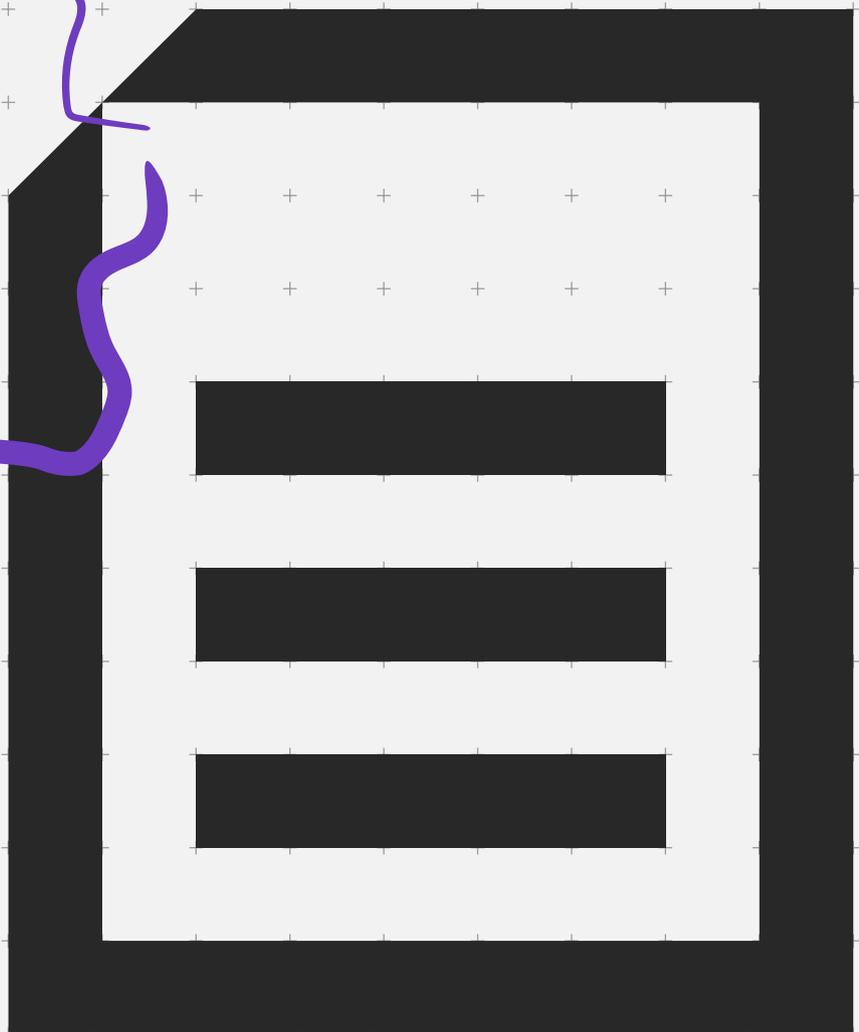
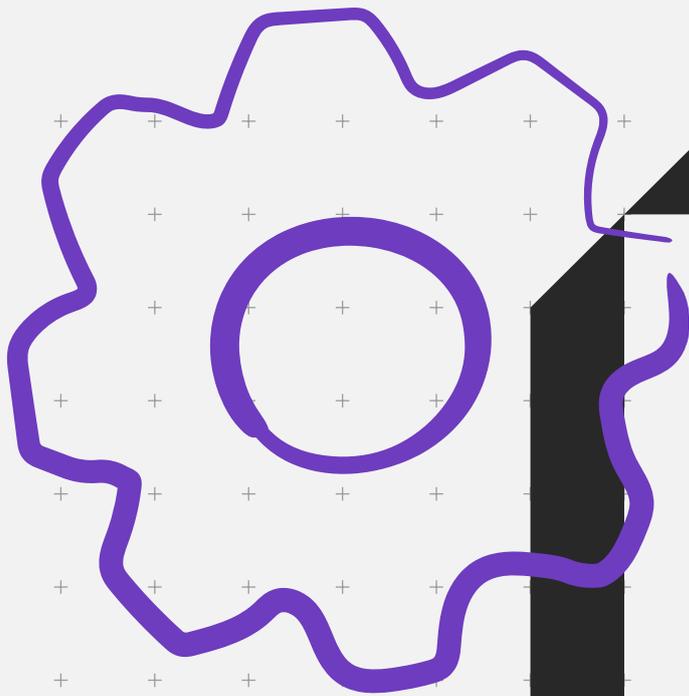


