



# Expense Invoices

**Is there a better way to handle Indirect Spend?**

*Embrace new technology*

*Rethink old policies*

*Become more flexible*

*Stay in control*

# Presenters



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Presales Solution Consultant



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Director, Cross-Sell Nordic & WE

# Indirect Spend

*Where does it belong?*

## Non-PO invoices

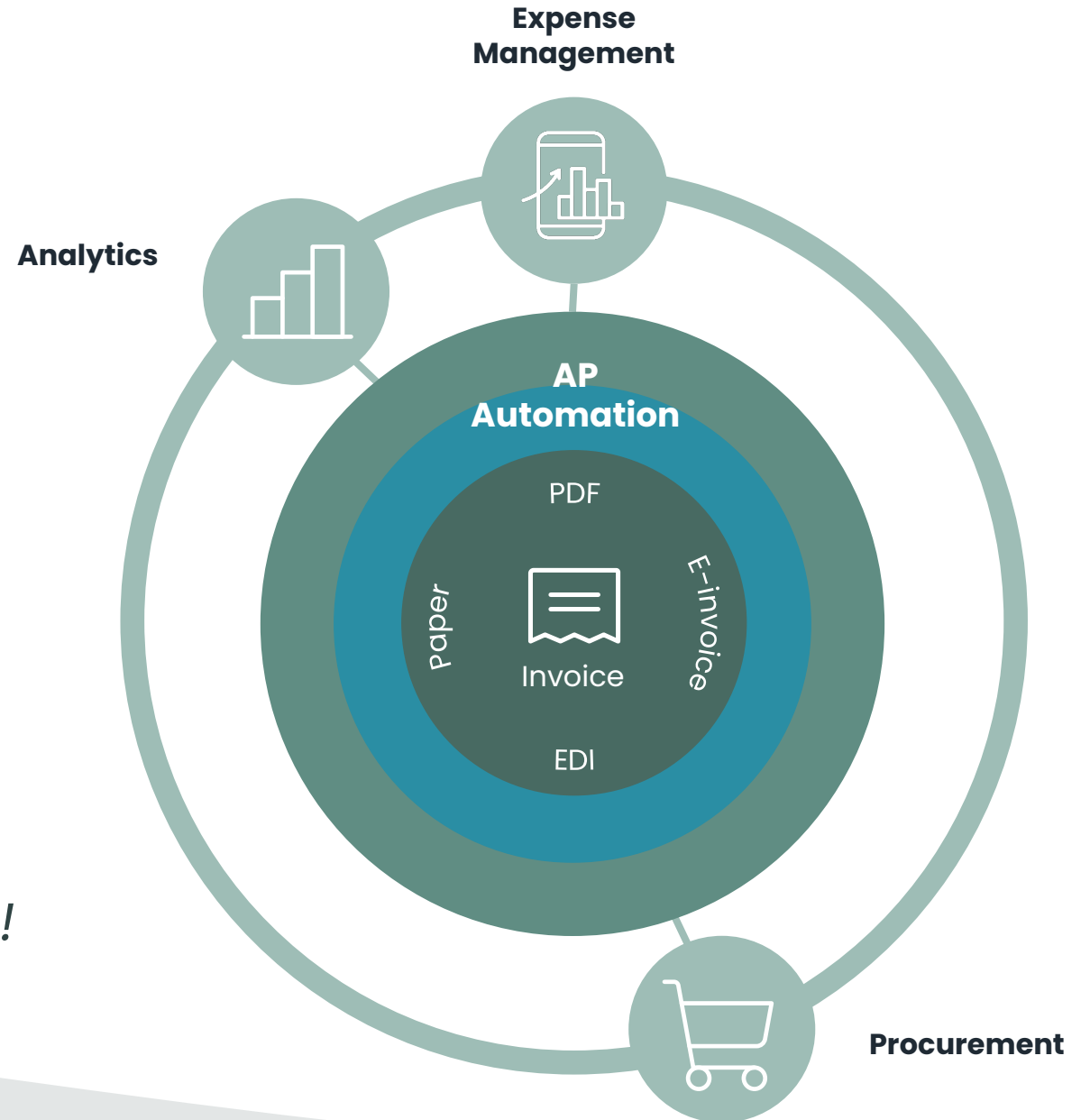
*Smartflow!*

## Procurement

*Upfront approval of predictable indirect spend!*

## Expense Management

*Upfront approval on long-tail spend!*



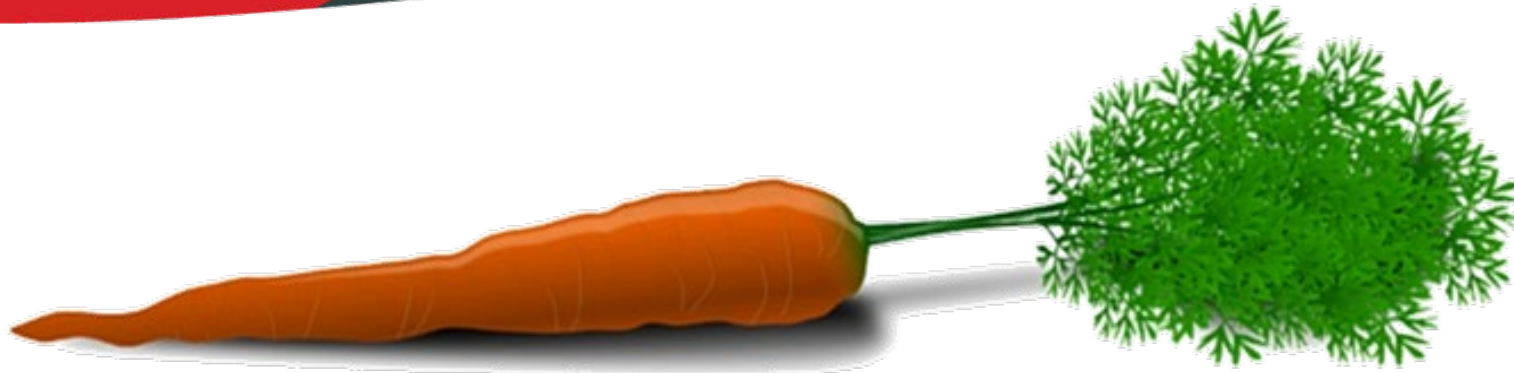
# It all starts with the Procurement Policy

*“An internal procurement policy provides a **structured framework** for businesses **to conduct purchasing activities** for various types of **products and services**.”*

***Procurement policies cover** everything from **supplier selection** and **sourcing** to **contract negotiations** and **payments**, ensuring that each step of the purchasing process adheres to **predetermined controls and standards**”*



# Procurement Policy – Carrots & Sticks



# A real world Medius APA client pains

*"No Procurement process in place for Indirect Spend"*

*"No Procurement Policy in place"*

*"No guidelines for T&C's e.g. Terms of Payment (8 days, 30 days, 90 days)"*

*"Full freedom to contact and buy from new suppliers"*

