

**Canon**

CANON SOLUTIONS AMERICA



CANON SEE IMPOSSIBLE



STREAMLINE YOUR  
**SALES ORDER PROCESSING WORKFLOW**



## TAKE CONTROL OF YOUR SALES ORDER PROCESS WORKFLOWS

Receiving a sales order from a customer is a critical element of your business process. That order must be quickly routed to various departments for approvals, verifications, and recording, both inside and outside the organization. Customers not only expect the order to be processed, they expect to be informed, often at various stages of its progression.

### ARE YOU CONCERNED

THAT YOUR ABILITY TO MANAGE CUSTOMER ORDERS EFFICIENTLY IS COSTING YOU BUSINESS?

On average,  
businesses are only

**40%**

confident their information  
is recorded, complete, and  
retrievable.\*\*

25% of businesses are  
concerned that their process  
efficiency fails to keep up  
with competitors.\*

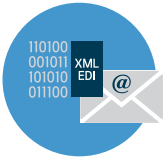
35% of business surveyed described  
their records and documents as  
"chaotic" or "somewhat unmanaged.\*\*"

\* AIIM Industry Watch 2011

\*\* AIIM 2012 - Capitalizing on Content



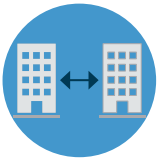
## TYPICAL SALES ORDER PROCESSING CHALLENGES



Orders arrive by various channels, methods, and processes.



Orders need to be approved, and several departments may need to provide input as orders move through the system.



Customers demand to be notified of order status and if there could be any delays.



The tracking of partial orders, back orders, disputed quantities, misshipments, or RMAs.

## CONSEQUENCES OF A SUB-OPTIMAL SALES ORDER PROCESS



Customer confidence in the reliability of your company is compromised.



Sales can be lost to competitors due to delayed order fulfillment.



Employees waste time manually tracking order status and updating clients.



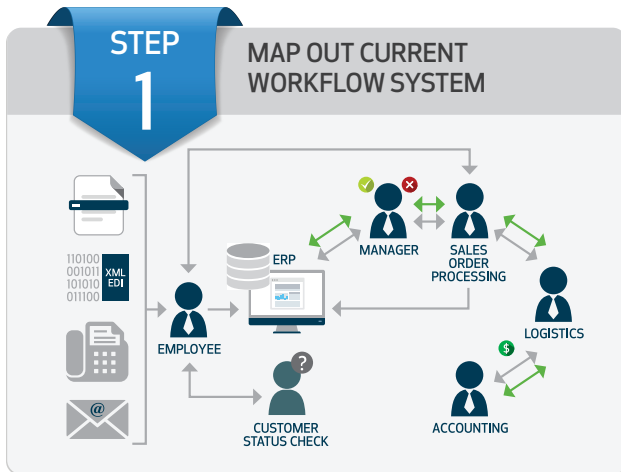
Inefficient processes result in time delays between orders received and those fulfilled, thereby extending the cash flow cycle.

Let Canon Solutions America's combination of specialized software technology, process architects, and solution engineers help you increase the efficiency of your Sales Order process.

# PUT EXPERIENCE TO WORK FOR YOU

Creating a more efficient Sales Order process requires experience in all facets of information management—capture, storage, retrieval, and security. Canon's team of professionals works with organizations like yours every day to help optimize the flow of business-critical information.

## SAMPLE WORKFLOW: SAMPLE ORDER PROCESS RE-ENGINEERING



Work with various departments to implement workflow changes and ensure adoption.



Periodic review to ensure compliance with the new workflow.

## EXCLUSIVE CANON SOFTWARE SOLUTIONS FOR AR/AP OPTIMIZATION

**Therefore™**  
PEOPLE PROCESS INFORMATION

An information management and workflow software connects people, processes, and information.

**uniFLOW**

An open platform for all print, scan, and document management processes.

**IRISXtract™**

Document automation tool automatically classifies and extracts essential information to your business process applications.



## A MORE EFFICIENT SALES ORDER PROCESSING SYSTEM BENEFITS ALL

### TYPICAL BENEFITS OF A STREAMLINED SALES ORDER PROCESSING SYSTEM

- Better communication between you and your customers
- Improved order fulfillment rates
- Lowered instance of lost purchase orders
- Improved communication among departments
- Improved cash flow with reduced order processing times
- Reduced labor costs to process POs
- Improved document security and tracking

Your business depends on strong relationships with customers and efficient communication among departments. It also depends on making your employees as productive as possible. Providing a more efficient Sales Order processing system to those who depend on it will help ensure that your business is positioned for success.


# UTILIZE CANON TECHNOLOGY TO ITS FULL POTENTIAL WITH PROFESSIONAL SERVICES FROM CANON SOLUTIONS AMERICA

Whether your business is large or small, remaining competitive in the global economy means you need to concentrate on what makes you successful—your core business. When selecting and implementing new technology, a highly skilled technical team makes the difference for a successful deployment.

Canon Solutions America has the team of experts you need to help you acquire the right technology, solutions, and services for your organization. From pre-sales analysis to post-sales support, our team of technical professionals draws upon decades of technical expertise and real-world experience to ensure you obtain the maximum benefit from your technology investment.

The Canon logo is displayed in a bold, red, serif font.

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A thick red diagonal line graphic is positioned to the left of the contact information.

For more information, call or visit  
**1-800-815-4000** **CSA.CANON.COM**