# Work Procedures At SCHOTT AG Company



Case Study



Production



For an optimal connection with SAP and an improved workflow, the company SCHOTT AG wanted to scan its documents. With KYOCERA Net Manager, the company is now implementing a solution to complete everything document-related in a fast and controlled way. At the same time, it is also complying with strict security requirements.

**SCHOTT**

## Background

The SCHOTT AG company is composed of an international technology group that is an expert in the fields of special glass and glass-ceramic. With more than 130 years of experience in the area of development, materials and technological expertise, the company offers a wide range of high quality products and intelligent solutions.

Today, the SCHOTT AG company employs more than 15,000 people across 35 countries, 5,200 of whom are in Germany.

## The Challenge

Taking into account its constant expansion and, in order to place the company in an optimal position for future tasks, the company Schott AG decided to introduce a digital document management system. An additional factor that supported an improvement of digital workflow was the increase in legal requirements with regards to documentation obligation and the availability of certain information.

The solution they looked for had to be perfectly integrated with the existing SAP solution and ensure a flexible workflow that could be designed in an expandable way in parallel with future requirements. The decisive factor in this case was the general optimisation of the individual information channels to ensure faster and easier access to the different documents for all relevant employees and to support their work in an optimal way. With the help of the

To continue competing internationally, the SCHOTT AG company wanted to make progress in the digitisation of its processes. Up until now, the company used conventional methods for several document-related processes. Certain processes were still based on classic paper documents. In parallel, the SCHOTT AG company had been using SAP solutions for some time. These parallel information channels had one serious disadvantage: merging both flows of information required a whole lot of effort.

new solution, all documents that the company received on paper should be quickly and efficiently integrated into the overall digital process.

This way, the SCHOTT AG company wanted to make the processes fit together optimally. For example, a paper order by mail should reach all major departments even faster, such as logistics and accounting, thanks to the scanning process. The company's different departments should be able to work with the document and, at the same time, add notes for the next steps in the process. Ideally, for example, an order should no longer be processed successively, but instead be invoiced and uploaded simultaneously. At the same time, the new solution needed to consist of managing the company's fleet of printers and make expenses more transparent. And finally, a maximum degree of security was also required.

## The Solution

KYOCERA Net Manager was the optimal solution for the Kyocera multifunctional devices. As a server-based application, KYOCERA Net Manager acts as a central management system for multifunctional devices. Thanks to the integrated Print & Follow function, it is possible to increase the security of confidential documents. To do so, documents are stored centrally and can be retrieved by logging in securely from various output devices. After logging in through a web browser, users have flexible access to their user account and their respective print jobs. Users can guide themselves directly on the device through an intuitive interface. The advantages are obvious: employees

only have to pick up a paper document once. Thus, for example, in the accounting department, the following process can be easily carried out by scanning the delivery note for a goods receipt. By pressing a button, the paper document is transferred directly to the CRM. The solution uses optical character recognition (OCR) to decipher relevant information. Essentially, an automatic labelling is carried out. This facilitates the search for certain documents or kinds of documents and speeds up their processing. Thanks to the fact that the database can be consulted in the CRM, all kinds of erroneous document assignments are avoided.

## The Results

The implementation of KYOCERA Net Manager in several of SCHOTT AG's offices, including Mainz, Landshut and Müllheim, was carried out quickly and without any problems. The preconfigured systems delivered the solution directly to the company's headquarters and conducted brief training sessions for employees when needed.

A service that is cost effective for SCHOTT AG: Today, employees simply connect to larger multifunctional devices with their ID cards and access all relevant functions directly and securely. In this way, the travel expense report itself can be scanned with the same speed and be made available to all relevant departments, just like delivery notes that are automatically entered into SAP.

