TRADEPAQ:EDM™

Enterprise Document Management: An Illustration

EDM efficiently and automatically delivers the right documents, in the format required, to the people who need them most.
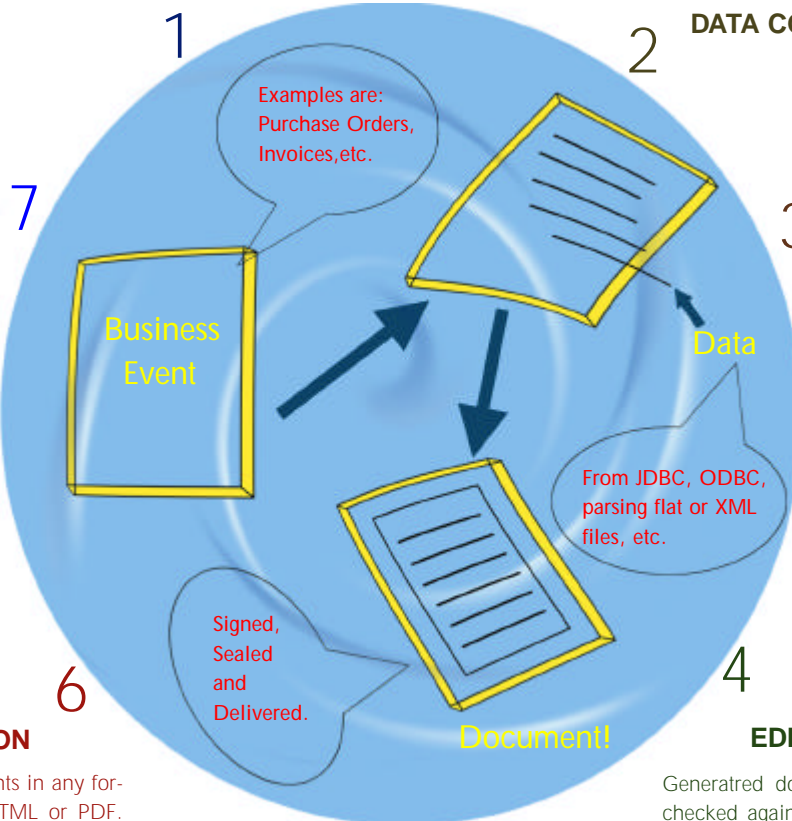
TRIGGER

1

A trigger event sets the process in motion. A manual web request, a database event, or a file trigger such as a flat file or an XML file, can begin the process.

DATA COLLECTION

2

The instant the workflow is started, data is gathered to populate the documents. This can be done automatically by parsing a flat or XML file, or by gathering the data from a database. Additionally, data can be entered manually via a web interface by an authorized individual. As in every step, rules are established to automatically gather the required data and to send out notification requests for additional information.

ARCHIVE & RETRIEVAL

7

Document archive and retrieval enables the recall, reprinting and redistribution of historical records. Using the web-based retrieval interface, both external and internal users can easily sort, search and retrieve the documents they need and are authorized to access. TRADEPAQ's archiving/retrieval module allows secure storage of images of documents in a separate repository. These finalized documents are only accessible by authorized users. They can be downloaded and stored to any separate location.

DOCUMENT DETERMINATION

3

Once all the necessary data is collected, rules are applied to determine the document or document set required for the transaction. TRADEPAQ has amassed a growing document library of country and industry specific documents that can be generated in multiple languages.

Examples are: Purchase Orders, Invoices,etc.

Business Event

Data

From JDBC, ODBC, parsing flat or XML files, etc.

Signed, Sealed and Delivered.

Document!

6

DISTRIBUTION

TRADEPAQ can output documents in any format: print, fax, email, XML, HTML or PDF. The recipients are automatically on the receiving list with the preferred format of output noted. Documents can be printed in the right languages based on ship-to-destination or language code and customized with logos and graphics. Our solutions also account for reprints and the redistribution of documents to multiple parties.

5

APPROVAL & VERSIONING

A document or document set can be signed, sealed and delivered just like any paper document. TRADEPAQ solutions provide maximum content integrity with a combination of rule, user and role based security and can maintain that security via audit trails and archives. Moreover, our solution supports certificate-based electronic signatures and authentication using leading infrastructure and services, including bolero.net.

4

EDIT & VALIDATION

Generatred documents can be automatically checked against the rules for validation. This can be done on a field by field basis and/or by authorized individuals or entities for last minute input and editing. Users can input new data via a web browser. In addition, requests for information can be emailed to data contributors via a notification module. These notifications can be scheduled to appear until the requested information is entered.

TRADEPAQ®

TRADEPAQ's Enterprise Document Management (EDM) is the world's leader in document preparation, generation, and delivery. **EDM** encompasses web-based document collaboration with workflow and integrates internally and externally with the leading ERP, WMS, TMS and CRM systems.

Documents have evolved into multiple formats from the traditional print or fax. Currently, emails, secure XML messages, scanned images, text messages on mobile phones and PDF images on the Internet have become an equal standard. **TRADEPAQ** provides functionality for content generation and management with cross-enterprise workflow for these output formats.

Today's business systems are unable to generate and manage all of the required documents for a business transaction. Corporations are realizing that collaboration and enterprise content management are critical components of any business wanting to remain competitive. Poor communication can cost an enterprise in erroneous deliveries, lost profits, missed sales opportunities and uncollected cash.

