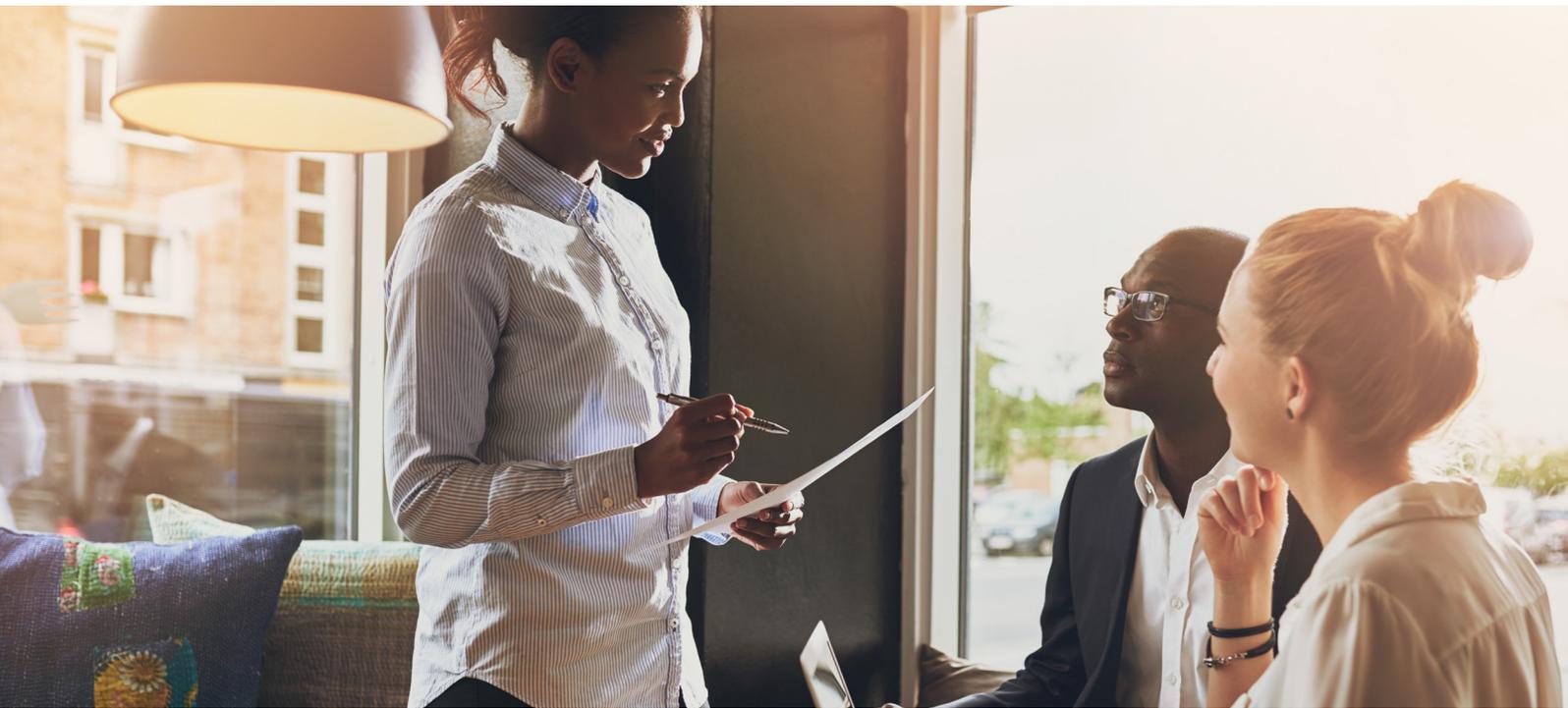**opentext™**

Product overview

OpenText™ Intelligent Web Forms

Expand electronic trading to small suppliers for more streamlined business processes

