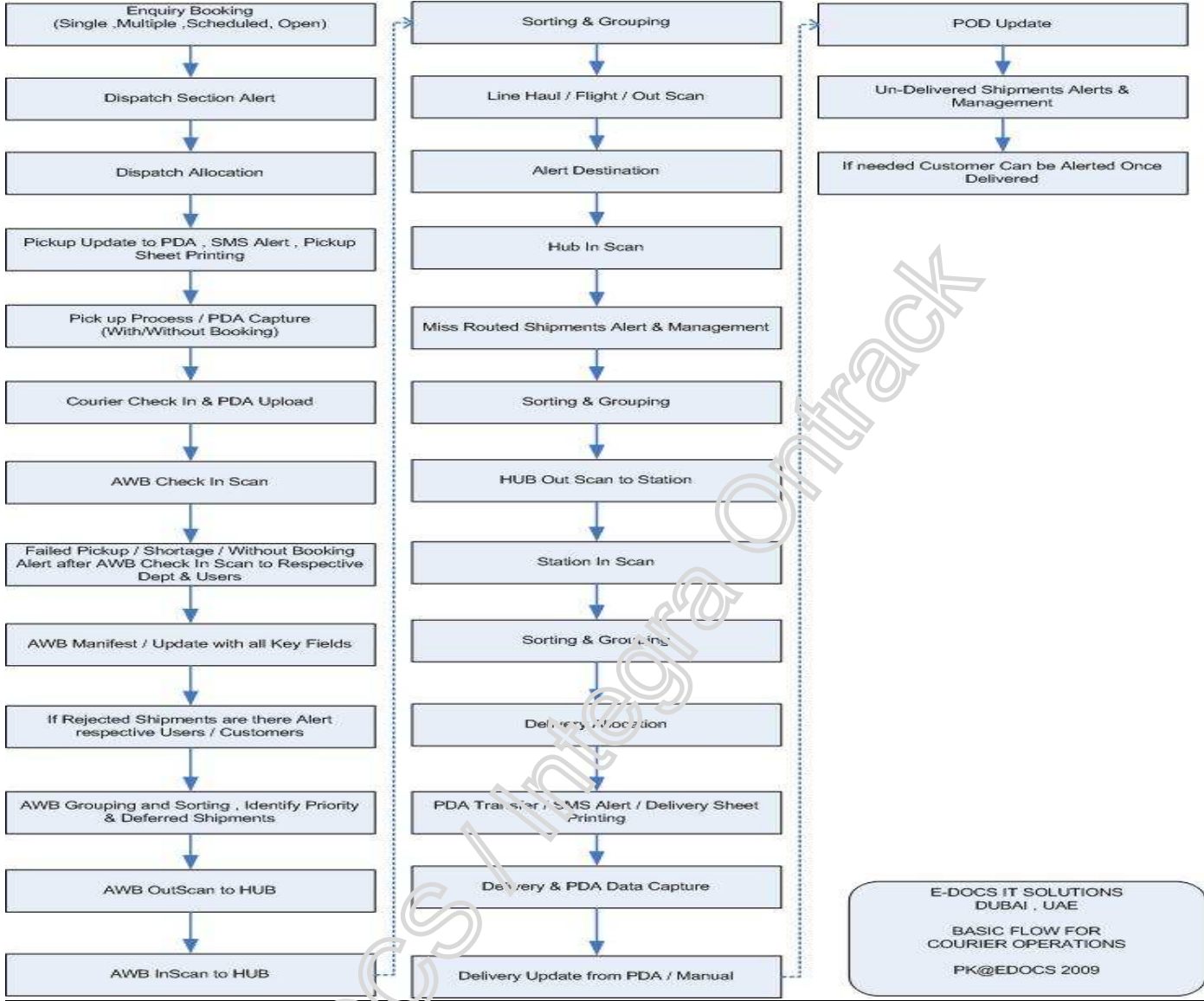


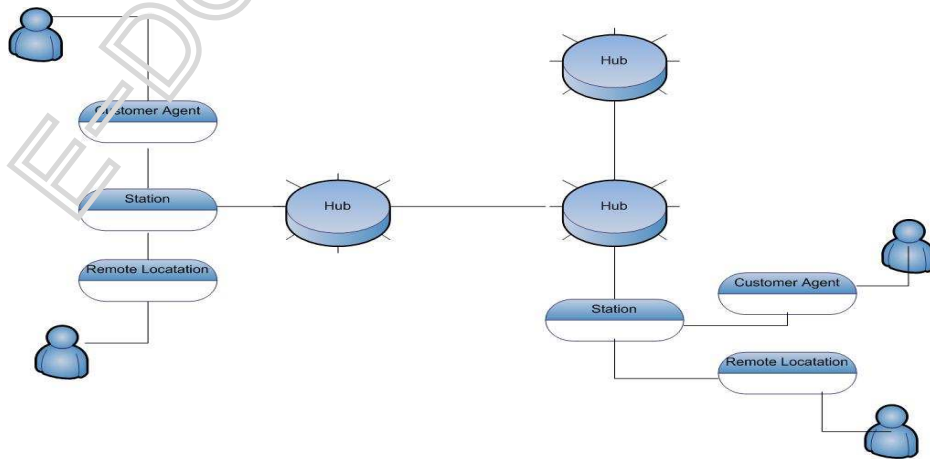
integra[®]
OnTrack
enterprise



**Global Business Solution Provider for
Courier & Logistics Industry**



E-DOCS IT SOLUTIONS
DUBAI, UAE
BASIC FLOW FOR
COURIER OPERATIONS
PK@EDOCS 2009



Operations Workflow & Hub Design Concept



Sno	Main Modules	Enterprise	Professional	Lite
1	General Ledger Module	Y	Y	
2	Accounts Receivable Module	Y	Y	
3	Accounts Payable Module	Y	Y	
4	PDC Module	Y	Y	
5	Customer Service Module	Y	Y	Y
6	Operations Module	Y	Y	Y
7	Billing Module	Y	Y	Y
8	Sales Force Management	Y		
9	Customer Relationship Management	Y	Y	
10	Management Information Systems (MIS)	Y	Y	Y
11	Human Resource	Y	Y	
12	Payroll Management	Y	Y	
13	Purchase Module	Y	Y	
14	Stores Module	Y	Y	
15	Fleet Management	Y	Y	
16	Time Attendance Integration	Y		
17	SMS Integration	Y	Y	Y
18	Online Track & Trace	Y	Y	Y
19	Mail Room Module	Y		
20	iConnect (Customer Module) - Desktop	Y	Y	
21	iConnect (Customer Module) - Web	Y		
22	PDA Module	Y		
23	FEDEX Integration	Y	Y	
24	DHL Integration	Y	Y	
25	TNT Integration	Y	Y	
26	UPS Integration	Y	Y	
27	ARAMEX Integration	Y	Y	
28	3rd Party Integration	Y		
29	Dubai Customs - Mirsal II Connectivity	Y		
30	Web Forms	Y		
31	Fixed Assets	Y		
32	Alert Management Module	Y		
