

# Intelligent Web Forms

## Automating Business Processes

In today's rapidly expanding global marketplace, a company's ability to reach all of its business partners electronically can mean higher profits, significant cost reductions, and happier customers and suppliers. However, many businesses still communicate business-critical information to their customers and suppliers through manual processes such as fax, phone or email. These manual processes are slow, inefficient and error-prone. Business processes are often delayed, because manual activities need longer times to complete. Re-keying data becomes necessary when business partners aren't connected electronically, increasing the likelihood of errors and delays. Information can be completely lost due to incomplete fax transmissions, misplaced paperwork and unanswered voicemails. Communications via manual processes become even more inefficient when implemented across geographic regions, time zones and languages.

GXS Intelligent Web Forms service is the next-generation, global forms solution that enables businesses throughout the world to trade electronically in a standardised, easy and cost-effective manner. GXS Intelligent Web Forms service enables companies and their customers and suppliers to automate manual processes regardless of size, time zone, language or geographic location. With global access and a multi-lingual interface, business partners are able to electronically trade with each other in an efficient, consistent manner.

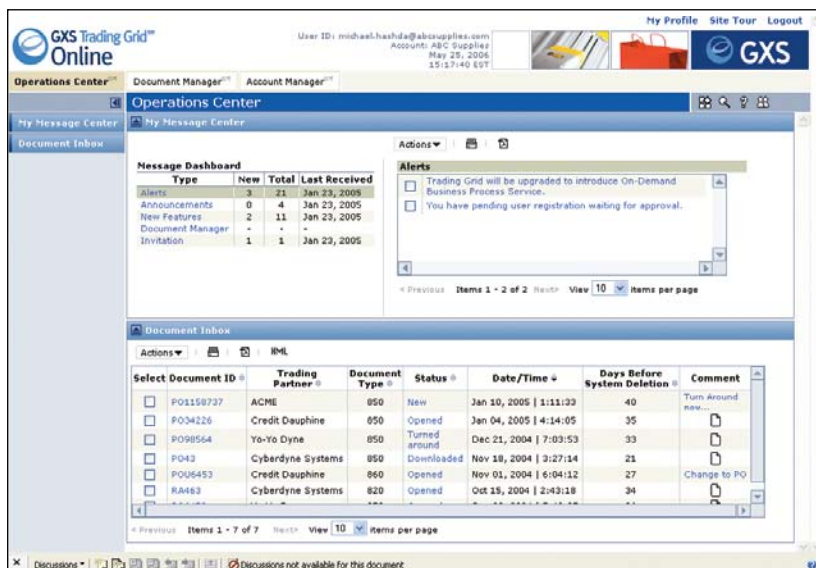
## Expand Your Electronic Trading Community

With GXS's Intelligent Web Forms service, companies are able to automate business processes with more partners with the shortest time to benefit. Intelligent Web Forms offers faster implementation through its next-generation, self-provisioning and global hosted service. Customised, easy-to-use forms enable users to become quickly operational and ready to trade.

Many small to medium-size businesses (SMB) have faced significant barriers to becoming electronically enabled. With GXS's Intelligent Web Forms, SMBs can quickly, easily and cost effectively participate in e-commerce programs. Bottom line benefit? Companies can expand the size of their electronic trading communities to maximise the ROI on their B2B e-commerce programs.



With GXS's Intelligent Web Forms service your company can trade with more suppliers with the shortest time to benefit. Rapid enablement means that your small and medium-size business partners will be able to exchange documents electronically in minutes regardless of where they are in the world.



Key benefits of GXS's Intelligent Web Forms service include:

**Easy-to-Use.** With an intuitive interface and pre-populated forms, GXS's Intelligent Web Forms service is extremely easy to use. When printed, online forms look like their paper equivalents—enabling users to proceed using standard business process. And, the pre-populated forms increase the speed and accuracy of document turnaround while built-in template capabilities save users re-keying time and minimise data entry errors.

**Multi-Lingual Interface.** GXS's Intelligent Web Forms service is available in nine languages: English, Czech, French, German, Italian, Portuguese, Spanish, Simplified Chinese and Japanese. The multi-lingual capabilities and context-sensitive help in multiple languages make it easy for an entire community of business partners to be electronically enabled.

**Real-Time Operations Centre.** The Intelligent Web Forms service includes an “Operations Centre” that serves as users' nerve centre of information. Up-to-the-minute message dashboards provide comprehensive summary information about alerts, customer notices and document statistics. The dynamic interface enables personalisation, enabling users to easily configure the contents, sequence and appearance of the items on the screen to their liking.

**Intelligent Search.** With built-in intelligent search functionality, users can find the information they need, when they need it. Users are able to search by document number, document type, trading partner, date, status and more. This functionality is easily accessible from anywhere in the application, making it easy for users to get the information in the shortest number of clicks.

