



Pre-press specialist 4Packaging goes paperless and boosts productivity



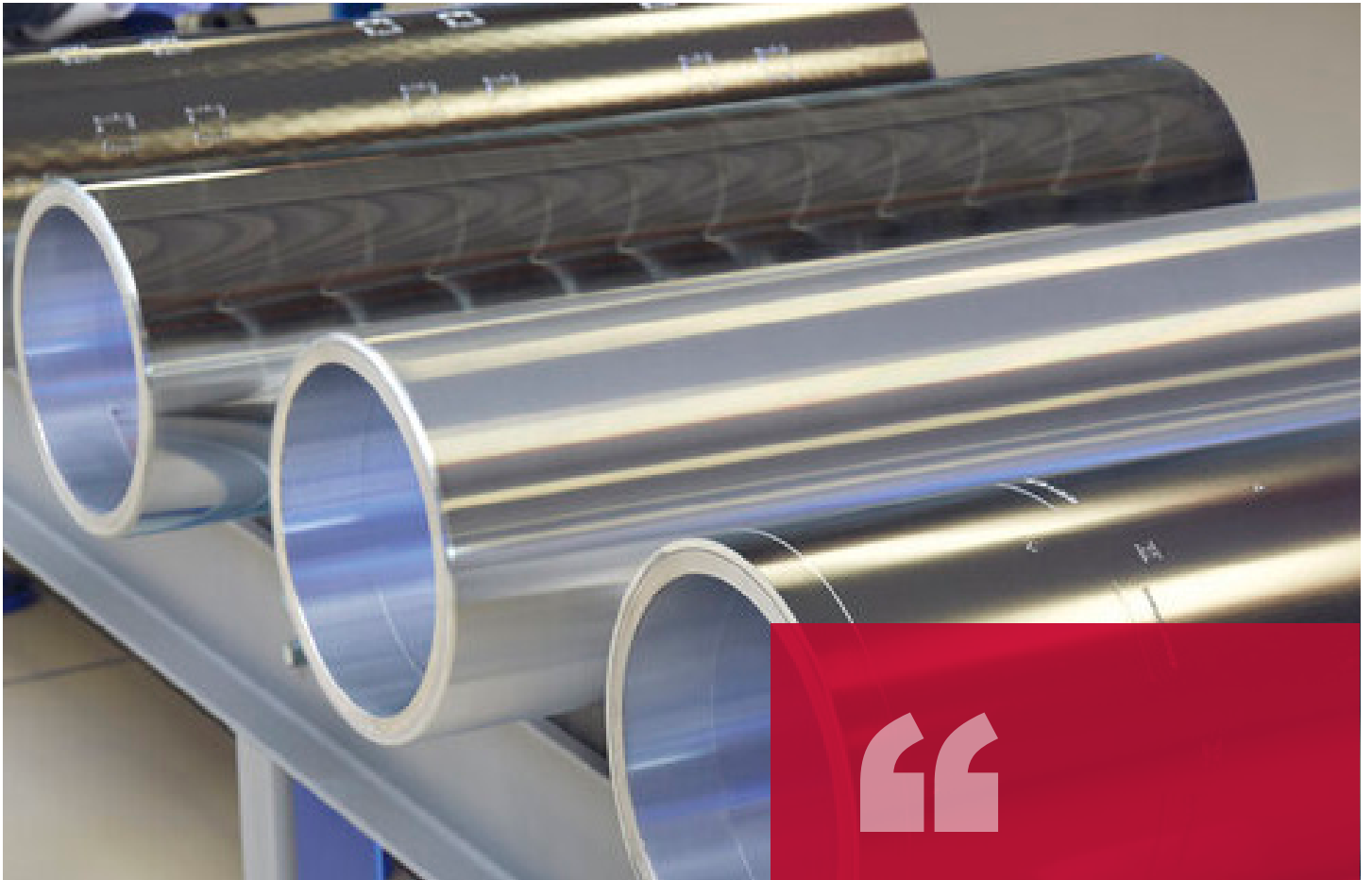
- Accelerates HR management with digital signatures
- Enables staff to find documents instantly
- Transforms business processes

COMPANY & CHALLENGE

4Packaging specializes in gravure printing and embossing die production, as well as digital reproduction and artwork. With a team of 120 employees at its headquarters in Dissen am Teutoburger Wald, the company uses the latest technologies to support leading food manufacturers and multinational companies worldwide. Together they develop innovative packaging solutions for food, tobacco products and everyday fast-moving consumer goods (FMCG).