33	Message / Chat Module	Y	Y	
34	Basic Document Management System	Y		

Sino	Main Modules	Enterprise	Professional	Lite
1	General Ledger Module	Y	Y	
	Accounts Group / Schedule			
	Accounts Master			
	Cost Center			
	Currency Master			
	Division Master			
	Budgeting			
	Opening Balance			
	Bank Payment Voucher			
	Bank Receipt Voucher			
	Cash Payment Voucher			
	Cash Receipt Voucher			
	Petty Cash Voucher			
	Pre-Payments			
	Journal Voucher			
	Purchase Voucher			
	Sales Voucher			
	Bank Reconciliation			
	Debit Note			
	Credit Note			
	External Matching (AR/AP)			
	Query - Ledger			
	Masters Listing			
	Document Listing			
	Bank Payment Register			
	Bank Receipt Register			
	Cash Payment Register			
	Cash Receipt Register			
	Petty Cash Register			
	Journal Register			
	Purchase Register			
	Sales Register			
	Debit Note Register			
	Credit Note Register			
	Ledger - Base Currency			
	Ledger - Foreign Currency			
	Cash Book			
	Bank Book			
	Bank Status			
	Bank Reconciliation Book			
	Opening Trial Balance			
	Current Trial Balance			
	Trial Balance Analysis			
	Profit & Loss Statement			
	Balance Sheet			
	Budget Analysis			
2	Accounts Receivable Module	Y	Y	
	Customer Master			
	Opening Balance			
	Credit Note			
	Debtors Status			
	Purchase Register			
	Debit Note Register			

