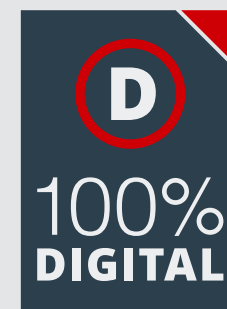




# Paperless **office!**



**ARHIVAT****RUL**<sup>®</sup>  
DEPOZIT DE SIGURANȚĂ





# **DIGITIZATION: A MUST-HAVE**



# Business lines:

- Registry and workflow
- Digital archiving
- Physical archiving
- Secure shredding

ARHIVATORUL  
REPOZIT SIGURANȚĂ

## WHO WE ARE

### 2 WAREHOUSES

Main warehouse in Luncani, Cluj county,  
regional warehouse in Timișoara,  
near the border with Hungary

### 200 KM +

For physical archives

### 100%

Romanian capital

### 1 MIL EUR

Turnover in 2018





## VISION

We continuously **innovate** and develop ourselves to be the **integrated and systematised** solution for documents and **data management** and through this service to ensure the **safety** of information for our clients.

## MISSION

We ensure integrated document management solutions from the moment documents enter the company and until their physical archiving. We have proper assets, such as warehouses and digital systems for document management.

We guarantee the safety and security of documents through quality management systems implemented in our activity.

We are recommended by the care for our clients and the attention to our employees.

## VALUES

**Innovation** - we continuously monitor the digital innovations for the benefit of our clients in order to implement it in our portfolio.

**Safety** - we guarantee the safety and security of our actions by the quality management systems implemented in our activity and the professionalism of our employees.

**Integrity** - we plan, act and meet our goals. We do what we promise to do.

**Responsability** - we acknowledge our actions and results, as well as the business solutions generated for the needs of our clients.

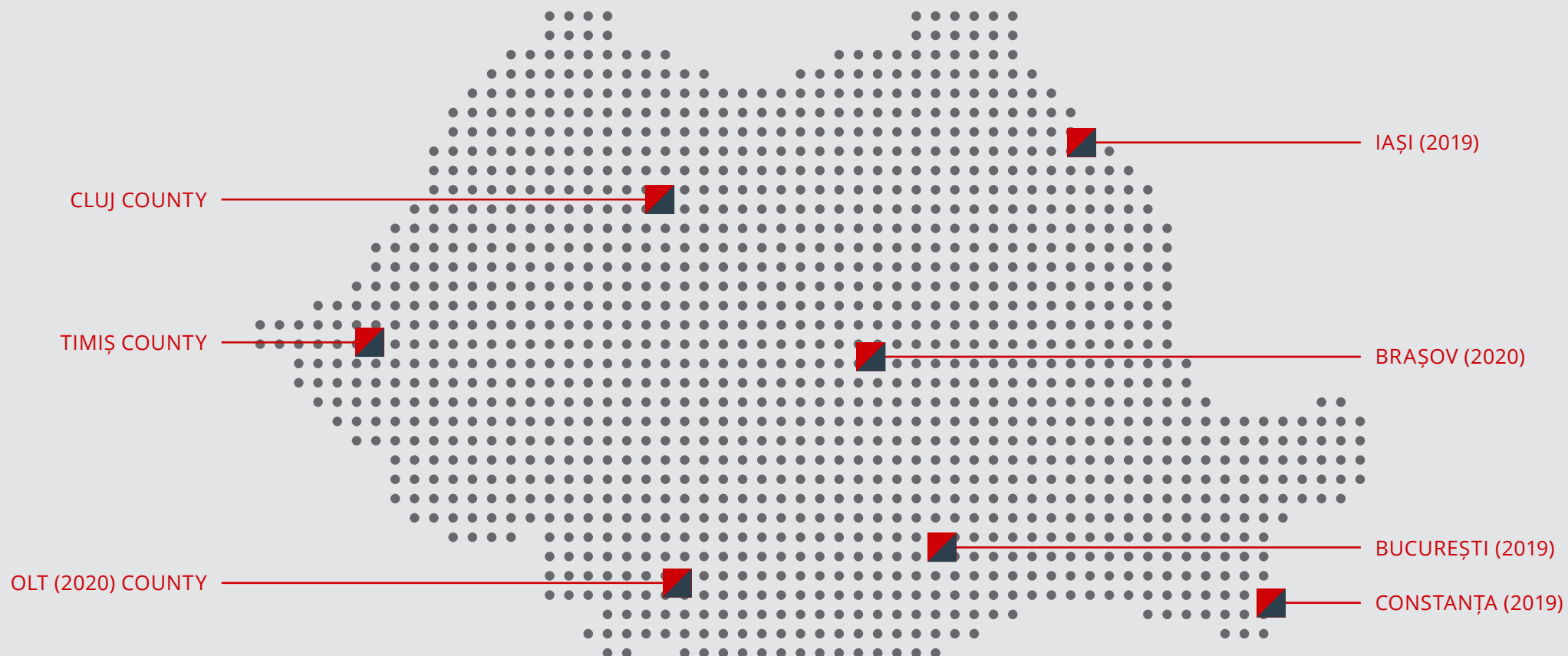
**Respect** - we offer and expect respect in all our relations with our employees, clients, suppliers and partners.

