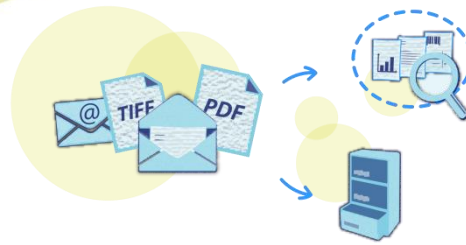


# Transferring electronic documents directly to the SAP® system -

*easy, affordable and safe*



**inPuncto**®

How does the transferring of **electronic documents to SAP** work?

1 Thanks to flexible configurations in the processing of various electronic documents we can adapt accordingly to the existing scenarios:

According to its "inner structure" an XML-file is parsed, values are read out, compared with SAP and the corresponding procedures are started (booking, workflow etc.)

2 EDI / IDOCS on the basis XML are processed in the same manner.

3 E-Mail with an attachment – the attachment (different formats e.g. PDF) is edited graphically for the processing, specific OCR/ICR routines read the content and synchronize these values with SAP, the original format is not changed– when the booking is completed, the SAP object is linked to the corresponding original.

4 Integrated conversions (e.g. TIFF in PDF-A (searchable) or PDF-A (non-searchable) and many more are a modular part of the configurable processing by inPuncto.

5 Verification with SAP values serves as the "background analysis" for the control of further processes (e.g. supplier -> official in charge is notified automatically via SAP workflow).

6 Barcode and patch code processing permit a fast, specific separation of documents and subsequent archiving in the SAP archive.

7 And many more

Your benefit thanks to the processing of electronic documents with inPuncto ECM software:

#### Faster

- Allocating e-mail attachments with one click in SAP,
- Verification of document contents with SAP master data as a background process,
- Processes are carried out automatically according to your business logic (responsibility).

#### Better

- User-friendly and easy-to-use interfaces,
- Processing a wide variety of incoming formats,
- No changing of the original format.

#### Affordable

- Reduction of the processing costs per document due to automation of the process,
- High transparency in the tracking respectively history of document processes (small effort),
- Easy, uncomplicated handling of the inPuncto software reduces the need for training.

#### Configuration / Products:

- biz<sup>2</sup>Scanner (Scanner-Client for SAP)
- biz<sup>2</sup>ScanServer (document processing server for incoming mail)
- optional: biz<sup>2</sup>Archiver (archive for SAP)

**Your inPuncto team:**  
[contact@inpuncto.com](mailto:contact@inpuncto.com)  
+49(0)711 661 885 00

# Transferring electronic documents directly to the SAP® system -

*easy, affordable and safe*



**inPuncto**®

## Examples of use

The areas of application for the transferring electronic documents directly to the SAP solution are manifold. For example in the area:

### Accounting and Finance/ Logistics

- Automatic invoice processing
- Automatic processing of order confirmations
- Automatic processing of orders
- Integration of iDOCs/XMLs into the SAP workflow
- Processing of delivery notes.

### Management

- Initiation of qualified release processes of business documents
- Illustration of the competences (object, project, financial competences)
- Cockpit function for invoices, orders, etc.
- History of business processes, etc.