*"No Price Policy or Price Negotiation guidance in place"*

*"Only demand is invoice in PDF format - please"*

# The Pareto Principle (80/20 Rule)

20%

of vendors  
are the key  
partners who  
account for

80%

of your spend

80%


of your invoice volume is  
represented by the long  
tail of vendors who  
make up the last

20%

of your spend

***That's 80% of the issues being  
caused by non-core vendors.***

# Medius Procurement – Why



I need a new Phone

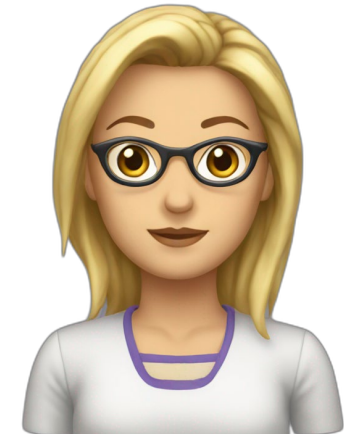
Mr. Employee



*"I need a new phone!"*



*"Here's your new phone, hope you enjoy it"*



Ms. Supplier



*"Where the hell has this come from... we weren't expecting this!"*

*I need to process this manually.*

*Why didn't you follow process... This is going to take a very long time.."*



Mr. CFO



Mr. AP



*Can you pay me for the Phone please ?*





# Medius Procurement – how it makes AP better



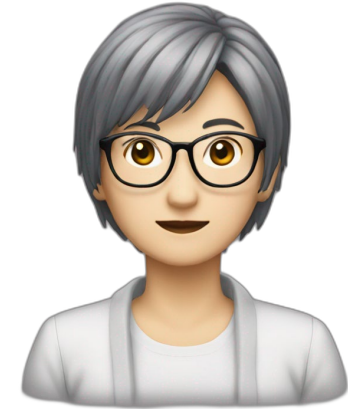
I need a new Phone



*I need a new phone; I'll order one via our amazing Procurement tool*



*"Here's your new phone, hope you enjoy it"*



Ms. Supplier

Ms. Employee

- ✓ No last day of the month surprises!
- ✓ PO with agreed T&C e.g. Terms of Payments
- ✓ Upfront visibility / approval of the costs
- ✓ No manual and time-consuming tasks
- ✓ Increased straight through processing rates
- ✓ Reduce costs by controlling **Maverick Spend**



