



KENDOX INFOSHARE FOR ORACLE NETSUITE

Convenient integration into ORACLE NetSuite with transparent access

ORACLE NetSuite is a cloud-based business software suite that includes financial management, enterprise resource planning (ERP), customer relationship management (CRM), and e-commerce. It provides companies with an integrated platform for automating and optimising business processes. **ORACLE NetSuite** helps companies grow, improve efficiency, and provide real-time business insight for informed decision making.

In interaction with **ORACLE NetSuite**, **Kendox InfoShare** ensures the legally compliant management of all incoming and outgoing documents. The document archive is operated exclusively in the cloud - just like **ORACLE NetSuite**. All documents are in safe hands in certified data centres. There is no need to invest in expensive archiving infrastructure, and your staff can focus on core processes. Access to the archived documents is guaranteed at all times - either completely transparently integrated in **ORACLE NetSuite** or via other browser-based applications such as the **Kendox InfoShare** Web Client.

Convenient search functions ensure that users can find the documents and files they need quickly and easily. And with the completely open interface collection - the **Kendox InfoShare** Web API - almost all functions of the **Kendox InfoShare** Cloud Archive Service are available for individual requirements. This ensures that document archiving can be quickly and easily integrated into existing business processes and specialist applications.



YOUR BENEFITS

- ✓ Comprehensive standard solutions for the management of ERP receipts and sensitive documents
- ✓ Convenient integration in **ORACLE NetSuite** with transparent access to files and documents
- ✓ Individually configurable processes and filing plans
- ✓ Mobile access to documents with integrated document viewer
- ✓ Expandable to enterprise-wide document management
- ✓ Legally compliant storage and audit-proof archiving
- ✓ Professional operation in certified data centres

Integrated invoice receipt processing

In most organisations, the review and approval of incoming invoices is a time-consuming and costly process. **Kendox InfoShare** for **ORACLE NetSuite** optimises your invoice processing. With **Kendox InfoShare**, incoming invoices are automatically processed in a structured manner and approved via an individually configurable approval workflow. The transfer of pre-accounting information to **ORACLE NetSuite** after approval ensures a smooth processing flow, allowing approved invoices to be posted and released for payment quickly and efficiently.

RULE-BASED PROCESSING

Rule-based, process-driven processing ensures a high level of transparency, significantly improved responsiveness and short processing times, allowing full use of cash discounts. Receipts can be approved at any time on a mobile device, allowing invoices to be processed across multiple locations without media disruption.

DOCUMENT DATA EXTRACTION WITH AI SUPPORT

With integrated document data extraction, in addition to the header and footer data such as invoicing party, invoice number, invoice date, etc., the item data such as item number, delivery quantity, item price, etc. can also be extracted and compared with the data from **ORACLE NetSuite**. Data that is not clearly identified can be manually corrected if necessary. By using the integrated AI, the extraction rate and quality of document recognition can be significantly increased for complex documents.

DIRECT ACCESS TO INVOICE DOCUMENTS

Invoice documents stored in **Kendox InfoShare** can be opened quickly and easily directly from **ORACLE NetSuite**. This provides a quick view of the original document at any time. Access to the document is transparent - there is no need to manually switch to another application.

ARCHIVING IN THE CLOUD

The document management system is hosted and operated in the cloud. Your documents are in safe hands in certified data centres in Germany. This ensures high availability and protection for your sensitive documents. There is no need to invest in expensive archiving infrastructure and your staff can focus on the core processes of your business.

SMOOTH PROCESSES

The entire invoice process is seamlessly integrated, starting with the digitisation of paper invoices, the automatic extraction of invoice data, the approval process and the posting within **ORACLE NetSuite**. Once approved, invoices are automatically 'migrated' to financial accounting for efficient posting.

FLEXIBLE PROCESSING

In addition to paper invoices that are first digitised, the invoice approval process also supports electronic invoices. This includes invoices that are e-mailed to the company as PDF documents, as well as invoices that comply with the XInvoice standard.

