

“ LET’S TALK ABOUT
ALWAYS MAKING YOUR
OPERATIONS EFFICIENT. ”



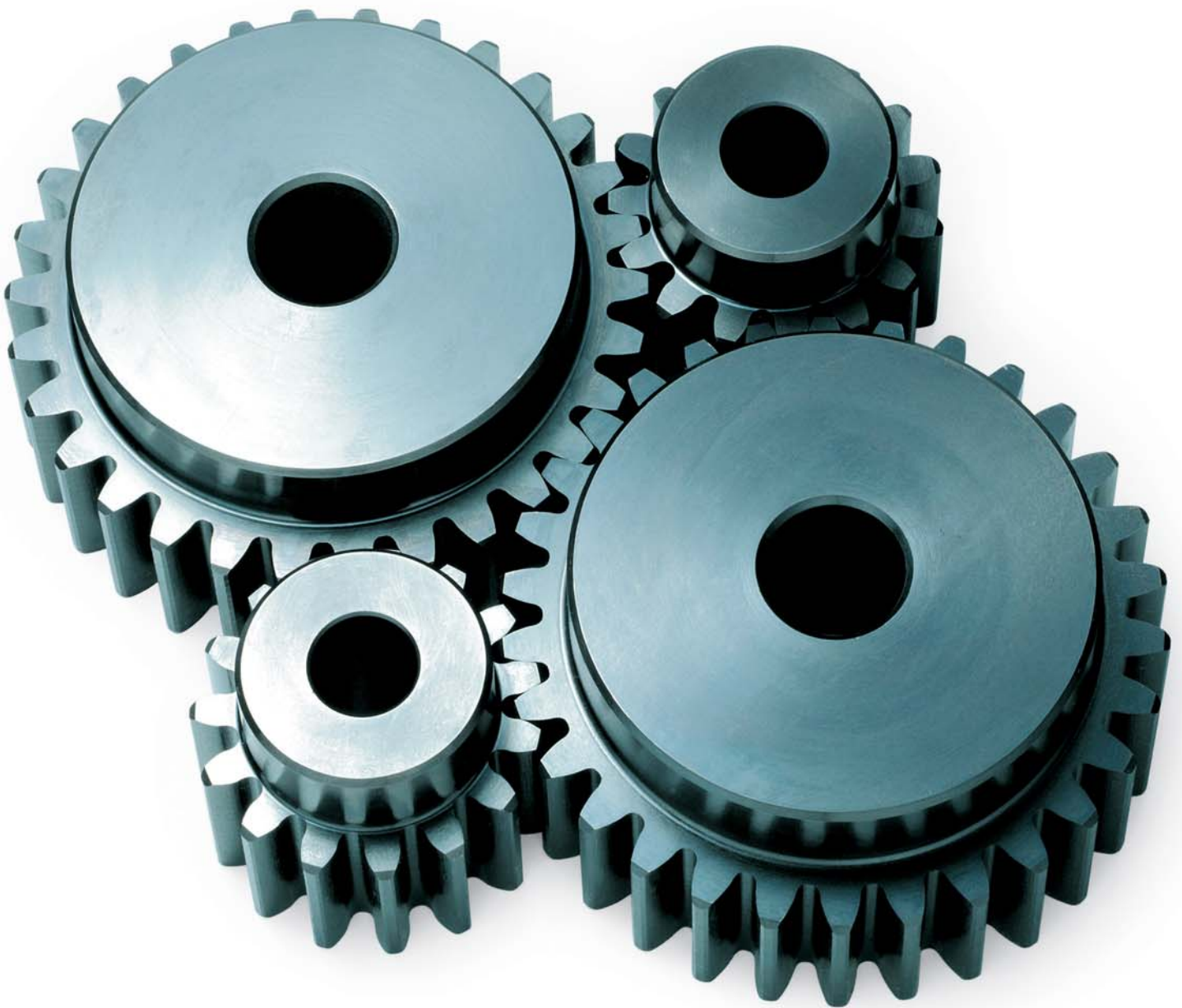
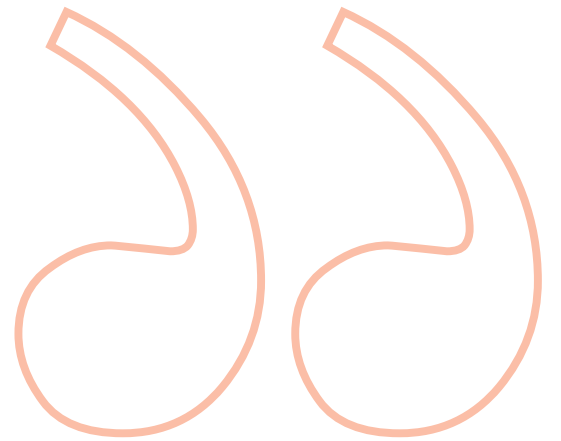
Business *can* be simple



