



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 – December 18, 2025	
Video	DELIVERY NOTES+		https://www.youtube.com/watch?v=PjWZd-fUdNvQ
Installation	Installation Preparation 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:

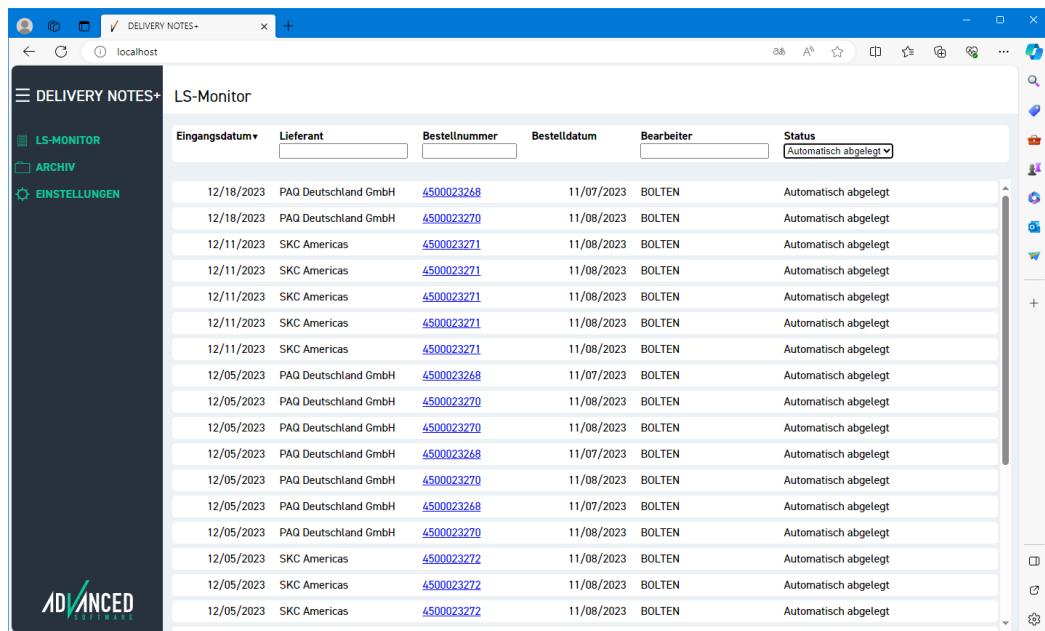
Assignment to the correct supplier via supplier master data:

- 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
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	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

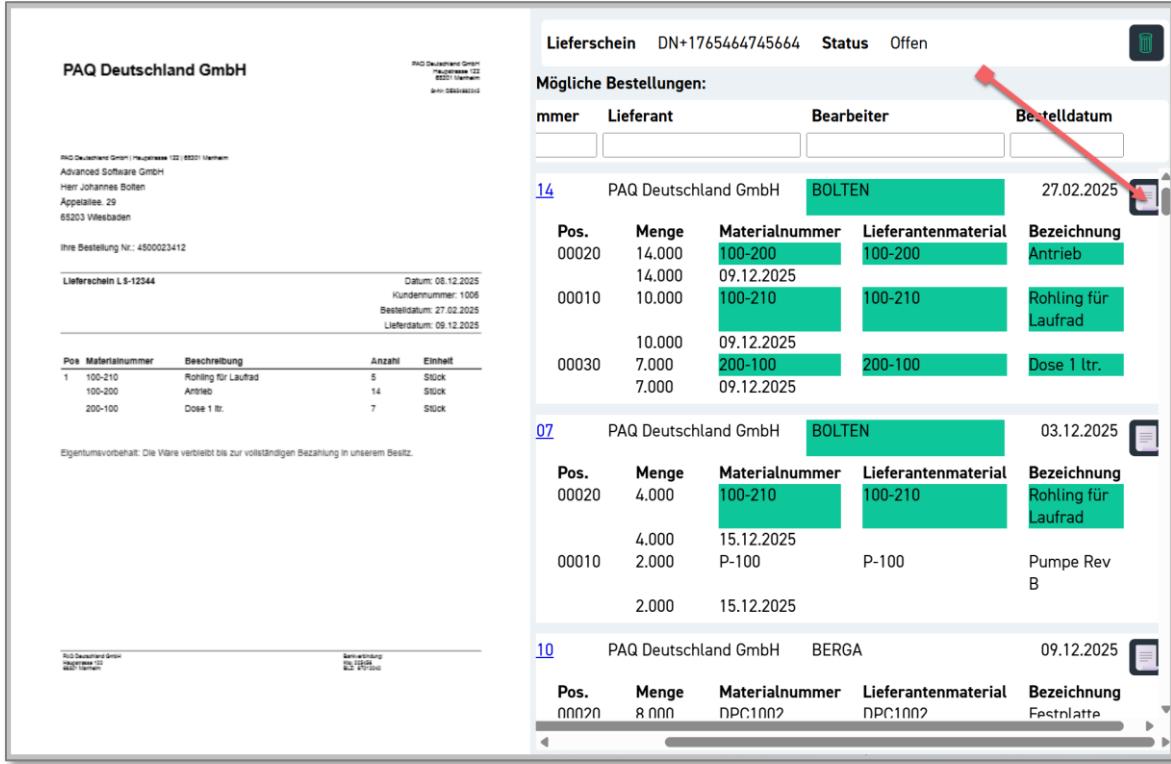
If the order cannot be reliably identified in these exceptional cases, the delivery note will not be filed and will receive the status "Open", which can be seen in the DN monitor.

DN Monitor					
Eingangsdatum▼	Lieferant	Bestellnummer	Bestelldatum	Bearbeiter	Status
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+:



The screenshot shows the DN+ interface. On the left, a delivery note for PAQ Deutschland GmbH is displayed. On the right, a list of possible SAP orders (Bestellungen) is shown. Red arrows point to the "Assign" button (rectangle on the right edge) and the matching fields between the delivery note and the SAP orders.

Lieferschein DN+1765464745664 Status Offen

Mögliche Bestellungen:

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