Enables small suppliers to connect digitally

Saves time and ensures accuracy

Improves transaction visibility

Increases business process efficiency

While companies seek to maximize the ROI of their B2B eCommerce programs, including ERP investments, by connecting digitally with all their suppliers, many are still receiving emails, fax and paper documents from small businesses who lack the expertise, budget or resources to support EDI.
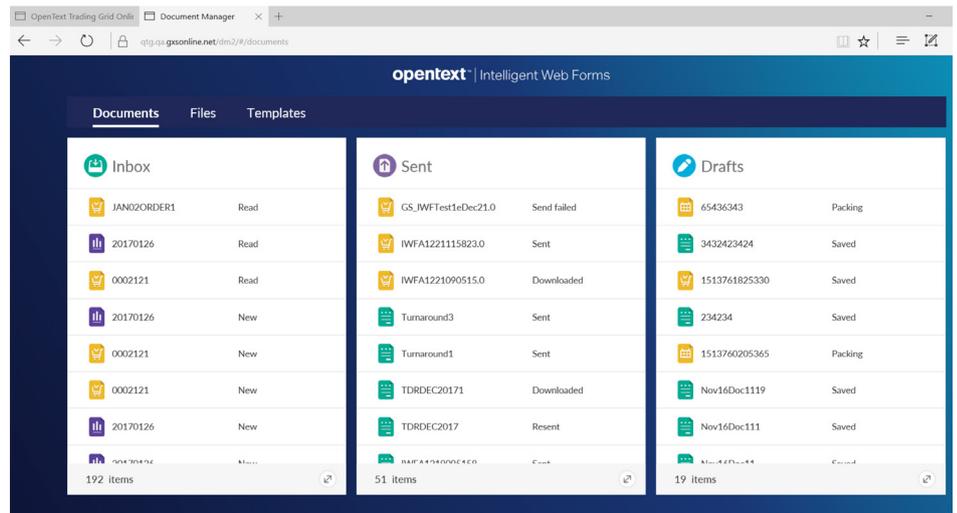
Businesses can now take steps toward 100 percent digital connectivity and gain more streamlined business processes by quickly enabling more of their smaller suppliers to connect digitally. OpenText Intelligent Web Forms offers a simple web forms application so that small suppliers can easily view or create electronic purchase orders, ship notices and invoices—all they need is an internet connection and a browser.
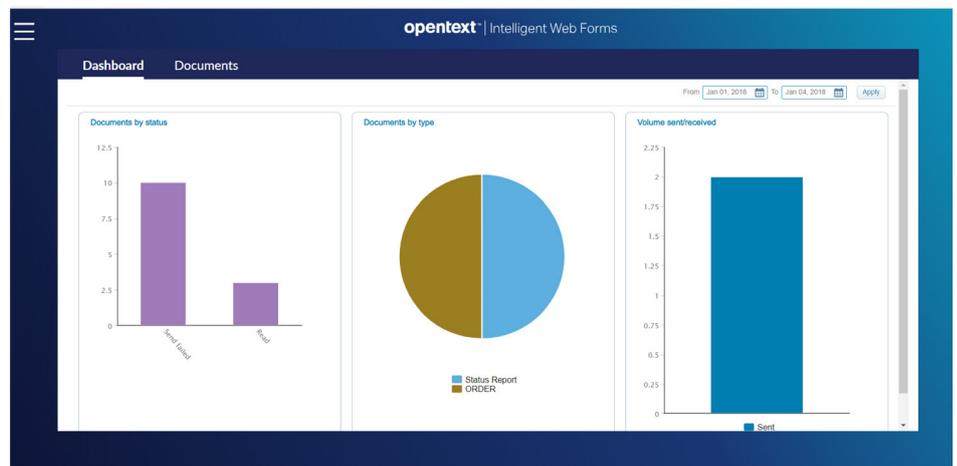
Saves time and ensures accuracy

With an intuitive interface and pre-populated forms, Intelligent Web Forms saves time and is easy to use. When printed, online forms look like their paper equivalents and enable users to proceed with standard business processes. Pre-populated forms increase the speed and accuracy of document turnaround while built-in template capabilities save users re-keying time and minimize data entry errors. With built-in data validation, users can further increase the accuracy of information entered. The interface is easily configurable so that users can personalize the items on the screen.

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Improves transaction visibility

Intelligent Web Forms intuitive dashboards put more information at the user's fingertips. Up-to-the-minute dashboards provide information about incoming documents, sent documents and documents in drafts, to ensure the user is aware of current alerts, customer notices and document status. The dynamic interface enables personalization, so users can easily configure the contents, sequence and appearance of the items on the screen. Buyers have access to the Analytics Dashboard, providing them with a visual summary of all their transactions.

Document Manager dashboard

Analytics dashboard

Increases business process efficiency

With the document manager tool, users can view and manage electronic purchase orders, invoices, ship notices and bank statements. They can save form data in a CSV file for subsequent manipulation in a Microsoft® Excel® spreadsheet or another database tool. Users can also save data as a PDF file for secure sharing with others and functional acknowledgments can be automatically sent when the user opens a form for viewing. Users of a new document can be notified with arrival alerts via email or text message.

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OpenText™ Intelligent Web Forms

Intelligent Web Forms is an easy-to-use, cost-effective global forms solution that enables businesses to trade electronically, regardless of size or capability. It replaces slow, inefficient and error-prone manual processes with intuitive forms that help buyers expand their digital connectivity with their trading community across different countries, time zones and languages.

Intelligent search

With built-in intelligent search functionality, users can find the information they need when they need it. They can search by document number, document type, trading partner, date or status.

Support for multiple languages

The Intelligent Web Forms interface is available in multiple languages, including English, French, German, Greek, Italian, Portuguese, Spanish, Korean, Simplified Chinese and Japanese. The multilingual capabilities and context-sensitive help in multiple languages make it easier for an entire community of trading partners to be electronically enabled.

Flexible user management

Intelligent Web Forms has built-in flexibility through its multi-user accounts that enable administrators to define user privileges based on their roles within the organization. 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.

About OpenText

OpenText, The Information Company, enables organizations to gain insight through market leading information management solutions, on-premises or in the cloud. For more information about OpenText (NASDAQ: OTEX, TSX: OTEX) visit: opentext.com.

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