Order Confirmation Checks in SAP

cube

Your benefits

- Full SAP integration
- Automatic extraction of order confirmations
- Digital checks of order confirmation against purchase order
- Use of ruleset in freetext format (no form necessary)
- Intuitive viewer for convenience in validating OCR results

- Traffic-light function for an immediate overview of any discrepancies
- Integrated vendor correspondence
- Reduction of manual effort checking the order confirmation against the purchase order
- Increased speed in process, consistent transparency

xSuite Order Confirmation Cube

Processing incoming order confirmations
Order Confirmation is an intelligent solution for processing incoming order confirmations for companies generating purchase orders in the module MM (Materials Management) in SAP and sending them to vendors. More often than not, it is essential for a company that a vendor delivers as ordered. This applies not only to manufacturers, but to others as well.

If an item in an order will not be delivered in the quantity requested, to the correct location at the required point in time, serious complications such as stoppage of a production line may occur. That is why it is important for companies to know whether a vendor will fulfill an order with precision. As a solution that is both web-enabled and fully integrated in SAP, Order Confirmation supports employees by automatically checking the order confirmation against the SAP purchase order.

The process begins with the automatic capture of the incoming order confirmations. These confirmations are routed from all available input channels into the OCR and data extraction process. A highly complex ruleset analyzes all contents of the record in freeform format and performs a detailed validity check. This includes details such as the correct calculation of the specifications in the document. The ruleset also checks the OCR results against available SAP data, e.g., a check of the purchase-order number against the SAP purchase orders.

An employee in purchasing will then receive the digitalized, analyzed order confirmation for validation in the SAP GUI. The employee performs validation in a list (Order Confirmation Monitor). SAP validation is enhanced with highlighting of fields on the image. A traffic light function — either on the header or the line-item level — serves to indicate to Order Confirmation any deviation from the purchase order, as well as where such a deviation might be located. In the standard software package, the quantity, price, and delivery date are queried. Depending on the project, the place of delivery can also be checked.

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It's simple. It's digital.
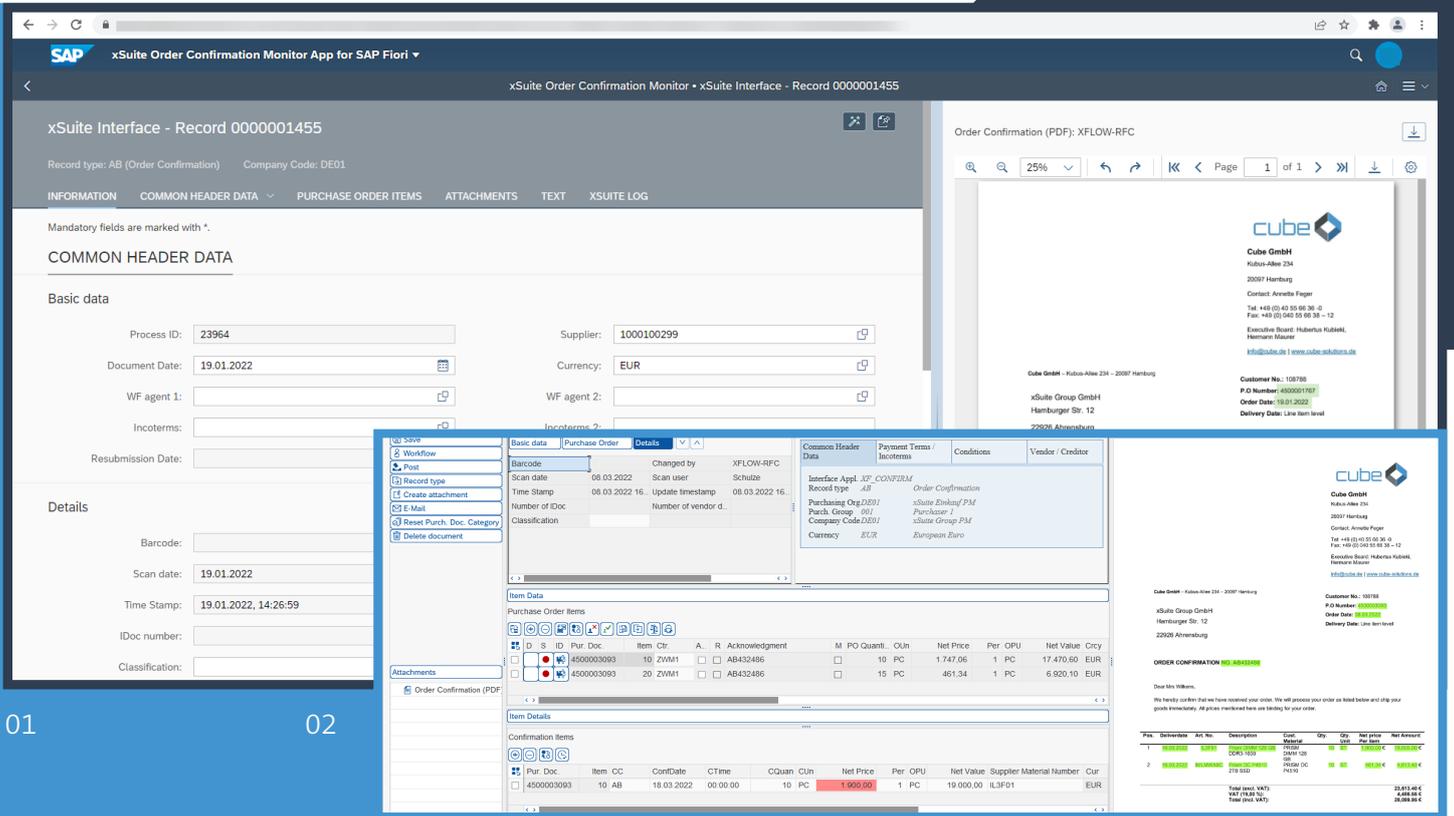
01 Validation with highlighting in SAP Fiori
02 Validation with price warnings in SAP GUI

An agent can access the purchase order directly to check details and make changes. In addition, the SAP-integrated viewer provides convenience with the following functions:

• Vendor training for improved recognition of the vendor
• Field training by vendor for improved OCR results
• Visual highlighting of OCR results
• Easy adoption of information from the order confirmation into the SAP mask by drag-and-drop

As early as the validation step, the agent is presented with many features that enhance basic functionality. A number of text templates are provided for correspondence with vendors. Outgoing e-mails are automatically linked to the transaction and archived with ArchiveLink. Additional files (offers, terms and conditions, e-mails, etc.) can be uploaded and archived with the order confirmation as well. If there are any discrepancies between the purchase order and the order confirmation, the employee handling it has the option of selecting individual items to be adapted or cancelled in the purchase order — or simply of cancelling the order in its entirety. After validation, the transaction can be routed to a predefined person or group for final clarification of open issues, if so customized.

With the standard Order Confirmation package, an agent can initialize ad-hoc workflows to forward a work item to other employees — to the production department, for instance, with the task for checking and confirming differences in delivery date. All actions are logged so that the entire procedure can be tracked from purchase order to order confirmation. Along with order confirmations, shipping notifications are also processed. They can be extracted and compared with the purchase order in the same way as for order confirmations.

Use of innovative, user-friendly technologies
With Order Confirmation, you can access your documents in a web workplace or work in the classical SAP user interface. A dedicated tile can be added to your Fiori launchpad for easy access, which makes it optimized for mobile end devices. Invoice offers both native integration into the S/4HANA technology and integration into SAP ERP applications.

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