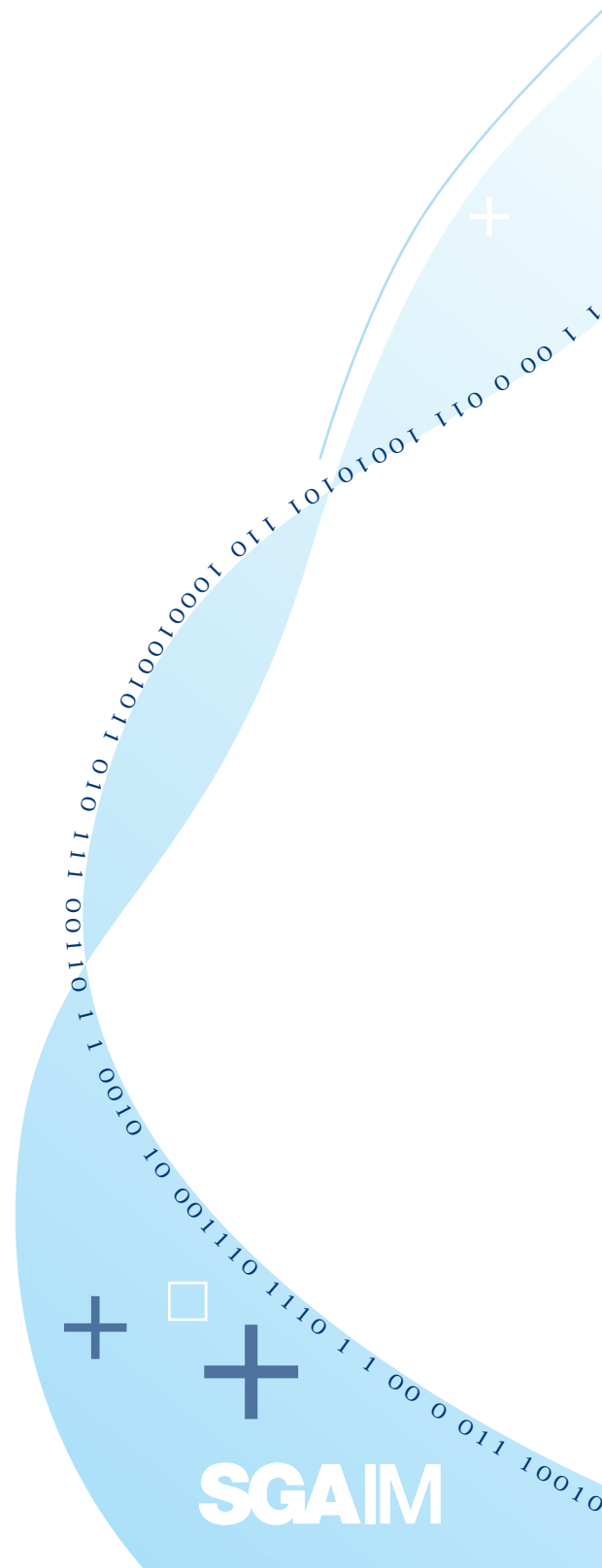


↓ JIM



SGAIM



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SGAIM helps over 600 organizations manage their contents and processes by means of ECM solutions, enabling decisions to be taken quickly and efficiently, optimising time and reducing costs.

For more than 20 years, we have provided our clients with methods for improving and introducing electronic management systems for information, documentation and business content with the most suitable and up-to-date information technologies.

We develop and provide these integral solutions including everything from start to finish, and support business processes by means of Outsourcing (BPOs) and in-house facilities through our ECM (Enterprise Content Management) service platform.

SGAIM has a specialist ECM Consulting team whose aim is to give each client a service which is appropriate to its needs, enabling it to focus fully on its business.



