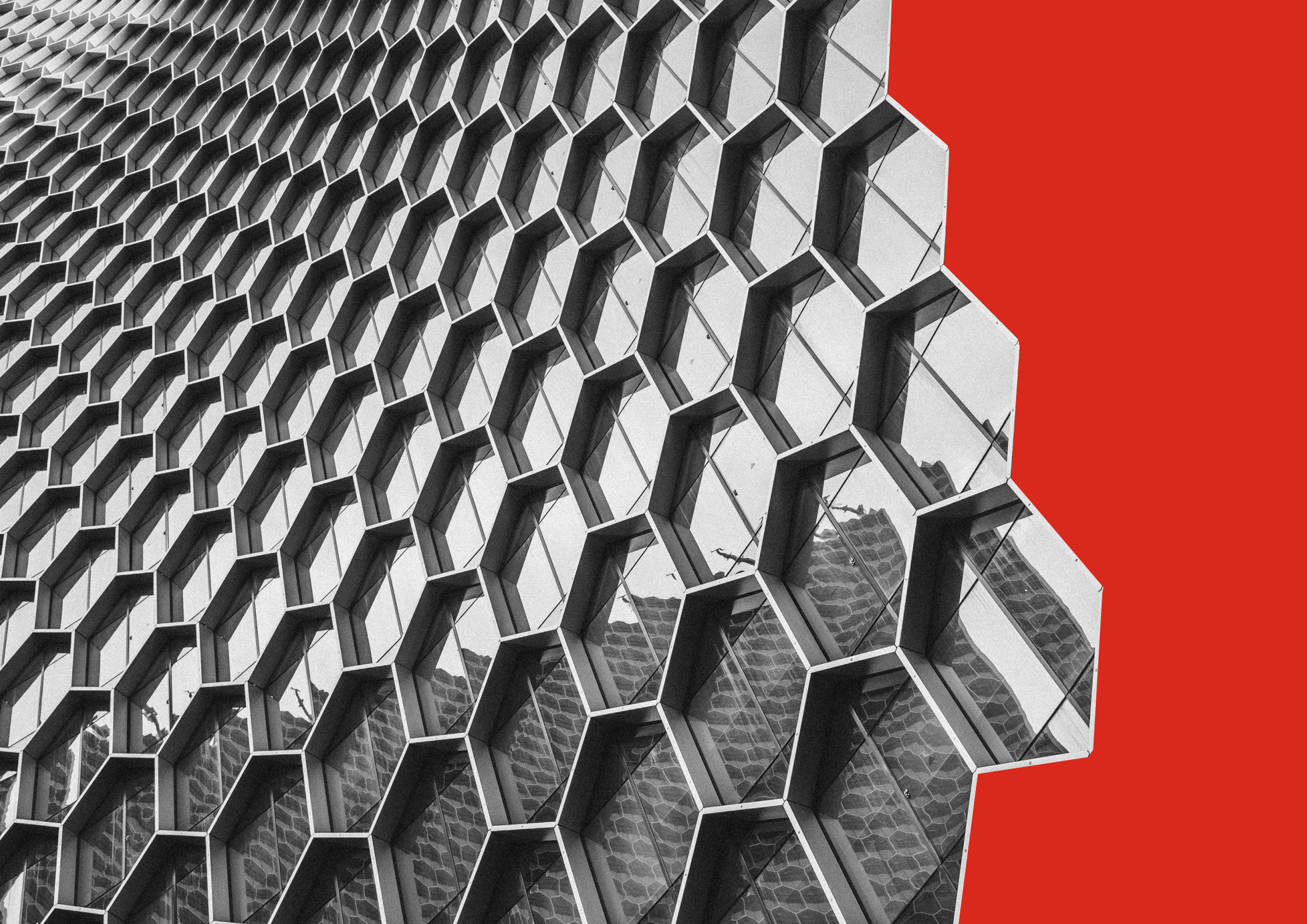# LIBRARYSUITE

The AEO Compliance Software

Library Suite AEO Edition is the only software program built from the foundations up to manage your AEO accreditation.

