



GRUPPO CONSIGLIO®



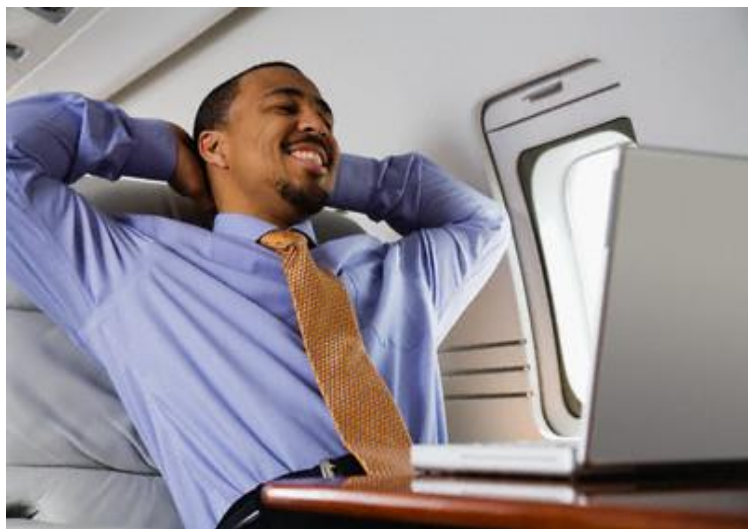
If you normally pay with your corporate card and/or cash, ecExpense is what you need. Turn your corporate expenses into a powerful business tool.

Business Expense Management

Latin America and Spain

ec expense®
T&E INFORMATION MANAGEMENT

What is ecExpense?



ecExpense® guarantees complete, secure and efficient corporate expense management.

- It is the most complete, secure and efficient web-based software platform that offers travel expense management services to your company.
- It manages expenses paid with different credit cards and/or cash and supports multiple currencies and taxes, as well as an unrestricted number of users, efficiently allocating the payments to be borne by the company, the employee, or both.
- With **ecExpense®** you can easily create and submit your expense reports, and follow up the whole expense approval and reimbursement process.
- Expense reports can be viewed, examined, approved or rejected in an effective and secure manner by the persons in charge.
- Detailed expense reports provide accurate data about when, how and how much is spent by your company, the company areas, the cost center and the employees. Expenses can be ranked per supplier, expense type and category. There are also special reports.
- Its high quality communication standard enables automated follow up of administrative flows in all areas, data entry, and expense and payment approval. All users are notified of every event or action in the platform via email without the need to be online.
- There is also a multi-currency cash advance module to effectively manage, control and monitor all cash advances given.
- The “cash refund” function serves to record the reimbursements made to employees, which will be subject to automatic reconciliation during the expense settlement process.

ecExpense Benefits



No consulting costs.

No maintenance costs.

Monthly fee –best market price.

Immediately available.

Fast implementation.

Free automatic upgrades.

Remote access.

- **No Initial Investment**
You are not required to purchase any hardware or software licenses or provide training to users like with other expense management platforms.
- **No Maintenance Costs**
You do not need in-house IT staff for maintenance purposes.
- **Monthly Fees**
ecExpense® is paid on a monthly basis. The price will be defined based on the version purchased and the number of users or transactions.
- **Immediately Available**
The platform may be used right after purchasing the service.
- **Easy to Implement**
Since it is a web-based solution, no software needs to be installed in the customer's equipment. All authorized users' profiles and accounts can be configured by the administrator in few days, and users are trained through tutorials available in the platform. This solution guarantees fast and effective implementation in every corner of the world.
- **Free Automatic Upgrades**
ecExpense® is permanently being upgraded without this entailing any extra cost for customers.
- **Free Access**
The platform may be accessed via Internet at any time and from any part of the world.

Who and Where?

This solution has been designed to assist Latin American and Spanish companies throughout their expense management process. **ecExpense®** is being used in the following countries:

Spain	Argentina	Brazil	Chile
Colombia	Ecuador	Mexico	Peru
Uruguay	Venezuela	Central America	
	Caribbean		

Web-based Solution

Designed to deliver outstanding performance at the lowest cost and with free automatic upgrades.

Thousands of different-sized companies throughout the world need business solutions:

- Professional Firms
- Small and Medium Enterprises
- Big Companies and Corporations
- Governmental Agencies

Regardless of your officers and employees' location – within the country or abroad– **ecExpense®** facilitates the business expense management process with:

- Flexible administration
- Efficient management
- Reliable information

Then, **the whole process is simplified.**

Designed to deliver outstanding performance at the lowest cost and with free automatic upgrades.

