

Electronic filing saves the forests

With paperless trade fast becoming a reality, Core Freight Systems is increasingly catering for its clients' changing needs – and at the same time contributing to 'greening' of the environment.

“With CoreDocs we have extended our original document imaging concept from providing an application for archiving on a historical basis to facilitating the real-time filing of all documents required for the complete processing of a shipment file,” says head of customer support, Glenn Lawson.

“We envisage an environment where a “document controller”, possibly the traditional channel controller, will automatically upon receipt electronically file all relevant supporting documentation pertinent to the file, either as input to the further processing or as evidence of work completed. This includes e-mail correspondence, excel spreadsheets,

proof of deliveries, in fact any data you wish to record against a file. Any data received electronically need not be printed but can be sent direct to the filing system which is automatically created upon the original file registration within CoreFreight.”

To ensure the efficient processing of any hardcopy documents which need to be stored, a set of barcodes may be printed at the time the file is opened in the application, says Lawson. These barcodes may be used in the scanning and input process to ensure complete accurate filing of all documents under appropriate headings, either by using them as leadsheets on a batch of papers loaded in a document scanner or input via a handheld barcode scanner. “Master data documents are also addressed in the functionality and, for example, the signed/approved credit application can be filed against a debtor file in CoreFreight,” says Lawson.



Glenn Lawson ... facilitating the real-time filing of all documents.