina Nilander, Development Manager, Peab



See Case Peab: Online procurement & Peppol orders, at:
opuscapita.com/references/case-peab-online-procurement-peppol-orders

Exchange via all methods

FROM PEPPOL TO EDI TO KEY-IN



Once you've got your documents in electronic format, you need a network operator to exchange them with your suppliers, contractors, etc.

There are multiple methods for it, from open networks like Peppol to traditional EDI, and more. So how do you know what you need?

Ensure you can do it all.

PEPPOL PROS & CONS:

- Peppol is an international standard and open network that enables cross-border exchange.
- Open networks instantly connect you to all other parties in the network, without a need for in-house maintenance.
- Sometimes standards may be seen as limiting.

EDI PROS & CONS:

- Electronic Data Interchange (EDI) has been around for decades.
- It enables you to do exactly what is needed for with a specific business partner.
- Point-to-point connections take a lot of setup and maintenance.

HOW TO ENSURE YOU CAN DO IT ALL?

Get an experienced service provider and network operator to provide you with any message type (order, response, shipment advice, invoice, etc.) that you need, via any channel you need, and you can go worry-free. Learn more at opuscapita.com/interoperability

How you can exchange messages

- ✓ **PEPPOL NETWORK**
Reaches any partner in the Peppol open network with full compliance
- ✓ **INTEROPERABILITY NETWORK**
Connects you to the customers of over 50 other network operators
- ✓ **OPUSCAPITA NETWORK**
Connects you instantly to over 100 000 OpusCapita customers
- ✓ **DIRECT CONNECTIONS (EDI)**
Connects you to a given partner with a customized point-to-point connection
- ✓ **KEY-IN**
Business Network Portal connects you to even the smallest suppliers without an e-ordering or billing system.

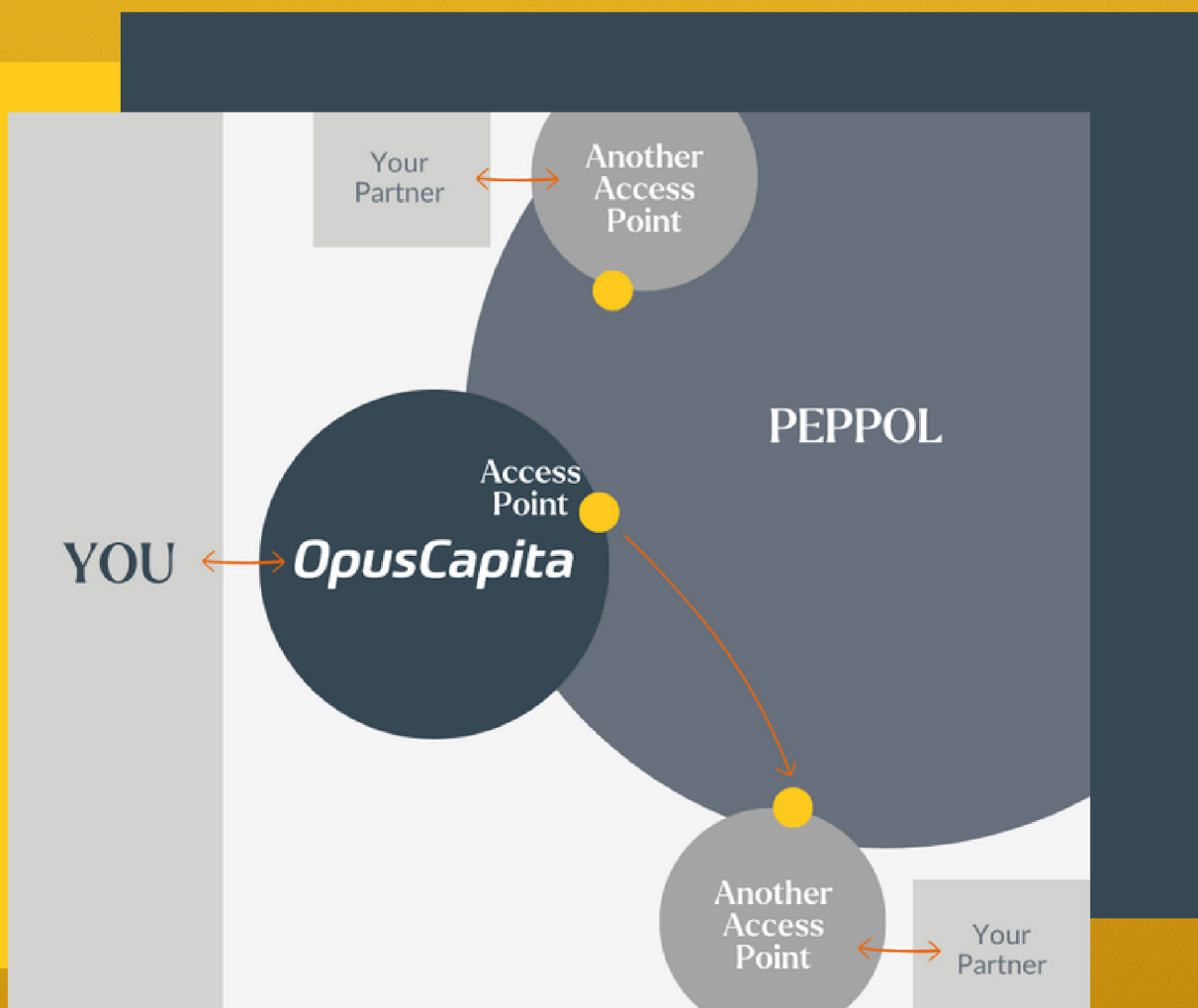


The beauty of Peppol

Peppol, co-funded by the European Commission and governmental agencies, has a goal to simplify and standardize the B2G and B2B exchange of e-invoices, e-orders, and other supply chain documents on three levels:

- routing
- document specifications, and
- network infrastructure.

Connecting to Peppol happens via Access Points. One of them is OpusCapita. Via the Access Point, you are instantly connected to all organizations that have connected to the Peppol network via any of the Access Points.



How Peppol works

The Peppol network and standard enable you to connect to your trading partners internationally via Peppol Access Points like OpusCapita.

PEPPOL ORDERS

Peppol orders are e-orders delivered via the Peppol open network in a standard format, Peppol BIS Ordering 3.2.

