

“ LET’S TALK ABOUT
ALWAYS DELIVERING
YOUR CONSIGNMENTS
ON TIME. ”



Business *can* be simple



Ensuring the smooth transportation of consignments from one country to another involves creating, sorting, organising and filing a large amount of documentation. Often, the slow retrieval and exchange of shipping documents between multiple parties end up in incomplete documentation causing shipment delays, which lead to unsatisfied customers.

Streamlining your document workflow processes ensure a smoother, more productive, highly effective business for better growth, stronger sales and increased profits.

With Canon's customised solutions, business can be simple. Let's talk about how Canon's document management solutions can solve these issues.



A SMOOTH, ECONOMICAL DELIVERY ROUTE STARTS WITH A WELL-ORGANISED DOCUMENTATION SYSTEM

We understand that a simple shipment involves numerous hardcopy shipping documents (Bill of Lading, Government Permit, Packing List, etc.). What complicates matters even more are the manual processes required to sort and file these documents and the physical space required to store the duplicates.

We can help.

Digitise and store all your documents easily, however large the volume, into a centralised document management system to ensure they are never misplaced as well as free up precious office space. Our intelligent software not only generates invoices but makes merging corresponding shipping documents from multiple parties an easy, effortless task. Urgent document requests, and all future retrievals, are now but a click away.

Benefits at a glance:

- Efficient and complete filing of every shipment's documentation
- Minimise human errors on sorting and filing shipping documentation
- Never misplace another Bill of Lading
- Quick retrieval of shipping invoices
- Administrative efficiency
- Free up office space
- Save on stationery costs
- On-time shipment and delivery
- Improved customer service



Freight Forwarder's Invoice And Shipping Documentation Workflow Now Simplified



Host with software application



Hardcopy shipping documents from a shipment (Bill of Lading, Government Permit, Packing List, etc.)



Software extracts and organises data from host into invoice template, generates a softcopy invoice and archives into database



Scanned and digitised into softcopies

Softcopy shipping documents are also automatically indexed by any pre-defined field then archived into the system



Invoice and corresponding shipping documents are automatically merged into one complete set for filing and indexing into the system



Future retrieval of invoices and shipping documents can be done easily

MANAGE INTERNAL AND EXTERNAL DOCUMENTATION DEMANDS WITH EASE

Attending to multiple requests from numerous parties can greatly hamper efficiency. In addition, countless hardcopy duplicates filed by various internal departments are a strain on office space and stationery costs. Courier costs of sending hardcopy documents to external parties are expensive and slow.

We can help.

Digitise all your shipping documents easily, regardless of the volume and varying sizes, into one centralised document management system. This facilitates easy network sharing and access by internal departments. It also allows fast retrieval for quick external dissemination via email. Our customised solutions make light work of urgent requests as any document can be easily retrieved by a quick search.

Benefits at a glance:

- Efficient and complete compilation of shipping documents
- Centralised database for easy network share and access
- Easy search and quick retrieval of any shipment's documentation
- Fast dissemination of any shipping document to Consignee or Freight Forwarder
- Save on paper and courier costs
- Free up office space
- Lower accounts receivables
- Improved customer service



Export/Import Department's Documentation Workflow Now Simplified



Host with software application



Bill of Lading from various Freight Forwarders



Generates softcopies of:
1. Invoices
2. Packing Lists
3. Shipping Instructions



Easily scanned and digitised into softcopies regardless of varying sizes and formats



Softcopies are automatically indexed by any pre-defined field then archived into your centralised database

Document sharing and dissemination to internal or external parties are easily done



Finance and Marketing departments (via access to database)



Consignee (via email)



Freight Forwarders (via email)



Export/Import department for audit (via access to database)

For a smoother, more efficient delivery,
visit us at www.businesscanbesimple.biz

Canon

Delighting You Always