If you're reading this then the chances are you're in one of three situations;

You are either about to start your AEO (Authorised Economic Operator) journey,

Your business already has the AEO accreditation and needs to manage it on a day to day basis,

You need to make sure your business is "audit ready" for your next Custom AEO Compliance Review.
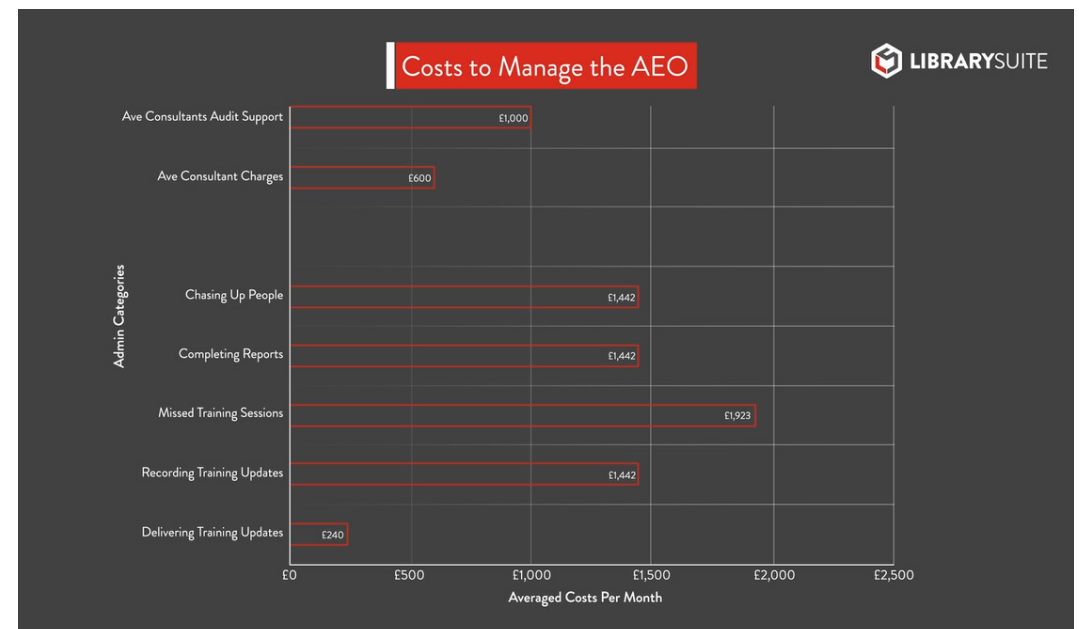
Why talk to us about AEO?

Library Suite AEO Edition has been designed by a team with a 100% success rate in supporting many companies, through the process of attaining the AEO standard. We have written all the processes, answered all the standards for AEOC & AEOS and have gained 'Mutually Recognised' status with CTPAT (Customs Trade Partners Against Terrorism) so, we know exactly what is required in a software program to manage these processes. We have extensively tested other "made to fit" document management systems and none have the capability features, capacity and or the focus of Library Suite.

Key Benefits of **Library Suite AEO Edition**

- Its one program that gives you a holistic, snapshot view of your business's compliance, we call this "Live Library"
- Library Suite safely and securely holds as a repository all your company documentation
- With encrypted file management and constant security upgrades your documents are safely protected from viruses and malware, along with any unauthorised sharing, downloading or editing
- Being cloud-based enables protection of your statutory, regulatory and policy requirements such as your Disaster Recovery Plan, Risk Assessments etc
- It will allocate, track and retrieve all the elements of your compliance process to individuals and teams
- It will store electronic "audit ready" copies of your process.

- It will make audits quicker and concise with all of your AEO evidence held in one centralised repository
- It generates electronic e-sign updates directly from
- team members onto their training matrix as well as updating the department and company's compliance reporting in 'Real Time'
  Enables performance reviews and audit capabilities of all the 'Suppliers of Goods or Services' within your Supply Chain as part of your AEO obligations
- It can enable controlled file sharing, sent as emails to organisations such as HM Customs that are outside your company.

