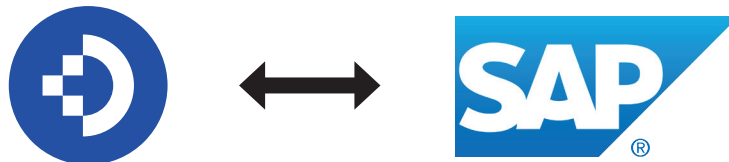




DOCUWARE CONNECT TO SAP

The complete solution for document management and business process improvement in conjunction with SAP

The DocuWare SAP Interface revolutionizes the way organizations work by seamlessly integrating DocuWare's proven ECM system with SAP systems. This powerful integration enables organizations to streamline document management and make business processes more effective. Below are some of the key features and examples of use cases that can be realized using DocuWare in combination with the Connect to SAP (C2SAP) interface.



FEATURES AND BENEFITS

/ Document Management

The interface enables seamless storage, retrieval, and management of documents directly from SAP applications. Documents are securely archived and can be easily accessed again, improving transparency and traceability of business processes. This includes, but is not limited to, archiving documents, integrating documents into SAP workouts, and quickly searching for documents.

/ Automation of business processes

By integrating DocuWare with SAP, business processes can be automated. Documents can be automatically archived in DocuWare in real time and integrated into SAP work facilities, which leads to more detailed processing of business processes.

/ Workflow Management

The interface enables the integration of DocuWare workflows with SAP workflows. This facilitates the management and automation of business processes across different systems. In this way, the SAP master data can be provided by the interface and used in DocuWare processes.

/ Data integrity and compliance

By integrating DocuWare and SAP, companies can ensure the integrity of their data and meet compliance requirements. Documents are securely archived and can be easily accessed again, improving transparency and traceability of business processes.



PROCUREMENT PROCESS

Example use cases for DocuWare Connect to SAP

A company has a procurement process that is managed by SAP. When an employee submits a requirement, the associated documents can be automatically archived in DocuWare. This can include purchase order forms, vendor quotes and approval forms. Documents are assigned according to their classification, and metadata is stored in DocuWare for easy retrieval when needed. At the same time, the archiving event can be used to start an approval workflow in DocuWare.

Process Description

Requirement coverage request

An employee submits a request for coverage in SAP.

Automatic document archiving

Associated documents such as purchase order forms, quotes and order confirmations from suppliers are automatically archived in DocuWare and organized according to their classification and metadata.

Approval and release workflow

Approval and release processes are carried out in DocuWare, including the relevant SAP master data.

Goods Receipt and Delivery Note Verification

At goods receipt, the delivered materials are compared with the information on the delivery notes. The corresponding documents are archived in DocuWare and can be linked to the SAP material document or purchase order transaction via the C2SAP interface.

Tracking and logging

The relevant steps in the procurement process are logged, summarized and stored in DocuWare, allowing for comprehensive tracking within materials management.

Advantages

- The management of procurement documents for transparent and traceable procurement
- Reduce manual effort and minimize errors for improved productivity in employment
- Improved supplier relationships through timely processing of purchase orders and invoices

This workflow scenario for the procurement process shows how C2SAP interface can help companies optimize their procurement processes and increase equivalence.



INVOICE RECEIPT PROCESSING – SIMPLE INVOICE

Example use cases for DocuWare Connect to SAP

When an invoice is received in DocuWare, a work order can be automatically triggered to review and approve the invoice. Once approved, the invoice and metadata can be automatically transferred to SAP posting transactions, which then only need to be confirmed by an accountant. In addition, invoice documents are stored in DocuWare and can be viewed by employees for accounting and other purposes.

Process Description

Invoice Receipt

Incoming invoices are either scanned or sent electronically to DocuWare.

Document extraction

DocuWare automatically extracts the relevant data from the invoices and, if necessary, compares it with the corresponding SAP purchase order data.

Review and approval workflow

Approved invoices are archived and automatically transferred to the corresponding SAP posting transactions for approval by the accounting department. The invoice documents in DocuWare are linked to the SAP accounting document and can be viewed by employees for accounting and other purposes. In addition, the metadata in DocuWare is enriched with posting information such as document number, posting date or payment status.

