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Product Sheet

Rillion Prime Documents
## Import, Manage and Create Documents

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Rillion Prime Documents

Rillion Documents is an add-on feature, which allows creating, importing, and archiving of different business document types and sending documents into workflow for approval.

Rillion Documents is part of the Rillion solution, which allows the ability to link documents to invoices, contracts, purchase orders or other items, such as users or suppliers.

Key features:

- Create custom document types
- Approval workflows by document type
- Flexible reports by each document type
- Approval according to predefined rules
- Digital document management
- Can be linked directly to other transactions

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Create Documents & Send For Approval

NEW

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Import, Store & Manage
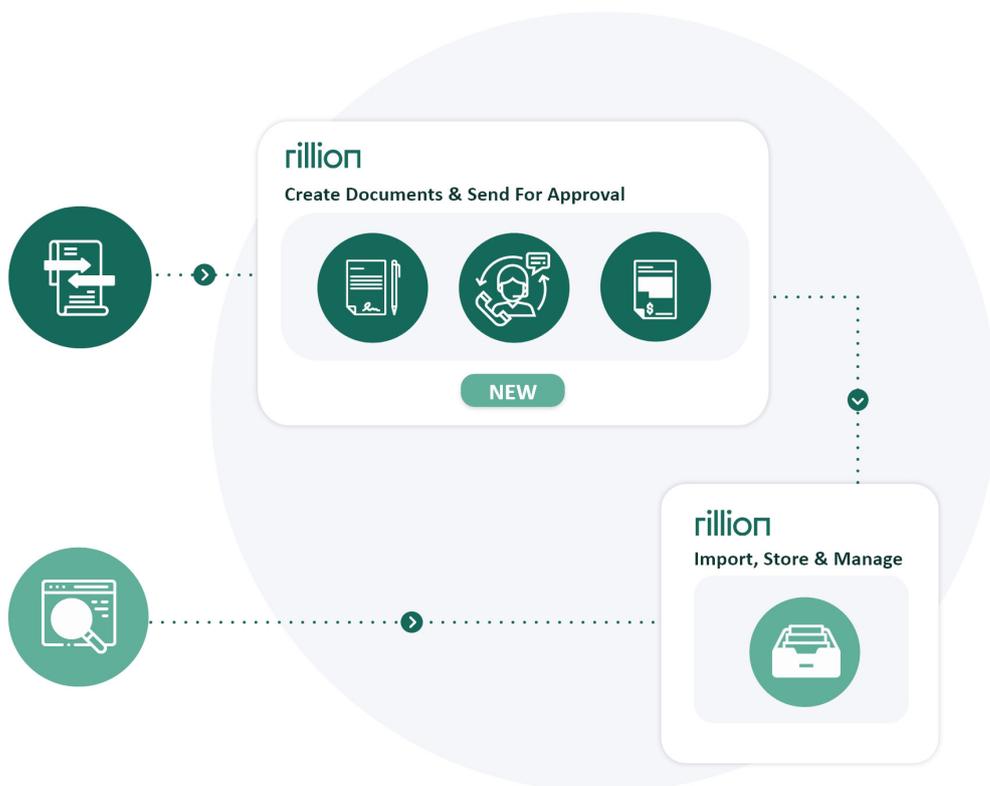
Gain overview and control

Rillion Documents allows you to set up rules and approval processes that will automatically regulate the management of a specific document type. The solution helps you get an overview of different business documents while assuring the accessibility of the documents are controlled. Reports will help you create flexible searches including the fields you have been set up by your reporting needs by each document type.

