

RICOH Smart Digital Processing Suite

Advanced Workflows
powered by Content
Parsing Engine (CPE)



Eliminate tedious, labour-intensive procedures with fully automated workflows

Automated document processes save time

Typically, scanned documents are converted to digital files and uploaded into a cloud storage — but good luck finding them later. RICOH Smart Digital Processing Suite automates how scanned documents are stored so you can seamlessly upload your documents to the right location, and in the right format and file name for easy retrieval.

Accurate data extraction generates relevant metadata

You can automate scanning into a cloud account, but you need metadata that generates relevant descriptions for the document so it can be properly stored for easy retrieval. RICOH Smart Digital Processing Suite extracts necessary metadata automatically.

Intelligent routing delivers content to storage

Manually naming and creating folders for scanned documents is time consuming and documents can be easily misclassified. RICOH Smart Digital Processing Suite automatically routes properly classified and named files with relevant metadata to SharePoint® Online, QuickBooks® and many other cloud accounts.

Cloud-based Content Parsing Engine

Ricoh's proprietary technology includes an advanced Content Parsing Engine (CPE) that runs in the cloud to automate multiple document conversion steps — including optical character recognition, data extraction, document classification, adding metadata, file naming, file splitting and routing — all without any actions from your employees.

Automate your process with RICOH Smart Digital Processing Suite workflow package

- ✓ Includes Ricoh's Content Parsing Engine*
- ✓ Automate processes for speed and efficiency
- ✓ Maximize SharePoint® Online and other cloud storage accounts
- ✓ Send documents with the push of a button
- ✓ Simplify mobile and guest printing

* Usage volume tiers may apply

RICOH Smart Digital Processing Suite case studies

Ricoh customers are automating their document-related workflows with the RICOH Smart Digital Processing Suite package. Our innovative solution includes intelligent data capture and automated workflows that properly structure information and route it to your systems or cloud accounts. This can greatly reduce tedious and costly human interactions and speed up processes with better accuracy.

Canadian furniture store chain automates their invoice approval process

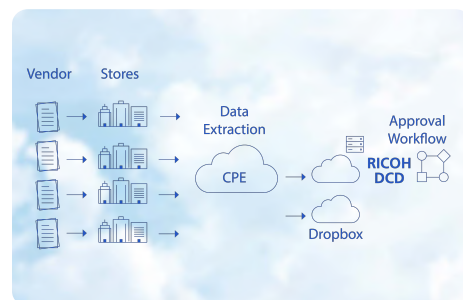
A small but growing furniture store chain does a high volume of business with multiple suppliers, receiving 40 invoices a month that requires a specific approval process. The company needed an affordable and simple to use automated cloud-based solution to capture invoice information, improve the approval workflow, as well as integrate with an AP solution for quick invoice processing turnaround.

How did Ricoh automate the process?

- Data capture with intelligent routing and naming from physical and electronic invoices
- Easily extract invoice and PO number, vendor name, item description and other amounts
- Automated user approval process by adding email notification, and one button approval for ease of use
- Invoice records stored in the cloud for easy retrieval and record management

Outcome

The company was able to shorten the approval process from two weeks to as quickly as one day. With a more streamlined and optimized invoice approval process, the company can now better focus on growth and meeting customer needs.



Manufacturing company automates delivery slip documents

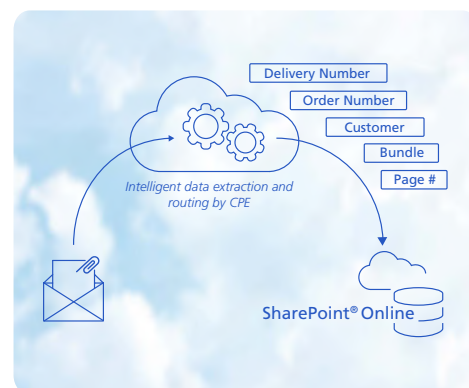
A manufacturing firm with 70 locations and \$270M in annual revenue relies on delivery slip documents for its operations. With five to six types of documents coming from each location, the firm needed a robust solution to extract and organize important data.

How did Ricoh automate the process?

- Scan documents to email and perform data extraction from delivery slips for proper structuring and retrieval
- Route captured variable data to configured metadata columns in SharePoint® Online
- Process 125,000 documents a month (1.5 million documents per year)

Outcome

The firm was able to reduce processing time by 30 - 50 per cent, resulting in a one-third reduction in staff workload. The firm has engaged Ricoh for ERP integration to further automate processes.



Exclusive offer in celebration of Canadian Small Business Month

Digitally transform your small business at scale with Smart Digital Processing Suite and get your first month free!

Learn more and get this deal today!