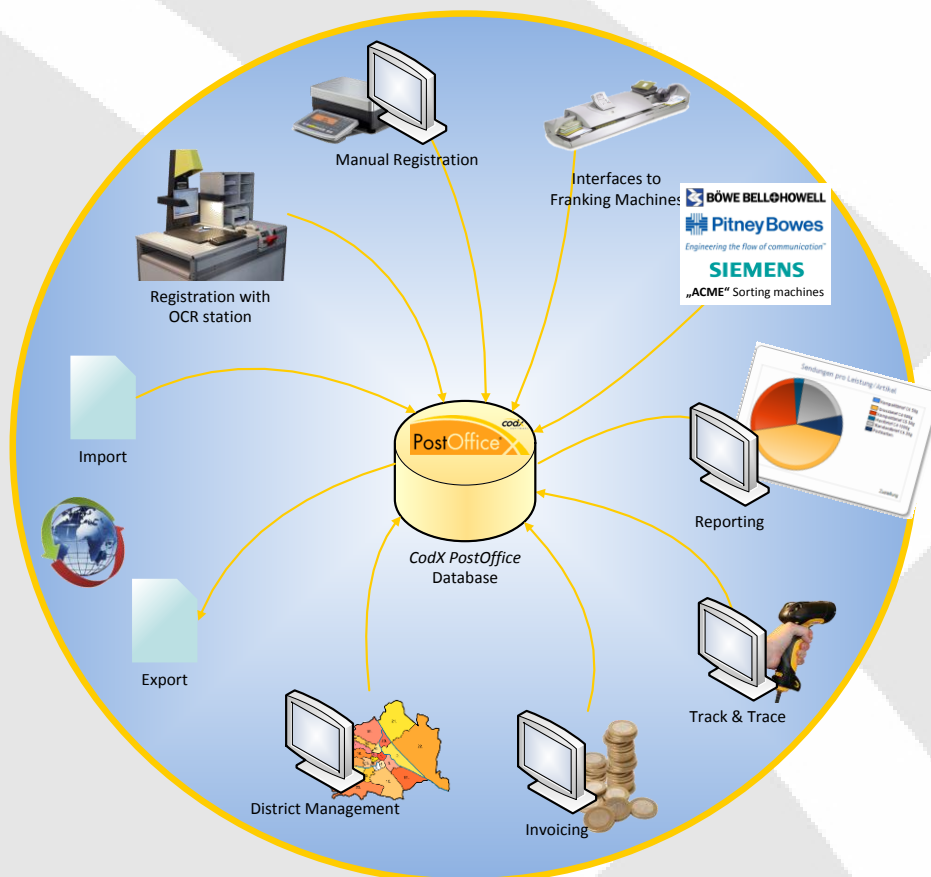


**CodX PostOffice AZD**  
**Alternative Delivery Services**

**Systems and Services for Letter Processing**

District Management  
**Mail item tracking**  
 Accounts  
 Barcode scanner  
 Delivery Management  
 Cooperation  
 CodX Software  
 OCR Support  
 connection of franking and sorting machines  
 rate model  
 CodX PostOffice  
 delimiters settlement  
 Redress Management  
 interfaces to existing systems  
 Customer management  
 Complaints Management  
 Swiss Made  
 www.codx.ch  
**Delivery registration**



