SOFT E-DOCUMENT PLATFORM (SOFTE-DOCUMENT)

SOFTE-DOCUMENT is a web-based platform structure consisting of new generation applications developed for a paperless business environment. The applications within this platform form an Enterprise Resource Planning (ERP) system by operating in integration with SOFTTRANS®, SOFTFINANCE and SOFTINTERFACE applications.

SOFTE-DOCUMENT Platform Applications standard web service interfaces can also be integrated with software solutions besides SOFT Applications.

The applications have been developed with Microsoft.NET technology; user interfaces, on the other hand, have been written with Asp.Net. They can operate with different relational data base management systems such as Oracle, Progress or SQL Server.

SOFTE-DOCUMENT Platform consists of the following modules:

SOFT E-DOCUMENT PORTAL

SOFT NEW GENERATION DOCUMENT MANAGEMENT SYSTEM

SOFT WORKFLOW AND FORM SYSTEM

SOFT E-SIGNATURE APPLICATION

SOFT E-INVOICE APPLICATION

SOFT E-ARCHIVE APPLICATION

SOFT E-WAYBILL APPLICATION

SOFT E-LEDGER APPLICATON

SOFT PLATFORM INDEPENDENT E-LEDGER APPLICATION

SOFT PLATFORM INDEPENDENT E-RECONCILIATION APPLICATION

SOFT E-PRODUCER RECEIPT APPLICATION *

SOFT E-DOCUMENT MANAGEMENT SYSTEM APPLICATION*

SOFT REGISTERED E-MAIL (KEP) INTEGRATION APPLICATION *

SOFT E-PAYROLL APPLICATION *

SOFT U-ETDS LOAD AND TRANSPORT DATA INTEGRATION WEB APLICATION

SOFT MTHS CENTRAL DATABASE SERVICE PROVIDER APPLICATION *

SOFT E-COLLECTION APPLICATION

(*) Under development.

Appropriate hardware, system software and communication infrastructure are required for some of the applications to operate. For integration with systems and software belonging to third party persons and companies, it may be necessary to sign contracts, and to pay subscription fees and use charges.

SOFT E–DOCUMENT PORTAL

SOFT E-Document Portal is an application providing system management and portal infrastructure for such applications as E-Invoice, E-Ledger, and KEP which take place in SOFT E-DOCUMENT Platform. SOFTTRANS® and SOFTFINANCE users can work with their present user codes and passwords. The application has been written with Microsoft.NET Technologies, and the user interfaces have been written with Asp.Net. The portal includes the following functions and features:

Portal Infrastructure

- Defining company / application
- User entry
- User definition / role definition
- User authorizations
- Menu system

System Journal (Log) Subsystem

- Log archive
- Reporting

SOFT NEW GENERATION DOCUMENT MANAGEMENT SYSTEM

SOFT New Generation Document Management System is a document management system which provides keeping securely all sorts of documents: documents produced in SOFT Applications; digital documents added to or linked with applications; digital data such as E-Invoice, E-Ledger, Custom Declarations and EDI files; e-mails and all sorts of scanned documents. This system, which has been developed using Microsoft.NET Technologies, can operate on the same server and data base together with SOFT Applications, as well as in different server environments and on a separate data base (Progress, MS SQL, etc.).

- Application integration via web services
- Adding, downloading documents, and revision tracking features
- Multiple roots (index) for multiple applications
- Authorization
- Management features and independent document consoles
- Separation feature of document and index data base for alternative second level archiving
- Unlimited number of periodical document data base for archiving and manageability

SOFT WORKFLOW AND FORM SYSTEM

SOFT Workflow and Form System Application is a platform independent application, that uses forms (Expense, Purchase Request, Purchase Offer, Accounting Recording, Advance and Invoice Approval Form etc.) and documents and E-Invoice, E-Archive Invoice data and converts it by merging with the approval processes to tracked and controlled corporate information. These forms can be created manually by users within the authority, or they can be saved by integration method by external systems via web services. In addition, since the system is fully integrated with SOFT E-INVOICE, SOFT E-ARCHIVE INVOICE modules, income and expense invoices in these modules can be generated automatically and both invoice approval and payment approval processes can be managed over a single form.

