

RICOH
imagine. change.



 **RICOH**
Smart Flow

65%

of IT managers digitally empower and enable frontline employees with data, artificial intelligence, and security to increase productivity, adaptability, and decision-making in the face of rapid change.
IDC FutureScape2021

The constant changes have generated the need for small and medium-sized companies to transform their physical document processing and manual processes to more agile and secure ways of managing information, facilitating work inside and outside the office (hybrid working).

To this end, there are different reasons to seek paper document reduction and process automation in these businesses in Latin America, especially in the most critical areas such as **Accounts Payable/Receivable, Human Resources, and Operations.**

Some examples are:

Accounts Payable/Receivable:

According to the Gartner Group, finance and procurement personnel spend **30-40%** of their time manually processing an invoice in 15-20 minutes per note.

LinkedIn article: Automatically process received invoices.

Human Resources:

47% of HR executives continue to use paper for employee compensation activities, resulting in a process that takes days or even weeks, generating frustration among HR staff and the candidates themselves.

Adobe-HumanCapitalManagement-REPORT.pdf (forbes.com)

Operations and Logistics:

Companies investing in digitization and other digital transformation drivers realize impacts through reduced delivery and manufacturing lead times, faster customer service, and complexity management. In addition, the win-win benefits associated with reduced environmental impact, which is made possible through reduced emissions, reduced waste, and more efficient consumption of natural resources.

Industry 4.0: Digital transformation in manufacturing | McKinsey

Based on the previous references, some departmental challenges that companies, especially small and medium-sized enterprises, are facing can be highlighted:



Accounts payable/receivable

- Non-standardized processes lead to redundant activities. Manual approvals are not adapted to the hybrid way of working.
- Too much time is spent searching for information in physical files.
- Compliance with requirements and regulations to maintain process control in the face of audits.
- Manual process flows delaying timely collections and payment compliance.



Human Resources

- Transform the employee's file to digital from the moment they are hired.
- Efficient search for digital vs. paper information.
- Update work models with employees who work remotely.
- Improve digital operational control: Have records of actions and uses of digital documents.



Operations & Logistics

- Achieve secure, digital accessibility to documents and contracts while working from anywhere.
- Repetitive manual scanning of newly printed documents.
- Manual process flows that delay manufacturing and product delivery.
- High investment in physical space for document storage that impedes flexibility and the ability to work remotely.

"I started with digitizing my business 10 years ago."

Ricoh Latin America Credit and Savings Cooperative Customer



Save over 98 hours of work
by locating digital files in
30 seconds!

Get started today with **Ricoh Smart Flow**, an intelligent, affordable and scalable solution that enables you to collect your information, automate your workflows and access your documents online when you need them.

What level of digitization of your company are you at today?

At Ricoh we support you in transforming the process you consider most critical to the size of your business:

Accounts payable/receivable

- **Reduced time for billing and invoice** payment processes.
- **Security control** and user authentication to protect information.
- **Increased staff focus** on strategic actions to increase business profitability.
- **Electronic signatures** to speed up approval processes.



Human Resources

- **Electronic signatures** to speed up recruitment processes.
- **Increased agility and accessibility** of digitized and secure employee files and contracts.
- **Increased productivity using smart, efficient, and secure technology** solutions that improve area management.
- **Increased ability to maintain the productivity** of staff working remotely through digital and automated workflows.