APPROVAL PROCESSES FOR INVOICES

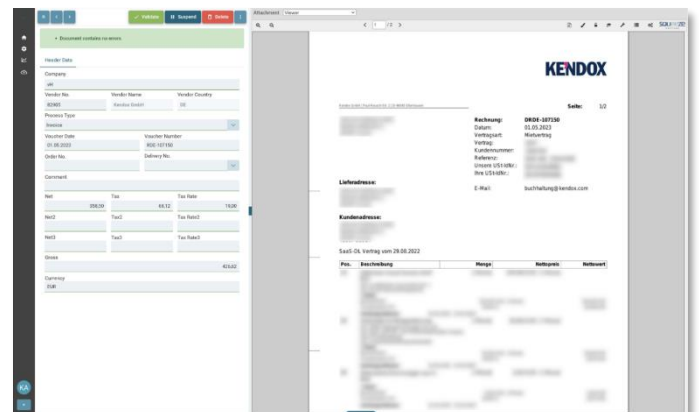
Incoming invoices are first digitised and stored in **Kendox InfoShare**. The invoice then goes through a customisable approval process, including the capture of pre-accounting information, and is then transferred to **ORACLE NetSuite** for further processing. In addition, an automatically generated release and approval protocol can be used to document the process, including account assignment information, and is linked to the original document.

E-MAIL INTEGRATION

Incoming documents that are sent by email to a central mailbox (e.g. info@firma.com) can be automatically extracted from the email, archived in **Kendox InfoShare** in a legally compliant manner and simultaneously fed into a follow-up process.

SUPPORTS THE FOLLOWING FORMATS

- Paper invoices
- Electronic invoices attached to e-mails (PDF)
- Invoices in ZUGFeRD format
- Invoices in XInvoice format



Archiving of outgoing documents and external attachments

ARCHIVING OF OUTGOING DOCUMENTS & EXTERNAL ATTACHMENTS

The documents generated by **ORACLE NetSuite** (outgoing invoices, purchase orders, delivery notes, etc.) can be automatically archived in **Kendox InfoShare**. Using **Kendox InfoShare's** open interface (API), any documents from other applications can be transferred directly into the archive with the corresponding index values. In addition, documents archived in this way can be automatically assigned to the corresponding files without manual intervention. For example, external attachments that have been uploaded to **ORACLE NetSuite** and saved with a purchase order can be automatically archived via **Kendox InfoShare** and provided with the necessary contextual information (metadata). This way, they are stored securely with the associated documents and are available at any time.

ACCESS TO THE DOCUMENTS

Documents archived in **Kendox InfoShare** can be opened quickly and easily directly from **ORACLE NetSuite**. Document access is transparent - there is no need to manually switch to another application. Alternatively, users can access files and documents via the **Kendox InfoShare** Web Client and other browser-based applications. **Kendox InfoShare** can be used to manage not only incoming invoices or credit notes, but also all other incoming and outgoing documents, such as outgoing invoices, delivery notes, receipts or material withdrawal documents. Depending on the application scenario, documents can be transferred manually, semi-automatically or fully automatically in the background. Convenient tools are available for capturing incoming paper documents, helping users to efficiently digitise and index documents. Documents can then be accessed from **ORACLE NetSuite** via an integrated, context-sensitive interface or via the search function integrated into the **ORACLE** interface.

CONVENIENT CAPTURING TOOLS

Kendox InfoShare provides tools for digitising individual paper documents (workstation scanning) as well as entire batches of documents (batch scanning). Documents can be automatically separated into batches using either barcodes or separator sheets.

The screenshot displays the Oracle NetSuite interface. The top navigation bar includes 'Activities', 'Payments', 'Transactions', 'Lists', 'Reports', 'Analytics', 'Customization', 'Documents', 'Setup', 'Administration and Controls', 'SuiteApps', and 'Support'. The main content area shows a list of bills with columns for 'EDIT | VIEW', 'DMS-INTEGRATION', 'INTERNAL ID', 'DATE', 'COMPANY NAME', 'NAME', 'PRINT', 'DOCUMENT NUMBER', 'TRANSACTION NUMBER', 'ACCOUNT', 'STATUS', 'MEMO', 'CURRENCY', 'AMOUNT', 'MIX OPERATION TYPE', 'IMPORT PERMIT NO.', and 'EXPORT'. The list contains several entries for 'Möbel Walter' and 'Hofer Germany'.

