



TiA Digital Workers

# Meet the **Bots**

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Empower your organization with a digital workforce and improve efficiencies



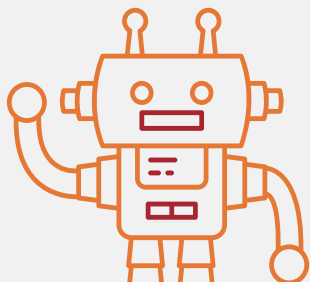
# Get Tangentia Intelligent Automation (TiA) Bots Working For You

Robotic Process Automation (RPA) is software—also known as a bot—that is designed to automate tedious and repetitive processes. This frees up people to focus on high-level tasks, reduces errors, increases productivity, and improves the bottom line.

Our TiA Bots have been designed specifically to automate core high-volume processes that require low speech recognition, are rules-based, and require digital input or triggers.

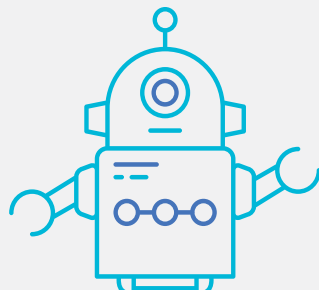


## Meet Your Digital Workforce



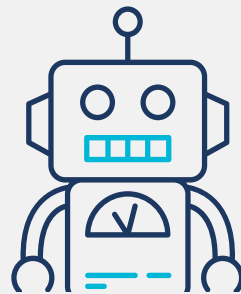
**Finn**

Finance



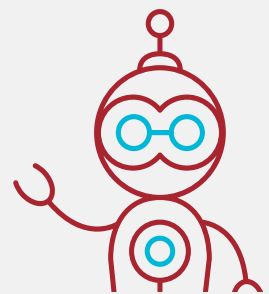
**Hugh**

HR Reporting



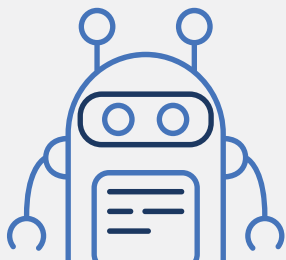
**Ward**

Work Orders



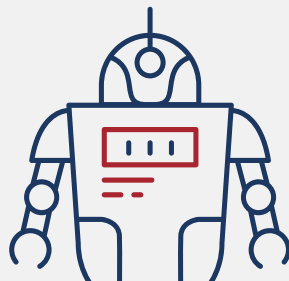
**Ingrid**

Invoicing



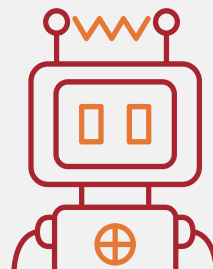
**Polly**

Purchase Order



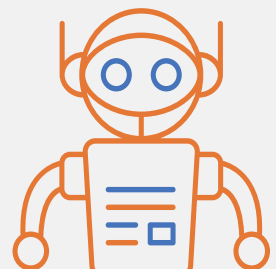
**Tim**

Time Sheets



**Connie**

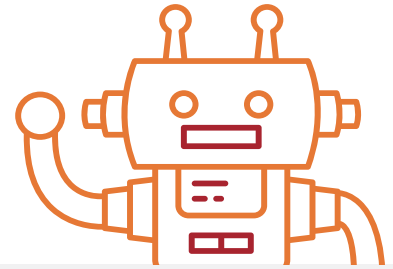
Contract Management



**Sarah**

Supplier Management

# Finance Automation Bot

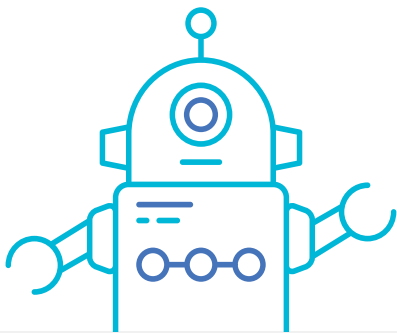


## Hi! I'm Finn...

It's my job to automate **finance** processes and make them flow smoothly. I do things like automate data entry, manage invoices and suppliers, streamline accounting processes, provide real-time reporting, and reconcile accounts at month's end.

## This creates value by:

- Increasing accuracy and productivity
- Lowering costs and improving cash flow
- Freeing up employees to gather meaningful insights from data
- Increasing time availability for strategic planning
- Accelerating organizational growth



# Human Resources Reporting Bot

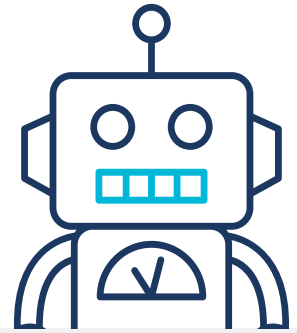
## Hi! I'm Hugh...

**HR reporting** is a time-consuming task. I make it so much easier by running daily referencing to maintain the HR log, creating SAP reports, exporting the spool in the appropriate format and uploading it to the correct destination folder.

