



Source: Berufsförderungswerk Sachsen-Anhalt gemeinnützige gGmbH



**Company:**

Berufsförderungswerk Sachsen-Anhalt gemeinnützige gGmbH

**Employees:**

ca. 150

**Location:**

Staßfurt

**Industry:**

Health, rehabilitation

**Website:**

[www.bfw-sachsen-anhalt.de](http://www.bfw-sachsen-anhalt.de)

## Digitally into the future

### Ordering, purchasing, and invoicing processes for public sector clients

#### Introduction

Berufsförderungswerk Sachsen-Anhalt gGmbH (Bfw) is a publicly funded vocational rehabilitation institution. Its aim is to develop the professional, social, and health-related skills of people who have suffered illness or accidents, with a view to (re)integrating them into the primary labor market (vocational rehabilitation). It employs around 150 people at six different locations. At Bfw, people who are no longer able to work in their profession for health reasons are given new prospects: in addition to placement measures and training center measures for specific target groups, retraining also enables people to return to working life with the best possible interdisciplinary support. As part of the rehabilitation assessment, skills are recorded and tested in various professions or occupational fields. Wishes and ideas are worked out and discussed with the person concerned in a multi-professional team (consisting of psychologists, occupational educators, social educators, and medical professionals), and an integration strategy is developed. Good rehabilitation and vocational preparation are also part of the Bfw's portfolio: Here, workplace-related and job-related basics are

**Manufacturers involved:**

ELO Digital Office GmbH

**Partners involved:**

Telekom Deutschland GmbH

**Products used:**

ELOprofessional 20

**Project period:**

10/2020 - 10/2021

refreshed and learning and working techniques are taught that make it easier to concentrate and find one's way in the new environment and promote adult-oriented learning. The Berufsförderungswerk Sachsen-Anhalt gGmbH is an institution where various commercial, social-educational, industrial-technical, and IT professions can be learned. The wealth of possible measures and support services involves a great deal of administrative work. Employees must initiate, monitor, and manage a wide variety of processes in their daily work to ensure that everything runs smoothly.

## The challenge

In May 2020, the Bfw issued a public tender to find a partner to help it map its ordering, purchasing, and invoicing processes electronically. Until then, these processes had been managed centrally by the purchasing department, but not as part of a clear and transparent process. The main goal was to drive forward the digitization of business processes in purchasing and invoice processing. To this end, the focus was to be placed on three areas in particular: the ordering process, the invoicing process, and the general file structure. All three areas were to be made user-friendly and accessible in order to centralize and optimize access options. As a company in the public sector, it is important to observe and implement legal procedures and requirements within a wide variety of processes. Access by employees working from home also had to be considered. Furthermore, parallel workflows should be made mappable and controllable: with the help of various automation processes, the goal was to facilitate the filing of documents and the forwarding of invoices and orders. High security with consistent user-friendliness and easy modular expansion were further requirements that had to be taken into account.

## The solution

After Telekom Deutschland GmbH was awarded the contract and selected Medialine as its implementation partner, the first step was to conduct an in-depth assessment of the current situation. Weekly meetings between account manager Alexander Moll, consultant Florian Klare, and the IT manager of Bfw Saxony-Anhalt, Mr. Olaf Moch, drove the desired development forward.

»From the outset, the collaboration was characterized by friendly exchanges and mutual respect.«

-Olaf Moch, Head of IT, Bfw Saxony-Anhalt

A requirements analysis showed that ELO Professional 20 was the best possible solution. The desired processes were digitized and centralized using software from ELO Digital Office GmbH, which runs on a Windows infrastructure and MS SQL Server. The purchase requisition process (BANF) was fundamentally restructured: Since different types of ordering processes are



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**Olaf Moch, Head of IT at Bfw Saxony-Anhalt** Berufsförderungswerk Sachsen-Anhalt gemeinnützige gGmbH, Staßfurt

»The flexible workflow for processing requests quickly established itself as a universal approval process, automatically mapping other form-based processes. From the outset, the collaboration was characterized by friendly exchanges and mutual respect.«

repeatedly initiated within the Bfw (for example, in relation to construction projects, IT materials, central purchasing, food, or internal work orders), it is now possible to create each requisition using separate document templates. Furthermore, the various requests are automatically forwarded to the relevant internal departments for processing. For processes that require approval from superiors, automatic blocks and security mechanisms are activated before the necessary approval is granted. The invoicing process has also been simplified and centralized through electronic resources: both the receipt of various types of invoices and the subsequent specific review, approval, and forwarding for processing by an employee are now supported by automated processes. This makes the final account assignment and payment faster and more secure. Since the restructuring of the network infrastructure, all regional centers have the same conditions as the main location in Staßfurt thanks to central administration. The advantages this brings lie in particular in new search options. Whether purchase orders or invoices, documents of all kinds can now be stored in a structured manner regardless of the place of work and retrieved in a matter of seconds. This strengthens the networking of knowledge resources among employees, which ultimately speeds up work processes.

The effort required by employees to submit a requisition has been significantly reduced thanks to the digitization of processes. This has saved time and money in the ordering and invoicing process—while also increasing security through automated processing steps and workflows. In addition, ELO Professional 20 was connected to the Sage100 merchandise management and accounting system used by the company, enabling ELO to automatically transfer accounting records to Sage100. The modular structure of ELO allows employees to build and implement their own advanced solutions within the program. One ready-made example is the Contract module, which is now in use: This module allows employees to keep track of contracts via a user-friendly dashboard and, if necessary, initiate renewals or terminations.

## Das Ergebnis

Medialine was able to fully implement the digitization of ordering and invoicing processes. All 150 users now have central access to the ordering and invoicing processes relevant to them via ELO Professional 20. The individual needs of Bfw Sachsen-Anhalt gGmbH were taken into account during the implementation process. Productive exchange during and after the project ensured and continues to ensure that the solution achieves the best possible results. The Medialine Group is very proud to be able to demonstrate through this project that the digitization of processes is never too costly or unnecessary. On the contrary, the example of Berufsförderungswerk Sachsen-Anhalt gGmbH shows that public sector institutions in particular can also benefit greatly from electronically mapped processes.

## Medialine AG

As a full-service system house, we stand for customised solutions for medium-sized businesses and corporate groups. We fully support your company along the way - from requirements analysis, idea collecting and concept development to the development and implementation of the appropriate IT strategy as well as regular technical support and workshops for your employees. Thanks to our nationwide orientation, customers benefit from a close-knit network of sales and technical resources, which enables optimal service support on site.

### Contact

Medialine EuroTrade AG  
Breitlerstraße 43  
55566 Bad Sobernheim

Tel.: +49 6751 85378 0  
[welcome@medialine.ag](mailto:welcome@medialine.ag)