

International Address Pool IAP



Your business requires addresses in many different contexts.

Thus you need to manage them centrally, in terms of IT and organization, without losing any flexibility in terms of availability. The interrelationships between business partners, contacts, individuals, addresses, telecommunications are of special importance. Store bank information as well as all textual comments, unlimited space allows to collect all information you receive and centrally supply it to whom it may concern. An unlimited number of street addresses and contacts per business partner allow full storage of each and every important contact information.

Flexible

Klopotek's business partner management can be simply adapted to changing business challenges. Expandability of classification features plays a central role. An easy-to-use editing tool helps you create structures for the central management of your definable requirements. You can choose between structured and unstructured input fields or multi-level, systematic classification features (e.g. for areas of business or interest). This lets you create flexible profiles of individuals and businesses, in the exact way you need them.

Knowledge of company interrelationships is becoming more and more important as a result of increasing globalization and frequent mergers. Here the International Address Pool (IAP) is the ideal source of information. You can specify complex hierarchical structures for industries, businesses, or institutions in a simple manner.

Address management

Duplicate-free address data is the necessary precondition for quality customer service, as well as for professional database marketing. Every duplicate ends up costing money, either in terms of irritated customers who you lose, the cost of shipping duplicate marketing material, or even the cost of eliminating the duplicates afterwards.

The integrated supplementary software package FUZZY! Double recognizes duplicates and helps you remove them. Connecting with FUZZY! Post International lets you automatically check postal codes and street name spellings.

International

Input screens can be set up according to country specific address layouts. A complete list of all countries worldwide supply you with the correct label structures.

International Address Pool IAP

Business Partners, Addresses and Contacts

Core for all systems needing addresses, core component of Customer Care Management. Central storage of addresses, redundancy free, also by multiple use. Quick record modification history.

Business Partners

Create business partners (institutions and contacts, private individuals), unlimited number of addresses per business partner, connections between business partners, complete telecommunication info for business partners (integration of www, e-mail, telephone, fax), sales tax ID.

Addresses

P.O. box addresses, company addresses. Generation of greetings which take title into account. Automatic zip code check (FUZZY!Post license optional). Automatic spell check for area and street names (FUZZY!Post license optional). Plausibility checks for labels corresponding to postal norms for postage for over 225 countries. Automatic recognition of address duplication (FUZZY!Double license optional). Designation of VIP addresses. International Location Number (ILN). Management of imported addresses, dummy and exclusion addresses, risk addresses for marketing activities. Mail merge and text module management. Preview option for address lists. Printer output: Country-specific address labels, address lists (telephone list, birthday list, etc.). Creation of more printer outputs with report tool Infomaker. Export possibilities: Target files for mail merges (mailings), clipboard (single letter). Recording and automatic activation of future address changes. Company group wide use of addresses.

Duplicate merge

Automatic duplicate merge taking into account references and customer-specific rules. Duplicate recognition on the basis of a marketing selection result. Possible to check both imported addresses as well as addresses created during specific time periods against themselves as well as against the entire pool of duplicates.

Multilocation IAP - Fuzzy

Automatic area allocation for USA and UK. UK county and USA federal state determination. Respective label enhancement with area code and/or county. Target country for a foreign addressee is issued on label in the language of the sender.

Contacts

Recording of institutional contacts by name, title, position, department and relation to institution. Assignment of a contact or an individual to a different address, or any number of contacts to an institution, or to one or several different institutions. Management of the resulting address relationships. Automatic inclusion and updating of communication info of institutions by the recording or the changing of a contact.

Address References

Recording and management of address references: Person at company address, company at company address, person at person addresses (c/o addresses). Automatic updating.

Address Usage

Free configuration of address usage according to relationship to company (delivery address, invoice address, etc.). Time period related address uses.

Label Creation for International Addresses

Usage of postal standards from more than 225 countries. Individual labels for each contact at an address. Language-dependent, automatic creation of recipient name with correct positioning of titles, and formal or personal greetings. Preview option for address label. Printer output: Single, multiple or as a list, on normal paper or as self-adhesive label in any format (e.g. Cheshire). Export possibilities: Windows clipboard, MS Word target file, directly into MS Word Preparation of the label lists in usual label formats, including abbreviations if necessary. Output of label lists in various standard sorts: Zip code, recipient, street. City, recipient, street. Recipient, city, street. Individually configurable sorts over connection to Infomaker. Grouping of addresses according to country abbreviations. Address data export.

Address Hierarchies

Display and maintenance of address hierarchies (institution and contact, individual, street). Copying, rerouting, and deletion of contacts at institutions and streets.

Company Hierarchies

Multiple level, hierarchical business partner structures, such as group offices, societies, authorities, organizations. Structuring of the hierarchy in freely definable hierarchy types. Display of all related information about business partners or contacts of the company hierarchy (roles, telecommunication, bank information). Simple context change (double-click) for the desired business partner or contact. Different level types are definable. Typing of hierarchy levels roles, classifications and freely-definable features. Free extension of available information for juristic persons (institutions, contacts, individuals) using definition and assignment of freely definable roles (e.g. customer, supplier, prospect), multiple classifications of roles (e.g. customer: Business type, turnover, VIP status), freely definable categories [e.g. turnover (numerical), last contact (date) or comment (text)].

Proprietor and Company Groups

Delimitation of varied proprietors on data level. Assignment of users to one or more proprietors. Company group efficient management of addresses, bank information, address usage and classifications. Proprietor and company group capability: issuing proprietor rights.

Searches for Business Partners and Contacts

Clear identification of business partner or contact from address number. Search for persons using keywords and input from specific field entries. Simple match-code search via city and street names. Usage of a placeholder for left and right truncation. Search by entering role and classification. Search by address usage (e.g. delivery address, invoicing address, etc.). Search including imported addresses. Search including potential duplicates, marked as such. Joining of multiple search lists with drag and drop.

Interfaces

Import and update addresses using standard interface and batch procedures. Target file for mail merges in MS Word. Export through use of database tools. Export of address labels to MS Word, optionally with fax and telephone numbers. Data transfer to SAP.

Imported addresses

Import of addresses in any format using DB-loader or standardized import interface. Import of addresses using highly efficient batch procedures. Management of bought and rented addresses with origin code. Counter for number of uses. Automatic classification at time of import. Checking of duplicates between imported and own addresses using FUZZY!Double. Import of addresses into proprietary data.

Reminders

Reminders for any object (e.g. business partners) with reminder date and comments. Opening of object from the reminder screen with double click. Sending of reminders to other users. Sending one reminder to several users or user groups. Quick recording and quick editing: Quick recording and editing of individuals, institutions and c/o addresses. Availability of several business partners using the work list.