

正式文件往来与证据链管理解决方案

一份正式文件发给谁、何时签收、等谁批复、最后怎么归档，完整记录都在。

适用对象 跨组织文件往来频繁、合同责任清晰度要求高，或面临变更、索赔和潜在争议的工程项目。



一组正式往来文件，能够还原完整责任与时间链

客户常见的难题

邮件可以发送附件，但很难持续维护正式编号、签收状态、批复期限、意见返回、相关文件和最终归档。发生变更、索赔或争议时，团队往往要重新拼接证据。

团队最终得到什么

文件状态不再依赖人工追问，逾期批复也能提前发现。遇到变更、索赔或争议时，可以快速找到完整的往来记录。

平台怎么解决

01 正式编号自动生成

按项目、组织、文件类型和业务规则生成编号及发文资料。

02 文件到没到、谁在处理随时可查

记录收件方、签收时间、负责批复的人和是否逾期。

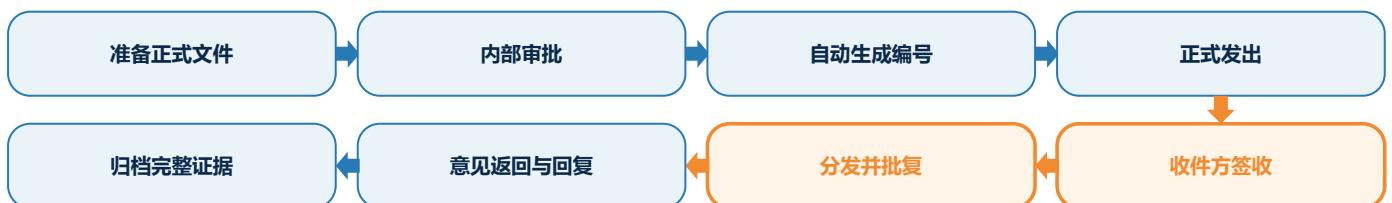
03 批复意见回到原业务

意见直接返回原业务和责任人，后续回复与前序文件保持关联。

04 整套证据自动留存

保存版本、附件、审批、收发、意见、时间和参与方记录。

一条代表性业务闭环



带一组实际往来文件，现场看看平台如何还原完整的发文、签收、批复和归档记录。

Project Correspondence & Document Control Solution

See who received each formal document, who owes a response and where the final record is stored.

BEST FOR

Projects with frequent cross-organization correspondence, strict contractual accountability, changes, claims or potential disputes.



Formal correspondence preserves responsibility and timing

A common project challenge

Email can send an attachment, but it does not keep numbering, receipt status, response deadlines, comments, related correspondence and the final archive together. During a change, claim or dispute, the team has to rebuild the evidence.

What the team gains

Document status no longer depends on manual follow-up, and overdue responses are easier to spot. For changes, claims or disputes, the full correspondence record can be retrieved quickly.

How INNOWERKS helps

01 Generate formal numbers

Create document numbers and issue packages from project, organization, document type and business rules.

02 See receipt and response status

Track the recipient, receipt time, responsible reviewer and overdue status.

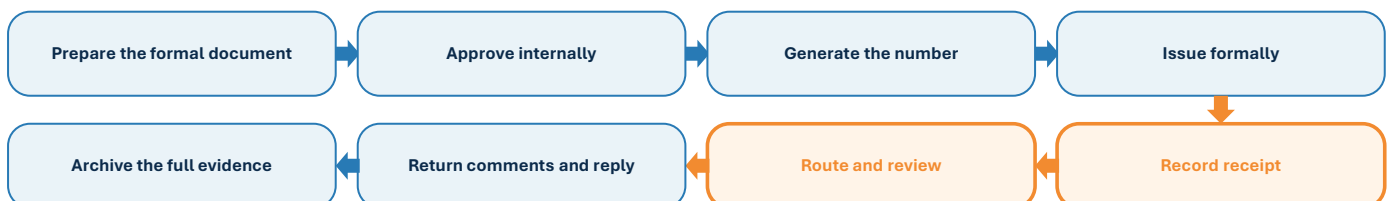
03 Return comments to the source work

Send comments to the original workflow and keep each reply linked to the earlier document.

04 Keep the full evidence record

Retain revisions, attachments, approvals, transmissions, comments, timestamps and participants.

A representative workflow



Bring a real set of correspondence and see how the platform keeps the full issue, receipt, response and archive record.