Costs to Manage the AEO
LIBRARYSUITE

Admin Categories	Averaged Costs Per Month
Ave Consultants Audit Support	£1,000
Ave Consultant Charges	£600
Chasing Up People	£1,442
Completing Reports	£1,442
Missed Training Sessions	£1,923
Recording Training Updates	£1,442
Delivering Training Updates	£240

Averaged Costs Per Month: £0, £500, £1,000, £1,500, £2,000, £2,500

Are you a Finance Director/ CEO/COO/Company Owner
How can Library Suite AEO Edition help your business?

Library Suite by design is not to just keep you compliant, but also, to support your desire to improve the Quality Cost and Delivery within your business. As you'll no doubt know, if you can increase or improve your QCD then the likelihood is that you **will** achieve the following:

Quality - which increases customer satisfaction and repeat business

Cost – spend well, reduce financial expense and business 'Risk'

Delivery - create robust, repeatable, reputable trading growth

Let's see how Library Suite AEO Edition does all this as well as support your organisations AEO requirements.

- It will keep you Customs AEO Compliant - Enabling the business to benefit from sustainable cash benefits via the 'wavered' guarantees
- It will provide the company with year on year financial 'sustainability' by continually managing the process controls and quality processes adopted throughout the business
- It will eliminate excess admin time, distractions and associated internal costs for compliance.
- It removes the costs found in external auditing and consultants, providing quantifiable and sustainable savings
- It will enable the sharing of 'best practice' between multiple-departments, multiple-sites, multiple-companies across the globe
- It will enable your business to be International Trade Compliant and as part of your strategic Supply Chain planning and framework.
- It is also CTPAT compliant and thus will manage your 'Mutually Recognised CTPAT' validations across the Atlantic, solidifying business activities in the USA and Canada.
- Cost analysis shows that by maintaining your AEO status and optimising your Supply Chain, Library Suite pay for itself time and time again.

Are you the competent person in charge of AEO in your business? How will Library Suite AEO Edition will help your AEO compliance?

As the 'Person' appointed as a contact with Customs you are responsible for the maintenance, sustainability and compliance of the AEO processes within your company. This is a weighted responsibility and one that demands your time, attention to detail and processes therein, to be taken seriously company-wide. HM Customs have and will continue to revoke any non-complying organisation, regardless of the outcomes! As in law, ignorance cannot be used as an excuse in failing to comply. With so much a stake financially, organisationally, operationally and professionally, isn't it wise to consider Library Suite AEO Edition to support your Company's AEO?

Library Suite is designed from the ground up to make managing AEO as straightforward and user friendly as possible. Any other software will only manage a basic part of the AEO / CTPAT process requirements.

Library Suite manages all the processes of updating, training, recording and reporting for all the business departments and 'Suppliers of Goods and Services' within your Supply Chain.

It manages not just your site, but can manage multiple sites, multiple countries and multiple companies within a group to provide 'Sustainable Compliance' to the AEO / CTPAT requirements.

Library Suite can be trusted to support your responsibilities, allowing you the time necessary to manage and continually improve the operational effectiveness of day to day business.

Library Suite stores all processes and e-sign documents on our secure cloud server. This means when it comes to auditing you have access to everything in a single view. This includes full 'archiving' and 'search facility'. There is also an in-built 'anti-duplication system' that prevents files being duplicated, ensuring your files are protected and only current files are shown at all times. You can allocate tasks to teams and individuals within your organisation and see when they have been completed or updates approved. There is also a 'diary prompting' feature which auto-manages all your document 'reviewing and planning' processes.