**Education** - we focus on constant learning to ensure improvements of our capabilities

**Care** - we are the guarantee of history through the care we manage documents.



# NATIONAL COVERAGE





# CERTIFICATION AND MANAGEMENT SYSTEMS

Certified by the National Archive of Romania for the:

- Document utilisation services,
- Bindery services,
- Preservation and management of documents, as well as
- Handling the archives.



Quality management system

ISO 9001



Information security  
management system

ISO 27001



Environmental  
management system

ISO 14001



Approval on fire  
prevention measures

ISU APPROVAL



Insured, authorised, secured,  
and GPS-monitored document  
transportation services

TRANSPORTATION



# ALIGNMENT WITH **GDPR**

- Reports on logging sessions
- Authorised/controlled access rights





# MORE THAN 1500 BUSINESS PARTNERS

Public institutions, companies, insolvency firms



GHERLA HOSPITAL

CLUJ COUNTY NATIONAL  
HEALTH INSURANCE  
INSTITUTION

CLUJ-NAPOCA REGIONAL  
PUBLIC FINANCES  
INSTITUTION

CLUJ-NAPOCA REGIONAL  
LABOUR OFFICE

TIMIȘ COURT

CLUJ COUNTY COUNCIL





# ZERO PAPER



A COMPLETE AND INTEGRATED DOCUMENT AND DATA  
**MANAGEMENT SOLUTION, IN 4 STEPS**

REGISTRY

WORKFLOW

ARCHIVE

SECURE  
SHREDDING



# WHAT IS **ZERO** PAPER?

ZERO PAPER IS OUR PAPERLESS OFFICE SOLUTION,  
**COVERING THE ENTIRE MANAGEMENT FLOW**  
OF DOCUMENTS IN A COMPANY:



NEW

- Taking over the documents which are sent to the company
- Proper registration in a centralised, unique registry
- Setting the documents on adequate workflows
- Digital and physical archiving
- Delivering documents to clients, based on their requests



# DATA **SAFETY** AND **SECURITY** IN ZERO PAPER

- The data introduced to the system is encrypted on a banking/blockchain level
- Real time back-up ensured, on the first introduction of the data, in 3 safety copies
- All back-up locations are under Arhivatorul responsibility





