

SUNCODE
business process management

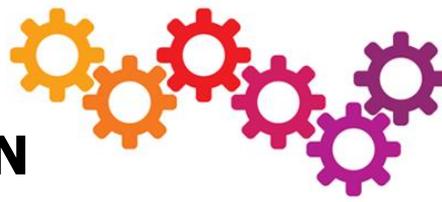
IMPLEMENTATION OF WORKFLOW CLASS IT SYSTEM IN AN ANIMEX COMPANY



ANIMEX IS A LEADER ON THE MEAT MARKET IN POLAND. ITS HISTORY DATES BACK TO 1951 WHEN THE COMPANY HAS BEEN REGISTERED AS A STATE ENTERPRISE UNDER THE NAME OF THE CENTRAL IMPORT AND EXPORT DEPARTMENT OF PRODUCTS OF ANIMAL ORIGIN "ANIMEX". CURRENTLY, ANIMEX HAS BEEN A PART OF THE INTERNATIONAL FOOD-INDUSTRY COMPANY - SMITHFIELD FOODS, INC., WHICH IS THE BIGGEST PRODUCER OF MEAT AND PORK PRODUCTS IN THE WORLD. ANIMEX GROUP

MANAGES AND COORDINATES WORK OF PRODUCTION PLANTS ACROSS THE COUNTRY AND COMMERCIAL COMPANIES ABROAD. IT IS A PRODUCER OF SUCH BRANDS AS MORLINY, KRAKUS, MORLINKI. THE COMPANY OPERATES MAINLY IN SUCH AREAS AS MEAT, FEED, DOWN AND FEATHERS PRODUCTION, AS WELL AS DOMESTIC AND FOREIGN SALE OF THESE PRODUCTS. THE PRODUCTION PROCESS IS HELD IN THE FOLLOWING FACILITIES: A GROUP OF RED MEAT, A GROUP OF WHITE MEAT, FEED GROUP, AND A FEATHER PLANT.

SCOPE OF IMPLEMENTATION



ANALYSIS OF THE EXISTING STATE

At the time when the Animex Group was in the middle of relevant organizational changes, the decision about the implementation of business processes and documents management system was made. As part of organizational transformations, Shared Services Center (CUW) has been separated, providing financial and organizational services for the companies of the Animex capital group. In SSC there are realized, for instance, processes of scanning and processing of cost and warehouse documents, service of costs and warehouse liabilities, registration and archiving of agreements with the contractors, and creation and acceptance of orders. It's noteworthy that the comprehensive implementation of the ERP-SAP system was carried out parallelly. Until now, the group's financial service or order processing and contract preparation services have been scattered throughout the company's facilities. The creation of the Shared Services Center was aimed at the centralization of these tasks.

The integration of organizational functions, which were so far scattered in many locations required, among others, actions aimed at providing IT support. This task has been fulfilled through the implementation of the Plus Workflow system, which has been fully integrated with the SAP system.

The Suncode company was selected for the project contractor, and an important factor in the selection was the extensive implementation experience of consultants in similarly demanding and relatively large realizations in the area of integration with the SAP system.

AIM OF IMPLEMENTATION

The project was aimed at reducing costs and streamlining processes included in the scope of the realization, through the implementation of the Plus Workflow document and business processes management system.

The scope of implementation included:

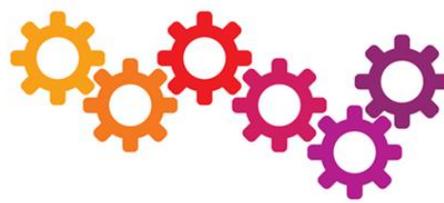
- reflection of the process of creating and accepting purchases,
- reflection of the registration and acceptance of invoices process,
- reflection of registration and archiving of contracts process,
- reflection of the archiving boxes registration process,
- full integration of the Plus Workflow system with the SAP system in the field of bidirectional data transfer on purchases to pay and invoices,
- mass scanning of invoices and incoming contracts; the volume of 1,200,000 documents per year.

The Plus Workflow platform was designed for 1,400 users belonging to two capital companies of the Animex Group and the Head Office. Ultimately, the solution was to be implemented in 6 Polish plants manufacturing products from such brands as Morliny, Morlinki, Masuria, Krakus, Yano.

The course of the processes covered by the project is briefly described in the subsequent sections.



APPLIED BUSINESS AND TECHNICAL SOLUTIONS



REGISTRATION AND ACCEPTANCE OF INVOICES

The process of registration and acceptance of invoices reflected in the Plus Workflow system, included registration of invoices, matching the order with an invoice, accepting cash invoices, forwarding the invoices along with the orders to the SAP system and accepting of inconsistencies (in case of invoices incompatible with orders). The system enables registration and acceptance of various types of invoices, for instance, warehouse invoices, cost invoices, correction invoices, pro forma invoices, prepayment invoices, or invoices for transportation services.

Thanks to the implementation of the Plus Workflow, the process of handling cost obligations in ANIMEX is realized efficiently based on the business process model designed in the system, which is a permanent procedural template. The processes automation has contributed to the optimization of work, shortening the time of invoice circulation, and facilitating document management. The electronic archive enables authorized users to access the invoices 24/7. What is more, the system has been integrated with the SAP system, thanks to which all the information regarding the accepted in Plus Workflow invoices is transmitted to that system. Consequently, the person responsible for acceptance of the invoice in SAP does not have to rewrite the data again. Any changes to the data describing the invoice on the SAP system side causes an automatic transfer of information about it to the Plus Workflow system. All types of invoices are registered and scanned in the chancellery of the Shared Service Center. The registration process is initiated automatically by scanning an invoice to the system. Moreover, in case of problems with identification of order, there is a functionality enabling identification of the person responsible for the purchase. The invoices registered and checked in the Plus Workflow are transmitted to the SAP system, and there verified in terms of correctness and accountancy. In the case of incompatibilities, the information is returned to Plus Workflow, in which the process of discrepancy acceptance is launched.