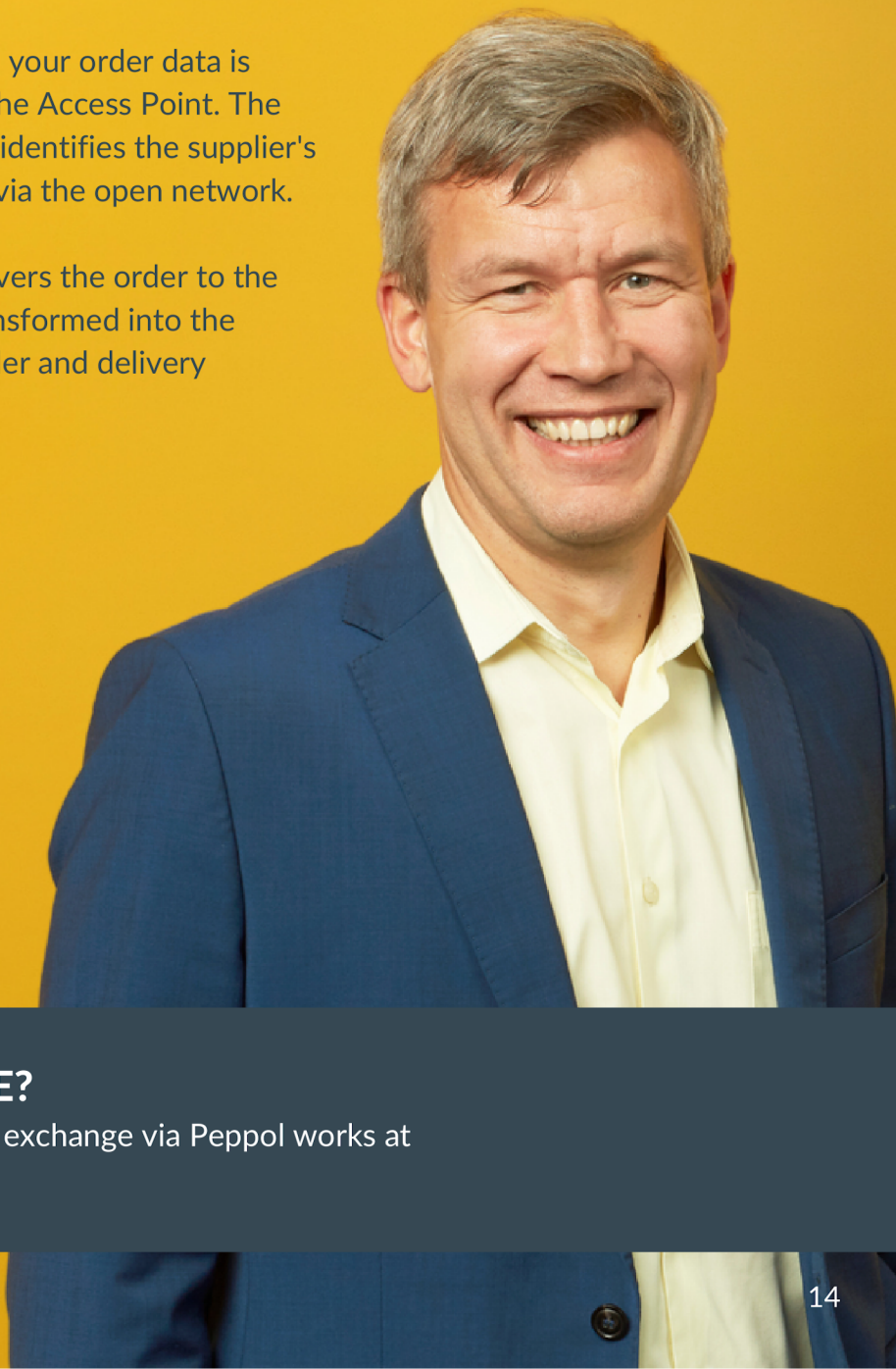
When sending an order to a supplier, your order data is transformed to Peppol and sent via the Access Point. The Access Point validates the order file, identifies the supplier's Access Point, and delivers the order via the open network.

The supplier's Access Point then delivers the order to the supplier, where it's automatically transformed into the preferred format in the supplier's order and delivery management system.

This all happens within seconds.

PEPPOL INVOICES

Peppol invoices are delivered similarly to orders and other documents. The difference is that e-invoicing is regulated in many countries, and using Peppol readily ensures your compliance.



WANT TO LEARN MORE?

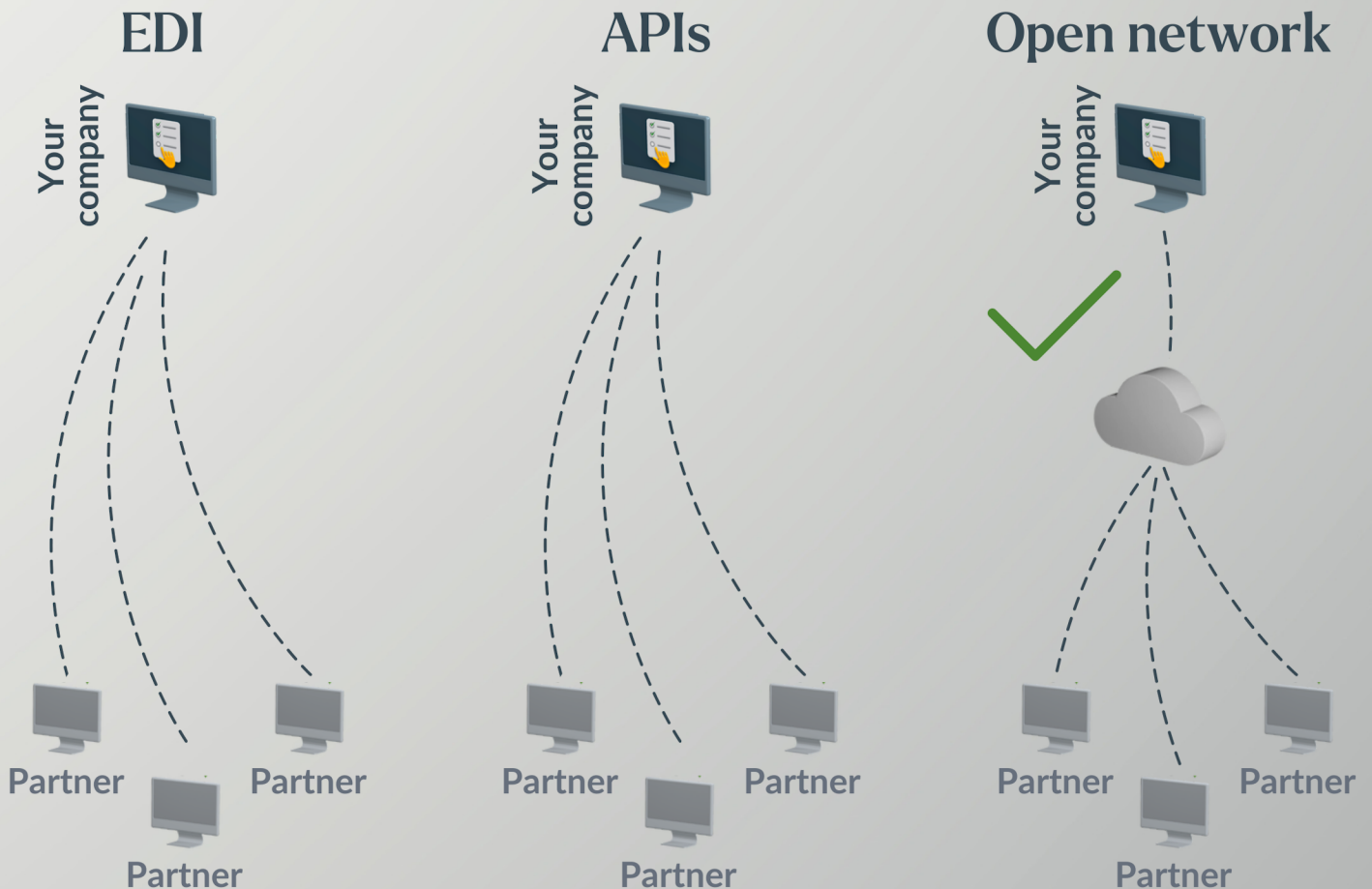
Learn more about how document exchange via Peppol works at opuscapita.com/peppol

The issue with EDI and APIs

The traditional EDI (Electronic Data Interchange) has been a great way to deliver electronic documents between organizations for decades, and it is still widely used in many high-volume industries, including retail, wholesale and manufacturing. The only issue, however, is that it's set up as custom, point-to-point connections between the two organizations, and when you have EDI connections to many of your business partners, it takes a whole lot of setup and maintenance.

Now the new trend is APIs, seemingly modern, solve-it-all connections for data flows. But the issue remains - each system comes with a different API, and you have to separately maintain them.

That's why we root for open networks, like Peppol. It's a single connection to all your partners.



