

## DELIVERY NOTES+ - Automatic archiving of delivery notes for SAP® purchase orders

Delivery notes still predominantly arrive on paper along with the goods. Filing these delivery notes requires manual work and storage space in folders.

When it becomes necessary to review a delivery note, the clerk must go to the filing location, retrieve the paper copy, and after using the necessary information, put it back in the folder. Even if the delivery note is scanned directly or arrives electronically, it's still necessary to file the email or attachment in a way that allows it to be easily retrieved.

**Our product, DELIVERY NOTES+, eliminates this manual work and offers direct access to the delivery note via the SAP Purchase order's asset list.**

### Fast capture

The delivery note is placed in a scanner at the point of handover or receipt, creating a digital copy in the form of a PDF file with a text layer, which is then stored in a

server share, that is monitored by DELIVERY NOTES+.

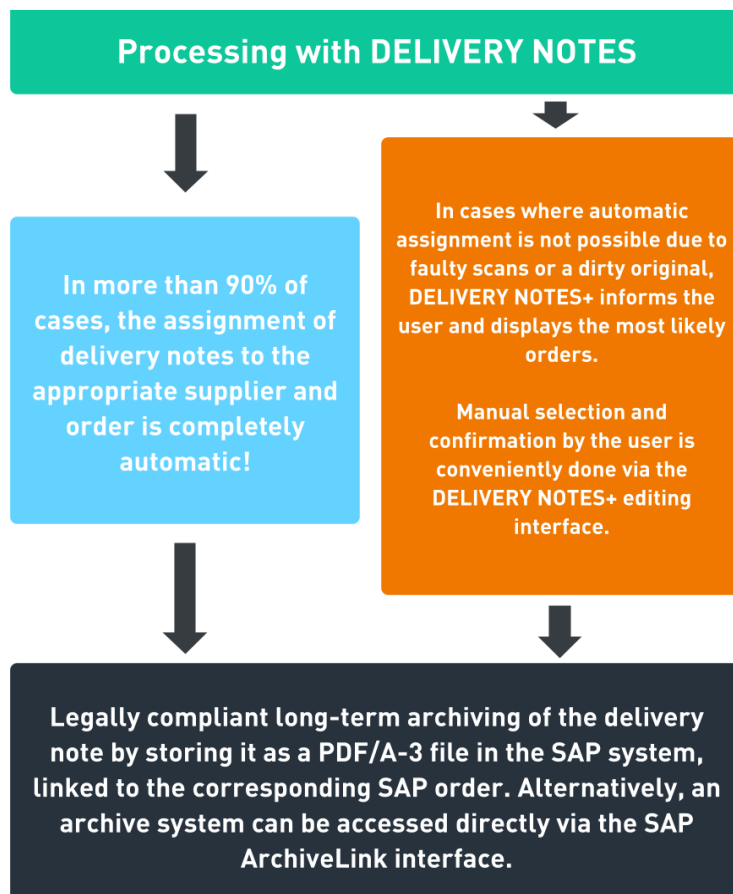
If a delivery note is received digitally via email, it is stored by DELIVERY NOTES+ in the same directory.

### Optimal Processing

DELIVERY NOTES+ monitors this directory for incoming delivery note files. As soon as a file appears, it is processed by the software, and the relevant supplier and order information is automatically extracted. Based on this information, DELIVERY NOTES+ identifies the correct supplier and the corresponding order with a very high degree of accuracy.

### Audit-proof archiving

Finally, the respective delivery note is stored as an attachment to the SAP order. If available, an archive system can also be accessed directly via the SAP ArchiveLink interface. This ensures that the documents are archived in an audit-proof manner and can be displayed at any time at the touch of a button. Upon request, the document can be converted to PDF/A-3 format, ensuring long-term recoverability. The actual delivery note



can simply be filed chronologically and then disposed of once the legally required retention period has expired.

#### **Optimal support even for the manual handling of problem cases.**

If, due to soiling of the papers or faulty scans, the supplier cannot be identified, or no matching order can be found, or several very similar orders prevent a clear assignment,

the delivery note receives the status "not assigned" in the "Delivery Note Monitor".

Further processing then takes place with just a few clicks in the interactive interface: The delivery note is displayed on the left side of the interface. The right side shows the orders that could be related to the delivery note with the matching fields highlighted.

From this list, the employee selects the correct order and confirms the assignment. The delivery note is then filed with the corresponding SAP order.

If none of the program's suggestions are correct, the correct order can be found by entering the order number.

Alternatively, entering the suppliers name will search for and list the open orders for that supplier in SAP for selection.

#### **Benefits of DELIVERY NOTES+:**

- ✓ Significant time savings through largely automated processing of delivery notes
- ✓ No one-time fees – savings from day one.
- ✓ Legally compliant long-term archiving through storage in PDF/A-3 format.
- ✓ Operator intervention is only required in cases of incorrect information on the delivery note or OCR errors.
- ✓ Automatic verification of the order number, supplier, and ordered items, largely eliminating the possibility of incorrect order assignment.
- ✓ Simple and intuitive program – no training required.

#### **More software modules for purchasing with SAP**

The product DELIVERY NOTES+ is part of our "PurchaseToPay" suite for purchasing with SAP, which also includes the products PURCHASE ORDERS+ (securing, sending and archiving SAP orders with associated documents), ORDER CONFIRMATIONS+ (processing order confirmations) and INVOICE PROCESSING+ (processing incoming invoices)

**Have we sparked your interest? Then we look forward to your call at +49 (611) 97759-0 or an email to [info@advanced-software.de](mailto:info@advanced-software.de).**

#### **About us:**

Advanced Software GmbH, headquartered in Wiesbaden, Germany, specializes in technical document processing. For over 30 years, the company has been developing innovative software applications for large and medium-sized enterprises in the automotive industry, automotive suppliers, mechanical and plant engineering, and electrical engineering/electronics. Integrations for optimizing purchasing processes with SAP are a particular focus. We currently serve more than 140 customers with approximately 250 installations in Germany, other European countries, the USA, Asia, and South America.

**Further information: [www.advanced-software.de](http://www.advanced-software.de)**