

# ReadSoft Proposal: City of San Antonio.

**SUMMARY:**

RFP Response

Written by: Margaux Vourvoulias  
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**Exhibit C**

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(INCLUDED IN RFP RESPONSE)

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## Executive Summary

ReadSoft is pleased to respond to this RFP from the City of San Antonio. The goal of ReadSoft is to provide technology to simplify an organization's processing of time consuming documents and internal requests in a way that best utilizes their existing infrastructure to enhance document handling reliability, and increase the speed of document processing to dramatically cut the costs of operations. The transformation of document handling from a tedious and expensive manual process to a streamlined and auditable electronic process is the ultimate goal of all the technology that ReadSoft develops.

This proposal addresses the City of San Antonio's requirements as have been discussed in conversations and information exchanged in the weeks prior to this RFP date; specifically for an optimized accounts payable solution in the following areas of front end data capture of supplier invoices from paper, SAP integration, workflow accessible inside and outside of SAP, Non-PO coding and approval, PO-based invoice exception resolution, and Archive and retrieval of imaged documents via FileNet using the SAP Archive link. Additionally we have included information on Taulia's vendor portal services to increase vendor adoption of electronic invoice submittal and communication.

This proposal includes the industry-leading ReadSoft INVOICES solution including software, professional services and support for the ReadSoft COCKPIT and WORK CYCLE, Taulia vendor portal and related software; all of which are SAP-certified solutions. ReadSoft has over 8,500 customers globally, over half of which are customers using our A/P Automation solutions, making ReadSoft the most experienced and trusted vendor in the marketplace.

ReadSoft commits to providing the licenses and services in the manner and within the timelines specified in this document.

As Regional Account Manager, any questions regarding this proposal and any following steps can be addressed to my attention.

We look forward to working with the City of San Antonio and thank you for your consideration.

Cordially,



Margaux Vourvoulias  
*Regional Account Manager*

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## General Information Form

Please see form included in Attachments section

## Experience, Background & Qualifications

1. Over 8,500 enterprises around the globe automate document processes such as data entry, document classification, information matching against ERP systems, document workflows and more with ReadSoft to achieve faster and less expensive document processing and increased control. ReadSoft has the widest experience with the most deployed invoice automation solutions. Specialized solution labs for SAP, Oracle, Microsoft and capture processes ensure cutting edge solutions with great customer value. Since the start in 1991, ReadSoft has grown to a worldwide group with operations in 16 countries on five continents and a network of local and global partners. Being a publicly traded organization capitalized through shareholders gives ReadSoft a distinct advantage over our competitors.

In 1991, ReadSoft initially launched a forms processing solution that propelled ReadSoft into the worldwide market. After six years of exceptional growth, ReadSoft then introduced revolutionary technology to capture information from semi-structured documents. This solution, INVOICES by ReadSoft, found and captured all required information regardless of where it was on the page. ReadSoft's over 500 employees and the industry's largest research and development staff have enabled our data capture products to stay well ahead of the market. ReadSoft stands for continuous innovation, and we take pride in being innovators of document process automation technology.

In 1996, ReadSoft developed a revolutionary auto-learning technology for automated invoice handling. Today, ReadSoft is the number one solution provider in its market with the greatest number of installations, most experience and widest range of expertise. Customers include Sony, Lockheed Martin, John Deere, Pfizer, Porsche and many more. ReadSoft's comprehensive accounts payable automation solution covers every step of invoice processing, from capture to post. Many companies seek one vendor that can provide all of these solutions in one offering and this wide range of capabilities is unique to ReadSoft.

ReadSoft became the first certified data capture SAP partner in 2001 and today, ReadSoft's PROCESS DIRECTOR for AP resides within SAP as an "SAP add on" therefore offering a more seamless integration with your familiar SAP environment. ReadSoft software is also "Powered by SAP Netweaver" and our SAP-certified

integrations possess the highest level of SAP-certification. Please visit SAP EcoHub for more details and reviews.

With over a thousand SAP installations around the world, ReadSoft has more expertise and experience than the rest of the market combined. ReadSoft's SAP Solution Lab is a division of ReadSoft solely devoted to SAP integration. Some 50 highly skilled SAP experts work with developing and installing our SAP solutions all over the world. Many of them have backgrounds as core developers at the SAP headquarters. With a well-proven project process, including pre-study, project planning and project implementation, you will be guided all the way through the project by SAP-savvy professionals.

ReadSoft and Taulia'- The founders of ReadSoft's SAP Solutions are the founders of Taulia and their vendor onboarding services and portal, leading to a strategic partnership that delivers dramatic ROI and money savings to customers by providing this early discount capability all with a solution that is fully certified by SAP

## **ReadSoft:**

- Processes billions of invoices a year
- Developed the first semi-structured capture technology in the marketplace
- Has over 8,500 production clients using INVOICES
- Offered the first SAP-certified invoice automation solution in the marketplace
- Is fully SAP-certified with over 1000 SAP customers

Below are some results of ReadSoft SAP customers using our Image and Data Capture Solutions, and Processing Automation and Workflow Solution for AP

## **TransMontaigne**

- Reduced average cycle time from 32 to 6 days
- Improved D&B credit score by 20 points
- Reduced monthly accruals by \$1 million
- Reduced 1099 processing time from 15 days to ½ day
- Reduction in staff overtime by 98% in the first 2 years
- Reduced average cost per transaction from \$30 to less than \$7
- Increased volume-based vendor discounts enough to cover the cost of the new technology in the first year

## **Energizer**

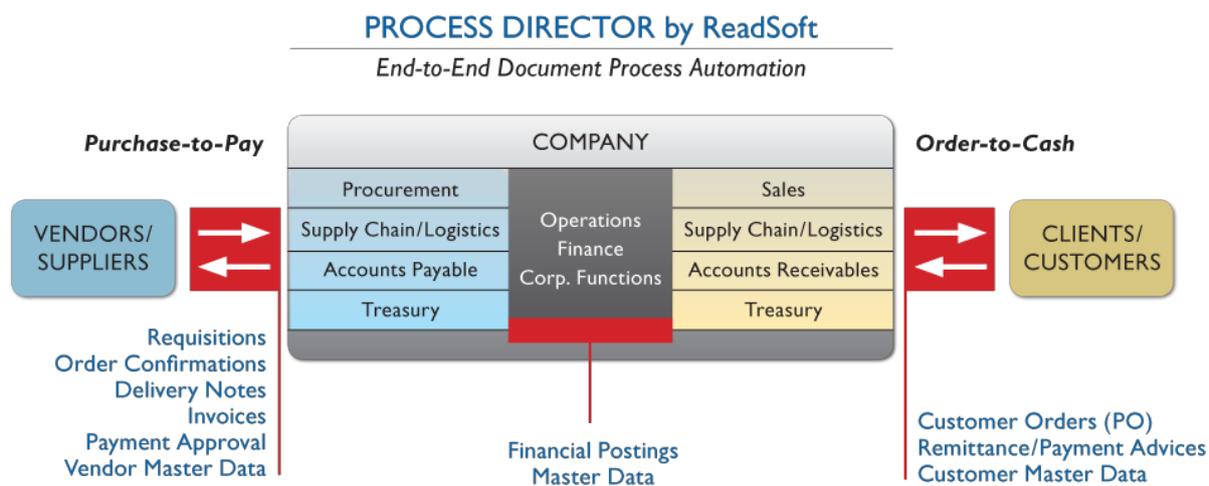
- Decreased FTEs from 21 to 11 while going through an acquisition
- Increased volume by 110,000 invoices
- Eliminated complicated and time-consuming 100% audit

## **Rich Products**

- 74% of PO-based invoices pass three-way match first time

- Discount capture increased from 70%-92%
- Achieved ROI in year 1 of project

2. **Financial Processing-** ReadSoft provides solution in the SAP space to automate financial processing. While AP is a common starting point for our customers, many extend the use of Process Director to automate additional processes and document types: Such as Requisitions, Master Data, Delivery Notes, Payment Approvals, Remittance Advices, etc..



ReadSoft Process Director allows users to leverage their existing SAP infrastructure and “fill-in the gaps” within the SAP process, making problem resolution and visibility more streamlined and easier to manage than native SAP.

## Process Automation by ReadSoft

**Purchase to Pay**  
Requisition  
Order Confirmation  
Delivery Note  
Incoming Invoice  
Payment Approval

**Order to Cash**  
Sales Order  
Remittance Advice

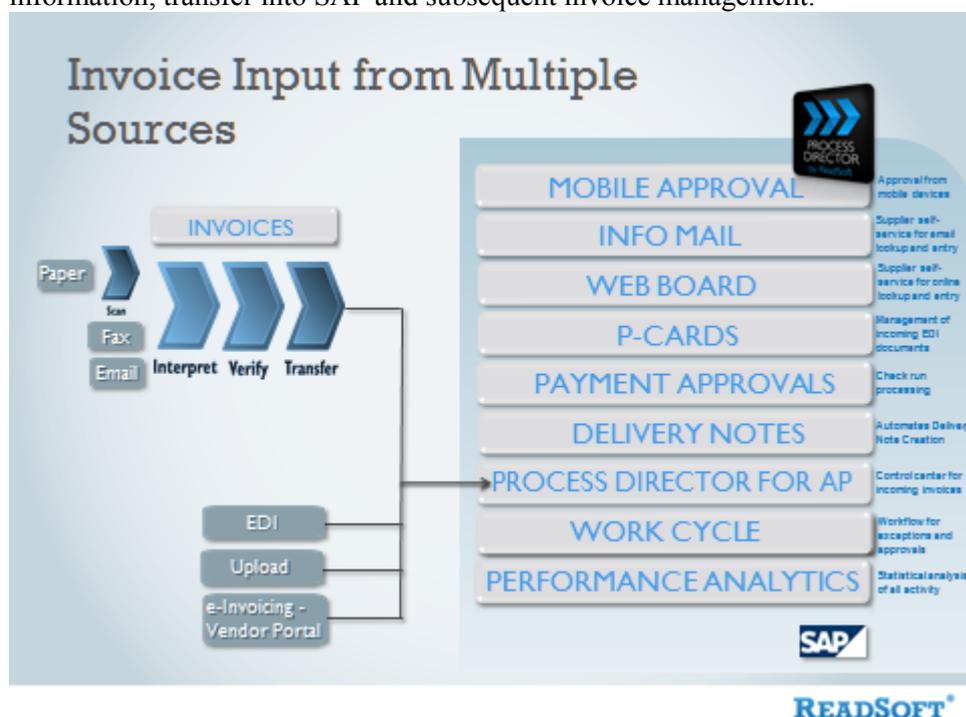
**Master Data**  
Vendor Master  
Cost Center  
Profit Center  
GL Account  
Asset

**Finance**  
Financial Posting

- Determinations and checks against SAP data
- Visibility based on exception type
- Workflow routing
- Complete audit trail
- Handles requests and incoming documents



**AP Processing** -ReadSoft's accounts payable automation solution for SAP includes INVOICES and the PROCESS DIRECTOR suite of AP applications. These components enable (in the case of paper documents) the capture of the invoice image, invoice data, the interpretation and verification of that information, transfer into SAP and subsequent invoice management.



