



SUNCODE
business process management



ta Słodycz naprawdę wciąga

ENHANCING COST AND HR PROCESSES CONTROL IN MAJAMI



MAJAMI, THE COMPANY WHICH WAS CREATED IN 1989, IS KNOWN FROM HIGH QUALITY FUDGE, MOUSSE IN CHOCOLATE AND CRISP SESAME CANDIES. THE COMPANY'S RECIPES REACH 1950'S. THE COMPANY WANTS TO MIX TRADITIONAL CHARACTER OF ITS PRODUCTS WITH EXPECTATIONS CREATED BY THE MARKET. NOWADAYS THE COMPANY EMPLOYS ABOUT 240 PEOPLE FROM WHICH AROUND 200 WORKS IN PRODUCTION SECTOR. THIS BIG COMPANY, WITH STRONG POSITION ON THE EUROPEAN AND ARABIC MARKET, HAS ENTRUSTED SUNCODE WITH BUSINESS PROCESS OPTIMIZATION IN TERMS OF INVOICE FLOW.

IMPLEMENTED BUSINESS AND TECHNICAL SOLUTIONS



In a production company, such as Majami, purchase costs control and fluent document flow is very important. Till now, in Majami invoice and correspondence flow was fully manual. The documents were changing hands, so the control over purchase costs was difficult and hard. To enhance the processes, Majami has chosen Suncode from many other companies dealing with business process optimization as a company with huge experience in this field.

The first phase of the cooperation with Majami was complex analysis of key fields of document flow which influenced directly the implementation of business process optimization solutions.

In Majami in-depth preliminary analysis of interesting fields, such as financial one, has been performed. As a result, fully optimized process maps has been created which significantly simplified further work. We have pinpointed the areas which should have been in our interest in particular. – Michał Gawłowski, Business Account Manager Suncode.

After the analysis of document flow in Majami, the described assumptions has been designed in Plus Workflow system to create adjusted to the company's individual needs an invoice flow and correspondence model. From that time, each activity connected with the flow of given documents can be registered with Plus Workflow and go through the same or even shorter path. Simultaneously, the system stores information about a person in possession of a document in particular time, and about a path a document has already crossed. Therefore, the client gained the possibility to control the documents in every

moment, in every place. This is called convenience!

The project has embraced cost and commodity invoices. Each of these cross the path determined in the process map. Cos invoices cross the whole standard path of acceptance, while commodity invoices are handed over to a logistics department and warehouse management. As a result, with only few clicks, the invoices reach directly accountable people. What is more, Plus Workflow system enhances the evaluation of the correctness of the invoices and establishing their payment status. Henceforth, Majami has gained simplified access to purchase cost control and so, the company reduced the labor intensity.

The incoming correspondence service system begins from the registry of a document by its scan and a description included in a form attached to the scan. Additionally, registered correspondence is systematized by the category of a letter (e.g. complaints). For each category separate register is created in which there is a registry date and a receipt confirmation. Therefore, the control over letters is easier, less intensive in terms of labor intensity and cheaper.

The decision about transferring these processes to electronic system has enabled automatization of the whole processes. In addition, the company has gained control over information access and, most importantly, has reduced administration and operating costs. After the implementation Majami gained an active, constantly growing document base and a platform enabling remote document management, a possibility to monitor invoices and incoming correspondence. Hence, the company also gained easy way to inventory all cases incoming to the company and easy way to monitor incoming correspondence. Another advantage of the implementation is integration with integrated management system ERP XL.



What is more, Suncode's actions has contributed to centralization of document scanning in the company, which is somehow the germ of creating Common Service Center of Majami.

Experience of Suncode's employees and their actions brought expected profits connected with cost control and enhanced business processes. Suncode's representatives have wide knowledge and they have designed the system carefully, so it meets our expectances. This is why we have decided to entrust them with further projects. – Jolanta Kowalska, Projects coordinator.

The next Majami step is to handover the project of HR document management system to Suncode. Due to that, the company will build its own base of CVs – of both current and future employees. Such system will be useful in hiring new employees, where operating actions will be strictly connected with Majami's strategy of hiring employees, and in view of upcoming changes in personal data processing in Poland.



PRODUKTY MAJAMI NA TARGACH GULFOOD W DUBAJU, 2012.