Growing fast, 4Packaging runs a cutting-edge, fully automated production line. However, back-office processes still relied on paperwork and a legacy document management system, and manual workflows were slowing the business down. To support more-flexible working patterns and boost environmental sustainability, the company wanted to reduce the amount of paper used across the business. The key objective was to make it easier for staff to work remotely to meet the demands of a modern workplace.

Friederike Schulenberg, Manager Finance & Accounting at 4Packaging, says: "We're a dynamic, flexible team and we were looking for ways to become even more sustainable and productive. Reducing the need for paper and prints was important for us, as not only does it save costs but also it is good for the environment."



SOLUTION

Moving to a fully digital workflow

With more and more electronic invoices arriving at 4Packaging, a digital archive was becoming ever more important. Printing all the incoming documents would not only be inefficient, it would also harm the environment. That's why moving to a fully digital workflow was a logical next step. Reviewing the market, 4Packaging selected DocuWare Cloud from Ricoh, attracted by its balance between customised processes and built-in guardrails that avoid inefficient configurations and processes.

"DocuWare is much simpler to use than our previous solution," says Friederike Schulenberg. "The nice and intuitive user interface made the decision for DocuWare easy. DocuWare lets us make small adjustments to our workflows quickly while also offering all the tools to build more complex, intelligent and automated workflows when necessary."

Subsequently, 4Packaging worked with Ricoh to integrate DocuWare with its existing DATEV financial and payments

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MANUELA ENTLING, HUMAN RESOURCES
MANAGER, 4PACKAGING



software, and connected DocuWare to the company's custom-developed ERP application. In addition, 4Packaging chose to extend DocuWare to optimize human resources (HR) processes, by digitising personnel documentation and creating new digital workflows that simplify and accelerate HR processes.

Throughout the implementation, Ricoh supported 4Packaging with expert guidance, deployment, and configuration. "We had a clear idea of what we wanted and Ricoh helped us realise our vision," confirms Friederike Schulenberg. "The collaboration was smooth and we benefitted from Ricoh's experience and knowledge."

BENEFITS

DocuWare gives perfect control

The 4Packaging team now relies on DocuWare to process about 200 invoices and related documents each month. As soon as a document is registered in DocuWare, it becomes instantly available to all departments for further processing.

"Thanks to automated text extraction and matching from scans and digital formats, with DocuWare we can find any

invoice and document much faster," explains Friederike Schulenberg. "The paperless solution saves us a lot of time, improves data security with robust encryption and secure data transfers, and also increases flexibility across the entire business. The digital solution also facilitates hybrid work and enables more efficient home office processes by allowing employees to access important documents independent of their location."

When transforming its HR processes, 4Packaging has added about 13,000 pages to DocuWare in 130 individual digital personnel files. By using the integrated digital signature solution within DocuWare, 4Packaging can now use electronic signatures in its new HR processes.

Manuela Entling, Human Resources Manager at 4Packaging, reports: "In the past, when we required signatures on paper, it could take up to three weeks to get everything signed off. It was difficult to know where a document was and who had already read and signed it. With DocuWare, we can free line managers from some routine tasks and instead use digital workflows to notify and remind employees directly, making it easier and faster to get important documents signed off. And we also have a much better overview and detailed status information about every step."



DocuWare gives 4Packaging perfect control of distribution and management for digital documents throughout the company, enabling super-efficient information sharing, improving our environmental performance, and supporting our business growth.

FRIEDERIKE SCHULENBERG, MANAGER FINANCE
& ACCOUNTING, 4PACKAGING



Friederike Schulenberg concludes: "Based on our successes with our invoice and human resources management, we are now planning to integrate DocuWare into more of our core business processes. One of our goals is to make the management of our maintenance contracts easier and more efficient, and we're also thinking

about further automation for our invoice management. DocuWare gives 4Packaging perfect control of distribution and management for digital documents throughout the company, enabling super-efficient information sharing, improving our environmental performance, and supporting our business growth."

ABOUT RICOH

Ricoh is a leading provider of integrated digital services and print and imaging solutions designed to support digital transformation of workplaces, workspaces and optimise business performance. Headquartered in Tokyo, Ricoh's global operation reaches customers in approximately 200 countries and regions, supported by cultivated knowledge, technologies, and organisational capabilities nurtured over

its 85-year history. In the financial year ended March 2024, Ricoh Group had worldwide sales of 2,348 billion yen (approx. 15.5 billion USD). It is Ricoh's mission and vision to empower individuals to find Fulfilment through Work by understanding and transforming how people work so we can unleash their potential and creativity to realise a sustainable future. For further information, please visit www.ricoh-europe.com

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