

SOLUTION FOR INCOMING INVOICES

BLB NRW

Challenge:

- » Digital processing of over 220,000 vendor invoices per year
- » Streamlining of processes, reduced workload for employees and creation of space for core business
- » Implementation of special check routines

Solution:

- » Everything from one source
- » AFI training of 2,000 employees
- » Fully automatic posting of over 40,000 maintenance invoices

Benefits:

- » Maximum transparency for optimal use of discount periods
- » Standardized, lean processes
- » More time for core tasks





BLB NRW streamlines the Process Chain

One solution, many benefits: BLB NRW now processes 220,000 vendor invoices much faster by means of a software for electronic processing of incoming invoices: AFI Invoice from AFI Solutions GmbH. Faster also means more efficient. Discount periods are now used much better and valuable human resources are deployed optimally due to standardized and streamlined processes. The planned fully automatic posting should reduce the workload for employees even more.

Professional and Personnel Merger

The Finance and Accounting Service Center was set up in order to achieve greater efficiency and to reduce the workload of the branches and headquarters. The employees are located decentrally in the eight branch offices and process the incoming invoices digitized by Haus Freudenberg, a sheltered workshop.

Reduction of Workload to give Room for Core Business

Norbert Wüstefeld, Head of the Finance and Accounting Division at BLB NRW, has set his sights on making all liabilities transparent, accessible and traceable at all times in an electronic system. The entire process chain for incoming invoices was to be streamlined.

It was important to introduce a system, which is state-of-the-art, in the style of BLB. To remain »strong for the future« also means making optimum use of resources. The decisive factor is that staff is deployed according to skills and abilities and can concentrate on core tasks. The employees should not have to spend time on tasks that might be important but can also be positioned in a more appropriate place.

Norbert Wüstefeld put forward a proposal to the staff council and convinced

the persons involved of the advantages electronic processing of incoming invoices has. It was important to clarify that it is not a matter of reducing staff but of optimal deployment of individual staff members.

The workload was to be reduced to give room for the core business. The project therefore not only obtained acceptance but also approval and support.

The most important Point: everything from one Source

BLB NRW, as an official institution of the state, initiated a pan-European invitation to tender in order to find a suitable vendor for the planned project. The most important point among all the requirements was to find a partner who could offer everything from one source so that interface problems could be avoided.

"It's not that easy to find a general contractor", recounts Norbert Wüstefeld. "Finding a single contact for all components, from scanning and recognition to invoice processing and electronic archiving... There aren't too many of them in Europe."

Three Pilot Systems are compared

Of the many applicants, only three who could cover all requirements were considered. These were each invited to a presentation at BLB NRW to show what their solution could do. All three front-runners were then allowed to present a pilot system that was put to the acid test. In parallel, the respective offerings for the entire system were meticulously examined and evaluated.

Social Commitment that counts

When looking at AFI's transparent quotation, it made a positive impression on BLB NRW that AFI did not offer just any scan service provider but one that is socially engaged. Through the Cooperative of Sheltered Workshops (GDW), AFI offered Haus Freudenberg. BLB NRW also employs staff with disabilities.

"It gives us a good feeling to support people. The service provided by Haus Freudenberg has to be just as good as that provided by other companies of course – and it is!", explains Norbert Wüstefeld. It is clear that when partners are used, AFI is and remains the one person of contact.

Fast Search in over 2,200,000 archived Paper Invoices

Haus Freudenberg not only scans over 1,000 incoming invoices every day for BLB NRW but also archives the originals in a paper archive for ten years. By use of the AFI Invoice component SupplierCOM, BLB NRW can request originals from the archive simply at the touch of a button.

In this way, Haus Freudenberg knows exactly which original is required in which of the eight branches and can take action. An additional solution for streamlining the process chain!