## Overview of *CodX PostOffice*

- ▲ **District Management**  
Organize regions using districts, service providers and deliverers.
- ▲ **Customer Management**  
Administer customers, cost centers and permitted conditions.
- ▲ **Invoicing and Price Structure**  
Accurate billing based on services, conditions, destination regions as well as mail item properties like weight or format.
- ▲ **Expandability with Cyclical Articles**  
You have a special concept for your customers? *CodX PostOffice* can help you make it billable.
- ▲ **Mail Item Acquisition**  
Mail item tracking, billing and research represent a core competence based on the individual mail item acquisition.
- ▲ **Redress Management**  
Not only during the acquisition, but also with returns: Saving wherever possible.
- ▲ **HR Management**  
Administration of the users and the functionally active employees, including individual billing models, e.g. quantity-based with upper limit.
- ▲ **Cooperation**  
Exchange of mail item and other data for significant process cost savings.
- ▲ **Reporting**  
Complete transparency across all of the processes, from the simple delivery lists to the dynamic graphical analysis.
- ▲ **Complaint Management**  
Efficiency and quality: Your customers will be as impressed as you are.
- ▲ **Administration of Delivery Routes**  
Optimize your fleet!
- ▲ **Production Control**  
Rerouting of excess quantities to alternate districts.
- ▲ **Archiving of Mail Item Images**  
“Belief” is a thing of the past: Retain proof of your work!
- ▲ **Franking machines**
  - ▲ Neopost “MAS”
  - ▲ Pitney Bowes “Meternet”
  - ▲ Francotyp Postalia “centormail”
  - ▲ Francotyp Postalia “Karat”
  - ▲ Francotyp Postalia “FP Commander”
- ▲ **Interfaces**
  - ▲ Standard Sorting Machine Interface  
Currently supported by
    - BÖWE
    - Compador
    - Pitney Bowes
    - Prolistic
  - ▲ TNT Interface “Easymail”
  - ▲ Mail Alliance Clearing Interface
  - ▲ DHL
  - ▲ GLS
  - ▲ DPD
  - ▲ Hybrid Mail / Lettershop
- ▲ **Special Hardware for Mail Processing**  
CodX Software AG also offers hardware, e.g. barcode scanners, OCR stations, sorting machines, label printers: Simply everything you need for efficient production.

## Overview

*CodX PostOffice* is a comprehensive system to support all of the operational and administrative processes of a mail service provider. As a modular system developed in Switzerland, which has been on the market since 2001 and currently processes multiple millions of mail items daily, *CodX PostOffice* is the leading system in Germany.

*CodX PostOffice* is based on individual mail item processing and thus offers a very comprehensive range of functions: from mail item acquisition to mail item tracking and even through to fully automated billing.

You will also receive process support in practically every operational and administrative aspect of mail processing – whether it be redress management, complaint management, the operation of interfaces with existing systems or volume-dependent deliverer billing.

Various system configurations are offered to cater to the demands of the specific mail item quantities. CodX Software AG also offers full-fledged IT operations via the web.

## Mail Item Acquisition: Manual or By Machine

*CodX PostOffice* supports different types of mail item acquisition depending on the mail item quantity and type. Mail items can be acquired by customer, product type, destination region, format and weight – and handled differently based on specific criteria.

The simplest method is the one where every mail item is input individually with the assistance of a special workstation, with or without OCR support. These special workstations are equipped with format recognition, an optional calibratable scale and a label printer.

However, the mail items can also be acquired and printed using postage meters; *CodX PostOffice* offers interfaces with all of the most popular postage meters.

With larger mail item quantities, the mail item acquisition can also be handled by sorting machines. In this case, *CodX PostOffice* provides the entire address lexicon and even enables the maintenance of sorting plans. More than 50 sorting machines from various manufacturers are tied together in the daily operation.

Every mail item is assigned a unique mail item number during the acquisition.

## Advantages

- ✓ *CodX PostOffice* is the leading system in Germany.
- ✓ *CodX PostOffice* incorporates a large range of functions and can be expanded as required.
- ✓ Simple and individual acquisition is possible, manually or by machine.