Thanks to secure printing, data encryption and the "Print & Follow Me" function, which allows access to documents only after authentication, the integrity of all confidential data can

be guaranteed at all times. Digital storage also facilitates the search for documents in different storage systems. Since its introduction, the solution has worked reliably and provides a hassle-free flow of document-based processes at SCHOTT AG. Therefore, employees have more time for tasks that are important for the company. And apart from all this, the well thought out solution has also ensured the consolidation of the printer inventory. The 1,000 machines used in the past could be reduced to 900 systems.

## Easy and secure processes thanks to Print & Follow

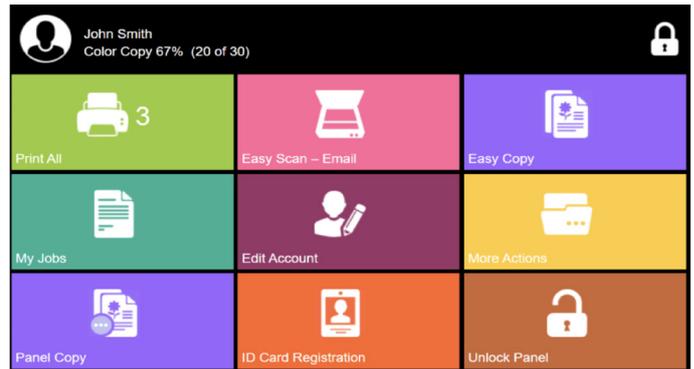


# KYOCERA Net Manager

**Better availability:** Thanks to KYOCERA Net Manager, documents are now available to all relevant departments faster.

**Easy to use:** Employees can now quickly scan paper documents and transfer them automatically to the desired applications (SAP).

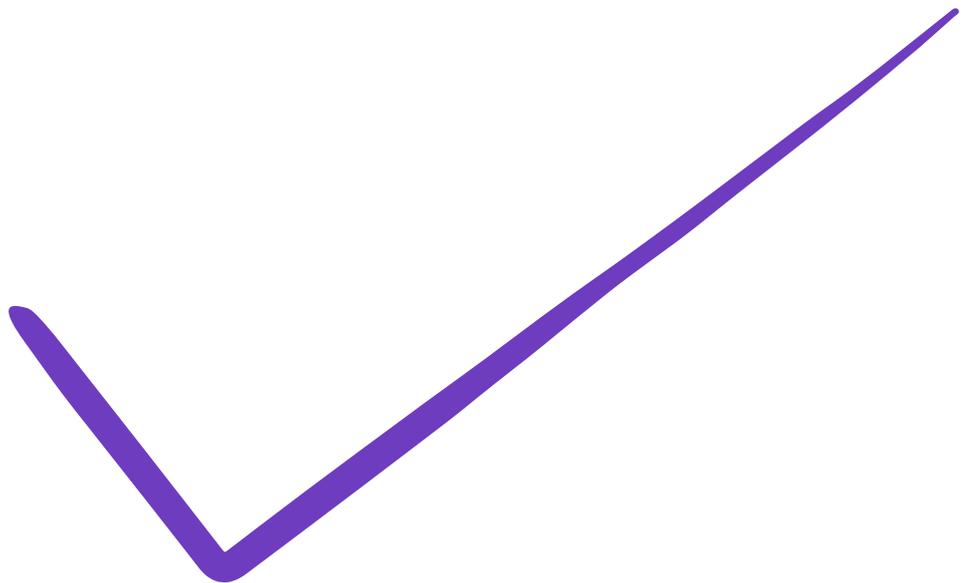
**Security:** A very secure authentication system that's easy to handle for employees ensures that confidential documents do not fall into the wrong hands.



## Customer Testimonial

"We're very satisfied with the solution. We were able to significantly reduce the time needed to scan and store documents. Additionally, documents are now available in all relevant departments. By implementing this solution, you save on unnecessary printing. All of which saves time, resources and money."

Michael Thüner, IT Location Manager at Landshut



Kyocera Document Solutions has championed innovative technology since 1934. We enable our customers to turn information into knowledge, excel at learning and surpass others. With professional expertise and a culture of empathetic partnership, we help organisations put knowledge to work to drive change.

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