Access Your Inbound Mail Anywhere, At Any Time

Today, the speed of business requires organisations to process information faster than ever.

With Xerox® Digital Mailroom Service, we digitise your inbound mail and distribute information to the people and processes that need it in your organisation. Keeping pace by effectively managing incoming correspondence has never been more important – it's a critical function that impacts your ability to do business and communicate with clients and suppliers.

With Xerox® Digital Mailroom Service, you can automate the capture of all incoming mail and correspondence – whether delivered on paper, in an email, via fax or at the point of origin, and deliver structured electronic information to your business processes and systems.

SIMPLIFYING HOW YOU PROCESS HIGH-VALUE, INCOMING MAIL WITH XEROX® DIGITAL MAILROOM SERVICE.
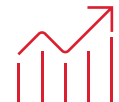
Ensure that your critical information is available wherever and whenever you need it. Jumpstart downstream information workflows to improve speed, security and accuracy for transactional processes like accounts payable, claims and invoice processing, amongst others, creating audit trails to help with compliance and industry regulations.

Additionally, information coming from a variety of sources is electronically captured and classified. Xerox® Digital Mailroom Service can send notifications to key stakeholders if the information is incorrectly classified or missing. The file is routed for action or review only if the required information is correct. Tasks and decisions are now completed with information at the point of need, ensuring that critical data coming into the business reaches the right person.

ADD MORE FLOW TO YOUR WORKFLOW

Speed up processing of all forms of incoming business documentation, whether paper or digital.

Boost productivity and reduce response and mail delivery times. Review and take action on mails, from anywhere.

Support corporate policies and compliance with traceability and records management.

Improve decision-making with up-to-date and accurate information.

Benefit from a flexible managed service: on-premise or off-site.

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Streamline and automate incoming mail and document processing.

The mailroom is ripe with opportunities to transform manual document processes into efficient, seamless digital workflows. Digital Mailroom provides your organisation with incredible new ways to process incoming mail, improving collaboration and decision-making.

Physical mail and digital information received.	Preparation and checking take place.	Scanning of physical documents.	Automatic classification, recognition and extraction via Intelligent Document Processing.	Images and data uploaded to line-of-business systems.	Information is now accessible to departments for business process automation.

QUALITY CONTROL

Xerox® Digital Mailroom Service includes:

INTELLIGENT CAPTURE

Capturing information systematically from multiple sources. Scanner capture hardware that scans inbound physical mail and capture software that receives digital documents.

RPA AND ARTIFICIAL INTELLIGENCE

Automation of repetitive processes orchestrated by bots, document type identification, semantic analysis and critical data extraction via Intelligent Document Processing.

PARALLEL PROCESSING

Performing more than one activity at the same time, such as finding relevant data and responding to requests and multiplying processing capacity.

WORKFLOW AND PROCESS AUTOMATION

Tying incoming mail and downstream processes together, we help streamline the way critical business information reaches decision makers.

CONTENT MANAGEMENT

Using a data repository that receives data files from the processing software, ensuring traceability. Managing the storage, retrieval and retention of documents in a secured environment.

SECURITY

Your data is our priority through secured and certified facilities, technology, people and processes.

END-TO-END SERVICE
CONSULTANCY, CUSTOMISATION AND SUPPORT

We can help improve the way you work.

Find out how automation can free up your employees, take productivity to the next level and redefine efficiency. Learn more at **www.xerox.co.uk/en-gb/services/data-capture-solutions/digital-mailroom**.

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