SCC
DOCUMENT SERVICES

A new documentality

We do the scanning.
You do the growing.

Time for a paper fight?

Documents are fundamental to business growth. They keep organisations organised. They accelerate workflows. They ensure people and processes are always on the same page. But documents also need organising too – particularly in paper heavy work environments where things can easily spiral out of control.

Digitising these paper-based assets is the first step in becoming more efficient, productive and compliant. After all, it costs time, money and effort to create, maintain and store physical documents. Once this is transition has taken place, you can look forward to reducing the volume of consumables (paper, ink) and free up desk or floorspace in the workplace. Removing paper also encourages instant document sharing, remote collaboration and other digital workflows.

At SCC, our 'documentality' isn't to simply turn your paper into PDFs. Anybody can do that. Your printer can do that. Our single-minded focus is helping you chip away at the paper mountain and identify ways to become incrementally leaner. How? We simply see the value in every document and how it relates to your business.

For some of our clients, that can mean scanning for data capture. For others, it can mean scanning to improve access and collaboration. For many, it's simply a case of scanning to save time and space. Whatever your goal, our documentality is to get it done faster and more productively than the alternative.

Does your organisation have a paper fight on its hands? Maybe it's time for a new documentality.

We do the scanning. You do the growing.

Eliminate paper. Eliminate waste.

With a few notable exceptions, paper simply isn't necessary anymore. It's a legacy of the pre-pandemic business world that has created a cost, risk and time burden that organisations are looking to cull quickly. By eliminating waste and moving to a paper-light office your can do more in several operational areas:

Productivity

The UK labour force, just like most of the developed world, is suffering from low productivity. Although many firms have addressed this by taking steps to digitise since the pandemic, there is still a backlog of paper documents stored in physical locations.

The choice for business is whether to use internal talent and equipment to manually process this workload, or use a specialist business with the latest technology and experience to digitise your documents correctly.

Space

As organisations begin to downsize their physical footprint and see less sense in filing or storing paper, the transition to e-documents and digital workflows seems like an obvious remedy. Firms are asking themselves if it makes sense to rely on third party storage companies.

They've questioning whether it's prudent to have so much floorspace used up by filing cabinets. They're worrying about the risks of moving documents from location A to location B. Overall, they're thinking about how to put the space to better use.

Agility

Today's business world is a giant network of interconnected 'nodes'. People in the office connecting with people in the field connecting to people in the supply chain. Everyone is connected by data and documentation.

When all these endpoints act as one – communicating and collaborating – beautiful things begin to happen. Digitisation adds value in the document lifecycle. It accelerates response times and improves the experience for everyone interacting with those documents – customers, suppliers, colleagues. With business agility you can simply get more done, more quickly.

Cost

The true cost of any task is not only the time it takes, but also the time it takes away from doing something else. Scanning is a perfect example of this – a seemingly repetitive task with finite benefits. That is until you consider the added value of coupling together document scanning with data capture, automated processing and digital storage. Once documents are in the digital domain you can reduce or eliminate the cost of manually analysing and managing the embedded information. An advanced scanning solution will deploy 'cognitive' technologies to extract the metadata, identify documents types and trigger onwards workflows (such as an approval or retention schedule).

Consumption

Environment, Social and Governance (ESG) are a set of standards that measure a business's impact on society. But in practice it's much more than a set of 'green' responsibilities. Forward-thinking firms recognise that ESG is a way of reducing consumption in a bid to improve long term stability and sustainability. Digitisation is one way that every single business in the UK can reduce their reliance on finite resources and wipe costs off the balance sheet – almost overnight. Whether the motive is to cut down on paper and ink or reduce energy and property costs, an ESG-driven strategy can eliminate waste today, tomorrow and long into the future.

"Since the mid 2000s... the United Kingdom... recorded one of the lowest productivity-growth rates and steepest declines in productivity growth."

McKinsey

"One office employee consumes 10,000 sheets of paper every year."

Conserve Energy Future

"62% of essential paper documents still exist as paper."

Conserve Energy Future

"Paper alone makes up 70% of office waste."

Filecenter, June 2022

"While environmental sustainability changes societies, lives and futures – it also makes sound economic sense too."

Print IT Reseller

Scanning know-how that supports your workflow

With SCC Document Services, there's no twisting and contorting your priorities. There's no need to suit *ours*. We simply slot right in — hand in glove with you and your documents. On-premise or offsite. Always-on or just in time. You name it, we'll make it happen.