Being cloud based with access permission protocols, Library Suite allows for safe and secure 'internal & external' control of up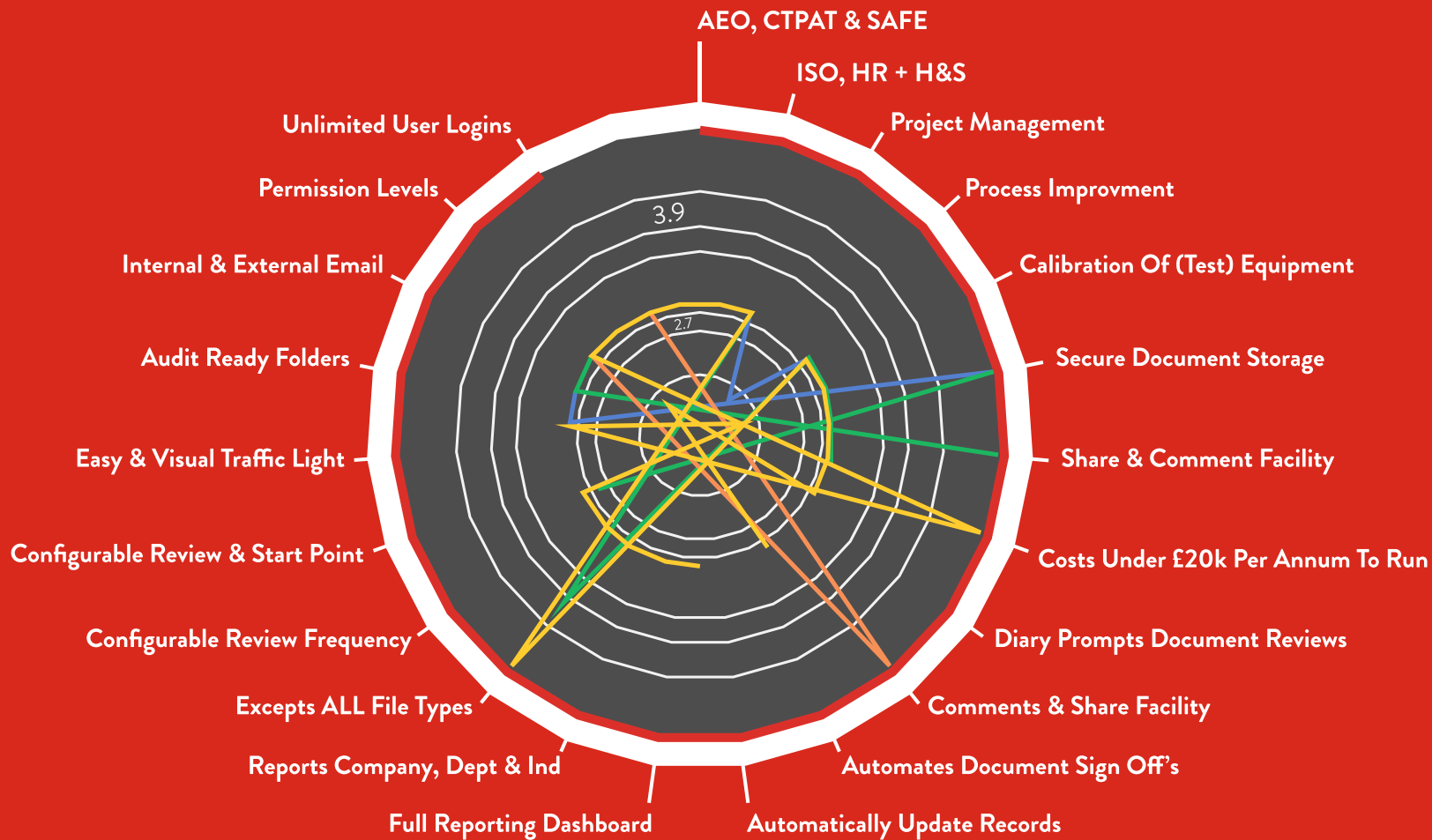dates, so you are not limited by a physical location or place of access. Access is **also** protected meaning that you are free from risk of anyone sharing, editing or downloading information without it being recorded, nor without your authorisation.