- Advanced approval system in line with internal rules and hierarchy
- Create checklists by person, manager or a group
- Determining the work flow for the form (making job descriptions such as registration, certification)
- Creating a platform independent form and requesting approval
- Adding files and documents in the form and providing access to authorized users
- Tracking of the forms for which approval is expected
- Approval / Rejection or requesting opinion for forms waiting for approval
- Submission of confirmation notifications and requests to the relevant person by e-mail.
- Grouping the forms according amounts of forms, relevant department, basic information in their content, etc. for easy definition of approvers or people who need to be informed
- Reminding of the forms whose maximum approval period has expired or automatically approved by the system
- Displaying the relevant form via mail and Approval / Rejection, requesting opinion operations
- Recording the approval / rejection responses with their explanations and file attachments, if any, in a way that allows authorization-based access.
- Creating a form with reference to the form whose approval process has been completed (creating a purchase offer form by referring to the purchase request form)
- Getting form data from external systems like Invoice Approval Form etc. (XML)

- Fast data entry with expense item and vendor company definition structure
- Tracking of expense forms on the basis of personnel
- Integration with SOFTFİNANS Human Resources Application to assign advance payment account number and expense code
- Creating vouchers for SOFTFINANS General Ledger Application from expense forms
- Storage of form data in the document management system
- Querying forms according to their status, approvers or basic information, and downloading forms as single or multiple in PDF format

SOFT E-SIGNATURE APPLICATION

This application provides signing of Electronic Data Interchange (EDI) messages and documents compatible with CWA 14169, CWA 14170 and CWA 14171 standards specified in "Communiqué on Electronic Signature Processes and Technical Criteria" of the Presidency of Telecommunication and Communication, from within SOFT Applications. Sealing operations using Financial Seal Certificates given by Public Certification Center and using Financial Seal Certificates in Hardware Security Module are performed via this application. Qualified Electronic Certificates (QEC) and Financial Seal are not included in this application and they must be provided by the CUSTOMER.

- Creating signature compatible with Cryptographic Message Syntax (CMS) and ETSI TS 101 733 standards
- Signature verification of incoming electronic messages as signed with specified standards
- Working with all Qualified Electronic Certificates (QEC) compatible with X.509 standards
- Ability to work together SOFTTRANS® - BİLGE EDI Integration Application to send electronically signed EDI messages to Turkish Custom's BİLGE System
- Ability to work together with all EDI Integration Applications of SOFT Software
- Ability to work with Financial Seals of the Public Certification Center and with HSM (Hardware Security Modules)
- Creating electronic signatures for E-Invoice and E-Ledger System compatible with XADES standards

SOFT E-INVOICE APPLICATION

SOFT E-Invoice Integration Application is an interface application which performs sending E-Invoices created in SOFT Applications or any 3rd party application and receiving E-Invoices and processing them into SOFT Applications or any 3rd party application. It operates in integration with Turkish Revenue Administration (GİB) Electronic Invoice Application. Besides GİB Electronic Invoice Application, the application also performs tracking of e-invoice interchange between other systems and companies, and the printed invoices which are scanned and integrated into the system.

The system consists of two sub-modules: Sending Invoice and Receiving Invoice. E-Invoice Sending Module performs basically the following work transactions:

- Preparing electronic and printed invoices
- Confirming invoices
- Signing and saving e-invoices with financial seal
- Sending e-invoices to GİB Electronic Invoice System
- Receiving and saving GİB acknowledgement messages
- Receiving and saving confirmation or rejection of reply messages of the receiving company

E-Invoice Receiving Module performs basically the following work transactions:

- Receiving e-invoices issued in the name of the company from GİB Electronic Invoice System
- Integrating the printed invoices received into the system by scanning
- Confirmation of received invoices
- Sending acceptance or rejection reply messages for e-invoices to GİB Electronic Invoice System
- Tracking status of the incoming e-invoices regarding their processing into SOFT Applications
- Integration of incoming e-invoices into SOFT Applications Expense Invoice screen.