	General Ledger - Customer			
	Receivable Ledger			
	Receivable Aging Analysis			
	Consolidated Receivable Analysis			
	Statement of Account			
	A/R Settlement Report			
3	Accounts Payable Module	Y	Y	
	Supplier Master			
	Opening Balance			
	Debit Note			
	Creditors Status			
	General Ledger - Supplier			
	Payable Ledger			
	Payable Aging Analysis			
	Consolidated Payable Analysis			
	Statement of Account			
	A/P Settlement Report			
4	PDC Module	Y	Y	
	PDC Issue			
	PDC Receipt			
	Cheque Discounting			
	PDC Issue Register			
	PDC Receipt Register			
	PDC Listing			
	PDC Outstanding			
	Maturity List			
	Cheques in Hand			
	Cancelled Cheques Report			
5	Customer Service Module	Y	Y	Y
	Booking			
	Complains			
	Rate Request			
	Supply Request			
	Track & Trace			
	Customer Communication			
	Cash AWB			
6	Operations Module	Y	Y	Y
	Booking Alert			
	Pickup Allocation			
	Pickup Alert			
	Pickup Sheet Printing			
	Pending Booking Handling			
	Pre-Paid AWB			
	AWB Check In			
	AWB Entry			
	Bulk Printing			
	AWB Manifest			
	AWB Grouping / Sorting			
	Hub / Branch / Line haul / CC / Flight / In Scan			
	Hub / Branch / Line haul / CC / Flight / Out Scan			
	Manual Scan			
	AWB Data Import			
	Delivery Allocation			
	Delivery Sheet Printing			

	Delivery Update			
	Miss Route Shipment Handling			
	POD Update			
	Booking Query			
	AWB Data Query			
	AWB Print Module			
7	Billing Module	Y	Y	Y
	Zone Master			
	Country Master			
	Station Master			
	In-Bound Price Master			
	Out-Bound Price Master			
	Domestic Price Master			
	Vendor / Agent Price Master			
	Price Setup			
	One Time Setup			
	Invoice Processing - Auto / Manual			
	DSR - Daily Sales Report			
	Revenue Checking / Process / Update			
	Cross Check TAB			
	Invoicing			
8	Sales Force Management	Y		
	Account Connectivity			
	Lead Management			
	Opportunity Management			
	Communications			
	Lead Win / Loss Process			
	Campaign Management			
	Analysis			
	Graphs			
9	Customer Relationship Management	Y	Y	
	Customer Communications			
	Complains Management			
	Customer Alerts			
10	Management Information Systems (MIS)	Y	Y	Y
	General Ledger			
	Bank Status			
	Cash Status			
	Debtors Status			
	Creditors Status			
	Budget Analysis			
	Consolidated Receivable Analysis			
	Consolidated Payable Analysis			
	Cash Flow			
	Funds Flow			
	Profit & Loss Statement			
	Balance Sheet Statement			
	Trail Balance			
	DSR - Revenue Analysis			
	Branch Analysis			
	Customer Analysis			
	Graphs			
	Lead Analysis			
	Salesman Analysis			

11	Human Resource	Y	Y	
	Department Setup			
	Division Setup			
	Branch Setup			
	Appraisal Forms			
	Visa Setup			
	Service Setup			
	Education setup			
	Employee Setup			
	Items Setup			
	Vehicle Setup			
	Apartments Setup			
	Annual Leave Dues			
	Air Ticket Control			
	Provisions			
	Documents Handling & Expiry (Passport, Visa etc..)			
	Employee History			
	Leave Registers			
	Expiry Reports			
12	Payroll Management	Y	Y	
	Payroll Setup			
	Bank Setup			
	Daily Attendance			
	Overtime Handling			
	Personal Loans Handling			
	Services Handling			
	Leave Handling			
	Salary Revisions			
	Final Settlement			
	Monthly Payroll			
	Loan Due & Registers			
	Service Due & Registers			
	Payroll Analysis			
	Monthly Statements			
	Bank Letter			
	WPS Processing			
13	Purchase Module	Y	Y	
	Purchase Enquiry			
	Rate Master			
	Purchase Order			
	Material Receipt Note			
	Purchase Voucher			
	Purchase Returns			
	Purchase Register			
	Purchase Analysis			
	Supplier Register			
14	Stores Module	Y	Y	
	Items Master			
	Product Request Form			
	Product Delivery Note			
	Physical Stock			
	Stock Adjustment			
	Delivery register			
	Stock Reports			

