

PRODUCT BROCHURE

d.velop postbox

Secure digital delivery and receipt of business mail





Manual printing and mailing: time-consuming and pricey

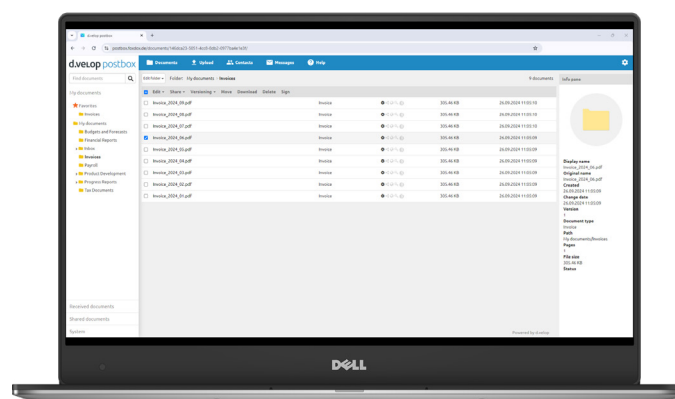
In your organisation you regularly send a variety of information to your customers, employees and partners. Many of these documents contain particularly sensitive data that must be sent to the recipients securely. Sending them by email is quickly ruled out for various reasons. This process usually involves a great amount of manual effort in day-to-day work, combined with high printing, postal and processing costs.

Save yourself the effort: With d.velop postbox, you can easily deliver the relevant documents digitally to your customers, partners, employees or other recipients. Your recipients receive the information in their own free “online mailbox” and always have it directly to hand via the web or apps, without having to file the letters separately. For example, you can send your employees their payslips quickly and easily without having to print them out and send them by post. Delivery is encrypted. You do not need to check whether the document has been read and collected – unlike the usual portals.

Advantages at a glance

Kostenersparnis, da keine Druck- und Portokosten anfallen

- ✓ Cost savings, as there are no printing and postage costs
- ✓ Integration of employees without a PC workstation into digital processes
- ✓ Easy integration into your leading system, such as ERP, HR or SAP systems
- ✓ No master data maintenance for recipients – each account holder carries out master data maintenance independently
- ✓ Hybrid mail - send documents digitally as well as by post with one click
- ✓ Bidirectional exchange with recipients possible



d.velop postbox: Your recipients receive the information in their own free “online mailbox” and can access it at any time via the web or apps.



How the delivery process works

When using the d.velop postbox, there is a difference between the deliverer (company, organization) and the recipient. Recipients can be assigned to one or more senders. If recipients and deliverers are assigned to each other, the documents can be sent. The deliverer can send documents to recipients and recipients can send documents to the deliverer.

1. Generation of documents

The documents are still generated as usual in leading systems (e.g. SAP, DATEV, Loga, Sage HR, P&I LOGA, Microsoft Dynamics NAV, Lexware etc.). The sender has the option of using various DMS connectors or an output management system to prepare the documents for dispatch to the recipients. Different document types can be sent separately from each other via several services. (e.g. payslips, general terms and conditions, orders, information letters, annual financial statements, contracts, invoices, contribution notices, account statements, etc.)

2. Data delivery

The documents are transmitted to d.velop postbox in encrypted form, e.g. as PDF, XML or print stream. The documents are then processed in d.velop postbox using unique identifiers (e.g. personnel number) and delivered automatically.