Create custom document types and indexes

With Rillion Documents you set up your own customized document types and fields. Documents can be created manually or imported from various sources, for example from a feed from your ERP. Documents can be routed for approval according to a predefined flowchart and users can search for documents based on the chosen indexes.
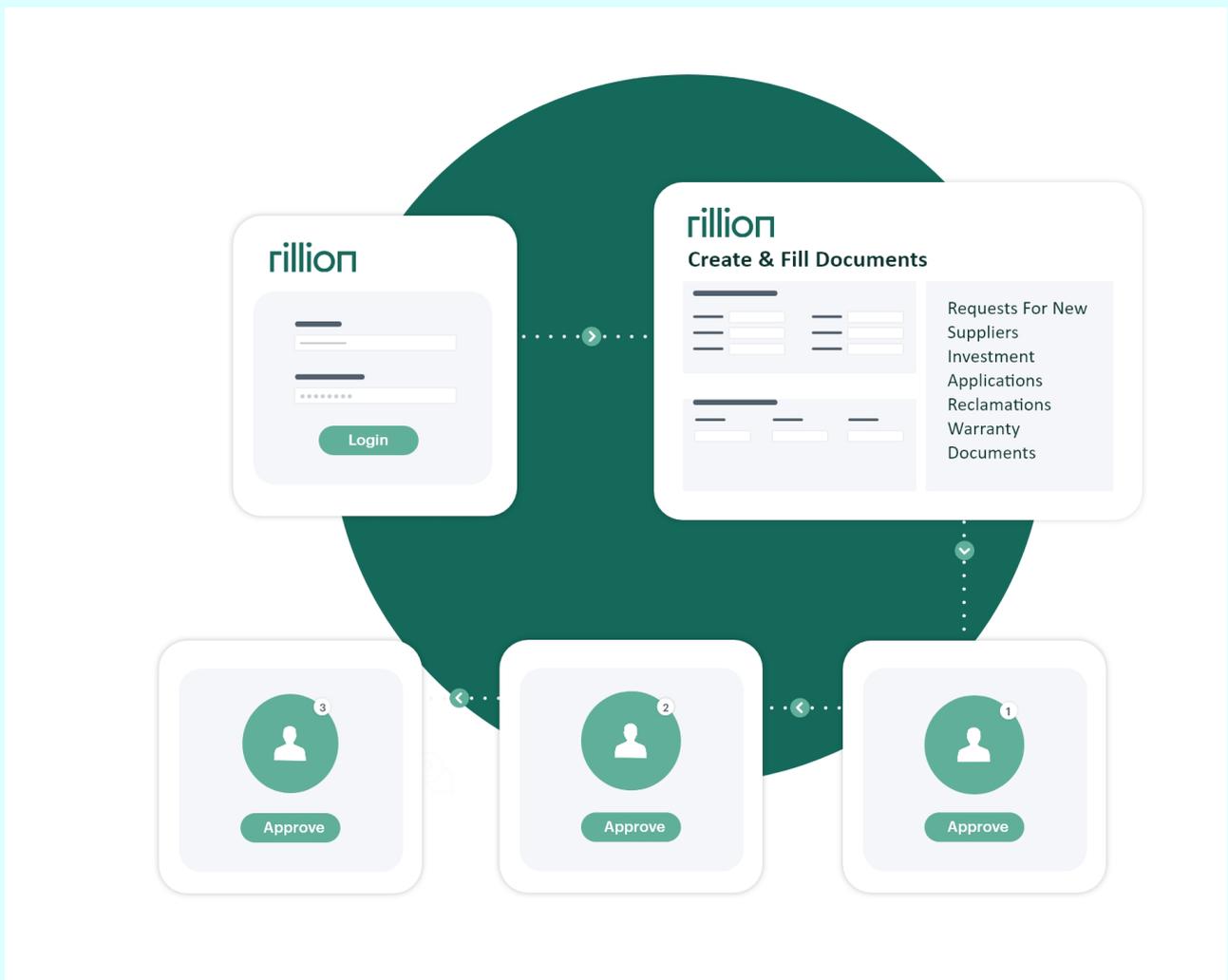
Examples

Active processes – Documents as a part of business processes

Requests for new suppliers

- Rillion Documents can be used to handle your internal requests for new suppliers, which will allow you to set up a standard process for approval of new vendors.

Investment applications

- Filling and approving investment applications. For example, all offices fill out investment applications. Filled documents go automatically to headquarters for approval. Versatile opportunities for reporting on documents.

