



# LO

## ECM Pre-Study Research

LISTA OFFICE LO  
OFFICE SOLUTIONS  
DESIGN

SUCCESS STORY

lista office **LO**



“

Without IseoLabs' expert advice we would not have managed this ECM selection process. On the basis we worked out together, we were able to make a well-founded decision and chose a provider that we might not have had our sights on without IseoLabs.

”

Thomas Friederich IT Manager,  
Lista Office LO

## COMPANY

Lista Office LO designs and implements office solutions that make people work enthusiastically and successfully – even on Mondays.

## CHALLENGE

Lista Office LO approached IseoLabs AG with a request for advice and support with the DMS and archive system implementation and an SAP-integrated solution for processing incoming invoices.

Lista Office LO already stored SAP documents via SAP ArchiveLink, but the SAP content server is not designed for the long-term archiving of documents. The SAP documents are also used in other applications such as the CRM application «SuperOffice».

## GOALS

- Requirements analysis & specification
- Design target solution architecture
- Choose an appropriate ECM solution provider and ECM implementation partner





# IMPLEMENTED SOLUTION


## PRE-STUDY RESEARCH

In the first phase, IseoLabs analyzed the existing IT infrastructure, applications, and systems in use in close cooperation with Thomas Friederich, Lista Office LO IT manager. It was evaluated where documents are stored and in which processes they are used. Based on the IT strategy heading towards S/4HANA, the future solution architecture was developed based on the existing ECM requirements and existing content.

## THE PLANNED SOLUTION INCLUDES

- Central archive system including SAP ArchiveLink certification
- Matching metadata and dossier structures
- Central document management system (DMS)
- Integration of SAP archive documents in the dossiers
- Incoming invoice processing with SAP integration
- Windows Explorer & MS Office Integration (MS Office 365/Outlook)
- SAP/DMS/Archive integration





The first step is  
~~always the hardest~~  
easier than ever

## ECM SOLUTION PROVIDER AND ECM IMPLEMENTATION PARTNER

Based on the Lista Office LO requirements, IseoLabs provided a specification and selection of possible and suitable vendors for ECM solutions and implementation. A Swiss-based company should serve as primary contact and general contractor for the implementation and support of the solution.

Lista Office LO has taken a decision between the 2 finalists regarding the planned implementation strategy and conversion to SAP S/4HANA.



# RESULTS

- ✓ Set up general requirements for the future document processing, management and archiving.
- ✓ Prepare ECM solution architecture and implementation plan
- ✓ Market research to find appropriate potential providers
- ✓ The system will be used by 250 internal users for Invoice Processing, General Document Management and Archiving integrated into SAP.