Services



Achieve transparent business expense management with a robust and fully scalable tool.

We offer service solutions:

Web-based ecExpense®

Achieve transparent business expense management with a robust and fully scalable tool.

This software distribution model is paid on a monthly basis, thus ensuring maintenance, daily technical support and customer service without additional costs.

Main Features

ecExpense® uses remote web access to highly secure and scalable central dedicated servers that guarantee 24/7 availability all year round. In this way, your company will avoid making large investments and paying for technical support and maintenance services.

ecExpense® is a user-friendly, intuitive and powerful tool that features the best functionalities to manage and control the expenses incurred by your officers and employees.

It is the best solution for professional firms, small, medium and big companies, corporations and governmental agencies.

Using the latest .Net Microsoft Technology, this software focuses on user functionalities ensuring that information is treated in a highly confidential manner.

Industries



Created to assist corporate officers in their business trips and the procurement staff, and to manage the expenses of the sales team and the professionals providing customer services.

ecExpense® has been designed to meet the requirements of all industries by assisting corporate officers in their business trips and the procurement staff, as well as managing the expenses incurred by the sales team and the professionals that provide customer services.

ecExpense® can serve all industry sectors in any part of the world, such as:

- **Airlines and Transportation**
- **Food & Beverages**
- **Automotive Industry**
- **Banking & Finance**
- **Dealers and Distributors**
- **Consulting and Professional Firms**
- **Entertainment**
- **Travel and Tourism**
- **Healthcare and Pharmaceutical Industry**
- **Oil & Energy**
- **Services**
- **Communications and Technology**
- **Governmental Agencies**
- **Other Industries**

Business Impact



- *Automatic registration of corporate card payments.*
- *Expense reduction.*
- *Tax control.*
- *Allocation of total or partial costs per cost center, customer, project.*
- *Negotiation tool.*
- *Information articulation with accounting and management systems.*

Automatic record of payments made with the corporate card by importing the monthly charges e-file. You may remove manual recording errors and minimize the cost of each step of the process:

- a. For employees, facilitating the preparation of payment receipts and their delivery for approval,
- b. For Management, saving the time spent in controlling the information, and
- c. For the Accounting and Financial area, helping processing such information based on true source data, thus achieving better control and avoiding potential frauds or omissions.

Expense reduction. **ecExpense®** will make the expense reporting process more transparent.

Tax control. All expenses associated to bills and invoices can be used by **ecExpense®** to report the exact amounts of VAT and other applicable taxes, as identified by the company, to the Accounting area for deduction purposes.

Association and allocation of total or partial costs per cost center, customer and project. You may monitor expenditures per cost center and determine the price and costs associated to your customers, as well as the costs to be allocated to project development.

Negotiation Tool. You may negotiate with your suppliers to obtain benefits and/or discounts on your consumptions since you will have the necessary information to do so thanks to a powerful database and robust reports.

Articulation of the information with your accounting, financial and management systems.

Company Benefits



With ecExpense® you access the right information on the right time to make the best decisions.

ecExpense® T&E Information Management allows you to:

- Remove process failures
- Minimize business expenses without additional efforts
- Save time and resources
- Reduce internal costs
- Easily implement effective cost policies
- Avoid frauds or omissions

ecExpense® T&E Information Management is the best way to access the right information on the right time to make the best decisions. Seize this opportunity to:

- Improve the expense reimbursement process.
- Efficiently increase control.
- Reduce costs.

ecExpense® T&E Information Management is

- Simple
- Effective
- Easy to implement

User Benefits



Speed, accuracy and security for all users.

Officers and employees who make expenditures on behalf of the company.

Your officers and employees may rest assured on this tool that guarantees:

- Less burden to report expenses and request cash advances.
- More reliable reimbursement process.

Management

With **ecExpense®** the Management can focus exclusively on the business without worrying about business expense approval. This tool:

- Reduces the processing time for the approval of card and cash expenses, and cash advance requests.
- Allows immediate preapproval or rejection.
- Allows viewing and editing expense reports in whole or in part.
- Features an automatic alert system for actions, delays in report submission by employees and due dates.

