



# DOCUMENT MANAGEMENT



DMS Systems DX+ Document Center™ is a System repository “Dashboard” for all Customer & Supplier documents and provides a “100% Paperless” management of Customer and Supplier Laser Form documents.

## DX+ Document-Center Features:

- **Create PDFs** of Laser-generated Customer Invoices & Statements and Supplier Purchase Orders & Invoices, that are automatically created by the DX+ Document-Center application.
- **Storage** - Documents are digitally archived and searchable by Year for any Customer or Supplier and that will help eliminate the “paper chase” in your business.
- **Email** any document instantly to your Customers or Suppliers. Customers and Suppliers get their e-mailed original documents instantly and you’ll save time and significant money over mailing or faxing your documents the “traditional” way.
- **Reprint** any Customer Invoice, Statement or Supplier Purchase Order instantly!
- **Self-Service** - DX+ Qwik-Order e-Commerce customers can retrieve copies of their Invoices or Statements directly from the DX+ Qwik-Order Billing Status page.