The entire manufacturing process is a complex workflow that can often transcend geographically dispersed operations and departments, extensive third party suppliers and customers. With an accurate tracking and documentation system, maintaining excellent quality checks, smooth operations and adhering to health and safety standards becomes easier, productive and efficient.

With Canon's customised document management solutions, business can be simple. You can streamline your communication and document workflow processes to ensure a smoother, more productive, highly effective business for better growth, stronger sales and increased profits.

Let's talk about providing a common workflow platform and digitising the process between departments, saving time and reducing costs.



FABRICATING A FASTER, SIMPLER AND COST-EFFECTIVE PROCESS

A lengthy workflow outlines the current Engineering Order Fulfilment process that makes it prone to misplaced documents and incomplete documentation. The process involves numerous team members communicating via an extensive trail of documentation. Between the Sales, Design and Purchasing Teams, as well as individual team members, getting the right documentation together for a proposal can be a tedious procedure.

Upon approval, the Sales team will raise a purchase order (PO) to proceed with the job. Multiple copies of the PO need to be made for various departments before the Production Order Fulfilment process can be initiated. Up to this point, the laborious process is likely to be mired in miscommunication and taking up huge storage space for multiple hardcopy documents. This labour-intensive method can cost firms dearly.

We can help.

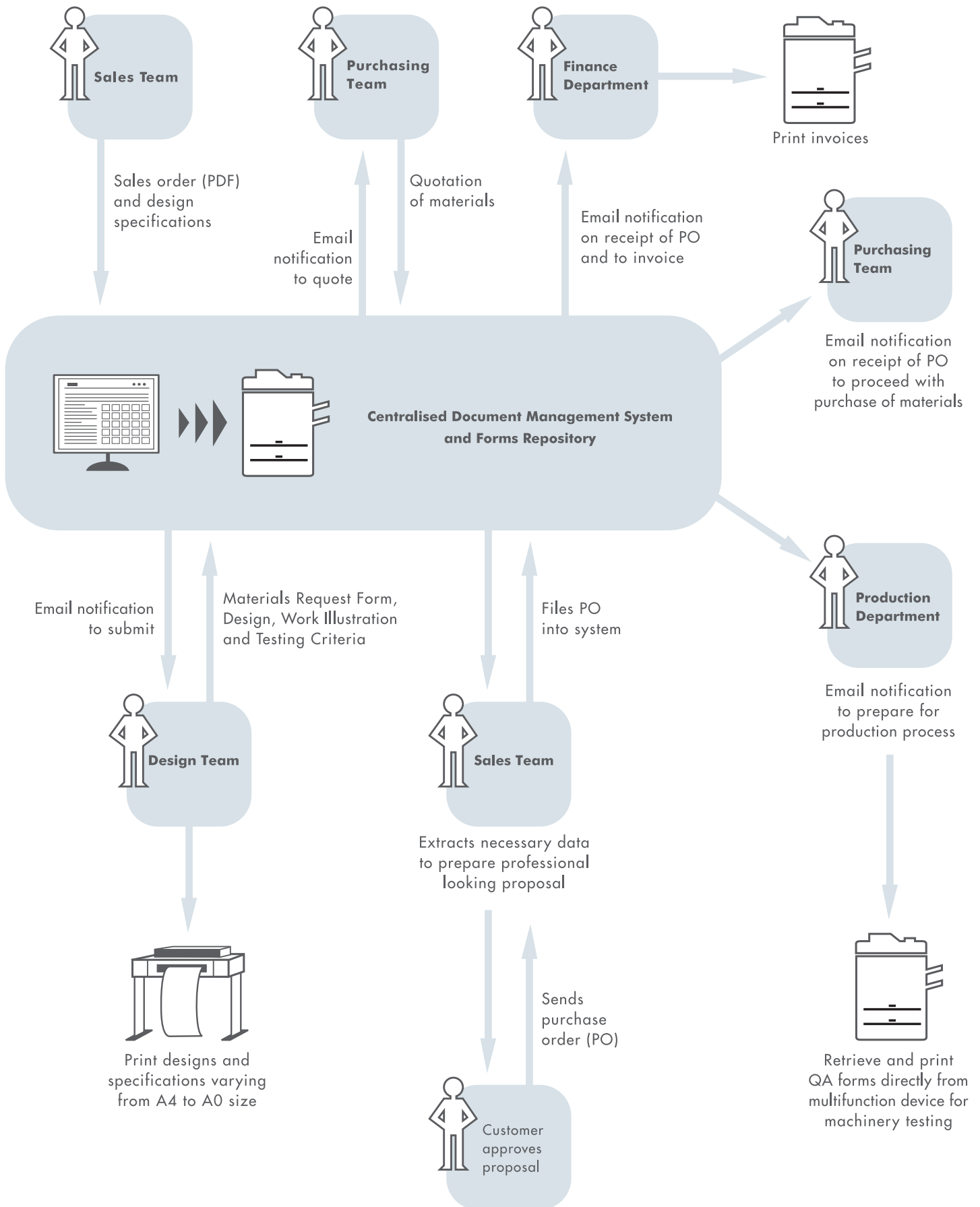
