Invoices Data Entry for Creating Centralized Repository for a Logistic Company in USA

Client Overview

Company : Logistic Company
Location : USA
Industry : Logistic

The Objective:

Accurately enter data of freight logistics invoices from TIFF files into Excel spreadsheet.

The Challenges:

- We received around 1,000 TIFF files of the invoices, every month. Capturing and entering such voluminous data into Excel spreadsheets within a stipulated time- line, was indeed a challenge.
- Moreover, sometimes, the TIFF files we received were not clear, making readability a major issue.
- Since, the data involved invoices record, maintaining complete accuracy and data security very important.

The Solution:

For flawless and streamlined data entry; we used double keying method; along with multi-tier quality check points.

The Solution:

- We received initial inputs in form of TIFF images through FTP server.
- Since, the input was in TIFF file, readability was a major issue. To address this challenge effectively, our professionals thoroughly reviewed each TIFF file.
- We constantly communicated with the client to ensure any missed entries or unclear data is immediately rectified.
- Our data entry experts applied double keying method to key the data into the excel sheets to ensure flawless records.
- Further, to ensure the records are free from any error; a team of quality controllers rigorously went through very excel file.
- Every wrong entries or missed fields was further sent back to the concerned data entry operator to rectify it.
- Final documents were then passed through a series of audit, before being dispatched to the client.

Benefits:

- Converting voluminous TIFF files into excel sheets resulted into an accessible and comprehensible version.
- We delivered accurate and qualitative outputs within given deadline.
- Moreover, it also resulted into a consolidated database, which can be easily access and retrieve.

About Hi-Tech BPO Services

They specialize in delivering backend solutions to Medical practitioners & Health care professionals in a qualitative & time bound manner across the globe. Be it specialized or general; their experts are skilled to perform tasks related to UB-04 (CMS 1450), HCFA Form 1490s (Patient's Request for Medical Payment), CMS 1500 (Health Insurance Claim Form), ADA Dental Claim Forms, conveniently. All their projects get audited by Quality Assurance team & then provided to clients with real time status reports. Their consistent efforts at building long-term relationships with clients, backed by commitment to deliver on-time and qualitative services, have been pivotal to the consistent growth above market standards.

Hi-Tech bpo Services

Contact Information

Headquarters (India)

Hi-Tech House,

B/H V-Murti Complex,

Near Gurukul Tower, Gurukul,

Ahmedabad-380 052,

Gujarat, India.

Phone (India) : +91-794-000-3251

Phone (USA) :+1-775-205-3143

Email: info@hitechbposervices.com

Website: www.hitechbposervices.com

USA Office:

50 Riverside Drive,

NY 10024, USA