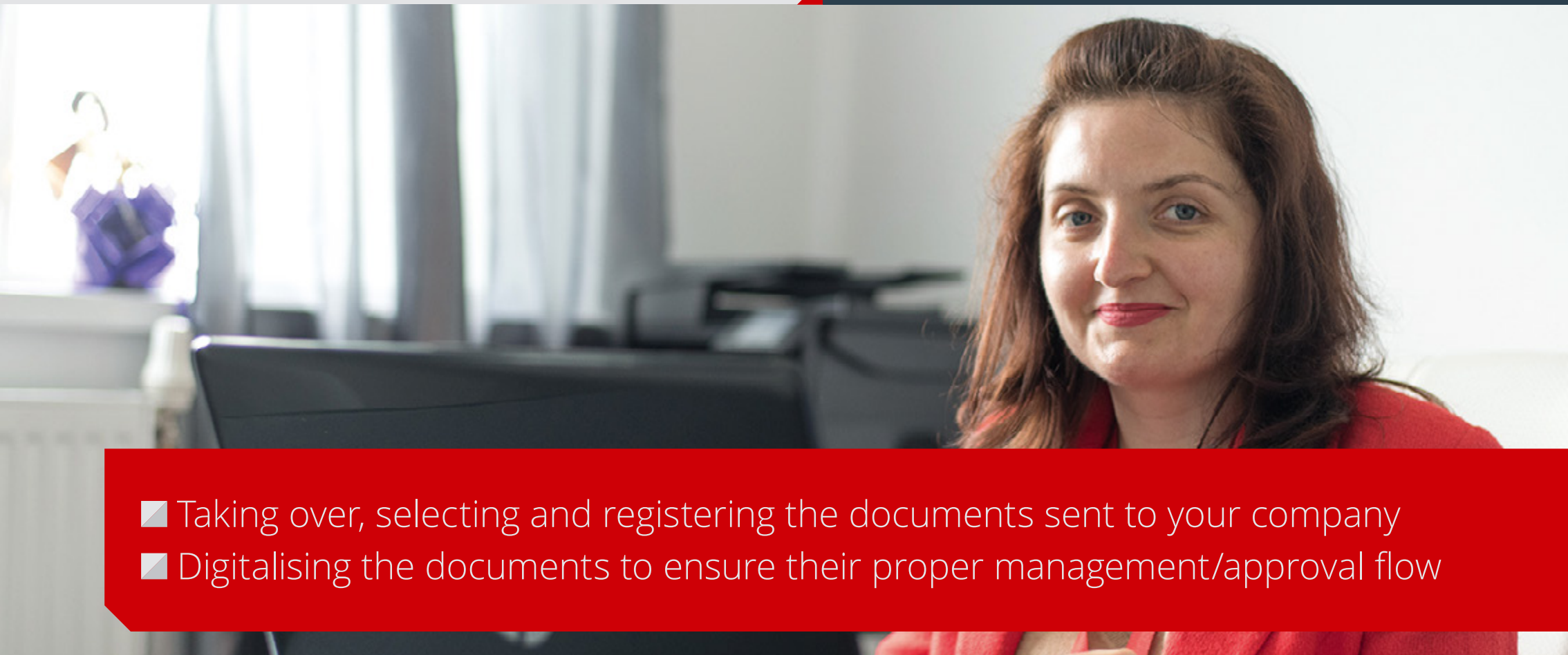
# OUR PARTNER: ELO DIGITAL

- Leading software company on documents, records and enterprise content management systems
- Present on the market since 1996
- HQ in Stuttgart, Germany
- 21 subsidiaries in 17 countries
- More than 1,000,000 users on global level