Overlaid on the right is a preview of a bill from 'Möbel Walter'. The bill header includes 'Kendox Demo', 'Germany Main', 'Kendoxstraße 20', '80992 München', and 'Deutschland'. The bill details show 'Rechnung: RX23010' and 'Ihre Zeichen: DEMO / Sales'. The table below lists items:

Pos	Artikel	Bezeichnung	Menge	ME	Preis/ME	Gesamt
1	H012001	Hängeschrank Guter (50x100cm) (grün)	10,00	99	99,00	990,00
2	H112001	Hängeschrank grün	80,00	99	89,00	890,00

The bill footer shows 'Summe inkl. MwSt: 1.150,00', '19% MwSt für: 1.150,00', and 'Gesamtsumme EUR: 1.368,10'. The company name 'Möbel Walter' and address 'Kendox InfoShare, 30 D-51635 Obermerl, USt-Id: DE33749020191' are also visible.

Digital files

Overcrowded filing cabinets, time-consuming document storage and tedious searches are a thing of the past. **Kendox InfoShare** digital files, integrated with **ORACLE NetSuite**, make paper files history. All documents - contract, customer, supplier, fleet or CRM documents, etc. - are digitised and made available centrally and at any time in an audit-proof archive.

ONE TECHNOLOGY - MANY APPLICATIONS

Kendox InfoShare digital files are available in a range of versions to assist you with the digitalisation of your administration and management processes. Currently available:

- **Business partner files:** Organise and manage your supplier and customer documents, such as outbound ERP documents (e.g. delivery notes, invoices or correspondence).
- **Contract management:** Centralised contract management with features such as document review processes, deadline monitoring, escalation management, digital signatures or document generation with **Kendox InfoShare** template management.
- **Personnel files:** Structured and clear management of your personnel files and all related documents, monitoring of deadlines (e.g. driving licence test, renewal of employee certificates) - with or without connection to **ORACLE NetSuite** and always legally compliant.
- **Fleet files:** Intuitive and lean file solution for fleet management with the proven features of **Kendox InfoShare**.

EFFICIENT IMPLEMENTATION - THANKS TO DIGITAL FILE TEMPLATES

Pre-defined file templates, such as contract, fleet or business partner files, make it possible to implement solutions quickly and efficiently, as the file solutions are standardised and still have room for your individual requirements and the mapping of your processes.

INTEGRATED TEMPLATE MANAGER

The Office integration of the digital file allows new documents to be created directly in the file using the template manager and based on text modules. The new document is automatically assigned to the correct file.

CENTRAL MANAGEMENT, GLOBAL ACCESS

Access to documents from any location is a major benefit for distributed organisations. Documents and information are managed centrally in the digital file, but can be accessed quickly and easily from anywhere at any time. Detailed permissions also ensure that only authorised users can access sensitive information, enforcing both legal and internal privacy policies.

TEMPORARY DOCUMENT SHARING

Individual documents or entire files can be given temporary access to another employee or their manager. Access is automatically revoked after a pre-defined period of time.

AUTOMATIC FILE CREATION AND DOCUMENT FILING

Business partner files can be created automatically from **ORACLE NetSuite**. The master data of the customer or supplier is attached to the digital file cover as information. This allows structured access to the digital files without having to use the ERP. Both documents generated within **ORACLE NetSuite** (e.g. customer invoices) and documents from external systems (e.g. payroll) can be automatically filed in the appropriate customer or business partner file via the available interfaces.

LEGALLY COMPLIANT ARCHIVING

Documents in the digital file are archived in a legally compliant manner, changes to the documents are traceable and the processing steps are also logged. This reassures the department that everything is under control.

The screenshot displays the 'Dossiers - Customer Files' interface. On the left, a table lists various customer files with columns for Customer Number, Customer Name, ABC Classification, Category, Industry, and Country. On the right, a detailed view for Customer ID 10000000 is shown, including general information, address, contact person, and financial details.