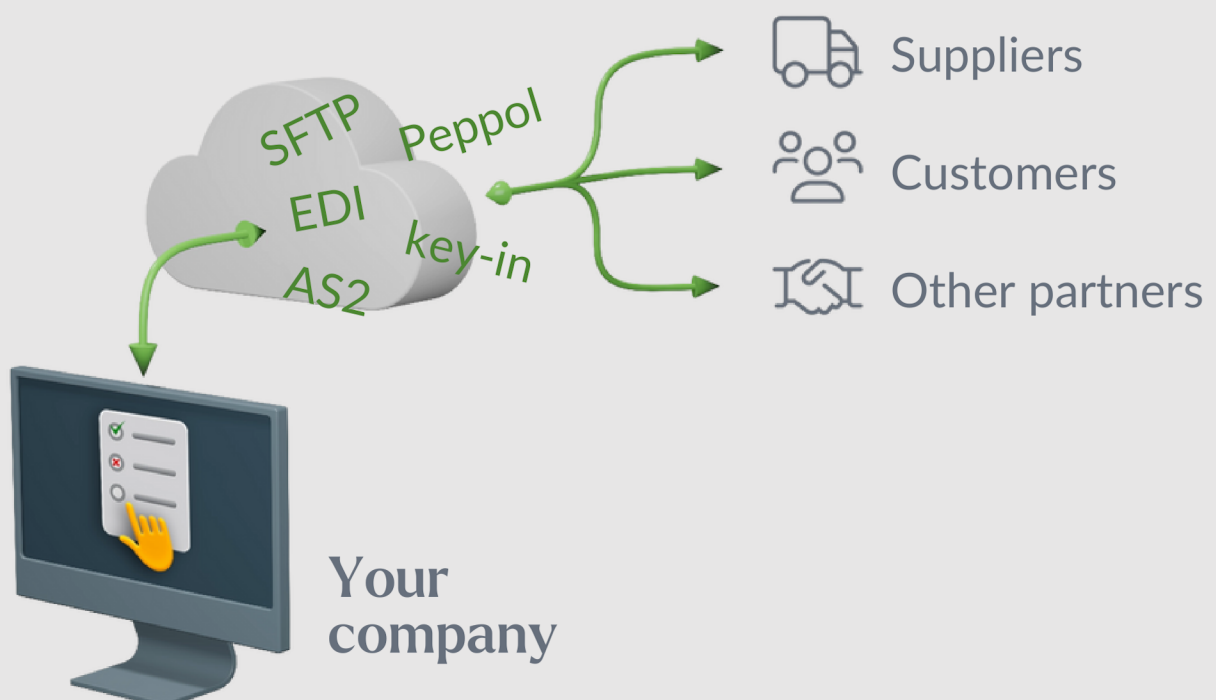
Intelligent routing

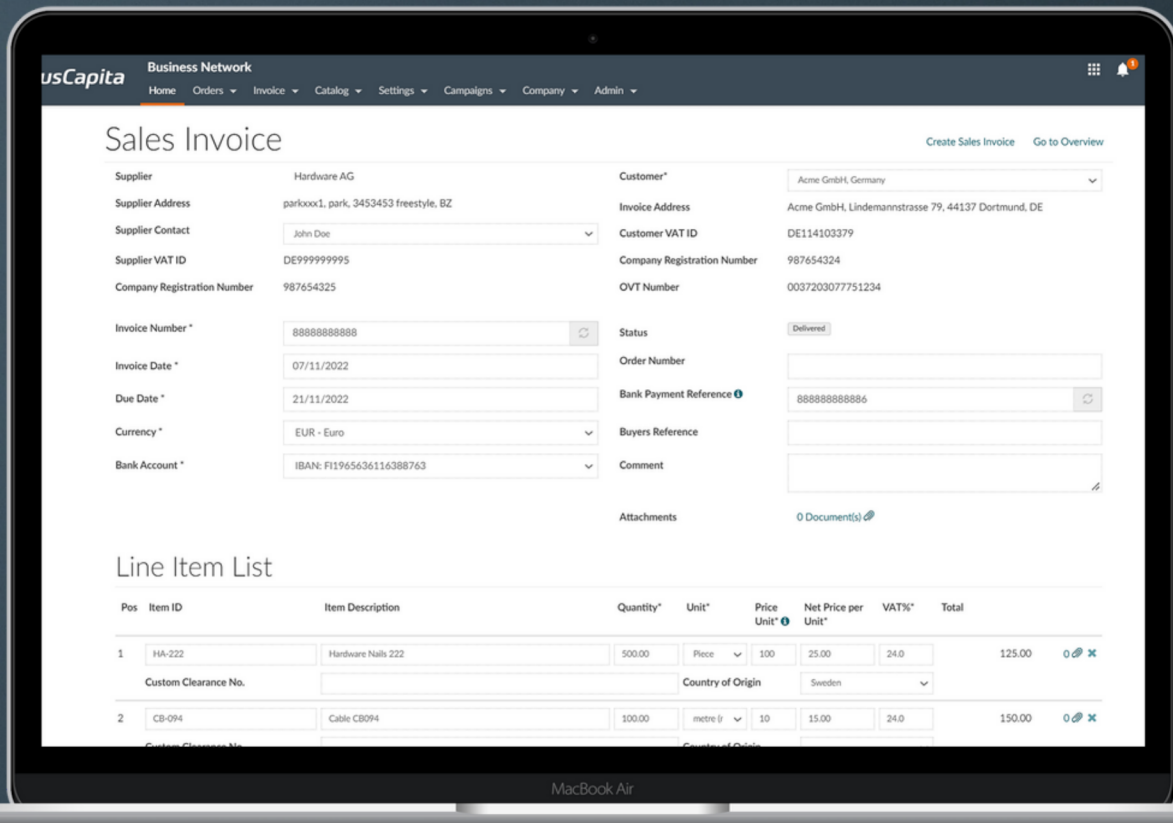
Routing means basically looking up organizations' electronic addresses from all the possible "yellow pages" out there and then sending to them always according to the latest and most electronic available address.

As addresses tend to change over time, keeping them up-to-date as an in-house exercise gets cumbersome. You need a service that does it all for you.

DON'T LIMIT YOURSELF TO ONLY CERTAIN DELIVERY METHODS:

- A proper routing service collects addresses worldwide from various sources, such as national registers, public directories, and bilateral data exchange agreements with interoperability partners.
- Make sure the routing service comes with a possibility to provide your own, additional address information.
- When sending out your documents, the routing looks for all available routes, automatically decides on the best, most electronic delivery method, and delivers.
- You will always reach all your business partners via a single connection.





Go digital even with the **smallest suppliers**

You probably still work with some small suppliers that can't receive your electronic orders, or don't even have their own billing system. To spare yourself from holding on to a manual process with them, getting them to use a simple online portal where they can accept e-orders and send e-invoices both with invoice-key-in and PO flip will solve it.

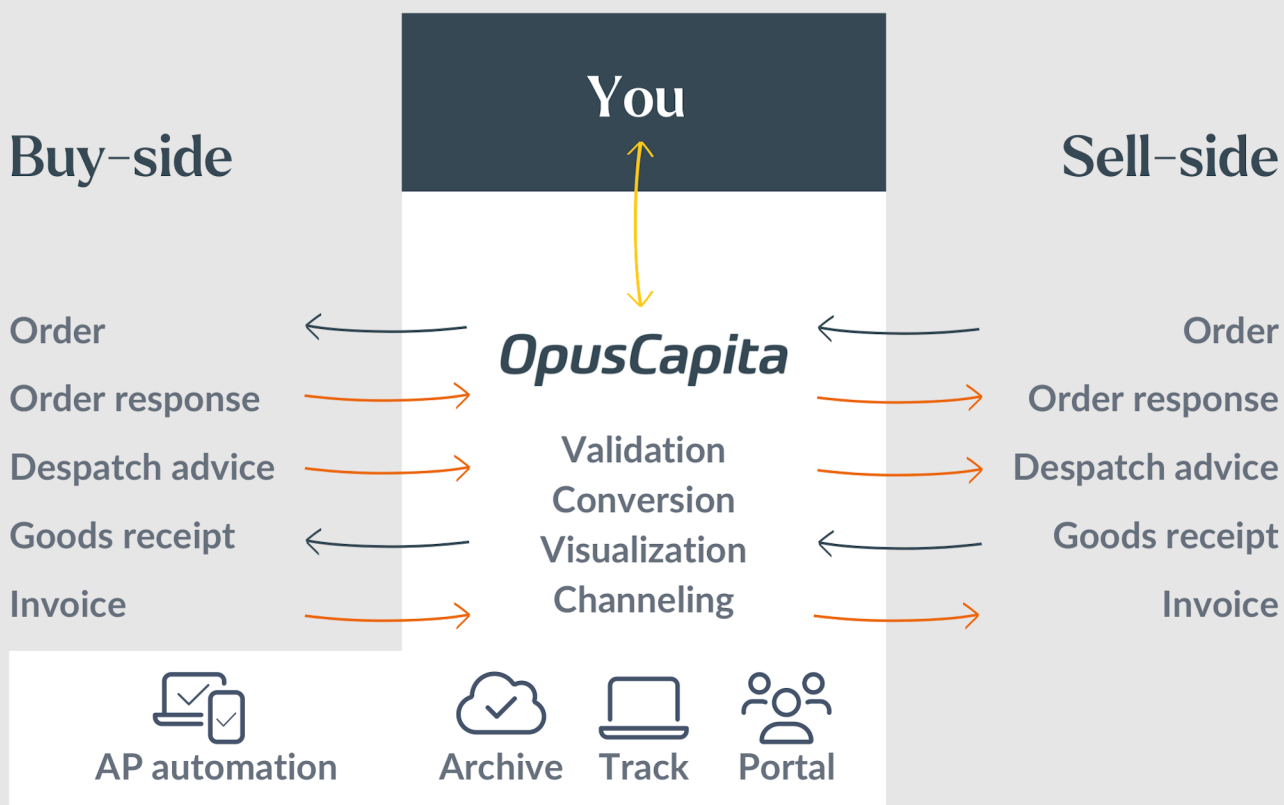
- Invite your suppliers - we recommend an email campaign with efficient online sign-up
- Once signed up, suppliers can receive your e-orders and respond to them.

