



[Kamenitza AD](#) is one of the biggest brewing companies in Bulgaria, operating a large brewery in Haskovo and a craft-beer microbrewery in Plovdiv, the city in which the company was founded in 1881. It boasts an extremely rich portfolio of local brands like Kamenitza, Astika, Burgasko, and Slavena, as well as popular international brands, such as Stella Artois, Staropramen, and Beck's, for which it has obtained the necessary licenses. Its portfolio also includes three imported brands: the Belgian treasures of Hoegaarden and Leffe, and Corona, the most popular Mexican beer. Kamenitza AD is part of the group of companies of Molson Coors Beverage Company, a Canadian-American brewing company with over 200 years of experience in the industry.

Background

Kamenitza AD is a large brewing company with commercial operations throughout Bulgaria and exports to various countries. As a result, the cycle of production, delivery, and sale of its products generates a considerable amount of documentation, which the company's employees work with on a daily basis.

This leads to a quick expansion of its archive of physical, paper-based documents stored by the Legal Matters and Business Analysis departments, which, in turn, poses two challenges for the companies - expensive physical space dedicated to the storage of active and terminated contracts & not delivering desirable efficiency managing company documents.

To track all documents at each stage easily and quickly, Kamenitza AD, like many companies with operations of similar size and scope, needs to embrace digitalization and find a technical solution to its documentation flow so that each segment of the electronic archive reaches the right destination at the right time.









The Challenge

- [Organize the physical archive](#) of the Legal Matters and Finances departments“
- [Create an electronic archive](#) of all documents and completing its integration
- Export the data from the electronic archive in a format that is compatible with the software products used by the company
- Find the easiest possible way to send the documents to the respective company units in Bulgaria and abroad
- Automate the process of adding to the existing indices the identification numbers generated by the Client’s SAP platform

Results

- Kamenitza AD uses an automatic export solution to receive data on the same day or the next business day
- The employees can make quick references online thanks to the process we implemented with the purpose of timely processing of documents
- The freed up office space can now be used as it sees fit
- Kamenitza AD benefits from an electronic archive that allows it to track the limitation periods of signed contracts and organize the periodic or early destruction of data in a secure way to avoid storing unnecessary data

Services used by the Client

-  [Archiving and organizing services](#)
-  [Scanning and indexing](#)
-  [Data entry](#)
-  Digitization
-  Data export
-  [Software solution](#)
-  [Destruction of physical documents](#)
with expired storage periods
-  Document deliveries



Our Approach

1. Preparation

The goal was to quickly free up the office space and build a system for transfer of information which can be used as soon as possible. The steps:

- Coming up with a consolidated plan for the simultaneous digitization of the documents stored by the Legal Matters and Finances departments
- Assigned two account managers to coordinate the process of digitizing and organizing the documents by department

2. Digitization

Once we arranged the basics, we:

- Determined the [criteria for the digitization of the documents](#)
- Digitized the entire archive of the Legal Matters department
- **Started digitizing a pilot batch of documents stored by the Finances department**
- **Tested the new transfer process to the parent company's Center for Shared Business Services in Romania**, and automating the work processes

3. Configuration and control

Then we configured our indexing and hosting software so that it includes index fields that are appropriate for the documents we were processing

- Indexing of the documents and hosting services
- Implemented full quality control

4. Creation of a file-exporting program

Our team created a program for the export of files that:

- Comes up with document names based on the data in the index fields
- Groups the documents automatically in 'packages' of a certain size, optimizing their distribution
- Creates an additional table in CSV format, allowing us to exercise additional control
- Automates the import of the SAP numbers we would receive later

5. Test with a pilot batch and integration of solution

To complete the journey, we:

- Conducted a pilot test with a digital batch of documents stored by the Finance departments
- Distributed the documents to the respective destinations in line with the guidelines offered by the Client
- Designed an automated process for the export and transfer of the data
- **Agreed to use the same process for all documents we would process later**



6. Management of unnecessary documents

This step guarantees periodically and securely destruction of all unnecessary Kamenitza's AD documentation with expired storage periods.

"We are really grateful to National Archives for the wonderful partnership in this challenging project that contributed enormously to the implementation of a new and modern method for the management and storage of our documents. They won us over with their professionalism and commitment to their work. We wish them success!"

.Kremena Milichina,
Manager of Accounting,
Kamenitza AD