

# ActiveF@x

For easy,  
quick electronic  
communications

Send a variety of documents directly  
from your software

Communicate more easily with your  
customers and suppliers

Send your documents in less time

Minimize administrative costs



**OGC**

*Together to optimize your performance*



# The ActiveFax Electronic Communication Module: Endless Possibilities!

## **Send a variety of documents directly from your software**

- Order entry: special-order purchase orders and quotes
- Purchase order entry (Payables module): purchase orders
- Customer inquiry: invoice copies
- Account statements: month-end statements or reprints

## **Communicate more easily with your customers and suppliers**

- Enable clients and suppliers to receive documents in a matter of minutes
- Verify the status of the documents sent and the exception list on your ActiveFax console
- Send standard documents integrated into your management system
- Use ActiveFax to send documents from any of your applications
- Receive faxes with your ActiveFax extension

## **Send your documents in less time**

- Save time and send documents in a few clicks thanks to automated sending
- Avoid unnecessary trips – documents can be sent from any workstation
- Reduce administrative tasks: all the settings and details are specified in the client and supplier records
- Work with mailing lists automatically created in your management software

## Minimize administrative costs



- Eliminate printing , handling and postage costs
- Extend the lifespan of your ink cartridges and printers
- Assign more profitable tasks to your employees , such as payment collection
- Reduce the time spent on manually filing or searching for documents
- Avoid the costs associated with equipment changes

*With ActiveFax,  
we have greatly  
improved customer  
satisfaction while  
reducing our costs.*



## The ActiveFax extension gives you



### Speed

Quickly send information to your customers in the format of their choice



### Efficiency

Ensure effective follow-up on the documents you send



### Simplicity

Send your documents directly from your management software in a matter of seconds



### Cost-Effectiveness

Increase employee productivity and speed up payment collection

#### System requirements

- Software: version 12 or higher
- Workstation: a network connected workstation running Windows 7 or higher
- Network: an internet enabled network for sending and receiving email
- Telecommunication: a regular phone line available close to this workstation for sending and receiving faxes

Contact us to find out more and experience the many advantages of electronic communication with ActiveFax!



*Ensemble pour optimiser votre performance*



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