Library Suite keeps everything safely protected, so you don't need to worry about viruses, virtual attacks and corrupted data.
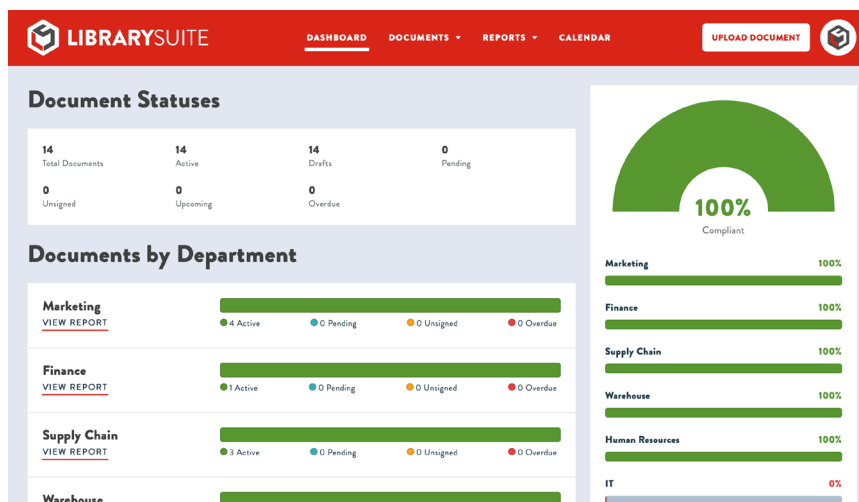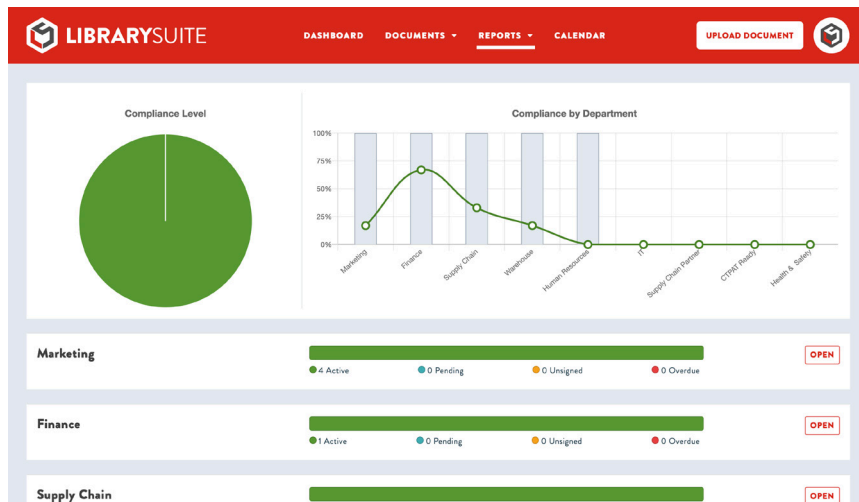
Software **Capabilities**

AEO, CTPAT & SAFE
ISO, HR + H&S
Project Management
Process Improvment
Calibration Of (Test) Equipment
Secure Document Storage
Share & Comment Facility
Costs Under £20k Per Annum To Run
Diary Prompts Document Reviews
Comments & Share Facility
Automates Document Sign Off's
Automatically Update Records
Full Reporting Dashboard
Reports Company, Dept & Ind
Excepts ALL File Types
Configurable Review Frequency
Configurable Review & Start Point
Easy & Visual Traffic Light
Audit Ready Folders
Internal & External Email
Permission Levels
Unlimited User Logins

3.9
2.7

Software Systems

SharePoint   Huddle   Box   Dropbox   Library Suite

What to do next?

Our Consultants are here to run you through a demonstration of Library Suite. Speak to a Consultant today and start your journey by calling **020 3951 0554.**

Designed by AEO world class experts, to manage AEO compliance the world over

LIBRARYSUITE

The AEO Compliance Software