

# Swiss Post Porta a Porta Logistics

**With space of over 75,000 m<sup>2</sup> at our facilities close to Milan, Padua, Turin and Pavia we are ready and equipped to satisfy all our customers' needs.**

## Warehousing and security

Our warehouses are equipped to state-of-the-art standard with:

- over 80,000 pallet spaces
- 2,500 temperature-controlled spaces for pallets or food products
- 2,500 pallet spaces for ADR products
- 10,000 m<sup>2</sup> of floorspace set aside for order-picking, packaging and special customized tasks for customers
- 4,000 m<sup>2</sup> of space for incoming goods, sorting and dispatch preparation

Our facilities are protected by a CCT system that is directly linked to a surveillance company and by anti-theft devices around the perimeter that allow 24-hour monitoring of outdoor areas.

The fire-fighting equipment, including sprinklers, meets the very highest standards.

The entire facilities and packaging lines conform to the standards set out in Italian law 626 on workplace health and safety.

## Activities

### Sorting

Goods are received on days and at times agreed with the customer. Electronic confirmation of receipt is sent to the customer the same day.

### Warehousing

The criteria for warehousing of the goods are defined in consultation with the customer. Each company has its own reserved space for shelves, a picking zone and order preparation. The stock positions are managed by means of an electronic warehouse map that recognizes the positions of each article in the warehouse.

### Order preparation (handling)

Depending on the quantity of orders to be handled, the warehouse operates with semi-automatic lines formed by rollers controlled electronically for stock-picking (look and pick or pick to light), with additional tasks performed by specific software. Other stock-picking lines enable specific orders with an index to be prepared.

## Data processing

Dedicated software makes it possible to assess the real-time situation of products in the warehouse and to manage availability in line with customers' requests. In order to pick products that are sub-divided by code, stock-picking lists are set up that facilitate checking at the outgoing stage.

## Personalized activities

### Special tasks

At the customer's request, personalized packages can be assembled for the Christmas period, special offers, sales kits, trade fairs, promotional campaigns, postal consignments, etc.

### Repairs

We work with well equipped workshops and can carry out simple repairs on damaged products or to refurbish used goods.

### Repackaging

Specialized teams are able to repackage products whose packaging has been damaged as a result of tampering or wear and tear, thus making them suitable for sale again.

## Data management

### Archive management

Thanks to our experience we have an archive management system in place for banks, insurance companies and financial institutions. The service is aimed at all companies that need to store their documents in a protected environment where they can be retrieved and consulted rapidly.

### Long-term archives

With our shelf-based system, those documents that do not need to be consulted frequently are stored in suitable containers that protect them against adverse atmospheric conditions and allow them to be located. The archiving method is defined on the basis of the period for which the documents must be stored before being destroyed. Before being stored, the documents can be microfilmed so as to allow them to be kept beyond the date on which they are to be destroyed in accordance with the law.

### Consultation archives

Documents that are updated frequently are scanned and entered in the company's IT system so that they can be consulted by the issuing offices. Dedicated software and easy-to-use search methods make it possible to call them up and integrate them.

## Efficient management

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The accurate and timely provision of printed matter, documents and office materials is a topic that is sometimes underestimated by companies with different branches or offices throughout the country.

### Dispatch of materials

Thanks to our organizational structure we are able to periodically provide offices with the materials needed to carry out their work.

### Inventory checks

With IT tools we are able to monitor the quantities of materials in the warehouse and can inform the purchasing office when the minimum level is about to be reached.

### Security

All warehouses are equipped with security devices (smoke detectors, heat-insulated cabinets, etc.).

### Outsourcing

If necessary, archiving tasks can also be managed from the customers' premises using the latter's employees.

## Contact

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