



EL SOL GRUPO
CONSULTING INMOBILIARIO

DIGITAL TRANSFORMATION

Cost Savings with Docuten



INTRODUCTION

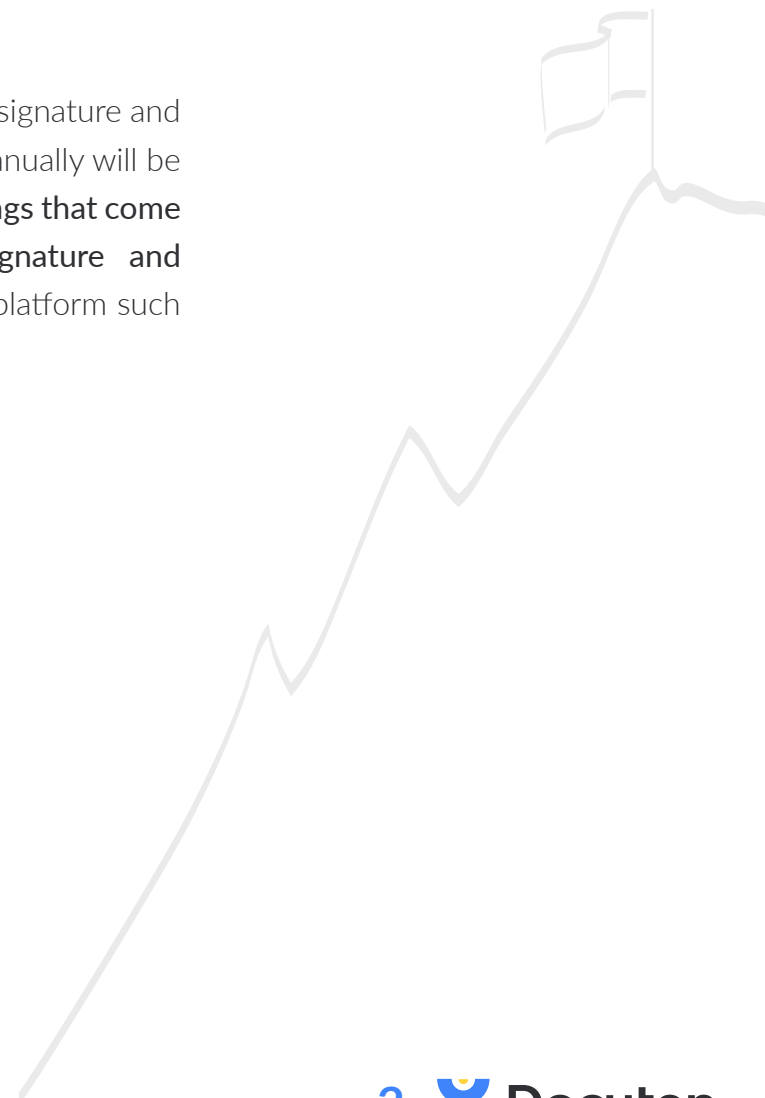
Digitalisation remains a growing trend in company business strategies.

As companies across diverse industries seek to differentiate themselves from the competition, many are able to establish a strong value proposition through digital transformation.

Going digital does not only offer a differential value, but provides companies with multiple additional benefits. These include greater efficiency, increased worker productivity, improved sustainability, and most notably, **time and money saved.**

With this in mind, the main objective of this report is to highlight how much a company can save through digitising its administrative processes. Using **El Sol Grupo** as a case study,

the costs companies face when signature and invoicing processes are done manually will be compared to the **potential savings that come from implementing digital signature and e-invoicing solutions** through a platform such as Docuten.



COMPARING COSTS

This study is based on data provided by **El Sol Grupo**. Prior to digitising their administrative processes with Docuten, the company handled the following operations by traditional methods:

- ✓ **RECEIVING INVOICES**
Received a total of 800 invoices/year.
- ✓ **SENDING INVOICES**
Issued a total of 400 invoices per year via standard mail.
- ✓ **SIGNING DOCUMENTS**
Signed a total of 300 documents per year in person.

The cost to the company very clearly depends on the method used to carry out these administrative processes:

TRADITIONAL METHOD

11,462.4 €

DIGITAL METHOD - DOCUTEN

3,700 €

Why is there such a big difference?