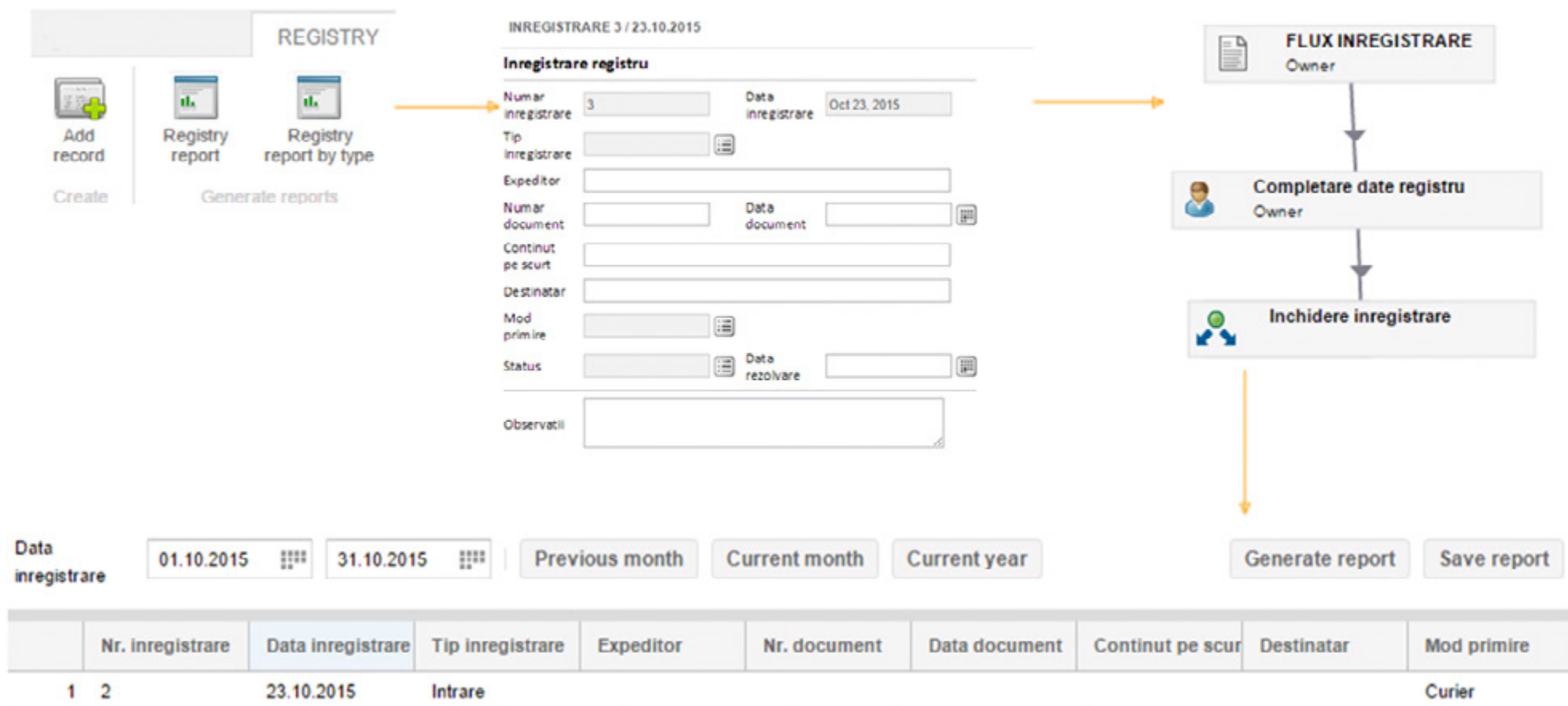
# REGISTRY



- Taking over, selecting and registering the documents sent to your company
- Digitalising the documents to ensure their proper management/approval flow



# REGISTRATION FLOW





# WORKFLOW

We create workflows on the specific activities of the client

- Connect Zero Paper with the internal digital systems, such as ERP's
- Automatisation of the information flows
- Automatisation of the document flows
- Ensure control over the document and information flows
- Setting up specific roles and attributes



# DIGITAL ARCHIVING



- Scanning and indexing documents in order to be archived digitally
- We encrypt data and preserve scanned information on secured data servers

