

DOCUMENT EDI – THE ADVANTAGES WITHOUT THE DRAWBACKS



READSOFT®
DOCUMENTS
FOR EDI

EZ-OUT

Secure automatic invoice mailer

READSOFT® 

Secure emailing of invoices is simple and inexpensive

Did you ever calculate the cost of sending an invoice by ordinary mail? Do it, and you will quickly realize the business benefits of switching to email. Get EZ-OUT to start enjoying these benefits today!

Email invoices to all your customers

A growing number of your customers have, or are about to install email input engines to their ERP systems. Those who still haven't developed their systems that far can easily access your invoice in a web browser for viewing, typing from image, and printing.



Invoicing by email is mutually beneficial

You and your customer will both save time, labor, and expenses, all while being environmentally friendly. For you, cutting down on printed invoices means

- less paper and envelopes, saving expenses and handling
- less printing, saving time and toner
- less postage, saving expenses

For your customers, emailed invoices mean less mailroom work. The file they get is ready for any on-screen activities and perfect for electronic archiving.

Customers with ERP email input no longer have to sort or scan invoices. Their software-supported verifying process will be simplified, thanks to the superior input.

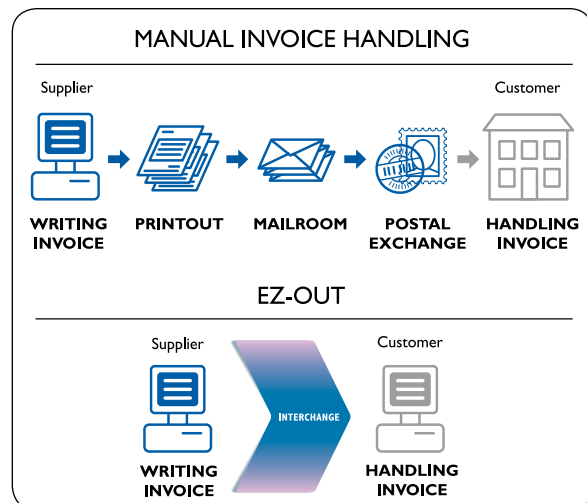
Security is ensured by encryption and digital signatures (for more details, see page 4). And you get a receipt, so you know when the email has been opened.

Consequently, your invoices will be processed as fast or faster than today and the risk of not getting paid in time will drop accordingly.

Start a better routine today. Save time, labor, expenses, and the environment, while simplifying your customers' invoices handling.

It is as simple as printing a paper copy

The invoice is, in fact, automatically emailed on the print command when EZ-OUT detects relevant identifiers. In all other cases the document is routed to your normal printer. And it does not matter what software you are using to generate the invoice.



Some of your customers will automatically handle your emailed invoices. If you want to know more about this process, please visit www.readsoft.com and have a look at ReadSoft DOCUMENTS for Invoices.

Install and forget

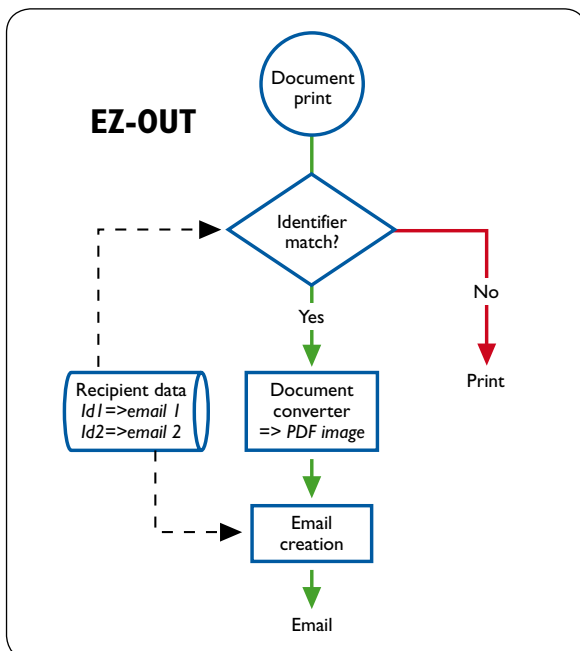
EZ-OUT is completely transparent: Install, configure and forget.

