

INVOICE DIGITIZATION SERVICE

Smoother monthly closings, happier suppliers



victor buck services
shaping information

PAYING SUPPLIERS ON TIME, MORE CHALLENGING THAN IT SEEMS

As simple as it may seem, paying suppliers on time and with no errors can be a challenge for accounts payable and accounting departments. Your energy or telco providers probably already send you electronic invoices that can be automatically processed in your ERP or accounting software. The florist decorating your lobby, however, is more likely to keep on sending you invoices by post. You therefore find yourself trying to harmonize a hybrid flow of invoices received on paper and by email, which is inefficient, time consuming,

tedious even... and increases the risk of errors and delays. How frustrating it can be, especially when you are under pressure and need as much of your precious time for more important tasks!

The good news: we can relieve you from the chore! Let us handle your invoice processing so you can focus on your core business activities.

MEET YOUR PAYMENT DEADLINES, SMOOTH YOUR MONTHLY CLOSINGS

Entrust us with your inbound invoices and receive them digitized to fit exactly the needs of your organization. Our invoice processing service automates the capture of your invoices' accounting information and routes it through your preferred channel in the format of your choice.



TIME SAVINGS

Our service reduces the processing time of your invoices by 14 minutes per invoice on average. This results in better payment deadlines and smoother relationships with your suppliers.



REDUCED RISK OF ERRORS

The automation of the process reduces the risks inherent to manual operations such as duplicate entries.



FULL PROCESS MONITORING

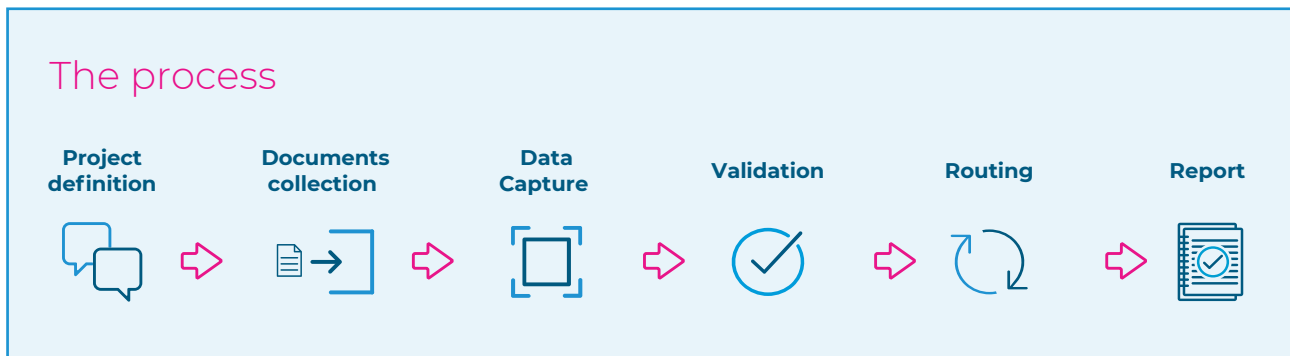
Digitizing invoices enables you to keep good track of each of them, and better monitor due dates and payment deadlines. We can also keep a register of your suppliers, to report unknown providers automatically.



INTEGRATION WITH YOUR IT SYSTEMS

Our invoice processing service is compatible with multiple financial accounting and operational systems, including Odoo and SAP.

HOW DOES IT WORK ?



- 1 Project definition**

The first step is to assess your needs. Based on them, we will define the processes and workflows that are most relevant for your organization.
- 2 Documents collection**

Whatever the channel, we collect your invoices and prepare them for the data extraction. We can arrange the secure transportation of your paper based invoices to our production center in Bettembourg.
- 3 Data capture**

All documents collected are submitted to OCR (Optical Character Recognition) so the relevant data can be extracted for further use.
- 4 Validation**

Our system is configured to detect irregularities. When an inconsistency is identified, an operator checks the accuracy of the extracted data, corrects if necessary and validates the content for the next step.
- 5 Routing**

The accounting entries collected are processed in the format of your choice and routed according to the predefined workflow. This includes an integration with your ERP or accounting software if requested.
- 6 Report**

We send you regular reports so you can have a perfect follow-up of your processed invoices.

WHAT OUR CLIENTS SAY

"VBS has been digitizing Post's suppliers invoices since 2010. We are very happy with this collaboration: the service is flawless and the teams are very responsive. With this service, the accounting data from the invoices is automatically extracted and fed into our system. This has saved us considerable time, reduced coding errors and made monthly closings less stressful."



Adrien Meysembourg,
Head of the Accounts Payable Department
Post Group

ABOUT VICTOR BUCK SERVICES

Victor Buck Services launched in 2000 as a financial document management and distribution service provider.


Its PSF status in Luxembourg (Professional of the Financial Sector) enabled it to develop long-term collaborations with many top-tier companies of the financial sector, in particular investment funds. Building on this experience, the company has gradually expanded and opened up to various other business sectors, including insurance and healthcare.


Today, Victor Buck Services defines itself as a sustainable partner for its customers by offering them various services and solutions to create, produce and distribute their physical and digital documents.

Victor Buck Services is a subsidiary of Post Group Luxembourg, the country's top employer, with 4,700+ employees and a turnover of €898.9 million in 2021.



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