### 3. Software, Hardware, and Certifications

#### ReadSoft Software-Core AP Automation Solution inside of SAP

ReadSoft is proposing the following Best Practice Solution based on your needs assessment:

**INVOICES OCR**- front end scanning and data capture of invoices. Kofax scanning module can be utilized in place of ReadSoft's Scan module if preferred

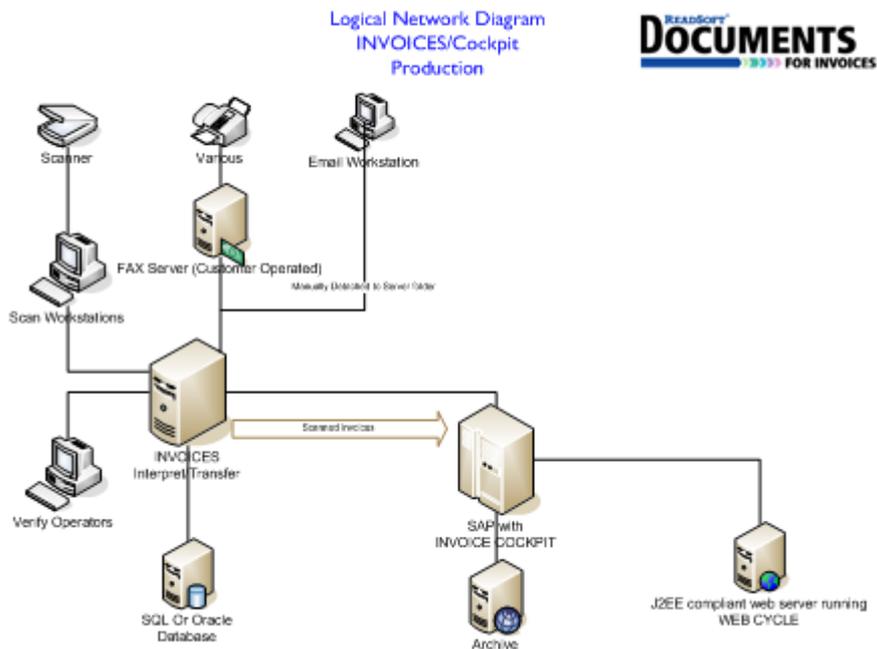
**Process Director for AP**

**INVOICE COCKPIT**- command and control center for Ap personnel to see invoices, status, and drill down to SAP data and document

**WORK CYCLE**- workflow that is fully certified with SAP but accessible inside and outside of SAP

**PERFORMANCE ANALYTICS (optional)**- if additional reporting is desired on top of the increased visibility and audit trails that are provided with COCKPIT, PERFORMANCE ANALYTICS can be implemented.

## Logical Network Diagram of ReadSoft Components:



### Recommended Hardware

Hardware requirements are minimal for ReadSoft's invoice automation solution for SAP as most components reside inside SAP and require no additional hardware. Components requiring servers outside of SAP are:

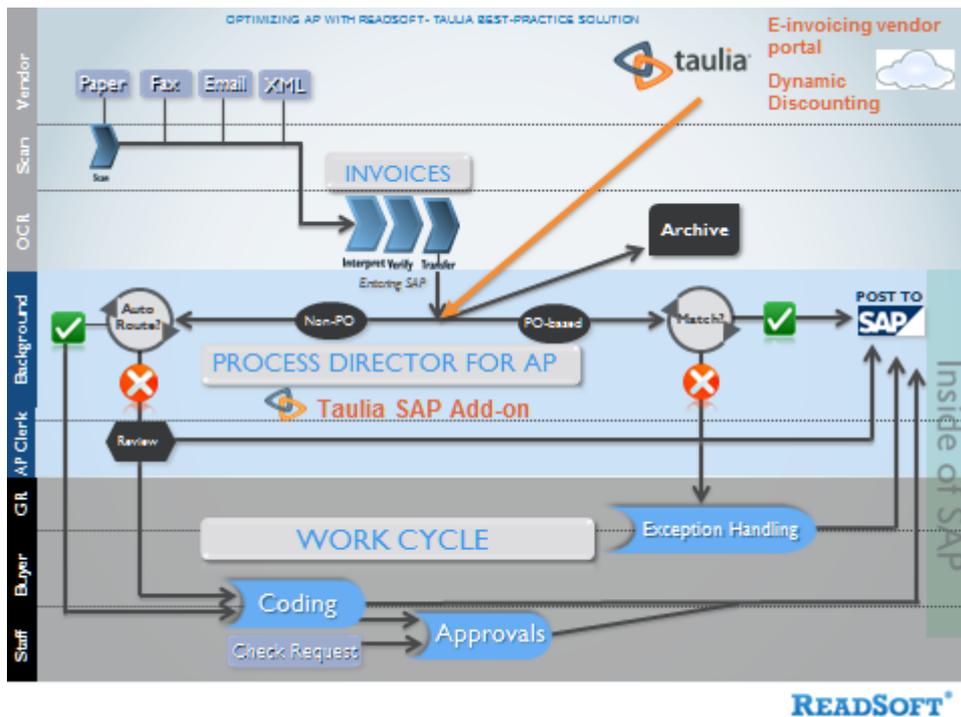
- INVOICES – Invoice image and data capture components
- WORK CYCLE – for the “presentation layer” of ReadSoft's workflow for invoice approvals when users are outside of SAP

**For details of specific hardware recommendations see ReadSoft Hardware Recommendations included in Appendices**

## Third Party Providers –providing services to benefit additional automation of AP process

TAULIA- ReadSoft partner that provides a service based vendor portal to increase electronic receipt of invoices.

### *ReadSoft Taulia Proposed Process Flow*



*Taulia Supplier Enablement Process—FREE to Vendors for increased adoption*

## Supplier Enablement Process

### Internal

### External

#### 1. Create Awareness

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>▪ E-mail announcement</li> <li>▪ Request for contact information</li> <li>▪ FAQ's published on intranet</li> </ul> | <ul style="list-style-type: none"> <li>▪ E-mail announcement</li> <li>▪ Supplier FAQ's</li> <li>▪ Enrollment web form</li> <li>▪ Data cleansing campaign</li> </ul> |
|---|---|

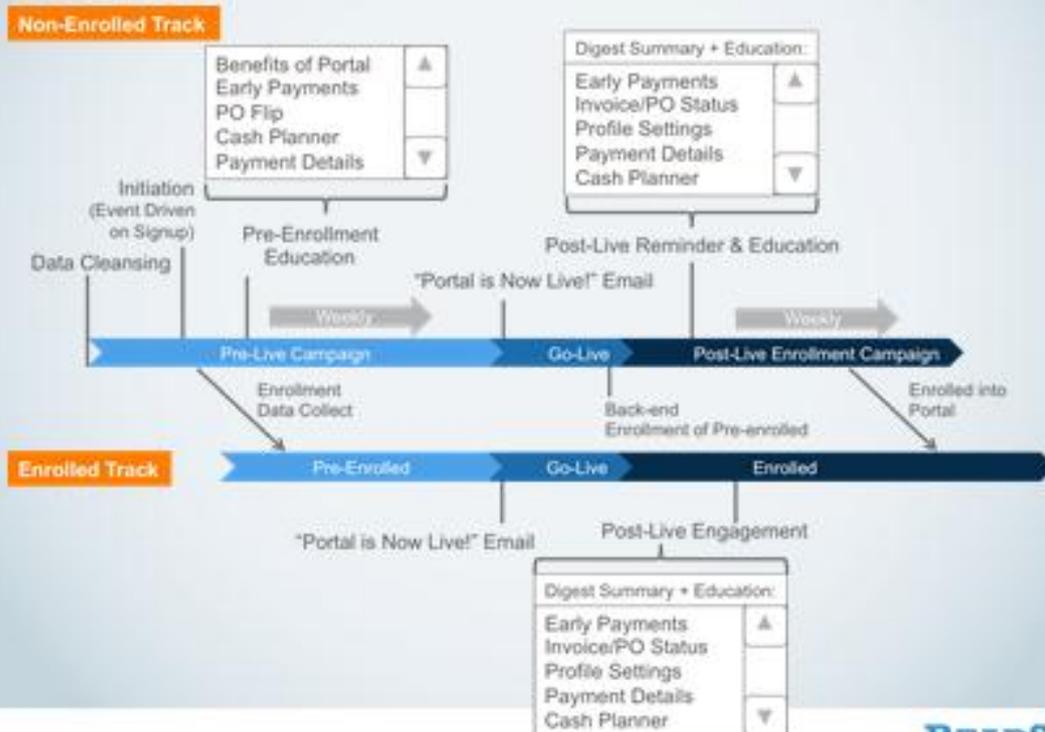
#### 2. Onboarding

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>▪ Face-to-face meetings with supplier facing employees</li> <li>▪ Email announcing the portal is live</li> </ul> | <ul style="list-style-type: none"> <li>▪ Formally invite suppliers</li> <li>▪ Automatic invitation reminders</li> <li>▪ Onboarding campaign</li> </ul> |
|---|--|

#### 3. Operationalizing

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>▪ Supplier invitation request form</li> <li>▪ Portal signup in new vendor packet</li> <li>▪ Promote portal in new contracts</li> <li>▪ Inbound queries result in portal invitation</li> </ul> | <ul style="list-style-type: none"> <li>▪ Informational webinars</li> <li>▪ Ongoing calling campaign</li> </ul> |
|--|--|

## Supplier Enablement Process



## ReadSoft SAP Certifications



### CERTIFICATE SAP INTEGRATION CERTIFICATION

**SAP® Certified**  
Powered by SAP NetWeaver®

#### **SAP AG**

hereby confirms that the interface software for the product

#### **PROCESS DIRECTOR 7.1**

of the company **ReadSoft GmbH**

has been certified for integration with **SAP NetWeaver 7.0** via the SAP integration scenario **ABAP add-on for SAP Enterprise Resource Planning**.

