

# TMS.mail



## What Freight Carriers Don't Want You To Do...

Imagine how much money you would save if you could compare shipping costs and get the best price on your freight every time. TMS.mail does this and so much more! This easy to use system will give you complete control over your freight. Optimized for bulk mail handling, you will be able to process all freight types within the one application. Plus it allows you to recharge costs to internal departments, or to your clients.

TMS.mail has been designed for high-speed data entry and ease of use. Screens, menus and reports have been designed to be customized at the time of installation, so the system can easily be adapted to meet your mail management needs. The system will readily exchange information with your existing software, simplifying your communications with internal and external agencies.

This fast, flexible system is a must for every mailroom.

### Features:

- Processing for multiple carriers.
- Freight costing and cost comparisons.
- Processing for any type of freight.
- High speed data entry for high volume mail.
- Internal recharging of costs.
- Cost reconciliation.
- Consolidation of freight into reverse invoices.
- Zones (local, state, international).
- Electronic scales interface.
- Connote and label printing.
- Optional accounting modules

# DATA ENTRY

## Customize screens to meet your needs.

Data entry is simple with screens that can readily be customized at installation to meet your needs. All data entry screens have been designed for high-speed data entry. Shortcut keys are available to minimize data duplication. In addition, keyboard and mouse options are both available.

The screenshot shows a software window titled "Bulk mail transactions". It contains several input fields and sections:

- Charge to:** A dropdown menu for "Cost centres" with "010292" selected and "AUDIOLOGY CLINIC" in the text field below it. Callout A points to this section.
- Transaction:** A text field containing "C1323Z".
- Date:** A text field containing "24/10/2002 21:20".
- Reference:** An empty text field.
- Service:** A dropdown menu with "5" selected and "BULK LETTERS INTERSTATE" in the text field below it.
- Destination:** A dropdown menu with "NSW" selected and "NEW SOUTH WALES" in the text field below it. Callout B points to this section.
- Weight:** A text field containing "2.500". Callout C points to this field.
- Items:** A text field containing "1".
- By item:** A checkbox that is currently unchecked.
- Cost:** A text field containing "\$20.50". Callout D points to this field.
- Extras:** A section with a list box and a "Units" field.
- Legend:** A list of shortcut keys: F4 = Read Weight only, F5 = Change service, F6 = Change cost center, F7 = Change destination, F8 = Change all.

**Bulk Mail Data Entry Screen**

- A. Inter-department recharging.**
- B. Destination Type** (zones and/or postal codes) controlled by the service.
- C. Electronic scales.**
- D. Automatic rating:** By international zone, local zone or postcode.



## DIGITAL SCALES INTERFACE

Save time when processing mail or freight articles by linking your system to digital scales. Simply place the article on the scales and the system will automatically register the weight. Compatible models include: Pitney-Bowes, Toledo and Weightronix. Custom scales drivers can be written without requiring a new version of the software.

## USER FEATURES

- **Search:** Find the information you need fast with search facilities that are easily accessible throughout the application.
- **Online Help:** Fast, effective use of TMS.mail is assured with extensive online help available at the press of a button.
- **User security:** Users and user groups can be set up to ensure system security at all times.



**LABERG** Pty Ltd

PO Box 2544, Bowral, NSW 2576

Ph: 02 4889 9441 Fax: 02 4889 9442

**Email:** [business@laberg.com.au](mailto:business@laberg.com.au)

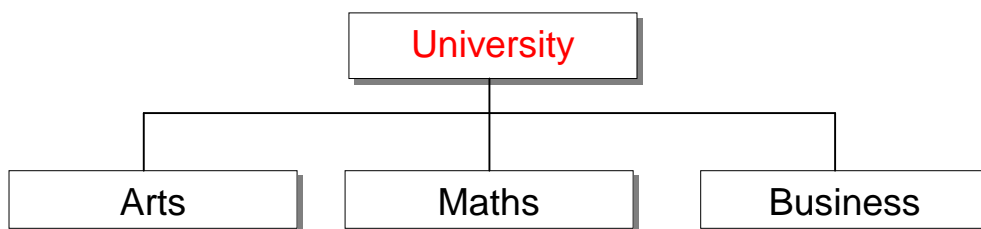
**Website:** [www.laberg.com.au](http://www.laberg.com.au)

# COSTING FEATURES

## Cost Allocation and Internal Recharging



TMS.mail allocates costs to the appropriate freight supplier. Costs may be recharged to internal Cost Centers, for example between departments, or to Clients. A “tree” format is employed for Cost Centers, allowing for organizational hierarchies.



When the data is analyzed it may be displayed in a number of formats EG: EXCEL

Name	Carrier	Service	Zone	Zone Type	Cost	Weight	Items
Maths	XY Couriers	Large letters	ALAWA	Suburb	2.2	0.33	1
Maths	XY Couriers	Large letters	AUSTRALIA	Country	4.6	1.53	2
Arts	XY Couriers	Large letters	SYDNEY GPO	Suburb	2.4	1.20	1
Business	XY Couriers	Large letters	ASHFIELD	Suburb	2.2	0.35	1
Business	XY Couriers	Large letters	AUSTRALIA	Country	2.2	0.35	1

## Costing



**Cost freight movements using any rating tables, to anywhere in the world.**

The services and rating tables for all the freight and mail service providers used by your company are entered into the system. Basic information such as the name of the transport company, delivery service, optional extras (EG: certified mail), area and country codes are combined with additional rating elements, such as single items processing, weight breaks, quantity breaks and insurance rates to construct a rating formula.