OCR-Station V4



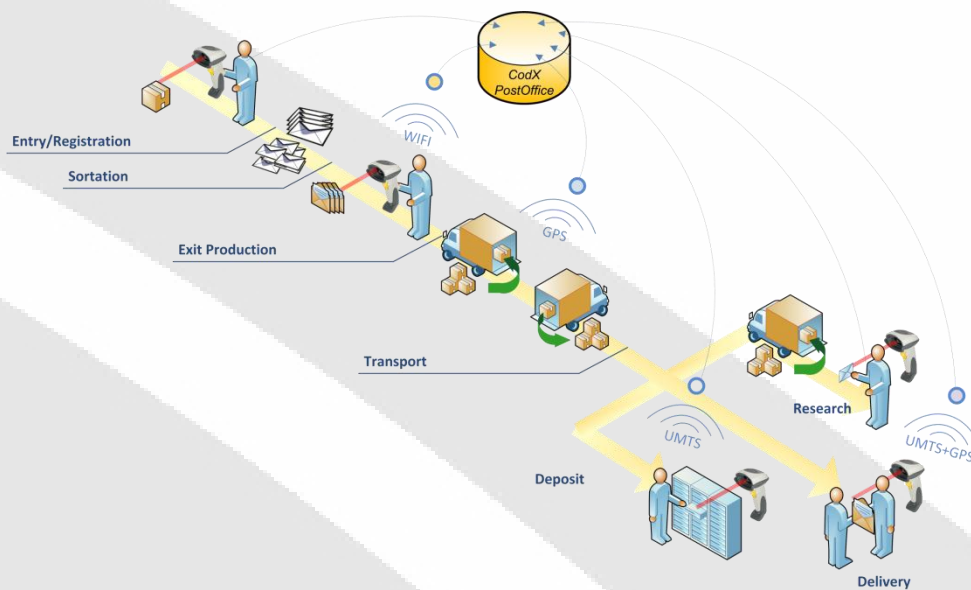
ELFR  
(Electronic Format Recognition)

## Mail item tracking

The mail item tracking is also implemented using the unique mail item number.

As soon as the mail item has arrived at a new status, the mail item number can be scanned, e.g. with one of the supported active or passive barcode scanners.

This allows reliable information on the history of every mail item to be provided at any time, which allows you to reach a whole new level of quality.



## Additional Functionality

- ✓ **Customer Management**  
Along with the maintenance of price structures, customer management also enables the differentiation between cost centers, the management of printing plates, the representation of special products that are not mail-item-based and much more.
- ✓ **Redress Management**  
*CodX PostOffice* can react either to the necessity of rerouting during the acquisition or after an unsuccessful delivery attempt. The data is saved in a secure database such that the additional effort can be kept to a minimum.
- ✓ **Complaint Management**  
Customers are very discerning and want their needs to be handled professionally. With the *CodX PostOffice* complaint management, you are capable of fulfilling this need down to the last detail. A journal function with facility management makes this possible.
- ✓ **HR Management**  
HR management allows you to manage both the employees of the delivery organization as well as those of the whole organization.
- ✓ **Reporting**  
The sophisticated *CodX PostOffice* reporting supports the active control of the company using data that is obtained in the day-to-day operation.

## Billing

All of the mail items, including their characteristics, form the basis for the orders and invoices.

The supplying customer can be given an up-to-date order list on a daily basis, which can reduce surprises during billing from the start.

Despite the high degree of automation, customer-specific agreements can be incorporated easily. Billing also takes place automatically for recurring services, like emptying post-office boxes or pickup services.

## Address Management

What kind of solution for letter processing would this be without address management?

*CodX PostOffice* offers advanced functions for address and district management. This includes, among other things, the assignment of a district to a cooperating service provider across different structures for various products, for example, or up to an upper limit of mail items per delivery day and district.

Naturally, the maintenance of sorting information is also a part of address management.

## And Even More...

*CodX PostOffice* can be incorporated into existing systems. Systems that are already available are connected via tried and tested interfaces.

*CodX PostOffice* is also available in your language, of course.

Get in touch with us! *CodX PostOffice* has much more to offer than we can describe here!

## Other Systems established by CodX Software AG



Specialized solution for internal mail rooms. Processing of inbound, outbound and internal mail.



## Universal Postal Code

A system for assigning numbers to objects in the mail environment which guarantees uniqueness across various locations – since 2001.

[www.upoc.ch](http://www.upoc.ch)

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