Customer Number	Customer Name	ABC Classification	Category	Industry	Country
10000000	Heinze GmbH	A	Firmenkunde	Berufung, wissenschaftliche und so...	DE
10000001	Import Export GmbH	B	Firmenkunde	Größhandel	DE
10000002	Praxis Di Napoli	B	Firmenkunde	Größhandel	DE
10000001	Almika GmbH	B	Firmenkunde	Gesundheits- und Sozialwesen	DE
10000010	Bauunternehmung Fuchs	C	Firmenkunde	Baugewerbe	DE
10000011	Architekturbüro B. & S. GmbH A	A	Firmenkunde	Baugewerbe	DE
10000020	ZerWorld Interieur Design GbR	B	Firmenkunde	Größhandel	DE
10000021	Adelhart WeberFeld GmbH EA	A	Firmenkunde	Landwirtschaft, Forstwirtschaft, Fisch...	DE
10000022	LasChance 2.5 AG	A	Firmenkunde	Verarbeitende Industrie	DE
CF190110	Silberstein Grosshandel GmbH A	A	Firmenkunde	Größhandel	DE
CF190120	Luxus Heubergs- und Kinkory A	A	Firmenkunde	Größhandel	DE
CF190130	Wärmepumpenspezialist Mauer B	B	Firmenkunde	Baugewerbe	DE
CF190140	Heizung und Sanitär GmbH	C	Firmenkunde	Baugewerbe	DE
CF190150	PSA International Canada	C	Firmenkunde	Baugewerbe	CA
CF190160	Spaartone roofPflage Belgium	C	Firmenkunde	Baugewerbe	BE
CF190161	Spaartone roofPflage Belgium	C	Firmenkunde	Baugewerbe	BE
CF190162	Heating Solutions Ireland	C	Firmenkunde	Baugewerbe	IE
CF190163	VFA Sweden	C	Firmenkunde	Baugewerbe	SE
CF190164	Sauer AG Switzerland	C	Firmenkunde	Baugewerbe	CH
CF200011	PraxisDermi GmbH	B	Firmenkunde	Gesundheits- und Sozialwesen	DE
CS200123	Berliner Elektrovertrieb	A	Firmenkunde	Baugewerbe	DE
CS200125	Ciegi Logistik Heimburg	B	Firmenkunde	Baugewerbe	DE
CS200128	Wieland Elektronik	C	Firmenkunde	Baugewerbe	DE
CS200130	Rhein-Werke	B	Firmenkunde	Nachrichtenübermittlung	DE
CS200134	HMA Hauswerktechnik	A	Firmenkunde	Baugewerbe	DE
CS200139	Denner Marketing GmbH	B	Firmenkunde	Berufung, wissenschaftliche und so...	DE

Customer ID: 10000000
status: Active

General
Customer name: Kendox GmbH
Category: Firmenkunde
Industrial sector: Berufung, wissenschaftliche und ...
Legal form: Einzelunternehmen
Distribution channel: Directweb
ABC Classification: A
Supplier ID (external): supplier10@kendox.com
Website: www.kendox.com

Address
City: Heilbronn
Street: Heilbronnstraße 11
Land: DE
Postal code: 71527
House ID: 11
Telephone: +49(0)321 228 8370-00

Contact person
Contact person internal: Marco Laska

Financial details
Internal:

Digitally sign receipts and documents

With **Kendox InfoShare** Cloud Signature Services, handwritten signatures are a thing of the past. Once digital signatures are integrated into your processes, you can eliminate the need for multiple printouts, manual distribution of documents and subsequent scanning. Contracts and agreements can be completed much more quickly and business can be conducted more efficiently. By using digital signatures and seamless processes, you can also significantly increase employee productivity and save money.

UNIVERSALLY USABLE

No matter what processes or documents require a binding signature, the Cloud Signature Service can be integrated with all **Kendox** solutions. Whether in Contract Management, the Digital Personnel File, Fleet Management or any other **Kendox** solution.

COMPREHENSIBLE AND TRANSPARENT

Digital signature approval and signature logs are automatically archived and linked to the original document. This ensures that you can always trace who signed which document and when. And you will always have an overview of where your document is in the signature process.

