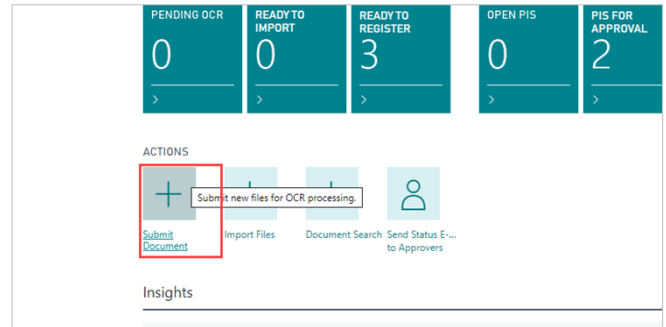


To receive documents in Continia Document Capture, you send an e-mail with the attached PDF-files to a predefined e-mail address. When ordering and setting up Continia Document Capture, you choose either cloud OCR or on-premises OCR. In an environment, where the OCR service is installed on-premises, the vendors send invoices and credit memos to the company e-mail address e.g. "accounting@my-company.com". If the OCR service in the cloud is the preferred choice, the company mail service must then forward the incoming mails to the Continia Cloud OCR service.

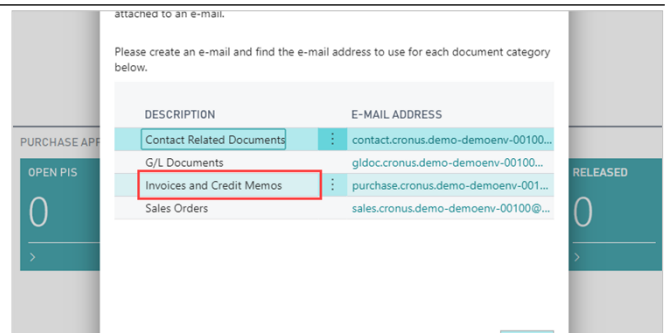
In situations, where it is necessary to apply documents manually, you can do that with Continia Document Capture.

To manually submit documents, simply select the action **"Submit Documents"** in the Role center.

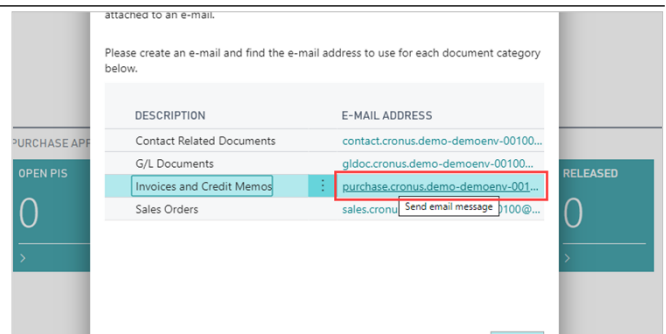


The list of the configured document categories and related e-mail addresses is shown. Each category has its own e-mail address, ensuring that documents are kept separately when entering the system.

Let's focus on the line **"Invoices and Credit Memos"**. In this scenario, the Continia Document Capture is configured to use the cloud OCR service. If the solution was configured with an on-premises OCR service, the e-mail address linked to the document category would be the company e-mail address like "accounting@my-company.com".



To submit documents manually to the OCR service simply copy the **"E-Mail Address"** and the needed PDF-files to your mail.



The e-mail is now on its way to the Continia Document Capture OCR service. You can now **"Close"** the page.