Invoices to be sent to GİB E-Invoice Application have to be signed (sealed) with a Financial Seal, which is an electronic signature obtained from Public Certification Center. This signing transaction is performed with SOFT E-Signature Integration Application.

Sending generated invoices to GİB E-Invoice System, receiving status data and incoming e-invoices are performed automatically through web services. Files which are generated by SOFT E-Invoice Integration and then sealed and zipped can also be manually loaded onto GİB Invoice System. Similarly, those files which come to GİB Invoice System can also be downloaded manually and then loaded into SOFT E-Invoice Integration Application.

E-Invoices are saved via SOFT New Generation Document Management System Application with backups in a data base environment in an undeletable, unchangeable manner.

SOFT E-ARCHIVE APPLICATION

SOFT E-Archive Application is an application to create E-Archive invoices created in SOFT Applications or any 3rd party application and it works in integration with Turkish Revenue Administration (GİB) E-Archive Invoice Application. The application is also works integrated with E-Archive Integrator Companies.

The system consists of two sub-modules: Invoice Creation and Invoice Reporting.

E-Archive Creation Module performs basically the following work transactions:

- Preparing electronic e-archive invoices
- Confirming invoices
- Signing and saving e-invoices with financial seal
- Sending pdf copy of the e-archive invoice to the recipients' e-mail address via e-mail
- Printing an e-archive invoice

Invoice Reporting Module performs basically the following work transactions:

- GİB monthly e-archive report preparation
- Sending monthly report to GİB System via web services
- Reporting of past reports
- Report tracking System and logs

E-Archive invoices and the monthly report have to be signed (sealed) with a Financial Seal, which is an electronic signature obtained from Public Certification Center. This signing transaction is performed with SOFT E-Signature Integration Application.

Sending generated reports to GİB E-Archive System, receiving status data are performed automatically through web services.

E-Archive invoices are saved via SOFT New Generation Document Management System Application with backups in a data base environment in an undeletable, unchangeable manner.

To use the SOFT E-Archive Application with direct integration with the GİB E-Archive System, the requirements of GİB should be meet by the company.

SOFT also provides an E-Archive Integrator solution together with BİMSA for the companies which does not meet the requirements of the GİB for direct integration. SOFT E-Archive solution can be easily implemented by buying e-archive integrator deposits from SOFT.

SOFT E-WAYBILL APPLICATION

SOFT E-Waybill Integration Application is an interface application that creates and sends an e-Waybill from within SOFT Applications as defined by the Turkish Revenue Administration (GİB), receives e-Waybills and processes them to SOFT Software. The application can be used through full integration with the GİB or integrated with systems providing integrator services for e-Waybill. The system consists of two sub-modules: Creating Waybill and Receiving Waybill.

The E-Waybill Sending Module basically performs the following work steps:

- Preparing Electronic Waybill and printing it as paper
- Approval
- Signing with a financial seal and archiving
- Submission to GIB Electronic E-Waybill System
- Receiving and storing the GİB acknowledgment message
- Receiving and keeping the response of the buyer firm for the waybill, partial acceptance or objection on the waybill item basis
- Integration of outgoing E-Waybill to SOFTFINANCE Applications

The E-Waybill Receiving Module basically performs the following work steps:

- Receiving e-Waybills issued to your company from the GİB mailbox
- Establishing the response message for the whole e-Waybill or partial acceptance or objection response on item basis
- Sending the response to the e-Waybill to the GİB E-Waybill System
- Integration of Incoming e-Waybills to SOFTFINANCE Applications

The process of sending the created e-Waybills to the GİB E-Waybill System and receiving the status information and the e-waybills sent to the system is done automatically via web services.

