



Shipping & Mailing  
Management & Tracking

SendSuite® Tracking  
Distribution technology for total control

Receive.  
Transfer.  
Deliver.  
Track.

# Wherever, whenever.

Managing incoming mail can be a headache. You might have large campuses, multi-tenanted buildings or different geographic locations. The risks are obvious - loss or delay can jeopardise customer and supplier relationships, threaten service-level agreements or affect the bottom line. SendSuite tracking software gives you peace of mind and complete control.

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- **Log** expected urgent items before they arrive by setting up email alerts triggered on initial delivery
  - **Tackle** personal deliveries by inviting employees to collect in person
  - **Automatically** email recipients once their item is received
  - **Get** instant updates as items reach their destination
  - **Ensure** security by requiring signature or employee ID badge
  - **Alert** users of attempted delivery via email
  - **Simplify** tracking by consolidating multiple items with PouchMail so one signature delivers multiple packages

# 6 simple steps.



**1. Check in.** A scanner records receipt, date and time and communicates automatically with addressee advising package received and available for either collection or delivery



**2. Manifest.** Outstanding deliveries are transferred onto portable data collectors organised by delivery route.



**3. Deliver.** Operators deliver to nominated locations or the intended addressee.



**4. Track.** SendSuite gives you the ability to see the real-time status of any item - who had it, who has it now, when they received it and where the item is.



**5. Log.** Monitor everything from delivering and picking up mail to tracking copier toner, print jobs and much more.



**6. Report.** Create and generate extensive reports and analysis to ensure you are meeting service level agreements. Receiving and delivery logs, damage reports, route analysis and productivity reports are all available.



All your information available online, held on your servers or ours.

- Track receipts
- Precise admin and reporting
- Certainty around delivery
- Immediate data synchronisation with server
- WAN, Wifi, ethernet and USB connectivity

## The technology.

- Browser-based admin, access from any web-enabled device, anywhere.
- SQL database support
- Minimal network consumption.
- We can host on our servers, reducing cost even further
- Multiple login options
- Variable access rights
- Integrates with Intelligent Lockers to enhance mailroom productivity further
- SSL, timeouts and data encryption ensure security
- We can install and integrate or your IT team can set the system in motion
- Integrate with various apps such as HR and CRM systems, carrier tracking, PO systems
- integrates with SendSuite Live shipping application

## Doubly important for managed service providers.

Retaining and growing a contract depends on excellent service delivery and innovation. You need to act fast to resolve queries, deliver time and time again, and prove that your service is as good as you say.

SendSuite software gives you all the tools you need to avoid financial penalties, demonstrate performance and reassure your customers. It also shows how you are minimising costs, increasing productivity and being a trusted controller of mail and assets.

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