Advantages

- Secure invoice processing for transparent and traceable accounting
- Reduction of manual effort and minimization of errors for improved productivity in the accounting department
- Speed up the processing time by automating the review and approval workflows

This variant of an invoice receipt process shows how DocuWare, together with DocuWare Connect to SAP, can help companies optimize their invoice processes and increase the accuracy in accounting.



PERSONNEL PROCESS

Example use cases for DocuWare Connect to SAP

Documents such as resumes, employment contracts and certificates can be automatically archived in DocuWare when new employees are created in SAP HCM. This simplifies personnel file management and compliance.

Process Description

Employee registration and data entry

New employee data is entered directly into the SAP Human Resources module and automatically transferred to DocuWare to create a personnel file.

Document Archiving

Documents such as resumes, employment contracts, transcripts and training materials are stored in DocuWare and linked to the corresponding employee records in SAP.

Work order approval

Workflow steps such as approvals for new hires or changes to employee data are performed in DocuWare using the SAP master data provided by the interface.

Compliance and archiving

Archiving of employee documents in accordance with legal requirements is automatic and audit-proof in DocuWare and can also be accessed directly from SAP.

Advantages

- Management of employee documents for transparent and traceable personnel administration
- Reduce manual effort and minimize errors for increased HR productivity
- Meet compliance requirements with automated archiving and audit-proof document management

This workflow description explains how DocuWare incl. C2SAP can help companies make their HR processes more effective and ensure compliance.



SHIPPING MANAGEMENT

Example use cases for DocuWare Connect to SAP

The shipping process is a critical step in the business flow that requires careful planning and handling to ensure timely and reliable delivery to customers. Managing shipping documents and seamlessly communicating with carriers are essential aspects of this process.

Process Description

Incoming orders

Customer orders are entered directly into SAP and automatically archived in DocuWare with the associated documents.

Picking and packing

Products are picked and packed in the warehouse. Shipping documents such as packing slips and shipping labels are generated automatically and stored in DocuWare.

Handing over the required shipping documents to the freight forwarder

The relevant shipping documents generated in SAP are bundled in DocuWare and handed over to the forwarding agent to ensure smooth transportation.

Shipping and delivery

Packaged items are shipped to customers. Shipping documents are archived electronically, and customers are automatically notified of the shipping status.

Tracking and reporting

Deliveries are tracked and logged in the SAP system. Returns or complaints are easily handled by archiving the corresponding documents in DocuWare and linking them to the orders.

Advantages

- Manage shipping documents for transparent and traceable processing
- Reduce manual effort and minimize errors for increased productivity
- Improve customer satisfaction with smooth shipping processes

This workflow scenario for the shipping process shows how C2SAP can help companies optimize their shipping processes and increase customer satisfaction.



CONTRACT MANAGEMENT

Example use cases for DocuWare Connect to SAP

When a new contract is created in SAP, copies of the contract document can be automatically archived in DocuWare. They are organized in DocuWare according to contract terms and SAP metadata. When needed, SAP staff can reference or directly access archived contracts.

Process Description

Contract generation

New contracts are created in SAP and automatically archived in DocuWare.

Document archiving

Contract documents are organized by contract terms and metadata from SAP and stored in DocuWare.

Review and approval workflow

The contract workflow in DocuWare includes steps such as review, approval and signature.

Synchronization with SAP data

Changes or additions to the contract are also made in DocuWare and synchronized with the corresponding SAP data.

Automatic notifications and logging

When a contract expires or is renewed, automatic notifications are generated and logged.

Advantages

- Manage contract documents for transparent and traceable contract management
- Reduce manual effort and minimize errors for improved contract management productivity
- Save time by automating work commitments and notifications when contracts change or renew

This contract management scenario shows how DocuWare Connect to SAP can help companies streamline their contract processes and manage contract documents more effectively.



QUALITY CONTROL

Example use cases for DocuWare Connect to SAP

In a manufacturing company, quality control forms and various certificates can be automatically archived in DocuWare as soon as they are created in the SAP system. This allows for specific document management and the traceability of quality control processes.

Process Description

Quality inspection

Quality control forms and certificates are created in SAP during the production process.