## This creates value by:

- Increasing capacity
- Boosting productivity
- Reducing risk
- Improving sustainability
- Reducing costs

# Work Order Bot

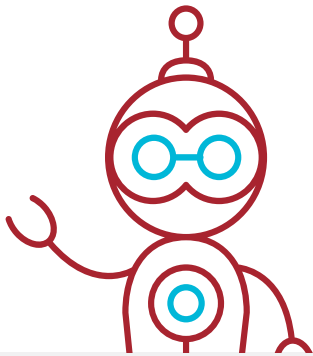


## Hi! I'm Ward...

Making sure **work orders** are closed out properly is my job. Sometimes, a work order will slip through the cracks and fail to close properly. That's when I swoop in and take care of it, making sure it is closed and all the proper notifications are complete.

### This creates value by:

- Increasing compliance
- Reducing human error
- Avoiding repetitive review of the work order
- Ensuring all jobs and tasks are completed in full and on schedule
- Ensuring the existence of an accurate historic record of work completed



# Invoicing Bot

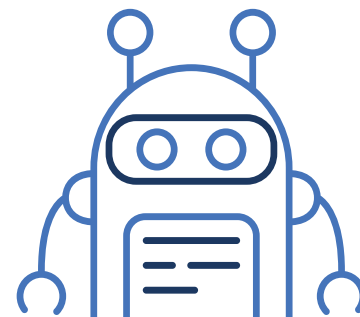
## Hi! I'm Ingrid...

**Invoicing** is a big job and it's important that it's done properly. That's why I am responsible for taking care of all the little, repetitive tasks that are part of the invoicing process. I take the data from vendor invoices and reconcile the quantity and price against the information you have in your records. I also generate exception reports when necessary.

### This creates value by:

- Reducing the need to manually manipulate data
- Reducing the cycle time for invoicing
- Improving data accuracy and invoicing controls
- Paving the way to a standardized paperless invoicing process
- Saving hundreds of human work hours annually

# Purchase Order Bot

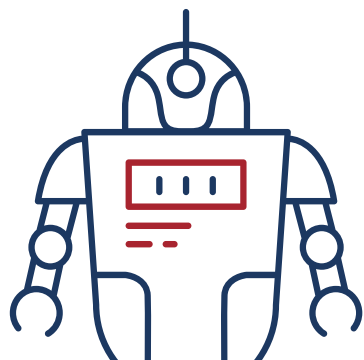


## Hi! I'm Polly...

Inbound (Purchase Requisitions) and outbound (Purchase Orders) are the lifeblood of getting the required goods and services your organization needs to maintain operations. I make sure purchase requests are received and entered into all backend ERP systems for approval. I also make sure all approved purchase requests are sent to the supply chain so the relevant purchase order can be created and sent to the appropriate vendor.

### This creates value by:

- Increasing the speed at which inbound and outbound orders are approved and created
- Increasing the speed at which you meet your SLAs
- Improving your ability to meet project schedules
- Decreasing cost per purchase order and the number of errors involved
- Decreasing the procurement lifecycle



# Time Sheets Bot

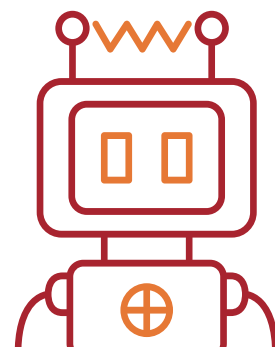
## Hi! I'm Tim...

Timesheets have to be processed on time so that staff gets paid on time. That's where I come in. I will make sure all **timesheets** from leading platforms such as ADP, Ceridian, and Workday are processed quickly and accurately, and that regular timesheet reports are generated.

### This creates value by:

- Increasing capacity and productivity
- Making sure retroactive entries or corrections are made
- Ensuring staff get paid properly and on time
- Retrieving indexed documents quickly
- Freeing up staff to deal with individual queries management of files

# Contract Management Bot

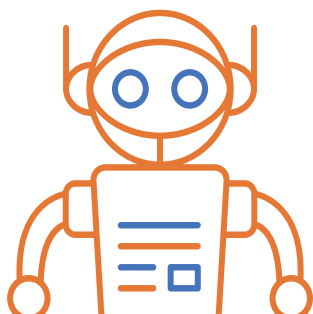


## Hi! I'm Connie...

I retrieve the documents you need from the **Contract Lifecycle Management** and deliver them to a specified location. This includes contracts, contract amendments, and work authorizations.

### This creates value by:

- Reducing the amount of admin work required to retrieve documents
- Making it possible for third-party auditors to retrieve information
- Reducing the amount of time spent on contract management searches
- Flagging documents that are missing or have been misfiled
- Improving the overall management of files



# Supplier Management Bot

## Hi! I'm Sarah...

**Supplier Relationship Management** is critical to successful operations. I make sure supplier management runs smoothly by automating contract admin activities such as creating new contracts, changing the contract owner, locking or unlocking the contract, and making amendments to existing contracts. I also monitor emails and other resources for input files and update contracts as required.

### This creates value by:

- Decreasing the amount of handling time required for supplier contracts
- Reducing the number of contract update errors
- Improving supplier segmentation
- Easing the development of a risk management plan
- Improving performance tracking

# Are you ready to start leveraging the power of TiA Digital Workers for your business?

Get in touch with Tangentia to learn about our fractional bot and bot-as-a-service programs.

[Learn More About TiA](#)

## Contact Us

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[tangentia.com](https://tangentia.com)

