



## Newgen OmniDocs

# **ActiveScript for Shared Services Centers**

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The pandemic has changed customer and employee expectations, and now digitization is critical for enterprises to thrive in the new normal. Your shared services center (SSC) must automate all your manual and document-centric processes to increase operational efficiency and gain a competitive edge.

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Newgen OmniDocs ActiveScript, a cloud-based SaaS solution, helps SSCs, like yours, to streamline end-to-end document-centric processes. The solution offers a wide spectrum of applications that automate processes across multiple functions, including finance and accounting, human resources, and supply chain management.

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# NewgenOmniDocs ActiveScript for Shared Services Centers

## Key Features

- 30+ pre-configured and pre-built processes that can be deployed within 2-3 weeks
- Bulk scanning and indexing with Newgen OmniScan
- Mobile app for business users to view, verify, and approve documents, anytime, anywhere
- Mail add-ins to initiate processes directly from Microsoft Outlook into ActiveScript
- Configurable ActiveScript web portal that allows customers to submit applications online, upload documents as applicable, and track their application status
- Supported by the Microsoft Azure Cloud platform, which is trusted by more than 95% of Fortune 500 companies<sup>1</sup>

<sup>1</sup><https://azure.microsoft.com/en-in/overview/what-is-azure/>



# Customer Use Cases



## Invoice Processing

- Enable your vendors and suppliers to send invoices directly through e-mail
- Process invoices by accessing e-mails from the ActiveScript portal
- Upload invoices using the portal and contact vendors if any documents are missing
- Utilize the annotation feature to add notes and remarks without compromising the authenticity of the document
- Archive all documents for future reference and auditing



## Vendor Onboarding

- Onboard new vendors smoothly by adding a link for the vendor onboarding portal on your website
- Receive vendor application forms and supporting documents directly in the ActiveScript portal
- Scan physical documents with Newgen OmniScan using pre-defined templates
- Authorize your employees to verify requests and send acknowledgement e-mails to vendors in real time
- Archive documents for future reference





## SSC Processes Supported by ActiveScript

Employee Onboarding	Journal Voucher Processing
Invoice Processing	PR to PO
Vendor Onboarding	Collections Dunning Process
Invoice Dispute	MDM Approval
Sales Order Creation	Advance Shipment Notice
Travel Expensing	Bank Reconciliation
Vendor Approval	CAPEX Report Generation
Quotation Approval	Custom Duty
Legal Contract Approval	Export and Import Shipping
Compliance Checklist Creation	Finance Reporting
Compliance Auditing	Fixed Assets
File Movement	Letter of Credit
Memo Management	Material Receipt



# Why Newgen OmniDocs ActiveScript for SSCs?



## About Newgen

Newgen is a leading provider of low code digital automation platform. Globally, successful financial institutions, insurance, government, and shared services organizations rely on Newgen's industry-recognized products and applications-to manage their processes (BPM), content (ECM), and communications (CCM)-for connected operations. From customer onboarding to service requests, from loans and deposits to underwriting, and many more, Newgen's industry applications transform business-critical operations with agility. Newgen's cloud-based platform enables digital transformation initiatives for superior customer experience, optimized costs, and improved efficiencies.

For more details, visit [www.newgensoft.com](http://www.newgensoft.com)

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