



## ACUBIZ MAIL-IN

# Scan or e-mail attachments directly into Acubiz EMS with Mail-In

**Acubiz Mail-In** simplifies your invoice and other receipts related processes. It provides a completely paperless flow.

With Acubiz Mail-In, you can scan attachments via your office network printer or email your attachments directly into your account in Acubiz EMS/Express. Both ways, the documentation is stored as a pdf, and it will be available in Acubiz EMS/Express to be attached to your expense report.

Read more at <http://www.acubiz.com/acubiz-expense-management/acubiz-mail-in/>

### BENEFITS FOR THE EMPLOYEE

- Managing your attachments with ease
- Invoices (e.g. online purchases) are easily emailed directly into your Acubiz EMS/Express account
- Relevant documentation gathered in one place

### BENEFITS FOR FINANCE AND MANAGEMENT

- Time-saving
- Create a better overview of expenses
- Digital approval procedures
- Transparent matches with credit card transactions

