

### CodX PostOffice IHS

#### Overview

CodX Software offers a version of *CodX PostOffice* optimized specifically for in-house mail rooms. *CodX PostOffice IHS* comprises software and hardware, which support the processes and requirements of a modern mail room. All types of mail items (in-house, inbound, outbound, certified, etc.) are processed using *CodX PostOffice IHS*. *CodX PostOffice IHS* manages and optimizes the logistics. In the process, *CodX PostOffice IHS* ensures the complete cost transparency of all of the mail room's services.

#### Types of Mail Items

Inbound, outbound and internal mail items are all processed by *CodX PostOffice IHS*. *CodX PostOffice IHS* supports efficient processes to handle every type of mail item. Inbound mail items are scanned in via the acquisition system. The system automatically recognizes the recipient names based on the recipient address and outputs the corresponding logistical information. *CodX PostOffice IHS* efficiently supports the search for unknown recipients. This makes it possible to search in phone books or other directories. Various processes are supported for outbound mail items. *CodX PostOffice IHS* can acquire the mail items, and debit the precise costs associated. For certified mail items, *CodX PostOffice* establishes the connection with the respective track&trace system of the service provider. This allows the sender to track the status of the mail item at any time, internally as well as externally. Internal mail items are efficiently processed by *CodX PostOffice IHS*. Pre-labeled mail items and mail items with electronic cover sheets can be processed. Mail item tracking is also available for internal mail items.

#### Process

*CodX PostOffice IHS* orients itself to your process. The entire electronic processing of mail items expands this process depending on the conditions.

#### Your Advantages

- ✓ Complete, efficient process for the handling of all mail items
- ✓ Complete cost transparency for customers, cost centers, departments or even individual people
- ✓ Efficient processing of certified mail items
- ✓ Online mail item tracking for every mail item
- ✓ Connection with track & trace systems of all relevant service providers
- ✓ Automatic creation of mail item lists for inbound or outbound mail items

### Mail Item Acquisition

*CodX PostOffice IHS* offers various variants for the acquisition and sorting of mail items. For small and medium volumes of mail items (up to approx. 10,000 mail items per day), *CodX PostOffice IHS* offers acquisition systems. These can either be manual or semi-automatic workstations for the acquisition of mail item data. For large volumes of mail items, *CodX PostOffice IHS* supports standard interfaces with sorting machines from Böwe and Pitney Bowes. Other sorting machines can be included on request. These sorting machines not only acquire mail item data, but also sort the mail items directly to the respective route, building, department, etc. The sender, recipient, format, weight and other properties of each mail item can be acquired. An optional image of the mail item can also be saved. Based on this data, *CodX PostOffice IHS* determines the destination of the mail item (e.g. for delivery) and records the respective costs. Undeliverable mail items can be removed accordingly during the acquisition or directly forwarded to the correct address.

### Delivery

The mail items receive a mail item label containing logistical information during the mail item acquisition. The delivery processes are highly optimized based on this information. Regardless of the recipient address on the mail item, the logistical information always leads to the correct destination (e.g. if the recipient moves). In addition, the locations of departments or people no longer have to be memorized by the deliverers. The manual sorting and delivery of the mail item is now based solely on logical and structured logistical information.

### Redresses

Most undeliverable mail items can be recognized directly during the acquisition and handled accordingly. Returns from the delivery are also acquired at the system accordingly. The search for the potential recipients, representatives or general forwarding databases is handled by the system automatically and efficiently.

### More Advantages

- ✓ Electronic notification of the recipient via email or SMS for critical mail items
- ✓ Optimization of the logistics and delivery
- ✓ Consistent and efficient processing of undeliverable mail items
- ✓ Automatic updating of the master personnel data, if already available
- ✓ Comprehensive statistics of the processing and delivery

## Certified Mail Items

*CodX PostOffice IHS* utilizes special processes for certified mail items. Since mail item tracking is available for all mail items, it is also automatically available for certified mail items. Outbound mail items can be tracked without interruption all the way to the delivery to the recipient using the connection between *CodX PostOffice IHS* and the service provider's track&trace system. The mail item tracking is available to the mail room, as well as to every employee with access to the web solution. The recipient can be automatically advised of the receipt of critical mail items (e.g. perishable goods, express mail items, etc.). The delivery of certified mail items can be confirmed with barcode scanners. It is also possible to identify the recipient in the process.

## Billing

*CodX PostOffice IHS* offers complete, originator-based billing of the mail room services. This allows direct postage costs as well as other services to be allocated automatically. The postage costs are calculated automatically based on the acquired data. Services can be mail-item-based (e.g. 1 cent franking service) or non-mail-item-based (e.g. 3 euro pickup service). Should the billing not be completely originator-based, the appropriate flat-rate compensations can be allocated. In this case, the resulting costs are available for post calculation. *CodX PostOffice IHS* supports billing multiple companies or branch offices. Varying conditions can be stored for each service for every company or branch office. The automatically generated bills can be electronically transferred to an existing accounting system.

## Integration

*CodX PostOffice IHS* offers various interfaces for integration into the existing system environment. This allows for the personnel data (sender / recipient), department / cost centers (for billing) and logistical data to be cyclically and automatically transferred from a higher-level system.

The integration of *CodX PostOffice IHS* will be carried out in close collaboration and cooperation with your IT department and will also cater to the security requirements of your operations.

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