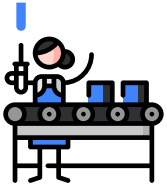
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1.1.
CASE STUDY
DATA
TRADITIONAL METHOD

1.1.1. STUDY VARIABLES

To determine the cost of invoicing and signing documents via the traditional method for **El Sol Grupo**, there were certain factors that had to be taken into account:



MANAGEMENT COSTS

The time staff spend on administrative processing costs money.
 Each employee gets paid €15 per hour.



STORAGE COSTS

Storing documents and records is often required by law, which make the cost of filing cabinets and rental space unavoidable.
 Each filing cabinet holds 500 sheets of paper and costs €2.65/unit.
 The space needed to store 1000 sheets of paper costs €10 per month.



COST OF MATERIALS

Office supplies like paper and toner are also needed to print invoices and documents that are sent for signature.
 Each DIN A4 pack has 500 sheets of paper and costs € 4.8/unit.
 Each toner cartridge yields 770 printed pages and costs € 32.5/unit (an average of black and white + color)



SENDING COSTS

Mailing invoices costs money. In the case of El Sol Grupo, invoices are sent by standard mail. [The cost of mailing a standard letter is € 0.65/unit.](#)



CONTRACT COST

[Not applicable.](#) This cost is related to contracting a company like Docuten to digitise your processes.

1.1.2. ADMINISTRATIVE WORK

RECEIVING INVOICES

1°. **El Sol Grupo** receives an average of **800 invoices** from vendors per year.

2°. Employees who manage receiving and cataloguing incoming invoices in company systems spend an average of **20 minutes on each invoice received.**



SENDING INVOICES

1°. **El Sol Grupo** issues an average of **400 invoices** per year.

2°. Employees who handle preparing and sending outgoing invoices dedicate on average **20 minutes per invoice.***

3°. Invoices are sent by **standard mail.**



SIGNING DOCUMENTS

1°. **El Sol Grupo** signs an average of **300 documents** per year (8-10 pp. per doc.).

2°. Signing documents is done **in person.** An employee dedicates an average of **60 minutes** to each signing meeting.



* This includes the time dedicated to follow-up: that the invoice was received, that it was issued correctly, and that the payment is being handled.

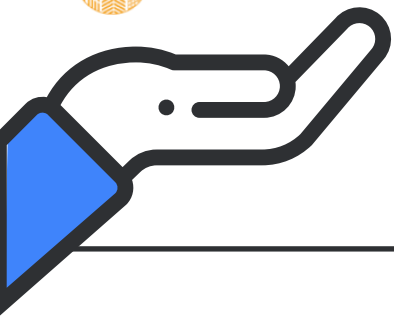


EXPENSES: TRADITIONAL METHOD

1. 2.

1.2.1. TOTAL COMPANY EXPENSES

Breakdown of workload	What does it involve?					Total
	MANAGEMENT COSTS	SENDING COSTS	COST OF MATERIALS	STORAGE COSTS	CONTRACT COST	
Issuing/sending 400 invoices by standard mail	✓	✓	✓	✓	✗	2,330.84 €
Receiving 800 invoices	✓	✗	✗	✓	✗	4,100.24 €
Signing 300 commercial contracts in person	✓	✗	✓	✓	✗	5,031.32 €
The total cost of managing administrative processes via the traditional method for El Sol Grupo amounts to						11,462.4 €



1.2.2. COST FOR EACH PROCESS

		Concept	Breakdown	Units	€/unit	Total
Receiving 800 invoices		Hours dedicated to managing received invoices	20 minutes per invoice received	266.66 hours <i>(for 800 invoices)</i>	15 €/hour	4,000 €
		Storage	1 filing cabinet stores 500 sheets of paper 10€/month to store 1000 sheets of paper	1.6 filing cabinets 800 sheets of paper	2.65 €/unit 10€/month	4.24 € 96 €/año
Receiving 800 invoices by traditional means costs El Sol Grupo a total of						4,100.24 €