This certificate confirms the existence of product features in accordance with SAP certification procedures. It does not guarantee that the product is error-free.

The certification test is documented in report no. 18561170 and expires March 7, 2015.

Vendor Hardware: PC-Pentium  
Vendor Operating System: Windows Platform  
SAP Test System: SAP NetWeaver 7.0  
Used Integration Tools: SAP Java Connector

This configuration meets the requirements for running PROCESS DIRECTOR 7.1 on the SAP NetWeaver platform.

#### **Certified Functions:**

Integration with SAP ERP  
SAP Solution Manager Ready functionality

Walldorf, March 8, 2012



Christoph Claus, SAP AG

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www.sap.com/icc

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## 4. Unique Capabilities

ReadSoft workflow focuses on the inside of SAP space, since in our experience this leads to the least amount of project risk and the lowest total cost of ownership. **Once inside of SAP, ReadSoft is the ONLY vendor that provides the flexibility to proactively correct documents prior to creating the SAP transaction entry.** We also have the ability to operate in an environment where the SAP transaction has already been created, **this being the only option for another inside of SAP Solution**

Outside SAP	Inside SAP	
		
	Prior to SAP transaction entry	After SAP transaction entry
<p><b>Pros</b></p> <ul style="list-style-type: none"> <li>• Where SAP is minor application</li> <li>• Where AP is standalone</li> </ul> <p><b>Cons</b></p> <ul style="list-style-type: none"> <li>• Extensive interfacing</li> <li>• Excessive maintenance</li> <li>• Required synchronization</li> <li>• Upgrade issues</li> <li>• High TCO</li> </ul>	<p><b>Pros</b></p> <ul style="list-style-type: none"> <li>• No Interfaces to maintain</li> <li>• No synchronization</li> <li>• Access to all SAP data</li> <li>• Survives upgrades</li> <li>• Intercepts and solves problems early</li> <li>• No transactions to undo</li> <li>• Less complexity</li> <li>• Shorter implementation time</li> <li>• Low TCO</li> <li>• Greater Flexibility</li> </ul> <p><b>Cons</b></p> <ul style="list-style-type: none"> <li>• Must have SAP</li> </ul>	<p><b>Pros</b></p> <ul style="list-style-type: none"> <li>• No Interfaces to maintain</li> <li>• No synchronization</li> <li>• Access to all SAP data</li> </ul> <p><b>Cons</b></p> <ul style="list-style-type: none"> <li>• Triggered after financial transactions are posted</li> <li>• Must reverse transactions</li> <li>• Requires more complexity - training and maintenance</li> <li>• Long implementation time</li> <li>• High TCO</li> <li>• Less flexible</li> <li>• Must have SAP</li> </ul>

### Differentiators

- INVOICES OCR is the first to market for Invoice capture and has more AP customers than our top competitors combined.
- ReadSoft was the first to offer OCR in conjunction with an SAP certified workflow
- Fully SAP-certified
- Lives inside the SAP system
  - High user acceptance/short learning curve
  - Easy access to SAP data without external interfacing
  - No duplication of data
- Intercepts invoices for matching and approval and posting prior to the SAP transaction entry
  - However, workflows may be triggered prior to or after invoice entry as desired

- The WORK CYCLE provides a fully integrated workflow solution inside SAP
  - Information can be accessed inside and outside SAP

## **5. Strategic Direction of Solutions**

ReadSoft will continue to provide Document Automation solutions to organizations seeking increased control, efficiency, and visibility. Our strategic focus in the SAP space is on continued development and adoption of best practices to facilitate processing inside of SAP. This includes providing our continued unique approach to invoice processing but expanding the adoption of the functionality further for other processes such as AR, Requisitions, Master Data, Financial Postings, etc.

## **6. Best Practice Implementation**

Invoice Capture-INVOICES by ReadSoft

System Overview

INVOICES is a pre-packaged, configurable suite of software modules, the basic function of which is to provide an automated input of invoice data from any invoice source into your ERP system. INVOICES captures the invoice image, extracts, interprets and verifies that information and transfers it to your SAP accounting system. Any type of invoice may be captured: electronic or paper, single or double sided, black and white or color, letter, legal or A4. The user interface is easily understandable and comes with extensive on-screen help. INVOICES provides an effective way to dramatically cut costs while improving your invoice ReadSoft processing. The ROI is typically under a year. The greater the number of invoices you are processing, the more time and money you will save by automating the process.

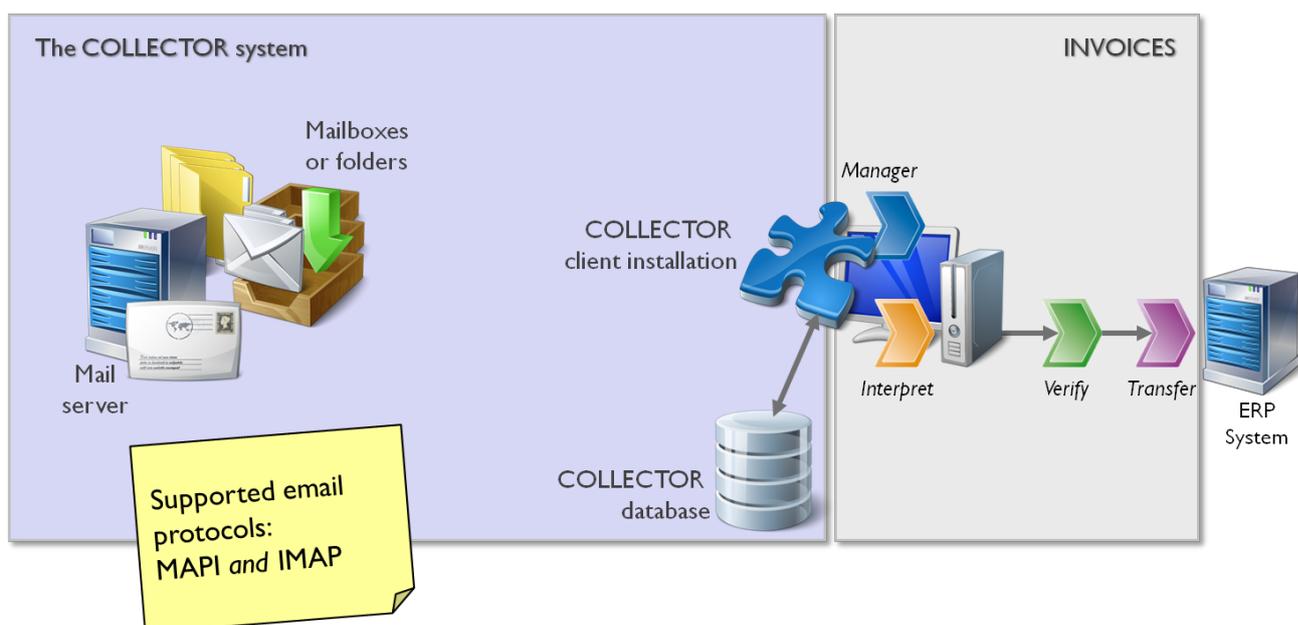
Four modules make up the production environment of INVOICES: Scan, Interpret, Verify and Transfer. Scan and Verify (data entry) are the only two modules requiring manual, human intervention. Interpret and Verify run as services in the background.

Two additional modules support administrative roles: Manager and Optimize.

The Manager module includes setup and administrative functions. Optimize is the module used to further fine-tune the Interpreter module's ability to read invoices.

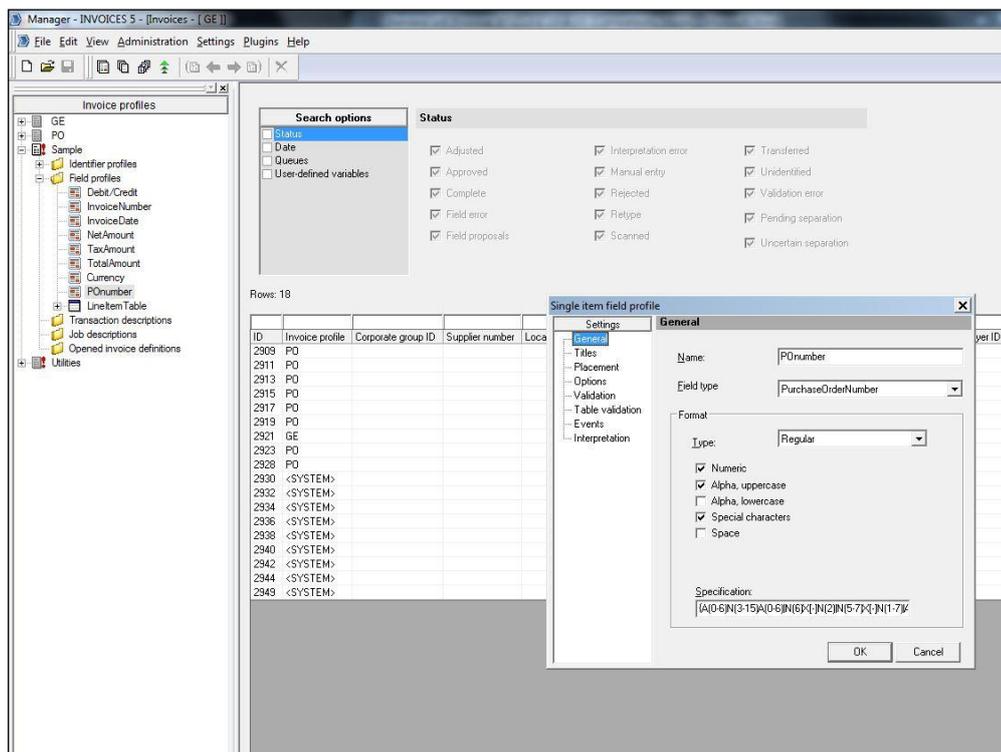
COLLECTOR is an add-in product for ReadSoft INVOICES, which instead of scanning the invoice will poll defined email inboxes. Suppliers instead of sending paper invoices can send their invoices as an electronic attachment e.g. PDF, tiff. This product offers the advantage that vendors do not have to print or post their invoices. The collector product will read the invoice directly into the ReadSoft INVOICES Interpret module. Deploying COLLECTOR results in faster processing time, and will also improve OCR rates as the electronic image will generally be a higher quality image than a paper invoice. Added advantages include the consequent work load reduction of sorting and scanning and less chance of lost invoices.

