

Invoice Data Capture Service for Legal eXchange™

Value-Added Service Converts Legal Invoices into Workflow-Ready Electronic Files

Automating the processing of paper and electronic invoices within a corporate legal or insurance claims department provides unprecedented control and visibility into all matter-related spend. By capturing and managing line-item invoice information electronically, and thereby accelerating the approval workflow process, companies can compare providers, take advantage of prompt payment discounts and find significant cost savings.

There are several barriers to the broader use of e-billing by law firms and other vendors who participate in litigated matters. One of the barriers hindering broader use of e-billing is adoption among law firms that may not bill more than a few invoices annually, or don't have the infrastructure to submit invoices electronically. Another barrier is the inability of the corporate legal department or claims department to control vendor choices and thus, how they submit their invoices. Outside the legal community where the standard electronic LEDES format invoice is widely accepted, other participating vendors have not established an accepted industry format. Thus, corporate legal and claims departments continue to receive invoices submitted on paper from a variety of different vendors including: court reporters, expert witnesses, patent agents, consultants, and investigators among others.

On-Ramp to Paperless Invoice Processing

Corporate legal and insurance claims departments can overcome these challenges through Bottomline's value-added service for paper invoice receipt and data capture, which require vendors to simply send their paper invoices to a dedicated P.O. Box. Once received by Bottomline, invoices are quickly converted into accurate electronic files, with data captured and normalized at the line-item level to suit the requirements of the client.

Bottomline's secure Invoice Data Capture Service accepts all types of incoming invoices and provides a cost-effective alternative to simple, in-house document scanning and archiving. Advanced data capture capabilities transform paper invoices into electronic data files that are integrated directly into the Legal eXchange application, Bottomline's collaborative solution for legal e-billing, budgeting and reporting.

Legal Spend Management Integration

Bottomline's Invoice Data Capture Service is an add-on service that integrates seamlessly with Legal eXchange. Workflow rules that were traditionally only applied to electronic invoices can be applied to paper invoices as well, extending the benefits of legal e-billing to all vendor invoices. With the data that is collected at the line-item level, companies can benchmark their service providers and make strategic decisions regarding case assignment and other services. Together, the Invoice Data Capture Service and Legal eXchange provide comprehensive visibility into all aspects of spend related to litigated matters.

Invoice Data Capture:

- Supports one workflow for all invoice from all vendors
- Accelerates legal invoice processing by eliminating paper handling
- Transforms paper invoices into workflow-ready electronic invoice data
- Eliminates barriers to entry for e-billing and vendor enrollment
- Removes the cumbersome manual process of providing vendors information regarding adjustment reasons

The Total Solution:

- Requires no up-front investment in hardware or software
- Automates the validation process to ensure that invoices have the correct information for processing
- Integrates vendor data easily into Bottomline's Legal eXchange and combines it with law firm data
- Supports guidance to industry vendors for better billing practices by all vendor types
- Applies a configured rules engine by vendor type
- Provides greater visibility into overall legal spend

How is Bottomline's Invoice Data Capture Service Different?

Unlike costly and complex Optical Character Recognition (OCR), Intelligent Character Recognition (ICR) or Optical Mark Recognition (OMR) solutions that provide electronic document "images" with partial or incorrect data, Bottomline's Invoice Data Capture Service offers a unique combination of highly trained technicians with an array of recognition technologies to capture invoice data at the line-item level. This approach delivers the highest possible accuracy rates, minimizing the need to manually re-key data while accelerating overall turnaround time. By entrusting paper invoice capture to Bottomline, Legal eXchange clients can take advantage of the same workflow and system benefits derived from e-billing, such as automated rate and billing guideline review.

How Bottomline's Invoice Data Capture Service Works

Bottomline provides world-class services that enable businesses to outsource invoice data capture and streamline customer and supplier-facing business processes. As a global leader with more than 9,000 customers, Bottomline has an established track record of success in providing invoice automation solutions.

Invoice Receipt. Bottomline's Invoice Data Capture Service accepts any type of incoming invoice and translates it into the data format consistent with your e-billing standards. Invoices are received directly from the client via a dedicated P.O. Box. In conjunction with the Invoice Data Capture Service, Legal eXchange can accept invoices from law firms as well as other vendors such as court reporters, expert witnesses, patent agents, consultants and any other vendor used in the legal process.

Line-Item Data Capture. Employing advanced technologies, invoice data is extracted at the header and line-item level for verification against pre-set business rules. Our support staff validates and repairs items that were omitted or mistakenly imaged. Electronic data eliminates the need for multiple people to move paper documents through the approval process, minimizing the likelihood of errors or lost invoices. Clean electronic invoice data files are then integrated directly into Legal eXchange.

Invoice Storage/Management Service. Once the paper invoices have been scanned and captured, Legal eXchange provides immediate online access to any invoice data, including historic invoices. Both electronic invoices and the original image of any paper invoice can be recalled instantly. Bottomline maintains client access to data and documents in a secure, online archive.

To learn more about Bottomline, Legal eXchange or the Invoice Data Capture Service, visit www.bottomline.com/legal or call 800.472.1321.

About Bottomline Technologies

Bottomline Technologies (NASDAQ: EPAY) provides collaborative payment, invoice and document automation solutions to corporations, financial institutions and banks around the world. The company's solutions are used to streamline, automate and manage processes involving payments, global cash management, transactional documents and invoice approval. Organizations trust these solutions to meet their needs for cost reduction, competitive differentiation and optimization of working capital. Headquartered in the United States, Bottomline also maintains offices in Europe and Asia-Pacific. For more information, visit www.bottomline.com



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