SOFT E-LEDGER APPLICATION

SOFT E-Ledger Application is an interface application which creates E-Ledger and related certificates according to related notifications and guides of the Turkish Revenue Administration, from the journal data prepared in SOFTFINANCE General Accounting Application. SOFT E-Ledger Application is certificated from the Turkish Revenue Administration (GİB).

- Retrieving GL journal data from SOFTFINANCE General Ledger Application
- Preparing E-Ledger files according to specified XBRL GL standards and format
- Placing the prepared file into the projected field in the ledger scheme format
- Sealing the created ledger file with Financial Seal and stamping with time stamp
- Creating certificate file by using certain data from sealed or signed ledger file
- Sealing certificate file and stamping with time stamp
- Packing sealed or signed certificate file or files
- Uploading the prepared packages to the GİB E-Ledger System manually or with web services
- Downloading sealed certificates from GİB E-Ledger System into SOFT E-Ledger Application manually or with web services
- Saving together the E-Ledger file and loaded certificates sealed by GİB
- Generating an index for E-Ledgers on company, ledger type and month basis.
- Ledger creation using the index, tracking and reporting sealing and certificate transactions
- Displaying E-Ledgers using the index and if requested, transferring to another file system
- E-Ledger List and E-Ledger file download web service for external systems

SOFT PLATFORM INDEPENDENT E-LEDGER APPLICATION

SOFT Platform Independent E-Ledger Application is an interface application which creates E-Ledger and related certificates according to related communiqué and guides of the Turkish Revenue Administration, from the journal data prepared in in any 3rd party General Accounting application software. SOFT Platform Independent E-Ledger Application is certificated from the Turkish Revenue Administration. For ledgers created by retrieving data from external systems, data integrity and unchangeability of external system shall be secured by the user in the external system.

- Retrieving GL journal data files from external systems in XML, TXT, CSV or XLSX formats
- Controlling of the received data and data mapping if necessary
- Placing the prepared file into the projected field in the ledger scheme format
- Sealing the created ledger file with Financial Seal
- Creating certificate file by using certain data from sealed or signed ledger file
- Sealing certificate file
- Packing sealed or signed certificate file or files
- Uploading the prepared packages to the Turkish Revenue Administration (GİB) E-Ledger System manually or with web services
- Downloading sealed certificates from GİB E-Ledger System into SOFT E-Ledger Application manually or with web services
- Saving together the E-Ledger file and loaded certificates sealed by GİB
- Generating an index for E-Ledgers on company, ledger type and month basis.
- Ledger creation using the index, tracking and reporting sealing and certificate transactions
- Displaying E-Ledgers using the index and if requested, transferring to another file system

SOFT PLATFORM INDEPENDENT E-RECONCILIATION APPLICATION

SOFT Platform Independent E-Reconciliation Application is a platform independent application which gets reconciliation data generated in an accounting software, and converts them into trackable data. User will keep reconciliation records, which are generated by getting data from outside systems, and data integrity of outside system, and will ensure unchangeability within the relevant outside system.

- Getting reconciliation data in XML, XLS, or XLSX formats from outside systems
- Reconciliations such as current account balance, exchange rate difference, BA and BS reconciliations
- Keeping E-Reconciliation data in document management system
- Sending E-Reconciliation by E-Mail to companies
- Getting confirmation or rejection data from the page to be opened via the link in the E-Mail
- Tracking E-Reconciliation status in web environment
- Getting E-Reconciliation response on TRL or foreign currency basis as online confirmation or rejection
- Keeping documents attached to E-Reconciliation responses
- Manual entering responses received from different channels into system
- Resending E-Reconciliations for which no response is received

SOFT E-PRODUCER RECEIPT APPLICATION *

Producer receipt is a commercial document issued by farmers who keep books or wholesalers in exchange for products purchased from farmers who do not keep books. SOFT E-Producer Receipt Application enables the producer receipt to be prepared as an electronic document, to be kept and presented in paper and electronic environment and to be forwarded or reported to the Turkish Revenue Administration (GİB) electronically. The e-Producer Receipt is not a new type of document, but has the same legal qualifications as the paper producer receipt.