Canon's centralised document management system will provide an efficient means of inter-department communication. With every document digitised, each team need only check a single folder for all documentation pertaining to the job. Email notifications will be sent to respective teams asking for an update or merely informing the team that a next step is due. Teams will also be able to access all documentation remotely. And with Canon's publishing software, the Sales team can easily consolidate all necessary documentation into a professional looking proposal without ever leaving the desk.

Benefits at a glance:

- Faster and easier communication between departments
- Quick capturing of large volumes of documents
- Digital documentation can be easily searched, retrieved and shared
- Save expensive office space
- Increased productivity
- Minimise mistakes and delays
- Reduce labour and stationery costs



Engineering Order Fulfilment Workflow Now Simplified



KEEPING THE JOB TRAVELLER ORGANISED AND COMPLETE

Upon confirmation of a job, a meeting for all teams are held to finalise the project's technical specifications, material requirements and delivery data. To circumvent missing or misplaced documentation, a unique work order number is generated to house the job. However, vast geographical boundaries mean that no one location always has a full set of updated documentation.

Even the Job Traveller (JT) folder, issued by the Planning Team, that moves through each and every stage of the manufacturing process is not foolproof. The JT is supposed to collect all hardcopy forms and monthly production reports generated throughout the process so that when information needs to be retrieved, it is there. However, this is not always the case. In addition, these hardcopies need to be filed and kept for 2 years (as required by ISO 9001) racking up costs for storage space.

We can help.

