

User manual for

DELIVERY NOTES+

Automatic processing of delivery notes for SAP Purchase orders

Document version 8 - as of 18. December 2025

This user manual is intended for users who want to operate the program.

This document assumes that the program has been fully installed by the IT department and correctly configured by a key user.

Accordingly, only the application is explained here.

The following additional resources are available for DELIVERY NOTES+:

| type | title | version | comment |
|--------------|--|------------------------------------|---|
| Whitepaper | Whitepaper DELIVERY NOTES+ | Version 5 – De- cember 18, 2025 | |
| Video | DELIVERY NOTES+ | | https://www.youtube.com/watch?v=PjWZd-fUdNvQ |
| Installation | Installation Prepa- ration Document | | |

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1 Introduction

1.1 Purpose of the program

DELIVERY NOTES+ is used to automatically process and archive incoming delivery notes.

To ensure long-term recoverability, the delivery note can first be automatically converted to PDF/A-3 format.

The delivery note is archived as an attachment in the attachment list of the corresponding SAP purchase order. This ensures that the delivery note can always be found and restored in connection with the SAP purchase order.

Additionally, the delivery note can be transferred to an archive system connected to SAP via ArchiveLink or CMIS. The user interface for later retrieval of the delivery note remains the order's attachment list, even in this case.

1.2 Receipt of delivery notes

Delivery notes typically arrive in two ways:

- As a paper document accompanying the goods delivery
- As an email attachment before or at the time of delivery of the goods

1.2.1 Delivery note as a paper document

Delivery notes received in paper form (by mail) are scanned and a text layer is added using Optical Character Recognition (OCR). The scanned output is then placed in the DELIVERY NOTES+ filesystem folder.

1.2.2 In digital form in a central mailbox

DN+ includes an email monitor that tracks a mailbox. When an email arrives in this mailbox, the attachment is moved to the central DN+ inbox.

1.2.3 Received in digital form in personal mailbox

If a delivery note is sent directly to a buyer's personal email inbox, the buyer forwards the email to the inbox monitored by DELIVERY NOTES+. Further processing then proceeds analogously to section 1.2.2.

2 Fully automatic processing via DELIVERY NOTES+

DELIVERY NOTES+ automatically retrieves the data of open orders, including supplier data, from SAP at the program start and whenever necessary thereafter.

The system is waiting for incoming delivery notes. Each delivery note is processed immediately after it has been placed in the "Delivery Notes" folder.

As a rule, DELIVERY NOTES+ can automatically identify the SAP Purchase order based on the delivery note data.

2.1 To identify the correct SAP order, the following data is checked:

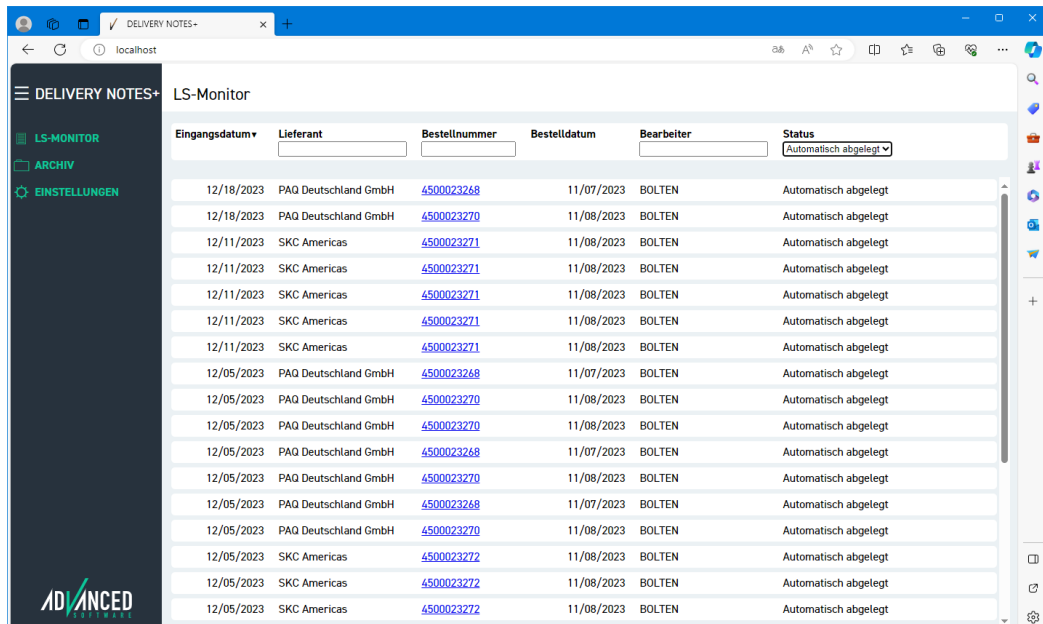
Assignment to the correct supplier via supplier master data:

