



# Ops Technology

MANAGE OPERATIONS. NOT TECHNOLOGY.™

## OpsInvoice™

### Spend less and manage smarter with electronic invoicing

- Spend 60% less to process each invoice. Hand-processing of invoices costs at least \$15 each -- with other estimates as high as \$30 per invoice.
- Utilize 24/7 visibility of your inbox and all operating expense activity to manage more effectively.
- Use our service to process your paper invoices within 24 hours.
- Have your vendors enter and send invoices to you electronically via a web form.

### The compatibility, security and flexibility you need

- Pre-built integrations with leading accounting and property management applications.
- Fully configurable approval engine with budget-based controls.
- Archiving, reporting, and digital images of all invoices, with backup.

### Customized for your needs

OpsTechnology matches your vendor's level of sophistication by offering two methods for receiving invoices.

#### OpsInvoice Processing Service<sup>SM</sup>

Your small or occasional vendors can send their invoices to our processing facility, where the documents are received and converted into electronic forms. Within 24 hours we then route the information to our OpsBuyer application.

#### OpsTechnology Supplier Community™

Ops will enable, recruit, and register your qualified vendors to join the OpsTechnology Supplier Community. Invoices are entered directly into an Ops-hosted web invoice form or sent electronically from an existing billing system to Ops. We then route the information to our OpsBuyer application.

### Streamline your payables process

- Eliminate data entry, mailroom sorting, filing, and indexing.
- Eliminate the need to match invoices with purchase orders.
- Eliminate invoice errors. Reduce postage and courier charges.
- Earn prompt pay discounts.



## A proven on-demand platform – built by real estate professionals

At OpsTechnology we're experienced real estate industry professionals -- and our on-demand platform has evolved over 8 years of collaboration with our customers and suppliers. 8 of the 10 largest real estate investment trusts rely on it.

With no software or hardware to buy or maintain, and the ability of users to access and modify data from any Internet connection, OpsTechnology's on-demand services rapidly deliver ROI for our customers.

# The OpsInvoice solution allows real estate companies to centralize the mailroom, data entry and document management functions.

OpsInvoice integrates with the OpsBuyer application, which allows your users to receive, approve, validate, and process the invoices for payment.

## Features:

- On-demand data-entry application - managed in-house or outsourced.
- Unlimited document storage and retrieval.
- Backup and disaster recovery services included.
- Integrated with OpsBuyer purchase-order systems.
- Retrieve invoices online using Adobe Acrobat.
- Transmit invoice images to all other 3rd party applications.
- Integrated supplier portal allows suppliers to login and review account and payment information in real time.
- Access the largest integrated community of suppliers ready to invoice electronically.

*"We now process more than 1000 invoices a week using OpsInvoice. We no longer have to keep physical copies of invoices because they are all stored online. We've also been able to move our AP person into a higher-level role because we no longer have the need to manage all of the paper invoices. It's definitely helping our growth."*

*We also licensed the eProcurement features that manage our purchasing and help us control spending directly. Now our vendors send their invoices directly to OpsTechnology instead of to our properties, and Ops does the rest. All we need to do is approve the invoices for payment. The system - which is integrated directly with MRI - sends the documents for payment. In addition, all of our invoice images are available to retrieve directly on the Web by any user that has permission."*

*- Roy Chiappari, Controller for Carmel.*

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