The Happy CFO

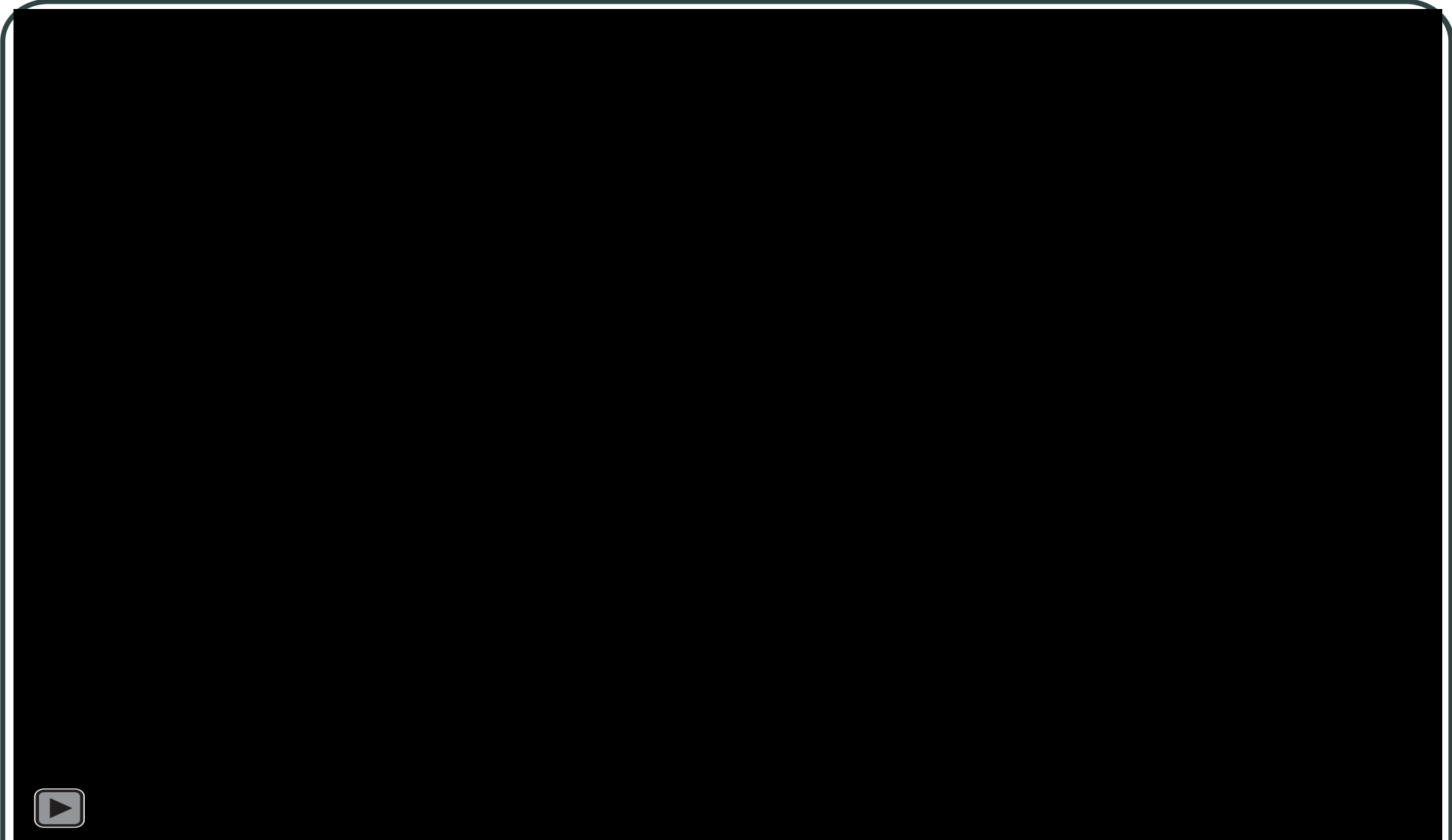
*Thanks! Pleasure doing business with you*




*Can you pay me for the Phone please?*



# Medius Procurement – how it looks like



# Invoice efficiency and control – PO matching



## Purchase Order

Page 1 of 1

**Purchase Order Number**  
MF-3205

**Invoice To Address**  
Acme Inc.  
12 E. 49th St, Floor 11  
NY  
New York  
10017  
USA

**Ordered By**  
Amy Schmitz  
Daniel.shore@medius.com

**Currency**  
USD

**Order Date**  
1/10/2023

**Supplier**  
Phoenix Supplies Inc.  
PHO0001

**Payment term**  
30 days net


**Expected Delivery Date**  
1/10/2023

**Delivery Address**  
12 E. 49th St, Floor 11  
NY  
New York  
10017  
USA

**Delivery term**  
-

**Your reference**  
Order Recipient

Item details	Quantity	Unit	Unit price	Net Amount
B235V_DNIXerox B235 A4 MFP	1.00	Each	259.00	259.00
CF259XHP Toner Black 10K 59X - LJ M404	2.00	Each	219.00	438.00
CF252XMHP Toner Kit (C/M/Y) 410X 5K - CF252XM	1.00	Each	489.00	489.00
90LJ0080-B00520 ASUS ZenBeam E1 WVGA 854X480 150lumens	1.00	Each	239.00	239.00
910-006034Logitech M705 Business Mouse Wireless Black, Grey	10.00	Each	34.90	349.00
<b>Total: 1,774.00</b>				



