

DIGITAL MAILROOM

the internal mailroom as an information hub



Successful information and document management begins with the incoming mail. The efficient, secure and errorless processing of your internal mail is a complex task which SPS Switzerland Ltd takes on for you with its first-class mailroom solutions. In the mailroom – your internal postal service – your incoming mail is checked, opened, sorted and if necessary digitised. Entirely according to the motto «everything at the right time, in the right form, at the right place», we forward the mail physically or electronically to the recipient.

It does not matter whether you have your entire incoming mail or only certain document types recorded electronically – we optimise your streams of information on a lasting basis and profitably.

Efficient information processing

The digitisation of the incoming mail enables your employees to have access to important information at any time and from any location. With efficient information processing within the organisation, you achieve key competitive advantages on the market. You not only optimise business processes, you also improve the customer service, minimise sources of errors and speed up decision making at the strategic level.

Simpler follow-up processes and archiving

SPS prepares your data electronically so that the connected processing can take place. If desired we validate and process the scanned documents and feed important information from these into your customer systems. We also maintain the digital archive for you and therefore reduce the cost-intensive management of physical files to

a minimum. You will see that putting an end to manual document processes clearly reduces your expenditure.

Optimised process and resource management

After an extensive analysis, we work together to develop efficient process and resource management and the right solution for you. This creates the possibility to centralise your digital mailroom in one of our Service Centers or at your own premises. Here we take on your employees and provide them with the necessary technology.

Improved life cycle assessment and high security

By digitising, you eliminate the physical transportation of files and decisively reduce the associated CO2 emissions. All physical documents are destroyed and recycled in an environmentally friendly manner and in compliance with legal regulations. SPS also attaches high importance to the quality and security of the information and data streams and is a certified service provider according to ISO 27001 and ISO 9001.

Digital mailroom: competitive advantages with digital information

In practice this means the following for you:



More time for the core business

Thanks to the all-round relief of the burden with the incoming mail process, you gain time for your core tasks and can concentrate on the personal support and long-term retention of your customers.



Flexible resource allocation

Thanks to the flexible planning and allocation of your resources depending on the volume of work, you also manage peak periods without capacity bottlenecks.



Full cost transparency

The usage-dependent price structure of SPS enables adjustment of your fixed costs depending on the situation. This means: you pay only for the services which you actually need and have your expenses under control at all times.