TRADEPAQ can prevent setbacks and create efficiency by determining which documents to produce, how they are to be populated and transmitted, and where documents are to be sent and stored. This can be all based on rules set by the enterprise. **EDM** is a document collaboration system where multiple parties have access to the most accurate and up to date information. Users update data and upload it instantaneously for secure delivery to authorized recipients via print, fax, email, secure XML messages, scanned images, text messages on mobile phones, FTP and PDF.

While **TRADEPAQ** provides enterprises with the ability to assemble functionality for a build-to-suit solution, **EDM** offers the most effective collaboration capability inclusive of:

- Document preparation, generation and delivery
- Workflow (role based, rule based)
- Document compliance
- Digital signatures
- Imaging and
- Archive and retrieval

WHY ARE ORGANIZATIONS IMPLEMENTING EDM?

- Improve Service - existing clients are demanding trade chain collaboration with straight through processing in order to reduce costs
- Cost Reduction - to eliminate shipment delays, demurrage costs and trade finance penalties due to erroneous paperwork
- Better Cash Flow - by eliminating wait-time for documents, goods are shipped on-time and payments are received accordingly
- Expand to New Markets - prompt shipments at competitive rates create more time to concentrate on new sales and markets.

HOW TRADEPAQ WORKS: THE FUNCTIONS

Document Preparation, Generation & Delivery
1. *Trigger*
TRADEPAQ determines that a business event has occurred which requires documents. A trigger can be any business event that is recognizable by

TRADEPAQ: a manual web request, a database event, data requestor, a scheduled trigger, etc.

2. *Data Collection*
The data needed for the Document Set is captured from available sources and placed into the TRADEPAQ database.
- XML messages
- Document output via flat files
- Connectors for Mapping to ERP, WMS, TMS, CRM systems using ODBC compliant databases.
- Data Requestors: web-based input. Additionally, externally generated documents may be added to a document set via an attach function in the web-based data requesters workbench.

3. *Document Determination*
TRADEPAQ determines the exact set of documents needed for a transaction. The documents are determined based on the data elements for the transaction. For example, data elements can consist of ship-to destination codes that dictate the type of documents required for transacting with a specific country as well as the languages required for the documents.

4. *Document Generation*
- Print • PDF • XML

5. *Document Delivery*
- Print • Email • Fax • Bolero

Document Management
1. *Workflow*
TRADEPAQ determines what documents to produce, how they are to be populated and transmitted, and where documents are to be sent and stored all based on rules set by the enterprise. The rules build the workflow. They can be as simple as the generation of one document intended for one individual or as intricate as a document collaboration system where multiple parties can update forms and immediately upload them, maintaining the accuracy of the documents. The routing of the documents, the data input, delivery method etc, is all run by rules which make up a tailored workflow.

- Manages the business processes specific to a transaction
- Event-driven workflow creates notifications for the trade chain to take action when needed
- Rules-based triggers start processes needed to drive transactions to completion
- Web-based data collectors enable entry of the data elements necessary to complete a transaction
- Archives transaction history, providing audit trails with date and time stamps
- Connects securely across multiple computing platforms, applications and protocols
- Transfers real-time information across your supply chain via XML based connectivity
- Sending, receiving, parsing and validating XML messages
- Allows for document status checks throughout the transaction process.

THE FEATURES

Archive and Retrieval
- Archives transaction history, providing audit

trails with date and time stamps
- Catalogues document data and images Enables recall, reprinting and redistribution of historical document images and data.

Multi-lingual Capability
- Supports all Windows-supported languages including Cyrillic scripts, double byte scripts (Kanji, Mandarin), and Latin-based languages.

Scanning/Imaging of Documents
- Documents can be scanned and transferred to the web

Online/Web-based
- Provides collaboration with your customers, suppliers, and users in a secure e-business environment.

Document Library
- Growing library of documents ready for immediate use. Standard documents include: Commercial Invoice, Shippers Letter of Instruction, Bill of Lading, Master Air Waybill, Certificate of Analysis, Certificate of Origin, Packing List,Inspection Certificate, Insurance Certificate, Insurance Cover Letter, NAFTA, SED, EUR1, SAD, Invoice, Purchase Order, Statement, Picking List, MSDS, IATA, hundreds more
- Unlimited global determination rules for accurate document selection
- Document library and determination rules content for North America, Europe, Latin America and Asia-Pacific.

XML Integration
As organizations look to gain efficiencies by transforming labor/paper-intensive processes to electronic methods, they need to support all forms of business communication in their marketplace. TRADEPAQ integration tools:
- Identify business events where data needs to be integrated
- Capture the data
- Store the data
- Transform the data
- Communicate with other systems
- Archive the data
- Produce audit trails

Digital Signatures
- Digital signatures-based security authenticates transactions and participants' identities
- Trade transactions can be sent and confirmed via digital signatures
- Enables LSP to be part of a Trade Chain that provides trade execution guarantees with non-repudiation to their members
- Bolero.net certified including title registry, SURF, and web-based signing

Settlement
- Settlement via banks, credit cards, escrow, funds transfers, standard documentary credits, and collection terms with agreed closing and payment dates
- Enables shipper to get paid quickly by delivering trade finance documents that are conformant with the bank's terms
- Accelerates advice of LCs and amendments and virtually eliminates discrepancies.