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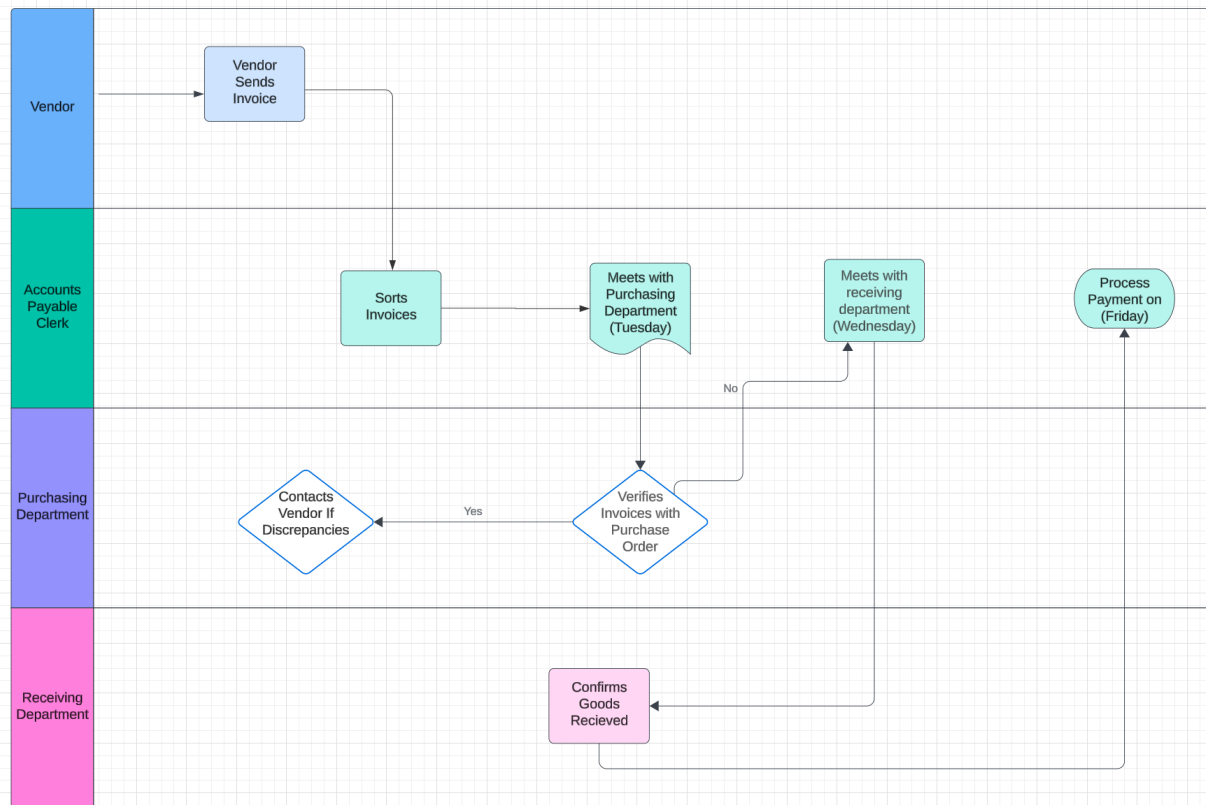
1) Business Process

a) The 3 issues with the current process are:

- 1) Manually sorting and handling of the Invoices.
- 2) Meeting only once a week delays the process.
- 3) Reconciliation with vendors takes time and is quite slow.

b) This is a slow method caused by the fact that it relies on face-to-face work and weekly meetings. This results in slow processes and brings dissatisfaction among sellers. The process with the growing number of invoices, particularly due to inventory demand, is complicated and difficult to maintain.

2) Existing Process Diagram



3) Metrics

The 3 measurements are:

- a) Processing Time for the invoices
- b) Invoice Discrepancy rate
- c) Timeliness of the Payments

4) Process Improvements

A) 1) Sorting the invoices automatically by implementing an electronic invoice management system that automatically sorts invoices by vendor and purchase order will reduce manual labor and errors.

2) Verifying invoices in real time: Stop the weekly meetings and make sure it's always possible to verify invoices, purchase orders, and receive confirmations placed on shared digital platforms that can be opened by any department.

3) Automatic reconciliation can be a system that points out the discrepancies between purchase orders and invoices automatically, so they can be dealt with rapidly.

B) Capture Data - Purchase orders, reconciliation data, and invoice details should all be recorded by the system. It can monitor inconsistencies, payment plans, and the status of every invoice. Automation and the Data collection system would speed up reconciliation, cut down on human error, and enhance the speed of payments. The system can help spot areas where the process is getting slowed down and suggest ways to improve it. For example, it can show which vendors often have made mistakes or delays with their payments. This way, the company can focus on fixing these specific problems to make everything run more smoothly. This would eventually lead to better decision making.

" On my honor, I pledge that this is my own work. I have neither received nor given help to anyone else."