



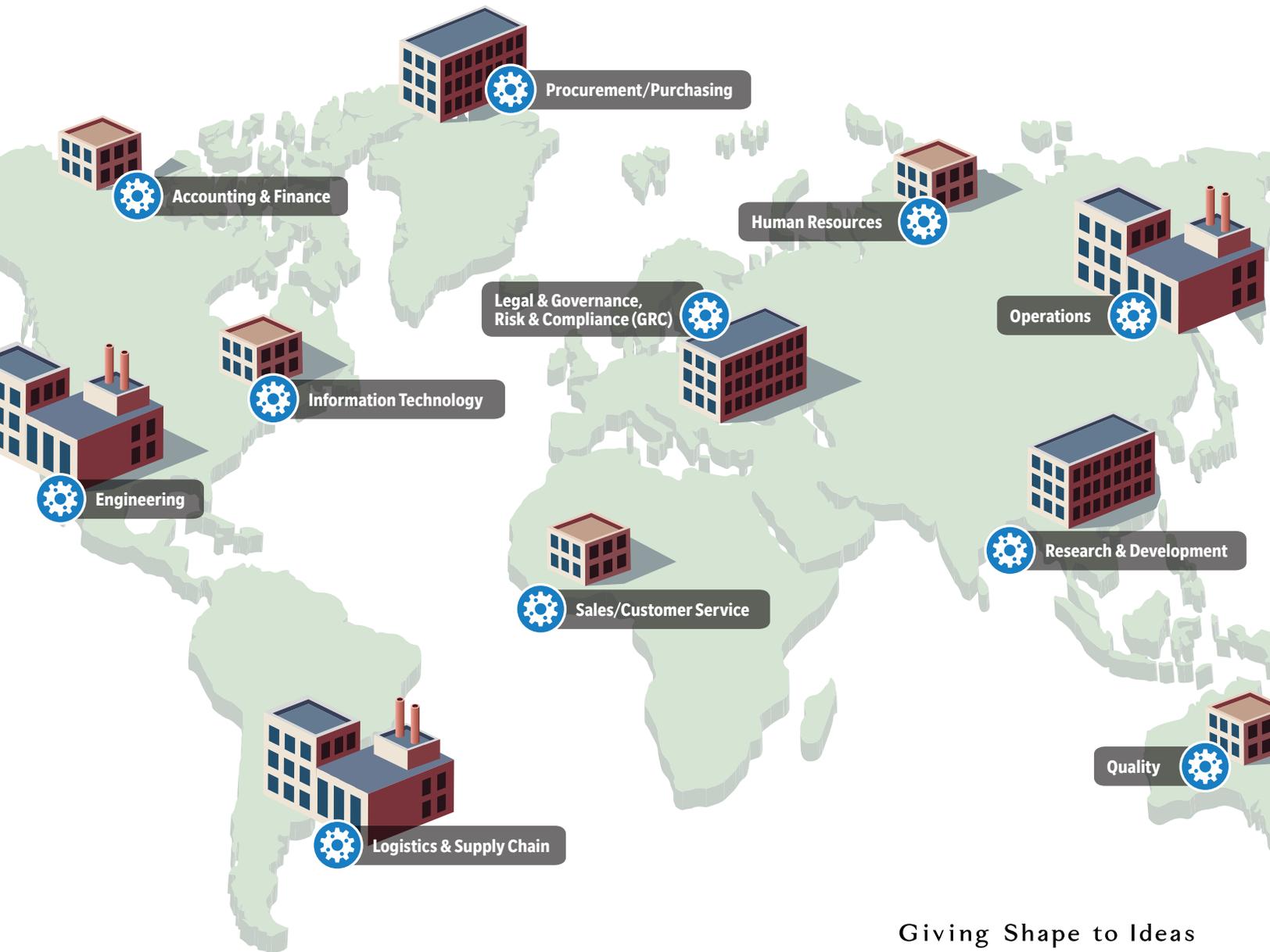
KONICA MINOLTA

ENTERPRISE CONTENT
MANAGEMENT

Connecting Manufacturing Systems and Locations — Nationally & Globally

manufacturing

With an Enterprise Content Management solution from Konica Minolta Business Solutions, you can streamline processes throughout your manufacturing company and reduce your reliance on manual, paper-process to save time and money. Each department benefits – from enabling better customer service to complying with evolving regulation.



Giving Shape to Ideas

Benefit.

Speed interdepartmental processing, improve decision-making and empower your different departments to share critical information.

- Reduce the cost per invoice by a third
- Boost processing volume by over 100% with the same staff
- Let version control guarantee your employees are looking at the most up-to-date information to perform their jobs
- Give your team centralized information to make their jobs easier with fingertip access

Accounting & Finance

By removing paper from accounting and finance departments, your document creation, review and approval processes are more efficient and secure – saving time and money. Let ECM automate your business processes like invoice approvals and payment processing, allowing your employees to focus on more important tasks instead of searching for paper-based documents and information. Audit trails, instant reporting and executive dashboards provide additional real-time insight into processes, helping your organization proactively meet compliance standards and regulation.

AP • AR • Capital Expenditure Management • Contract Management • Financial Close & Reporting • Requisition Approval

Human Resources

From recruiting and onboarding to payroll and records management, your ECM solution manages documents and processes so HR can focus on employees and their career aspirations, not paper. ECM will securely store all employee information in one place and automatically identify missing documents. It also retains information for the proper period of time, purging documents when they are no longer needed – according to your Record Retention policy. With ECM, you will achieve outcomes through clear goal-setting and the monitoring of performance objectives, speeding reviews and ensuring employees meet company-wide targets.

