

PRODUCT OVERVIEW

# OpenText Intelligent Web Forms

Replace the manual entry of business documents with secure web forms to automatically populate back-end systems



Enables small business **digital connectivity**



Increases **business process efficiency**



Improves **transaction visibility**



**Ensures accuracy and saves time**

**While companies seek to maximize the ROI of their B2B programs, including ERP investments, by connecting digitally with all their trading partners and corporates, many are still receiving emails, faxes 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 their smaller trading partners and corporates to connect digitally. OpenText™ Intelligent Web Forms extends the reach of OpenText™ B2B Managed Services and can be integrated with other OpenText applications to save time and enable digital connectivity to all business partners.

### **Enables small business digital connectivity**

Intelligent Web Forms removes barriers to adoption to enable 100 percent digital onboarding and B2B connectivity. Organizations can leverage simple online registration to onboard and activate new suppliers and customers in minutes. Partners are then able to administer their own accounts to ensure that profile and pricing information remains accurate. Intelligent Web Forms requires no desktop software or EDI or XML experience, making it suitable for companies with limited budgets or resources.

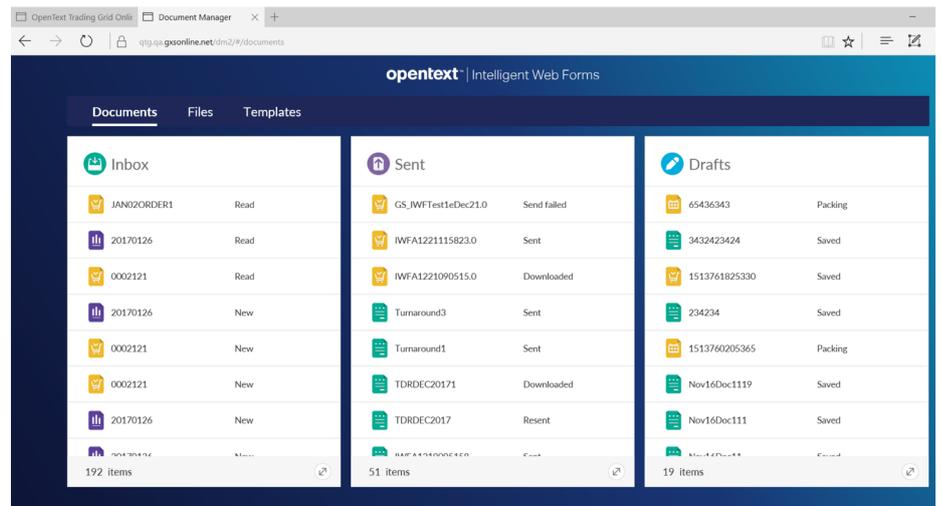
**Increases business process efficiency**

With the document manager tool, users can view and manage electronic purchase orders, invoices, ship notices and other paper forms. They can effortlessly convert documents, for example turning a purchase order into an invoice, in just a few clicks. Form data can be saved in a CSV file for subsequent manipulation in a Microsoft® Excel® spreadsheet or another database tool.

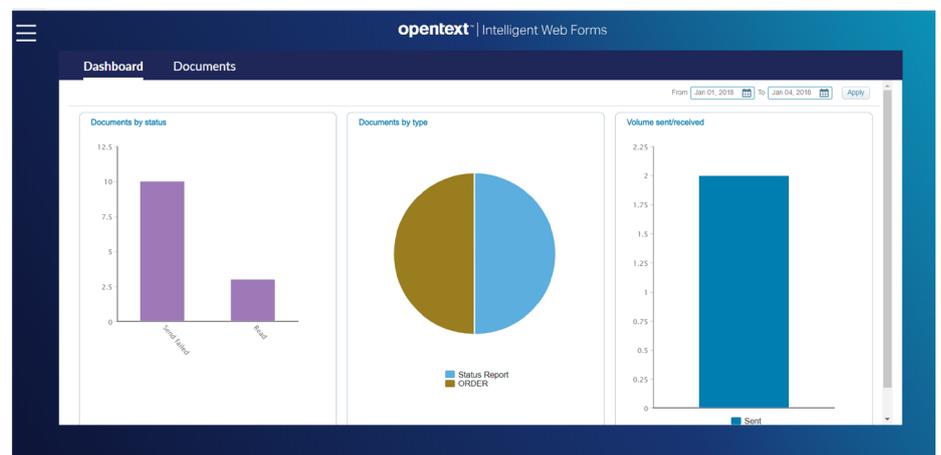
**Improves transaction visibility**

The intuitive dashboards from realtime Intelligent Web Forms put more information at the user’s fingertips. 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. 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.

Buyers have access to the Analytics Dashboard, providing them with a visual summary of all their transactions.



Document Manager dashboard



Analytics dashboard

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## OpenText Intelligent Web Forms

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

### Ensures accuracy and saves time

With an intuitive interface and pre-populated forms, Intelligent Web Forms ensures accuracy, 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.

### Streamline packing, shipping and inventory

Intelligent Web Forms includes features to streamline packing, shipping and inventory processes with multi-pack quantity (MPQ) and Autopack. Users can quickly create customer-compliant shipping labels, scan barcodes and associate packages onto pallets and provide cross-docking at the pallet level to pack as efficiently as possible.

### Integrate with OpenText solutions to expand efficiencies

Organizations can integrate Intelligent Web Forms with a suite of Software as a Service (SaaS) applications. For example, OpenText™ Active Catalogue increases efficiency with time-saving, pre-populated web forms that ensure accuracy with realtime lookup, while OpenText™ Active Invoices with Compliance ensures invoices are regulations-compliant.

### Flexible multi-user management

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.

### 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](https://www.opentext.com).

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