

Streamline and Automate Incoming and Returned Mail with Xerox® Digital Mailroom Service

Today, the speed of business requires organizations to process information faster than ever. 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 customers, suppliers, and government agencies.

Above and beyond the business-critical documents that arrive within the inbound mail stream, returned mail is equally as important to manage, which is a challenge for many organizations.



PROCESSING HIGH-VALUE INCOMING AND RETURNED MAIL IS SIMPLE WITH XEROX® DIGITAL MAILROOM SERVICE. YOUR CRITICAL INFORMATION WILL BE AVAILABLE WHENEVER YOU NEED IT.

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

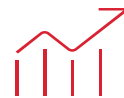
ADD MORE FLOW TO YOUR WORKFLOW



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



Reduce returned mail costs and act quickly, providing an optimal customer experience.



Boost productivity by reducing response and mail delivery times while increasing revenue.



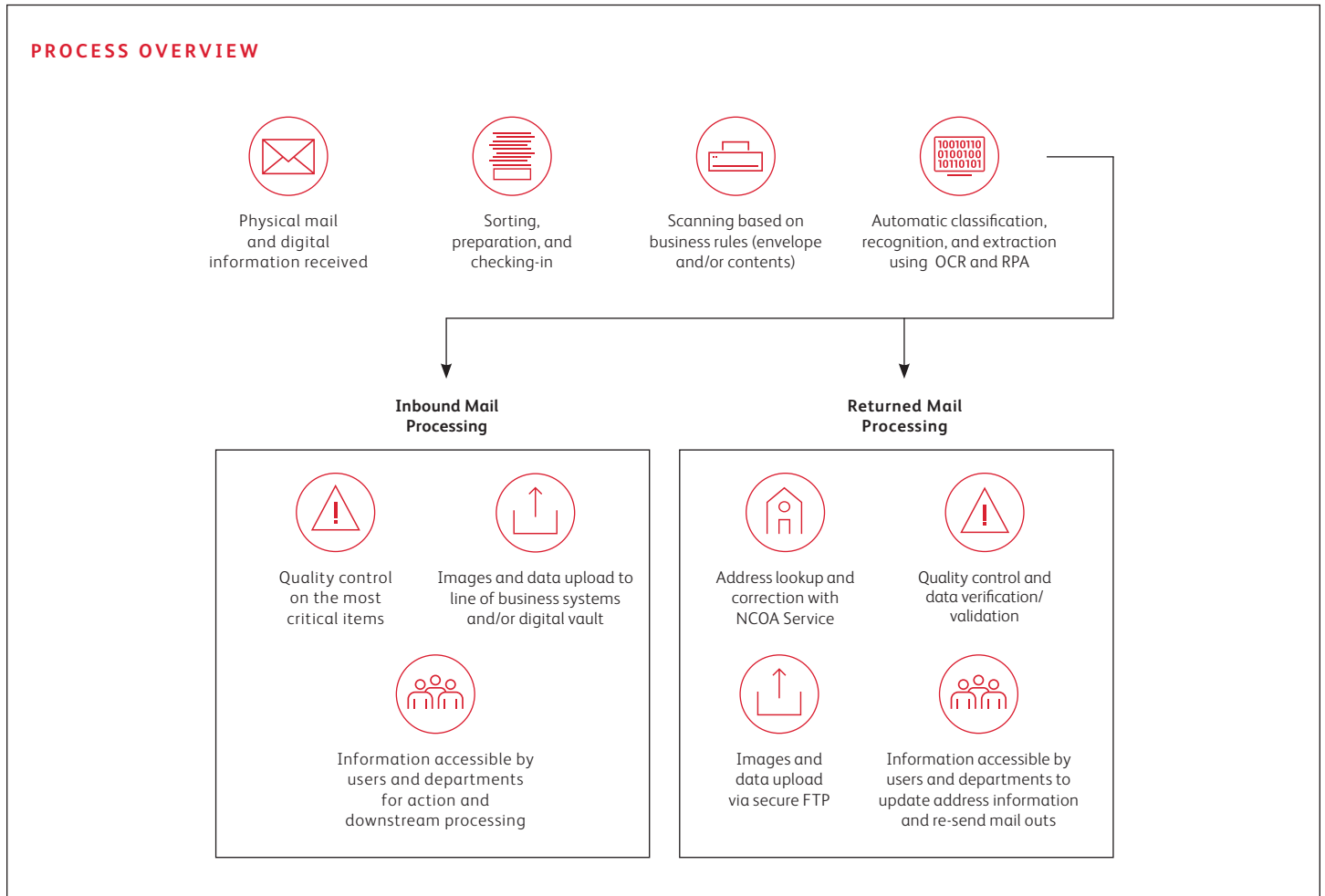
Support corporate policies and compliance with traceability and records management.



