



Invoice Processing

DB Schenker Czech Republic

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DB SCHENKER STREAMLINES PROCESSING OF SUPPLIER INVOICES WITH CANON

Company Name: DB Schenker
Czech Republic

Industry: Transportation and
logistics

Founded: 1991

Location: Czech Republic

Services: Invoice processing

Website: www.dbschenker.cz

Objective

To centralise, modernise and simplify the processing of incoming invoices and their attachments, using solutions and services for invoice data capture, validation, matching and digital workflow.

Challenges

- Ensure the processing and transfer of thousands of incoming invoices to the client within 24 hours.
- Annually process approximately one million sheets of paper and electronic invoices and their attachments.
- Integrate Canon solutions into the client's document management system.

Approach

With a need to free up staff time and to streamline its overall invoicing procedure, Canon optimised and automated the process for DB Schenker Czech Republic and now provides an end-to-end outsourced invoice processing service at the Canon Delivery Center in Prague.

Results

- Invoices processed 50% faster
- Automated invoice matching
- Reduced volume of paper invoices
- Manual printing and sending of invoices eliminated
- 5 staff redeployed to improve operational efficiencies
- Reduced environmental impact

Canon



Supplier
invoices
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Moving from paper to the digital age

As a leading international provider of integrated logistics and global forwarding services, DB Schenker – represented by SCHENKER spol. s.r.o in the Czech Republic – has been active in the Czech market for 25 years, delivering transportation and logistics activities throughout the country.

Following the continued expansion of the company over the years, DB Schenker Czech Republic (CR) has seen the level of incoming paper invoices and associated paperwork grow significantly. As a result, DB Schenker CR set itself a task; to fundamentally modernise and simplify the circulation of incoming invoices, replacing the original process.

With that in mind, DB Schenker CR needed a solution that would enable the company to digitally process the thousands of incoming invoices and attachments received within a 24-hour window. The process would need to ensure that documents could be received and all necessary information extracted without error, before being passed to the client. Both the data and the paper originals would also need to be securely archived for a contracted period.

To make this a reality, DB Schenker CR needed a solution that was not only tried and tested, but that would be able to keep up with such a high demand on an ongoing, daily basis.



Switching on to the digital process

The decision to launch fully digitised invoice processing was made in 2012, and the first documents were processed using the Canon Invoicing Processing solution in February 2013.

Ján Lipták, Finance Director, DB Schenker Czech Republic was pleased with how quickly the solution was implemented, commenting: “The adaptation of our corporate document management system took the longest. The actual launch of Canon’s digitised process was then very quick.

“From the moment the solution was launched, our suppliers were instructed to send invoices electronically to a central email address, which is redirected to Canon. For companies that cannot send electronic invoices for whatever reason, there is an option to use a PO BOX, since it is not yet possible to completely eliminate paper invoices in the logistics segment,” Ján continues.

The new system dramatically reduced the level of inefficient work being undertaken by DB Schenker CR employees, helping to reduce the circulation of paperwork and paper invoices. These invoices now arrive at a single, central PO BOX operated by Canon, instead of at branch reception desks. This digital process also means that each individual invoice is easily traceable at all times.

All incoming invoices and attachments are processed at the Canon Delivery Center in Prague. DB Schenker CR provides Canon with a database of suppliers and addresses which is regularly updated. As a result, Canon is able to validate and correctly categorise invoice data quickly and precisely.

Canon

Other data is also obtained, such as issue dates, total amounts, VAT and registration numbers of the tax documents for VAT reporting checks.

Since incoming attachments are also electronically processed, there is a need to ensure that the system can differentiate between varying types of attachments. The most common types are delivery notes and international transportation documents known as the Contrat de Transport International de Merchandises par Route, or CMR. "Extracting reference numbers is equally important for us. This helps us to automatically match invoices to orders that we have in the system," Ján Lipták notes.

From a handling perspective, Canon is able to help DB Schenker CR turn around all invoices as soon as possible. As soon as an invoice is processed, the extracted data is released for export to the client. This process takes place several times a day. From here, Canon contractually guarantees that 80% of invoices that arrive for processing during the morning can be digitised, extracted and offered to the customer for download by 17:00h on the same working day.

The remaining 20% is then completed by 10:00h the following day, meaning that all invoices and attachments are processed within 24 hours of receipt. This applies to around 80,000 document pages every month.

Once the data has been transferred to DB Schenker CR, Canon ensures all electronic information is archived for three months before it is deleted. After processing, paper invoices are stored in archive boxes and transported to the archive records office or to the customer.



"When we received the first archival boxes and looked at the number of invoices, we found that they were able to store almost twice as many invoices in a box as we could. This is just another example of the efficiency achieved when specialists carry out a task."

Ján Lipták
FD at DB Schenker Czech Republic

Paper free process frees up staff time

Before the digitised invoice processing solution was implemented, five employees worked on incoming invoices at the central accounting department at DB Schenker CR, with more staff required to work on this across the 19 local branches throughout the Czech Republic.

“Thanks to the overall change in the method of work, five of our staff are now able to focus on other activities. They no longer need to spend time opening envelopes and there is no requirement to manually enter the contents of invoices or distribute them around the departments. These individuals can now concentrate on more valuable work – for example, performing cost control tasks such as checking cost estimates for shipments and analysing the causes of deviations,” says Ján Lipták.

The new process has proven to be so successful that today, around half of all incoming invoices arrive at DB Schenker CR in electronic PDF form and the ratio of digital to paper documents continues to grow.

As a result, manual processes linked to printing and sending are completely eliminated. This saves time and money and is more environmentally friendly, halving the fuel required for document transportation.



“Our key goal from this cooperation was to modernise and simplify the way in which our invoicing process was handled. Thanks to the help of Canon and the implementation of their rapid, error-free solution, we have been able to make this a reality.”

Ján Lipták
FD at DB Schenker Czech Republic

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English Edition 0147W156
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