

## eBA: Document and Workflow Management System

### Why eBA?

eBA is a highly functional electronic content management platform that stores and manages your documents and automates the workflow processes related to those files. It has been a proven asset in both big and small companies, and is extremely cost-effective at less than half the cost of other established document management platforms on the market.

eBA integrates your documents with your back-end ERP system in real time, and is helping businesses go paperless and operate more efficiently.

Nearly 80% of companies are taking measures to use less paper in their offices. (Source: *Business News Daily*.) The benefits of doing so are many, including reducing the operational costs of paper, printing, and copying fees; improving productivity by delivering the most updated content to the right people in the right format; reducing risk; and strengthening compliance by maintaining audit trails and automating the content delivery process based on consistent policies.

### Highly Functional

eBA is very versatile and can be used in many different scenarios. Below are two examples:

#### AstraZeneca

process typically takes place through medical conferences, which represent 20-25% of their annual marketing budget, and is a requirement in order to comply with governmental reporting guidelines.

**Challenge:** Industry regulations require healthcare companies to be transparent about how they work with physicians and institutions to conduct scientific and medical research. This

**Solution:** eBA was implemented in order to better record, approve, and report on which physicians were invited and spoke at which conferences on what topics, as well as to track the payments for these conferences.

**Results:** eBA provides complete insight into these conferences for both internal and external audit teams, allowing AstraZeneca to be in compliance with their required regulations and guidelines. According to Afrah Siddiqui, Assistant Product Manager, "eBA is a wonderful platform that has completely transformed the entire documentation process at AstraZeneca."

#### BRIDGESTONE

The company provides cash advances to help dealers with the initial investment necessary to open these branches. Prior to eBA, this was a manual process and was non-compliant with the audit standards of the company.

**Challenge:** Bridgestone has over 1,000 dealer-operated retail branches in order to sell and provide after-sales service to their customers.

**Solution:** A Dealer Advance Approval Form was created in eBA with the approval steps generated as a workflow and integrated with SAP Finance.

**Results:** Since this process is now integrated directly with SAP, payments are now released to the dealers more quickly than before.

### Highly Cost-Effective

eBA is less than half the cost of other established document management systems in the marketplace, without sacrificing any of the functionality that you would expect from a content management platform.

The **Savantis Group** helps mid-sized businesses cost-effectively implement and benefit from SAP software. We offer complete implementation services, training and staffing assistance, mobile apps, hosting, and technical support provided through SAP's world-class Application Management Services (AMS).

**Our Mission** is to build long-term, mutually beneficial True Partnerships with our customers, because we believe these relationships are the only ones worthwhile to be a part of, and the only ones that last.

We are your one-stop-shop for all of your SAP needs, and we will be here to help you every step of the way.

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## Proven

Are you unsure if an electronic document and workflow management system is right for you? Don't take our word for it! The following customers are proud eBA users, and we think this list speaks for itself:



"Since 2004, eBA has been successfully and efficiently servicing over 4,000 users at our company."

*Baris Gunduz, Software Development Manager*



**RENAULT**

"eBA has given us time back in our daily busy schedules."

*Ahmet Bilgioglu, IT Manager*



"Our previous workflow application was too complex and difficult to use. With eBA, what used to take two days can be accomplished in one hour."

*Akyut Arsoy, ERP Manager*



"eBA is the most important system in our IT landscape. We estimate eBA saves us upwards of \$7M yearly by allowing us to better track and control our expenses."

*Elif Tuncer, Systems Manager*

## What does eBA include?

Simply put, eBA provides comprehensive content management that integrates with your existing systems. It includes four main components:

- 1. Digitization Management System – optional step**
  - Quickly capture physical records/documents into a digital environment & easily categorize them, integrate with the workflow, and transform records/documents into operational systems
- 2. Electronic Records Management System**
  - Electronic signature functionality, paper management, manage internal correspondence
- 3. Electronic Document Management System**
  - Electronic storage of all kinds of information, access to the most current version of each document, central storage of your documents, and restrict user access if needed
- 4. Workflow Management System**
  - Electronic automation of all processes, implement applicable business rules if needed, accelerate business processes, integrate with your back-end operational systems (such as SAP)

### Benefits by the Numbers:

- Electronic document management systems reduce manual data entry by an average of **85%**
- With an electronic document management solution, users experience an **average decrease of 75%** in time spent locating and retrieving physical files
- E-signatures reduce the turnaround time of documents by **80%**
- **92%** of Subject Matter Experts collaborate on documents using email and **83%** of them lose time to versioning issues every day, which are no longer pain points with eBA.