B²BE
Business to Business e-Solutions

DOCUMENT ARCHIVING

DOCUMENT ARCHIVING, ONLINE THE WAY IT SHOULD BE!

PRODUCT OVERVIEW

B2BE's document archiving allows organisations to manage their electronic and paper based documents in a highly flexible online system and all in one place, not in multiple systems or environments.

Electronic documents can automatically be archived as part of the transmission process between your organisation and your trading partners, customers or suppliers. Hard copy documents are scanned, uploaded and indexed into the same environment. Documents are available online via a secure, permissions based, B2BE hosted web portal. You can allow employees to see all the documents or only some. You can allow access by third parties, such as customers, suppliers, debt collection agencies, branches or stores or any other party to the document.

KEY FEATURES

All your document archiving online and in one place, no more paper! Store all your organisations electronic and hard copy documents (scanned) online, available through a secure online portal. Who needs paper anymore?

Any Document Type

Store any document type online, including sales orders, invoices, statements, remittance advices etc. Search and retrieval is quick and simple because each document is uniquely identified and indexed based on its unique identifier (e.g. Sales order or invoice number).

Standardised Document Storage

All hard copy documents are scanned and saved as PDF files, making them easy to access, print, save and email. Likewise, electronic documents, EDI based documents, can be displayed in PDF as well (as well as their electronic versions).

Workflow

Archived documents can be combined with B2BE's workflow solutions as part of the upload and storage process. For example, invoices may need approval and GL coding before they're processed and archived. Workflows can also be customised to your needs, so you can process documents online, quickly and efficiently.

- Web Portal Access
- Fax & Email Documents
- Document Archiving
- OCR Documents
- EDI Documents
- Digitization Documents
- Print Management Documents

Document Digitization

If documents in the B2BE archiving solution need keying into your accounting or business system, B2BE's document digitization converts documents (such as supplier Invoices) to electronic files. These files can be automatically uploaded into your system without re-keying and automatically archived removing most human intervention.

KEY BENEFITS

Stop Storing Paper

Processed paper documents are difficult to manage. The B2BE archive solution ensures you have all your important business documents online and they're easy to retrieve. No need to store old documents in dusty boxes.

Faster Document Retrieval

When you need an old document, you can retrieve it, quickly and easily, through a secure online environment.

Secure Document Storage

Document storage is highly secure. You can make a document widely available or you can restrict its access. If you want, you can give suppliers or customers, access to their documents. Your organisation manages who has access to which document.

Plug And Play Connectivity

The archiving solution is designed to plug and play with all B2BE's products and solutions so you can store documents for any length of time. Each document type can be stored for different lengths of time which may relate to business requirements or tax requirements, for invoices, for example.

CONTACT

For more information on this B2BE product archiving or for other products and solutions, please visit us at
www.b2be.com