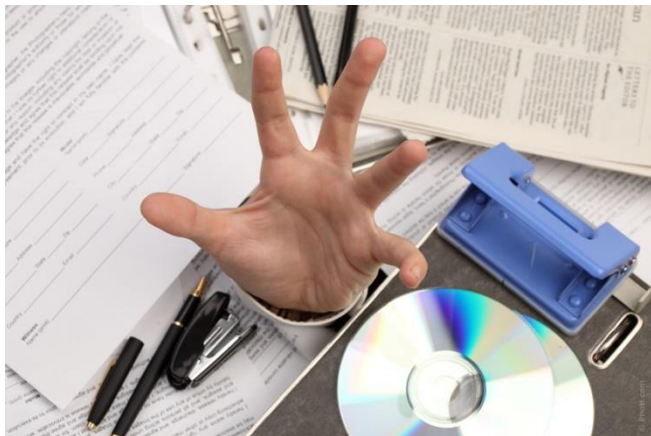


EDM

Electronic Document Management



The EDM module allows the management, the indexing and the publishing of the internal documents of GALION Automotive (delivery notes, invoices, etc.) and of external documents (plans, scanned documents, etc.).

Documents are automatically indexed based on your business data. The system of validation and distribution through your mail or through the Suppliers WEB portal accelerates the flow of documents towards your partners.

With the EDM module, time is saved and you get the most out of your information system.

Document management

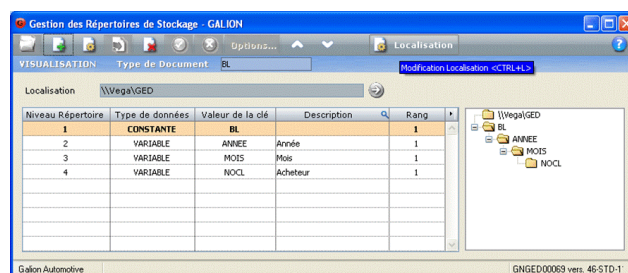
Each document is entered in the EDM, either automatically or manually, according to the type of document it is associated to.

Types of document

The rules of document entry into the EDM are determined by the type of document.

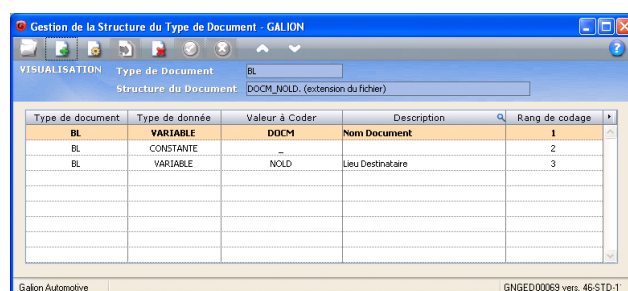
Each type of document characterizes the following functions:

- Management of reviews
- Storage locations
- Approvals
- Availability on GALION Automotive Supplier WEB portal
- And so on.



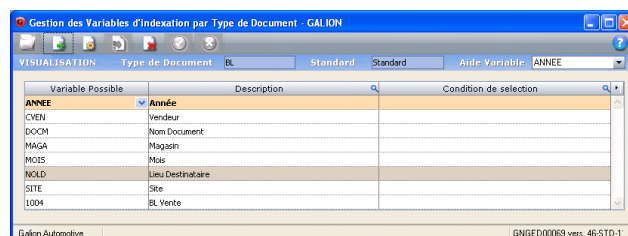
Name of the document

The name of the document can be automatically given by the program.



Indexing

For GALION Automotive internal documents, the indexation criteria are automatically filled in according to the information contained in the database of the entity from which the document was emitted.



Approval list

Approval lists are determined for internal and/or external participants to check and validate documents.

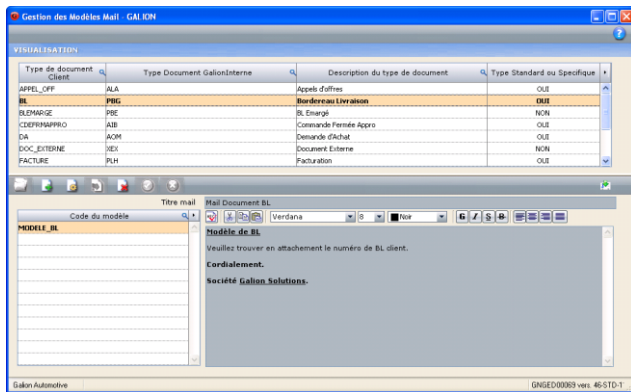
Email transmission of documents

The transmission can be done by « Group of mails » and/or by « Method ».

The « Group of mails » enables to associate to a type of document a preset group of recipients.

The « method » enabled to send a GALION document to the « contact e-mail » of the relevant entity.

The transmittal e-mail is automatically created, using a « mail template ».



Monitoring reviews

A document can be reviewed several times. Each review corresponds to a version of the document and is stored in the EDM.

History of e-mails

The history of e-mails in the EDM enables to recover the emitted document, the send date and the recipients.

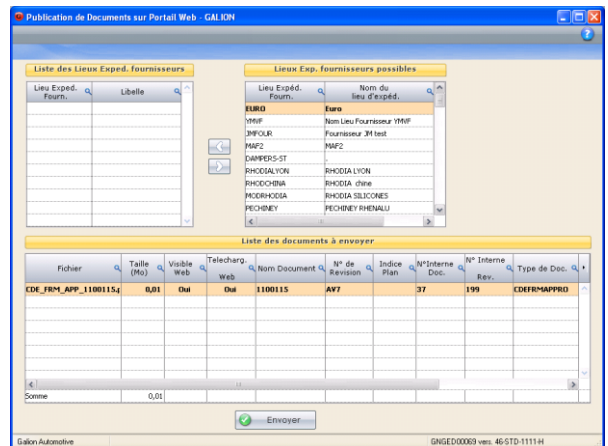
All sent e-mails are available in the EDM. Everyone can ensure that important documents such as contracts and supplier orders have been well sent.

Availability of documents on GALION Automotive Supplier WEB portal

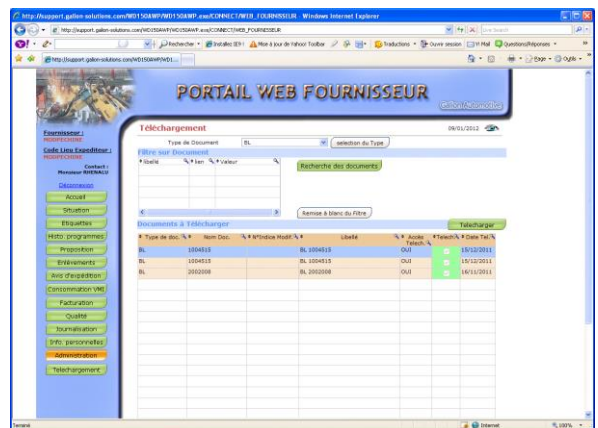
If the type of document allows it and if the GALION WEB portal is installed, the supplier can view and download documents of the EDM through its WEB access

The latest versions are automatically available.

Selecting the document in the EDM



Accessing the document through GALION Automotive Supplier WEB portal



Searching documents

EDM document search can be activated by all skill components of GALION Automotive.

Users access directly to the multi-criteria search window.