Experience has shown this approach is very popular with vendors. It is very easy to produce a PDF image, with virtually no set up costs. The vendor also saves cost through not printing and posting the invoice.



## Modular overview

### Manager Overview (Administrative)



The Manager module is used to prepare invoices for production and to administer them. The key elements of the Manager module are:

- Defining invoice profiles
- Defining job descriptions
- Defining scanner settings
- Defining users
- Optionally, defining validation tables
- Optionally, defining batches

To administer the workflow, one will need to:

- Manage many objects that INVOICES works with, such as invoice profiles, user profiles and so on
- Manage the INVOICES database



## Verify Overview (Production)

Verify - INVOICES 5 - InvoiceSelection - [Invoices / PO]

File View Job Invoice Help

ID	Buyer	Supplier	Status	Invoice Number	PO Number	Total Amount
293	SBD Service Center	IRON MOUNTAIN	Complete	0797677	4200191137	206.00
293	St. Elizabeth Health Center	SYNTHESE	Complete	07718744RI	E05213498	314.29
294	St. Elizabeth Health Center	CORPORATE EXPR	Complete	63076472	120242889-C	161.40
294	ComputerNet Corp	CISCO	Complete	5502273	4200193875	236021.17
293		BOSTON SCIENTIFI	Field error	908035853	E05-213914	5428.00
293	9-Second Foods, Inc.		Unidentified		656	3775.00
293	9-Second Foods, Inc.		Unidentified		765	854.40
294	9-Second Foods, Inc.		Unidentified		881	952.30

Verify - INVOICES 5 - InvoiceSelection - (C:\Users\Public\ReadSoft\INVOICES\Images\m1.tif)

File View Job Invoice Help

**REMIT TO:**  
ComputerNet Corp  
1234 Brentwood St.  
Attn: Accounts Payable  
Washington, VA 21122

**INVOICE:**  
NUMBER: 5502273  
PURCHASE ORDER NUMBER: 00013322  
DATE: 07-21-2000  
PAGE: 1 of 4

**OUR REFERENCE:** SALES ORDER NUMBER: 41919488  
CUSTOMER NO.: 2124  
LOCATION NO.: 923807

**SHIP TO:**

Buyer: 2 ComputerNet Corp  
Supplier: CISCO  
Description:

Name	Value	#
InvoiceNumber	5502273	
InvoiceDate	041200	
NetAmount	235 494.00	
TaxAmount	0.00	
TotalAmount	236 021.17	
PONumber	4200193875	
Freight	627.17	

TERMS	DUE DATE	SALESPERSON
30 NET	12-MAY-2000	BR

DESCRIPTION	QUANTITY	UNIT PRICE	EXT AMT
WS-C6509 Catalyst 6509 chassis	1	5 997.00	5 997.00
WS-C6509 Catalyst 6509 Chassis	1	2 997.00	2 997.00
WS-CAC-2500W Catalyst 6000 2500W AC Power	1	2 997.00	2 997.00
WS-CAC-2500W Catalyst 6000 2500W AC Power	1	2 997.00	2 997.00
WS-X6K-S2-MSFC2 Catalyst 6500 Supervisor Engine-2	1	20 997.00	20 997.00
MEM-C6K-FLC24M Catalyst 6000 Supervisor PCMCIA	1	360.00	360.00
MEM-MSFC2-512MB MSFC2 Memory Option 512 MB	1	4 320.00	4 320.00
WS-X6K-S2-MSFC2/2 Cat 6500 Red. Sup2, 26E, MSFC2	1	10 497.00	10 497.00
MEM-C6K-FLC24M Catalyst 6000 Supervisor PCMCIA	1	360.00	360.00
MEM-MSFC2-512MB MSFC2 Memory Option 512 MB	1	4 320.00	4 320.00
WS-X6548-RJ-45 Catalyst 6500 48-port 10/100, RJ-45	1	10 797.00	10 797.00
WS-G54841000BASE-SX ShortWavelength GBIC	4	300.00	1 200.00
WS-X6380-NAM NetworkAnalysis Module forCatalyst	1	8 997.00	8 997.00
SC6K-MAM-ART-LIC Catalyst 6000 ART MIB License	1	417.00	417.00
WS-X6381-ID5 Catalyst 6000 Intrusion Detection	2	8 997.00	17 994.00

Page 1 | 2 | 3 | 4

administrator Purchase order User remark Invoice: 1/1 Page 1

Use the Verify module to correct and approve certain invoices that have been processed by Interpret. To verify means to check, supplement and correct interpreted invoices. The program displays interpreted field values, and one can confirm, add or correct values as required.

**An operator of the Verify module can be very functional with only a few hours of training. Operators typically perform at speeds of 2 to 10 times faster than an average invoices data entry operator.**

The verifier decides which invoices you want to verify and correct. In addition, the verifier can limit the work to invoices and fields with a certain status and choose from many options during the process,

which will be critical to your business success and the elimination of human interaction. These settings are all made in the Verify Job Description.

When an invoice has been approved and processed by Verify, the invoice image and the data are ready to be transferred to a file using the Transfer module.

## Transfer Overview (Production)

The Transfer Module is another background process used to transfer data from processed invoices via a transfer file to a target system, which can be an archive, workflow, or financial system. The target system can be another application on the same computer where INVOICES by ReadSoft is loaded or a separate repository. The data is transferred in transactions, which usually contain many records whose format is specified by one or more transaction descriptions. Records can be specified as a variable or fixed length.

Accounts payable departments realize the importance of the Transfer module by having the module interact with their financial systems on a transactional or batch basis. Transferring data and images can be done through the standard product or can be customized easily with the ReadSoft API functionality.

## Workflow: Process Director for AP -INVOICE COCKPIT and WORK CYCLE

ReadSoft's SAP specialists have developed a complete and fully certified invoice management solution for the SAP environment. This solution has extensive capabilities to manage invoices through to payment; automating the posting of matched invoices, the resolution of problem invoices and the approval and coding of non-PO based and service invoices.

## ReadSoft INVOICE COCKPIT

The INVOICE COCKPIT is the interface between the ReadSoft's INVOICES system and SAP. The INVOICE COCKPIT resides in SAP and is accessed through the SAP GUI. Some of the INVOICE COCKPIT functionality includes:

- Transfer of the data and image from the INVOICES Transfer module
- Document numbering of the data received into the INVOICE COCKPIT
- Archiving of the image into an SAP-certified archive solution through the SAP ArchiveLink
- Retrieval of archived images
- Linking of the archived image to the INVOICE COCKPIT document and subsequent SAP posting
- Automated master data checks of extracted data within SAP
- Automated postings into SAP
- Logging of a complete audit trail for each document

The INVOICE COCKPIT provides a consistent user interface to view all the documents transferred from the INVOICES system. Through the interface the users can:

- List documents at different statuses, e.g. posted, in error, not posted, etc.
- View the document image in a split screen
- Pre-load purchasing data from the SAP system and display details below the invoice data
- View the audit trail of pre-posting checks to quickly identify problems needing resolution

- View invoice data pre-loaded in similar looking screens to SAP invoice entry (MRHR, MIRO & FB01, FB10, FB60)
- Easily see the field status of all non-posted documents because they are highlighted
- Edit data on non-posted documents in the INVOICE COCKPIT to resolve posting problems
- Launch the appropriate SAP transaction for supplier invoices; either MIRO, MRHR or FB01 or FB60 to pre-load the data for posting
- Re-run posting checks and auto post directly from the INVOICE COCKPIT
- Triggers ReadSoft's WORK CYCLE workflow to resolve invoice inquiries, collect account assignments, and gain approvals
- Check approval values against the approval hierarchy
- Track the status of any invoice in the WORK CYCLE workflow
- Re-call any WORK CYCLE invoice from the workflow
- Sort, list, find and sum documents

ReadSoft's INVOICE COCKPIT is fully configurable to meet the requirements of each customer. The INVOICE COCKPIT has its own "IMG" configuration tables, patterned after SAP's IMG tables through which changes to the system can be managed and transported through your SAP landscape. The configuration provides rules and controls to manage the data through the INVOICE COCKPIT into a SAP invoice posting.

Status	Workflow	Vendor details	Doc. no	FI/MM	Doc. date	Vendor	Purch. doc.	CoCode	Doc. no.	Reference	Gross	Curr.	Step description	Fol
		Integrated DNA Technologies, Inc., Dallas	18347	FI	03/12/2010	9100		3000		TESTLSCO	0.00	USD	Approve document	
		Synthes Corp., Paoli	18346	MM	09/14/2006	92009	4600000081	3000		6007432	72.00	USD	Create goods receipt or SES	
		Boston Scientific Corporation, Philadelphia	18345	MM	09/14/2006	92001	4600000082	3000	5105607685	100234	2,470.00	USD		
		Arsenal	18344	MM	01/14/2006	4100	4600000077	3000	5105607684	OPH178928	422.13	GBP		
		Integrated DNA Technologies, Inc., Dallas	18343	FI	03/09/2006	9100		3000	5100000065	1399304	3,869.34	USD	Authorization of high amount	
		MDS Scix, Concord	18342	MM	09/03/2006	9101	4600000076	3000		15882	670,145.00	USD		
			18341	MM	01/01/2010		4700012685	3000		81111367	442.98	USD		
			18340	FI	11/04/2009			3000		60079550	379.85	USD		
			18339	MM	12/16/2009		4700013189	3000		400426539	36.30	USD		
			18338	MM	12/23/2009		4700012687	3000		5013216902	1,964.49	USD		
			18337	MM	12/28/2009		4700012860	3000		292042-1	256.01	USD		
		RUSKEN PACKAGING INC, BIRMINGHAM	18335	MM	12/14/2009	21881	4600000111	3000		319747	7,879.20	USD		
		PHILCOR TV & ELECTRONIC LEASING INC N...	18334	MM	11/13/2009	32194	4600000110	3000		588193	290.30	USD		
		MCMaster-CARR SUPPLY CO, ELMHURST	18333	MM	11/20/2009	31335	4600000108	3000		42251420	169.83	USD		
		GEORGIA PACIFIC CORPORATION GP RECEI...	18332	MM	06/06/2008	29112	4600000109	3000		391440757	10,216.96	USD		
		Integrated DNA Technologies, Inc., Dallas	18316	FI	03/10/2010	9100		3000		TESTPEP	0.00	USD	Approve document	
		Synthes Corp., Paoli	18315	MM	09/14/2006	92009	4600000081	3000		6007432	72.00	USD	Create goods receipt or SES	
		Boston Scientific Corporation, Philadelphia	18314	MM	09/14/2006	92001	4600000082	3000	5105607655	100234	2,470.00	USD		
		Integrated DNA Technologies, Inc., Dallas	18312	FI	03/09/2006	9100		3000	5100000054	1399304	3,869.34	USD	Authorization of high amount	
		MDS Scix, Concord	18311	MM	09/03/2006	9101	4600000076	3000	5105607657	15882	670,145.00	USD		
		VWR International, West Chester	18311	MM	09/03/2006	9102	4600000075	3000		19952955	3.49	USD	Purchase order price issue	
		Synthes Corp., Paoli	18310	MM	09/14/2006	92009	4600000081	3000		6007432	72.00	USD	Create goods receipt or SES	
		Boston Scientific Corporation, Philadelphia	18309	MM	09/14/2006	92001	4600000082	3000	5105607654	100234	2,470.00	USD		

