

## Reduce cost with paper files, focus on value adding activities



“ OnBase helped us reduce costs for creating, storing, transporting and maintaining paper files. It also fostered collaboration by improving accessibility to needed documents. Most important, it relieved the time of our staff – they can now focus on activities that really generate value for the company.”

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Dumitru Mina  
IT Director

### Business situation

Cameron was dealing with a tedious invoices approval flow, given the volumes and the fact that the people involved were sitting in two different sites.

Additional difficulties were coming from the lack of access to documents related to the invoices, as those were sitting on cumbersome file servers or in physical archives.

### Benefits

- Reduced costs for creating, storing, transporting and maintaining paper files
- Instant availability of needed documents to all persons involved, regardless of their location
- Better department collaboration
- Fully transparent and traceable invoices approval process
- Ease of use and administration encourages enterprise expansion

### The Customer

**Cameron** is a global leader in providing flow equipment products, systems and services to the oil and gas and process industries. Offering a rich heritage of leadership with almost 176 years of continuous history, Cameron currently employs more than 17.000 employees in 250 locations worldwide.

The group has been operating in Romania since 2004, when they took over Sterom Campina, a local manufacturer of oil equipment. In 2009, they finished the construction of a greenfield manufacturing unit in Ploiesti, Prahova, in an 80 million USD investment. The new unit produces exclusively for export, serving large global companies such as Exxon Mobile, Statoil or British Petroleum.

### The Challenge

The economic downturn undoubtedly affected Cameron’s business in Romania. With more than 30% of the production going to the local market, Sterom Campina saw a significant decrease of the order volumes from traditional customers such as Petrom, Rompetrol or Romgaz, following a natural adjustment of their investment budget.

To remain competitive, Cameron looked into ways of building up operational efficiencies into their processes. They investigated those areas where savings could be generated by simply making information easily accessible when and where people needed it.

One area that was definitely generating process flaws was the circulation of documents between the two operating sites in Campina and Ploiesti. Documents of all types were received in both sites and there was no system in place to allocate them to the right person or department in a time efficient manner. They were sent by courier from one site to the other, generating huge delays in accessing the documents in many areas and a cost burden.

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Dictated by the specific of their activity, Cameron was dealing with a large number of suppliers – the supplier invoices approval flow was therefore a tedious one, given the volumes and the fact that the people involved were sitting in two different sites. Additional difficulties were coming from the lack of access to documents related to the invoices (supplier contracts, purchase orders, delivery notes etc.), as those were sitting on cumbersome file servers or in physical archives.

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### The Solution

Cameron chose OnBase Enterprise Content Management (ECM) for its document management solution. By having instant access to documents they managed to optimize processes across many departments. „The management wanted the staff to spend their time on valuable activities, rather than looking up documents and walking the papers between various departments,” said Dumitru Mina, IT Director, Cameron Romania. The management also wanted to avoid a big-bang document management implementation project that would involve the whole company and put a burden on the resources.

OnBase was already used by Cameron Germany and they had a positive experience with the product. Starting from there and based on the good references of the local OnBase reseller, Matricia Solutions, OnBase was chosen based on its ability to offer point solutions that addressed immediate needs in a time and cost effective manner.

As a first step, Cameron Romania implemented an Electronic Documents Registry solution, where all document received in or sent out of the company were scanned, captured and organized in OnBase, making them instantly available to the relevant department or persons – no matter where they were sitting. Related documents were grouped together so that there was no need for extensive searches for supporting documents.

Further on, they implemented a point solution for the supplier invoices approval process. The invoices were scanned into the system, indexed and immediately associated with the related supplier documents (contracts, purchase orders). An electronic approval workflow was created in OnBase to replace the need to walk the papers between the various persons that needed to approve payment. All their comments and resolutions were posted on the document electronically, even directly from the email interface,

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speeding up the process and making it fully transparent and traceable for audit purposes.

Master information (suppliers, cost centers codes and names, purchase orders, etc.) were integrated directly from their SAP system, so that information was not duplicated.

A contract management solution followed naturally – all contracts are now available in the system in an electronic format, easily retrievable and safe from risks of physical destruction. Alerts can be set for expiring contracts or other contractual terms, so that important deadlines are not overlooked. By a simple mouse click they can now see all the related documents: addendums, purchase orders, delivery notes, notifications, invoices, etc.

OnBase's ease of use and administration encourages enterprise expansion – the solution will be soon rolled out to other areas such as Human Resources Management and Quality Assurance.

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### For More Information

For more information about the OnBase solution and other solutions provided by Matricia Solutions, please access [www.matricia.ro](http://www.matricia.ro) or get in touch with us at [office@matricia.ro](mailto:office@matricia.ro) or +40 21 2326232.