## INVOICE

INVOICE: 796584  
PURCHASE ORDER: MF-3205  
OUR REFERENCE: 34500-011023  
DATE: 02/21/2024

**Phoenix Supplies Inc.**  
3445 Main St.  
Flagstaff, AZ 86001

**Bill To:**  
Acme Inc.  
12 E. 49th St, Floor 11 10017  
New York  
USA  
Phone: 012-5983212

**Ship To:**  
Acme Inc.  
12 E. 49th St, Floor 11 10017  
New York  
USA  
Attn: Amy Schmitz  
Phone: 012-5983212

**COMMENTS OR SPECIAL INSTRUCTIONS:**

Line Number	Item Number	Description	Quantity	Unit Price	Extended Amount
1	B235V_DNI	Xerox B235 A4 MFP	1	\$259.00	\$259.00
2	CF259X	HP Toner Black 10K 59X - LJ M404	2	\$219.00	\$438.00
3	CF252XM	HP Toner Kit (C/M/Y) 410X 5K - CF252XM	1	\$489.00	\$489.00
4	910-006034	Logitech M705 Business Mouse Wireless Black, Grey	10	\$34.90	\$349.00
5	90LJ0080-B00520	ASUS ZenBeam E1 WVGA 854X480 150lumens	1	\$239.00	\$239.00
Sub-Total					\$1,774.00
Tax					\$0.00
<b>Total</b>					<b>\$1,774.00</b>

# No-PO; No-Pay

## What we want: BENEFITS

No Surprise Invoices / Wild Invoices

Increased control in the procurement process

Improved compliance

Improved efficiency and visibility

Better cycle time for invoices

Better access to data to improve decision making



# Indirect Spend – Emergency Elevator Repair



***Stuck in an elevator***

***Repair man comes to the rescue***

***Uh-oh I need another wrench, and we don't have this model?!***

***I'll order one!***

***Thank you for your order, delivery time is 5 days***

# Indirect Spend – Emergency Elevator Repair



***Stuck in an  
Elevator***

***Repair man  
comes to the  
rescue***

***Uh-oh I need  
another  
wrench, and  
we don't have  
this model?!***

***I'll run down to  
the hardware  
store and buy  
one on my  
card***

***5 minutes  
later...***



**It is a credit card**

**— everybody knows how to use it!**

# No-PO; No-Pay in a nutshell

## What we want: BENEFITS

No Surprise Invoices / Wild Invoices

Increased control in the procurement process

Improved compliance

Improved efficiency and visibility  
Better cycle time for invoices

Better access to data to improve decision making

## What actually happens: CHALLENGES

Lack of resources for change management

Too rigid interpretation  
for example, creating PO:s after the invoices has arrived