WANT TO LEARN MORE?

Discover OpusCapita Supplier Onboarding, that is, free online tools to invite all your suppliers to accept your e-orders and send back e-invoices, at

opuscapita.com/supplier-onboarding

Business Network



OpusCapita's future-proof services come with the best available technology.

END-TO-END FLOW FOR YOUR BUSINESS:

- Efficiency, accuracy and lower costs from centralizing and digitalizing your P2P.

COMPLIANCE & DEEP KNOW-HOW:

- Full compliance with the e-invoicing standard EN 16931, Peppol, GDPR, and more, backed up with our deep know-how in various formats and standards.

EXPANDING NETWORK FOR BUYERS & SUPPLIERS:

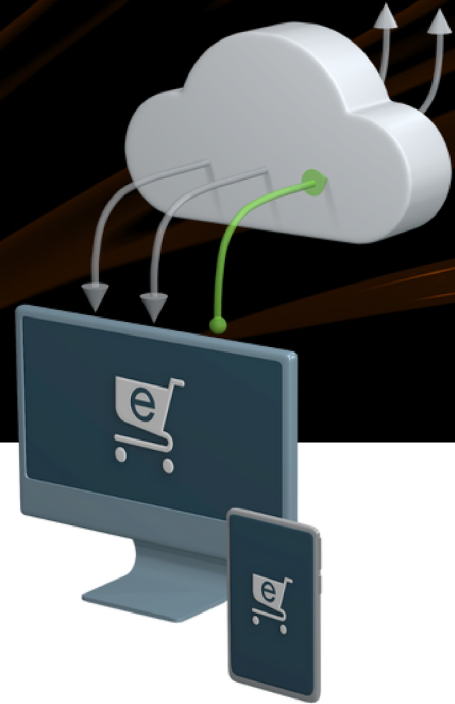
- Connect to all your trading partners, no matter what protocols or formats they use.

DISCOVER OPUSCAPITA BUSINESS NETWORK

Learn more about our services for supply chain document and invoice exchange, invoice automation and network interoperability at:

opuscapita.com/business-network

Make it easy to buy it right



Your employees on your sites shouldn't have to worry about data. Yet data-driven operations is exactly what you need. So how to get by?

Guided buying means organizing your online purchase requisitions so that all data from catalogs to orders and deliveries is integrated on the background, but the sites use a B2C-like online store for all purchasing.

OUR RECOMMENDATIONS:

- Take a data-centric approach to supplier information management.
- Let suppliers maintain their catalogs in self-service tools, ensuring correctness.
- Centralize your procurement of both goods and services into a single user interface for the sites to use - in full ERP integration.

ADVANTAGES:

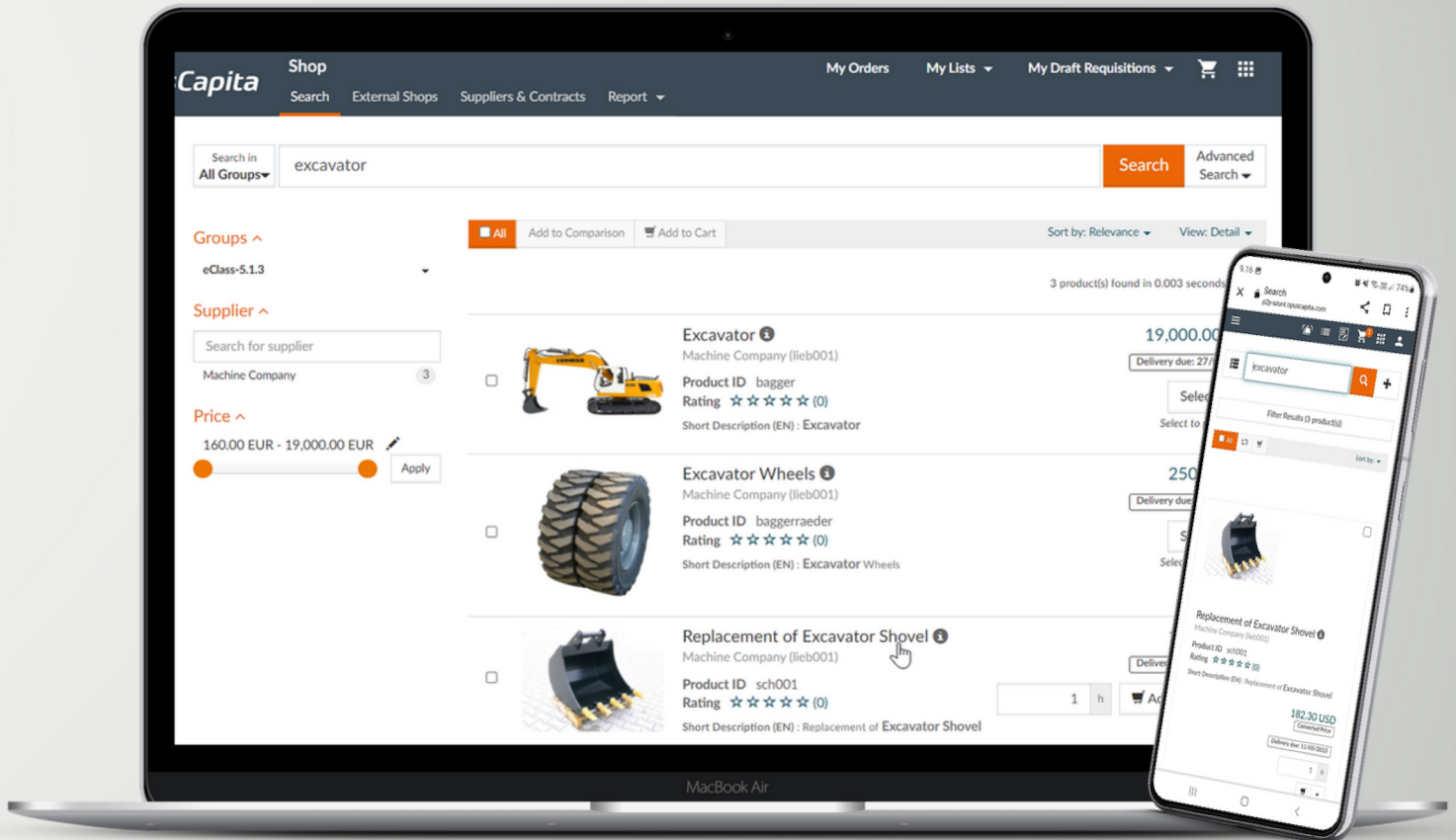
- Always correct purchasing data.
- A well-integrated purchasing data trail.
- Spend under management and sticking to frame agreements.
- Cost savings.
- Enabling automatic invoice processing at the accounts payable.

MORE ABOUT GUIDED BUYING:

Advantages of guided buying in a well integrated procurement system at:

opuscapita.com/guided-buying

eProcurement



OpusCapita eProcurement is a cloud-based solution for both goods and services procurement.

BOTH ROUTINE AND AD HOC REQUISITION:

- Manage all on-site and in-office purchasing from the daily to the unexpected needs.