- Company name, address, bank details, VAT ID, etc.

Assignment to the correct purchase order via the

- Order number, if available and correct. If not, the following item details will be checked:
- Material No.
- Supplier material number
- Manufacturer part number
- Short text
- Delivery date

If the order can be reliably identified using the aforementioned information, the delivery note will be automatically filed in the order's attachment list, possibly in a connected archive system.



| Eingangsdatum | Lieferant | Bestellnummer | Bestelldatum | Bearbeiter | Status |
|---------------|----------------------|---------------|--------------|------------|----------------------|
| 12/18/2023 | PAQ Deutschland GmbH | 4500023268 | 11/07/2023 | BOLTEN | Automatisch abgelegt |
| 12/18/2023 | PAQ Deutschland GmbH | 4500023270 | 11/08/2023 | BOLTEN | Automatisch abgelegt |
| 12/11/2023 | SKC Americas | 4500023271 | 11/08/2023 | BOLTEN | Automatisch abgelegt |
| 12/11/2023 | SKC Americas | 4500023271 | 11/08/2023 | BOLTEN | Automatisch abgelegt |
| 12/11/2023 | SKC Americas | 4500023271 | 11/08/2023 | BOLTEN | Automatisch abgelegt |
| 12/11/2023 | SKC Americas | 4500023271 | 11/08/2023 | BOLTEN | Automatisch abgelegt |
| 12/11/2023 | SKC Americas | 4500023271 | 11/08/2023 | BOLTEN | Automatisch abgelegt |
| 12/05/2023 | PAQ Deutschland GmbH | 4500023268 | 11/07/2023 | BOLTEN | Automatisch abgelegt |
| 12/05/2023 | PAQ Deutschland GmbH | 4500023270 | 11/08/2023 | BOLTEN | Automatisch abgelegt |
| 12/05/2023 | PAQ Deutschland GmbH | 4500023270 | 11/08/2023 | BOLTEN | Automatisch abgelegt |
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| 12/05/2023 | PAQ Deutschland GmbH | 4500023270 | 11/08/2023 | BOLTEN | Automatisch abgelegt |
| 12/05/2023 | PAQ Deutschland GmbH | 4500023268 | 11/07/2023 | BOLTEN | Automatisch abgelegt |
| 12/05/2023 | PAQ Deutschland GmbH | 4500023270 | 11/08/2023 | BOLTEN | Automatisch abgelegt |
| 12/05/2023 | SKC Americas | 4500023272 | 11/08/2023 | BOLTEN | Automatisch abgelegt |
| 12/05/2023 | SKC Americas | 4500023272 | 11/08/2023 | BOLTEN | Automatisch abgelegt |
| 12/05/2023 | SKC Americas | 4500023272 | 11/08/2023 | BOLTEN | Automatisch abgelegt |

No further work is required from the user for these delivery notes.

