

More convenient archiving solution for Valora

The Valora Group is a leading convenience and food service provider with around 2,800 sales outlets at high-frequency locations in the DACH region and the Netherlands. In its retail formats, it sells a steadily growing range of digital services. Valora also operates one of the world's leading production facilities for pretzel bakery products. The company was faced with the challenge of establishing a legally compliant archive for its personnel dossiers in SAP and transferring almost 400,000 existing documents.

Initial situation

The Valora Group used Windream archive technology to archive its personnel dossiers. The existing archive was no longer meeting the increasing compliance requirements. Another problem was that access to personnel information could not be controlled in a differentiated manner. Furthermore, the disruption in the archiving process generated a great deal of additional work. With a new archive solution within the existing SAP system landscape, all three problem areas were to be addressed at once.



Solution

Based on the archiving software of KGS, Arcplace has implemented a solution for storing new and existing HR files in SAP. The existing scanning infrastructure (Kofax) was adapted so that documents with their metadata can be linked to the SAP system via the KGS Document Router and transferred to the KGS ContentServer4Storage archive. KGS ZADOC extends SAP's standardized ArchiveLink® interface with the ability to process additional attributes and enable

-  378,000 documents
-  Legally compliant archiving
-  No more media breaks

SAP-independent access. The existing personnel dossiers were transferred completely and error-free by Arcplace in just two days.

“Arcplace has implemented a legally compliant personnel dossier archive in SAP in a highly professional manner.”

Bernd Haberhauer, HR Application Management
Valora Schweiz AG

Results

- Efficient direct archiving of newly scanned dossiers in the new KGS SAP archive
- Successful transfer of 378,000 documents from Windream to the new KGS SAP archive
- Adoption of the existing authorization concept from SAP HCM
- Legally compliant archiving of new and existing personnel dossiers
- Optimized dossier structure in the new KGS SAP archive
- Direct access to archived information from SAP HCM