With decades of document management know-how, we're used to working client-side job functions of all shapes and sizes. HR, Occupational Health, Legal, Finance, Estates, Operations and Facilities Management — whoever we deal with — there's an inherent understanding of your business priorities without being hand-fed them.

No job too BIG

You need 1,000s or hundreds of 1,000s of documents scanning? We're the number one independent firm operating nationally. The size or location of your digitisation job isn't a concern — it simply plays to our strengths. Simply choose where it's done. For example, SCC's DocuHub is a highly invested operation that solely focuses on the task at hand — bulk scanning.

Situated in a secure environment, it provides a full range of document scanning and digital workflow automation services — using the latest technologies and skilled staff. Alternatively, we can mobilise our processing teams to work from your premises. We're efficient and we're discreet.

No job too FAST

With our production level state-of-the-art scanning machines, our specialists will scan your documents onsite or at our secure shared service centre, SCC DocuHub. We take hours and days, rather than weeks and months. Other suppliers with less sophisticated kit and less skilled staff simply can't compete with our turnaround times and quality of service.

We work with some of the UK's largest institutions — from government departments to blue chip firms and multinational brands. So, the size of the job or the speed of delivery is a non-issue.

No job too COMPLEX

You care about your documents and we do too. They are your IP after all. Our success is linked to our ability to quickly and accurately digitise the embedded information, which is why we take data capture so seriously. Large and complex digitisation projects are our thing.

We deploy the latest technologies in Artificial Intelligence (AI) and Robotic Process Automation (RPA) to make sure that we can digitise any **physical document** in **any format** and apply any file naming rules or tagging conventions you desire. In this way you can index documents, host databases remotely, control access privileges and route to individual desktops, devices and endpoints.

Precisely what you need at precisely the right time

Naturally, as a national player in document management services, we have a track record in multiple industries – each with very precise wants and needs. No two organisations are the same, but knowledge that we've been there before in a situation similar to yours can be comforting. Our services are used widely, but here's a flavour of the ways we help digitise in some key sectors:

Housing Associations

We work with both regional and local housing associations to digitise core HR and Finance operations. Scanning projects can include Tenacy Agreements, which often involves thousands of paper-based documents, for compliance reasons or saving physical storage costs.

Legal

Although the legal industry has a long legacy of being paper-heavy, we help many of the UK's biggest law practices with the digitisation of court and case documents. This can also include the entire archives as part of a wider eDiscovery project. Here, the project parameters demand a high level of unitisation, coding and indexing.

Professional Services

Supporting the digitisation of HR, Finance, Audit and Compliance documents, we often work with LLPs and other professional services firms to perform scanning and data extraction. In many instances this will be the trigger point for process automation and digital analysis.

Logistics

Supply chain and logistics is a segment that SCC has a strong familiarity with – servicing the needs HR, Finance, Audit and Health & Safety with digital document compliance. Our clients value our Back Scan and Scan-to-Workflow solutions, which meet the needs of those looking for speed and scale.

Education

Institutions in the learning sector are coming to grips with the need for greater digitisation, especially when it comes to HR, Finance and student documents. More recently, our scanning services are also used to process exams at a time when demands are high and lead times, low.

Retail

Given the vast upheaval in the labour market since Brexit and the pandemic, retailers have witnessed a growth in demand for processing temporary worker contracts. Over this period, we've worked with national, regional and local outlets with their digitisation priorities.

Scanning with SCC Document Services

At a time when firms are tackling rising business costs, downsizing office spaces and supporting remote working, digitisation has never made more sense. Tackling and overcoming the legacy of paper is what we do at SCC. Print-heavy businesses come to us to solve their digitisation needs, so they can grow and become more agile.

We're the largest independent bulk scanning supplier in the UK. We have some of the most skilled and knowledgeable document management experts in the country. We work offsite from our state-of-the-art DocuHub or on-premise at our clients' offices. Whatever the job demands, we flex to fit.

Our technology is truly enterprise-grade and constantly updated or developed in-house. This means we execute faster and more accurately than the most digitally-advanced organisations operating today. We work with government departments, public sector organisations, listed companies and small or medium-sized businesses. We're trusted by all to reduce costs and improve workflows.

Beyond conventional scanning services, we can provide end-to-end document lifecycle management. This means we take care of everything from document collection to secure destruction. We can perform complete project management and even offer Legal Admissibility services too.

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