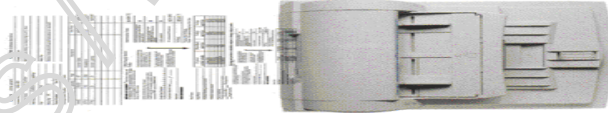
	Store Analysis			
	Customer Stock Analysis			
15	Fleet Management	Y	Y	
	Vehicle Setup			
	Fines Setup			
	Service Setup			
	Expense Setup			
	Route Setup			
	Route Allocation			
	Vehicle Purchase			
	Vehicle Allocation (Branch / Driver /CC)			
	Service Entry			
	Expense Entry			
	Fines Entry			
	Route / Branch / Driver / Reallocation			
	Write Off			
	Sale			
	Registers			
	Analysis			
16	Time Attendance Integration	Y		
17	SMS Integration	Y	Y	Y
18	Online Track & Trace	Y	Y	Y
	Single AWB			
	Multiple AWB - Status			
19	Mail Room Module	Y		
	User Master			
	Customer Master			
	Data Upload (TXT,XLS,SDF,XML,ODBC,OLEDB)			
	AWB Entry			
	AWB SMS Gateway			
	Manifest			
	Manifest Register			
	Data Export - Multiple Format			
20	iConnect (Customer Module) - Desktop	Y	Y	
	User Master			
	Customer Master			
	AWB Entry			
	XLS Import			
	Manifest			
	Data Export			
	Manifest Register			
21	iConnect (Customer Module) - Web	Y		
	User Master			
	Customer Master			
	AWB Entry			
	XLS Import			
	Manifest			
	Data Export			
	Manifest Register			
22	PDA Module	Y		
	Admin			
	Pickup Scan			
	Delivery Update Scan			
	Multi Delivery Update Scan			

	Manual Scan			
	Data Sync (Cradle / Wifi / GPRS (
23	FEDEX Integration	Y	Y	
24	DHL Integration	Y	Y	
25	TNT Integration	Y	Y	
26	UPS Integration	Y	Y	
27	ARAMEX Integration	Y	Y	
28	3rd Party Integration	Y		
29	Dubai Customs - Mirsal II Connectivity	Y		
30	Web Forms	Y		
	Customer Service			
	Operations			
31	Fixed Assets	Y		
	Asset Purchase			
	Asset Allocation (Branch \ Div \ CC \ Employee)			
	Re-Allocation of Assets			
	Asset Service			
	Depreciation			
	Sales			
	Write Off			
	Registers			
	Analysis			
32	Alert Management Module	Y		
	System Defined Alerts			
	User Defined Alerts			
33	Message / Chat Module	Y	Y	
	Internal / External Management Module			
	Chat Module			
34	Basic Document Management System	Y		

1

Scan your documents

Scan batches of documents in minutes. Enter index information once and Scan & View will index the entire batch automatically.



2

Index (file) documents

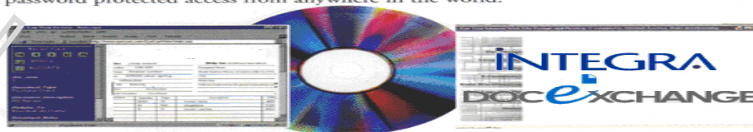
It's easy to create a filing system with customized search fields, allowing you to retrieve documents in a matter of seconds. Scanned documents can be indexed along with other forms of information, such as paper, microfilm, tapes, etc., giving you comprehensive access to all of your information at the touch of a button.



3

Store electronically

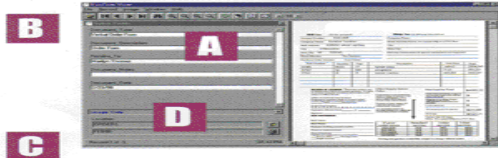
Store scanned documents electronically on your hard drive, CD, WORM drive, Zip drive or other media of your choice. Scanned images may also be electronically warehoused on the internet, giving users secure, password protected access from anywhere in the world.



4

Retrieve in seconds

Simple-to-use Windows® format and versatile search features provide for quick, easy document retrieval. Eye Com View displays file locations of both unscanned and other media. Options include image rotation, zoom functions and quality adjustment of images.



- A INDEX DATA**
Find documents by entering information in one or more index fields, i.e. document date.
- B VIEW OPTIONS**
View options allows you to magnify areas of the document, adjust display quality or rotate.
- C STATUS BAR**
Shows you the location of your document within the folder.
- D LOCATION DISPLAY**
Displays the image and locations of any and all other analog media.



