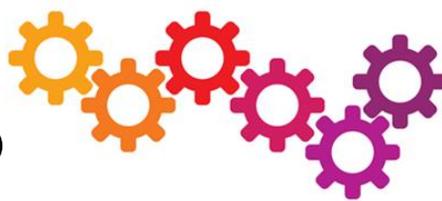# FLOW OF INVOICES
IN **ENSTO POL** COMPANY

ENSTO POL IS A BRANCH OF ENSTO GROUP – INTERNATIONAL, MANUFACTURING, FAMILY BUSINESS GROUP FROM FINLAND. ENSTO IS THE EXPERT IN THE FIELD OF ENERGY SAVING. THE GROUP HAS ITS OFFICES IN 20 COUNTRIES, HIRING 1,650 EMPLOYEES, AND THE COMPANY'S ANNUAL TURNOVER REACHES 260 MILLION EURO.

ENSTO POL SPECIALIZES IN SALES AND TECHNICAL CONSULTING IN TERMS OF ENERGY NETWORKS, INDUSTRIAL ENCLOSURES, LIGHTING SYSTEMS AND SYSTEMS FOR CHARGING SYSTEMS FOR ELECTRIC VEHICLES.

APPLIED BUSINESS AND TECHNICAL SOLUTIONS

Considering the wide experience of Suncode specialists in the scope of workflow solutions implementation, Ensto Pol has decided to entrust them with the deployment of the Plus Workflow system. The implementation has embraced the headquarters in Straszyn and a couple of offices in Poland. The project included the analysis, optimization, and reflection of business processes in the Plus Workflow system. The solution, delivered by Suncode, has automized the process of cost and commercial invoices flow, sales invoice distribution and business trip management.

The documents reaching Ensto Pol are scanned in several locations: in headquarters with the usage of a dedicated scanner, and in the rest of branches with the usage of multifunctional devices. After scanning, the documents are transferred to proper Plus Workflow users responsible for their description, verification, and acceptation.

COST AND COMMERCIAL INVOICES FLOW

Due to the implementation of the system for cost and commercial invoices flow, Ensto Pol has obtained rigid control over the company's costs. The company has also eliminated errors of incorrect data input, illegible signatures or wrong cost allocation. In the applied solution, a number of tools for data verification have been introduced, i.e. control of an invoice value with account assignments, control of duplicates, checking the completeness of introduced data, etc. This excludes the possibility of a human error occurrence and strengthens the process efficiency. In terms of commercial invoice management, the Plus Workflow enables linking invoices with receipt documents and verifying whether an invoice has been issued in accordance with an order and a delivery. All invoices registered, accepted or accounted in the Plus Workflow are posted in the IFS system. Moreover, due to the implemented interfaces, the Plus Workflow displays information about errors occurred in the IFS.

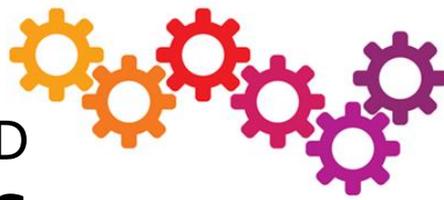## DISTRIBUTION OF COST INVOICES

Another important element of the project is the implementation of a solution for sales invoice distribution. In this part of the implementation, Suncode specialists have introduced a module that automatically sends the sales invoices issued in the IFS system to the company's clients. Due to that, Ensto Pol's employees can easily control, for instance, when the document reached the addressee and whether the recipient confirmed its reception. Therefore, Ensto Pol may constantly monitor the status of sent invoices and quickly verify all the mistakes.

All sales invoices issued in the IFS system are registered and archived in an electronic repository of the Plus Workflow system.

Porvoo, Ensto Central

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APPLIED BUSINESS AND TECHNICAL **SOLUTIONS**

In the case of business trip management, which also has been optimized, an employee may execute the business trip application process in the Plus Workflow. The application is sent directly to the acceptance of a responsible person, which significantly reduces manual work. The supervisor also has the option of delegating an employee directly in the system. Moreover, the system facilitates the verification of the car availability, hotel or a flight, as well as payment in advance preparation. What is important, the expenses connected with a trip are controlled before the trip, and its costs are posted in the IFS system. The Plus Workflow system also ensures that the business trip is accounted for correctly. A dedicated module, enabling an employee entering the data about the delegation, is also available. After typing the suitable data, the system automatically calculates diets, lump sums, and adds up all of the costs. All that in accordance with Polish law.

Ensto branches in the world

The Plus Workflow system for business process management supports employees of the headquarters in Straszyn and other departments in Poland. Additionally, the Plus Workflow has been integrated with the IFS Application, used by Ensto Pol. The introduced solution has optimized document flow, minimized the possibility of error occurrence and increased cost control. The benefits of the Plus Workflow implementation have convinced Ensto Pol to introduce the same solution to the Czech branch of the group.

In 2018, Ensto Pol was awarded the Digital Finance Award for implementing IT systems for finance management.

Suncode's professional services have contributed to the enhancement of business processes in our company. The cooperation was effective and efficient. The obtained financial benefits satisfied us so much that we decided to implement the system also in the Czech branch of Ensto.

Jacek Wagner, Executive Director

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