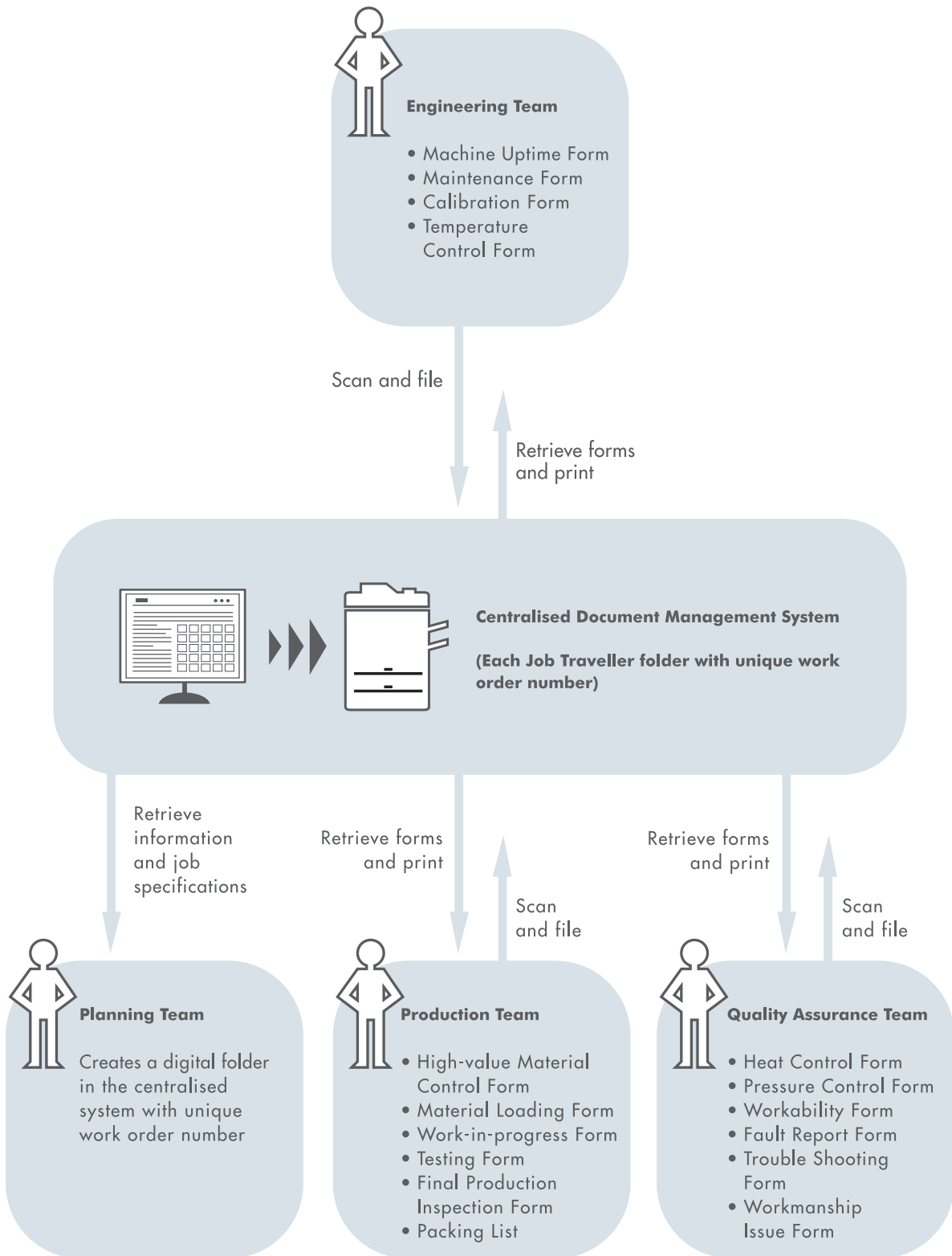
Canon's centralised document management system can organise JTs as individual digital folders. Its scan solution will enable all teams to deposit all forms, regardless of volume or size, as digital files into the corresponding JT folder within the system. As each form carries a job's unique work order number, Canon's intelligent software automatically merges all documentation with other forms carrying the same number and files them in the respective JT folder. This enables large amounts of forms and bills to be captured and consolidated into a single organised folder for easy retrieval and reference. This also saves supervisors time looking for information when generating monthly reports.

Benefits at a glance:

- Minimise misplacement of documents
- Digitised Job Traveller saves time and reduces stationery costs
- Save office storage space
- Reduce labour costs
- Easy retrieval for future reference



Production Order Fulfilment Workflow Now Simplified



For a simplified communication and documentation workflow,
visit us at www.businesscanbesimple.biz

Canon

Delighting You Always