



suncode
business process management

ENSTO

INVOICE FLOW IN THE ENSTO POL COMPANY

ENSTO POL IS A BRANCH OF ENSTO GROUP – INTERNATIONAL, MANUFACTURING, FAMILY BUSINESS GROUP FROM FINLAND. ENSTO IS THE EXPERT OF ENERGY SAVING. THE GROUP HAS ITS BRANCHES IN 20 COUNTRIES WORLDWIDE, HIRING 1650 PEOPLE. 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 ELECTRIC VEHICLES.

IMPLEMENTED BUSINESS AND TECHNICAL SOLUTIONS



In view of wide experience in the implementation of workflow solutions, Ensto Pol has decided to entrust Suncode with the deployment of 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 reflecting business processes in Plus Workflow system. The solution, delivered by Suncode, has automatized the process of cost and commercial invoices, sales invoice distribution and business trip management.

The documents incoming to Ensto Pol are scanned in a number of localization: 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 acceptance.

Cost and commercial invoices flow

Due to the implementation of the system for cost and commercial invoices flow, Ensto Pol has gained strict 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 has been introduced, i.e. control of an invoice value with account assignments, control of duplicates, checking the completeness of introduced data, etc. These eliminates the

element of a human error and strengthens process efficiency. In terms of commercial invoice management, Plus Workflow enables linking invoices with a receipt documents and verification whether an invoice has been issued in accordance with an order and a delivery. All invoices which are registered, accepted or decreed in Plus Workflow are posted in IFS system. Moreover, due to the implemented interfaces, Plus Workflow communicates errors occurred in IFS.



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Cost invoice distribution

Another important element of the project is the implementation of a solution for sales invoice distribution. Here, Suncode's specialists has introduced the module which sends issued in IFS system sales invoices to



the company's client automatically. Due to that, Ensto Pol's employees can easily control when a document has reached the addressee and if the receipt has confirmed the receipt. Therefore, Ensto Pol constantly monitors the status of sent invoices and quickly verifies mistakes.

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



Ensto branches in the world

Business trips

In the case of business trip management, which Ensto Pol has decided to optimize as well, an employee can execute the application for business trip process in Plus Workflow. The application is sent directly to acceptance of responsible people which minimizes manual work. What is more, a superior can delegate his subordinate from the level of the system. Moreover, the system facilitates the verification of an availability of a car, 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 IFS system. Plus Workflow takes care of the proper accounting of a trip. An employee has at his disposal dedicated module in which he introduces data concerning the trip. Then,

the system counts diets, lump sums and adds all of the costs in accordance with the Polish law.

Suncode's professional services has contributed to business process enhancement in our company. Our cooperation is effective. Gained financial benefits has pleased as enough to implement the system in Czech branch of Ensto. – Jacek Wagner, Executive Director

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

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

