

## Benefits

- Digitise previously paper-based documents and records
- Save time and reduce physical paper volumes
- Improve document access and reduce retrieval time
- Ability to add search functionality to documents
- Rapidly scan high volumes of documents
- Documents are handled at our state-of-the-art Converga Technology Centres
- Highly secure
- Configured to your business needs

## Scanning and Data Extraction Services

Let Converga turn your previously paper-based documents into useable digital information, saving you time and dramatically reducing your physical paper volumes. Solutions are customised for each client so that documents can be distributed, stored and accessed based on your exact requirements.

Scanned documents can be automated using the latest OCR and IDR technologies, allowing your documents to be indexed, archived and easily retrieved via search functions. We offer a range of services such as:

- Remote Data Extraction and Validation
- High Volume Scanning
- Back-file Conversion

### Remote Data Extraction and Validation

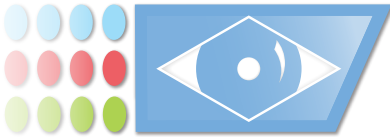
Converga has developed a successful Remote Data Extraction and Validation model that can allow you to benefit from cheaper transaction rates. This proprietary model enables Converga to scan documents in the United States, or anywhere in the world, and perform labour intensive steps (i.e. manual validation and data repair) using professional remote data entry operators.

### High Volume Scanning

Converga offers high volume scanning for clients with a large number of paper documents that they want digitized; the scanning can then be combined with data extraction and validation, indexing, archiving and online access depending on your needs. Our scanners are capable of processing hundreds of thousands of documents daily, giving us greater flexibility and capacity to handle the smallest through to the largest jobs.

### Back-file Conversion

If your organization has been storing historical documents and records to keep for reference over the years, then you would be aware of the hassle of accessing those documents, let alone finding the specific information from within those documents when needed. Converga offers full back-file conversion services that include scanning and creating images of your historical information. The images can have full text search capability enabled as well as an online repository created if desired.



## Other Converga Solutions:

- Paperless Accounts Payable
- Procure 2 Pay
- Digital Mail

## Let Converga take you on a journey of innovation

We've already led some of the world's largest and most complex organizations, both public and private, along a path of innovation. During the journey you'll gain strategic advantages, ongoing cost savings and world-class best practice capabilities. Also, importantly for today's organisation, our solutions help our clients reduce their impact on the environment.

### Why take the journey with us?

We are a global leader in Business Process Outsourcing and Business Process Co-Sourcing services.

### World-class Technology Centres

Our Converga Technology Centres are an excellent demonstration of our leading-edge approach to capture, storage and the transformation of raw data into valuable information. We will help implement best practice process capabilities across your information value chain.

### Secure

Converga incorporates a range of security measures designed to keep your documents safe – including secure log-ins for authorised users, audit trails and business-driven access controls and restrictions. Our clients include some of the world's largest banks, insurance companies and retailers. All our client's enjoy the same level of security as our largest customers.

### What we do and how we do it

Converga has a range of office and business solutions which use imaging, data capture, document management and workflow technologies to provide clients with real competitive advantage. We specialize in Information Logistics and Business Process Outsourcing, and in order to provide our customers with effective solutions, we leverage our experience, processes, people, technology and partners to deliver innovation, exceptional customer service and cost savings.

### Who we are

Converga is a 100% owned subsidiary of New Zealand Post and joins their extensive list of strategic investments within the Information Technology, Business Process Outsourcing, and logistics markets. When Converga began operations in 1994, the company was best known as a provider of mailroom services. As the demand for Information Management services increased we emerged as a specialist in Business Process Outsourcing with a particular focus on automation.

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[www.converga.net](http://www.converga.net)



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