FLEXIBLE PROCESS DESIGN

Documents and receipts are transferred directly from **Kendox InfoShare** to the signature service. The process, sequence and rules for the signature and approval process is defined and then carried out with **Kendox InfoShare**. Once digitally signed, documents are archived in **Kendox InfoShare** in a legally compliant, audit-proof and unalterable form.

LEGALLY SECURE INSTEAD OF "QUITE" SECURE

Depending on the signature provider, electronic signatures are compliant with the EU's eIDAS¹ regulation. This ensures the legal validity of electronic signatures in court: they are almost equivalent to paper signatures².

DIGITAL CONTROL OF DOCUMENTS

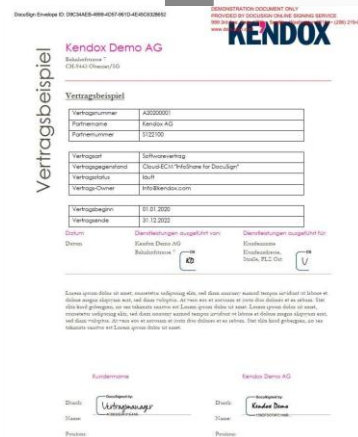
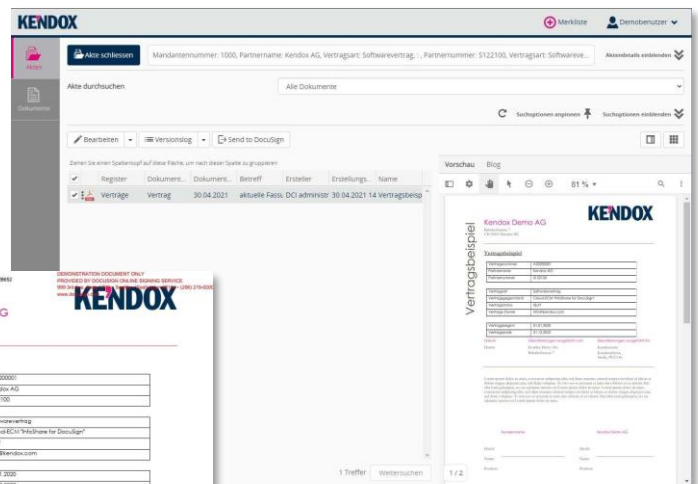
No matter what processes or documents require a binding signature, the Cloud Signature Service can be integrated across all **Kendox** solutions. Signing offers and contracts, approving orders and invoices, confirming receipt of information and much more can be done digitally with the Cloud Signature Service.

THE FOLLOWING SIGNATURE PROVIDERS ARE CURRENTLY INTEGRATED:

- DocuSign
- ActaSign
- AdobeSign
- Scribble

¹ eIDAS: Electronic Identification, Authentication and Trust Services

² For the vast majority of transactions, a simple electronic signature is sufficient; in certain rare cases, a qualified electronic signature (QES) is required (see also § 126a BGB).