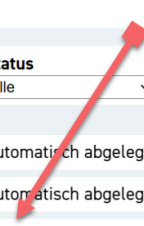
3 Partially automated processing through DELIVERY NOTES+

In exceptional cases, it may happen that the order cannot be clearly identified for the following reasons:

- Incorrect information on the delivery note
- A dirty delivery note leads to errors in OCR recognition.
- Several virtually identical orders (supplier and material) within a short period of time

If the order cannot be reliably identified in these exceptional cases, the delivery note will not be filed and will receive the status "Open", which can be seen in the DN monitor.

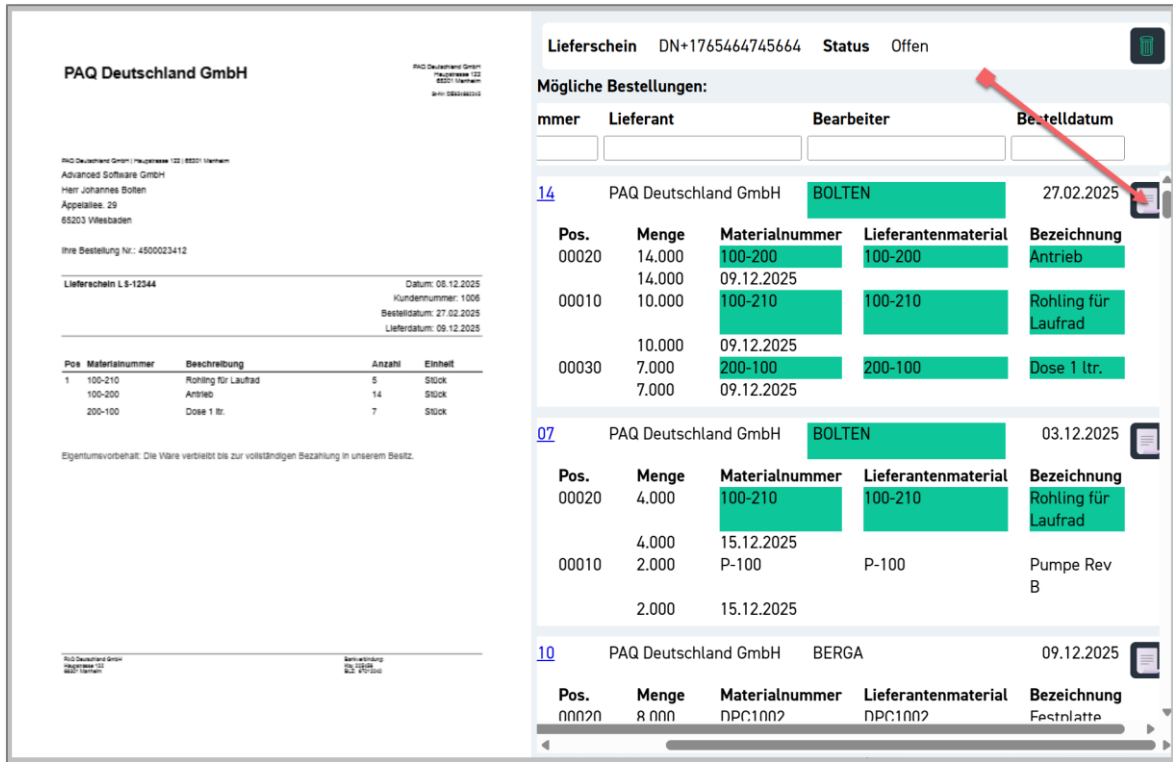
| Eingangsdatum▼ | Lieferant | Bestellnummer | Bestelldatum | Bearbeiter | Status |
|----------------|----------------------|----------------------------|--------------|----------------------|----------------------|
| | <input type="text"/> | <input type="text"/> | | <input type="text"/> | Alle ▼ |
| 11.12.2025 | SKC Americas | 4500023416 | 27.02.2025 | BOLTEN | Automatisch abgelegt |
| 11.12.2025 | SKC Americas | 4500023415 | 27.02.2025 | BOLTEN | Automatisch abgelegt |
| 11.12.2025 | PAQ Deutschland GmbH | 4500023414 | 27.02.2025 | BOLTEN | Offen |
| | PAQ Deutschland GmbH | 4500023507 | 03.12.2025 | BOLTEN | |
| | PAQ Deutschland GmbH | 4500023510 | 09.12.2025 | BERGA | |
| 11.12.2025 | PAQ Deutschland GmbH | 4500023413 | 27.02.2025 | BOLTEN | Automatisch abgelegt |
| 11.12.2025 | SKC Americas | 4500023412 | 27.02.2025 | BOLTEN | Automatisch abgelegt |