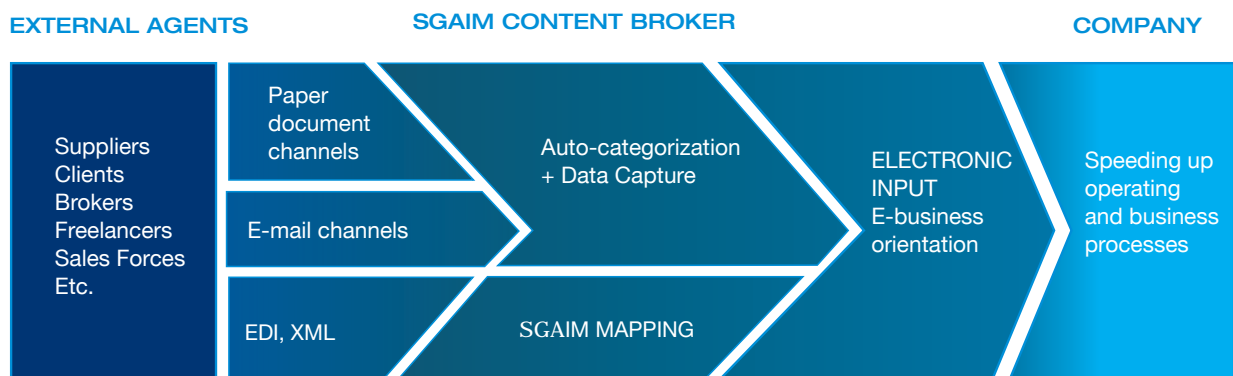


# ↓ INCOMING INFORMATION Management ↑

SGAIM has designed the Incoming Information Management (IMM) solution to manage the entry of all documents and information received by companies every day.

Thanks to its state-of-the-art ECM (Enterprise Content Management) technology, Incoming Information Management (IMM) quickly transforms unstructured paper and electronic documentation into structured electronic information.

This solution captures documents and uses an innovative engine to recognise them for subsequent classification following validation. The information is finally exported to the different databases, servers, etc. in the company's various departments.



SGAIM acts as a content management broker, processing all documentation to turn it into paperless processes. We make the Networked Company concept a reality in all transactions with your collaborators (e.g. clients, suppliers, brokers, freelancers and sales forces).

# SGAIM SYSTEM

All Incoming Documents in One Portal

The SGAIM system aims to make time periods in our clients' processes shorter and more accurate. We do this by using the most advanced Intelligent Capture and Input Management solutions.

These solutions integrate the structured data into SGAIM's e-business Portals and the client's business applications.

Once the service has started running, SGAIM's Input Management methods and technologies accelerate processes to provide clients with instant e-business implementation.

## ↓ IM PROCESS

- 1 CAPTURE** | ALL FORMATS / ALL ORIGINS
- 2 CLASSIFICATION** | STRUCTURED DOCUMENTS / UNSTRUCTURED DOCUMENTS
- 3 EXTRACTION** | CHARACTER RECOGNITION
- 4 VALIDATION** | RULES AND FILTERS / IN ACCORDANCE WITH THE CHARACTERISTICS OF THE DATA
- 5 EXPORT** | TO ANY SYSTEM

# CAPTURE

Focus in your business

Your organization's information is captured by SGAIM from any format (physical or electronic) at great speed for subsequent classification, validation and distribution to the appropriate destinations.

## Paper Document Capture: IMAGING

Imaging technology includes analysis features aimed at ensuring the quality of document images for automatic character recognition. SGAIM's modern imaging system captures documents at great speed, making it possible to meet tight deadlines.

“Line scanners which can capture 40,000 images in 24 hours”

SGAIM GROUP IMAGING SERVICE CAPACITY PER DAY		
IMAGE AREA	LINE SCANNERS	DAILY OUTPUT
EUROPE 1	2 L.S. / 3 H.O.S.	1.780.000,00
EUROPE 2	3 L.S. / 2 H.O.S.	1.720.000,00
AMERICA 1	4 L.S. / 1 H.O.S.	1.660.000,00

H.O.S. - Traditional High Output Scanners  
L.S. - New Generation Line Scanners

## Electronic Document Capture

SGAIM's capture system includes the ability to input documents electronically.

- E-MAIL
- INTERNET SERVICES
- VIRTUAL PRINTER OR E-PRINT
- EDI
- UPLOAD
- SCHEDULED FTP
- MMS AND SMS

# CLASSIFICATION

## Liberate from task routines

The Incoming Information Management solution classifies structured, semi-structured and unstructured documents quickly and easily, thanks to the differential feature detection methods and regardless of their origin.