3. Delivery and receipt of documents

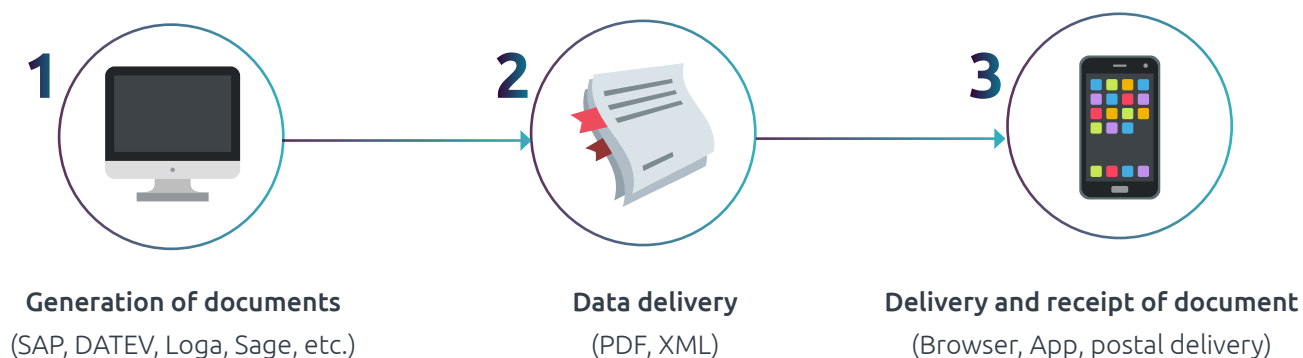
Recipients have the option of deciding for themselves whether the documents should be received digitally or in analog form.

✓ Digital delivery

If recipients choose digital delivery, they receive a personal, free digital postbox and set it up individually. Documents are delivered digitally immediately. Recipients can access the documents immediately.

✓ Analog delivery

Documents can also be sent by post. On request, d.velop can take over the postal delivery to "non-digital" recipients.

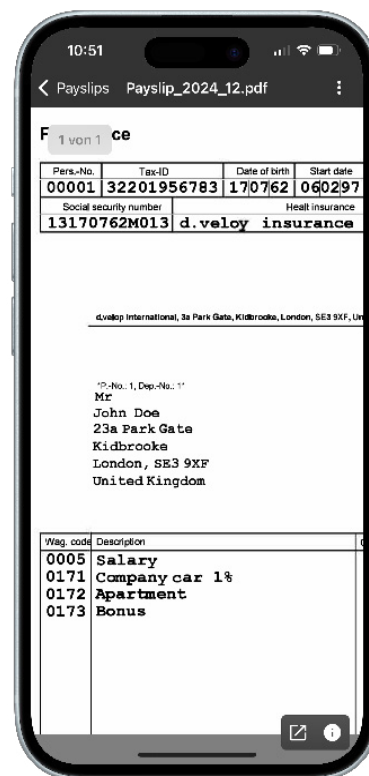




Which documents can be sent using digital mail delivery?

A large number of documents can be delivered securely and in compliance with the GDPR via the d.velop postbox. These include in particular:

- ✓ **Contract documents** – such as employment contracts, contracts with partners or customers
- ✓ **Invoices and payment requests** – for the secure dispatch of financial documents
- ✓ **Relevant notifications** – such as reminders
- ✓ **Confidential information** – such as personal data of customers or employees that is subject to data protection regulations
- ✓ **Tax documents** – such as tax returns or documents relating to inspections or audits
- ✓ **Health data** – for example medical certificates or reports that are subject to special data protection requirements
- ✓ **HR documents** – payslips and salary statements



d.velop postbox App:

Thanks to the d.velop postbox app, important documents, e.g. payslips, reach the entire workforce, including operational employees and those without VPN access.

How you and your recipients benefit from the d.velop postbox

Advantages for organisations:

- Highest security standards
- Delivery for all documents
- Secure delivery of documents
- Encrypted delivery and saving of documents
- Development and hosting in Germany in accordance with German data protection law
- Cost savings through elimination of postage costs and labour

Advantages for recipients:

- ✓ Individual digital mailboxes for recipients
- ✓ Free and unlimited use for recipients, even after leaving the organization
- ✓ Access from anywhere and at any time
- ✓ Available as a PC, web application and mobile apps (iOS, Android)
- ✓ Additional storage space of 2 GB for private documents.



Overview of the functions for the deliverers

Access is via any browser

Detailed view of the delivery status

The screenshot shows the d.velop OutputManager interface. The left sidebar contains navigation options: Benutzer, Anträge, Geschäftsregister, Neues Druckauftrag, Anschreiben, Vorbestellte Absa, and Anschreiben Übersicht. The main content area displays details for a job with ID 3559, including a list of 7 senders and 7 digital deliveries. A table below lists the delivery details for each sender, including name, address, postal code, city, and delivery status.