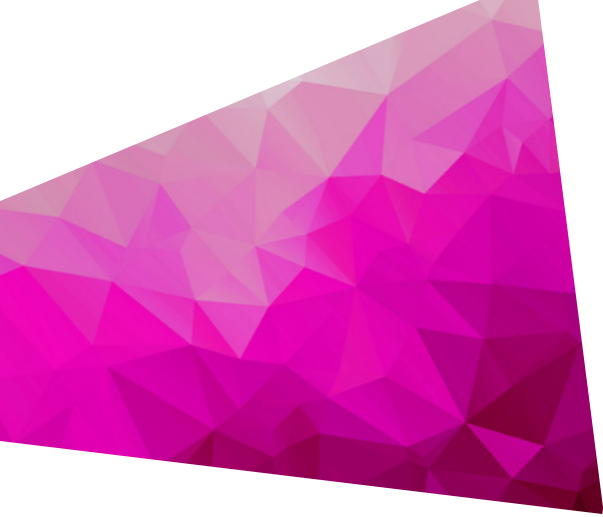
Greatest possible Transparency means: No waste of time and money

"Not only for incoming invoices such as for office supplies but especially for invoices that already have thousands of individual items and many attachments, the automatic solution for incoming invoices helps us a lot. We now have the greatest possible transparency and traceability", says Norbert Wüstefeld. The discount periods can now be used much better due to AFI Invoice as the mail processing time of an invoice of up to 23 days is now a thing of the past.

Specially trained and well advised

Nearly 2,000 staff members of BLB NRW received a AFI Invoice training by AFI within the time concept agreed upon in advance. By means of special trainings, BLB NRW is flexible and has the ability to make certain adjustments to the system independently.





The Head of the Finance Department also says that he is glad that AFI has recommended a staged introduction. At the beginning, he insisted to start with the introduction of the entire system on a defined date but now he knows that he was well-advised not to proceed with this plan!

“The good thing about AFI is not only that we have one contact person for everything but also that we get real advice and support. This is why it was easier for us than initially thought to streamline the process chain and convince all our employees of the innovation.”

Simple Mapping of Complex Processes

Most of AFI's customers use an external validation client to verify and improve the recognized invoice documents as the employees of this upstream process are often not SAP users, i.e. they have no SAP access and no profound understanding of SAP. However, since the BLB employees are all SAP users, the visual control of the invoice data is mapped directly in SAP. If necessary, the individual person in charge now validates the invoice directly in SAP.

“This was the best solution for BLB NRW because scanning and validation are processed separately and every staff member has SAP access”, explains Jörg Günther, Managing Director, who supervised the AFI project from the sales side. In the project, SupplierCOM was adapted to perform all steps for the very special check routines of BLB NRW.

“This was a rather complex matter”, admits Norbert Wüstefeld, *“but AFI managed to work things out so that our special needs were met.”*

The recognition performance is to be enhanced so that around 40,000 maintenance invoices can be posted fully automatically in the future creating a further reduction in workload and room for the core business.



Bau- und Liegenschaftsbetrieb NRW

BLB NRW, building and real estate management of North Rhine-Westphalia, is the owner of almost all properties in the state. It lets its properties to state authorities and institutions. A special concern is to consider the entire life cycle of the property: from development, realization and building use to the utilization, considering the building policy of the state.

In addition, BLB NRW provides construction-related services for the Federal Republic of Germany. BLB NRW is one of the largest real estate service providers and employs over 2,100 people in eight branches.

www.blb.nrw.de



AFI Solutions GmbH is a leading solution provider for the digitization and optimization of document processes around SAP. The solutions cover the entire purchase-to-pay and order-to-cash process.

AFI is the only software manufacturer on the market that offers everything from a single source: With the RedPaperCenter as a managed service, companies can easily outsource the digitization of a wide variety of paper documents. In process optimization, AFI scores with SAP-integrated software solutions. The cloud-based DocumentHub as software as a service (= SaaS) completes the unique product portfolio.

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