

## Effective Document Delivery

### Key Features

- Elimination of postage costs
- Visibility & Traceability
- Get invoices paid faster—  
reduce your DSO (Days  
Sales Outstanding)
- Reduce carbon footprint—  
Save 10g of CO2 per letter
- Certainty of delivery
- Customer self service
- Improve communications  
with your customers
- Gives control back to your  
credit controllers by  
removing the excuses not to  
pay
- No need to send copy  
invoices—Self Service  
Portal available 24x7
- Zero impact from postal  
strikes



Critical Document Manager is a secure web portal for delivering business critical documents – it is ideal for invoices, statements, purchase orders, delivery notes, contracts or any document where traceability is vital.

Unlike email, when you send a document via Critical Document Manager you'll know if the recipient has viewed the document, downloaded it or even added notes – your credit controller will love it!

Critical Document Manager eliminates postage costs and improves efficiency in two main areas:

Firstly, Critical Document Manager replaces traditional post by delivering business documents electronically via a secure web portal. It's simple to setup and can save you up to 80% on your document delivery costs!

Secondly, in the case of e-billing, if you are already sending PDF invoices to your customers, Critical Document Manager's self-service portal will save you money by reducing customer service enquiries, and best of all, document visibility allows credit controllers to see when customers have read the document.

Documents can be manually uploaded to Critical Document Manager or automatically submitted from any ERP system. With no need for up-front costs, Critical Document Manager is cost effective and can be set-up in hours.

### Benefits

If you already send PDFs, Critical Document Manager overcomes issues relating to bounced emails and lack of traceability.

For example, a credit controller chasing overdue invoices can see whether it has been viewed or downloaded. If the debtor claims not to have seen it, you can quickly point them at their secure Critical Document Manager portal or resend the unique document web address.

In simple terms, you take away the reason not to pay, thereby, reducing aged debt and improving cash flow.

### Interested in Critical Document Manager?

Call us now on 01635 864 925 and we will be happy to demonstrate our Critical Document Manager or arrange a free 30 day trial.

MDT is a very well known and respected organisation, with a long standing track record and specialisation of Electronic Document Management and Business Process Management solutions across a wide range of market sectors.

8 Clerewater Place,  
Thatcham,  
Berkshire,  
RG19 3RF

Phone: 01635 864 925  
E-mail: [info@mdt-solutions.co.uk](mailto:info@mdt-solutions.co.uk)  
Web: [www.mdt-solutions.co.uk](http://www.mdt-solutions.co.uk)

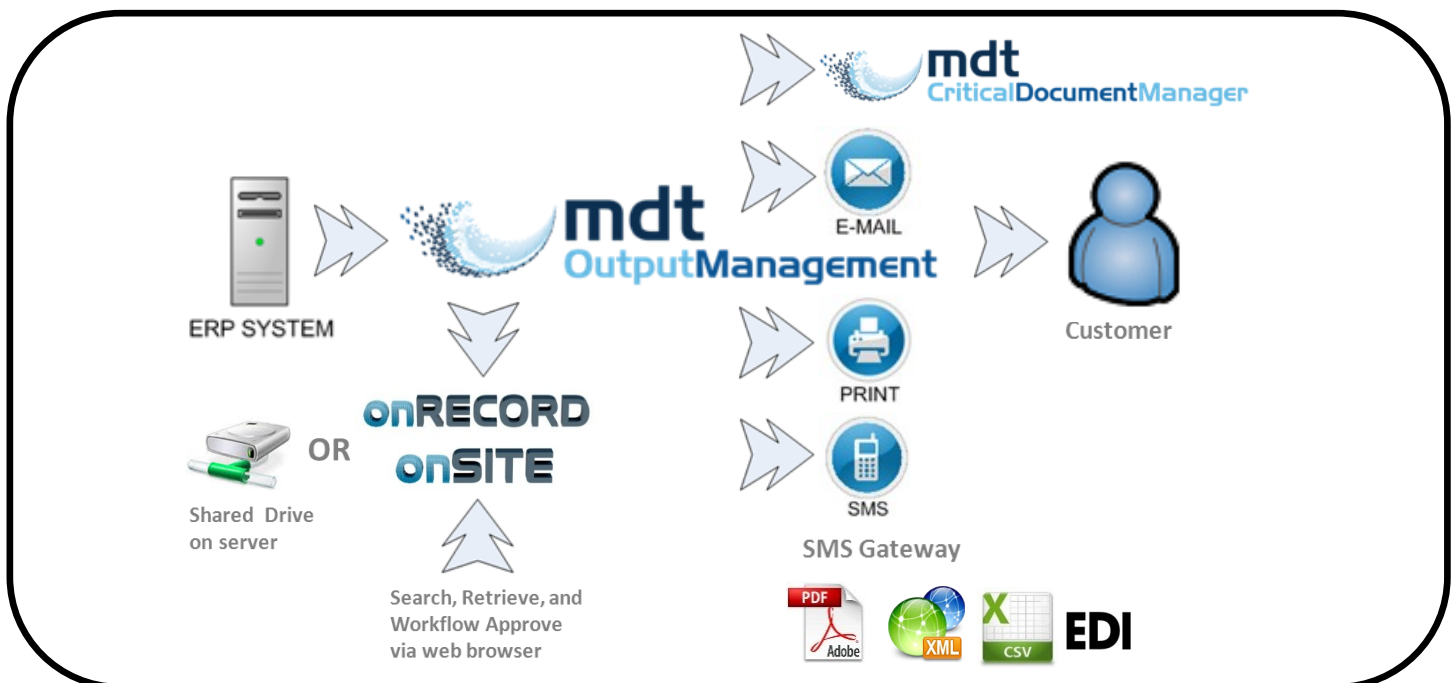
## Effective Document Delivery

### Typical Applications

- E-Billing—deliver invoices and statements via a secure portal
- Secure delivery of urgent contracts
- Deliver purchase orders to suppliers, with other supporting documents (drawings, specifications etc)
- Securely deliver important legal documents to customers and partners
- Provide copy delivery notes on a self service portal
- Deliver employee documents (contracts, handbooks etc)

### Key Functions

- Reduces your postage costs by over 80%
- Deliver documents via a URL link in an email
- Guaranteed delivery of documents
- Visibility of who looks at what and when
- Ability for the customer to add notes
- Facility for customer to download a copy document and document meta-data in CSV format (e.g. Invoice header details)
- Fast integration to backend ERP systems
- Ability to add a payment gateway (e.g. Paypal)
- Obtain reports of the document status (e.g. who's not viewed their documents)
- Search rapidly for copy documents



8 Clerewater Place,  
Thatcham,  
Berkshire,  
RG19 3RF

Phone: 01635 864 925  
E-mail: [info@mdt-solutions.co.uk](mailto:info@mdt-solutions.co.uk)  
Web: [www.mdt-solutions.co.uk](http://www.mdt-solutions.co.uk)

### Interested in Critical Document Manager?

Call us now on 01635 864 925 and we will be happy to demonstrate our Critical Document Manager or arrange a free 30 day trial.

MDT is a very well known and respected organisation, with a long standing track record and specialisation of Electronic Document Management and Business Process Management solutions across a wide range of market sectors.