## ReadSoft WORK CYCLE

The WORK CYCLE is a workflow tool for managing subsequent invoice processing such as invoice approvals, account coding of invoices, purchase order price and quantity errors. **The WORK CYCLE has been designed for use either inside SAP or outside SAP.** The WORK CYCLE is fully integrated with the INVOICE COCKPIT. Accounts payable users may trigger WORK CYCLE workflows from the INVOICE COCKPIT as well as track their status.

WORK CYCLE triggers workflow using either SAP Business Workflow or an SMTP email (compatible with Microsoft Exchange/Outlook and Lotus Notes). The user can access the invoice to take the appropriate action by following the SAP Business Workflow, or in the case of outside-SAP usage, linking to the web page through the hyperlink provided in the email. In both cases the user can view the image of the invoice and be prompted to take the appropriate action through a choice of action buttons.

Any data that is entered, e.g. general ledger accounts, is checked online with SAP. An audit trail of all approvals and changes is kept and when the invoice is posted, the audit trail is provided. This is done in the form of a PDF attachment and can be viewed from the SAP financial posting.

**The status of any invoice can be monitored from the INVOICE COCKPIT. Reminders are sent to users to process the invoices in a timely manner.**

**As with the INVOICE COCKPIT, WORK CYCLE changes to layout, content, and functionality are configurable.**

The screenshot displays the ReadSoft WORK CYCLE web application interface. The browser address bar shows the URL: <http://saped1:8080/webcycle-app/acct.do?row=X#>. The user is identified as Manouch Ghajar. The interface is split into two main sections:

- Left Section (Document Details):**
  - Document number:** 17410
  - To do:** Acct. assignment and approval
  - Partner name:** Integrated DNA Technologies, Inc.
  - Vendor:** 9100
  - Company code:** 3000
  - Document date:** 3/9/06
  - Step description:** Acct. assignment and approval
  - Currency:** USD
  - Reference:** 1399304
  - Gross amount:** 3,869.34
  - Net amount:** 3,869.34
  - Accounting lines (2):**

G/L acct	Net amount	Cost ctr	Order
451000	20%	1000	
451000	80%	1100	
- Right Section (Invoice Image):**
  - INVOICE** from INTEGRATED DNA TECHNOLOGIES, dated 03/09/2006.
  - Invoice Date:** 03/09/2006
  - Invoice Total (in US Dollars):** \$3,869.34
  - Payment(s) Applied to Date (in US Dollars):** \$0.00
  - This Amount Due (in US Dollars):** \$3,869.34

At the bottom of the interface, there is an 'Actions' bar with buttons: Save, Approve, Reject, Forward, Ask someone, Create new workflow note, Workflow status, Show list. Below this is a 'Show invoice as image' button and a 'Fill out form' dropdown menu.

OPTIONAL COMPONENTS-available but not included in Best Practice

## PAYMENT APPROVALS

Payment Approvals are an internal process where invoices to be paid are gathered in a payment proposal document and circulated via workflow for payment approval. This is a way to bring the payment approval process into a manageable and visible environment where status overview, workflow functions and unified approval process can be easily handled.

Key Features:

- Proposals are brought into a single ledger
- Each proposal can be viewed at the proposal line item level
- For each proposal line item, the original invoice image is viewable to the user in a workflow if an image is available
- Easy to jump to the corresponding original document
- Workflow user can change the line item payment blocks
- Built-in workflow
- Audit trail functionality to secure well defined processes
- Single interface to interact with the process
- Web browser interface

Key Benefits:

- Payment approval meets business requirements
- Fulfills SOX requirements for payment
- Invoice image is directly accessible in the workflow
- Easy access to see image or related information
- Eliminate paper documents that are printed just for payment approvals
- Higher user acceptance as compared to SAP transactions

Inv.	Att.	State	PBk	Vendor	DocumentNo	Amount	Crcy	PayT	Due date	Paym
				1080	100000014	100,00	EUR	ZB01		
				1080						
				1080						
				1101						
				1101						

**Display Invoice 6907**

Invoice / 1080 Générale Electronique SA, Marseilles Bal. 0,00 EUR

General Invoice Taxes, rates Vendor Others

Vendor: 1080 Générale Electronique SA, Marseilles

Document Date: 17.05.2010

Posting Date: 17.05.2010

Gross amount: 100,00

Net amount: 0,00

Company Code: 1000 Currency: EUR

Document type: KN Pay. meth. [ ]

Unpl. del. csts: 0,00

Document no.: 100000014

Fiscal year: 2010

GL Acco...	Net amount	Gross am...	Text	Cost Cen...	Order	WBS element
451000	100,00	0,00	EMEIC1635	1000		

## DELIVERY NOTES

A delivery note is an incoming document accompanying a shipment of goods, used for matching against the Purchase Order and for creating a Goods Receipt. A Delivery Note lists the description and quantity of the goods delivered. A signed copy is usually returned to the seller or consignor as a proof of delivery. For best quality, required fields are extracted early in the process and as data is transferred, a digital document created and archived electronically. The warehouse clerk can check the delivery physically and work on the scanned document, archived and connected to the digital document. Validations are made for quantity and other industry-relevant information. In case of deviations, workflow inquiries are automatically initiated before the Delivery Note is finally posted. Automatic electronic archiving makes for fast and simple retrieval as well as a complete audit trail.

### Key Features:

- Delivery Notes are automatically turned into goods receipt documents in your SAP system.
- Document archiving ArchiveLink-compliant content repositories
- Reduces manual data entry in a quick and simply way and transfers retrieved delivery note data into the SAP system
- Intelligent determinations and checks of process relevant data
- Good traceability and handling of exceptions using the built in workflow

Display Delivery Notes #369 (4 of 6)

**PROCESS DIRECTOR** Items Messages

Worklist

Worklist	Total
Sales Order	21
Orders with Exceptions	13
Missing customer in	4
Missing material dat	1
Pricing problems	0
Non-Availability	0
More missing cust.	4
Yet even more miss	4
Others	0
Orders to process	0
Created Orders	8
EUR	3
GBP	5
Others	0
Purchase Order	14
Orders with exceptions	2
Orders with warnings	2
Orders to process	1
Created orders	8
Others	1
Delivery Notes	10
Deliveries with Exceptio	4
PO not found	0
Material not found	0
QTY mismatch	0
Other problems	4
Unposted	0
Rejected	0
Posted	6
Others	0

Header data

State	Doc.no.	Created on	Mat.Doc.	MatYr	Posting Date	Doc.Date	Purch.Doc.	Vendor	Vendor Name	C...	Referer
●	373	20.02.2008	5000006984	2008	10.02.2008	20.02.2008			PAULI Maschinen...	01	330058
●	372	20.02.2008	5000006981	2008	10.02.2008	20.02.2008			PAULI Maschine...	01	330058
●	371	14.02.2008	5000006975	2008	14.02.2008	14.02.2008	4500014644	12905	Rotzer Maschinen...	01	531355
●	369	14.02.2008	5000006974	2008	14.02.2008	14.02.2008	4500014642	12905	Rotzer Maschinen...	01	531334
●	368	14.02.2008	5000006973	2008	11.02.2008	14.02.2008			PAULI Maschinen...	01	330058
●	367	14.02.2008	5000006972	2008	10.02.2008	14.02.2008			PAULI Maschinen...	01	330058

Items

Material	Material Number	Quantity	EU	PO	Item	MVT	Plant	SLoc	Text	...
AGS000526-01-02		5	PC	4500014642	10	101	1000	0001		X B

Action/Event

Action/Event	LTxt	Details
Mass posting of documents	14.02.2008 16:38:35	User: GERKE Version: 000002
Post a document	Material document 5000006974	posted
Initial processing	14.02.2008 16:38:34	User: GERKE Version: 000001
Determinations	Successfully verified purchase order 4500014642	
Determinations	Material AGS000526-01-02 verified	
Determinations	Successfully determined purchase order line 4500014642 10 for AGS000526-01-02	

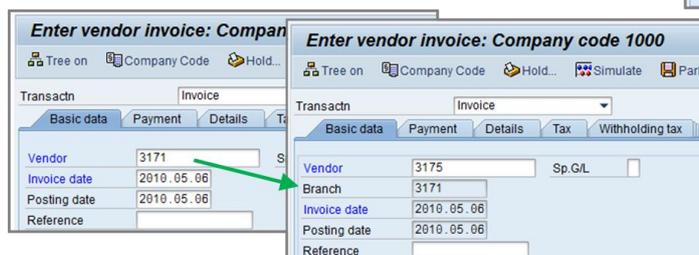
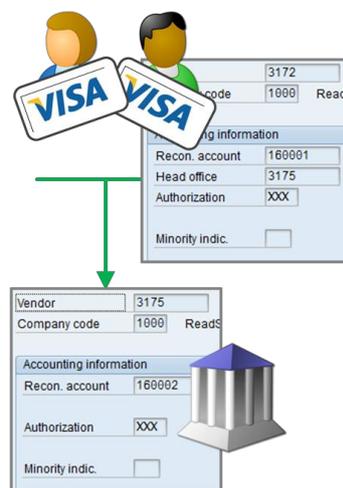
## PCard Processing

PCards provides the capability to process transactions generated through the use of procurement cards. Part of this component is a “front end” to the INVOICE COCKPIT and provides yet another source for the receipt of invoices – in this case import data from your procurement card provider. Once in INVOICE COCKPIT, they may be treated like any other invoice transactions and may be routed for further coding and approval(s).

