



# DocuWare for purchase order processing

**Accelerate document-based tasks and streamline your workflow with the help of digitalization.**

The purchase order process is mired in the complexities of manual matching, coding and routing of documents to the correct people for approval. Maintaining compliance and audit readiness in the face of sensitive paper-based files is burdensome, time-consuming, expensive and risky. And it can be a thing of the past. Leverage the solution that offers cloud-based, secured electronic document management and automated workflows to stay ahead of compliance issues and expedite approvals.

**Better processes start with the experience of Ricoh, powered by DocuWare.**

**RICOH**  
imagine. change.

# Deliver assurance with DocuWare's robust platform and Ricoh's implementation expertise:



## Everything encrypted, everything protected

A comprehensive access rights system keeps unwanted eyes out of sensitive documents. All data transmission is sent through HTTPS and all documents are AES encrypted.



## Backups on top of backups

Dedicated US and EU Microsoft Azure data centers feature triple data mirroring, plus off-site redundancy in the same region. Information is securely stored and disaster recovery planning is simplified.



## Simplified audit preparedness

Every document capture, version and annotation is logged for complete traceability, and every workflow step is recorded for process transparency. Auditing has never been faster and more complete.



## Data control for compliance and disposition

Granular access rights and rigorous information organization expedite the support of strict regulation initiatives like GDPR, HIPAA and Sarbanes-Oxley, and simplify retention policy planning for sensitive documents.



## Incomplete information is history

Automated, reliable and thorough indexing ensures documents are precisely organized, findable and actionable in a workflow. Every document is complete with no missing data.



## Format flexibility

Easily store multiple file formats, including scanned documents, PDFs, email, Microsoft Office files (e.g., Word, Excel, PowerPoint), images and much more.

**Digitize and automate your process to maintain compliance and ace audits. To learn more, visit [ricoh-usa.com/docuware](https://ricoh-usa.com/docuware)**

## Ricoh, a proven partner

Ricoh's certified expertise, excellence and 85-year history of innovation have helped our clients navigate their most pressing information challenges. We believe having access to the right information translates to better business agility and the ability to thrive in today's age of hybrid and borderless work. As a leader in digital services, our extensive experience in a vast array of industries gives us in-depth knowledge of your unique challenges — and how our services can help you overcome them.

