



Product Sheet

TextStor

Electronic Document Distribution (EDD)

“Automate the sending of invoices, statements and remittances to your customers and suppliers by email or fax .”

Sending paper statements, remittances and invoices to your suppliers and customers is an expensive and time consuming business. Costly pre-printed (multi-part) stationery is usually used and the process of printing, sorting, placing in envelopes and franking is very labour intensive.

TextStor Electronic Document Distribution has been developed to overcome these problems by storing the documents and allowing them to be sent electronically. The recipient has the choice of receiving each document by email, fax or even a printed copy.

Benefits

- Improved efficiency of Credit Control & Accounts Payable
- Savings in postage charges, pre-printed stationery, envelopes and printing costs
- Saving in labour costs associated with the process of sending statements and remittances each month
- Your customers & suppliers will receive their statements, remittances and invoices more quickly and they will be delivered directly to the correct person
- The integrated fax software allows the creation and sending of faxes from any Windows application

Features

- Suppress the output of zero and credit balance statements
- Send overdue invoices with the statement
- Suppress the output of "inter company" statements/remittances to individual customers and suppliers
- Additional documents can also be attached to the statements/remittances e.g. marketing promotions, news letters, etc



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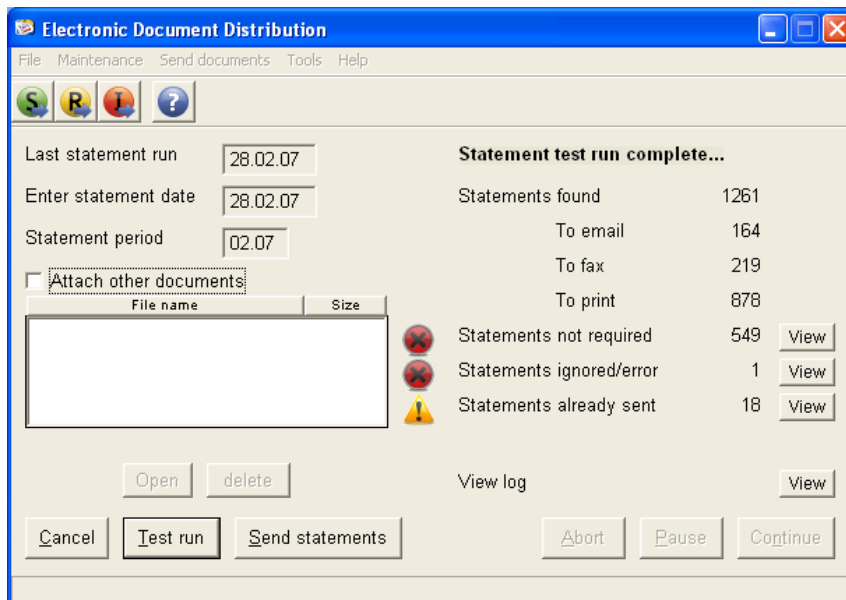
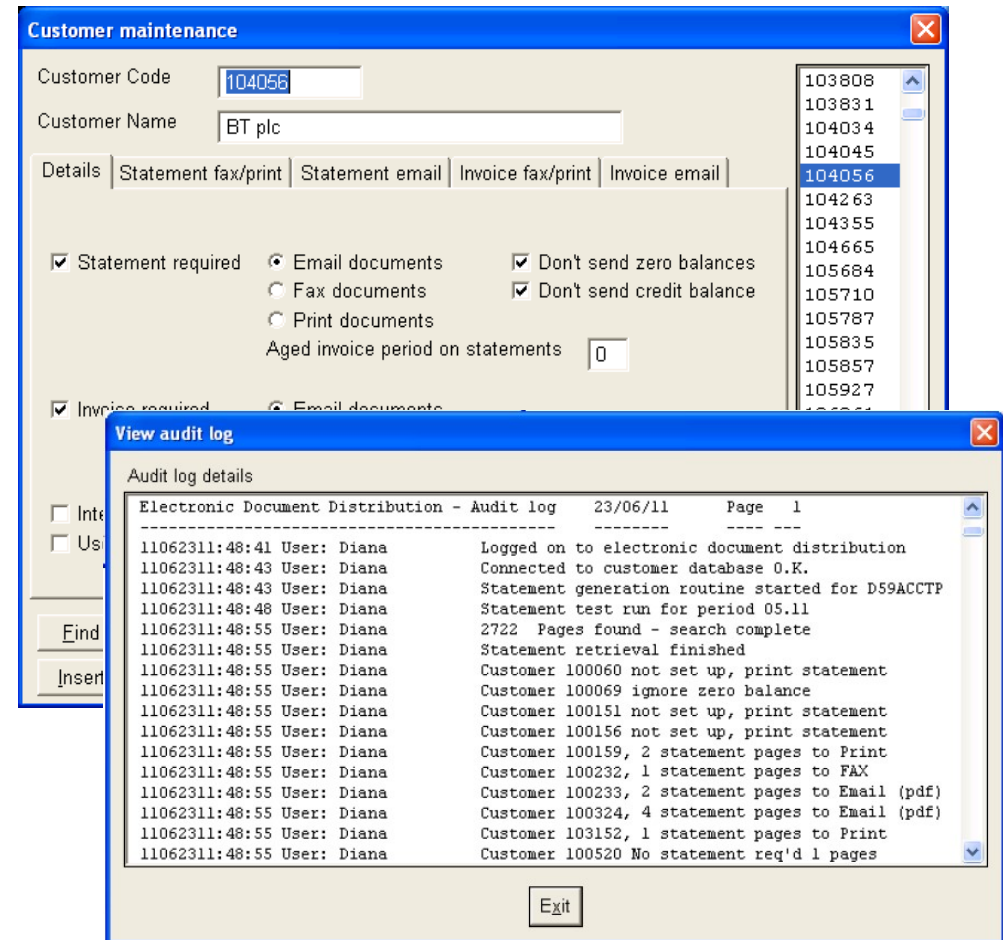
A closer look

Each customer and supplier chooses their preferred method of receiving the documents and their email address or fax number is stored in the EDD database.

Other options include the suppression of credit and/or zero balance statements and the ability to attach other documents (e.g. for marketing purposes).

Overdue invoices can also be attached, further streamlining the accounts department activities and costs.

A full audit log of the activities and information sent to your customers and supplier is provided and includes a details of email and fax transmissions and their respective success rates.



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