Benefits Administration • Employee File Management • Employee Onboarding/ Separation • Employee/Manager Self-Service • Payroll • Performance Management • Policy/Procedure Administration

Operations

ECM improves operational efficiencies by streamlining the management of facilities, assets, policies and procedures, compliance documents, environmental/health/safety information. With ECM, you can store documents and related content – like CAD drawings, safety procedures, photos and videos – in a central repository, providing users with instant access to the information they need. Your manufacturing organization will be able to rapidly distribute and track required reading documents needed by employees, supporting audit reading compliance for legal, regulatory and training purposes.

Asset Maintenance • Compliance Document Management • Engineering Change Management • Environmental/Health/ Safety Management • Facilities Management • Policy/ Procedure Administration

Legal & Governance, Risk & Compliance (GRC)

ECM allows you to easily facilitate audits and other compliance requirements, mitigating risk to increase your profitability. With records management, ECM will enable you to automatically control the retention of business records, providing cutoff periods, retention plans and multiple destruction options.

ECM will optimize contract management. You will be able to securely create, finalize and store contracts within the systems. Automated alerts notify employees of upcoming contract renewals, preventing contracts from lapsing or automatically renewing without being reviewed or renegotiated.

Compliance Document Management • Contract Processing and Management • eDiscovery – Archiving/Document Retention • Records Management



Engineering

Automating change management allows you to quickly implement necessary changes to processes, systems and product configurations. Throughout each stage – from the initial request to implementation and review – your ECM solution will track changes made, providing visibility into the entire process. With Drawings Management, you can streamline engineering processes, providing your team with a single place to archive, retrieve, and modify compound drawings directly from the CAD application you use every day.

Drawings Management • Engineering Change Management

Quality

Empower your organization with an IT solution that provides demonstrable, documented compliance with industry regulations that may carry financial penalties for nonconformance. One way your ECM solutions help mitigate risk is with the policy and procedure administration. You can have a single place to distribute, acknowledge and archive policies, ensuring employees are aware of the most current information and training material. This helps you proactively manage compliance with government mandates and industry standards.

Compliance Document Management • Engineering Change Management • Policy & Procedure Administration • Quality Management – Nonconformance & Corrective action

Information Technology (IT)

By seamlessly integrating your existing line-of-business (LOB) application with your ECM solution, you save time and reduce the risks associated with manually transferring data between applications. We can offer a wide range of integration tools that require no costly customer coding to implement and feature integrations for a variety of Microsoft® applications and enterprise resource planning (ERP) systems like PeopleSoft®, SAP® and Lawson. Improve your contract and asset management by tracking real-time information while providing instant access to it when needed – from desktops, tablets or smartphones.

Contract Management • Integrations • IT Asset Management

Research & Development

To remain competitive in the manufacturing industry, you must research strategies that mitigate risk and reduce time to market. With an ECM solution, you can streamline research and development administration by storing information – including supporting documentation, CAD drawings videos and photos – in a central repository, providing users with instant access. With workflow automation forwarding documents and information to the right people and notifying stakeholders along the way, your system will speed reviews and approvals, allowing you to implement change improvements faster than in a paper-based world.

Administration & Documentation • Research & Development

Sales/ Customer Service

Optimize campaign and promotion management and create consistent messaging while increasing both visibility and revenue. By utilizing a web portal, you post all information and content surrounding new promotions in a single location, allowing your team to track their success. With knowledge management, you can increase the effectiveness of your customer service department. Improve efficiencies relative to reduced research and training times, and increase resolution accuracy and the overall management of service volumes.

Campaign/Promotion Management • Contract Management • Customer Portal • Engineering Change Management • Knowledge Management



Logistics & Supply Chain

Your ECM system eliminates manual processing, speeding the vendor review and selection process. By allowing your team to manage related information across the supply chain, ECM enables benchmarking activities that strengthen the entire process with increased speed and accuracy. With an online self-service user portal, your ECM solution provides vendors with instant access to needed information like order forms, records of previous transactions and images of shipping labels. With one place for vendors to find everything they need, your team will have more time to focus on strengthening important vendor relationships.

Portal Solutions • Vendor Review & Selection

Procurement/Purchasing

With ECM, it is easy for your manufacturing organization to compile, manage and track vendor documentation. All information is stored in the centralized document repository providing the team with immediate access to information when needed. As procurement and purchasing departments capture documents, your ECM system automatically files them into the right electronic folder. Further optimizing procurement and purchasing processes, ECM tracks any required documentation and allows users to quickly run reports to see what information is missing across your entire supply chain.

Contract Management • Requisition Approval • Vendor Portal • Vendor Review & Selection

Learn more at KonicaMinoltaECM.com.





Partnership.

Konica Minolta can help give shape to your ideas and partner with you to achieve your corporate objectives. Contact us to realize opportunities in:

Information Management

Enterprise Content Management (ECM)
 Document Management
 Automated Workflow Solutions
 Business Process Automation
 Security and Compliance
 Mobility
 eDiscovery Services

IT Services

Application Services
 Cloud Services
 IT Security
 Managed IT Services
 IT Consulting & Projects

Technology

Office Multifunction Business Solutions
 Commercial and Production Printers
 3D Printers
 Wide Format Printers
 Laptops, Desktops and Computer Hardware
 Servers and Networking Equipment
 Managed Print Services (MPS)
 Managed Enterprise Services

For complete information on Konica Minolta products and solutions, please visit: CountOnKonicaMinolta.com

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