

07/03/2014

DOCUMENTS BY EMAIL

PRODUCT SPECIFICATION: FI, SE, NO

This document presents features of the Documents by e-mail product (hereafter referred to as “Product” or “Service” as the context may require).

Product: Documents by e-mail

Country/market: FI, SE, NO

OpusCapita reserves the right to change the Product’s features and this specification. The latest versions are published at www.opuscapita.com/terms

1. STRUCTURE – DOCUMENTS BY E-MAIL

The standard Product functionality consists of the always included features and respective standard/default settings. Within the base functionality there may be mandatory selections, which shall be mutually agreed. A more detailed description of the specific scope of the Service is included in the Configuration Overview. Selections and options will affect the pricing of the Product, and is stated in the Price List, applicable from time to time.

To be able to use the Product the Customer needs to have an Agreement with OpusCapita that includes the Data Management.

1.1 Base functionality

Documents by e-mail is a Product that sends a document to the recipients mail address in form of a presentment link to the document, or as an attached PDF file. The sender is responsible for generating the document data, and providing the recipient’s email address.

Base functionality includes:

Functionality	Finland	Sweden	Norway	Comment
Creating the e-mail	No	Yes	Yes	
Delivery of the e-mail	No	Yes	Yes	
Presentation method: 1. Presentment link 2. Presentment link and Pin code 3. PDF attachment	1. No 2. No 3. No	1. No 2. No 3. Yes	1. Yes 2. No 3. Yes	
Fall back printing	No	No	Yes	
Delivery report	No	Yes	Yes	

07/03/2014

1.2 Creating the e-mail

OpusCapita transform the document file to email service metadata. The addresses of the recipients are stored into specified field in the document data.

As a customer specific feature, OpusCapita can receive the addresses in a separate address files or to get the email addresses from an internal or external e-mail address data base.

The customer formulates the email message to be used in the email. The message can include dynamic information if available and indexed in the incoming file.

1.3 Electronic Delivery of the e-mail

OpusCapita sends the email through the Data Management platform for electronic delivery.

1.4 Presentment

Presentment link:

OpusCapita sends an email notification to the recipient. The email message body will carry the presentment link, a limited amount of fields from the document data (e.g. invoice number, customer name) and some fixed text defined during the Service implementation.

The presentment can be secured by using PIN-code (provided in email) or combination of fixed user identification (such as customer number) and PIN-code.

PDF attachment:

OpusCapita will send the invoice image as an email attachment. The email message content will be defined with the sender using a template provided by OpusCapita.

Presentment link and Pin code:

The recipient uses the presentment link option to get access to the document stored into data warehouse. The document will be presented in the browser window as PDF image. If the sender requires an additional PIN signup, the presentment link will first direct to a landing page, where the PIN can be keyed in. After the signup, the document image will be presented to the recipient.

1.5 Fall back printing

OpusCapita will print and mail the invoice document to the recipient as a fallback service, if

- a. Receiver does not use the presentment link within a specified period after the email messages have been delivered. The period is dependent to payment terms and/or the senders preferences and will be set in the implementation project, according to the senders instructions
- b. Email address is not valid or for some other reason the email message cannot be delivered

07/03/2014

The printed invoice is similar to the PDF image stored into the data warehouse, with some exceptions and reservations: The print service may not support color and attached leaflets.

1.6 Delivery Report

The delivery report lists contains data about the delivery of the emails and any failures.