EASY BUYING WITHIN FRAME AGREEMENTS:

- Centralize purchasing into a B2C-like, controlled & integrated one-stop-shop.

TRANSPARENCY WITH ALWAYS CORRECT DATA:

- Benefit from extensive & secure integrations to suppliers, ERP, and invoice processing, leveraging data enrichment and enabling more with quality data.

DISCOVER OPUSCAPITA EPROCUREMENT

Learn more about our solution for advanced procurement even in complex needs and asset-intensive industries such as construction:

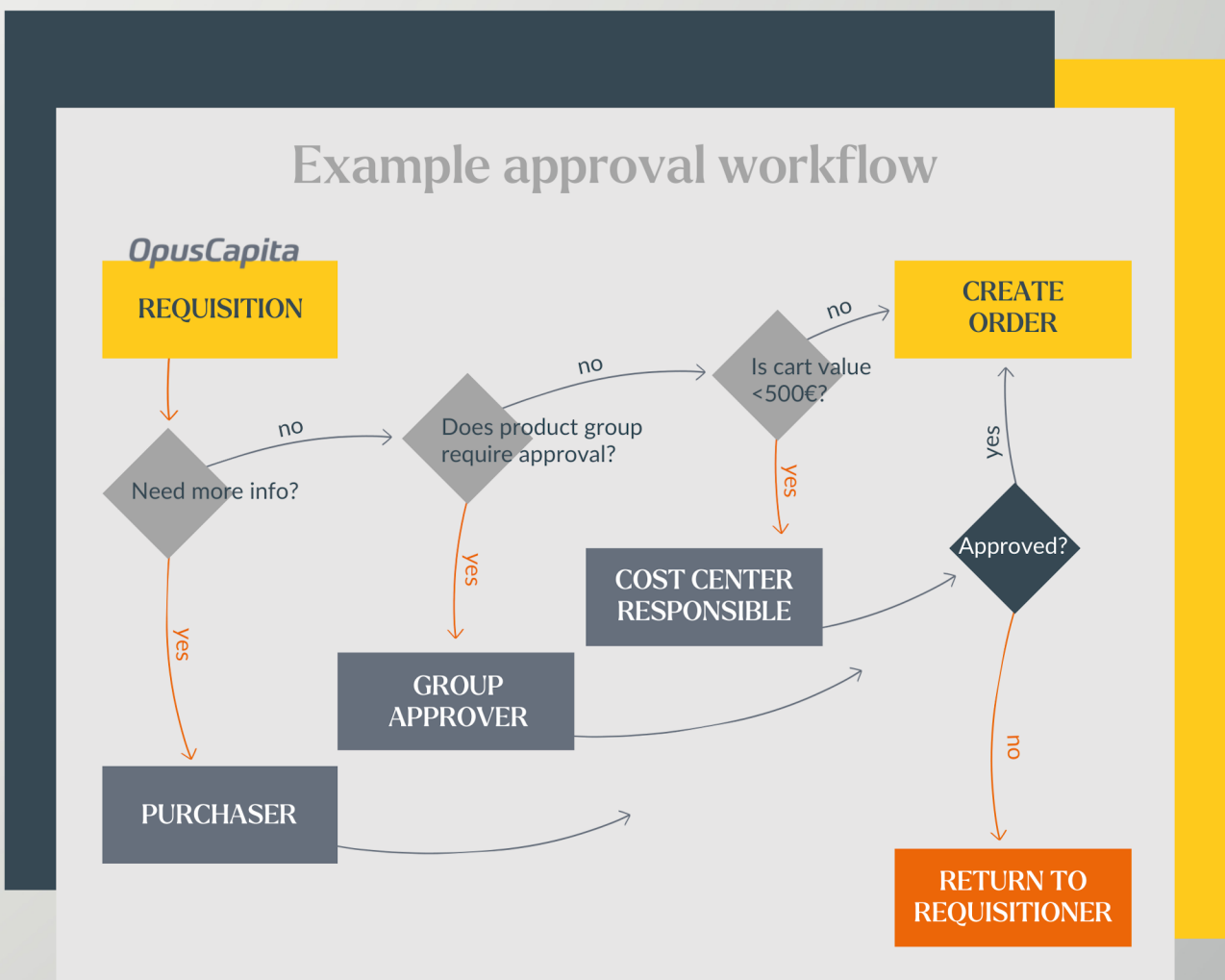
opuscapita.com/eprocurement

Who can buy and what?

OpusCapita supports each step in your procurement process in an auditable way.

Defining efficient approval workflows that suit your process is essential. Usually for bigger purchases, you'll want site managers to place - instead of direct orders - purchase requisitions that are then approved, rejected or edited before they move to ordering.

You don't want your approvals to get too cumbersome though, so ensuring approvals can be done also with mobile devices will usually speed up your approval process especially in situations where delays could get costly.





When purchasing
within agreements
and accepting
deliveries is made
easy, the sites
can focus on
building.

OpusCapita

Enable barcode approvals

WHEN RECEIVING DELIVERIES

The SSCC code, or shipping container code, is a barcode to a specific shipment unit (pallet) that contains specific packaged items. It allows fast & easy scanning when receiving deliveries, to check that you received all that was ordered. Sounds simple, right?

The SSCC technology has been around for a while, but it's *surprisingly little used*.

```
<cac:TransportHandlingUnit>  
<cbc:ID schemeID="SSCC" schemeAgencyID="9">36429900000220000001230</cbc:ID>  
</cac:TransportHandlingUnit>
```

RECEIVE WITH THE SSCC CODE

When the SSCC can be found both in the electronic despatch advice and as a sticker in the delivered pallet, your site can first be prepared to receive the delivery, and then with a mobile phone scan, verify that the delivery has been received.

SSCC CHALLENGES:

- It may be challenging to agree with suppliers technically how to match the list of items with what was packaged.
- You also need to get that information in the electronic despatch advice in a manner that is readable at your end.

SSCC BENEFITS:

- Putting a little effort in the setup pays off - taking SSCC to use will improve your delivery process significantly.
- You'll know exactly what out of the ordered items has actually been received at your end.

WANT TO TALK SPECIFICS?

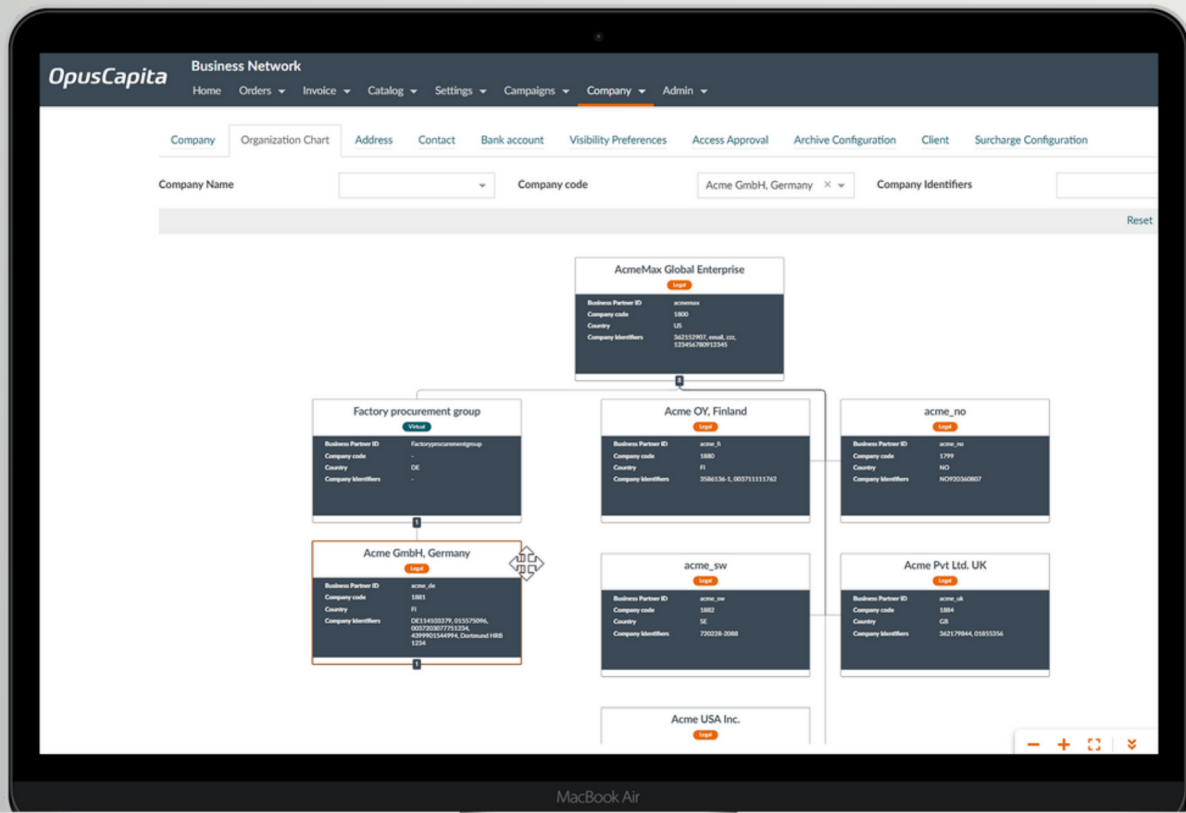
OpusCapita has worked as the SSCC advisor for several customers, and we can help you with it, too. Contact us at opuscapita.com/sales and let's get started!

