

Reduce Costs

increase your organisational efficiency and reduce costs through Process Out-sourcing

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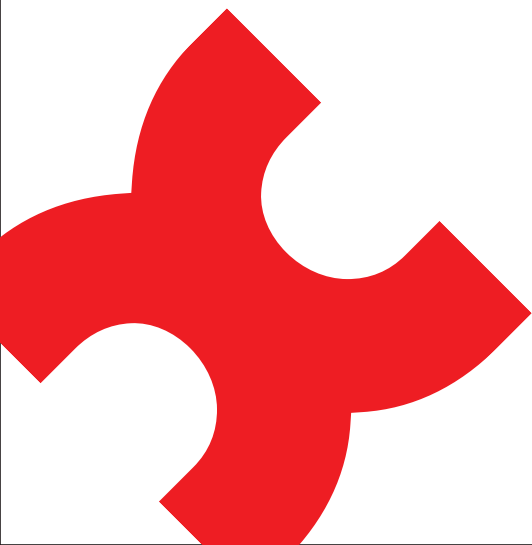
Automating and streamlining processes will enhance efficiency, free up resources and reduce your costs.

Suitable for all business types

On behalf of our customers we undertake a range of document centric services for a variety of organisations including local and central government, large corporations through to SME's.

Through economies of scale, document processing specialisation and years of experience, we perform a range of data capture services to include Forms processing, Mailroom services, Invoice processing and Human Resources Records Management, we reduce our customers costs typically by around 60% and increase the efficiency of their organisation through offering improved service levels, than they are able to meet in-house or with existing providers.

Back office outsourcing can allow remaining back office staff to focus on core business tasks rather than being bogged down in work that can be transacted more efficiently by Box-it.



Accounts Payable

Procure-to-Pay (P2P) solutions are driving major efficiencies whilst facilitating a seamless end to end experience that delivers unparalleled commercial streamlining.

E-procurement enables an organisation to leverage the power of the internet in purchasing supplies and services. This model integrates effortlessly with our outsourced invoice processing solutions and Cloud based invoice authorisation system, Omnidox: Accounts. All invoices whether paper, email, fax or electronic (e.g. XML) are receipted at our premises and authorised by the organisation in the Omnidox Cloud. Clean data is then output to the back office finance system, be it Oracle, SAP, Sage or others.

Your entire organisation will benefit from the Omnidox solution through process improvement. The immediate return on investment is typically in the Accounts Payable department, as the requirement for operators and expensive technology is removed by the adoption of our solution.

In a highly competitive environment, many types of organisation can benefit from back office outsourcing. Back office outsourcing not only reduces costs significantly, it can allow remaining back office staff to focus on core business tasks instead of being bogged down in work that can be transacted more efficiently elsewhere.

Digital Mail Room

Reduce the cost of correspondence management and enhance your business processes with Omnidox: Mail Room solution through scanning, recognition, classification and applying intelligence to the distribution of incoming mail, eliminating the manual steps many organisations are working with today.

With the convergence of hardcopy and electronic mail with Omnidox you are securely able to access hard copy mail and electronic documents from any internet location, enabling you to respond to customers the same day and maintain your competitive advantage.

HR Management

Omnidox: HR radically transforms HR departments enabling information access on demand.

The many forms utilised in managing a workforce are digitised and hosted in their original file format (i.e. MS Word). Working practices are streamlined as staff are given secure, limited access to view their own files (or subsections) and to access template forms such as Annual Leave or Sickness.

Manage time sensitive documents with simple tools and ensure compliance to best working practices. Omnidox: HR may be integrated with existing HR database systems.

This solution is particularly pertinent with the retention requirements for HR, Pensions and Payroll documentation. We work with many customers on an Integrated Paper and Digital Document Management strategy for HR records.

Forms Processing

On behalf of many clients we capture data from multiple types of forms such as client application forms, claim forms and client surveys, delivering up front data capture to streamline and enhance business returns.

Through the combination of leading technology, robust practices and intuitive processing ensures Omnidox: Forms is the cornerstone of any successful data capture initiative, irrespective of volumes. Used today by organisations requiring low cost, high speed and high capacity data capture.

Includes full reporting capability such as exception reporting e.g. missing signature.

Business Process Out-sourcing in brief

- Reduce back-office processing costs
- Improve Operational Efficiency
- Focus on your organisational objectives
- Decades of Document Processing experience

Find out more

If you would like to discuss how Box-it can help your organisation call us on

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