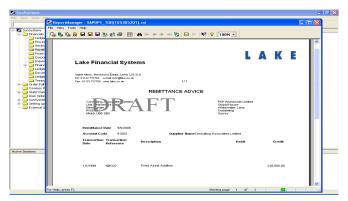# eDocuments for SunSystems

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Product Overview

eDocuments enables you to instantly email, fax, print and record all documents from SunSystems. This can include statements, invoices, remittances, delivery notes, purchase orders and many other types of document.

eDocuments merges information from SunSystems with form designs, such as your company logo and branding. This means you can produce professional looking documents that can be faxed or emailed, thus reducing your printing, postage, and administration costs.

Email or Fax documents directly from within SunSystems or print directly onto plain paper, thus eliminating the need to use expensive pre-printed stationary.

Key Features

- Easy to install and integrate with existing infrastructure

- Emails and stores documents as Adobe PDF files - the global standard in electronic document exchange

- Simultaneously print multiple copies, each with different form designs, to multiple printers

- Send documents to multiple destinations at the same time, with the click of a button

Key Benefits

- Reduce costs by delivering business documents via fax and email

- Save money and wastage by using plain paper instead of pre-printed stationery

- Place your company logo, branding, image, and design on all outgoing documents

- Intelligent delivery means eDocuments knows what to fax, what to email and what to print

- Integration with SunSystems picks up fax numbers and email addresses from Supplier or Customer records held within SunSystems

- Electronically store your documents, so you can retrieve them whenever you need them

- eDocuments is tried and tested at over 1,000 users in the UK alone

- With a couple of clicks eDocuments allows you to process large batches of documents, such as statements and invoices. It intelligently analyses the information and extracts the relevant pages for each recipient. These are turned into emails and faxes, sent to the appropriate printers and electronically stored as PDF files for later retrieval.

- Document Automation allows you to set up instructions about how many copies you want printed, where to print, who to email and what form designs to use.