It ensures that it can be transmitted electronically or on paper at the request of the addressee (farmers who are not subject to tax).

• Creating an e-Producer Receipt Template
• Creating an e-Producer record
• Sealing the e-Producer Receipt
• Sending the sealed e-Producer Receipt to the GİB environment
• Ability to cancel the e-Producer Receipt without sending it to the GİB.
• Making a copy from the record of the e-Producer Receipt
• Sending the e-Producer Receipt to the addressee by e-mail
• Querying and viewing the created e-Producer Receipts on the basis of their counterparts
• Integration with SOFTFİNANS Current Account Management and Accounting Applications

SOFT E-DOCUMENT MANAGEMENT SYSTEM APPLICATION *

SOFT E-Document Management System Application is a new generation document and file management system where corporate document and file contents can be classified and stored in a secure database environment by authorizing them on the basis of user and role. Content changes can be kept with versioning, and can be easily integrated with external systems via web services.

In this system, the data is completely stored in the database and in accordance with the cloud architecture. The stored files can be viewed by the relevant users from the web interface and mobile application, depending on the authorization, or, within the authority, content changes and new files can be added.

Thanks to the search feature from the classified file information in the system, it is also possible to access file lists with certain features very quickly. The application also has a Windows based viewing interface. In this way, users are familiar with the ability to access documents and files with the ability to switch between folders and search features.

SOFT REGISTERED E-MAIL (KEP) INTEGRATION APPLICATION *

SOFT Registered Electronic Mail (KEP) Integration Application provides integration between SOFT Applications and KEP Service Providers, by operating together with SOFT E-Document Portal, SOFT E-Signature Integration and SOFT New Generation Document Management System. Electronic documents created within SOFT Applications are transmitted to contracted KEP Service Provider Company system after they are signed digitally via SOFT E-Signature Integration Application. Incoming registered electronic mails, on the other hand, are automatically taken from KEP Service Provider system and they are submitted to the attention of registered users in SOFT E-Document Portal. These registered electronic mails are kept as evidence within SOFT New Generation Document Management System and they can be linked with related SOFT Applications.

For the application to be used, corporate integration agreement must be signed with KEP Service Provider Company.

The system consists of two sub-modules: KEP Sending and KEP Receiving. KEP Sending module basically performs the following work transactions:

• Conversion of e-mails and other documents created in SOFT Applications into KEP format
• Confirmation of these documents
• Signing and saving these documents using E-Signature via SOFT E-Signature Integration Application
• Sending these documents to KEP Service Provider System
• Receiving and saving acknowledgement message from KEP Service Provider
• Receiving and saving "acknowledged and read" message from the receiving company

KEP Receiving module basically performs the following work transactions:

• Receiving registered electronic mails issued in the name of the company from KEP Service Provider System
• Submitting these mails to the attention of those interested
• Tracking "Read" status of the incoming registered electronic mails
• Linking the incoming registered electronic mails with SOFT Applications

SOFT E-PAYROLL APPLICATION *

SOFT E-Payroll Application is a web application that works integrated with the SOFT Human Resources Management Application and can be easily integrated into any payroll software via web services. It creates an interface between Enterprise Resource Planning Software and employees. The main functions and features of the application are as follows:

- Viewing the last payroll of the employees electronically with their username and password
- Tracking employees' past payrolls
- Transferring payrolls from the Human Resources application to the E-payroll application with Registered Electronic Mail or Financial Seal
- Time saving due to the elimination of signature requirement for e-payrolls sent with KEP
- Saving on stationery costs
- It eliminates the necessity of filing and keeping payrolls.

