GXS Trading Grid® for Excel

Automating Business Processes with Your Microsoft® Excel®-based Trading Partners

In today's rapidly expanding global marketplace, your ability to reach all your business partners electronically can mean higher profits, significant cost reductions, and happier customers and suppliers. However, you may still be communicating business-critical information with some of your customers and suppliers by exchanging Microsoft Excel spreadsheets via email or file transfer. Integrating spreadsheets with your Enterprise Resource Planning (ERP) system can be challenging because trading partners often change the structure of the spreadsheet format you require—for example, adding rows or columns and thereby limiting your ability to integrate the document with your ERP system. Spreadsheet templates with business rules can help—but templates are hard to maintain, requiring updates and redistribution to all of your trading partners every time a change is required.

As a result, some businesses revert to re-keying data from spreadsheets into ERP applications. Another alternative is to eliminate spreadsheets, using Web-based forms instead. However, many trading partners refuse to use Web-based forms because they do not want to change any of their existing processes. These partners still require manual processing. Each approach is inefficient and error-prone, becoming even more so when implemented across geographic regions, time zones and languages.

GXS, partnered with Microsoft, has unveiled GXS Trading Grid® for Excel, an innovative service that enables your trading partners who are small and medium-size businesses to exchange critical business documents electronically throughout the world by leveraging the Microsoft Excel application that they already know and use every day. This new service removes the barriers to participation in your e-commerce program.

> With GXS Trading Grid for Excel your company can trade with Excel-based suppliers or customers with the shortest time to benefit. Rapid enablement means that your business partners will be able to exchange documents electronically in minutes, regardless of where they are in the world.
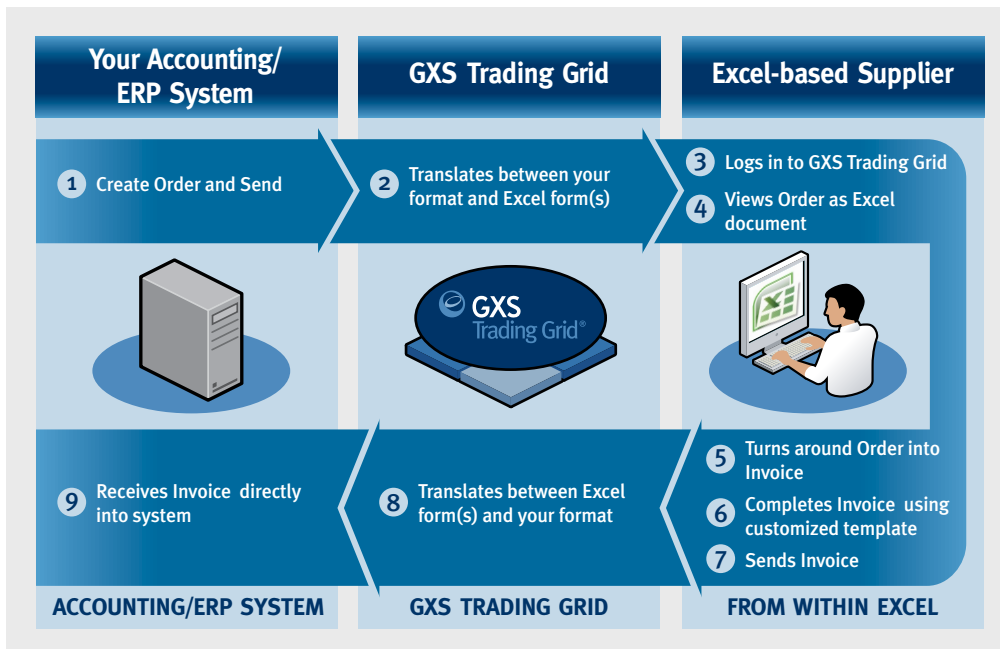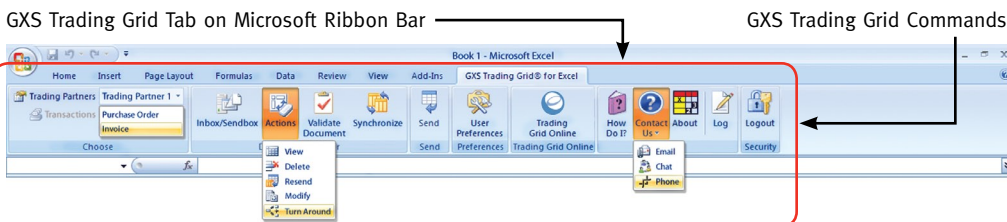
Key Features

Customized Excel Templates Match Your Requirements. GXS develops customized spreadsheet templates for the documents you need to exchange with your trading partners, such as orders, invoices or forecasts, according to your company's specific requirements. These templates include built-in validations to increase the completeness and accuracy of the data that your trading partners enter—ensuring that the data you receive is clean and ready to be processed by your internal systems.

Easy, Fast Start-Up for Your Customer or Supplier. Trading partners can register and download your customized Excel template(s) in minutes. When the template(s) have been downloaded, your trading partner simply uses the Microsoft application as usual to complete the business documents.

- Still receiving Microsoft Excel spreadsheets via email instead of as EDI documents?

- Are you manually re-keying spreadsheet data into your ERP system—a slow, error-prone process?

- Have you tried to use templates, but found that your trading partner made changes to the template structure that prevents an automated process?