Document Archiving

Quality documents are automatically archived in DocuWare and organized according to classification and SAP metadata.

Traceability

Archived quality documents allow for efficient traceability and auditability of quality processes.

Integration with SAP data

Documents can be linked to corresponding SAP records, such as inspection obligations, to provide a complete view of product quality.

Advantages

- Manage quality documents for transparent and traceable quality control
- Reduce manual effort and minimize errors for improved product quality
- Improve compliance by archiving and tracking quality processes for auditing purposes

This example illustrates how DocuWare C2SAP can help companies improve their quality processes and manage product quality more efficiently.

SPECIFIC MODULES TO EXTEND THE MAIN CONNECTOR

Overview

Document Link *DW C2SAP DL*

included in DW CLD C2SAP

Core Functionality

- Linking Documents to SAP records and launching workflows in SAP

Functions in detail

- Automated linking of DocuWare documents with processes in SAP via index values.
No barcode scenario necessary
- BADI concept offers flexible options for realizing processes via SAP BAPI functions
 - Automatic order confirmations
 - Posting goods receipts and confirmation
 - Creation of sales orders

Document Indexing *DW C2SAP DI*

included in DW CLD C2SAP

Core Functionality

- Indexing of documents in DocuWare with master and movement data from SAP,
provision of master data for workflows in DocuWare

Functions in detail

- Enables data to be transferred to DocuWare index fields Can be used to fill indexing aids
- Can also trigger workflows in DocuWare by creating e. g. status fields
- Highly flexible adaptation at any time
- Even at a later date, document indexing can still be adapted or supplemented
- Integrated in SAP event control
- All programmes are contained in a protected namespace

SPECIFIC MODULES TO EXTEND THE MAIN CONNECTOR

Overview

Document Viewer *DW C2SAP DV*

included in DW CLD C2SAP

Core Functionality

- Display of original documents from SAP directly in DocuWare

Functions in detail

- Replaces SAP standard viewer
- No display in SAP GUI. Documents display directly in DocuWare web client
 - All annotations are available
 - You can continue working with DocuWare tools
 - The document is displayed where it is archived

Archive Transfer *DW C2SAP AT*

Core Functionality

- Copying or moving documents from one file cabinet to another via the standart functions of ArchiveLink

Functions in detail

- Use cases:
 - Replacement of old archives
 - Merging ECM and / or SAP systems
 - Separation of company codes
 - Reorganisation of archived documents
- Complete logging (e. g. for tax and auditors)
- Additional transfer of annotations and stamps
- Migration can also be carried out during day-to-day business without affecting other users
- Various criteria in the input screen help to narrow down the transfer
- Search criteria can be saved in variants and then used regularly in batch jobs

SPECIFIC MODULES TO EXTEND THE MAIN CONNECTOR

Overview

Incoming invoice Solutions (DW C2SAP SI)

With Varelmann extensions, DocuWare offers you various options for efficiently processing and posting invoices to suit you and your company. DocuWare enables to work exactly where your customers want to work. Be it in DocuWare, in the SAP GUI or in SAP BTP.

Document recognition and archiving takes place in the DocuWare system. Intelligent Indexing or a third-party solution such as BCT Software GmbH is used for OCR. This is usually followed by an approval workflow in DocuWare. Extensive experience can be drawn on here and preconfigured solutions can also be used. After invoice verification and approval, the invoice can be transferred to your SAP in two ways:

- Start a new task in SAP Business Workflow. Call the SAP standard transactions FB01, FB60, FV60, MIRO or MIR7 and pre-assign the input fields with the invoice data from DocuWare.
 - Prerequisite: Use of SAP Gui and DW C2SAP Simple Invoice (SI) module
- Dark booking of the invoice. Use of the SAP standard APIs for invoice posting.
 - Prerequisites: Invoice data in DocuWare must be complete, including item data.
 - Restriction: only supplier invoices can be posted. The SAP API BAPI_INCOMINGINVOICE_CREATE1 is used

If S/4HANA is already in use, the invoice receipt workflow including dark booking can be carried out via the SAP BTP (Business Technology Platform). This gives you direct access to your SAP system and allows you to work in the familiar FIORI environment.

Contact us

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