		Concept	Breakdown	Units	€/unit	Total
Sending 400 invoices		Costs associated with mailing	Sending invoices via standard mail	400 letters sent <i>(for 400 invoices)</i>	0.65 €/letter	260 €
		Cost of materials	Paper 1 pack of DINA4 = 500 sheets of paper	0.8 of a pack of DINA4 <i>(for 400 invoices)</i>	4.8 €/pack	3.84 €
			Ink Toner 1 cartridge of toner yields 770 pages	0.52 of a toner cartridge <i>(for 400 invoices)</i>	32.5 €/unit	16.88 €
		Hours dedicated to sending invoices	20 minutes per invoice sent	133.33 hours <i>(for 400 invoices)</i>	15 €/hour	2,000 €
		Storage	1 filing cabinet stores 500 sheets of paper 10€/month to store 1000 sheets of paper	0.8 filing cabinets 400 sheets of paper	2.65 €/unit 10€/month	2.12 € 48 €/año
Sending 400 invoices by traditional means costs El Sol Grupo a total of						2,330.84 €

Signing 300 commercial contracts (8-10 pp./doc.)

Concept	Breakdown	Units	€/unit	Total
Costs associated with mailing	There are no sending costs; in person signature	-	-	-
Cost of materials	Paper 1 pack of DINA4 = 500 sheets of paper	6 packs of DINA4 <i>(for 3,000 sheets of paper)</i>	4.8 €/pack	28.80 €
	Ink Toner 1 cartridge of toner yields 770 pages	3.90 toner cartridges <i>(for 3,000 sheets of paper)</i>	32.5 €/toner	126.62 €
Hours dedicated to getting documents signed	60 minutes per meeting for each document to be signed	300 hours <i>(for 300 documents)</i>	15 €/hour	4,500 €
Storage	1 filing cabinet stores 500 sheets of paper	6 filing cabinets	2.65 €/unit	15.90 €
	10€/month to store 1000 sheets of paper	3,000 sheets of paper	10€/month	360 €/año
Signing 300 commercial contracts (8-10 pages each) by traditional means involves a total cost of				5.031,32 €



2.1.

CASE STUDY

DATA

DIGITISATION WITH DOCUTEN

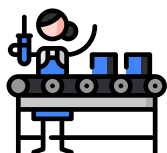
2.1.1. STUDY VARIABLES

To determine the cost of e-invoicing and digital signature for **El Sol Grupo** through the Docuten platform, there were certain factors that had to be taken into account:



CONTRACT COST

Based on the volume of company documents, the cost of contracting the Docuten Enterprise Plan is **3,000€ a year**.



MANAGEMENT COSTS

The time staff spend on administrative processing costs money.
Each employee gets paid €15 per hour.



STORAGE COSTS

There are no costs related to storage. Storage is done on the platform itself. Docuten stores all files: issued/received invoices, as well as documents sent to be signed. You can manage and access all your documents whenever you like.



COST OF MATERIALS

There are no costs related to supplies. All documents (sent and received) are managed completely digitally. There is no need to print physical documents, which means no paper and toner expenses.



SENDING COSTS

There are no sending costs. Documents are sent and received through the Docuten platform.

2.1.2. ADMINISTRATIVE WORK

RECEIVING INVOICES

- 1°. **El Sol Grupo** receives an average of **800** invoices from vendors per year.
- 2°. Employees do not dedicate **any time to receiving invoices**. Incoming invoices are catalogued directly in company systems.



SENDING INVOICES

- 1°. **El Sol Grupo** issues an average of **400** invoices a year.
- 2°. Employees dedicate an average of **4 minutes** in preparing and sending **each invoice**.
- 3°. Invoices are sent **through Docuten**.



SIGNING DOCUMENTS

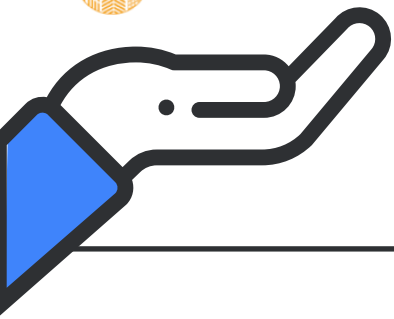
- 1°. **El Sol Grupo** signs an average of **300** documents per year (8-10 pp. per doc.).
- 2°. Documents are signed **through Docuten**.
- 3°. Employees dedicate an average of **4 minutes to preparing and signing each document**.



