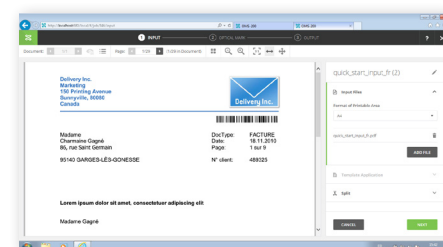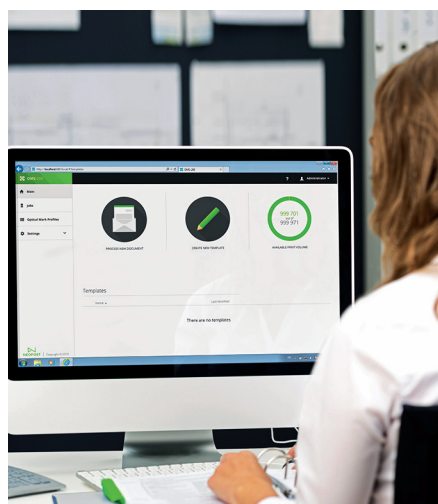# OMS-200
Get the Best from Your Folder Inserter

Do you need to send a growing number of documents to your customers?
Are you thinking of adding inserts to your communications?
Or are you simply looking for a more efficient solution that will make document preparation for your folder inserter much easier?

Smart Software for Document Preparation

The OMS-200 software solution simplifies and centralizes the preparation of all your customer communications for our folder inserters. It allows you to:

- **automate the creation of optical marks** on documents before printing (OMR, barcode, 2D)

- **send the right document with the right insert** to the right customer in a fast and cost-efficient way

- **automatically handle mail** with a variable number of pages to save time

- **merge different documents for the same customer** into one envelope to save money on postal costs

- **sort your mail** into different batches

This web-based solution gives all your employees access to flexible output management software.”

Automate

Most enterprises often send the same type of documents, for example invoices, with the same format to their customers. This involves manually configuring a document each time.

Thanks to OMS-200 you no longer have to worry about spending time on this task as the built-in template mechanism automatically reproduces each step of your document preparation. And once a template has been created it can be applied to any documents uploaded to OMS-200.

Optimize

The OMS-200 merging capacity groups documents sharing one single criterion, such as customer ID, into a single communications piece. This ensures customers receive all their documents at once in the same envelope.

OMS-200 enables you to sort documents, using one single criterion, helping you to optimize the way you handle postal rates. This tool also enables you to upgrade to OMS-500 for a more powerful multichannel communications solution.
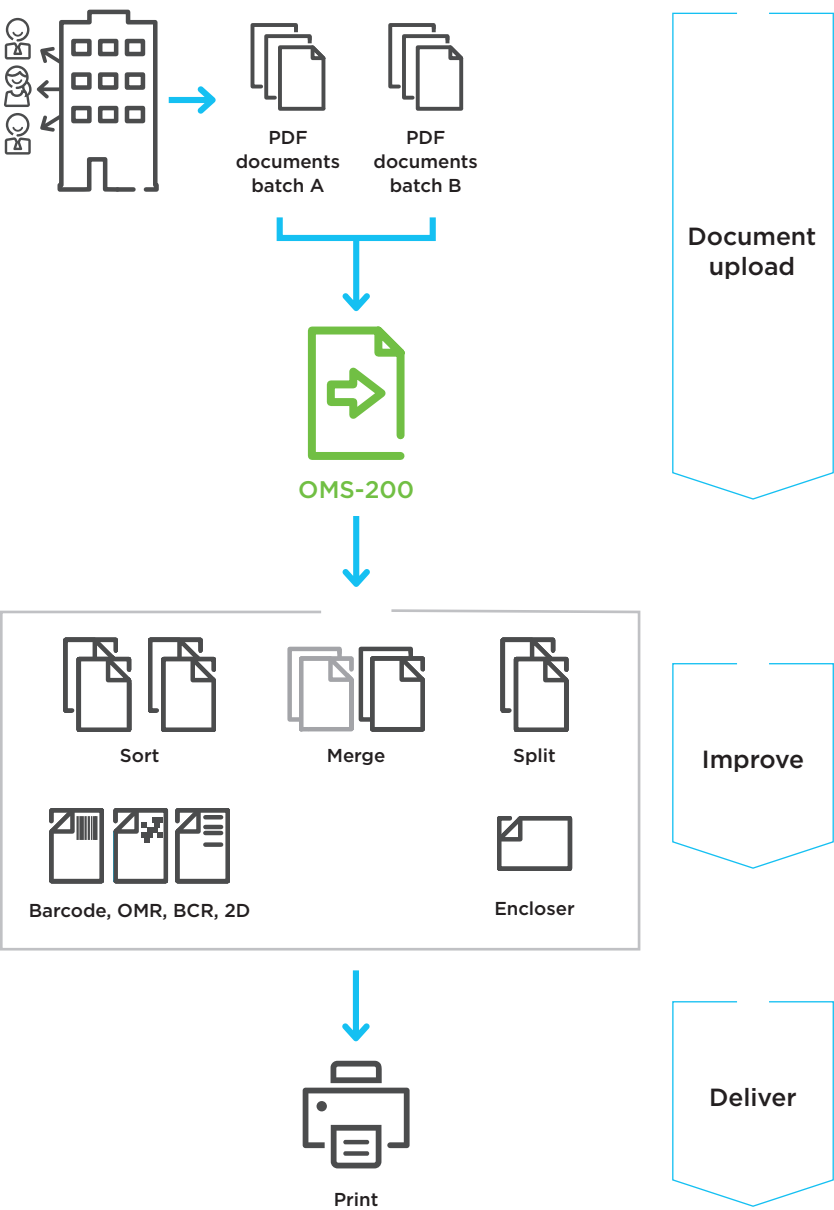
Collaborate

OMS-200 is available to all employees thanks to the web-based installation and is easy to set up thanks to its WYSIWYG interface. Thanks to a centralized installation, OMS-200 can be accessed simultaneously by everyone in your enterprise. It is compatible with most web browsers and all the functionalities are available to all users.

OMS-200: How it Works

Prepare

Getting your documents ready for our folder inserters is simple and easy and can be handled in three easy steps.

1. Split your documents into different customer communication categories

2. Define the optical marks (OMR, barcode, 2D) based on the information in the documents

3. Confirm the output settings in order to get your documents ready for printing and inserting

PDF documents batch A

PDF documents batch B

OMS-200

Document upload

Sort

Merge

Split

Barcode, OMR, BCR, 2D

Encloser

Improve

Print

Deliver

Why Choose Neopost?

Neopost is a global leader in mailing solutions, shipping services and digital communications. We believe that people are the key to business success. That's why our products and services are tailored to help your organization improve the quality of its interactions and bring people closer together.

In this age of multichannel communications, we guide and empower you to interact in new and innovative ways. We advise you on how to create cost-cutting synergies. And we deliver global coverage with a strong local presence, offering you continual support by phone, onsite or online.

Today, Neopost is present in 31 countries and has a network of partners in more than 90 countries. We promote responsible business and sustainable development through our products and outreach programs. And our 6,200 employees worldwide are committed to making your interactions more responsive and more powerful – offering you a competitive edge that will open up a wealth of business opportunities.

Find out more at **neopost.com**

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