Ans	Arbeits	Name 1	Name 2	Name 3	Name 4	Strasse	Postleitzahl	Ort	Land	Seiten	Zustellung	Ort	Status	Info	Kosten	Personnummer	Vermerk
☒	Frau	Beate Müller				Musterstraße 1	12345	Musterstadt		1	Druckpost	☒	postale Zustellung	Es konnte kein Abonnement mit der angegebenen Nennung gefunden werden	6818	6818	
☒	Frau	Susanne Schreiber				Softraße 9	32145	Schreibhausen		1	Druckpost	☒	postale Zustellung	Es konnte kein Abonnement mit der angegebenen Nennung gefunden werden	4257	4257	
☒	Frau	Julia Schmidt				Schulstraße 4	40355	Hennrich		1	Druckpost	☒	postale Zustellung	Es konnte kein Abonnement mit der angegebenen Nennung gefunden werden	7945	7945	
☒	Herr	Michael Gehring				Schildastraße 9-6	48712	Giescher		1	digital	☒	digitale Zustellung möglich	digitales Konto gefunden	8899	8899	
☒	Herr	Max Beispiel				Beispielstraße 4	54321	Beispieldorf		1	Druckpost	☒	postale Zustellung	Es konnte kein Abonnement mit der angegebenen Nennung gefunden werden	1361	1361	
☒	Herr	Heinrich Schneider				Gartenstraße 6	61148	Waldorf		1	Druckpost	☒	postale Zustellung	Es konnte kein Abonnement mit der angegebenen Nennung gefunden werden	7267	7267	
☒	Herr	Jan Müller				Hauptstraße 2	74759	Hardorf		2	Druckpost	☒	postale Zustellung	Es konnte kein Abonnement mit der angegebenen Nennung gefunden werden	8763	8763	
☒	Frau	Lisa Fischer				Bahnhofstraße 8	94147	Dersdorf		1	Druckpost	☒	postale Zustellung	Es konnte kein Abonnement mit der angegebenen Nennung gefunden werden	5491	5491	

Dashboard with delivery statistics

Management of recipients

Option to add further documents for delivery



Overview of functions for recipients

Encrypted delivery

Upload/scan your own documents

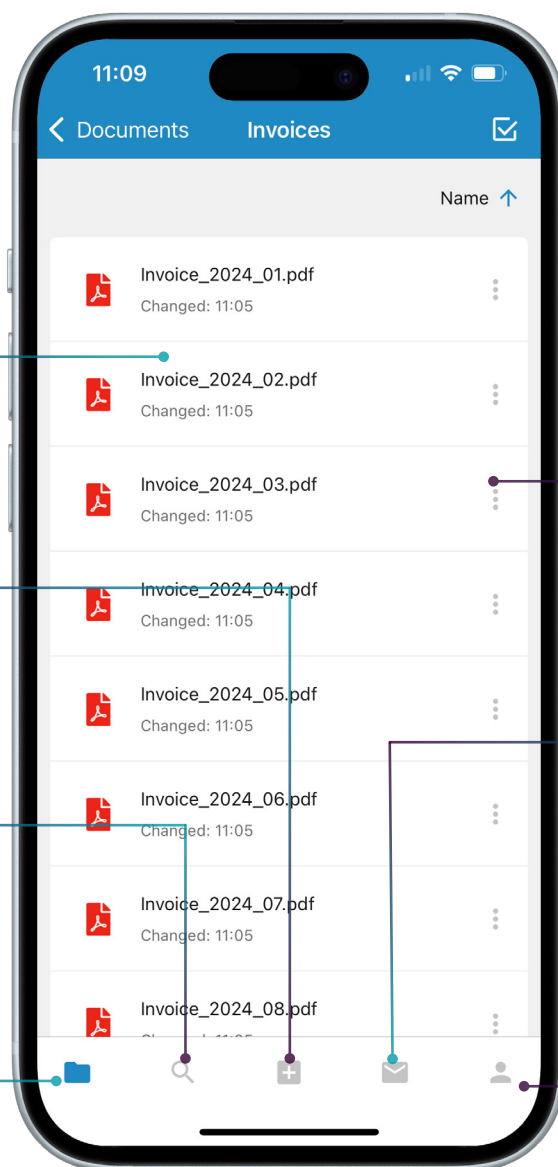
Quick retrieval thanks to full text search