WMS MODULE : ADD ON MODULE



- Client Master
- Sub Client Master
- Product Master
- Product Group Master
- Product Category Master
- Product Brand Setup
- Product Origin Setup
- Facility Master
- Facility Master Design with (Zone, Area, Warehouse, Aisle, Row, Col, Sub Row, Sub Col) , setup with Weight , Vol, Type, Dimension , Pallet ,Size, Prefix etc.
- Auto Generation of Warehouse Matrix
- Service Master
- Charges Master & Setup
- Costing Setup
- Advance Shipping Note
- Material Receipt Note - with Auto Suggested Allocation
- Put away
- Delivery Order
- Pick List - Auto Generation Based on Company Logic
- Mismatch Alert & Setup
- Stock Reservation
- Goods Delivery Note
- Daily Income / Costing Process
- Commercial Invoicing
- DSR Reporting
- Stock Adjustment
- Physical Stock Taking
- In-Out Ledger
- Stock Analysis - With all Parameters
- Stock Reports



FRIEIGHT MANAGEMENT MODULE : ADD ON MODULE

➤ Operations Setups

- Shipping Lines
- Air Lines
- Clients
- Forwarders
- Trucking Lines
- Agents
- Suppliers
- H.S.Master
- Commodity
- Consignment Type
- Destination \ Origin
- Country
- Senders
- Salesman
- INCO Master
- Quotation Sub Items
- Job Categories
- Job Mode of Transport Categories
- Job Services Categories

➤ Job Costing Setup

➤ Operations Notes / Remarks Setup

➤ GST (General Sales Tariff)

➤ Quotations

➤ Project File Opening \ Administration (Master Shipment)

➤ Job File Opening \ Administration (Sub-File Shipment)

➤ Job File Costing

➤ Performa Invoicing

➤ Master Invoicing

➤ Customs Invoicing

➤ Credit Notes

➤ Enquiries

➤ Services

➤ Cargo Arrival Notice - By Air

➤ Cargo Arrival Notice - By Sea

➤ B/L Entry & Updatons

➤ Deposits

➤ Pre-Bookings

➤ Weekly Entry \ Updatons

➤ Operational Finance. Vouchers

- Operational Bank Payment Voucherf
- Operational Bank Receipt Voucher
- Operational Cash Payment Voucher
- Operational Cash Receipt Voucher

Blank Cheque Request

➤ Job File Closing

➤ File Authorization / Approvals / Updatons

➤ Queries

- Service Queries
- Job Queries
- MIS Queries

➤ Reports

- Master Reports
- Daily Reporting in Different Levels
- Job Category wise Analysis
- GP-PC/Type wise Analysis
- Shipment wise Analysis
- Weekly Reporting
- File-Console List
- Profit Analysis Registers
- Number of Shipments / GP Reports (Per Traffic,PC,Sales Man,Category)
- Number of Shipments / GP Analysis (Per Traffic,PC,Sales Man,Category)
- Customer Turnover / Analysis Reports
- Transactions Listings
- Pending Registers
- MIS Reports
- Job Wise Analysis
- GP / NP Analysis





Application security

The system will provide a reliable control on user activities. Each user's data entry and update can be controlled by a combination of user roles.

User roles define the permitted actions for a particular set of data. With user roles, you can create multiple security levels such as data-entry access, query-only access, report access, and administrator access. Access control can also be given at object level and department level.

Project Definition Phase

During this phase, customer stakeholders, Executive manager, and E-DOCS project manager will initiate the project by defining and agreeing on the high-level scope, requirements, and schedule of the project. The kick-off meetings will cover following key activities:

- Define E-DOCS and customer representatives for the project
- Define project scope
- Define high level project schedules, with major milestones and target dates
- Identify project approach in terms of resources, location, technology etc.
- Define customer responsibilities
- Discuss hardware, software, and resource availability
- Discuss project site preparation

Project team mobilization will also take place during this phase.

User Acceptance Testing

User acceptance testing will be conducted by customer's end users, validating the system against their business requirements. The main purpose of user acceptance testing is for the end users to test the system, and approve that the developed system satisfies their acceptance criteria.

User testing focuses on validating the developed system against their critical business requirements, making sure it functions as expected to support the critical business operations. User acceptance test will use the actual test data provided by the customer. Upon successful completion of the user acceptance testing, customer will issue "Initial Acceptance" of the system.

Project Staffing and Responsibilities

The staffing of the project team will be as follows

E-DOCS's consultants

- Project Manager
- Technical Consultant

Customer's personnel

- Application key end users
- Customer's Manager



Training

Prior to or in parallel with the system installation, E-DOCS will provide system training to a selected set of end users and administrators.

User Training

- Number of trainees: as required
- Training duration: as required

Support

System implementation will be followed by 1 Year system support. During this period, E-DOCS technical engineer will provide support on technical operational issues as it arises at the customer site.

Hours of Response

Saturday to Wednesday - 0800 hrs to 1600 hrs

Thursday - 0800 hrs to 1200 hrs

Response Time

- Urgent Procedures / Critical Issues – On Site – Within 8 Hours
- Normal Procedures / Normal Issues - Within 48 Hours will be responded

E-DOCS / Integra Ontrack