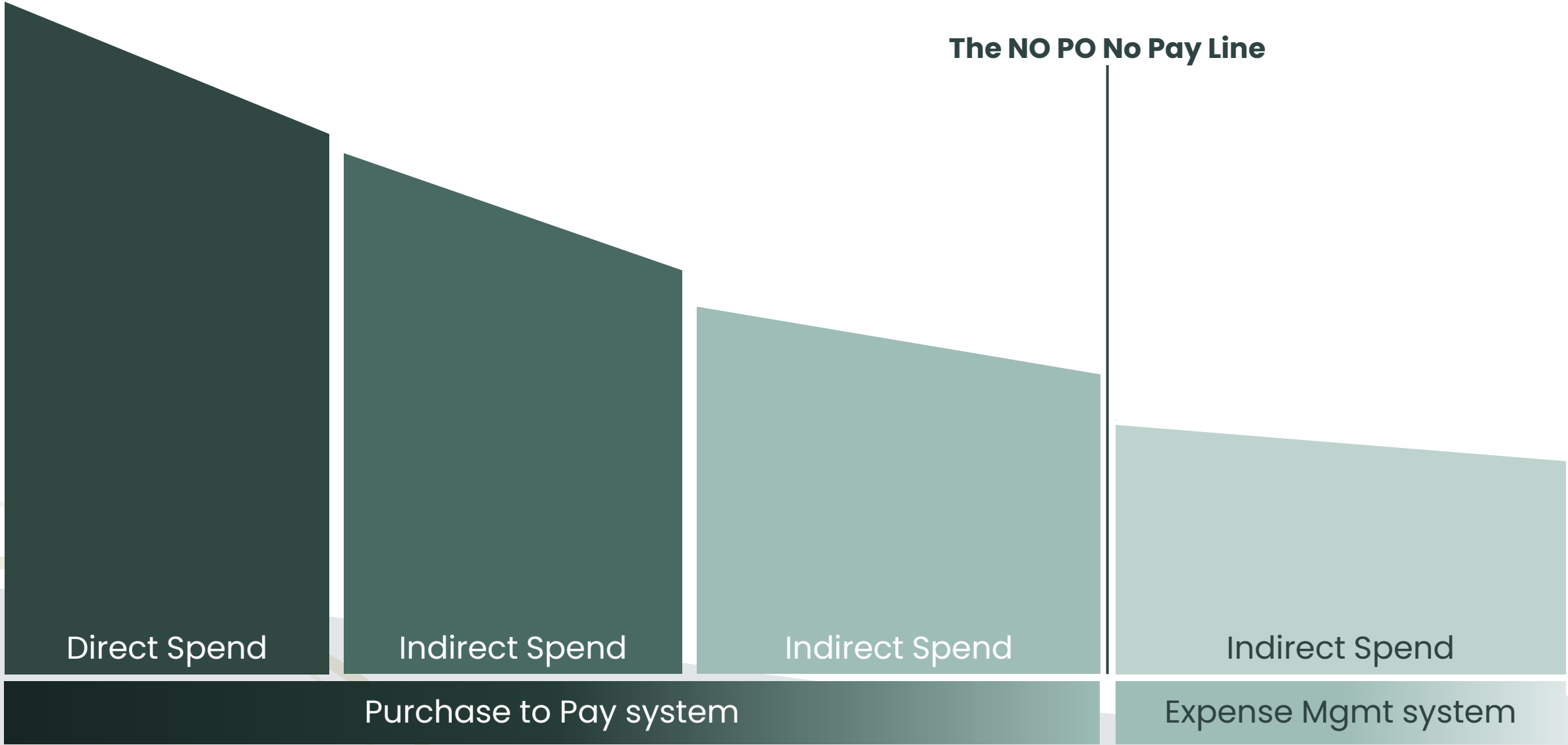
Internal resistance to change  
Always easier to "call my local guy" than creating a PO

Lack of tools to do it right  
intuitive experience within your e-procurement tool

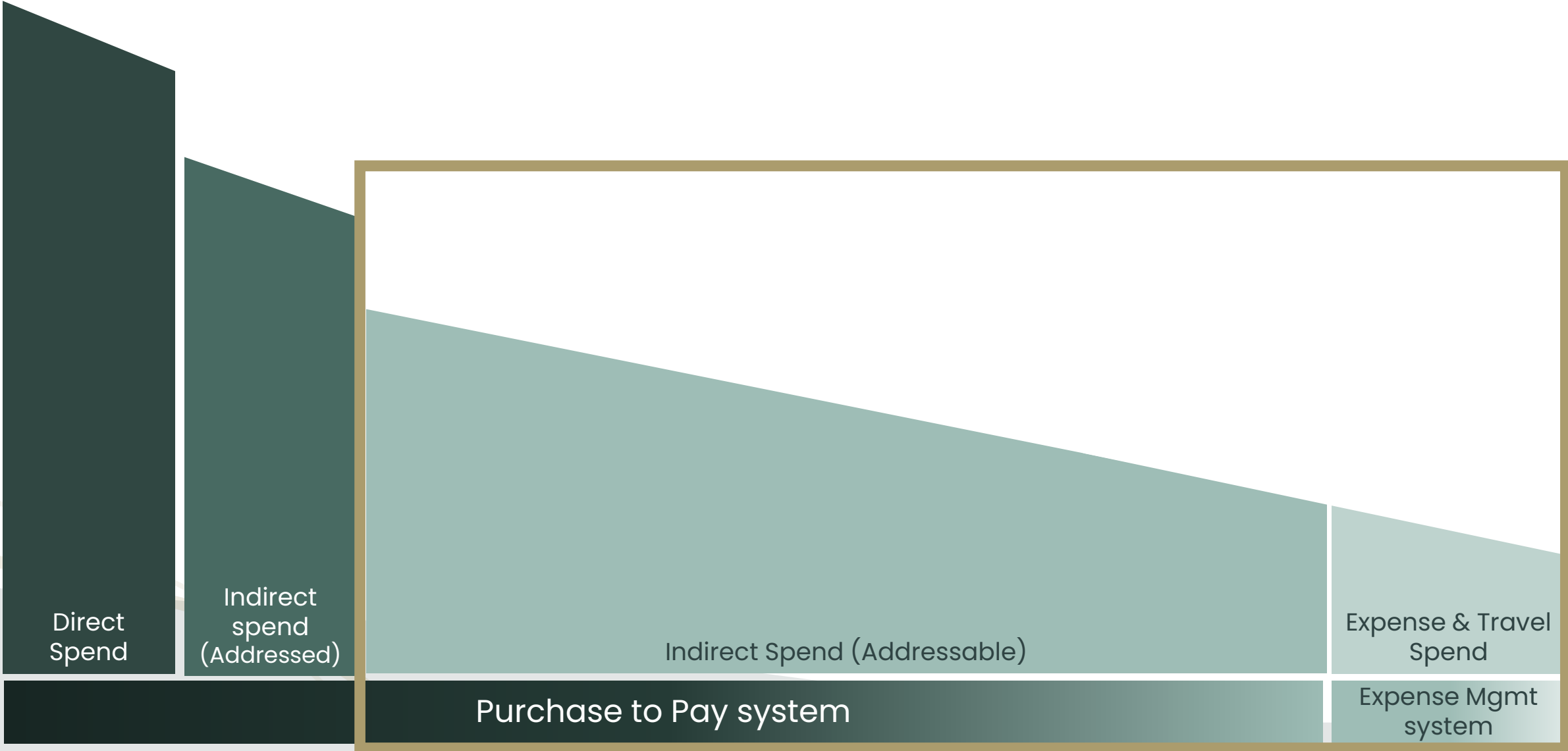
Not for all spend types  
Utilities, Travel expenses, subscriptions etc.