EXPENSES WITH DOCUTEN

2.2.1. TOTAL EXPENSES WITH DOCUTEN

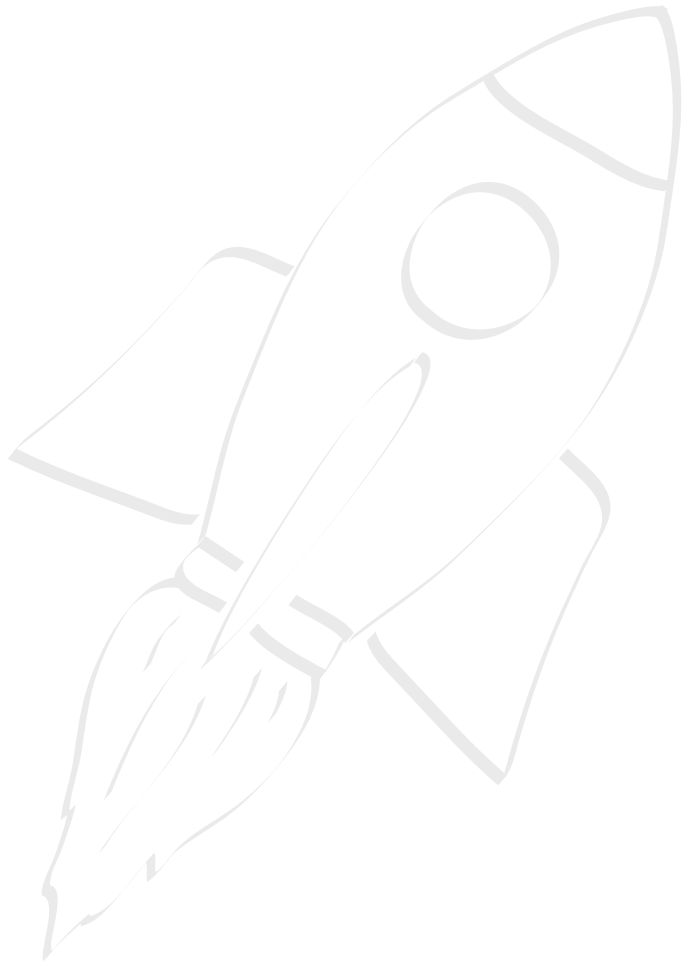
Breakdown	What does it involve?					Total
	MANAGEMENT COSTS	SENDING COSTS	COST OF MATERIALS	STORAGE COSTS	CONTRACT COST	
Issuing/sending 400 e-invoices through Docuten	✓	✗	✗	✗	✓ 3,000 € (yearly)	400 €
Receiving 800 invoices through Docuten	✗	✗	✗	✗		0 €
Signing 300 commercial contracts with Docuten	✓	✗	✗	✗		300 €
Handling the administrative processes listed above through Docuten costs El Sol Grupo a total of						3,700 €



2.2.2. COST FOR EACH PROCESS

Breakdown	What does it involve?					Total + Cost of Docuten	
	MANAGEMENT COSTS	SENDING COSTS	COST OF MATERIALS	STORAGE COSTS			
Issuing/sending 400 invoices through Docuten	4 min. per invoice 400 €	0 €/invoice	0 €/invoice	0 €/invoice		400 €	
Receiving 800 invoices	0 min. per invoice 0 €	N/A	N/A	0 €/invoice		0 €	+ 3,000 €
Signing 300 commercial contracts with Docuten	4 min. per doc. 300 €	0 €/doc.	0 €/doc.	0 €/doc.		300 €	
The total cost for a company to manage these administrative processes through Docuten is						3,700 €	





CONCLUSIONS

3.1.

3.1.1. COMPARE BY METHOD

PROCESSES

WHAT EXPENSES ARE INVOLVED?

	MANAGEMENT COSTS		SENDING COSTS		COST OF MATERIALS		STORAGE COSTS		CONTRACT COSTS	
	Traditional	Docuten	Traditional	Docuten	Traditional	Docuten	Traditional	Docuten	Traditional	Docuten
Sending invoices	✓	✓	✓	✗	✓	✗	✓	✗	✗	✓
Receiving invoices	✓	✗	✗	✗	✗	✗	✓	✗	✗	
Signing documents	✓	✓	✓	✗	✓	✗	✓	✗	✗	

ULTIMATELY,

These findings confirm that the cost to the company will vary depending on whether traditional or digital methods are used in managing administrative processes.



