

# *Enterprise Mailing Suite*

Profitable Mailing Workflow Solutions



# MAILING PROJECTS JUST GOT A WHOLE LOT EASIER!

Enterprise Mailing Suite provides an end-to-end solution for managing complete mailing projects. From simple repeat jobs to the most complex, multi-product, multi-version projects, Enterprise Mailing Suite provides a structured, organized project environment that increases the accuracy and flow of all mailing information, allowing you to complete each job faster and more efficiently.

Make mailing a sustainable, profitable revenue stream for your company!

## Sub Job Management

The Enterprise Mailing Suite workflow provides an easy-to-understand, visual representation of complex multi-level mailing projects that can include hundreds of components required in different combinations. The solution easily breaks down complex projects into manageable sub-jobs, reducing errors while it analyzes the cost and profitability of the job. Further, it allows for an easy and predictable way to send jobs for production to multiple plants for flexibility.



## Billing

Mailing projects require a specific level of breakdown on the customer invoice as quantities rarely match the actual mailing. Each component can also have a different billing quantity and price dependent on the different combinations of components. The solution has the ability to record accurate quantities and billing detail on an invoice and has a robust alterations and change order management component. This flexibility will provide customers with the pricing detail they need while it ensures invoices align with the estimates.

## Versions

Mailing projects typically involve multiple versions of various components with multiple combinations of items in different packages. To manage the versions, the solution assigns unique identifiers for each component or version. This allows for reduced inventory errors and loss of materials while linking the production files directly to the packages so that manufacturing tasks are identified for each version.

## Multi-Plant Workflow

The Enterprise Mailing Suite solution evaluates equipment in all plants for optimum cost savings, capacity, production times, and other variables. Understanding all estimated costs including transport costs to avoid delays and having the ability to support centralized estimating increases accuracy and profitability of the job.



## Smart Notes

Mailing projects require complex detail from various internal departments, data processing and personalization and postal information. The solution prompts staff with a standard list of predefined questions to maintain consistency across departments. It further tracks accuracy of the job characteristics and efficiently relates instructions to one or more packages, eliminating duplicate entry information. Entering data in one central source for all aspects of production eliminates errors and streamlines production.

## Specialized Finishing

Some mailing projects require different finishing operations for the same component, based on the final production specifications. Enterprise Mailing Suite can differentiate these specialized finishes requiring less manual override or undertaking work around procedures. It will also eliminate complex configurations resulting in efficient and faster implementations.

## Job Quantity Locking

At the start of a mailing project, the customer service team will likely not have the final mailing quantities until a later date. The solution has the ability to "lock" quantities on specific components or processes which means accurate billing and production counter for material reservations, schedule and planned vs. actual reporting.

## Event Management / Task Tracking

Mailing projects require coordination between mailer and customer for project information, approvals, reports and materials that are critical to key milestones. The solution can quickly create task lists and links to packages or components for efficient tracking and consistency. Tracking the status of tasks and scheduling reminders results in on-time delivery and avoids any penalties from late distribution of the project. Having the ability to make sure all procedures are followed and audited means high customer satisfaction for all projects.

## Weight & Thickness Calculations

Every mailing must pass post office quality control checks and piece attribute rules. Enterprise Mailing Suite calculates the weight and thickness for each package, eliminating costly postage errors and delays.

## Envelope Manufacture

Mailing jobs involving envelope manufacturing hinges on cost effectiveness as one method of manufacturing may be more efficient than the other. The solution evaluates the best production method for optimum cost savings while capturing important dimensions and aspects of the envelope to reduce costly errors and sizing problems.



# Profitable mailing workflow solutions for your business

- Improved user interface design
- Ability to define substitute items on packages
- Configure how iQuote® will create the “forms” to send to PrintFlow®
- Create a new classification for a job and sub-jobs
- Support FSC tracking for a job
- Reports that show what inventory items and quantity are needed for a specific job and operation so production has what they need to run the job
- Intelligent pocket planning is available for projects that require the best pocket for an insert or binding line to place components into



Scan to learn mailing workflow solutions for your business



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