# Is the No PO No Pay Policy outdated?



# No, but how do we manage the long tail?



Your employees request a budget for what they need to buy.  
E.g. Travel, workwear, emergency tools

No change management

A

The screenshot displays the Expensya web interface. At the top, there is a navigation bar with the Expensya logo and menu items: Dashboard, Expenses, Reports, and Expensya card. A user profile icon with 'FR' is in the top right. Below the navigation, there are tabs for 'My cards', 'My budgets', and 'My transactions', with a '+ Request a budget' button. The main content area is titled 'Emergency Elevator Repairs' and includes a search bar, 'Attached files (0)', and 'History' links. A status bar indicates 'Paired with my card' and 'Next time you use your Expensya Card, we'll deduct amount from this budget.' The budget details section shows '3267.40 SEK Available / 5000.00 SEK' with a progress bar and 'Spent: 1732.60SEK'. A 'Close this budget' button is present. The 'Budget details' section includes 'Service technician emergency budget' and 'Status: Approved'. The 'Expiration date' is 2024-09-01. A comment reads: 'This month's budget for emergency purchases of things not in stock'. The 'Allowed merchant types' section lists: Businesses & services, Car rental, Flight, Gas station, Hotels, Internet subscriptions, Parking and tolls, Postal charges, Public transport, Restaurants, and Taxi. A 'Display inactive budgets' toggle is at the bottom left.

# Transactions created from Expensya Card, indicated by the Card Statement logo

No change management

A

The screenshot displays the 'My expenses' page in the Expensya application. The navigation bar includes 'Expensya', 'Dashboard', 'Expenses', 'Reports', 'Requests', 'Manager', and 'Admin'. The page title is 'My expenses' with an 'Add' button. A search bar and filters are present, along with '1-6 of 6 results' and an 'Export the result' button. The main content is a table of expenses with columns for Picture, Title, Category, Project, Report, Date, VAT, Total, Actions, and State. The second row is highlighted with a yellow border, indicating a transaction from an Expensya Card. The table contains the following data:

Picture	Title	Category	Project	Report	Date	VAT	Total	Actions	State
<input type="checkbox"/>	Elevator Circuit Board Expensya Card	HR	HR		Sun Feb 25, 2024	100.29 SEK	501.45 SEK		To submit
<input type="checkbox"/>	FACEBK *2R3MNBESY2 FB.ME/ADS Expensya Card	HR	HR		Mon Feb 27, 2023		125.76 SEK T 125.76 SEK		To review
<input type="checkbox"/>	FACEBK *XP9WLB6SY2 FB.ME/ADS Expensya Card	HR	HR		Tue Feb 28, 2023		6.19 SEK T 6.19 SEK		To review
<input type="checkbox"/>	FACEBK *4Q9WLB6SY2 FB.ME/ADS Expensya Card	HR	HR		Tue Feb 28, 2023		1.86 SEK T 1.86 SEK		To review
<input type="checkbox"/>	FACEBK *E7YMJBJSY2 FB.ME/ADS Expensya Card	HR	HR		Thu Apr 4, 2024		98.38 SEK T 98.38 SEK		To review
<input type="checkbox"/>	FACEBK *6549JBSSY2 FB.ME/ADS Expensya Card	HR	HR		Thu Apr 4, 2024		102.79 SEK T 102.79 SEK		To review

