

# PAPERLESS OFFICE

## THE POST IS ALWAYS THERE WHERE YOU ARE.



As the starting point of your business processes, the mailroom is the perfect place to start the digital transformation and thus achieve effective process optimization. This is where processing begins for all types of information and documents, from customer correspondence to contracts and invoices. The mailroom is therefore an area within the company that has intersections with almost every business process.

### The Challenge

The management of data and documents is the central challenge of today's modern workplace. The digital post office of SPS Switzerland Ltd centralizes and digitizes your inbox and makes it more efficient. Our service has the potential to transform your organization's business processes, increase efficiency and dramatically reduce paper consumption.

### Our Solution

SPS processes all types of incoming data and documents. We manage digital information as well as physical mail. Your employees receive all the information they need at the right time, in the right form and in the right place. At the same time, information is automatically transferred to the workflow system via defined interfaces. We also maintain the digital archive for you and thus reduce the cost-intensive management of physical files to a minimum. Evidently, the elimination of manual document processes significantly allows you to reduce your workload.

### Your Benefit with Paperless Office



#### Time-saving for the core business

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



#### Simplified cooperation

Thanks to the digitalization of incoming mail, collaboration in projects is simpler and more efficient.



#### Target-oriented reportings

Structured document runs and audit trails enable targeted reporting and analysis.



#### Reduced Costs

You benefit from reduced overall process costs due to shortened throughput times. In addition to that, the costs for archiving, duplication and internal mail are minimized.



#### Secure Information

Improved information security and compliance thanks to audit-proof electronic archiving of all documents.



#### Flexibility

Users have access to their incoming documents at any time, regardless of location.

# The modules of Paperless Office

## Digital Mailroom

In the digital mailroom the letters will be opened, scanned and prepared for forwarding. Mails that are clearly assigned to an employee can be delivered directly to the employee's Outlook as an e-mail. Otherwise, the mail will be delivered via Mail Tray.

## Mail Tray

The E-Basket is the module for distributing incoming electronic documents to different mailboxes. With the application, the recipient can send the received mail process, forward or transfer to a workflow. The access options to personal and group mail baskets are controlled by authorizations.

## E-Archive

The e-archive provides long-term archiving of documents and availability of later retrieval.

