

Top Five Reasons to Automate Oracle Document Distribution

Eliminate paper-based document distribution processes from Oracle to reduce costs, improve revenue, and support compliance

Overview

Oracle solutions are designed to automate core business processes and improve the efficiency of generating data for business documents. They are not designed to distribute high-volume fax documents to customers and suppliers.

As a result, many organizations revert to printing documents and exchanging them using traditional postal service, manual fax, or overnight delivery services. There is a much better way. Open Text Fax Server, RightFax Edition offers robust and reliable electronic fax and document delivery directly from Oracle, enabling organizations to reduce the complexity of information delivery and further optimize Oracle investments.

Top five ways Fax Server and Oracle help with document distribution automation

One: Reduce document delivery costs by more than 50 percent

Fax Server allows companies to send and receive business-critical documents automatically from Oracle via fax, email, or over the Internet. It eliminates the labor, printing, postage, equipment, and supply costs associated with manual faxing or mailing paper-based documents, allowing organizations to realize repeatable savings with

each document delivered. In addition, Fax Server intelligent Least-cost Routing, along with scheduled and Internet delivery options can further enhance the savings potential by reducing or eliminating long-distance phone charges. For many organizations, this can equate to as much as a 50 percent savings over traditional document delivery methods.

Two: Realize revenue more quickly

If an organization uses traditional methods to deliver invoices and other accounts receivable documents from Oracle, it can take days or even weeks for documents to be delivered to customers, which results in high Days Sales Outstanding (DSO). By automating document distribution from Oracle with Fax Server, these documents can be delivered immediately with confirmation of receipt. This eliminates the delays associated with paper-based invoicing and collections processes while improving customer service and staff efficiency. As a result, organizations can significantly accelerate revenue recognition to improve cash flow and open up credit availability.

Three: Support corporate compliance

Manual document distribution processes place organizations at risk of breaching corporate governance and privacy-protection regulations since manual processes cannot prevent information tampering or unauthorized access. Nor do they always provide the audit trail and electronic storage often required for compliance. Fax Server transmits documents directly from Oracle as image-based,

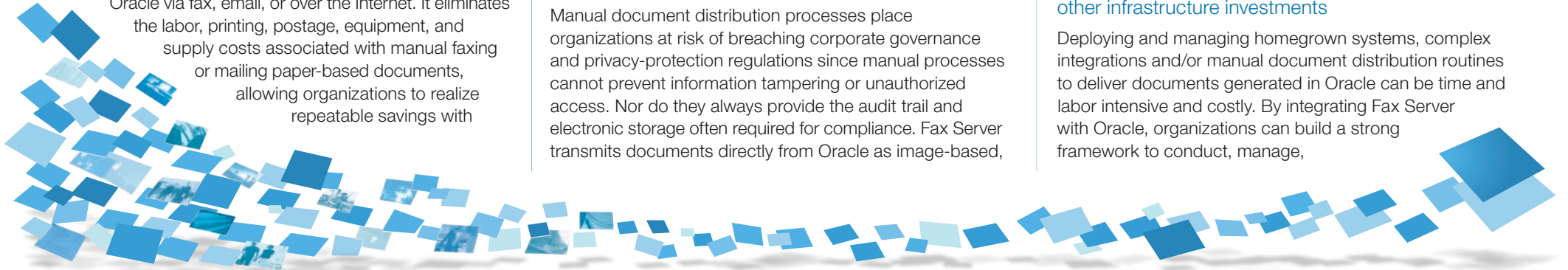
tamper-resistant PDF, or TIF documents via a secure PSTN, and then, stores them electronically on the fax server or secure database. In addition, Fax Server provides encrypted and certified email distribution options that require passwords to access information, as well as electronic verification of receipt for authentication. Such features mitigate the risk of information being altered and provide the added layer of security and audit trail needed to support corporate compliance.

Four: Gain productivity and efficiency while reducing errors

Electronic document distribution software is an easy way to increase staff productivity by releasing members from the time-consuming tasks of manually faxing or mailing documents. Users can send and receive documents directly at their desktops, or large batches of documents can be delivered automatically and unattended, from Oracle and other back-office applications to eliminate error-prone manual routines.

Five: Extend Oracle and other infrastructure investments

Deploying and managing homegrown systems, complex integrations and/or manual document distribution routines to deliver documents generated in Oracle can be time and labor intensive and costly. By integrating Fax Server with Oracle, organizations can build a strong framework to conduct, manage,



Efficiency gains using automated electronic document distribution

Standard Business Documents Generated from Oracle Applications	Traditional Document Distribution Methods	Automated Oracle Document Distribution
<ul style="list-style-type: none"> • Bills of lading • Change orders • Confirmations • Invoices • Purchase orders • Rate sheets • Requests for quotes • Sales orders • Other Oracle-based documents 	<ul style="list-style-type: none"> • Manually generate documents • Process documents manually for delivery • Print on preprinted forms • Burst • Insert documents in envelopes • Apply postage and mail or manually fax documents 	<ul style="list-style-type: none"> • Documents are generated from Oracle and automatically sent to recipients via fax or email • Deliver documents electronically and unattended • No labor, forms, stationery, postage, postal machines, or stand-alone fax machines required
	<p>Processing time per page: Approximately 9 minutes*</p> <p>Delivery time: From one to 14 days with no confirmation</p>	<p>Processing time per page: Seconds</p> <p>Delivery time: Instantaneous with confirmation of receipt</p>

and control business information dissemination from Oracle. Plus, Fax Server can be leveraged across the organization. It integrates with email, CRM, document management, workflow, and MFPs to make a more efficient, connected work environment. This extensibility results in a rapid payback on an affordable investment.

As an Oracle Certified Partner, Open Text is the only software company in its category with a joint development relationship with Oracle. In fact, integration code for Fax Server is included in the Oracle E-Business Suite foundation and in Oracle 9i technology products to allow for seamless integration. This extensive collaboration, testing and integration ensure that Fax Server is a technologically sound solution that will provide long-term strategic value.

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