Traditional Method

11,462.4 €



Docuten

3,700 €

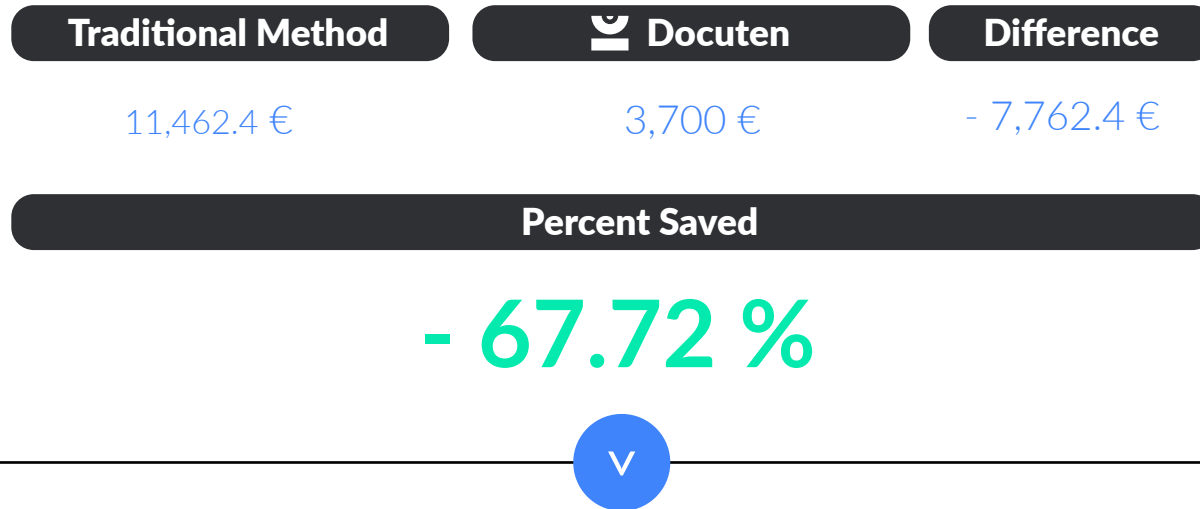
Difference

- 7,762.4 €

%

- 67.72%

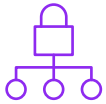
3.1.2. CONCLUSIONS



CONCLUSIONS: why does El Sol Grupo save 67.72% with Docuten?

- ✓ **Management costs are lower** with a simple, user-friendly digital tool like Docuten.
- ✓ The cost of sending documents varies when using certified mail, but **there is no cost when using Docuten**: documents and invoices are sent directly from the platform.
- ✓ They **save on office supplies**, since handling administrative processes through Docuten does not involve paperwork or printing.
- ✓ **Storage costs are non-existent** since it is done on the platform. Docuten stores all invoices (issued/received) and all documents sent to be signed with the ability to manage and access them whenever you want.
- ✓ The low cost of contracting Docuten takes care of several fundamental administrative processes, streamlining operations and increasing efficiency. Our platform digitises company processes from start to finish.

3.1.3. ADDED ADVANTAGES TO USING DOCUTEN



Secure and legal solution

We safeguard all documents and communications, and comply with the strictest security regulations. Avoid unnecessary on-premise security costs and keep all your files secure and organised with a platform like Docuten.



Saves time and improves employee productivity

Eliminate time spent on printing/sending documents and handling invoicing, and optimise your employees' workflow.



Sustainable

Getting documents signed and sending/receiving invoices digitally allows you to significantly reduce your use of paper, contributing to the reduction of deforestation and the emission of greenhouse gases. **For every 1000 sheets of paper you aren't using, you're saving:**



0.66 kg of CO2



9 kg of wood



10,000 litres of water



Sales Department

(+34) 981 269 685

ventas@docuten.com



Calle Gambrinus, 7, 1º D
15008, **A Coruña**



Retamar 11,
28043, **Madrid**



Golden Cross House,
8 Duncannon St,
Charing Cross
WC2N 4JF, **London**