

## A single click for a faster business.



### **We simplify your business**

With our Scan & Process Solutions, we make it easy for you to handle large volumes of accounts payable and other structured business documentation. By using our document management service, you can significantly reduce time and resources invested in the processing of your incoming mail. At the same time, you can focus on what you do best – your core business.

### **Our solutions for your incoming mail**

We receive and process incoming mail items and deliver them directly to customers' electronic systems (e.g. ERP) in the pre-defined format for further internal processing. Our clients benefit from considerable time and cost savings while ensuring greater efficiency and transparency of the process. Our worldwide Scan & Process Solutions can be used for any structured business documents, including a number of key business mail documents.

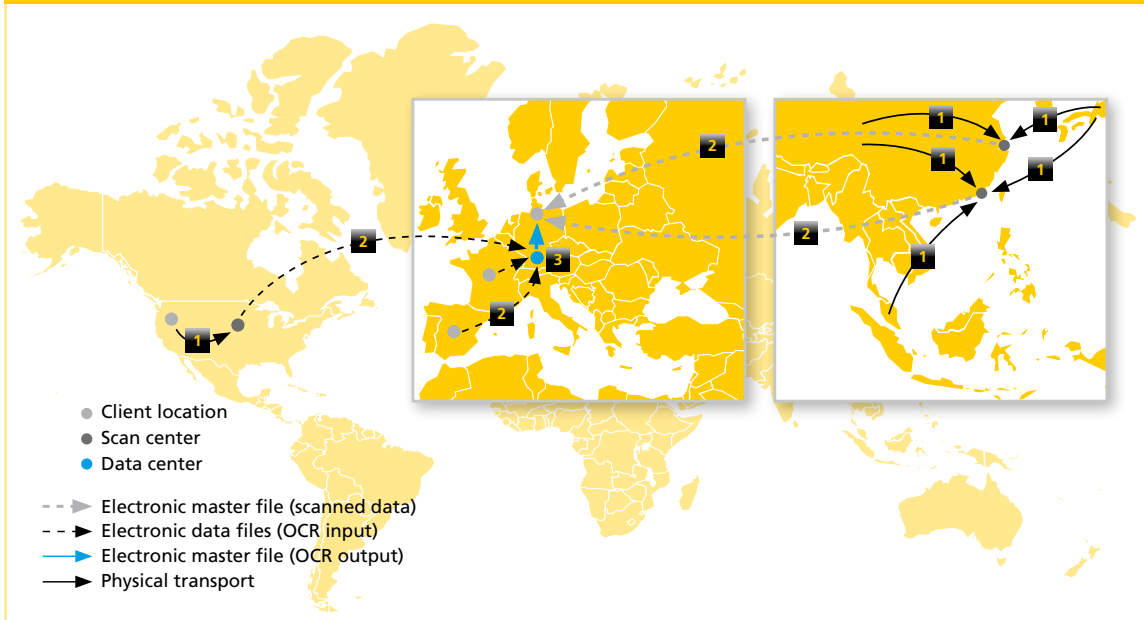
#### **Structured business documents**

- Invoices
- Order forms
- Business replies
- Shipment documents
- Contract

## Taking care of the entire process, we are at your side every step of the way.

**1** First, your incoming physical mail items are collected by Deutsche Post at your chosen location or routed directly to a Deutsche Post facility. All documents are then transferred to the local scan center where they are prepared for processing; that is, staples are removed, bar codes applied etc. All physical mail items are then scanned; **2** scanned images are provided to the customer via online archive and/or transferred for further data extraction (OCR or ICR). **3** Extracted data is then structured in the required format and transferred into customers' electronic systems.

### An example: Efficient inbound document management worldwide



### What E-POST can offer you:

- Reduced costs for handling and processing incoming structured business documents
- Faster transfer of accounts payable into central systems
- High processing speed
- Improved process transparency
- Significant reduction of errors

Would you like  
to know more?



Please contact us:  
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[www.global-information-logistics.com](http://www.global-information-logistics.com)