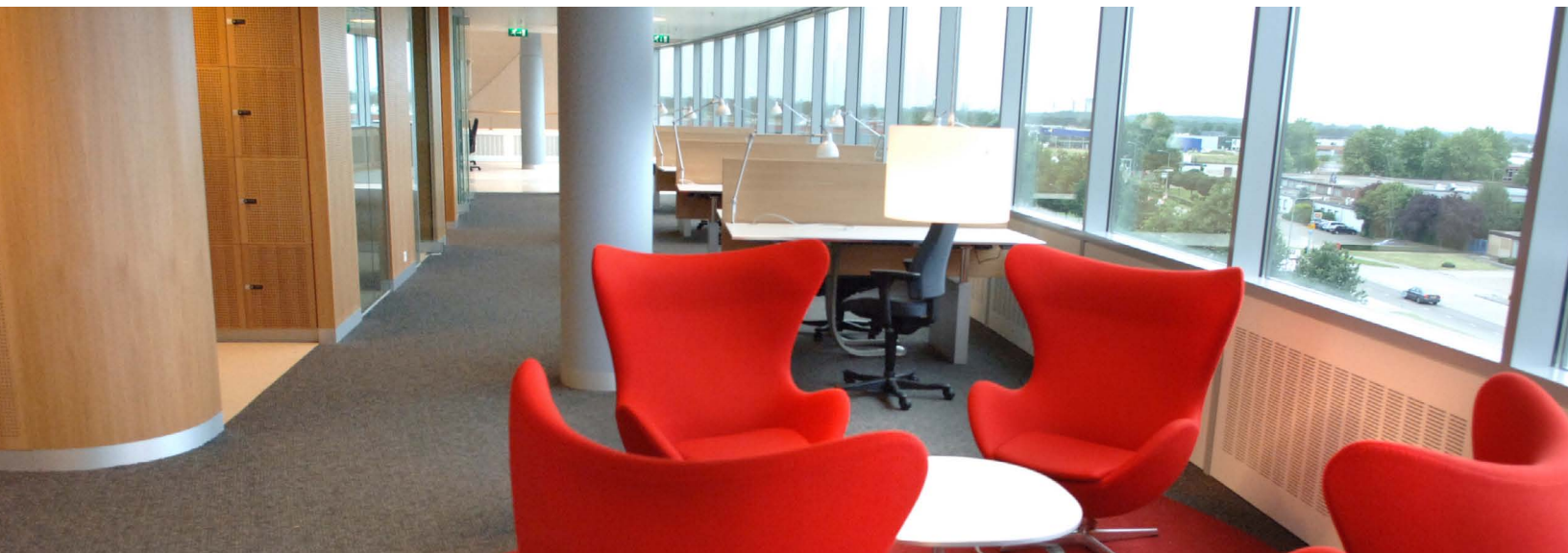


SABIC

Documents on demand



SABIC
The Netherlands—European
Headquarters
www.sabic.com

Leading petrochemical manufacturer streamlines collaboration, creates searchable archive of intellectual property using Adobe® Acrobat® software

Preserving documents and records and providing more secure access to them is vital for manufacturers. Employees, from legal staff to engineers, need to collaborate with each other and with business partners using current and historical information related to product research and development, contracts, and other details.

Fast, efficient information access

Today, with the increasing need to advance manufacturing productivity, secure contracts with multiple parties, and protect intellectual property (IP), managing documents has become more important than ever—and Adobe Acrobat software is playing a pivotal role.

Headquartered in Saudi Arabia, SABIC is a major producer of plastics, chemicals, and petrochemicals in Europe, the Middle East, Asia, and North America. To improve records management at the company, a small team of experienced records officers works with groups company-wide to implement fast, efficient processes for managing a wide range of important business documents. Integral to their efforts is Adobe Acrobat software.

SABIC has adopted Adobe Acrobat software as a standard to create reliable, more secure PDF files for streamlined collaboration inside and outside the company. Documents in PDF can be password protected and assigned controls to limit printing and other activities that could jeopardize document security.



Challenge

- Enabling more secure document collaboration internally and externally
- Reliably archiving documents for decades
- Streamlining review of complex documents

Solution

- SABIC uses Adobe Acrobat software to collaborate on contracts, create a searchable archive of documents in PDF/A, and coalesce different document types into easily consumed PDF Portfolios.

Benefits

- Supported productivity and more secure document collaboration on critical materials such as contracts
- Created searchable archive that enables quick recall of mission-critical legal and manufacturing documents
- Met legal and ISO requirements for long-term archiving
- Combined multiple document types into PDF Portfolios for easier review and information extraction

Toolkit

- Adobe Acrobat Pro
- Adobe Acrobat Standard

The team helps employees manage complex documents and work in better ways, such as collaborating on contracts and other materials electronically, creating searchable archives, and using PDF Portfolios that combine multiple media types into single, universally accessible yet more secure PDF files. "Our records management department delivers reliable, state-of-the-art information services with the help of Acrobat and PDF," says Dominique Hermans, records officer at SABIC.