Allow flexibility through on-premise or cloud delivery, perpetual or subscription pricing, managed service or self-managed.

Let's digitize your inbound mail and returned mail processes.

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



HOW DOES XEROX® DIGITAL MAILROOM SERVICE UNLOCK EFFICIENCY AND BRING VALUE TO YOUR LINES OF BUSINESS AND DEPARTMENTS?







Information coming from a variety of sources for individuals and departments is electronically captured, classified, and delivered. Xerox® Digital Mailroom Service can send notifications to key stakeholders if 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 that comes into the business reaches the right person.

In the case of returned mail, Xerox has a process to receive, sort, scan envelope and content, address validation and correction, and deliver electronic feedback to the line of business.

Jumpstart downstream information workflows to improve speed, security, and accuracy for transactional processes like invoice processing, claims, and client onboarding among others, creating audit trails to help with compliance and industry regulations.



Xerox® Digital Mailroom Service includes:

 <p>INTELLIGENT CAPTURE</p> <p>Capturing information systematically from multiple sources. Scanner capture hardware that scans inbound physical mail and software that receives digital documents.</p>	 <p>RPA AND ARTIFICIAL INTELLIGENCE</p> <p>Enabling processes to flow in a reliable, repeatable, and efficient way. Automation of repetitive process activities with orchestration provided by bots, critical data extraction, and document type identification.</p>	 <p>PARALLEL PROCESSING</p> <p>Performing more than one activity at the same time, such as finding relevant data and responding to requests, thereby multiplying processing capacity.</p>
 <p>WORKFLOW AND PROCESS AUTOMATION</p> <p>Tying incoming mail and downstream processes together to help streamline the way critical business information reaches decision makers.</p>	 <p>CONTENT MANAGEMENT</p> <p>Using a data repository that receives data files from the processing software and ensures traceability. Managing the storage, retrieval, and retention of documents.</p>	 <p>RETURNED MAIL MANAGEMENT</p> <p>By managing undeliverable and returned mail including Canadian NCOA (National Change of Address) processing.</p>

WE HAVE THE SPECIALIST EXPERTISE AND EXPERIENCE TO DELIVER HIGH-QUALITY SERVICES. OUR DIGITIZATION CENTER IS A LEAN SIX SIGMA FACILITY WITH ISO 27001 AND PCI CERTIFICATIONS.

Xerox clients can rest assured that we employ recognized best practices for securing the data maintained by our applications. We employ highly refined tools, technologies, and processes for securing our environment. We consistently refine our processes and complete risk assessments as part of our continuous improvement actions.

Security makes all the difference at Xerox - we view security as a mandatory requirements for all products and services. Xerox is committed to the highest standards of information security and our PCI compliance is just one example of that.

At Xerox, we continually strive to succeed through satisfied clients and deliver quality and excellence in all that we do.

Our team includes a group of dedicated and experienced professionals, who offer the highest quality through continual improvement and utilize Lean Six Sigma Methodologies to enhance client experience.



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 xerox.ca/DigitalMailroom