Define once, use everywhere

Especially in larger construction companies, you can have dozens of sites running at the same time, and they usually need to be treated as "subsidiaries" when managing the organizational setup for supply chain document and invoice exchange. Using a visual organization chart will ease the work considerably.

A visual chart is easy to navigate in. Essential information is shown for each subsidiary (or site) directly in the chart. For example, we recommend always using your internal ERP code as the company or site code, and then it follows along in your setup.

Once set, your IT can easily manage many definitions in your setup either at the corporate level or at the subsidiary-level. And as always, OpusCapita team is here to help!



Book a demo to see this in action >> go to opuscapita.com/sales

Maximize your automation level



Even if your purchase orders are not electronic, and even if you still receive invoices as PDFs or even paper, modern AP automation will help you gradually improve your automation level.

Here are some concrete examples on raising your invoice processing automation level.

HEADER AND LINE LEVEL MATCHING:

- You can easily get started with automating your invoice handling on the header-level.
- Proper invoice receiving turns your incoming invoices even from paper and PDFs into one format in your system.
- You can increase the amount of more detailed line-level matching as your invoice data quality improves over time.

CONTRACT MATCHING:

- Match recurring invoices like monthly machine rentals or office space to contracts.
- Have contracts approved by the right people similarly to invoices.
- Add thresholds, so that small deviations pass in the automatic handling, but larger deviations trigger a manual review.

HOW ABOUT A FREE DEMO?

We'll be happy to show you a free demo of our Invoice Automation solution, focusing especially on your needs. Book it at:

opuscapita.com/ap-automation

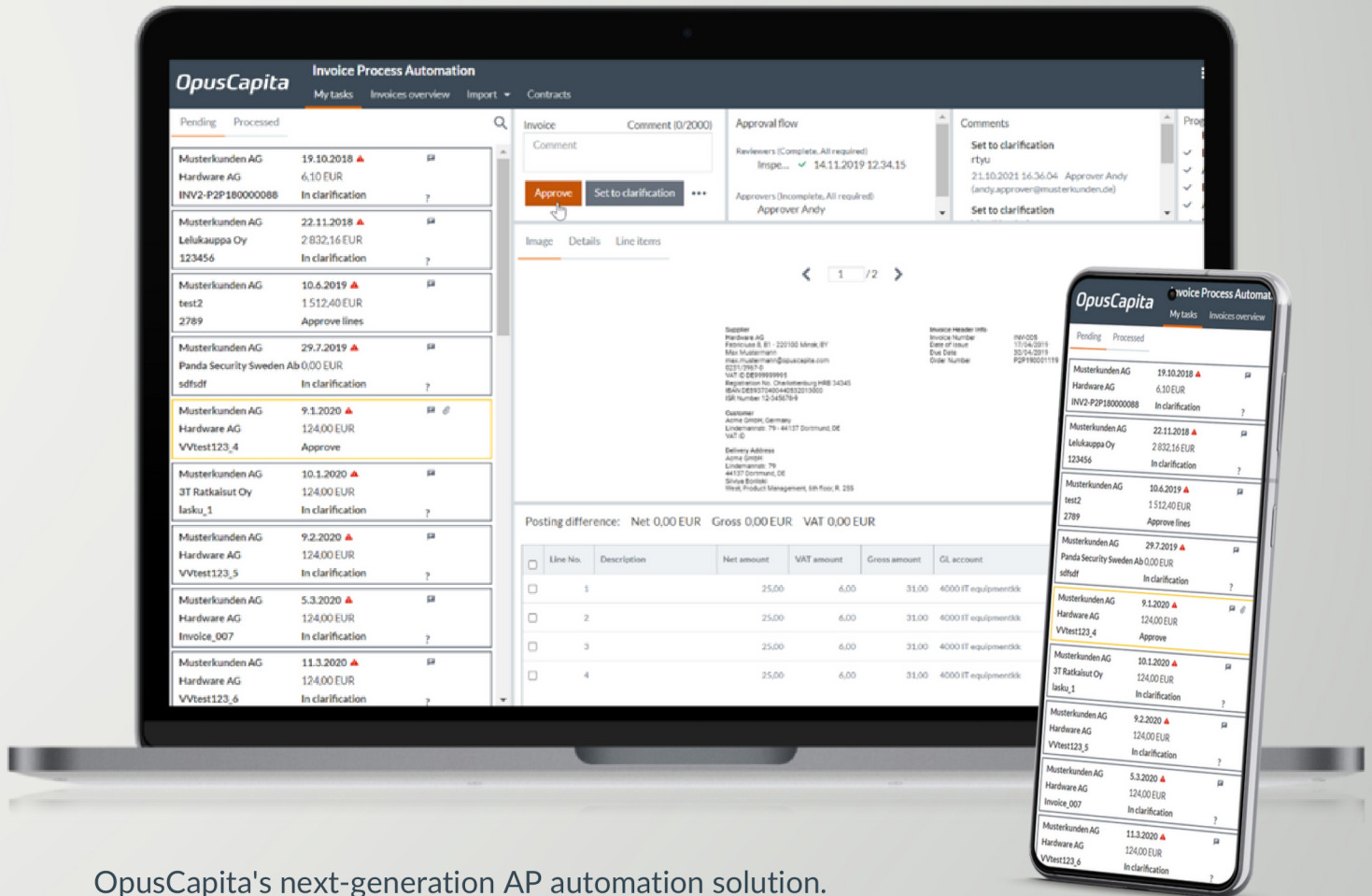
'Simple and user-friendly ordering speeds up the process. After the right part is identified, an order can be placed with a few clicks, and the order flow continues seamlessly from there to the approval of the purchase order, and finally all the way to the other end, the purchase invoice matching.'

Fredrik Svanestrand, Head of Group Sourcing, Ramirent

The logo for Ramirent, featuring the word "RAMIRENT" in a bold, blue, sans-serif font, centered within a bright yellow rectangular background.

See Case Ramirent: Procurement of a million spare parts, at:
opuscapita.com/references/ramirent-procurement-of-million-spare-parts

Invoice Automation



OpusCapita's next-generation AP automation solution.

POWERFUL MODERN TECHNOLOGY:

- HTML5-based true SaaS is accessible, scalable, and integrates smoothly to ERP, AI, etc.

VERSATILE TOUCHLESS AUTOMATION:

- Productivity with a wealth of matching options like contract or PO matching, and postings.

DYNAMIC & VISUAL WORKFLOW:

- A visual approval workflow like never before! Take the ownership of your workflow and gain transparency with clear processes for high automation and compliance.

DISCOVER OPUSCAPITA INVOICE AUTOMATION

Learn more about our AI-boosted, next-gen invoice processing automation to replace outdated practices and sky-rise your automation level:

opuscapita.com/ap-automation

E-orders enable AP automation

When you send electronic purchase orders to your suppliers in the ordering process, you will also have the order data for your accounts payable to do PO matching against. In other words, you can match your invoices against the orders to ensure they're correct.