The procedure is simple:

Go to www.ez-out.com, download the installation software, and follow the simple on-screen instructions. At the EZ-OUT site, you will also find all the information (technical and functional) that you may require.

EZ-OUT functionality

EZ-OUT will install as a new printer driver. The software detects each invoice with an email recipient, makes a conversion (document to PDF), and routes it to your email server. Your default driver (i.e. the one normally used for printing) will still be used for all other documents. Security is ensured by encryption and digital signatures.



Prerequisites

Operating system: Windows NT 4.0 with Service Pack 4, Windows 2000 with Service Pack 2, Windows XP, and Windows Server 2003.

Optional access to an outgoing email server (SMTP).

A digital certificate is optional and not provided by EZ-OUT.

Configuration

The configuration consists of entering your outgoing email server address (optional), setting up your recipient email addresses, and linking appropriate identifiers. The identifiers have two purposes:

1. Identifying the document as an invoice
2. Identifying the correct recipient

Setting up identifiers is greatly simplified by the Document Wizard and the Recipient Wizard, that help you to make the necessary settings step by simple step. More advise on what identifiers to select can be found in the Wizards and the Help file.

Preparations

- Get your outgoing email server (SMTP) address (optional)
- List your relevant customer email addresses
- Define appropriate identifiers

And you're ready to go!

Secured invoicing

All you have to do to facilitate legal and secured electronic invoicing is selecting your digital certificate in the recipient set-up. The rest is automatic.

By using digital certificates, EZ-OUT provides you with a system that complies with the EU directive for electronic invoicing (2001/115/EC) and the legal requirements of most European countries:

- Authenticity of each invoice's origin is guaranteed
- Integrity of each invoice's content is guaranteed

- Privacy of the protected information is assured.

EZ-OUT security is based upon well-known standards such as Public Key Infrastructure (PKI) and Digital Signature Standard (DSS).

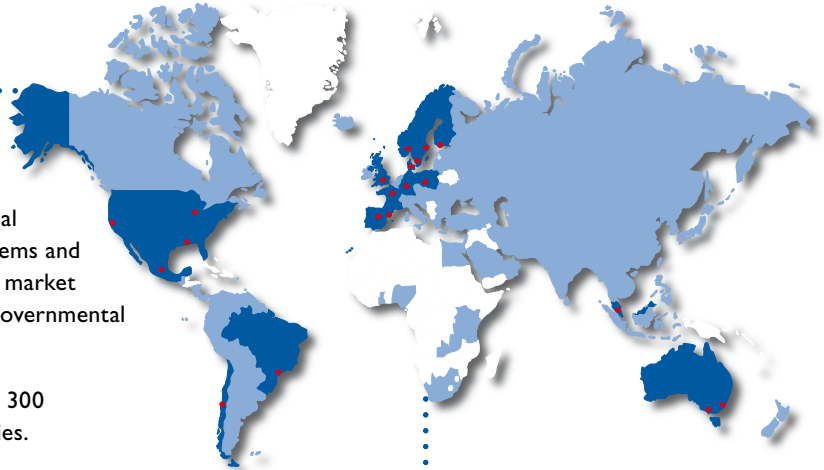
Take advantage of EZ-OUT to secure your email according to the prevalent and widely recommended standards!

Encryption supports both 3DES and RC2 (with 40/60/128-bits keys) for SMIME.

Digital signing is using the algorithm SHA1.

ReadSoft in a nutshell

- Market leader with more than 4500 customers worldwide, including both global enterprises with cross-organizational systems and local companies specialized in a particular market or industry, as well as a large number of governmental bodies.
- Offices in 16 countries and approximately 300 partners providing expertise in 70 countries.
- Listed on the Stockholm Stock Exchange since June 1999.
- Fifteen percent of revenue is invested in Research & Development every year. Close collaboration with various research institutes.
- Close partnerships with prestigious global partners. Cooperation with prominent consulting firms.
- Delivers software in several languages.
- Voted "Best of AIIM" 6 times at the world's largest document management convention, AIIM, in the United States.



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Document Automation Powering Your Business Efficiency.

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