Your Accounting/ ERP System	GXS Trading Grid	Excel-based Supplier
1 Create Order and Send	2 Translates between your format and Excel form(s)	3 Logs in to GXS Trading Grid 4 Views Order as Excel document
9 Receives Invoice directly into system	8 Translates between Excel form(s) and your format	5 Turns around Order into Invoice 6 Completes Invoice using customized template 7 Sends Invoice
ACCOUNTING/ERP SYSTEM	GXS TRADING GRID	FROM WITHIN EXCEL

Document Exchange Using Standard Microsoft Office Excel 2007 Application. Your trading partner uses the standard Excel application to receive, turn-around, create and modify documents. To send documents, they can simply click on the special GXS Trading Grid® tab on the new "ribbon bar" (a row of tabs that you click to execute commands) that has been added to the Excel application. The documents are automatically transmitted to GXS, translated to your required document format and forwarded to you for processing.

GXS Trading Grid Tab on Microsoft Ribbon Bar ——————— GXS Trading Grid Commands

Web-Based Portal for Real-Time Status Updates. GXS Trading Grid® for Excel users can quickly and easily obtain status information from Trading Grid Online, the web-based portal. Up-to-the-minute message dashboards provide comprehensive summary information about alerts, customer notices and document statistics. The dynamic interface can be personalized, enabling users to easily configure the contents, sequence and appearance of the items on the screen. Built-in intelligent search functionality allows users to search for specific documents by document number, document type, trading partner, date, status and more.

Flexible Subscription Pricing. GXS offers flexible pricing models to meet the needs of your business and those of each trading partner. Low-volume and seasonal vendors may opt for the "pay-as-you-go" option with a flat fee for each document sent and received. Higher-volume users will appreciate the unlimited use option, which enables companies to pay a flat monthly or annual fee for unlimited documents based on the number of trading partners. Monthly bills can be charged to credit or debit cards. You also have the option to pay all costs for your community.

HERE'S HOW THE SERVICE WORKS:

Your System
1. Generates and sends the order directly from your ERP or Accounting System to GXS Trading Grid.

GXS Trading Grid
2. Translates the document from your format into the Excel format to be received by your supplier and forwards it to the supplier.

Your Supplier
3. Logs in to GXS Trading Grid and is immediately presented with the list of documents in the inbox.

4. Views the new order as an Excel document.

5. Turns around the Order into the Invoice with the click of a button.

6. Completes the Invoice using a customized template that validates the entries and ensures accuracy.

7. Sends the Invoice.

GXS Trading Grid
8. Translates the document to the format your system requires.

Your System
9. Receives the document, ready for processing by your ERP or Accounting System.

Robust Support Options. Today's business communities are global; IT support options need to be global too. That's why the GXS Trading Grid® for Excel service includes robust support options so that companies in all geographic locations can get the help they need, when they need it. The service offers multi-lingual help via live chat, phone, email and context-sensitive self-help—making it easy for users to obtain expert assistance how and when they need it and in the language of their choice.

Key Benefits

Microsoft Office is the most widely used software package in the world. With GXS Trading Grid® for Excel, your suppliers and customers can use the Microsoft Office Excel application that they are familiar and comfortable with to electronically trade with you in an efficient, consistent manner.

- **Rapid Implementation**—Suppliers or customers are ready to trade with you within minutes—without having to purchase, learn and support any additional software. GXS also manages communications with and the onboarding of trading partners. Regular GXS status reports provide updates on implementation status and critical issues.

- **Fewer Errors**—Document turn-around features plus customized templates which include built-in business rules ensure that your partners create complete and accurate business documents. Electronic capture of documents enables you to input critical business data directly into your ERP and accounting systems without relying on an error-prone, manual re-keying process.

- **ROI from Automation**—GXS Trading Grid® for Excel enables you to automate manual processes. The increased efficiencies of automation result in greater staff productivity and lower costs.

- **Secure, Reliable Process**—Simply connect to GXS Trading Grid to exchange business documents with your trading partners. Avoid potential security issues associated with providing partners direct access to your ERP or accounting systems. Trading partners have full visibility into the process by logging in to the Trading Grid Online portal to obtain real-time document status information.

- **Low-Risk Service Solution**—With GXS, you can avoid costly investments in community enablement, testing and the technical staffing required to build and maintain your electronic community. GXS provides the enablers, such as GXS Trading Grid® for Excel, combined with the tools and expertise needed to launch your B2B initiative quickly and ensure its ongoing success.

GXS has over 40 years of B2B e-commerce experience, a global presence and multi-lingual customer support. Enable even the smallest business partners with GXS's complete suite of Small and Medium-size Business (SMB) solutions, including EDI-to-Fax services, Web forms, Excel integration, SMB accounting package integration and machine-to-machine EDI or XML. Combine GXS's global reach, suite of SMB solutions and B2B integration expertise for your global supply chain needs.

> GXS Trading Grid for Excel enables you to reach 100% of your business partners electronically—resulting in higher profits through business process automation. Benefits may include: faster payments and inventory turns, expedited deliveries, significant cost reductions and greater customer and supplier satisfaction.

About GXS

GXS is a leading global provider of B2B e-commerce solutions that simplify and enhance business process integration and collaboration among trading partners. Organizations worldwide, including more than 70 percent of the Fortune 500, leverage the on-demand services on GXS Trading Grid® to extend supply chain networks, optimize product launches, automate warehouse receiving, manage electronic payments and gain supply chain visibility. GXS Managed Services, GXS' B2B outsourcing solution, empowers customers with the expertise, technical infrastructure and program support to conduct B2B e-commerce with trading partners globally.

Based in Gaithersburg, Md., GXS has an extensive global network and has local offices in the Americas, Europe and Asia-Pacific regions. GXS can be found on the Web at www.gxs.com.

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