

How Laserfiche Works for Logistics and Shipping

Improve the Efficiency of Your Supply Chain

- ▶ Simplify Compliance with International Trade Requirements
- ▶ Improve Customer Service and Supply Chain Efficiency
- ▶ Eliminate Bottlenecks with Workflow Automation
- ▶ Integrate with Existing Applications

When dealing with a global supply chain, centralized control over information is essential to reducing operational costs and maximizing efficiency. Using comprehensive capture, distribution, workflow, auditing and collaboration tools, Laserfiche enterprise content management (ECM) ensures the integrity of information as it accelerates business processes across the organization.

Simplify Compliance with International Trade Requirements

Logistics companies involved in international trade must comply with stringent customs and security regulations. Companies without uniform control procedures over import and export compliance are more likely to experience supply chain interruption, increased costs and a greater number of customs claims.

Laserfiche ECM facilitates cost-effective compliance by:

- ▶ **Providing a single point of control** for managing organizational content—whether structured or unstructured, paper or electronic, audio or video, photograph or e-mail—throughout its life cycle.
- ▶ **Enforcing standard operating procedures** that ensure data authenticity, integrity and retention.
- ▶ **Automating document retention and destruction**, ensuring compliance, reducing risk and decreasing the costs of long-term data preservation.
- ▶ **Constantly monitoring document access**, editing, printing, deletion and export to maintain the highest standards of security.
- ▶ **Providing auditors with instant access to digital files**, decreasing the amount of staff time needed to prepare for audits.

Improve Customer Service and Supply Chain Efficiency

The sheer volume of information involved in logistics and shipping is overwhelming for organizations that rely on paper-based processes. In an environment where efficiency and quality customer service are vital, Laserfiche ECM enables logistics and shipping companies to:

- ▶ Automate delivery manifest processes, accelerating the speed and accuracy of deliveries.
- ▶ Increase transparency by providing a secure Web portal that grants trade partners instant access to relevant information, improving supply chain efficiency.
- ▶ Archive and retrieve records quickly and cost-effectively, without the unnecessary overhead associated with copying, transporting and filing paper documents.
- ▶ Reduce misfiling, document loss and related costs.
- ▶ Grant individual departments and locations the ability to store information and configure business processes according to their specialized needs while maintaining overarching standards and security policies.

Eliminate Bottlenecks By Automating Internal Processes

Standardizing on Laserfiche ECM doesn't just provide a consistent way of viewing, storing and accessing information—it also offers a centralized, flexible and secure way to create automated, repeatable processes that save time and money in every department.

- ▶ **Accounts Payable/Receivable:** Batch scan and process invoices, waybills and checks; automatically route information to staff members for review and approval; and gain greater control over the speed and accuracy with which these tasks are performed.
- ▶ **Human Resources:** Automate the hiring and HR onboarding process, secure paperwork in employees' personnel files and manage record retention schedules.
- ▶ **Legal:** Create contracts using a master template and clause library; automatically route contracts for review and approval; and automate retention and disposition according to your organization's business practices.

Integrate with Existing Applications

Integrating your ECM system with primary applications such as SCM and CRM enhances efficiency by allowing users to access information through the applications they already use. Laserfiche's open architecture speeds integration with your existing applications—while programming tools and pre-packaged modules limit costs and minimize the burden on IT staff.

- ▶ Retrieve information from databases and other back-office systems to automatically populate template fields, validate data entry and check metadata capture.
- ▶ Trigger Workflow activities from third-party applications and a variety of back-office systems, including SCM and CRM.
- ▶ Provide Laserfiche ECM capabilities from Web portals—including Microsoft® SharePoint® sites—to improve information access.

Spotlight on the Automated A/P Process

1. **Capture.** Invoices are batch scanned and processed using Laserfiche Quick Fields.
2. **Routing.** Laserfiche Workflow automatically routes invoices to their assigned A/P staff members, who receive notification via e-mail.
3. **Review and approval.** A/P employees review relevant invoices in Laserfiche. Using a drop-down menu, they approve or deny payment. Workflow then routes the invoices back to the technicians who cut the checks.
4. **Auditing.** Laserfiche Audit Trail tracks all activity within the Laserfiche repository throughout the entire process, giving the organization greater visibility into—and control over—the way A/P-related tasks are performed.
5. **Storage and archival.** Invoices and related documentation are stored in the Laserfiche repository for easy retrieval. With integration, these documents can be made available through accounting applications.

About Laserfiche

A resource for more than 30,000 public- and private-sector organizations around the world since 1987, Laserfiche uses its Run Smarter® philosophy to create simple and elegant enterprise content management solutions. From streamlining digital records management to automating the agenda process, Laserfiche helps improve efficiency while integrating easily within any environment.

Your Next Step

Please call **(800) 985-8533** or e-mail **info@laserfiche.com** for more information.

©2011 Laserfiche. Laserfiche is a registered trademark of Compulink Management Center, Inc. All rights reserved.