To display these delivery notes completely among all delivery notes, the user filters the status to "open" once a day or twice a week, depending on the frequency.

He then selects the affected delivery notes by clicking on the corresponding line.

This switches him to the interactive control panel of DN+:



PAQ Deutschland GmbH

PAQ Deutschland GmbH | Hauptstrasse 122 | 65231 Viernheim
Advanced Software GmbH
Herr Johannes Bollen
Appelallee 29
65233 Wiesbaden

Ihre Bestellung Nr.: 4500023412

Lieferschein L 9-12344

Datum: 09.12.2025
Kundennummer: 1006
Bestelldatum: 27.02.2025
Lieferdatum: 09.12.2025

| Pos. | Materialnummer | Beschreibung | Anzahl | Einheit |
|------|----------------|---------------------|--------|---------|
| 1 | 100-210 | Rohling für Laufrad | 5 | Stück |
| | 100-200 | Antrieb | 14 | Stück |
| | 200-100 | Dose 1 ltr. | 7 | Stück |

Eigentumsvorbehalt: Die Ware verbleibt bis zur vollständigen Bezahlung in unserem Besitz.

Lieferschein DN+1765464745664 Status Offen

Mögliche Bestellungen:

| Nummer | Lieferant | Bearbeiter | Bestelldatum |
|-------------|----------------------|-----------------------|----------------------------|
| 14 | PAQ Deutschland GmbH | BOLTEN | 27.02.2025 |
| Pos. | Menge | Materialnummer | Lieferantenmaterial |
| 00020 | 14.000 | 100-200 | 100-200 |
| | 14.000 | 09.12.2025 | |
| 00010 | 10.000 | 100-210 | 100-210 |
| | 10.000 | 09.12.2025 | |
| 00030 | 7.000 | 200-100 | 200-100 |
| | 7.000 | 09.12.2025 | |
| | | | Bezeichnung |
| | | | Antrieb |
| | | | Rohling für Laufrad |
| | | | Dose 1 ltr. |
| 07 | PAQ Deutschland GmbH | BOLTEN | 03.12.2025 |
| Pos. | Menge | Materialnummer | Lieferantenmaterial |
| 00020 | 4.000 | 100-210 | 100-210 |
| | 4.000 | 15.12.2025 | |
| 00010 | 2.000 | P-100 | P-100 |
| | 2.000 | 15.12.2025 | |
| | | | Bezeichnung |
| | | | Rohling für Laufrad |
| | | | Pumpe Rev B |
| 10 | PAQ Deutschland GmbH | BERGA | 09.12.2025 |
| Pos. | Menge | Materialnummer | Lieferantenmaterial |
| 00020 | 8.000 | DPC1002 | DPC1002 |
| | | | Bezeichnung |
| | | | Festplatte |

This form shows the delivery note on the left and on the right side, the orders where some or all values match between the delivery note and the SAP order.

The matching fields are highlighted in green, making it easy for the user to decide which order is the correct one.

Now the user only needs to click on the "Assign" button (rectangle on the right edge, see red arrow) to attach the delivery note to the relevant SAP order.

Now, these delivery notes have also been processed and archived.