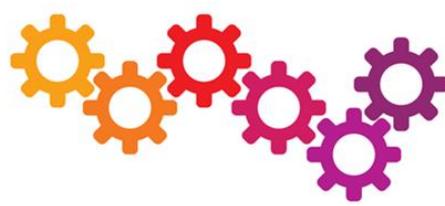
BOX REGISTRATION PROCESS

The registration process of the boxes, reflected in the Plus Workflow system, allows registering and evidencing boxes in which are stored the registered and scanned invoices. The implemented system ensures efficient registration of documents and boxes in which they are stored for archiving. Furthermore, built-in modules that check the correctness of tasks within the process prevent errors, such as storing documents in wrong boxes or storing boxes in the wrong locations.

Receptions of boxes for the company's archives are made by authorized users. After registering the document in Plus Workflow, the system automatically generates a barcode with a unique box identifier, which is later glued to it. The user, after registering the box and labeling it with the barcode, is obliged to segregate documents by unit and category so that the relevant documents are physically placed in the right boxes. Besides, during the scanning and describing of the documents, the system checks each one of them and stops the procedure if there appear any inconsistency, for instance, a type of scanned document is different than the data for the box. The box filled with documents is then forwarded to the archivist and stored in the given location (bookcase, section, shelf).



APPLIED BUSINESS AND TECHNICAL SOLUTIONS



THE PROCESS OF REGISTRATION AND ARCHIVING OF CONTRACTS

The subject of the described process is registration and archiving of contracts in the Plus Workflow system. The system allows registering contracts, as well as attaching scans of original documents. The documents registered in the system are always available to authorized users from the level of an electronic archive, regardless of the location of the original. The system minimizes the risk of errors in the process, checking whether the registration was conducted correctly. At the archiving stage, though, the system verifies if the appropriate agreement has been scanned for the box (verification occurs on the side of the scanning application).

The registration of the agreement in the system is realized by people responsible for the preparation and signature of the agreement. At this stage, there is generated a contract specification that includes required by the system data about the agreement, which are filled by the registrant. Original of the signed contract along with its specification, in a paper form, is transferred to SSC in which the scanning of this document and confirmation of archiving are performed. The system enables the user to attach to the achieved contract specification file with the scanned contract. Moreover, enabled users may in an easy and fast way to screen out contracts, using indexes that are filled in during the contract registration process.



THE PROCESS OF CREATION AND ACCEPTANCE OF PURCHASE

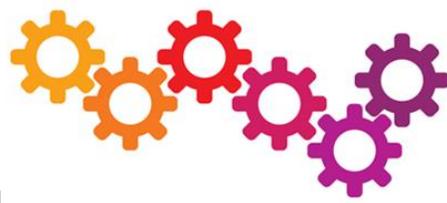
The process of creating and accepting purchases requisitions, in the Plus Workflow system, is aimed at enabling a wide group of users submitting requests for a specific service or purchase of certain goods. Thanks to the implementation of the Plus Workflow platform, activities related to the creation and acceptance of purchases have been automated, which resulted in the streamline and arrangement of their realization. The process of integration of the Plus Workflow system with the SAP system also contributed to the improvement of the process. This is possible due to the fact that the data between those two systems are sent automatically in the process, without the need for manual rewriting.

Each submitted purchase, assigned to individual Cost Centers must be approved by the owners of these CCs or their superiors. After acceptance, the purchase request is automatically forwarded to the SAP system where the order is created and accepted. The created order is then sent from SAP to the Plus Workflow system in order to update the status of the application.

As a result of the implemented purchase acceptance strategy, the SAP system returns information about the change of purchase status to the Workflow system. Thanks to that, the person reporting the purchase is informed about the realization or rejection of the process. In the case of rejection of the purchase, the information is sent to the Plus Workflow system along with the justification. On this basis, the person reporting the purchase makes a quantitative reception of the service or goods delivered.



BENEFITS OF IMPLEMENTATION



Implementation of the Workflow system in the Animex company contributed to reducing the costs generated during the implementation of the processes included in the project and to optimizing and automating the activities related to the documents flow. The Plus Workflow system has been adjusted to the client's expectations and requirements resulting from the organizational changes carried out in the company.

Among the benefits of the project implementation there should be mentioned:

- increased control over documents which was earlier dispersed in different plants of the company;
- arrangement of accounting procedures and simplification of business transactions' verification process;
- easy access to documents. Thanks to the Plus Workflow, authorized users have access to selected documents at any moment. Appropriate levels of permissions, defined by the system administrator, ensure the security of electronically archived documents;
- acceleration of the search for documents and their organization thanks to the introduction of an electronic archive and the registration process of archive boxes;
- limitation of manual transmission of documents and their storage at workplaces. As a result of the implementation of the IT system, documents are scanned and transmitted in an electronic and automatic way to the relevant employees of the company;
- limiting many activities performed manually in the process. Currently, the documents are assigned and checked automatically in the Plus Workflow system integrated with the SAP system. Thanks to the integration, data exchange between systems is automatic, which significantly accelerates the process;
- shortening the realization time of all processes by eliminating many non-value activities, thanks to their automatization;
- reduction of gaps and delays in the flow of information, as they are transmitted immediately in the IT system;
- all the information is actual and always available to authorized employees, which allows the efficient realization of organizational functions.