Often, to automatically handle and approve your invoices, you'll want to match against more documents than just the order - just to be 100% sure that it's accurate. For this, you can easily use any other documents from your process. For example, when the supplier sends you the despatch advice, or when a goods receipt is booked from the received deliveries. When the supplier then sends the e-invoice according to the order and delivery, your AP has all that's needed for 3-way matching and automated processing.



Consider also whether you want to do matching on the header level or on a more detailed line-level. To enable line-level matching, you need to establish an ordering process, systems and setup that enables the line-level data also in your orders. Otherwise, there won't be lines to match against when handling the invoice.

This may seem like a lot, but our invoice processing automation and supply chain experts have helped companies get this done for decades in retail, wholesale, manufacturing and also construction. We're here to help!

Structured PDF invoices

AN AP FAST LANE?

Structured PDFs are a great low-hanging fruit for immediate results in digitalizing the accounts payable. In structured PDFs, invoice data is on a separate data layer from where it can be extracted faster and more accurately than from scanned PDF images.

HIGHER QUALITY:

The data extraction is much more accurate than traditional scanning from PDF images, because the invoice data is readily saved on a structured data layer.

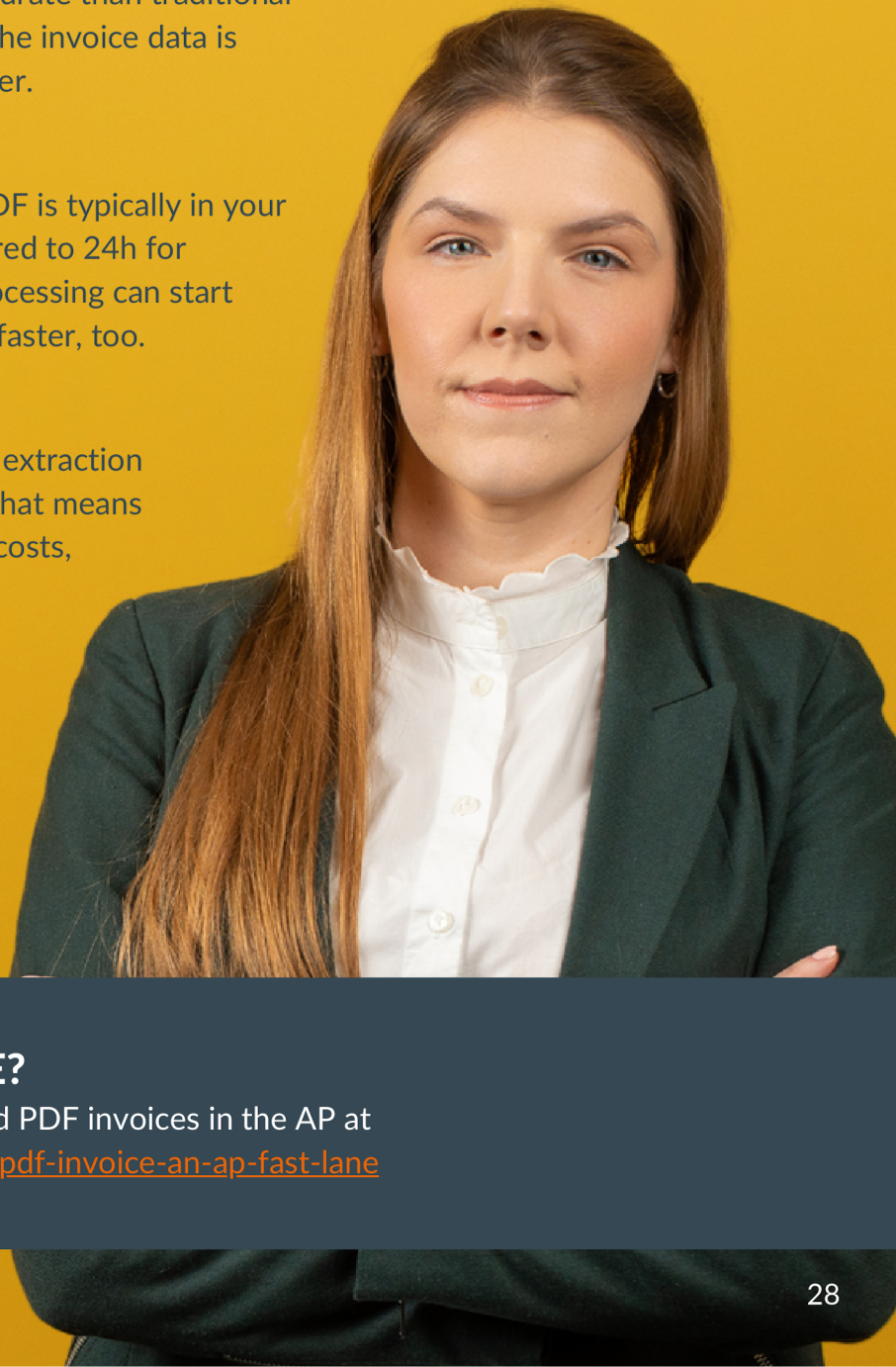
FASTER LEAD TIMES:

The invoice data from a structured PDF is typically in your workflow system in ~4 hours (compared to 24h for traditional PDF or paper). Invoice processing can start faster, meaning the invoice gets paid faster, too.

LINE-ITEM DATA EXTRACTION:

Structured PDFs allow line-item data extraction without additional transaction fees. That means more detailed invoice data for lower costs, which directly improves your AP automation capability.

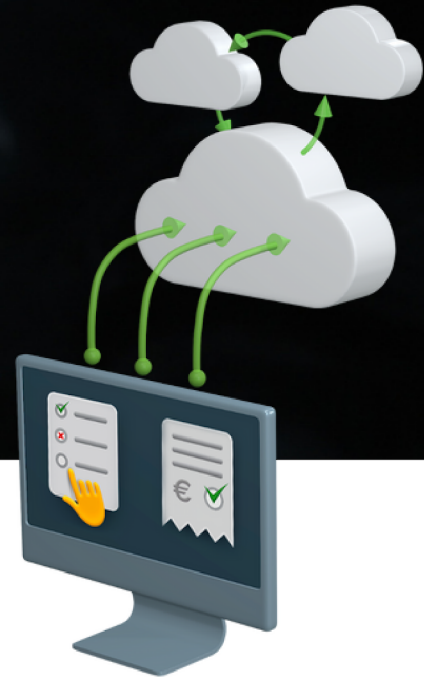
The odds are many of your suppliers are readily sending you PDFx. Do you make use of it?



WANT TO LEARN MORE?

Check out our article on structured PDF invoices in the AP at opuscapita.com/blogs/structured-pdf-invoice-an-ap-fast-lane

Ultimate visibility



Once you've started your digitalization journey of your supply chain process, you should look for constant improvement, step by step. Analyze how much electronic orders and other supply chain messages you're exchanging. Study the portions of your electronic, PDF and paper invoice ratios and take continuous actions with your suppliers to increase the portion of electronic wherever possible.

It will pay off. We promise.

WITH LARGER SUPPLIERS:

- Once you're using, for example, Peppol, your suppliers who are also in Peppol will be automatically found. The same goes for interoperability partner networks.
- When existing networks are not an option in high-volume cases, go for traditional EDI.

