



## Kingston Technology Choose AutoFORM Document Management for JDE World, to Support 38% p.a. Business Growth

### Overview

#### ■ Key Features & Benefits

Automatically archives circa 2,500 documents per day as they go to print (Advanced COLD Archive).

Scanned supplier invoices and other incoming documents can be linked to associated JDE documents, such as purchase orders, or sales invoices.

Automated archive indexing, for both JDE & scanned documents with indices collected from JDE.

Documents viewed from web-browser via intranet, with option to upgrade to integrated JDE World document viewing.

Collects data from multiple databases and conditionally inserts it into documents as they go to print. For instance country specific bank details on invoices.

Holds & sorts documents so that they are printed in mailing order. This alone releases 4 man hours per day.

Repagination facility has cut paper & printing costs by 75%.

#### ■ Solution

AutoFORM COLD Archive  
AutoFORM Scanning Workstations  
AutoFORM JDE Interface  
AutoFORM Output Management

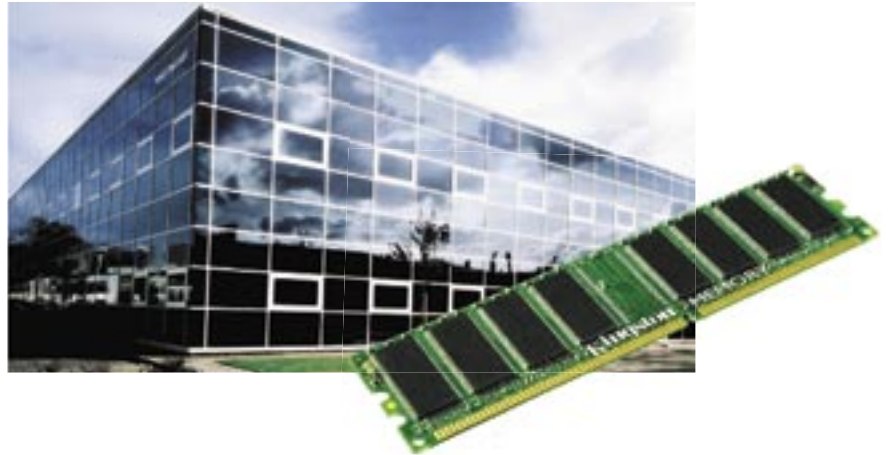
#### ■ IT Integration

Highly customised JDE World, with integrated Web, EDI & XML customer ordering & supply chain systems.

#### ■ Why AutoFORM?

Fully integrated document management facility encompassing output creation, distribution and archiving.

Proven reputation for resilient software performance in demanding high volume business environments.



Kingston Technology is the world's largest independent manufacturer of memory enhancement products. Founded in 1987, Kingston has grown from being the manufacturer of a single in-line memory module into an international company with over 2,000 products and sales exceeding \$2.4 billion in 2004.

Kingston Technology have always taken a forward thinking approach to using IT technology to support business growth—currently approaching a phenomenal 38% per annum. Over the years they have developed a highly sophisticated IT system, encompassing JDE World, EDI & XML supply chain links, a fully automated warehouse and a web-based customer ordering system.

It is the rapid business expansion that led to Kingston Technology's European Headoffice to switch from CreatePrint to AutoFORM LaserNet Document Management Software. Andrew Shorey, IT Manager explains.

"CreatePrint was useful as a print manager, but AutoFORM offered the complete output & document management solution that the business needed. In particular, AutoFORM offered us the ability to tailor invoices to customer requirements without manual input, automate many mailroom & distribution tasks and most important of all—electronically archive documents as they went to print."

Shorey continued: "Choosing AutoFORM LaserNet over CreatePrint was not an easy decision, particularly as CreatePrint was offered to us as a no cost service from our IT Centre in the USA. However, after an exhaustive evaluation by both our IT team and Financial Directors, we could see that the benefits that AutoFORM LaserNet offered would still outweigh the investment cost. Two years on, AutoFORM has delivered a multitude of cost & time efficiencies and we are extremely pleased that we took the AutoFORM route."