The PCard processing module provides the appropriate accounting reconciliations to meet your company procurement card business rules.

### Key Benefits

- Eliminates hand keying
- Backup receipts may be attached
- Eliminates manual reconciliation
- Eliminates inaccuracies
- Automates the approval process
- Reduces cycle time



## ReadSoft INFO MAIL

INFO MAIL enables suppliers to request the status of their invoices via email. The supplier will provide an invoice number in the subject of an email to a specified email address. The system will then automatically reply with invoice details. Estimate includes set up and configuration to handle supplier requests against one SAP client.

## MOBILE APPROVE

MOBILE APPROVE is an add-on product for WORK CYCLE. It supports approval of WORK CYCLE workflows via a mobile device. Information is transported via an e-mail. Workflow features are triggered by use of “mail-to”-links, shown in the e-mail. Invoice details can be added into the e-mail based on customizations.

Supported Workflow actions are:

Approve  
Reject

Create WORK CYCLE note

Actions are processed by a Web application, analyzing incoming e-mails. MOBILE APPROVE should be used with focus on basic workflow processes without complex decision rules or parallel steps.

## ReadSoft EDI COCKPIT

Electronic Data Interchange is a Business to Business solution developed for Vendors with high transaction volumes.

The purpose is to receive automated electronic data and convert this to a format which SAP can read so invoice transactions can be processed automatically without user input. However, one of the key issues with this type of transactions processing is how to deal with those transactions that have some kind of error e.g. a lack of data or bad data format. Correcting this data in the standard R/3 system is often not an easy task. The most difficult problem is that key technical people, who are able to correct this data, often do not have the required business knowledge.

EDI COCKPIT solves this problem in a very easy way. The EDI COCKPIT function can be configured so that successful transactions can be posted directly into SAP as normal, or posted via INVOICE COCKPIT to maintain a full entry ledger concept. Alternatively, just those invoices that fail are routed to INVOICE COCKPIT, so that they can be handled directly by Accounts Payable. As with invoices transferred via INVOICES, a full message log is provided, which details the posting checks made and the reason for the validation fail. This enables Accounts Payable to route the invoice for appropriate internal approval, or route the query back to the vendor as required.

EDI cockpit can be further extended to handle other forms of e-invoicing such as EIPP (Electronic Invoice Presentment and Payment). A paperless invoicing strategy which organizations often adopt as their P2P process matures therefore becomes an option.

## Continuous Improvement of the P2P Process-Performance Analytics for BW

Continuous process performance improvement is vital for a successful organization. It is, however, both challenging and expensive if you don't have access to accurate and timely information in a format suitable for easy analysis. ReadSoft offers a suite of flexible components and reports designed to intelligently analyze, evaluate and report on information acquired throughout the process from Scan to Post.

ReadSoft's PERFORMANCE ANALYTICS solution provides detailed reporting for the Accounts Payable automation process (handling of incoming invoices). It comes complete with ready to go reports, data models, extractors and transformations to significantly reduce implementation time and costs. The solution is extensible, web-enabled and provides an integrated view of corporate data. Business benefits include:

- Ready-to-go reports, data models, extractors, transformations
- Significant cut down of implementation time and costs
- Easily extensible
- Integrated view of corporate data
- Tight integration with the ReadSoft solution for Accounts Payable Automation in SAP
- Web-enabled

## Reporting on Document Volumes

Different reports provide information on document volumes and their amounts at specified dates, document volume changes on a given day or some ABC analysis to identify the largest vendors in terms of document volumes.

## Discounts Reporting

The reports on payment discounts provide an overview of discounts that were gained or lost. Questions like "How much money was saved because invoices were paid early?" or "What were the discounts lost and gained for a specified period?" and "What's the best payment date to gain the maximum discount?"

## Transaction Analyses /Processing Times / Resource Analysis

The Status Transition report shows the transition of documents from one status to another. Questions like "How long does it take for documents to be posted after being sent to a workflow?" Another report shows details regarding the processing times in the AP process. The report will answer questions like "How much time elapsed before work begun on a document?" or "How old are documents that have not yet been posted?" and "How long did it take to post documents."

## Workflow (WORKCYCLE) reporting

Different workflow reports offer e.g. information about outstanding documents in workflow, their amounts and which users are assigned. As well you get some insight about the time taken to process certain workflows and workflow steps.

## Risk Mitigation

### *Perceived Technical Risk and Mitigation of that Risk*

Risk: The PROCESS DIRECTOR installation is SAP related and focused. This means that skilled project members in that area are a plus.

Mitigation: ReadSoft brings seasoned SAP technicians to the project with experience with previous global installations which will mitigate this risk.

Risk: Integral / Interface issues are often a concern.

Mitigation: Integration between OCR and PROCESS DIRECTOR is a standard component with a proven track record. Since PROCESS DIRECTOR Solutions are already inside SAP there are no integration issues.

### *Potential Hazards and Minimization*

In our experience, the following factors are important to limit the risks in any project:

- Customer availability and involvement throughout the project is key to ensure all milestones are met according to plan.
- Appropriate resources allocated on the customer site: AP and IT
- Thorough change analysis within the customer organization
- Active customer participation in any training given by ReadSoft to ensure sufficient product and solution knowledge prior to User Acceptance Testing (UAT) and Go Live
- Dedicated customer resources throughout the scheduled User Acceptance Testing period

## **7. ReadSoft Experience**

Seventeen years ago ReadSoft developed a revolutionary auto-learning technology for automated invoice handling. Today, ReadSoft is the number one solution provider in its market with the greatest number of installations, most experience and widest range of expertise. ReadSoft's comprehensive accounts payable automation solution covers every step of invoice processing, from capture to post. Many companies seek one vendor that can provide all of these solutions in one offering and this wide range of capabilities is unique to ReadSoft.

The majority of ReadSoft's customer base uses our solutions for AP Automation.

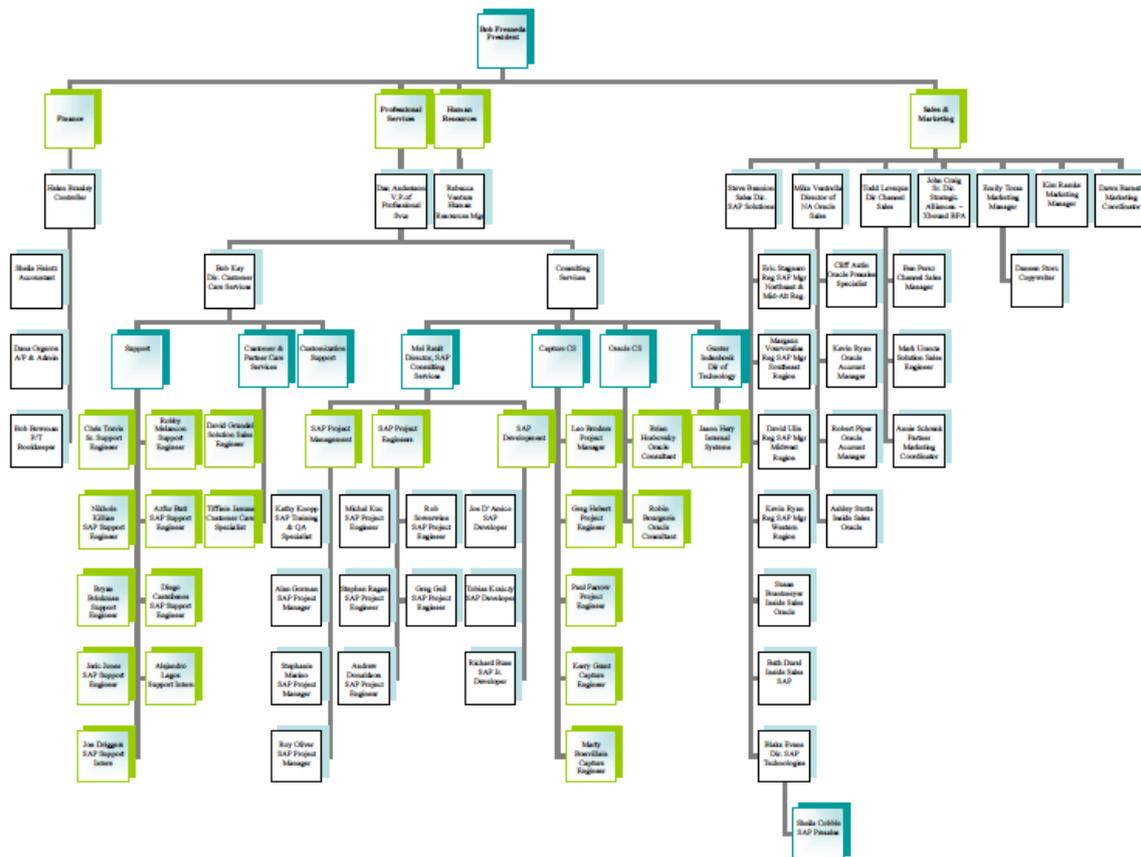
## 8. Public Sector Experience

ReadSoft has extensive Public Sector expertise. While many AP Departments share common pains, the public sector can offer unique processing needs that only a flexible solution like ReadSoft's can address. Our integration with SAP Funds Management, our easy to configure workflows, and ability to leverage your existing SAP infrastructure for a lower total cost of ownership are just a few of the reasons why ReadSoft is often selected as the solution of choice for AP inside of SAP in the Public Sector.

Below is a list of ReadSoft's US based SAP AP Public Sector Clients.



