



## Top Five Reasons to Automate SAP Document Delivery with RightFax

Eliminate Paper-based Document Delivery Processes from SAP to Reduce Costs, Improve Revenue and Support Compliance

SAP provides a strong business platform to effectively manage core business processes. However, managing business processes is just part of the story. To stay competitive in this aggressive market, organizations also need to deliver all the business documents generated by SAP more quickly, securely and cost-effectively. Many organizations still print and deliver documents using traditional postal service, manual fax or overnight delivery services. However, there is a much better way. Today organizations including SAP, rely on Captaris® RightFax® to automate document delivery. RightFax offers robust and reliable electronic document delivery directly from SAP, enabling organizations to reduce the complexity of information delivery, dramatically cut costs and support compliance initiatives. Here are the top five reasons organizations choose RightFax.

### ONE: REDUCE DOCUMENT DELIVERY COSTS UP TO 90 PERCENT

RightFax delivers business-critical documents automatically from SAP via fax, email or over the Internet. It eliminates the labor, printing, postage, equipment and supply costs associated with manual faxing or mailing documents, allowing the organization to realize repeatable savings with each document delivered. In addition, using the RightFax intelligent Least-cost Routing feature along with scheduled and Internet delivery options can further enhance the savings potential by reducing or eliminating long-distance phone charges. For many organizations, the total RightFax solution can save as much as 90 percent compared to traditional document delivery methods.

### TWO: REALIZE REVENUE MORE QUICKLY

When an organization uses traditional methods to deliver invoices and other accounts receivable documents from SAP, it can take days or even weeks for documents to be delivered to customers—resulting in higher Days Sales Outstanding (DSO). With RightFax, documents can be delivered almost immediately with confirmation of receipt—eliminating the delays associated with paper-based invoicing and collections processes. As a result, organizations can significantly accelerate revenue recognition which in turn improves cash flow and open credit availability.

### THREE: SUPPORT CORPORATE COMPLIANCE

Manual document delivery processes can place an organization at risk of breaching corporate governance and privacy-protection regulations since manual processes may not adequately prevent information tampering or unauthorized access. Nor do they always provide the audit trail and electronic archive storage often required for compliance. RightFax changes all that: it transmits documents directly from SAP as image-based, tamper-resistant PDF or Tagged Image File (TIF) documents via a secure PSTN, and automatically archives digital copies on the fax server or sends them to a secure document management system such as Captaris Alchemy®. In addition, RightFax provides encrypted and certified email delivery options that require a password to access information, as well as electronic verification of receipt for authentication. Such features mitigate the risk of information tampering and provide the added layer of security and the audit trail needed to support corporate compliance.

#### FOUR: GAIN PRODUCTIVITY AND EFFICIENCY WHILE REDUCING ERRORS

RightFax software provides an easy way to increase staff productivity by releasing members from the time-consuming tasks of manual faxing or mailing documents. Users can send and receive documents directly from their desktops, or large batches of documents can be delivered automatically and unattended from SAP and other back-office applications, eliminating error-prone manual routines.

COMPARE TRADITIONAL VERSUS AUTOMATED DOCUMENT DELIVERY		
Standard Business Documents Generated from SAP	Traditional Document Delivery Methods	Automated Document Delivery
<ul style="list-style-type: none"> <li>• Bills of lading</li> <li>• Change orders</li> <li>• Confirmations</li> <li>• Invoices</li> <li>• Purchase orders</li> <li>• Rate sheets</li> <li>• Requests for quotes</li> <li>• Sales orders</li> <li>• Other SAP-based documents</li> </ul>	<ul style="list-style-type: none"> <li>• Print documents</li> <li>• Process documents manually for delivery                             <ul style="list-style-type: none"> <li>• Print on preprinted forms</li> <li>• Burst</li> <li>• Insert documents in envelopes</li> <li>• Apply postage and mail or manually fax documents</li> </ul> </li> </ul> <p><b>Processing time per page: Approximately 9 minutes*</b></p> <p><b>Delivery time: From one to 14 days, with no or slow confirmation of receipt</b></p>	<ul style="list-style-type: none"> <li>• Documents are generated from SAP and automatically sent to recipients via fax or email</li> <li>• Deliver documents with no human intervention</li> <li>• Requires no paper forms, stationery, postage, postal machines or stand-alone fax machines</li> </ul> <p><b>Processing time per page: Seconds</b></p> <p><b>Delivery time: Almost instantaneous, plus immediate confirmation of receipt</b></p>

#### FIVE: EXTEND SAP AND OTHER INFRASTRUCTURE INVESTMENTS

Deploying and managing homegrown systems, complex integrations and/or manual document delivery routines to deliver documents generated in SAP can be time and labor intensive and costly. By integrating RightFax with SAP, organizations can build a strong framework to conduct, manage and control document delivery from SAP.

RightFax is an industry-leading solution for automating SAP document delivery. It is tightly integrated with SAP applications and provides certified, low-cost, real-time document delivery via fax, email or over the Internet. Plus, RightFax can be utilized across the organization to handle all faxing needs. It integrates with email, CRM, document management, workflow and MFPs to make a more efficient, connected work environment.

#### ABOUT CAPTARIS, INC.

Captaris, Inc. is a leading provider of software products that automate business processes, manage documents electronically and provide efficient information delivery. Our product suite of Captaris RightFax, Captaris Workflow and Captaris Alchemy Document Management is distributed through a global network of leading technology partners. We have customers in financial services, healthcare, government and many other industries, and our products are installed in all of the Fortune 100 and many Global 2000 companies. Headquartered in Bellevue, Washington, Captaris was founded in 1982 and is publicly traded on the Nasdaq National Market under the symbol CAPA. For more information, please visit [www.Captaris.com](http://www.Captaris.com).

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