Reclamations

- Organization can internally fill out documents with reclamation information. Filled documents go forward in organization for approval workflow.
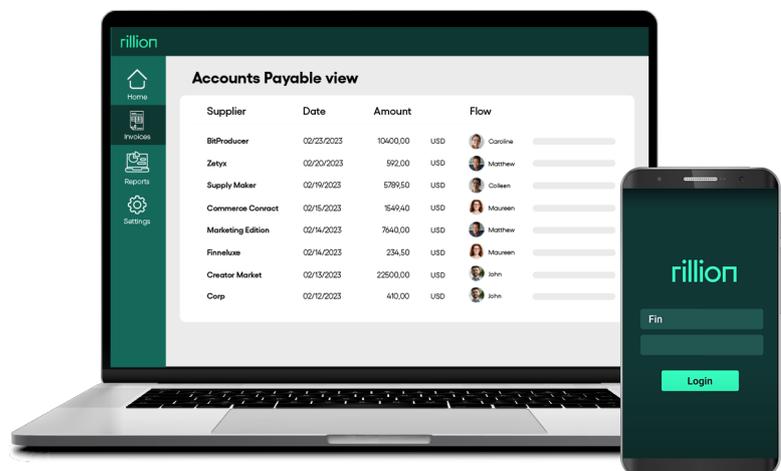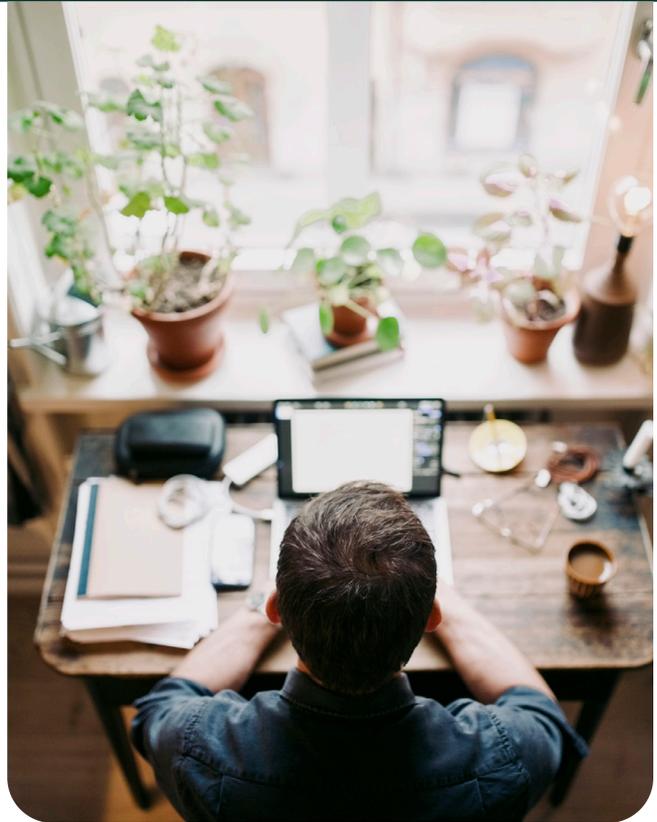
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Examples

Non-active processes – Storing important documents

Importing documents

- You can import documents from other systems. In Rillion these documents can be sorted by document type, and you can set search criteria, and access rights to the documents. Documents could be for example sales invoices, bookkeeping material or whatever the business needs are for you.

Warranty documents

- Another proven usage area of this feature is to store warranties. It is possible to connect a specific warranty document with a supplier or a specific purchase order, which will make it easy for any member of the organization to find and read them if needed.

Certificates

Bank statements

Bills of lading / Waybills

About Rillion

We make our clients' jobs easier by letting them do more, with less. We call ourselves AP Automation experts, providing the proper tools to allow finance professionals to transform how they manage invoices - from data capture and requisitions, to invoice matching and approvals. We come from over 25 years of experience providing the best customer service in the industry resulting in a more efficient invoice process and peace of mind to Accounts Payable. To date, Rillion has supported over 3,000 companies across over 50 countries.

For more information and to learn more visit **www.rillion.com**