



IWA Invoice Web Access

A complete outsourcing service for invoice processing.

IWA (Invoice Web Access) is the invoice processing system and **paperless solution** made available to you by PBS, consisting of the digitisation, capture, preliminary booking, workflow, and booking of purchase and sales invoices.

IWA service can **automate all the processing steps of invoices**, from the time they are received or issued until when their respective payments are made or received, so that your organization may reduce manual routines and gain process control, improving process transparency and SOX compliance.

IWA handles invoices right through **from purchase to payment**. The process is fully modular, so that it may be adapted to the client's real needs.

What are the benefits of IWA?

• 24x7x365 Internet access	At any time, wherever you may be
• Modular process	Fully adapted to your needs
• Adaptable for different user profiles	Assigner, approver, viewer
• Total traceability of the different statuses	Who, when and why
• Workflow Technology-based	From invoice reception to payment or collection
• Access to historical data	Through search tools and filters
• Security and Simplicity	SSL, keyfile access, user-friendly
• Ready for data integration	Direct data transfer from your ERP

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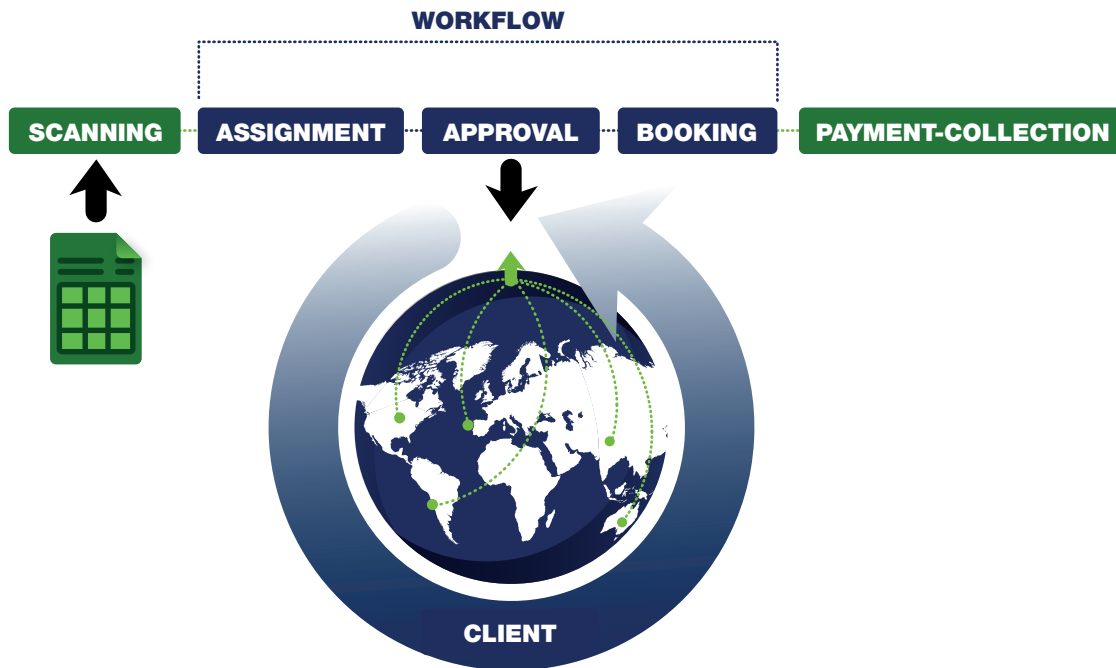
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IWA covers **all invoices** going through a number of different phases:



- The **scanning** stage is performed by PBS and consists of the capture, sorting, classification and indexing of invoices, up to preliminary booking.
- The **assignment** process is optional and takes place in those organisations that appoint a number of different invoice approvers, depending on the nature or situation of the former.
- The central process is the **approval**, in which invoices are approved by the approvers. This operational validation allows the workflow process to proceed to the final stage.
- The **booking** stage, performed by PBS, involves the final registration of the invoice in the accounting system.