More secure document-based collaboration

The records management group is part of the legal department, where Acrobat is central to creating, sharing, and managing business-critical materials such as contracts. For years, the records management team has used Adobe Acrobat and PDF to make virtually any document—from contracts in Microsoft Word to product design and development files in a variety of formats—universally accessible while maintaining document fidelity and improving security.

For SABIC, Adobe Acrobat is vital to its operations because it enables reliable information sharing among internal and external parties. Approximately 1,000 employees at the company use Acrobat software to generate, share, and review PDF files internally, as well as with customers and suppliers.

Streamlined document management

Records management staff frequently scans paper-based documents, such as contracts, using OCR to create PDF files for suppliers or customers. Because they routinely receive dozens of contracts and other materials, they use the Action Wizard in Acrobat to convert TIFF files to PDF, optimize them, and apply password protection in batches, saving time for busy employees.

The team adds metadata to the files to make them easier to search and retrieve, as well as adds bookmarks and other features for streamlined navigation of long documents. The resulting PDF files are stored within an OpenText Livelink Enterprise Content Management system for efficient access and digital archiving. In addition to creating the PDF files, for example, for review, once a document is ready to be archived, the team uses Acrobat to convert it to PDF/A to help ensure even longer-term retrieval.

Facing government regulations for long-time archiving of product and business documents, SABIC uses Adobe Acrobat to convert important documents from a wide range of applications to ISO-compliant PDF/A files. The proven archiving standard provides SABIC with quick, reliable access to critical business information now and in the future.



“Our records management department delivers reliable, state-of-the-art information services with the help of Acrobat and PDF.”

Dominique Hermans
Records officer,
SABIC

A trusted archiving solution with PDF/A

The bulk of the company’s intellectual property and legal knowledge is stored within documents. SABIC needs to help safeguard this information, as well as recall it quickly today and decades from now. The company chose PDF/A to archive contracts, research and development documents, and other materials. According to Hermans, SABIC selected PDF/A, a standard that Adobe helped create, because it is ISO-compliant and meets legal mandates for long-term archiving.

Using PDF/A, SABIC has built a searchable electronic archive that makes it faster and easier to access documents for legal research, product development, and other purposes. The archives have also streamlined collaboration among lawyers and with outside business partners.

“With a searchable PDF/A archive, we can find any document in seconds, regardless of when it was created. If we didn’t archive documents in PDF/A, we could run into problems in the near future because the software used to create some of our documents is no longer available,” says Hermans. “Adobe Acrobat and PDF/A are our global standard for archiving—and overall, Acrobat provides exceptional value by improving communication inside and outside our company, all while better safeguarding our intellectual property.”

Rich commenting tools promote collaboration

The more secure PDF files form the basis for collaboration internally and with external suppliers and customers. By conducting document reviews using PDF files, SABIC can better ensure that everyone inside and outside the organization can reliably collaborate on contracts and other materials using free Adobe Reader® software. SABIC and recipients use the commenting tools such as text edits, the cloud tool, and sticky notes to mark up documents—providing a more secure, coordinated way to update document content and reach mutual decisions.

Once everyone is satisfied with the updates, collaborators can employ the stamp functionality in Adobe Acrobat to indicate that they approve the information within the document. The stamp tool helps SABIC and its customers and suppliers avoid debates if any issues arise in the future related to contract or product specification details. Security options in Acrobat software allow SABIC to password-protect final contracts or apply other controls that limit the ability to make changes to files; the added controls—especially for contracts distributed inside and outside the company—is paramount.

Using Adobe Acrobat, SABIC is able to provide secure access to documents and records for employees, from legal staff to engineers, collaborating with each other as well as with business partners on product research and development, contracts, and other critical business information.



"Adobe Acrobat and PDF/A are our global standard for archiving—and overall, Acrobat provides exceptional value by improving communication inside and outside our company, all while better safeguarding our intellectual property."

Dominique Hermans
Records officer,
SABIC

Multiple uses, one solution

At SABIC, employees have discovered other ways to leverage Adobe Acrobat to enhance productivity. The legal department is using PDF Portfolios to combine photos, bios, and other employee information for personnel files into a consolidated PDF file. Packaging files in PDF also makes it easier across the board to manage and review longer, more complex documents because employees do not have to thumb manually through multiple e-mail attachments or open different files in different applications. In addition, PDF forms are being used to capture information about contracts or requests so that legal or internal management can view and extract information electronically, versus perusing piles of paper documents or recreating content.

"We continue to find new ways to use Acrobat software across departments," says Hermans. "Combined with our strong relationship with Adobe, we feel strongly that we have the right solution to help take our records management operations to the next level."

For more information

www.adobe.com/products/acrobat



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