

DIGITAL MAIL AS A SERVICE

1 KEY TYPES OF MAIL ARRIVES
Physical mail and digital data that you have targeted as 'critical' come to a P.O. Box or email for the imaging facility to access.

2 MANUAL PREP & CHECKING
"Clean up" the physical mail – as with removing staples – and along with the unstructured mail, ensure the scanning will be smooth.

3 SCANNING
Of physical document – like invoices – because Accounts Payable is critical to your business continuity.

4 AUTOMATIC CLASSIFICATION
recognition and extraction according to business rules.

5 QUALITY CONTROL
on your critical items redirect for digitizing. All other "regular mail-from letters to periodicals – is handled on your premises by your staff.

6 UPLOAD IMAGES & DATA
to line-of-business (LOB) systems – such as AP software system.

7 INFORMATION ACCESSIBLE
to department staff for business process automation.



By unlocking the value of electronic capture for your critical mail, you can improve your operational efficiency, and enable staff to redirect their time and effort toward other tasks – e.g. customer service, exception resolution, etc.

- ✓ **Make decisions based on current and accurate information**
- ✓ **Enable business continuity**
- ✓ **Leverage mail from multiple sources via our aggregated processing**
- ✓ **Eliminate paper and unnecessary handling**

This new mail cadence can accelerate your processes and eliminate manual bottlenecks. It is just one building block within our overall workflow offerings, so we can help you along your digital journey.

Contact us to learn more about proactively managing your critical mail. Ecminfo@kmbs.konicaminolta.us.