# Employee adds receipt to the transaction by taking a photo and gets help from OCR

No change management

A

**Expense** ● To review Actions ×

Card statement

General • Merchant Guests added (0) Related transactions (501.45 SEK) Attached files (0)

**Title** • Elevator Circuit Board

**Date** • 25/02/2024

**Category** • Repair Items

**Payment instrument** • Expensya Cards Pro

**Country** • Sweden

**Value** • 501,45 SEK

Billable to client  
 To Reimburse

Show non-taxable amounts ?

**VAT** ? 125,36 25 %

Add an extra VAT line

Applands Väsby  
Applands Väsby  
800 71  
056020 2002  
80000 1003

Save and Next > Save

# Capture category, VAT, Vendor and all necessary transaction information using AI guided OCR technology

Spend visibility

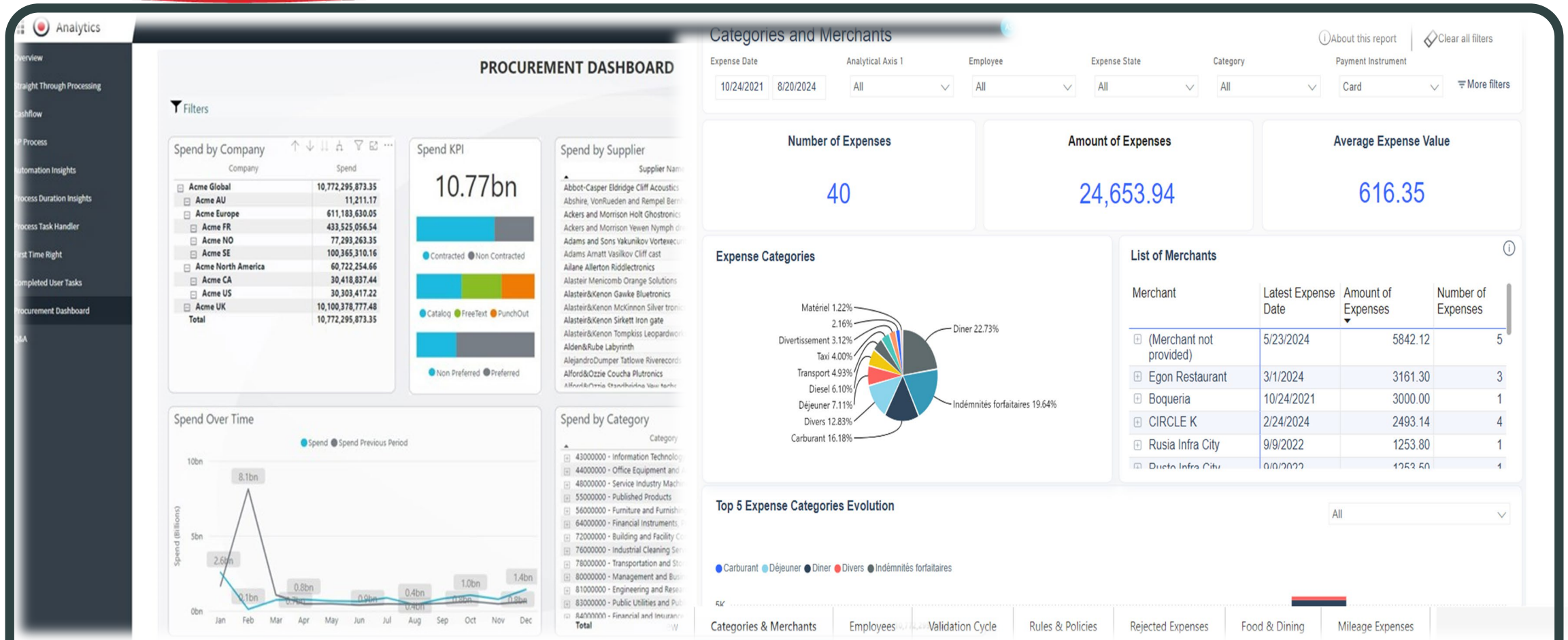
B

The screenshot displays the 'My expenses' page in the Expensya application. The navigation bar includes 'Expensya', 'Dashboard', 'Expenses', 'Reports', 'Requests', 'Manager', and 'Admin'. The main content area features a search bar for 'Expense title', a 'Filters' dropdown, and a summary of '1-6 of 6 results' with an 'Export the result' button. Below this is a table of expenses with the following data:

