



UPU FileEX

A very simple, robust and secure file exchange service for the transmission of accounting documents between Posts.

Why choose UPU FileEX?

Simplified file transfers and resolution of e-mail issues: UPU FileEx enables the sending of large files, changes to contacts at each Post and acknowledgment of receipt.

Secure communication: UPU FileEx offers a secure communication service to support the international accounting and settlement process with other Posts.

Key features



Bilateral link configuration: Supports direct document exchange between Posts (e.g. Post A invoices Post B and Post B invoices Post A)



End-to-end security and privacy: No data processing (or even data access) by any intermediate third parties



Audit log: File upload and download



Flexible file format: Primarily intended for PDF files, but supports any file format used by the respective accounting departments



Versatility for sensitive documents: Designed for accounting documents, but Posts can also use the system for other sensitive documents, such as contracts or bilateral agreements



Customizable space: Posts manage their own FileEx directories, with the freedom to organize files and subfolders according to their needs (e.g. creation of subdirectories for different types of invoice)



User access control: Accessible only to registered UPU users, upon request by the Post, with the option to create multiple (nominative) access accounts for each Post

Easy onboarding

Free of charge *

Onboarding: Simply place a request through the **UPU IT service desk** to create an account. (<https://www.upu.int/en/Contact-us/IT-support>)

** The UPU reserves the right to introduce a (small) management fee in the event of an increase in the number of bilateral links to be configured.*