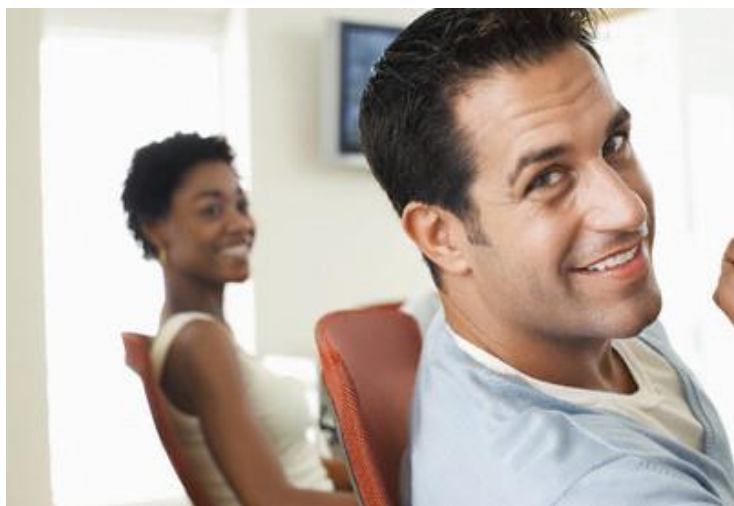
Management and Finance

You will be able to remove the traditional, cumbersome expense management and reimbursement processes, and avoid:

- Controlling the credit card statement
- Coping with electronic forms and templates
- Following burdensome administrative processes, and
- Dealing with complex systems that fail to meet your needs.

There is also an alert and communication system in place to effectively communicate your expense policies.

Process Reporting



When an employee makes an expenditure on behalf of the company, a background process is triggered which can only be addressed by **ecExpense®**: “efficient automatic management of expense reports”. Different expenses may be reported together, such as:

- taxi cabs,
- travel tickets,
- accommodation,
- food,
- other expenses.

These reports may also include information regarding:

- Payment means –cash or card
- Amount and currency
- Taxes
- Bill or invoice type and number
- Allocation to accounting entries and categories
- Comments or remarks about the expenses incurred

ecExpense® is particularly relevant for the association and allocation of expenses per:

- Cost center
- Project, and
- Customer

Efficient automatic management of expense reports.

Process Approval, Reimbursement and Accounting & Tax Control



ecExpense® allows Management and the administrative area to handle the expense approval and reimbursement process efficiently.

Management will receive pending approval alerts in relation to the expense reports sent by the employees. Upon approval of each report, both the administrative area and the relevant employee will be notified on the beginning of the automatic reimbursement process. The actions available to Management are:

- Approve
- Reject
- View
- Edit

The administrative area will receive the authorization requests from Management and will be notified of the payments made by the alerts of the control panel. This area will have the following actions available:

- Authorize
- Reject
- View
- Edit

The following actions may be dynamically performed upon report generation:

- Settling reimbursements for employees.
- Controlling expense allocation.
- Billing clients or allocating costs to projects.

Reimbursement for Employees

Employees are automatically notified when their reimbursement is ready for collection. The means of payment will be determined by the company, namely:

- Bank account transfer.
- Cash collection from Treasury.
- Included in their monthly salary.

Integration

ecExpense® T&E Information Management

Integration offers effective information management and system enhancement, properly and quickly integrating the information with the relevant systems:

Accounting Financial Management

ecExpense® furnishes all necessary information for system integration in files with different formats, thus reducing the manual workload. The following formats are supported:

- Excel
- Fixed values
- CSV
- Tab delimited
- XML

This functionality will allow you to:

- Avoid duplicating processes
- Remove errors
- Save time
- Manage resources efficiently

...all of which is translated into “higher productivity at a lower cost”.

ecExpense® T&E Information Management

Integration exports information in standard formats so as to achieve effective integration with systems such as:

- Accounting systems for SMEs and big companies.
- SAP, Oracle, JDEdwards, among others.

You may automatically instruct your bank to make payments in your employees' accounts by sending the file containing the settlement of approved expenses or the reimbursement report issued by ecExpense.

You may automatically instruct your bank to make payments in your employees' accounts.

ecExpense® T&E Information Management Integration ensures information and system integration.

*Less investment required
+ Greater system efficiency
+ Higher production
= More profitable business*



... a top-notch, affordable solution
to manage your corporate
business expenses.



It is simple, easy and secure.

For further information, please contact your financial agent, your corporate credit card or visit:



www.ecExpense.com