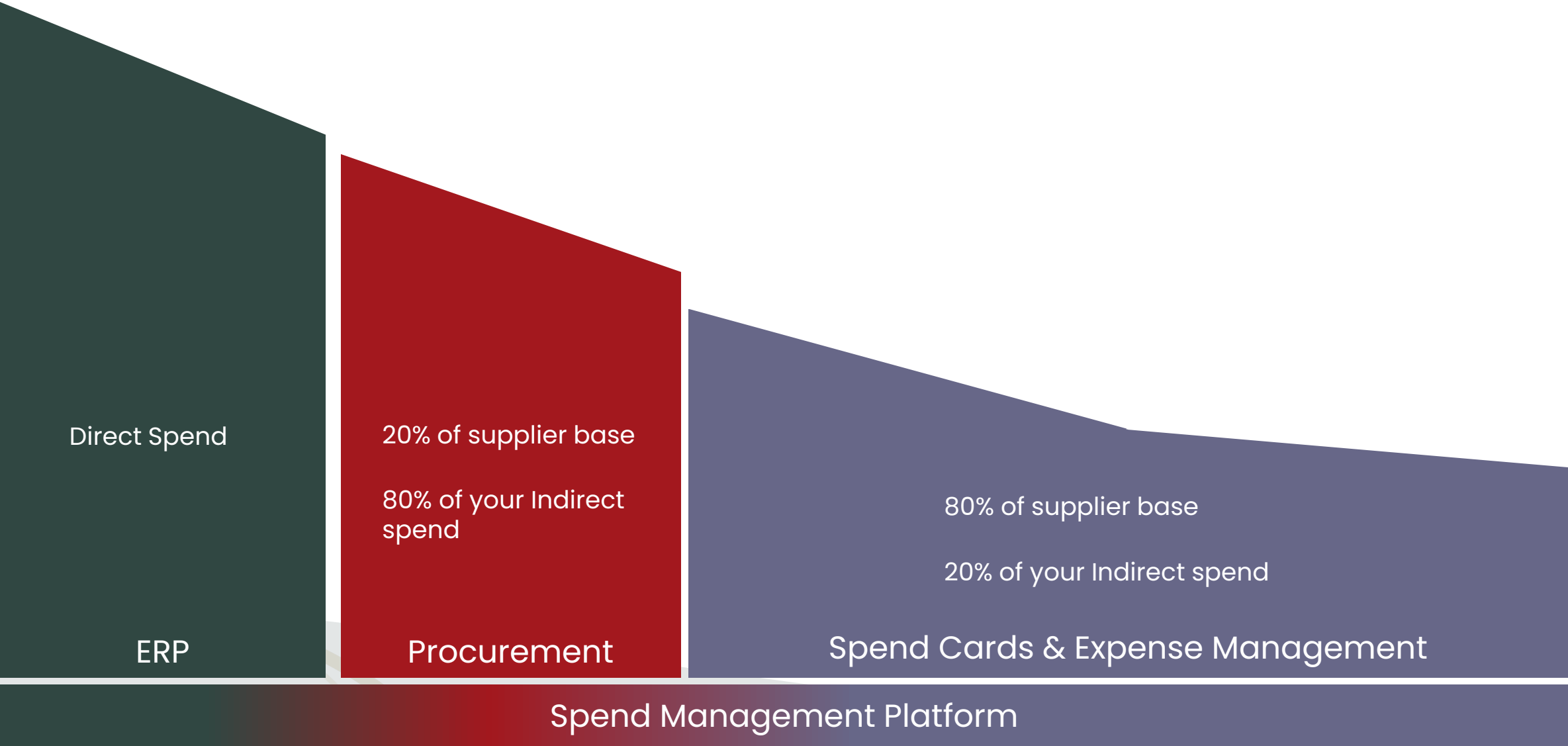
	Picture	Title	Category	Project	Report	Date	VAT	Total	Actions	State
<input type="checkbox"/>		Elevator Circuit Board Expensya Card		HR		Sun Feb 25, 2024	100.29 SEK	501.45 SEK		To submit
<input type="checkbox"/>		FACEBK *2R3MNBESY2 FB.ME/ADS Expensya Card		HR		Mon Feb 27, 2023		125.76 SEK T 125.76 SEK		To review
<input type="checkbox"/>		FACEBK *XP9WLB6SY2 FB.ME/ADS Expensya Card		HR		Tue Feb 28, 2023		6.19 SEK T 6.19 SEK		To review

# Medius Procurement & Expense Management

Dual approach to motivation – Transparency and Control of 100% of your spend



# The Spend Management Approach





# Medius Procurement & Expense Management

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The Happy  
CFO Solution

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Thank you.

