

07/03/2014

EARCHIVE

PRODUCT SPECIFICATION: FI, SE, NO

This document presents features of the eArchive product (hereafter referred to as “Product” or “Service” as the context may require).

Product: eArchive

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 – EARCHIVE

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 agreed. Also the included optional features (options) shall be mutually agreed. A more detailed description of the specific scope of the Service is included in the Configuration Overview. Selections and options may 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 eArchive the Customer needs to have an Agreement with OpusCapita and be connected to the Data Management Product.

1.1 Base functionality

eArchive includes the following functions for handling the Customer’s electronic information and/or electronic documents:

- Data format conversion (Data Management)
- Indexing
- Input of data in PDF-format in eArchive
- Web interface for retrieval
- Administration interface for the Customer’s users
- Training of the Customer’s administrator
- Storage of documents

1.2 Conversion

The documents are converted, if needed, to PDF format.

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1.3 Indexing

Indexing of the Customer's electronic information and/or the electronic documents means that the Customer can search and find a document via the index information. OpusCapita has the following standard index for the different document types according to the table below:

Information	Market
Invoice number	Fi Se No
Invoice date	Fi Se No
Due date	Fi No
Amount	Fi Se No
Customer number	Fi Se No
Customer name	Fi Se No
Net invoice identification	FI No
Invoicing company number	FI No
Invoicing company name	FI No
Bank reference	Fi No
Salary statements:	
Social security number	Se
Employee number	Se
Employee name	Se
Period	Se

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Customer can retrieve the information via these indexes.

If the Customer so wishes, the Supplier can handle additional or other indexes, which will be treated as supplementary.

- Minimum storage time of 3 months, can be extended as an option

1.4 Input of data in eArchive

When the Customer's electronic information and/or electronic documents has been processed and indexed, the Supplier places the Customer's material in eArchive.

1.5 Web interface for retrieval

For the retrieval of the Customer's electronic information and/or electronic documents, eArchive provides a Web interface associated with the Customer's external IP address.

1.6 Administration interface for the Customer's users

Via the Web interface, the Supplier also provides an administration interface, where the Customer is responsible for managing authorized users. It is the Customer's responsibility to appoint a suitable person to maintain and administer the Customer's users.

1.7 Training of the Customer's administrator

At the time of the initial setup of eArchive for the Customer, the Supplier offers up to two (2) hours of telephone training of the administrator appointed by the Customer. Training must take place on one (1) occasion no later than 1 (one) month after eArchive has been established for the Customer. It is Supplier's responsibility to propose a time for training. The training opportunity will, after one month, be charged according to the hourly rate for training listed in the Price List, applicable from time to time. Such a training or additional training is to be booked by the Customer via Supplier's Customer Support.

1.8 Storage

Supplier provides electronic storage of the Customer's electronic information and/or electronic documents, which means that Supplier undertakes to provide the necessary storage capacity during the term of the agreement.

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2. OPTIONAL FEATURES (APPLICABLE FOR SE)

2.1 Relayed Trust

The Relayed Trust supplementary service means that the Customer chooses to add Supplier's API for integration of Supplier's eArchive into their own IT environment, e.g. the Customer's web site, intranet or other IT environment.

2.2 Forwarding documents (URL)

The Forwarding Documents feature means that the Customer has the possibility to integrate Supplier's eArchive into his/her own IT environment by calling on eArchive, which then displays the document requested.