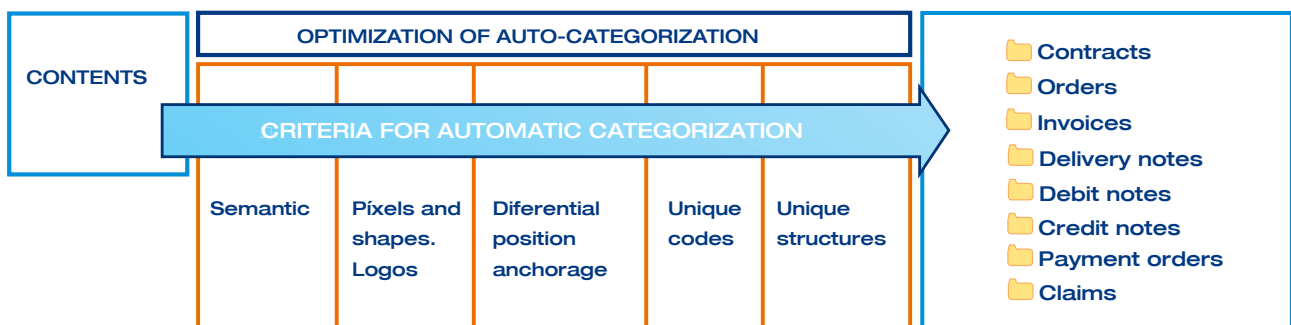
Our consulting team ECM Consulting designs the taxonomy tree on the basis of which the information will be classified.

The tree is aimed at achieving goals relating to:

- Collaboration-oriented Classification
- Regulatory & Best Practices Compliance
- Business Process Re-engineering (BPR)
- Business Intelligence (BI)

## Auto-Categorization

Auto-categorization processes use computer technologies related to linguistics as well as artificial intelligence and statistics. Classifications take effect over structured, semi-structured and unstructured documents. And the system has its own feedback, teaching itself on an ongoing basis through automatic and human validation.



Once the classification trees have been put in place, they are fed at great speed via telematic integration by SGAIM's data collection and classification engines.



## EXTRACTION

### The latest technologies

SGAIM uses the most modern character recognition engines in the market, as well as its own engines. The combination of both results in a comprehensive system with constant feedback.

ICR	INTELLIGENT CHARACTER RECOGNITION
OCR	OPTICAL CHARACTER RECOGNITION
HCR	HAND-WRITING CHARACTER RECOGNITION
OMR	OPTICAL MARK RECOGNITION
OBCR	OPTICAL BARCODE RECOGNITION

INTELLIGENT DATA VALIDATION
-----------------------------

Thanks to SGAIM's Technology Watch, you can rest assured that our intelligent capture technology is completely up-to-date.

## VALIDATION

### Guaranteed service

SGAIM supplements its Input Management platform with human validation to ensure that the document process automation error margin always remains below 0.1%, giving our clients added value through BPO Service Outsourcing with Off-Shore validation platforms instead of simply providing them with software.

The system processes any source and type of incoming information, using quality filters in our systems for each information field.

**Is it possible to remove the costs of reviewing each document one by one to detect and avoid single payment errors?**

Automating document processes removes all costs of human validation.