## Output & Document Management

### Document Management Efficiencies

In the past, Kingston used to scan & manually index both outgoing & incoming documents employing a full time person to do this rather tedious job. AutoFORM completely automates the task. As invoices and other business documents are created in JDE an exact copy is created in PDF format, indexed, filed and made available for instant search and retrieval from a web-browser. Obviously incoming documents still need to be scanned, but even then AutoFORM accelerates the process by automatically collecting the indexing information from JDE.

***AutoFORM streamlines many of our business processes by cutting out the paper chase!"***

Shorey comments "Not only do we save on the time, hassle and expense of scanning & indexing 2,500 sheets of paper each day, by far the most valuable business benefit is that AutoFORM streamlines many of our business processes by cutting out the paper chase!" For example:

- **Purchase Invoice Processing.** Kingston store copies of all purchase invoices online. If a supplier or manager phones the accounts department can quickly refer to the online copy, email a copy to the authorising manager if necessary, and generally resolve any query while the supplier is still on the phone. This eliminates the ring-back rigmarole, saving a lot of time all round.
- **Customer Services/Credit Control.** Kingston's old scanning system allowed them to view customer documents online to resolve customer queries quickly. However, according to Shorey customer services and credit control both report that the search facilities with AutoFORM are much easier to use and recalling specific documents is considerably quicker. Both important points when you consider that Kingston are archiving in excess of a million pages per year.
- **Import & Export documents.** Customs & excise require companies to keep comprehensive records of all imports & export documents. In the USA, the penalties for missing or lost documents can be punitive and business advisors expect European legislation to become equally stringent and more frequent customs audits are anticipated. Moreover, by far the single biggest cost & hassle factor during an audit is the time it takes to retrieve specific paper records from archive files.

To overcome these difficulties, Kingston have used AutoFORM to create a separate archive for transport documents. In the event of a query they can quickly recall document copies by supplier/customer, country, date, goods, or a number of other search criteria. "Quick, simple & effective!" says Shorey.

### Output Management Improvements

Shorey continues. "In addition to the document management benefits, AutoFORM has helped us to improve not only the appearance, but the ability to manage our document output more efficiently." Features of the AutoFORM software that Kingston found useful were:

- **Tailored Document Content Without Manual Input.** In the past tailoring invoices to meet individual country tax & banking requirements could only be achieved with repetitive, time consuming manual input. Now with AutoFORM as invoices go to print, AutoFORM analyses the output collecting triggers such as the country code. These are used to collect variable data from Kingston's own databases, for example the payment bank account details, shipping details, even the product branding logo. Shorey says "AutoFORM has greatly reduced the level of manual input, while giving our customers all the information they need."
- **Schedule & Sort Mail Automation.** Shorey says this is a major time saver. It used to take about four man hours per day for the sales office to sort invoices so that customers received all their invoices in one envelope. Now AutoFORM arranges for invoices to be printed overnight, in alphabetical order and all ready for envelope insertion. Problem sorted!
- **Repagination—Page Compression.** "This facility alone has reduced our printing and paper wastage costs by 75%" says Shorey. "JDE World typically allows 10 lines per invoice page, using AutoFORM we have been able to adjust this to at least 30, making them less expensive to print & post. "
- **Barcodes.** AutoFORM gives Kingston the ability to print virtually any barcode on to any document or label. This has proved highly beneficial in the automation of Kingston Technology's warehousing systems where they are using AutoFORM to create pallet and packet labels primarily in Code 128.

### Conclusion

In concluding, Shorey says. "We have been extremely pleased with our AutoFORM LaserNet investment. For me, I like the resilience of the software—AutoFORM just runs and in two years of operation we have only had to call the technical support desk a few times. Furthermore, AutoFORM offers a number of useful additional features, which have significantly improved

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