**Powerful Document Manager Tool.** The application's “Document Manager” tool helps streamline the user's business operations. Key functionality includes:

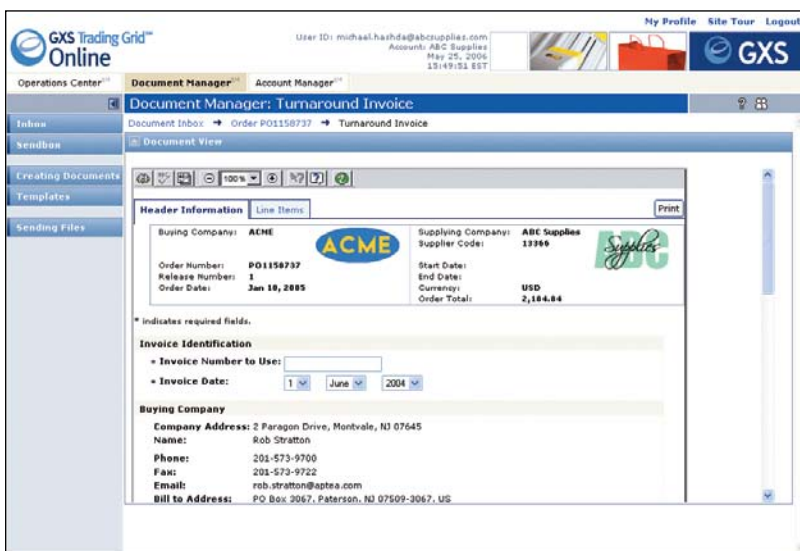
- Document management enables users to create, view and manage electronic documents such as Purchase Orders, Invoices, Ship Notices and Payment Instructions and Bank Statements in one area of the application. Users can also attach files to their documents as needed.

#### Rapid Enablement.

Enable your small and medium business partners to start trading electronically in a standardised, easy and cost-effective manner regardless of location and time zone. Using an intuitive, multi-lingual interface, your business partners can operate in their local language. The real-time Operations Centre provides up-to-the-minute notifications, alerts and customer notices and keeps your users up-to-date on important changes. It is easily configurable so that your end users can personalise the items on the screen however and whenever they need to.

**Intelligent Web Forms is the next-generation forms solution that enables you to reach 100% of your business partners electronically—resulting in higher profits through business process automation. Example benefits may include: faster payments and inventory turns, expedited deliveries, significant cost reductions, and greater customer and supplier satisfaction.**

- Built-in data validation increases the accuracy of information entered in the electronic forms.
- Pre-populated forms and template capabilities help users avoid duplicative re-keying and minimise data entry errors.
- Offline forms enable the user to optionally create documents without being connected to the service. When the user is ready to send, he/she simply connects and uploads the document.
- Data download options enable users to save form data in a CSV (comma-separated value) file for subsequent manipulation in an Excel spreadsheet, other database tool or as a PDF file for secure sharing with others.
- Functional acknowledgments can be automatically sent when the user opens a form for viewing.
- Arrival alerts notify the user of a new document via e-mail or text message to a pager or cell phone.



**Streamline Business Operations.** Your business partners benefit from forms that mirror paper equivalents, enabling them to proceed using their current business processes. Using the Document Manager Tool, your business partners can view and manage electronic purchase orders, invoices, ship notices and bank statements. With built-in data validation they can increase the accuracy of information entered. Pre-populated forms facilitate document turnaround, and the template capability saves re-keying time while minimising data entry errors.

**Flexible User Management.** GXS Intelligent Web Forms service has built-in flexibility through its multi-user accounts that enable administrators to define user privileges based on their roles within their organisation. Account authority levels can restrict users to specific functions—enabling some users to process documents and others to perform administrative tasks. Multiple users can be alerted when a new document has arrived.

**Flexible Subscription Pricing.** GXS offers flexible pricing models depending on each business' unique needs. Low-volume and seasonal vendors may opt for the “pay-as-you-go” option with a flat fee for each document sent and received. Higher-volume users will appreciate GXS's unlimited use option, which enables companies to pay a flat monthly or annual fee for unlimited documents based on the number of trading partners. Monthly bills can even be charged to credit or debit cards.

**Robust Support Options.** Today's business communities are global; IT support options need to be global too. That's why GXS Intelligent Web Forms includes robust support options so companies in all geographic locations can get the help they need, when they need it. The Intelligent Web Forms service offers multi-lingual help via live chat, phone, email and context-sensitive self help—making it easy for users to obtain expert assistance how and when they need it and in their language of choice.

**Optional Features for Retailers and Manufacturers.** Manufacturers and retailers using Intelligent Web Forms for supply chain processes can subscribe to additional shipment packing and barcode labeling functionality to automate warehouse receiving processes. Suppliers can effectively manage customers' ASN requirements, pack shipments and create customer-compliant shipping labels without having to purchase and maintain additional desktop software. This added feature enables suppliers to avoid costly and time-consuming software updates; streamline their order fulfillment process; and avoid non-compliance fees.

When companies select GXS, they partner with B2B e-commerce experts with over 40 years of experience, global presence and multi-lingual customer support. To electronically enable even the smallest business partners, GXS offers a complete suite of SMB solutions including EDI-to-Fax services, Web forms, SMB integration with Microsoft Excel 2007, accounting package integration and machine-to-machine EDI or XML. When you combine GXS's global reach, suite of SMB solutions, and B2B integration expertise, GXS is the clear choice for global supply chain needs.

## About GXS

GXS is a leading global provider of B2B e-commerce solutions that simplify and enhance business process integration and collaboration among trading partners. Organisations worldwide, including more than 75 percent of the Fortune 500, leverage the on-demand services on GXS Trading Grid® to extend supply chain networks, optimise product launches, automate warehouse receiving, manage electronic payments and gain supply chain visibility. GXS Managed Services, GXS' B2B outsourcing solution, empowers customers with the expertise, technical infrastructure and program support to conduct B2B e-commerce with trading partners globally.

Based in Gaithersburg, Md., GXS has an extensive global network and has local offices in the Americas, Europe and Asia-Pacific regions. GXS can be found on the Web at [www.gxs.co.uk](http://www.gxs.co.uk).



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