# More focus on your core activities? Outsource your logistic back-office

## Back-office outsourcing logistics

DataMondial specialises in complex data processing and remote back-office support. For more than 35 major logistics customers, we process 100+ activities daily to make data accurately and timely available in various systems. This enables us to guarantee the continuity of information around the most diverse logistics processes related to forwarding, transport, warehousing, shipping and finance.

For our customers, we are a reliable addition to their automated infrastructure. DataMondial continues where automation ends.

**DataMondial**
Business Process Assistance

# Checklist

A selection of some activities
we can do for your business.

**Order processing**
- [ ] confirm receipt orders
- [ ] search for information on portals
- [ ] process orders for: import, export, transport, warehousing inbound & outbound

**Document management**
- [ ] create/send status update notifications
- [ ] request/save product sheets
- [ ] ATD/ETA checks
- [ ] create Bill of Lading
- [ ] create/request CMR/POD/PIN
- [ ] file management
- [ ] prepair Ex-A/T-1
- [ ] preparation of shipment-related documents
- [ ] distribution and archiving of documents
- [ ] process commercial invoices
- [ ] process proof of delivery documents
- [ ] add/update goods information

## Mailbox management

- [ ] process and/or distribute information from e-mails
- [ ] first-line support processing of incoming e-mails under your management

## Track & Trace

- [ ] monitor status shipments
- [ ] update track & trace status information

## Invoices

- [ ] create/process sales and purchase invoices
- [ ] analysis and processing worklists
- [ ] allocation of invoice lines to orders
- [ ] billing (pre-calculation)
- [ ] process/check/code purchase invoices
- [ ] reporting disputes
- [ ] register/follow up purchase invoice disputes
- [ ] pre-register invoice lines on cost codes
- [ ] validate scanned invoices

## Rates

- [ ] process rates updates in desired system or format
- [ ] process buying/sales rates

## Sales

- [ ] update financial relations master data
- [ ] update prospect and product lists
- [ ] add customer master data in system

## Reporting

- [ ] update web portal information
- [ ] create customer reporting
- [ ] create operations reporting

# Our services

Our services are flexible. We do this on a project basis or as part of an ongoing process. We work according to strict SLAs (Service Level Agreement), are ISO 27001 certified and GDPR proof.

## Why choose for DataMondial

- Solution to your staff shortage
- Time and cost savings
- More efficient use of your staff
- More focus on your core tasks
- Business continuity
- Flexible

For more information go to **DataMondial.com/logistics** or call us.

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