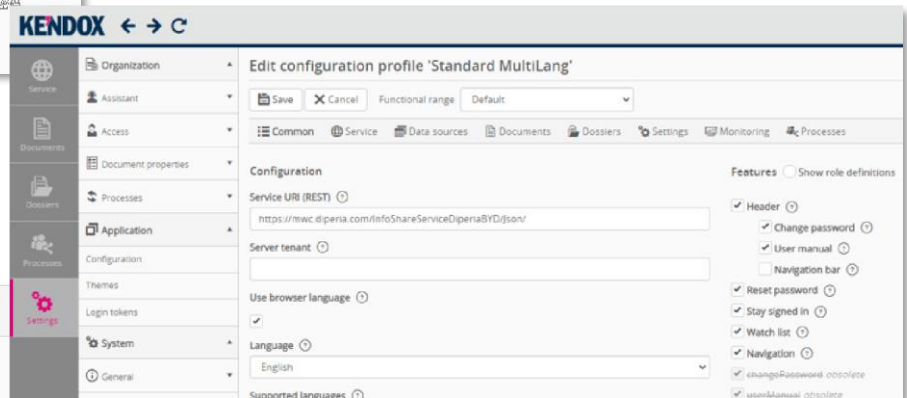
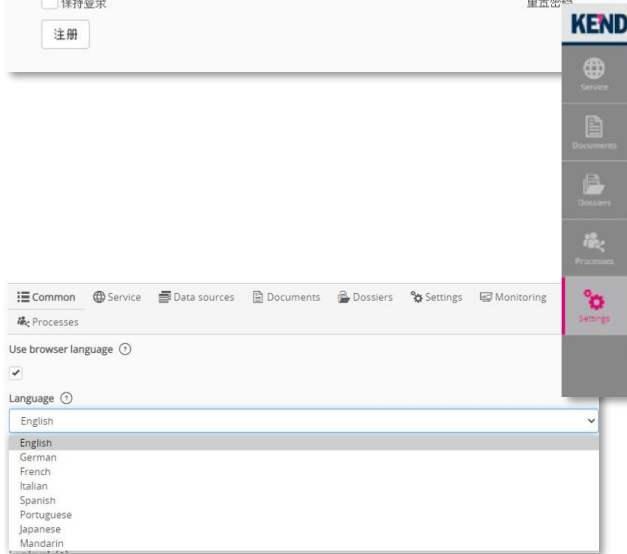
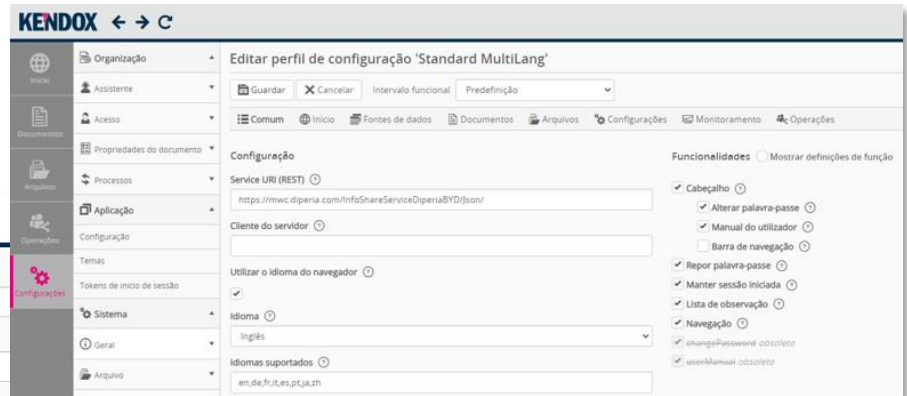
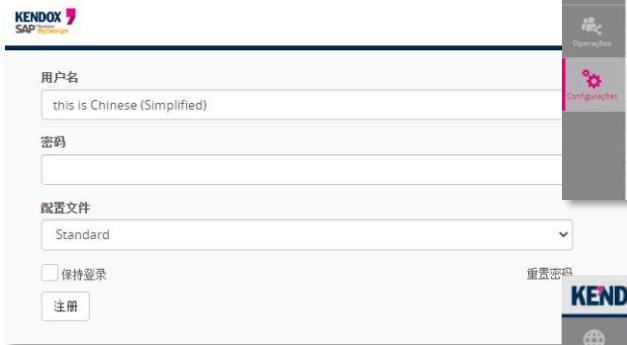
Multilingualism

The **Kendox InfoShare** Web Client can be used internationally and is currently available in the following languages:



- German
- English
- French
- Italian
- Spanish
- Portuguese
- Dutch
- Japanese
- Mandarin
- Polish

Other languages are in preparation and available on request.



Kendox AG
Hauptsitz

Kendox AG
Niederlassung Österreich

Kendox GmbH
Deutschland

DM Dokumenten
Management GmbH
Deutschland

DM Dokumenten
Management GmbH
Niederlassung Serbien

Bahnhof-Strasse 7
9463 Oberriet SG
Schweiz
T +41 (71) 552 34 00

Favoritenstraße 87/2
1100 Wien
Österreich
T +43 (720) 27 34 20

Paul-Reusch-Straße 2
46045 Oberhausen
Deutschland
T +49 (208) 77 89 28 00

Dornierstraße 4
82178 Puchheim
Deutschland
T +49 (89) 80 06 13 0

Svetozara Markovića 78
34000 Kragujevac
Serbien
T +381 (34) 373 73 35

