



Email Scan and Buyer File Review

Overview information

Ed Mehlman and Associates

Description: An Email Scan and Buyer File Review is part of comprehensive line of recovery audit and post audit services offered by Ed Mehlman and Associates (EMA). An Email Scan and Buyer File Review is the process of electronically capturing formal and informal communication regarding agreed upon vendor terms and conditions. Once captured electronically the information can be efficiently reviewed by audit professionals. Email Scans are a modern version of buyer file reviews. A buyer file review is the manual process of reading buyer or merchandiser's hard-copy files for documents, memos, and contracts that represent agreements not officially recorded in master agreements or the terms and conditions of standard purchase orders. An email scan can be conducted in a standalone manner or in conjunction with a full service recovery audit supporting the analysis of targeted vendor or buyer file reviews.

Purpose: The Email Scan is specifically designed to find agreements with vendors which were overlooked and not documented, implemented, and recorded appropriately.

Benefits: Cost recovery, cost containment, improved vendor management, continuous improvement

Process Overview: There are a number of approaches that can be utilized to effectively scan email data. The typical scope for an email scan encompasses all emails contained within buyer email boxes for a specified period of time. To augment the efficiency of the audit, emails are captured and transferred into a database format. Records within the database typically represent an entire email chain or conversation between a buyer and a specific vendor. Once in a database format, each record is filtered and sorted to highlight emails with the highest probability of identifying undocumented agreements. There are several

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higher probability of an undocumented agreement.

Page 1/1

- **Weighted average scoring method:** Working with the client will develop a list of high value, key words. These key words will be given a numerical weight based upon a variety of factors surrounding the client's industry and/or typical business transactions. An EMA proprietary scoring tool will be used to scan and score each email record. Once scored the email records will be prioritized for review by a professional audit staff.
- **Sorted by specific buyer:** In conjunction with filtering by weighted average scores, the emails can then be sorted by buyer. If the buyer was terminated it is useful to also have the data sorted by email date. This allows the auditor to look at high score emails, by buyer, focusing on emails for the last 30 – 60 days of employment. Agreements made in the last 30 – 60 days of employment have a high probability of being overlooked and undocumented.
- **Sorted by specific vendor:** In conjunction with filtering by weighted average scores, emails can be sorted by vendor. This can be used to further understand the scope and detail of what has been agreed to as part of the buyer/vendor relationship.

Note: Filtering and sorting techniques are customized based upon the unique needs of each client