neodocs

AUTOMATE DELIVERIES

▶ Automate Accounts Payable ▶ Automate Deliveries POD ▶ Automate DMS ▶ Automate Output Document Management

AUTOMATING ALL BUSINESS PROCESSES

Companies run on paper. From accounts payable, contractual agreements, delivery, invoicing and communications – paper is fundamental to the functionality of any company. However, the manual handling and management of these important documents presents a host of challenges, both logistically and in the ever-evolving marketplace. NeoDocs does away with paper-based business processes, and substitutes it with a centralised, automated and transparent digital document management system.

NeoDocs does away with paper-based business processes

MOBILE PROOF OF DELIVERY & TRACKING

Any business that delivers goods to their customers will know the amount of time, resources and cost that is involved when there is a dispute over goods not being delivered, short supplied or delivered damaged. Whether it is the case or not.

Providing a method for obtaining a proof of delivery, matching it to the original delivery documentation and having an application to view of these combined documents has been a process that NeoDocs has been involved in for many years.

NeoDocs has been used as an internal server based application for many companies that have distribution requirements and therefore have a need to prove goods have been delivered.

As with any other process, the NeoDocs Process Builder, together with NeoDocs Control Centre provides the tools to create a proof of delivery process. Depending on your requirements, you can use scanning as a method of returning the signed document back to NeoDocs. Alternatively, using an electronic approach provides much greater functionality.

An overview of a mobile proof of delivery:

Instead of the driver taking reams of paperwork, they carry a tablet which can be any type such as iPad, Android or Windows. NeoDocs provides a 'Run Sheet' of deliveries which are accessed by the driver on their tablet. This Run Sheet can take different forms and is usually purpose designed for you.

When the driver makes a delivery, they get the customer to sign on the tablet for receipt of the goods. This signature is sent in real time back to NeoDocs which keeps it with the original documents. Because the process is electronic it provides some more functionality, such as:

▶ GPS tracking, you have the location where the goods were delivered which can be stored as well. In NeoDocs, we provide a visual map representation of this location.

▶ All tablets have cameras that can be used to take photos of damaged goods for instance. These photos are also uploaded to NeoDocs at the time they are taken.

▶ Delivery issues such as short delivered, damaged and short payment are handled in real time by using NeoDocs Workflow to inform the right person of the issue so that it is dealt with immediately.

▶ Field staff communicate with internal staff in real time.

▶ Also, the tablet can be tracked so the base can see at any time where the truck is and can provide useful information to your customers on when their goods will be delivered.

▶ An automated business process software solution provides a secure and standardised environment for customer, supplier and other vital business information. This minimises the privacy and regulatory risks associated with manual document handling by enabling organisations to better control, manage and monitor who, where and when information and tasks were acted upon present and historically.

THE BENEFITS OF USING NEODOCS

▶ No more paper.

▶ Fast, cost effective and easy implementation for small business to large enterprise.

▶ Increase customer service and lower cost.

▶ No modifications to existing applications.

▶ Works with within existing processes. ERP, HR, legal, CRM software.

▶ Unique integration for outgoing and incoming documents. A complete turnkey solution.

▶ Intelligent workflow software allows e-documents and e-forms to operate internally and externally to your organisation. Field operations, field workers, customers, suppliers, partners etc. can be part of your document workflow processes.

▶ Use tablets app and smartphones app to auto capture information, view, approve, track and workflow.

▶ Wholly Australian developed and supported.

NEODOCS SOLUTION CENTRE

MOBILITY APP – A DELIVERY SOLUTION

Using any portable device, smartphone or tablet NeoDocs' Proof of Delivery app (POD) streamlines delivery management. Using integrated technologies the POD service captures signatures and images to digitally fill, view, approve and automate delivery workflow internally and externally, with direct integration into companies ERP/Applications.

ACCOUNTS PAYABLE AUTOMATION

NeoDocs Accounts Payable system integrates into a company's existing financial software. It automates and prioritises all Accounts Payable, supplier invoices, Expense Invoices and PO matching line item processing – eliminating the need to manually handle documents, saving companies time and money.
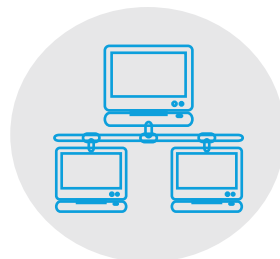
DOCUMENT WORKFLOW

NeoDocs Workflow system automates business document processing. By handling revisions and approvals internally and externally, NeoDocs eliminates the need for paper and printing while providing safety and transparency in the workflow of important documents.
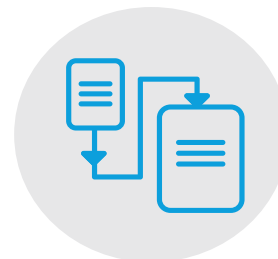
ARCHIVE DOCUMENT MANAGEMENT

NeoDocs centralises all information. Electronically archive all your documents with various level of authorisation depending on department and employees.

COMMUNICATION SOLUTIONS

NeoDocs automates communications from any company applications. Invoices, documents and contracts can workflow automatically in any format as required by your customers and partners.

OUTPUT DOCUMENT MANAGEMENT

The NeoDocs Builder lets you design your own documents and forms. NeoDocs Server connects directly to the ERP software automatically merges the data with your designed forms and outputs to any device. Printers, email, fax, archive and web site.

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