



Your mail goes digital.

Company Presentation

May 2009

1. The company

2. Our services

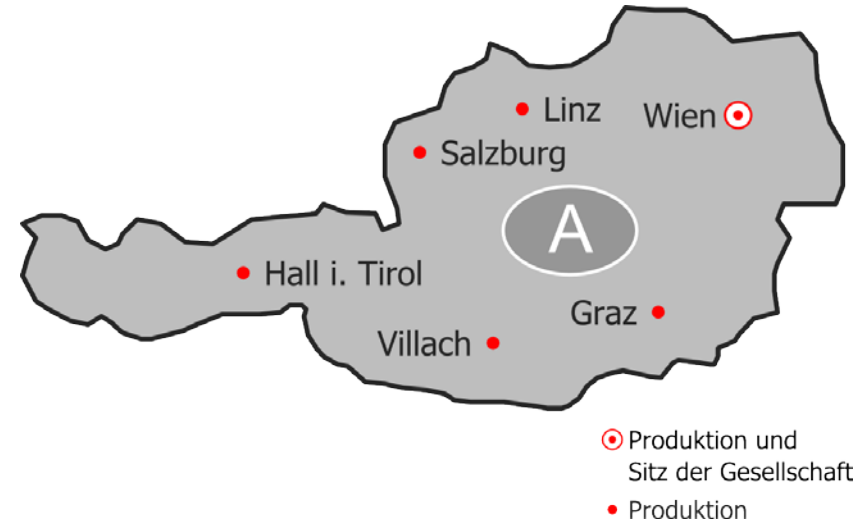
3. Your benefits

4. References

5. Contact us

- Overview

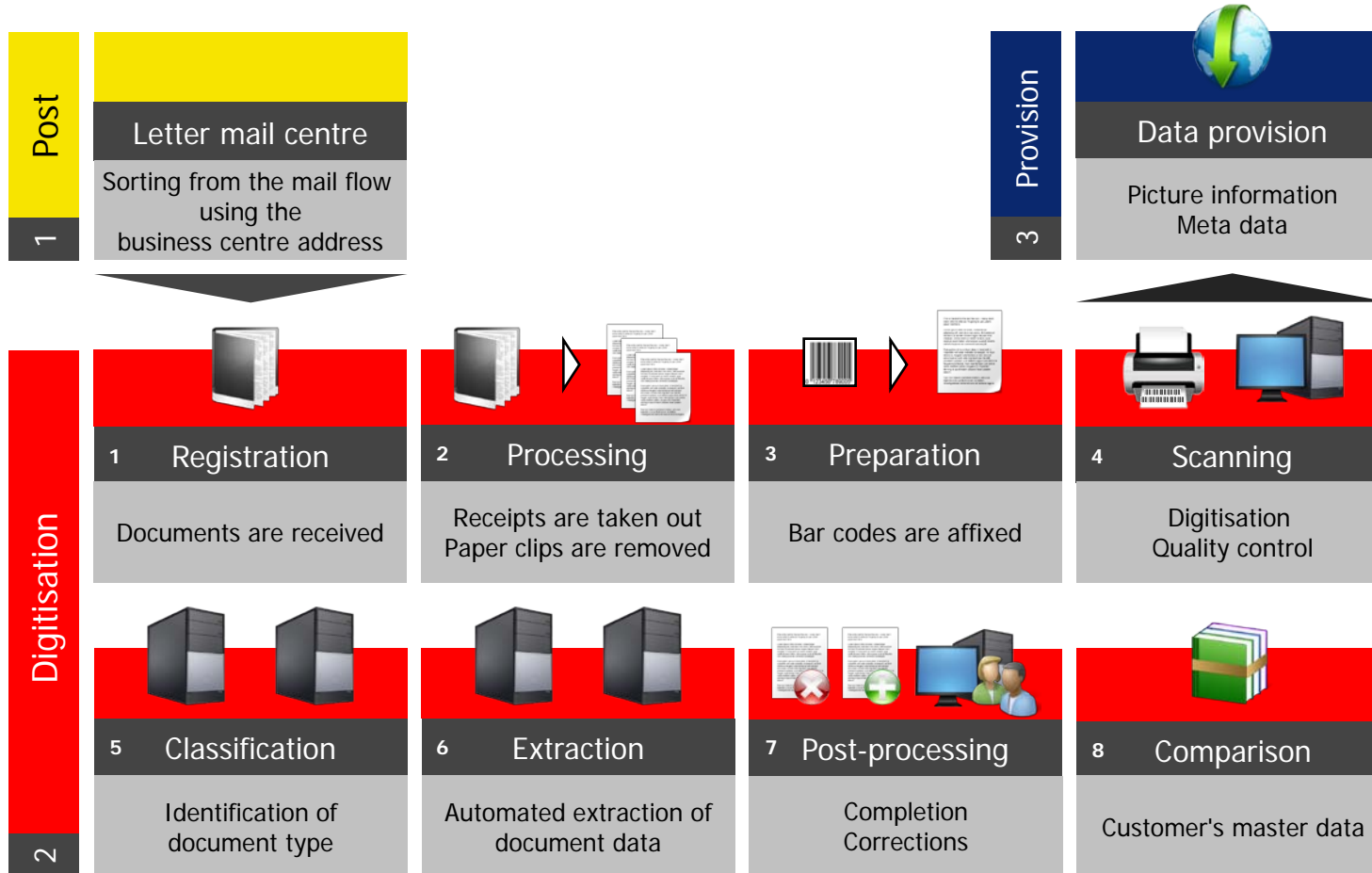
- **1979:** Mikromatic GmbH is **established**
- **2008 - Austrian Post purchases 100%**
- Branches: **Austria, Germany and Slovakia** with a total of 110 employees
- Main focus is ÖPAG -**smart document digitisation**