SOFT U-ETDS LOAD AND TRANSPORT DATA INTEGRATION WEB APPLICATION

SOFT U-ETDS Load and Transport Data Integration Web Application is a web-based software solution that enables data transfer to the Government U-ETDS system, where electronic real-time tracking, evaluation and control of goods, cargo and passenger movements carried by companies operating within the framework of the Road Transport Law no 4925 and Regulation carried out.

Ready lists such as load types, country / province / district announced by the relevant institution are kept up-to-date by the system and presented to the users. Users can enter and edit the transport information they will report in the system by entering from easy-to-use interfaces, when they request, they can send this information to the web services provided by the state with a single click and see the result instantly.

There are historical query features on the basis of retrospective vehicle / freight / sender / receiver and the possibility of correction of previously reported but not yet realized transports.

Since the system works completely web-based, it can be used from personal computers, tablets or mobile devices.

SOFT MTHS CENTRAL DATABASE SERVICE PROVIDER APPLICATION *

The Ministry of Customs and Trade, published in 2013 the "Regulation on Internet Sites to be Opened by Capital Companies" and has regulated the procedures and principles for companies need to open a website within the scope of Information Society Services and the announcements to be made by the company in this site, the minimum content to be published and the transactions to be made by MTHS companies that can provide this service externally on behalf of the company.

The website content that will serve under the name of http://companydomain/informationsocietyservices will include the following features:

- Web pages that allow the minimum information, documents and advertisements determined by the regulation to be viewed publicly
- Web pages where the information requested by the authorized user can be entered and updated
- Web pages where the postings requested by the authorized user can be entered and updated
- Web pages that allow downloading pdf documents referenced in the pages above

A link will be given to the website to be established from the above-mentioned web address. The information to be published may be hosted on the company's own server or the service provider provided by SOFT.

SOFT E-COLLECTION APPLICATION

This application works in integration with the SOFTFİNANS Current Account (AR & AP) Management Application and can be integrated with other applications using the web services within the scope of the software. In cases where integration with web services cannot be achieved, data transfer can be made with Excel files.

With the application, it is possible to manage all collection processes over the web, such as analysis of receivable invoices and debt residuals of customers on the basis of transaction and maturity date, recording customer interviews and correspondence, processing of collections, and reporting and analysis.

- Determining the scale for the displayed amount
- Evaluating customer debt residuals based on transaction date / maturity date
- Virtual closing of the customer debts

- Defining current account and current currency and determining reporting currency
- Tracking company records in the intelligence or legal follow-up process
- Monitoring companies with the highest debt remaining
- Ability to enter payment promise / interview record based on the selected record or invoice
- The ability to speak on the basis of current currencies, on the total number, if desired, in the entry of the payment promise
- Viewing the average payment period and the maximum and minimum delay times in the payment promise entry
- Delivery of payment promise details to the customer by e-mail
- Payment promise entry for the record sent to the customer via e-mail "*"
- Total collections made within the given date range, the ratio of the collection to total receivables
- The ratio of the total current receivables in the given date range to the total current receivables
- The ratio of the total current receivables due in the given date range to the total current receivables
- The total of the payment promises received for collection within the given date range, the ratio of the customer to the total current receivables
- Cumulative chart of monthly collections in currency terms
- Numerical and proportional analysis of interview records on the basis of interview type
- Analysis of current interview information according to their types
- Monitoring the performance of collection officials

APPLICATION OPERATING ENVIRONMENTS AND TECHNICAL FEATURES

SOFTE-DOCUMENT Platform Applications have been written with Microsoft.NET Technologies, and the user interfaces have been written with Asp.Net. The applications can operate with different relational data base management systems such as Progress or SQL Server. To operate the applications CUSTOMER must provide the infrastructure elements such as appropriate web server hardware and system software, SSL certificate, e-signature, financial seal, hardware security module. Administrative and legal processes with public and private sector institutions like Revenue Administration and KEP Service Providers must also be completed by the CUSTOMER.

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