

SCC FOR BUSINESS PARTNERING



MANAGED DOCUMENT SERVICES

MANAGED PRINT & DOCUMENT SERVICES

SCC Managed Print & Document Services is the UK's leading Managed Print Service provider. SCC Managed Print & Document Services brings transparency and predictability to print management by implementing intelligent printing. Together, we offer a wealth of services including consultancy, solution design, performance management, managed document services, and specialist print security, to help customers get the most out of their print infrastructure.

Our Managed Print solutions blend the use of new and legacy estate, so that our Business Partners' customers benefit from a more flexible and cost effective print solution. SCC Managed Print & Document Services work with all leading print vendors including Xerox, HP, and Ricoh to develop bespoke print solutions for our customers, which can reduce cost, improve efficiency, and support sustainability goals.

MANAGED DOCUMENT SERVICES

Digitisation services allows data silos to be identified and eliminated to create an integrated, indexed view of all data held by the organisation. This is particularly important following recent changes to data protection with digital versions of documents more secure than paper.

Storing digitised documents in either on-premise or using an accredited secure hosted solution such as SCC's secure cloud platform, Sentinel, ensures the security and integrity of the data. The ability to access relevant information promotes a working environment that encourages collaboration and communication. Our document digitisation service is fully managed by SCC, giving



Business Partners access to SCC's specialist managed print resources without the requirement for recruiting and retaining additional in-house skills.

By collating and integrating all current available paper and digital records, a single view can be created, allowing our partners and their customers to utilise the latest innovations, such as data analytics. Using data analytics, our business partners can make more informed decisions and provide a more personalised service to match their customers' requirements. Combining all information into one centralised place also supports collaboration and the implementation of shared service models between organisations or departments.

Why Partner with SCC?

SCC's Managed Document Services provides Business Partners with innovative digital document management solutions to help their customers improve efficiency, streamline workflow, and reduce costs. Secure record scanning services store historic paper-based records in central information repositories. Our Managed Print Room solutions include expert scanning services enabling customers to digitise sensitive documents and records without the need to send them off site.

We deploy smarter digital working methods and skilled resources to reduce print volumes and improve file accessibility. The upstream costs of physical filing are removed and document management becomes more efficient. We also offer specialist secure off site scanning for large volume archiving.

KEY FEATURES

- **Scanning** – Our secure record scanning services assist customers by adding historic paper-based records to their central information and data storage. We are able to digitise sensitive documents and records without the need to send them off site, which reduces print volumes, and improve file accessibility.
- **Inbound Correspondence** – Process large volumes of inbound mail for various departments efficiently and cost effectively with an audit trail. We are able to introduce digital mail services either on-site, within office locations, or off site through our secure mail centre. This provides fast access to inbound mail correspondence regardless of location, which is essential with the rise of agile working.
- **Outbound Correspondence** – There are a number of outbound documents that need to be distributed in both digital and hardcopy formats. We are able to assist with the production and distribution of outbound information, helping customers to identify the best format to convey their messages.
- **Robotic Process Automation (RPA)** – Another area where we can support our business partners' customers is through robotics. RPA can be introduced to support departments in gaining greater efficiencies, reducing costly manual activity and therefore also the risk of human error.
- **eDisclosure Services** – To convey large volumes of information, we can produce ebooks for our business partner customers, which benefit from a reduced production time and cost in comparison to traditional printing, and through password protection, can increase security.

KEY BENEFITS

SCC's Managed Document Service can offer our Business Partners and their customers:

- Predictable, controllable, and appropriate expenditure
- A single complete data repository through comprehensive document digitisation
- Increased accessibility to relevant information for staff and partners
- Increased data security protecting information against accidental damage
- Faster access to relevant historic information
- Enhanced collaboration between partner organisations
- Enabled rationalisation of property assets
- Positively supports sustainability agendas
- Improved methods of communication.