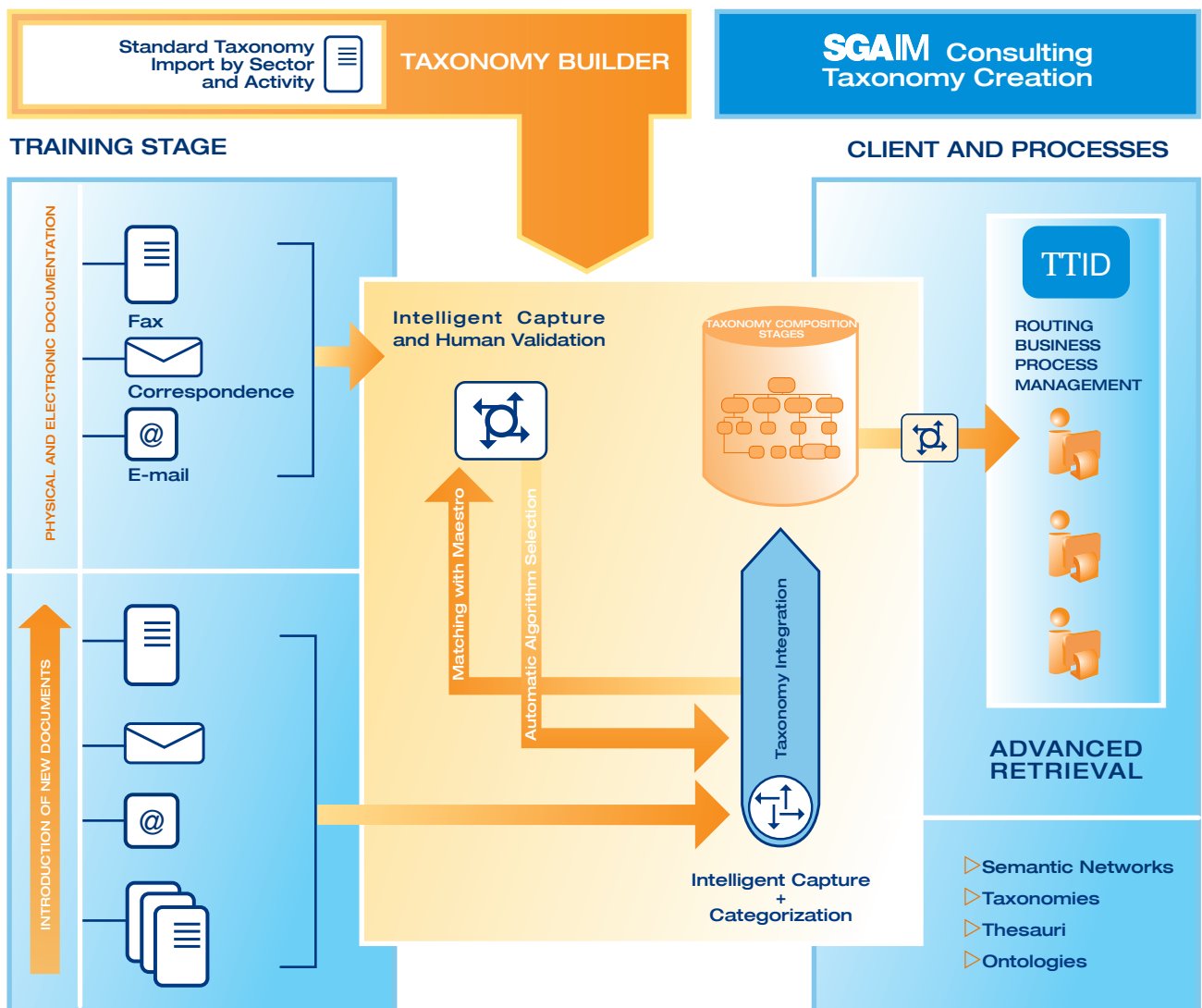
# EXPORTING

The information you need

Once the project has finished, the information is classified according to its format into the different areas, departments, users, etc., avoiding possible losses, and exported to management, database and systems application platforms, among others. Paper remains in the system until it has been definitively archived.

“Automatically process all your company’s data, both on paper and in electronic format”

Complete process:  
Incoming Information Management





## IIM SOLUTIONS FOR SPECIFIC BUSINESS NEEDS

The Incoming Information Management business solution is suited to your company's needs. We cover the process from start to finish, ensuring that all information is available in each process, enabling decisions to be taken quickly and efficiently, optimising time and reducing costs.

### ↓ INCOMING INFORMATION Management ↑

Analysis

Planning and design

Implementation

Production



Optimization

Customization and Project

Training and support

## ECM consulting

Our specialist consulting team provides tailored advice at every stage of your business process, ensuring that you are given adequate training and support and constantly improving the service.

# ADVANTAGES OF SGAIM

The IIM solution provides added value to the management of your incoming information, benefiting all departments in your organization from operating, financial and strategic points of view.

## Reduced Operating Costs:

- Direct document processing costs (70% improvement).
- Information search costs.
- The cost of records and processes not being integrated.

## Improved Corporate Communication:

### IDENTITY

- Supporting the aims of modern companies.
- Focusing processes and contents as result-orientation.
- “Networked business” culture.

### EXTERNAL IMAGE

Creation of loyalty from clients, suppliers and collaborators through:

- Accurate answers.
- Immediate answers.
- Personalised care.
- Speedier resolutions.

## Enhanced Workflow Performance:

- Relevant information.
- Automated priorities.
- High level reports.
- Process optimisation.

## Greater Flexibility and Scalability:

Additions and improvements, in a very short time, of:

- Any new content.
- Any new format.
- Any new data source.
- Any integration with any system.

[www.sgaim.com](http://www.sgaim.com)

**SGAIM**

[www.sgaim.com.mx](http://www.sgaim.com.mx)