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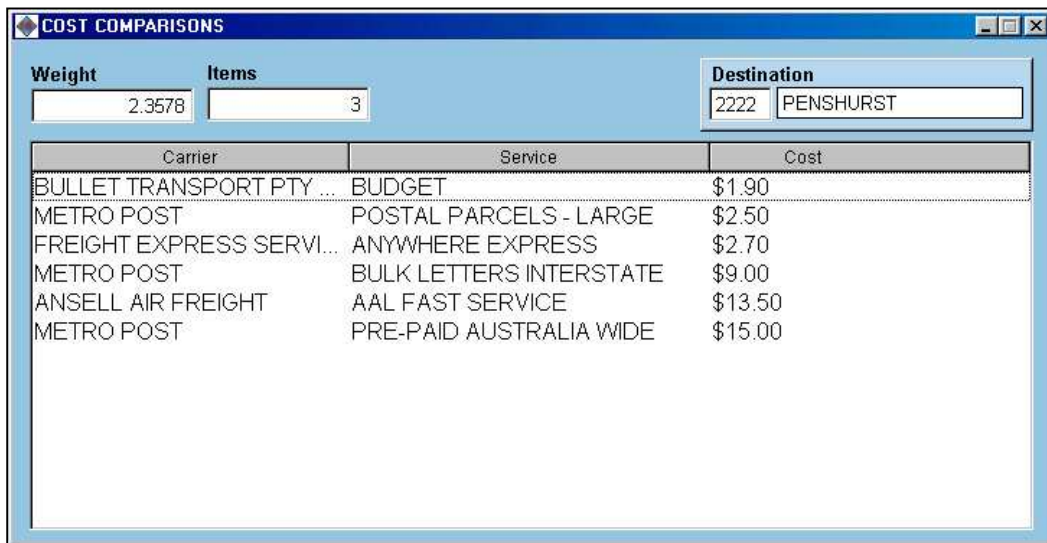
Ph: 02 4889 9441 Fax: 02 4889 9442

Email: [business@laberg.com.au](mailto:business@laberg.com.au)

Website: [www.laberg.com.au](http://www.laberg.com.au)

## Cost Comparisons

Cost analysis can be performed to compare freight carriers and determine the most cost-effective method of shipping your freight. Once you have entered your shipping criteria, TMS.mail lists all potential shipping services and costs for your freight and destination. You can then make a booking can from this screen by selecting the preferred carrier, right clicking and finalizing the transaction.



Carrier	Service	Cost
BULLET TRANSPORT PTY ...	BUDGET	\$1.90
METRO POST	POSTAL PARCELS - LARGE	\$2.50
FREIGHT EXPRESS SERVL...	ANYWHERE EXPRESS	\$2.70
METRO POST	BULK LETTERS INTERSTATE	\$9.00
ANSELL AIR FREIGHT	AAL FAST SERVICE	\$13.50
METRO POST	PRE-PAID AUSTRALIA WIDE	\$15.00



## ACCOUNTS

Keeping control of your finances has never been easier. TMS.mail offers you a number of optional accounting tools. These include:

**Reverse invoice generation:** All transactions performed are collected together and printed as a reverse invoice. This may be lodged with the freight carrier.

**Cost reconciliation:** Reconciliation allows you to efficiently verify the bills coming back from transport providers against your transaction records.

**Cost Centre Recharging:** TMS.mail has the ability to calculate freight costs and allocate those costs to your internal Cost Centres.



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# REPORTS

Customize reports to suit your needs.

**TMS.mail** provides you with a host of reports. Alternatively, you can easily custom build reports to meet the needs of your business. Your reports may be enhanced through:

- ◆ Data dictionaries: Our database design is open and documented.
- ◆ Extending existing reports by adding queries.
- ◆ Built-in query language.
- ◆ Outputs to printer, screen preview, html,

THE POSTAL SERVICE Lodgement Report			602
<b>Account Details</b>			
John Smith 7 Truck Lane Truckville NSW 2222 AUSTRALIA			
			
<b>Freight Services</b>			
<b>Input units</b>	<b>Calculation</b>	<b>Cost</b>	
11 ea	* \$0.25	=\$ 2.75	
17.4kgs	* \$0.75 (per 0.5kgs)	=\$27.00	
<b>Pre-Paid Australia wide</b>			
<b>Input units</b>	<b>Calculation</b>	<b>Cost</b>	
3 ea	* \$3.40	=\$10.20	
<b>Total</b>			<b>\$39.95</b>
I certify that the details supplied are an accurate statement of the articles lodged. I certify that these parcels do not contain any dangerous or prohibited goods.			
Signature _____			Date _____

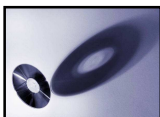
# EXTENSIONS

Labels, connotes and bookings... All at the press of a button.



Does your mailroom require label and connote printing? TMS.cargo may be used to extend the features of TMS.mail, allowing you to print labels and connotes at the press of a button. In addition, you will be able to complete a booking without the need to duplicate data entry. What a time saver!

To find out more about TMS.cargo or any of our other products, call us on (02) 9150 8756 or visit our website: [www.laberg.com.au](http://www.laberg.com.au).



## Free 30 Day Trial!

Discover for yourself how TMS.mail will put you in complete control of your mailroom operations. Contact us now to receive your free introductory CD. You will be able to download a trial version of the application and our online help will have you processing mail in no time!



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