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Librex Newsletter - December 2013

Hi Marc-Andre,

Here's the December edition of our Librex Newsletter, which has the goal of keeping you informed about various Librex best practices and presenting you some of our new features.



Electronic Invoicing With Librex

Canada Post will raise its stamps price to 0.85\$ or more starting from March 31st 2014. This means that if you send paper invoices, you'll have to subtract 0.85\$ from the profit of each sale. Those small amounts can add quickly and impact significantly your benefit at the end of the year.

Luckily, Librex allows you to move to electronic invoicing and to get rid of those extra fees. First, import your invoices in Librex using multiple capture techniques (automatic importation folder, virtual printer, web service...). Then, you can insert the email address directly in the invoice (for extraction by Librex) or configure Librex to fetch this address in an external system or in any other type of data file.

If you generate your invoices in batches, Librex can split them automatically before sending them to their respective recipients. Also, using the administration console, you'll be able to monitor the success of the email transmission and if required, resend them from a single click.

Although it's a distinct process, it's also interesting to note that Librex can manage inbound supplier invoices.



Capture Incoming Faxes Directly in Librex

Fax is a technology that's quickly disappearing. But a large proportion of organizations still receive faxes for some processes or for specific documents.

Librex enables you to receive your faxes electronically, and to manage them just like any other incoming electronic document. Two techniques are available for fax reception. If you have a fax number dedicated to the reception of some specific business documents (invoices, purchase orders...), you may configure Librex to import and treat them automatically, without involving a user (except for handling the importation errors).

If instead you have a generic fax number on which you receive different unidentified documents, Librex offers an application named "LibrexFax" that helps you to sort and manage them. This application is similar to an email inbox and enables the person in charge to manage inbound faxes (deletion, transfer by email, printing or sending to Librex for treatment and conservation).

Librex can also send documents to faxes.



Thank you for reading our Librex newsletter. We appreciate your interest in our solution and invite you to contact us for any question.

We also invite you to follow us on [Twitter](#) or like us on [Facebook](#) to get all the latest news on Corium and Librex.

If you would like to read the past editions of our Librex newsletter, we invite you to visit the following page: [Librex Newsletter](#)

Finally, if you think some of your contacts would be interested to subscribe to our Librex newsletter, feel free

to invite them to subscribe here: [Subscribe to Librex Newsletter](#)

Also, the Librex team would like to take this opportunity to wish you happy holidays and a great year 2014.

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