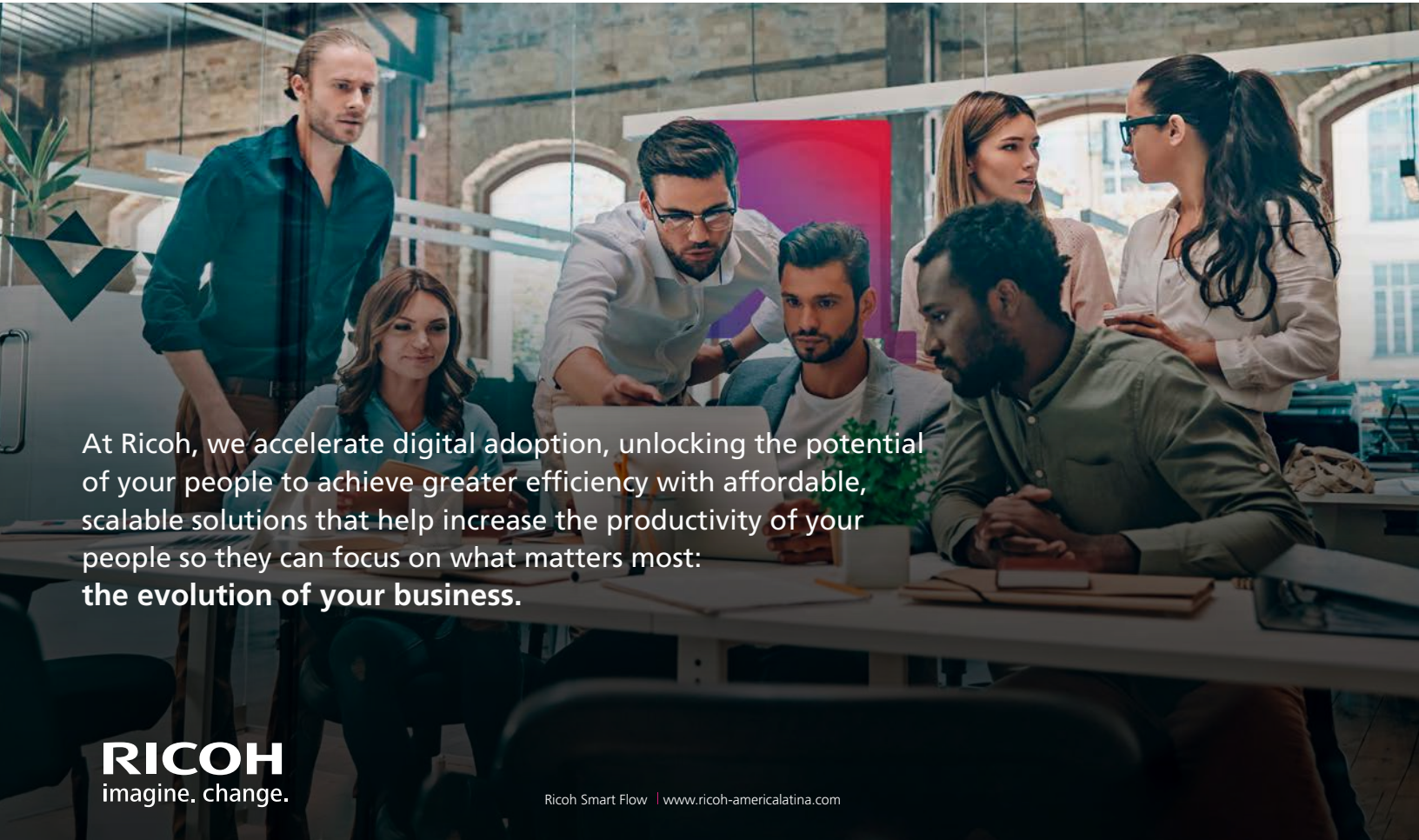
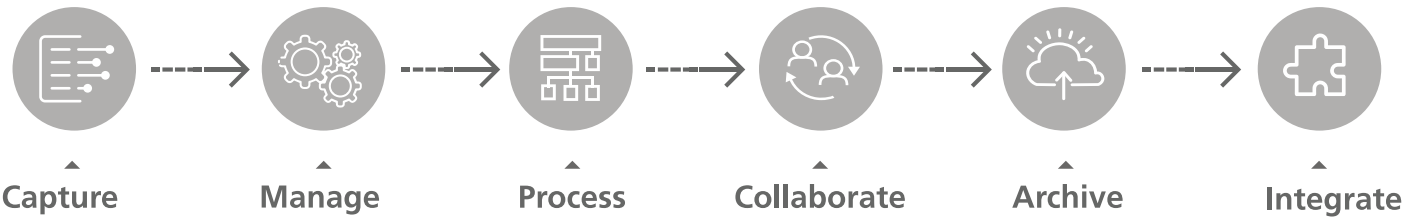
Operations & Logistics

- **Electronic signatures** to speed up approval processes.
- **Cloud-based scanning and printing** for greater accessibility to documents and commercial invoices digitally with direct connection to Drive, Box, Dropbox and more for easier remote working.
- Less human or manual involvement thanks to **automated workflows** to avoid data entry errors.
- **Achieve greater operational control** through records of actions and uses of digital documents.
- **Reduced costs** in physical space for document storage that hinders flexibility and remote working capabilities.



Make it smarter, with Ricoh Smart Flow

start your digital transformation wherever you want!



At Ricoh, we accelerate digital adoption, unlocking the potential of your people to achieve greater efficiency with affordable, scalable solutions that help increase the productivity of your people so they can focus on what matters most: **the evolution of your business.**

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Distribution Centers

RICOH Distribution Center Panamá	RICOH Operations Center Uruguay www.ricoh-americalatina.com/es-uy
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Authorized Dealers:

BRC Printing, Belize http://brcprinting.com/	John Bull Business Center, Bahamas
Cariburo, St. Martin (French)	Kirk Office Equipment, Cayman Islands http://www.kirkoffice.ky/
Copiadoras Ecuatoriana CIA Ltda., Ecuador http://www.ecuacopia.com/	Amaranth Business Solutions Limited, Trinidad/Barbados/Jamaica http://www.amarantbusinesssolutions.com
Copy Solution International S.A., Dom. Republic http://www.grupocsi.com.do/	Microtech Sales and Service Ltd., Bahamas
D.O.S. 2009, Ltd, Jamaica http://dosjm.com/	Multipost, Curacao (Netherland Antilles) http://www.multipost.com/
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A woman with long dark hair and glasses, wearing a light grey blazer, is sitting at a desk and looking at a laptop. A man with short dark hair, glasses, and a beard, wearing a light grey blazer over a white t-shirt, is standing next to her, leaning over the desk and pointing at the laptop screen. The background shows an office environment with shelves, papers, and a window. A large, semi-transparent red and purple graphic is overlaid on the right side of the image.

**Extend digitization and
process automation to your
entire company TODAY!**

Contact us at: www.ricoh-americalatina.com/en