

Less Paper Means More Efficiency for Elmontage H&K A.B.



Vertical Market:
Manufacturing

Problem:
Inefficient invoicing and employee time reporting processes delayed payment of vendor invoices

Solution:
eCopy ShareScan OP
eCopy Desktop

“Since we started using our digital invoicing process with eCopy ShareScan OP, we have not misplaced a single vendor invoice. And we have improved our cash flow by almost 25% and reduced late vendor payments by 30%. All of this adds up to better service to Elmontage customers and an improved working climate for its staff.”

Lars Ringbrant
President
Elmontage H&K AB

Executive Summary

PROBLEM

- > Needed to increase efficiency of processing vendor invoices
- > Needed to eliminate misplacement of vendor invoices and supporting documentation
- > Needed to improve the time reporting process for remote employees

SOLUTION

- > Installed eCopy ShareScan OP on their digital copier
- > Installed eCopy Desktop on user workstations to take advantage of the OCR feature
- > Implemented a digital invoicing process

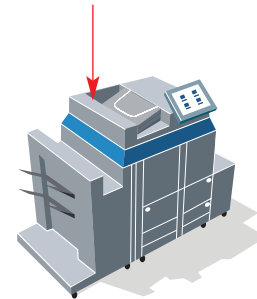
BENEFITS

- > Improved their vendor invoice processing time by 50%
- > Shortened time for preparing customer invoices by 20%
- > Improved their cash flow by 25%
- > Reduced late vendor payments by 30%
- > Reduced amount of paper it must track and retain

The eCopy Solution



Place paper documents in feeder



Scan, preview, and distribute all vendor invoices for approval



Easily retrieve stored documents at your desk

Full Details

ABOUT ELMONTAGE H&K A.B.

Founded in 1993, Elmontage H&K A.B. is a privately owned company located in Perstorp, Sweden. Elmontage has three business areas:

- > Electrical installations in various types of buildings, ranging from one-family houses to complex office and industrial buildings
- > Service to electrical systems for customers ranging from consumers to building contractors
- > Solutions for industrial automation

According to the company's President, Lars Ringbrant, "We have approximately 85 employees, which is, for our type of business and Swedish conditions, a little bit more than average. Our annual revenue growth – at 15 percent – is also above average."

In addition to domestic work, Elmontage also does work for Swedish companies with locations in other countries, including the European Community, Russia, and Puerto Rico. The company's competitive edge is its reputation for good service, its experienced personnel, and its size and stability. Ringbrant says, "Our vision is to deliver more timely and accurate service than our competitors, offer better planning, and maintain a good working climate that keeps our employees happy and dedicated to exceptional customer service."

PROBLEM

Elmontage was looking for a more effective way to process vendor invoices for payment. The company had difficulty validating vendor invoices in a timely manner in order to facilitate on-time payment and re-invoicing to customers. Paper-based vendor invoices were also regularly misplaced, and it was difficult to locate supporting paper documentation.

Additionally, according to Ringbrant, "Time reporting is a major problem for many companies whose personnel are working remotely. We needed a digital solution to improve this process, both to get our employees paid accurately, as well as to promptly invoice customers for employee tasks performed on their behalf."

SOLUTION

Elmontage chose a digital copier with eCopy ShareScan OP to improve its invoicing and time reporting processes. With the new digital invoicing system, the original vendor invoice is booked by the firm's accountant and the booking is noted on the invoice. The invoice is then scanned and electronically distributed for approval. Reviewing staff management are able to note on the invoice any errors or deviations. Once corrections have been made, the invoice is transferred to the "approved vendor invoices" file and made available for viewing and further processing. Ringbrant says, "The digital invoicing system has made it easier to quickly verify vendor invoices, including correction of any deviations, and to keep track of all supporting documentation."

THE BENEFIT OF THE eCopy SOLUTION

Since implementing eCopy ShareScan OP, Elmontage has improved its vendor invoice processing time by 50%, and shortened the time for preparing customer invoices by 20%. As a result, Elmontage has also improved its cash flow by 25% and reduced late vendor payments by 30%. All of this adds up to better service to Elmontage customers and an improved working climate for its staff. Ringbrant says, "Since we started using our digital invoicing process with eCopy ShareScan OP, we have not misplaced a single vendor invoice!" Ringbrant reports that ten staff members are actively using the system, and their training was simple with an initial training session of two hours and everyone fully operational within a week.

With eCopy ShareScan OP, Elmontage has also reduced the amount of paper it must track and retain, and its accounting office is much happier with the streamlined process. In addition, Ringbrant reports that the company's auditor is very happy with the audit trail capability provided by the eCopy solution.

Elmontage is looking forward to implementing its new digital time reporting system based on eCopy ShareScan OP. Ringbrant says, "Once we have this system up and running, the time reports completed by field personnel will be easily made available to managers for their approval, as well as to our accounting staff for customer invoicing in a timely manner."

"eCopy ShareScan OP is a cost efficient and reliable system that is easy to operate. I give it four stars out of five!"

Lars Ringbrant
President
Elmontage H&K AB