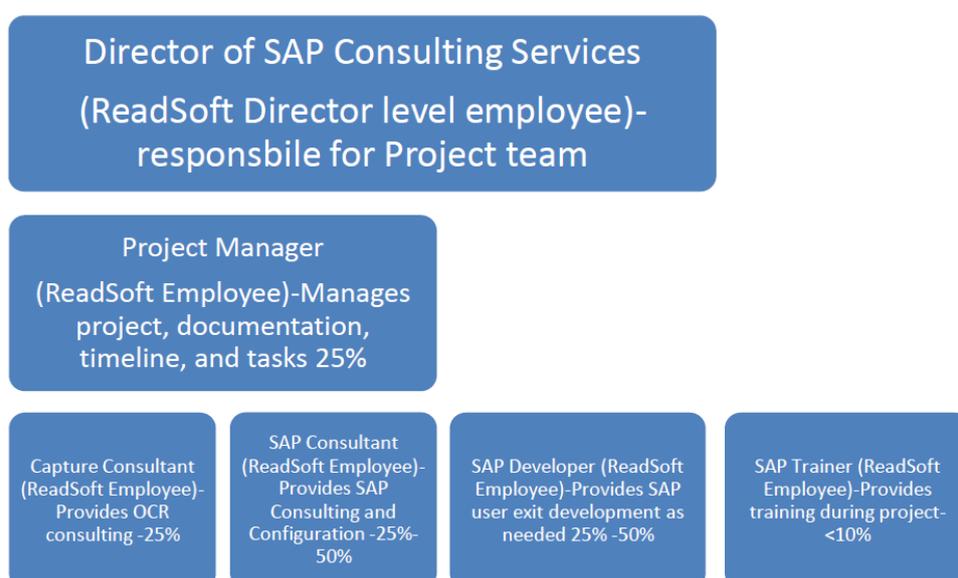
## 9. Org Chart



## 11. Project Org Chart

ReadSoft maintains an in-house staff of 50+ SAP AP experts, any of which are uniquely qualified to be assigned to the project. ReadSoft Project Staff average 5 year tenure with ReadSoft and 8 years of experience in the SAP space.

Below are the roles that are commonly assigned to an SAP project along with the typical percentage of time dedicated to the project. ReadSoft has found as a best practice that dedicated staff leads to higher project costs for our customers and therefore adopt the model of using multiple roles on multiple projects.



## 12. Support Organization

### Staffing 2012

7 FTE's 1<sup>st</sup> and second 2<sup>nd</sup> line support, and Director of Support  
Working hours in US 8:00 AM to 5:00 PM all US continental time zones.  
6.8 % of case escalated to ReadSoft's 3<sup>rd</sup> line product develop labs at corporate level.  
Support Case volume 2012 avg 276 cases handled per month

### Staffing 2013

9 FTE's 1<sup>st</sup> and second 2<sup>nd</sup> line support, plus administrator and Director of support  
Working hours in US 8:00 AM to 5:00 PM all US continental time zones.  
4.6% of cases escalated to ReadSoft's 3<sup>rd</sup> line product develop labs at corporate level.  
Support Case Volume 2013 avg 322 cases handled per month

## 13. Current Projects: ReadSoft

	Project End
Project 1	May-15
Project 2	Jan-14
Project 3	Jan-14
Project 4	Mar-14
Project 5	Dec-13
Project 6	Dec-13
Project 7	Apr-14
Project 8	Jun-14
Project 9	Feb-14
Project 10	Jan-14
Project 11	Nov-14
Project 12	Mar-14
Project 13	May-14
Project 14	Dec-13
Project 15	Dec-13
Project 16	Mar-14
Project 17	Feb-14
Project 18	Mar-14
Project 19	Feb-14
Project 20	Apr-14

## Proposed Plan

Please see **Best Practice Solution Scope for specifics on solution**

### *Implementation Methodology*

Senior executive project sponsors are looking for the greatest positive impact that can be achieved in the shortest period of time for the lowest possible cost. ReadSoft avoids the pitfalls of traditional solution delivery approaches with an implementation strategy called *Best Practice Solution Deployment* which leverages “best learning’s” to provide high impact, tangible and quick results with a minimal total cost of ownership.

A key to achieving executive sponsor objectives is to recognize that the last 20% of benefits is the most costly and time consuming to achieve. Projects in which scope containment is an underlying goal tend to be more efficient and cost effective. ReadSoft provides four important elements to accomplish this:

- **Comprehensive best practice focused solutions** - ReadSoft solutions have been implemented literally hundreds of times – yielding the highest possible percentage of functional capability in the market
- **Highly Configurable** – Solutions architected to be easily configurable meet the individual needs of any company with fewer customizations
- **Experienced project teams with strong leadership** to stay focused, contain scope and drive through to completion – helps to keep your eye on the high impact items
- **A structured implementation approach** – *Best Practice Solution Deployment* is a structured, formal implementation methodology with clear guidelines, processes and documentation to ensure a project’s success

### *Best Practice Solution Deployment– a strategic implementation approach*

*Best Practice Solution Deployment* provides not only a predictable and measurable outcome but one with the highest possible impact in the shortest time at the lowest total cost of ownership.

- Mutually defined deliverables and role responsibilities and project timelines
- Customer focused training and other knowledge transfer
- Clearly defined milestones
- Changes controlled by a strict change management process

### *Project Methodology*

ReadSoft follows a structured process to ensure that we are delivering to customer expectations. You will be assigned a Project Manager who will work with you throughout every step of the process. Your ReadSoft Account Manager will remain your overarching permanent contact with ReadSoft. The methodology includes the following:

## *Kickoff Workshop*

This is an onsite meeting with ReadSoft project team members and your key personnel. The objective of a workshop is to exchange information and gather requirements surrounding business processes, targeted goals and technical requirements.

## *Solution Description*

ReadSoft also discusses potential changes to administrative routines which could benefit your organization. After the workshop, ReadSoft will fine-tune a mutually defined Solution Description for the agreed upon solution.

Upon mutual signoffs, ReadSoft will perform any configuration and customizations of the system.

## *Installation and Training*

Once configurations are complete, ReadSoft installs the software and customizations; and subsequently provides system, administrative, and end user training

Training may be provided in three ways. Knowledge transfer which occurs as part of the standard implementation progresses and your team interacts with ReadSoft. Secondly, formal training sessions are provided within the implementation framework. Thirdly, follow up sessions may be contracted either online, onsite at your facility or in the ReadSoft training facility.

ReadSoft uses a train the trainer approach. Training includes end user functional, administrative training and technical elements.

Training is supplemented by digital documentation, help files and an instructor lead curriculum.

## *Testing*

Next, time will be spent testing to ensure the desired results are achieved. During this time we will provide user acceptance testing support. The recommended period of testing is generally three to four weeks.

## *Go Live*

After user acceptance testing, the new system will move into production. ReadSoft will provide onsite support for the Go Live process as well as remote support.

## *Post Implementation Review*

Optionally, a few months after Go Live, ReadSoft returns to perform a post implementation review. This review will focus on the system functionality, business and system processes, and potential for additional training. We will offer suggestion for process improvements. Informal training and system optimization will also be included during this process.

# INVESTMENT SUMMARY

## ReadSoft

<b>AP: ReadSoft Process Director for AP</b>	<b>List</b>		<b>Net</b>
<b>Licenses-one time fee based on invoice volume</b>			
		<b>PD for AP Discount</b>	
<b>150,000 invoices annually</b>		<b>20%</b>	
<b>License Investment</b>			
INVOICES OCR with Capture Pkg COLLECTOR	\$94,864	\$18,973	\$75,891
PROCESS DIRECTOR for AP	\$12,622	\$2,524	\$10,098
WORK CYCLE w/ Check Request	\$91,746	\$18,349	\$73,397
	\$66,032	\$13,206	\$52,826
	-		-
<b>LICENSE TOTAL</b>	<b>\$265,264</b>	<b>\$53,053</b>	<b>\$212,211</b>
<b>Annual Support and Maintenance-8 x 5- US based</b>			
<b>Annual SSA Total</b>	\$53,053	\$10,611	\$42,442
<b>Annual SAP Pkg Support</b>	\$4,000		\$4,000
<b>Professional Services Estimate-</b>			
<b>60 PS days x \$2000/day</b>	\$120,000		\$120,000
<b>Project Total</b>	<b>\$442,317</b>	<b>\$63,663</b>	<b>\$378,653</b>

## Taulia Investment Summary

Taulia has developed a straightforward and predictable pricing model for the use of all modules within our product suite, Taulia Business Exchange™. As a SaaS solution, our pricing model is an annual **subscription fee** across the term of the contract. Taulia's standard subscription term is **3 years**. Annual fees are paid in advance. There are two components of price: one-time implementation fee and an annual subscription license fee.

<b>Annual Subscription Pricing Proposal: City of San Antonio</b>		<b>9/25/13</b>
<b>Assumed Spend (USD BN)</b>		<b>\$1.00</b>
		<b>Annual Price</b>
<b>Taulia Business Exchange™</b>		
<i>Hosted Supplier Portal, includes Supplier Self-Service, Unlimited suppliers, Supplier Launch and Support.</i>		\$135,000
<b>Additional Modules</b>		
<b>Inbox by Taulia™</b> - Full Spectrum eInvoicing (incl. EDI transactions) <b>NO</b> <i>supplier fee's or transaction costs.</i>		\$72,000
<b>Annual Subscription Subtotal</b>		<b>\$207,000</b>
<b>Annual Subscription Government Discount</b>		-\$45,500
<b>TOTAL Annual Subscription (All Modules)</b>		<b>\$162,000</b>
<b>Optional Modules</b>		
<b>Taulia Dynamic Discounting Module</b> - Includes all components of Taulia Dynamic Discounting Management & Supplier Adoption		\$89,000
<b>Supplier Information Management (SIM)</b> - Update Vendor Master Info, W-9, Address Changes, etc.		\$10,500

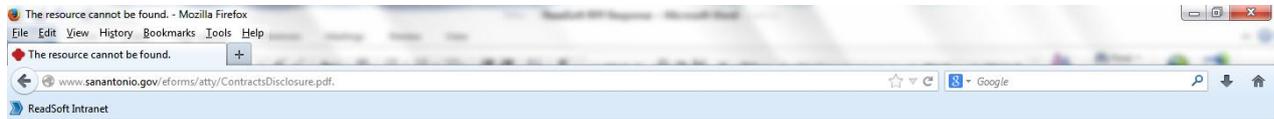
<b>One Time Professional Service Fee</b>	<b>One Time Fee</b>
<b>Professional Services (One Time Fee)</b>	
<b>Taulia Now™</b> - Proven, repeatable supplier onboarding program	\$50,000
Product Installation & Onsite Workshops	\$40,000
<b>TOTAL One Time Professional Service Fee</b>	<b>\$90,000</b>

### Taulia Pricing Summary

<b>Annual Summary of Pricing</b>			
<b>Pricing for E-Invoicing Vendor Portal</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
(1) Annual Subscription License ( <i>Supplier Portal, Full Spectrum eInvoicing</i> )	162,000	162,000	162,000
(2) One-time Implementation Fee ( <i>Taulia Now™, Product Installation &amp; Onsite Workshops</i> )	90,000	-	-
<b>Total Annual Cost</b>	<b>\$252,000</b>	<b>\$162,000</b>	<b>\$162,000</b>

# Discretionary Contracts Disclosure

Please see Attachments. Please note link provided was invalid.