- Digital mailroom
 - Mail digitisation, e.g. incoming mail, customer care, etc.
 - Electronic invoice capturing
 - Electronic form capturing, e.g. CRM responses, order forms, etc.
- Digital archive
 - Archive scanning e.g. HR files, patient files, customer files, etc.
 - Archive outsourcing, e.g. archive transfer and storage
 - On-demand digitisation

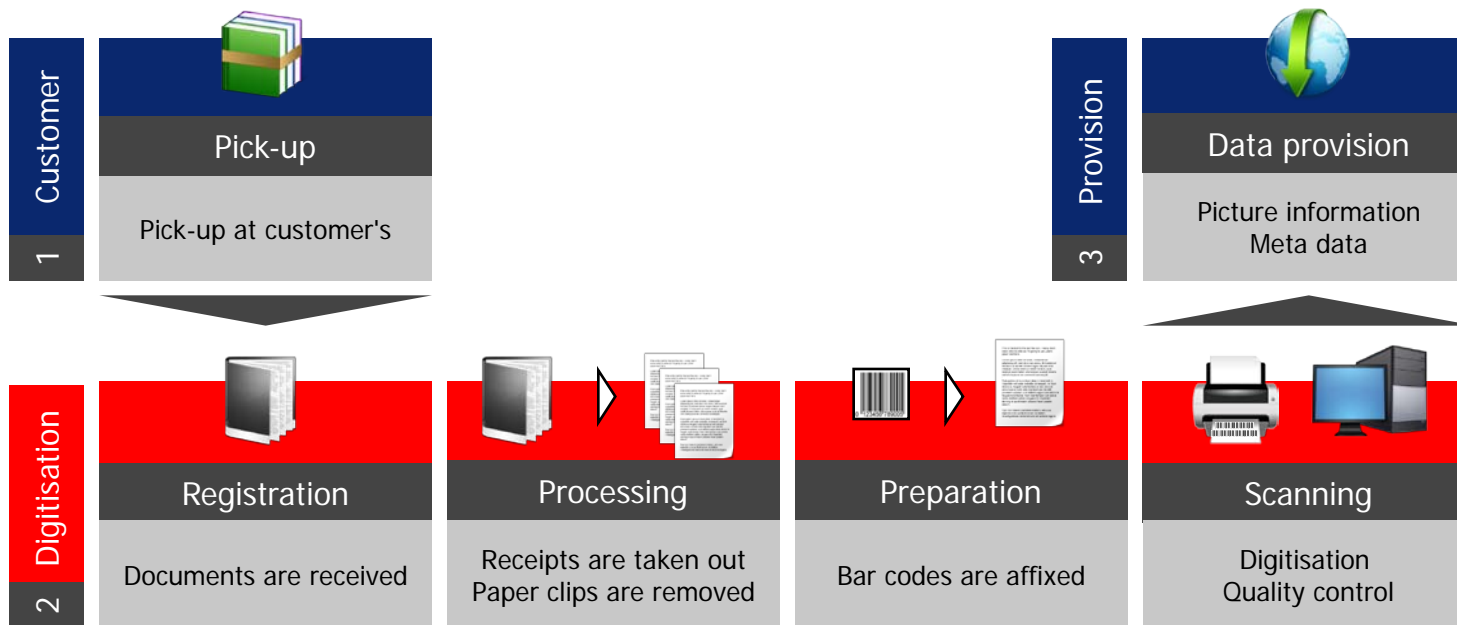


- The process: Digitisation of incoming mail



- Digitisation of incoming mail
 - **Preparation and scanning process:** mail items are automatically sorted in mail sorting centres
 - **Classification:** documents are classified by content using smart text recognition software (OCR/ICR)
 - **Indexing:** documents are assigned to specific departments or persons in charge
 - **Data transmission:** all documents are electronically or directly made available in document management systems or ERPs

- The process: Archive scanning



- Archive outsourcing & on-demand digitisation
 - **Transfer:** customer's files are received by Scanpoint
 - **Storage:** Scanpoint stores files according to data protection provisions
 - **Digitisation:** data is digitised as needed
 - **Data transmission:** geographical mobility of data
 - **Benefits:** files are found more quickly, geographical location is not an issue, increases customer satisfaction

- **Shorter response times** – find and access files more quickly
- **Shorter processing times** - automatic processing and entering processes
- No media discontinuity and **location-independent access**
- Keeps storage costs to a minimum, **saves space and money**
- **Standardized** and documented **processes** (compliance guidelines)

- Digitisation is our **core business**
- **Earlier project kick-off**
- **Does not use any of** customer's resources
- **Performance-based costs**
- Always uses **the latest technology**
- **Higher picture quality**

- **Comprehensive network** - six digitisation centres
- **Prompt access** - items are sorted from the mail flow (business center address)
- **Many years' experience** – references from renowned customers
- **High quality and safety standards**



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