

Case Study:

Rychiger AG optimises procurement processes with a DMS

Modern paperless invoice processing that mirrors the entry, checking, approval, forwarding and archiving of vendor invoices in a digital workflow can lead to significant savings in time and money. Arcplace has developed a suitable system for Swiss packaging machine specialist, Rychiger AG, integrating it seamlessly into the company's existing IT landscape.



Rychiger AG in Steffisburg, Switzerland, is one of the world's leading providers of mechanised solutions of custom packaging for the food, pet food, coffee / tea, and healthcare industries.

“The initial scepticism of the employees quickly gave way to enthusiasm for the efficient processes and the simple, convenient operation of the entire system.”

Martin Bischoff, Head of Project Management, Rychiger AG

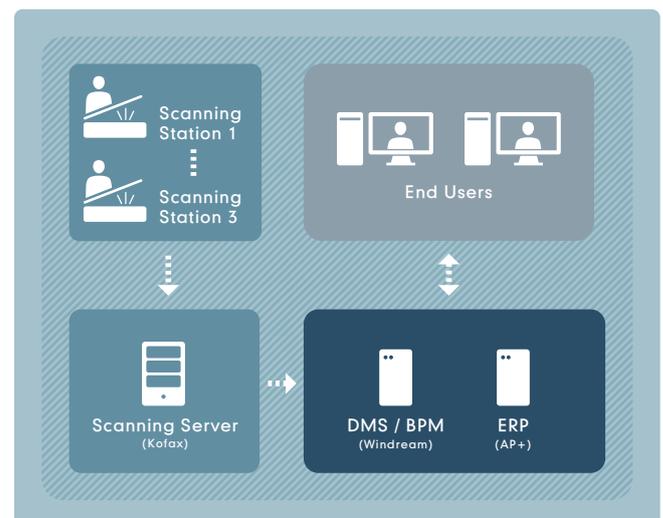
The manual accounts payable processes were laborious and inefficient

Until recently, approximately 10,000 vendor invoices received by Rychiger AG each year were manually checked by the employees and distributed for internal further processing in paper format. Any archiving of the invoices was also done manually. Different processes for accounts payable developed in different departments over the years, and furthermore, the individual processes and work-steps were only sparsely documented. Employees spent a great deal of time locating related documents (invoice, order, bill of materials, etc.). The tedious, non-standardised checking and approval

procedures for the accounts payable were prone to errors, and sometimes resulted in the company missing out on discounts. Changing over to a completely digitised workflow – including digital archiving – resolves the existing deficiencies and increases the efficiency of the accounts payable processes.

Convinced by solution partner Arcplace

While carrying out an extensive evaluation of solution partners, Rychiger AG came across the company Arcplace. This Zurich-based specialist provider of solutions in document management and data backup could already boast a series of successful digitisation projects in the area of procurement. Rychiger was also convinced by Arcplace's complete portfolio, which covered all aspects, from the modelling of the business processes, to implementation, through to user training.



Solution Overview

Customer-specific connection to the existing ERP system

In a few months, the specialists at Arcplace developed and implemented an optimised digital invoicing process based on the leading document management and

archiving system, windream, and the scanning solution Kofax Capture. This was followed by the integration of the paperless workflow into the existing ERP system (AP+) at Rychiger AG.

The accounts payable process now works as follows: when a delivery arrives, the physical delivery note is scanned in by employees using Kofax Capture and stored in windream. The order number is extracted from the affixed barcode in order to establish the reference to the order in the ERP system. The incoming invoices that follow the delivery are also scanned in after a manual preliminary entry in the ERP system, and are made available in an audit-compliant archive using windream. During the scanning process, high-resolution image files are created for the electronic archiving. Not only this, but all data relevant for archiving and further processing are also extracted with high precision, using OCR character recognition.

For invoices with an order reference, the new system automatically finds 'related' documents via the order number and takes these into account in the electronic archiving – thus creating informative order dossiers in a process that is largely automated. For invoices with no order reference, the release has also been integrated into the workflow as well as the account assignment. This has significantly accelerated the approval process and made it fully traceable.

Higher efficiency, lower costs, and more time for the core business

The new digital invoice processing is proving itself to be an excellent solution according to Project Manager Martin Bischoff. He says, "The employees were sceptical about the project at the beginning; well, no-one likes to change procedures that have been routine for decades. Today, the same people are working enthusiastically with the

new system and are glad to have more time available for important tasks and projects. Documents can be located faster, and all of the necessary information on an order is at hand immediately because it is linked in dossiers." Another great advantage is mobile access. Martin Bischoff explains: "With the new system, those responsible can approve the invoices easily and securely when they are travelling. Invoices are no longer left hanging because of business trips. With the automatic reporting via email, everyone involved is always up to date with the latest information with regard to accounts payable, regardless of location."

The project manager sums up the result by saying: "The new digital system has allowed us to operate faster, more efficiently, and more focused. This is not only to our benefit, but also for our vendors, for whom we have now become an even more reliable partner."

Due to the very positive experience with the paperless invoice processing, Rychiger AG has decided to further expand digitisation into other areas – the company has already planned the introduction of a digital document management and archiving system in the area of project management. Rychiger AG has again chosen Arcplace as its partner for this project.

Arcplace AG

Arcplace AG, founded in 2006, optimises business processes by providing high quality solutions in the areas of document management and data backup, thus helping its customers to significantly increase operational efficiency and make cost savings. More than 700 national and international companies from the most diverse industries have placed their trust in the services of Arcplace. Through a combination of the latest technologies and innovative service models, Arcplace is able to provide companies of any size with solutions of the highest quality.

At a glance

- + Fully digitised accounts payable processes: invoice entry, checking, approval workflow and forwarding for payment.
- + Integration into the existing ERP system (AP+)
- + Standardised, transparent accounts payable processes in all departments
- + Electronic, legally compliant archiving
- + Faster processes – leading to the availability of discounts and avoiding reminder notices
- + Automatic bundling of relevant documents in order dossiers
- + Simple and fast location of information
- + Minimisation of sources of errors

Software

Kofax Capture:

- Scanning of invoices
- Barcode and OCR extraction
- Indexing via AP+ connection
- Transfer to windream

Windream:

- DMS and archiving system
- Indexing via AP+ connection

Windream BPM:

- Workflow connected with the DMS

AP+:

- Existing ERP system