Server Error in '/' Application.

*The resource cannot be found.*

**Description:** HTTP 404. The resource you are looking for (or one of its dependencies) could have been removed, had its name changed, or is temporarily unavailable. Please review the following URL and make sure that it is spelled correctly.

**Requested URL:** /eforms/atty/ContractsDisclosure.pdf.



# Litigation Disclosure Form

Please see attachments

# Additional Project Documents

Please see attachments

# SBEDA Program

ReadSoft is unable to participate in this program at this time

# Signature Page

Please see attachments

ATTACHMENT A Questions:

**Please provide responses to these questions in advance of your scheduled interview:**

1. Given the volume estimates and the estimated percent of invoices received electronically and hard copy, what is the projected FTE headcount with your proposed solution? Include all steps from receipt of invoice through SAP processing. What is the FTE for other document identified as to be “filed” only?
2. If **optional** modules are suggested in the proposal but were not included in the pricing, please identify these optional modules. Identify all the relevant costs of those **optional** modules to include cost of any software and the estimated implementation costs.

Answers:

1. ReadSoft customers have processors that manage to 150-300+ invoice per day per person from end to end. By streamlining the entry and processing of invoices we are able to reduce cycle time and touchpoints in the AP process.

Your Daily average daily invoice volume: 600  
Estimated FTEs needed with ReadSoft: 2-4 FTEs

ReadSoft Solution includes:

- Automated data extraction of invoice fields
- Seamless integration of data transfer to SAP
- Automated hands-off background posting of invoices with a successful three-way match
- Automated exception handling, invoice coding and approval through workflow

## **Primary Contributing factors to Efficiency Gains**

***Automatic Posting-*** Invoices without discrepancies are automatically posted without any human intervention. This is because PO invoices are checked against the PO in SAP and the goods receipt is also checked by our system to ensure it has been filled out.

***Automatic Resolution Routing-*** Instead of AP touching every invoice in a manual environment, only those invoices with problems need to be touched. Both PO and Non-PO invoices can be routed automatically to the appropriate parties based on your hierarchy and authority limits.

***Research time reduction.***--Through the use of automation, the amount of time needed to resolve discrepancies is typically cut in half.

***Visibility-*** City of San Antonio can eliminate the manual tracking of these problem invoices. Individual emails, Manila folders and baskets will be replaced by the INVOICE COCKPIT command and control center, allowing for A/P's complete visibility and sorting of all invoices, regardless of where they are in the process. Once more, this increased visibility of errors will enable City of San Antonio to analyze the types of issues most commonly occurring and take the appropriate action to further improve the department's efficiency.

***Status calls-*** the number of vendor inquiries and status calls will be greatly reduced as invoices are paid on time. Additionally, when calls are made they can be answered quicker, allowing staff more time to focus on processing invoice discrepancies.

***Cycle Time Reduction-*** Reduce the cycle time of invoices and allow AP to have more control over the process. City of San Antonio can then determine whether the invoice will be paid early for a discount and be in a better position to negotiate with vendors.

- **Hard-dollar Benefits (Quantifiable):**
  - **Headcount Savings** in AP enabling:
    - Overall increased production capacity
    - Improved daily invoice production
    - The ability to grow volumes without adding headcount
  - **Time Savings** due to the elimination of:
    - Manual activity such as:
      - keying of invoices
      - manually sending problem invoices for resolution
      - manually parking and setting parking reason codes
      - manual verification of approvers and approval signatures
      - Duplication of effort
  - **Status Calls** are largely eliminated because
    - Time to pay service levels improve
  - **Backlogs are eliminated**
  - **Faster Service Level Agreements** with vendors/internal payees
    - Better pricing/discounts leverage because you are paying on time (negotiating power, etc.)
    - Prove to vendors the ability to pay early or on time within terms. For example, you can choose your top 10 vendors to negotiate with—figure out annual spend and impact of 1% extra
  - **Accounting**
    - Documents are readily available and linked to transactions for audit ability.
    - Accruals. Time typically spend gathering estimated accrued liabilities is greatly reduced
    - Reporting accuracy of outstanding liabilities, cost centers, etc.
- **Soft Benefits (Important, but a little harder to quantify):**
  - Improved reputation and customer service to Vendors
  - Invoices are paid on time or early
  - Suppliers do not put the company on “hold” status for shipping goods due to late invoices
  - Complete reporting capabilities
  - Process statistics enabling root-cause analysis for continued process improvement
  - No need to spend time creating special “work-arounds” or reports
  - Approvers and coders spend less time
  - User-friendly approval screens
  - Ability to quickly fix any pricing or quantity issues
  - Have a methodology to facilitate efficient communication with vendors and internal associates
  - Account assignment and coding validation is done in real-time
  - Approvers are automatically designated from approval hierarchy

- No nuisance workflows for Goods Receipt/Quantity issues until after the expected ship date
  - Quick access to all information necessary to resolve quantity problems
2. Please see Proposal with updated amounts included for optional modules. Please note ReadSoft recommends starting first with our core solution in order to achieve:
- A quicker implementation
  - Better understanding of the automation and your "to be" process
  - Quicker ROI



# ReadSoft Best Practice Solution Checklists

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# 1 Purpose

The purpose of this document is to describe all of the required resources (personnel, access levels, user accounts, protocols, etc.) that will be needed prior to commencement of work on the client's solution.

# 2 Scope

This document provides all of the necessary checklists for implementing a Best Practice Solution for the SAP market.

# 3 Assumptions

1. The SQL Server system account (SA) will be used to create databases through the ReadSoft installation software.
2. Apache Tomcat will be used as the web application server.
3. All INVOICES applications, plug-ins, or components will not be installed on the C: drive, unless no other drives exist.
4. The VendorSearch plug-in and the RCE plug-in require execution of additional SQL scripts that must be run against the INVOICES database. A DBA or someone with adequate access to the SQL Server must be available during the installation process.





## 4 INVOICES Checklist

Item	Description	Owner
Decision Point	Determine whether IMAP/MAPI is to be used if COLLECTOR is in scope.	Customer
	Determine if SQL databases will be installed using SQL scripts or using the database tool creation process	Customer
User Access	Domain account(s) with local administrator rights to be used for installing server and workstation software.	Customer
	Active Directory groups are created. See section 4.6.3.4 of the Solution Description.	Customer
	Remote access (VPN or other) for the Project Manager, INVOICES Consultant, SAP Consultant, and Trainer(s).	Customer
	The system account (sa) will be used to create SQL databases through the ReadSoft installation software.	Customer
	Access to the internet from the application server is crucial as it may be required to install items that are not readily available such as patches, service packs, etc. (e.g., Microsoft, ReadSoft) for performing the installation activities.	Customer
	Install Microsoft Word and Microsoft Excel 2010/2013 (32-bit) if COLLECTOR Converters are to be used.	Customer
	Install Microsoft Outlook 2010/2013 (32-bit) if MAPI (as opposed to IMAP) is to be used to connect to the mail server.	Customer
	Provide test mailbox credentials to ReadSoft	Customer
INVOICES Servers	Application Server – Windows 2003/2008/2012 with latest service packs and patches	Customer
	Database Server – Windows 2003/2008/2012 with latest service packs and patches. Collation: SQL_Latin1_General_CI_AS	Customer
	Latest version of SAP GUI installed on INVOICES application server with latest service packs and patches	Customer
	.NET Framework 2.0, 3.5, and 4.0 installed	Customer





Item	Description	Owner
Workstations	Scan workstation – the scanner, including VRS, is installed, communicating and functioning normally.	Customer
	.NET Framework 2.0, 3.5, and 4.0 installed	Customer
	Users must have read/write permission to the path stored in the environment variable READSOFTLOCALDIR.	Customer
Licensing	FlexLM license file is on-hand and ready for installation. FlexLM communicates on port 27000 so this port must be open for TCP communication.	ReadSoft
Software	DOCUMENTS for INVOICES – latest service pack/hotfix	ReadSoft
	North American Capture Package	ReadSoft





## 5 SAP Checklist

Item	Description	Owner
User Access	Create RFC User for INVOICES Transfer. Best practice is to make a distinct user account for this requirement.	Customer
	<p>ReadSoft user accounts for Developer, SAP Consultant, Project Manager, and Trainer in the DEV and QA systems. The following roles/transactions are required:</p> <ul style="list-style-type: none"> <li>- Developer's role (access to SE80, SE11, SE16, SM30, SE37, SE38, SM50, SU53, SE61, SE91, debug access with authorization for changes)</li> <li>- AP Clerk and AP Team leader role (Posting transactions, PO transactions)</li> <li>- PROCESS DIRECTOR role (/COCKPIT/*)</li> <li>- Archiving (OAC0, OAC2, OAC3, OAC5, OAAD)</li> </ul>	Customer
Installation	Create COCKPIT and EBY namespaces	Customer
	ReadSoft transports including North American SAP Package installed in proper sequence	Customer
	ReadSoft BPS Configuration transports applied	Customer
	ReadSoft Check Request transport applied (if purchased)	Customer
Configuration	ArchiveLink certified repository installed, configured, and functioning normally	Customer
	SAP Connect (email) is configured and operational	Customer
	Update content repository id in OAC3 transaction	Customer
	For support of .DOCX and .XLSX attachments please ensure that the entries for the mimetypes documented in <a href="#">MIMETypes for 2007.zip</a> attached to OSS note <a href="#">1237688</a> exist in the table TOADD.	Customer





## 6 Web Server Checklist

Item	Description	Owner
User Access	Create RFC User for WORK CYCLE Web application. Best practice is to make a distinct user account for this requirement.	Customer
	Domain account(s) with local administrator rights to be used for installing/configuring server software	Customer
Server	Web Server – Windows 2003/2008/2012 with latest service pack/patch	Customer
	Latest Java runtime installed	Customer
	Latest Apache Tomcat installed and functioning normally	Customer
	The SAP JCo 2.1.x component is installed and functioning normally.	Customer
	Web application deployed	Customer
	For SSO via Active Directory, IIS must be installed with latest service pack/patch.	Customer