WITH SMALLER BUSINESSES:

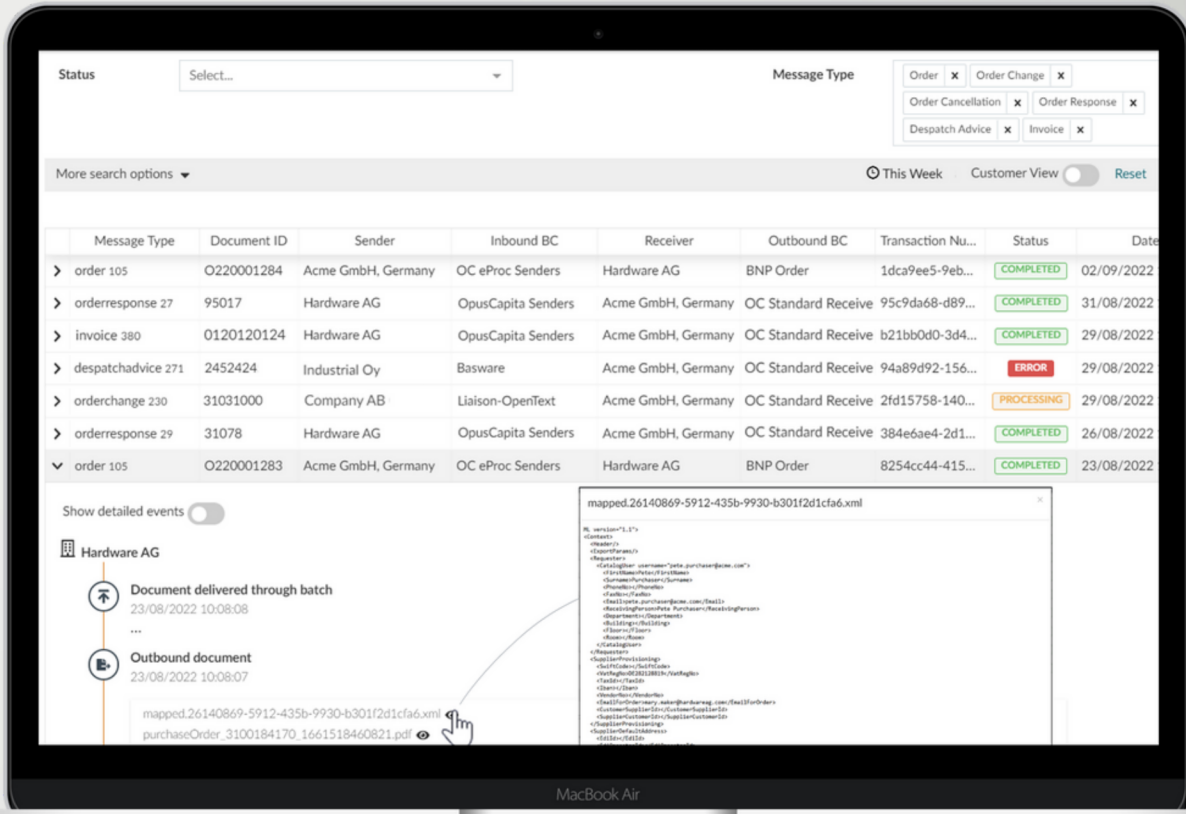
- An onboarding campaign is a great way to invite your suppliers that don't have a system to register into a free online portal in which they can receive your e-orders and flip them into e-invoices.

ENSURE YOU OWN YOUR PURCHASING DATA

If you do purchasing at a supplier's online store, for instance, the data unfortunately tends to stay at the supplier's end. That's why electronic data exchange makes all the difference - you will own your purchasing data.



Track & Trace



OpusCapita's best-in-breed monitoring allows you to see all that happens in the network.

ULTIMATE VISIBILITY:

- Get full transparency to all your transactions with visual, real-time monitoring.

ONE VIEW TO EVERYTHING:

- See all invoices, orders, etc. that have been sent, received, processed, or rejected.

ACCESS FOR EVERYONE:

- Grant access for anyone in your company, e.g. customer service, to replace often expensive ERP license costs where they're not really needed.

DISCOVER OPUSCAPITA TRACK & TRACE

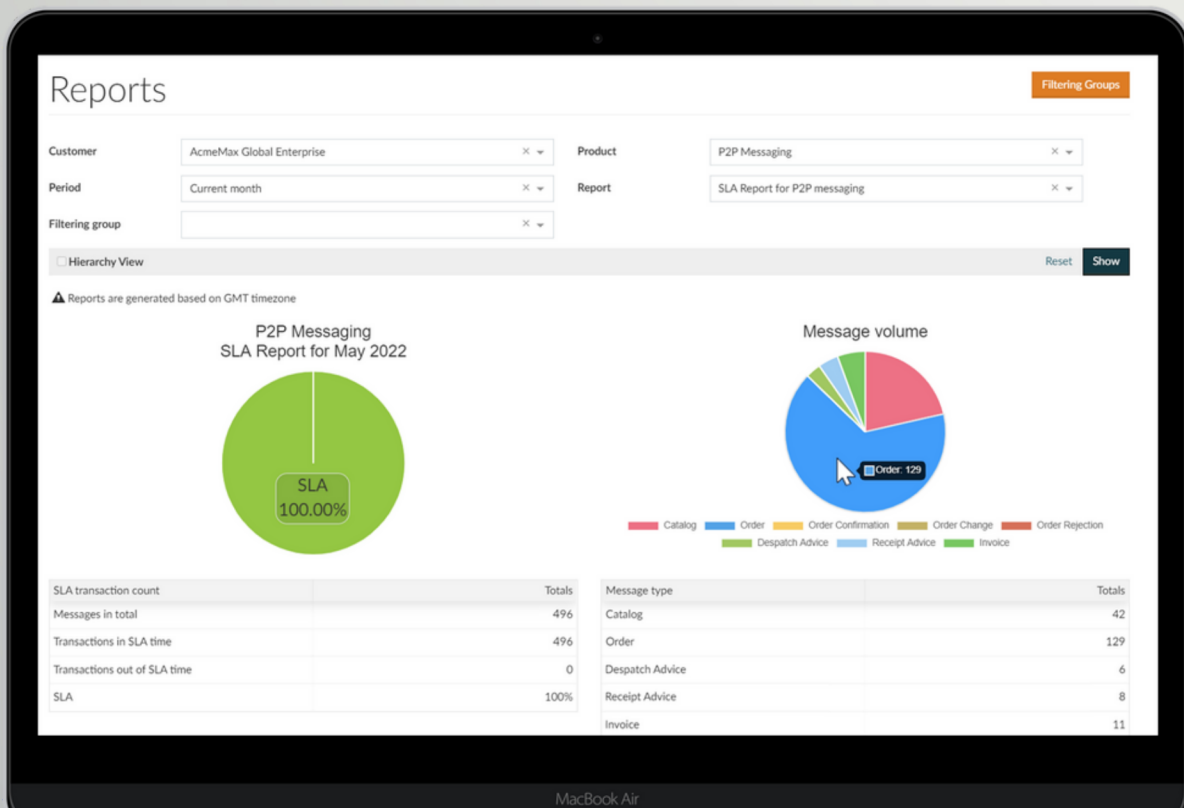
Learn more about our visual view to all your network events at:

opuscapita.com/track

Smart insights for optimization

Reporting refines your data related to your purchase invoices and P2P messaging (that is, the orders, confirmations, despatch advices, goods receipts, etc.). In OpusCapita Business Network Portal, you can view ready-made reports from Track & Trace data.

Different reports are best used for different purposes. A basic report on your transactions in total allows you to analyze the portions of different message types. A report per supplier shows which suppliers are used in reality. A report per invoicing channel, in return, enables monitoring the paper, PDF and e-invoice division for tracking how much of your invoices still get received as paper or PDF and enabling you to take action with those suppliers to encourage their switch to e-invoicing - either with an integration to their billing system, or by inviting them to use the free invoice portal provided by OpusCapita.



Book a demo to see this in action >> go to opuscapita.com/sales

Interlink the full P2P



Multi-channel invoice and order exchange with AP automation brings you connectivity, compliance and cost reductions.



Invoice Sending



Order-to-Cash



Invoice Receiving



eProcurement



Purchase-to-Pay



Invoice Automation

DO MORE WITH OPUSCAPITA

Learn more about the OpusCapita services for Business Network, Invoice Automation and eProcurement at opuscapita.com.



Ready to take that leap?

We're ready to sky rocket your ordering, delivery and invoicing to the digital era!

It is quite simple, actually, when you've got the experience, and we're more than happy to help.

WITH OPUSCAPITA, YOU GET:

- 4 decades of experience in e-invoice and electronic message exchange
- Growing network of trade partners
- Local presence with deep international know-how
- Practical peer experiences with ~1700 customers in 50+ countries
- Service provider and network operator in one

SHALL WE TALK ABOUT YOUR CASE?

Book a meeting with our sales or leave a question at opuscapita.com/sales and we'll look into your company-specific case.



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opuscapita.com