2 GB storage space for your own documents

d.velop postbox remains the property of the recipient even after leaving a company

Automatic notifications

Share documents with contacts



Available platforms:

Mobile apps (iOS, Android) and PC & web application

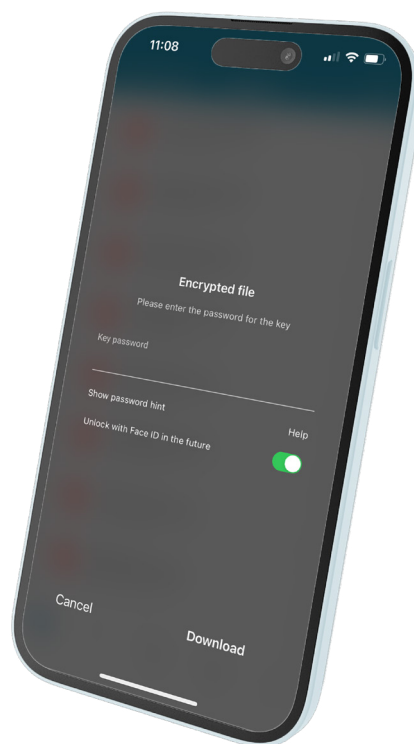


Data protection and security as top priority

We attach great importance to trust and security and place this at the forefront of everything we do. This means you can rely on German data protection and the rights to the documents you post remain with you. This offers you the advantage that you can work with our platform in a compliant manner, especially as a company. This is not the case with many other organisations. The platform meets the highest security standards and guarantees maximum flexibility, which you as a user can always rely on:

- ✓ The server locations are operated only on German territory
- ✓ Data is stored redundantly to prevent data loss
- ✓ Data processing operations are subject to German data protection laws
- ✓ Data center has ISO-27001 certification
- ✓ ISAE-3402-Type-II-Certification on the effectiveness of internal controls
- ✓ Highly secure firewall systems

- ✓ Access is exclusively via encrypted connections (SSL)
- ✓ Symmetric encryption with AES-256-bit
- ✓ Asymmetric (double) encryption



Book individual live demo

Are you interested? Let's talk about how you can implement d.velop postbox in your company.

Book your software demo at postbox@d-velop.de.

About the d.velop AG

The d.velop Group, headquartered in Gescher, Germany, develops and markets software for the end-to-end digitalization of business processes and industry-specific specialist procedures and advises companies on all aspects of digitalization together with a network of hundreds of partners. With the expansion of the established Content Services/ECM portfolio for document management, digital archiving and collaboration, the software manufacturer offers the software in all forms of provision as SaaS, on-premises and hybrid. Thanks to HTML5 technology, these products can be used on any end device. Legal security and compliance with legal requirements are optimally supported thanks to sophisticated compliance management.

d.velop provides digital services that connect people with each other and comprehensively simplify and redesign processes and procedures. In this way, the CSP/ECM specialist helps companies and organizations to develop their full potential. A strong, internationally active network of around 400 specialized partners makes d.velop products available worldwide. d.velop products are used by more than 14,500 customers with over 4.5 million users across all industries, including Tupperware Germany, eismann Tiefkühl-Heimservice GmbH, Parker Hannifin, Nobilia, Schmitz Cargobull, FingerHaus GmbH, the City of Wuppertal, DAK Gesundheit, DZ Bank AG, Saarland University Hospital and Diakonische Einrichtungen in Hessen und Nassau GmbH.

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d.velop AG

Schildarpstraße 6-8
48712 Gescher

+49 2542 9307-0
online-marketing@d-velop.de



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