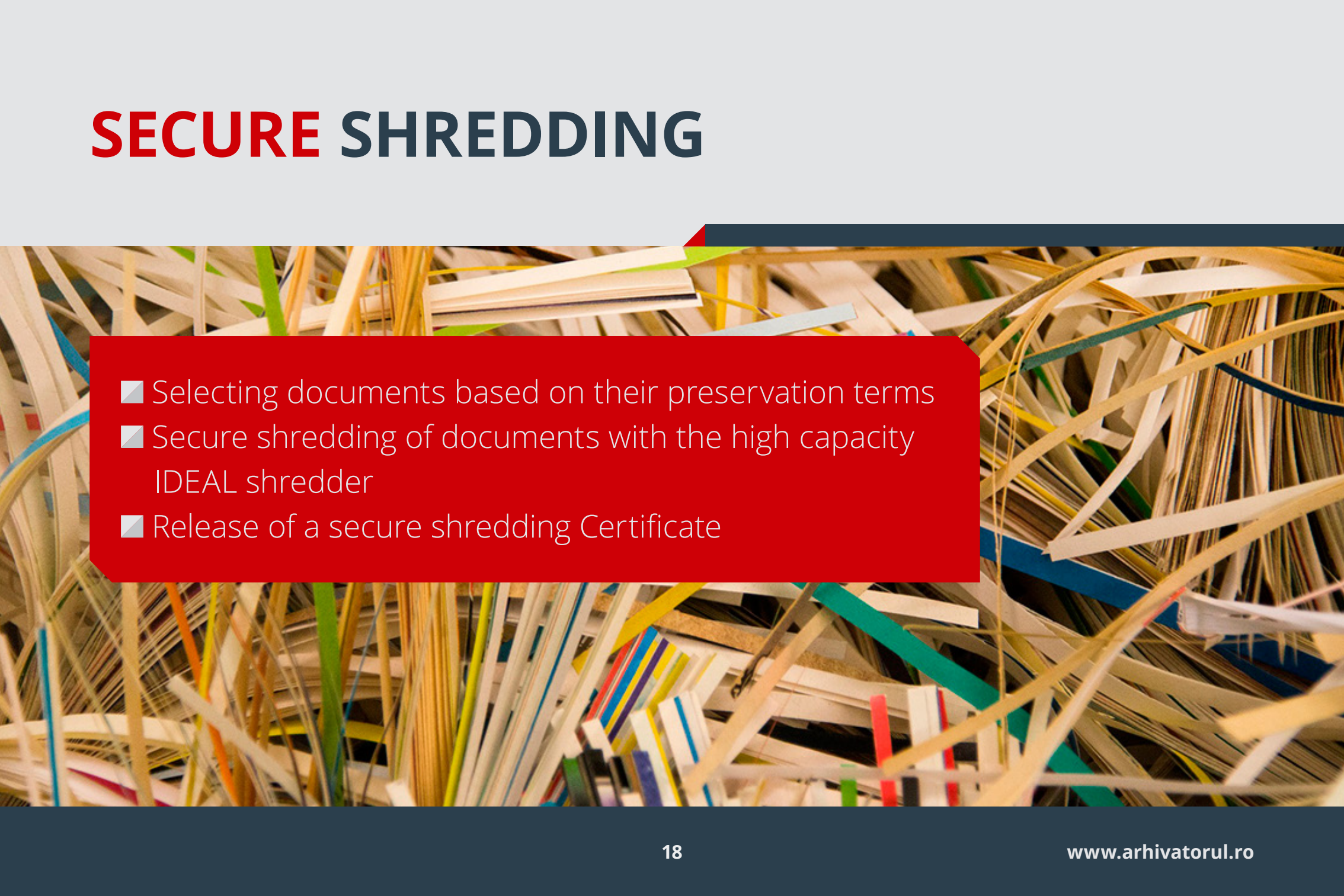


# PHYSICAL ARCHIVING

- 
- Sorting, registering and archiving documents in archiving containers
  - Placing boxes on shelves and marking it with unique barcodes
  - Retrieving documents from the archive: delivering scanned documents in maximum 2 hours from the request of the client



# SECURE SHREDDING

- 
- Selecting documents based on their preservation terms
  - Secure shredding of documents with the high capacity IDEAL shredder
  - Release of a secure shredding Certificate



# ZERO PAPER: BENEFITS AND ADVANTAGES

- + you will not have to worry about proper document registry any more
- + reduces the risk to lost/waste invoices, contracts, human resources documents
- + reduces the risk of not handling on time a legal notification or a citation
- + releases your desks, offices spaces and halls filled with documents
- + reduces the time consumed by employees on searching documents, scanning,
- + transferring and manipulation





# ZERO PAPER IN DOCUMENT MANAGEMENT

- Registry and electronic centralised inventory at your disposal
- Through the collaboration function you have the possibility to:
  - Work in teams
  - Manage versions
  - Receive notifications upon modifications
- Set up roles and access rights
- Digitally sign official documents
- Block the access to certain data with the “Blackening documents” function



# ZERO PAPER EVEN THROUGH MOBILE

- You can access all information you need, even on mobile devices
- Set tasks, responsible and deadlines
- Save time and reduce human error through the development of templates
- Preserve an audit line for the documents and information in the system





**2019**

**[www.arhivatorul.ro](http://www.arhivatorul.ro)**

**Central warehouse in Luncani:** Tel.: +40.371.387.446, Fax: +40.372.252.177

**Sales office in Cluj-Napoca:** Tel.: 0759/015.057

**Regional warehouse in Jud. Timiș:** Tel. 0752/180.639

**[contact@arhivatorul.ro](mailto:contact@arhivatorul.ro)**

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