

# Automated Processing of Orders in SAP



## ***maxflow<sup>®</sup> purchase order***

### Contact

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## YOUR BENEFITS

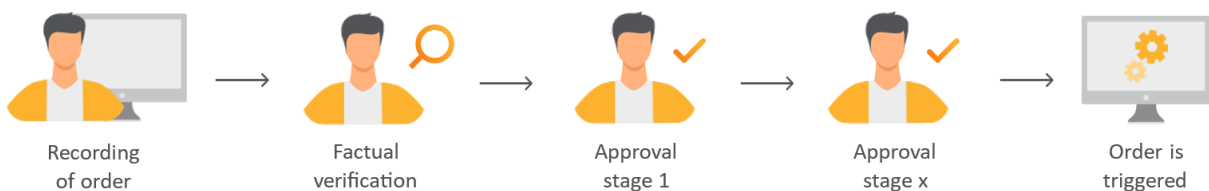
- Expedition of the procurement process
- Reduction of processing and personnel costs
- Error minimisation by virtue of automated work steps
- Increased transparency by means of an order overview and logging
- Web connection for non-SAP users
- Completely integrated in SAP

### Making procurement processes more efficient

The processing flow of paper-based orders is still a time-consuming and error-prone process for many purchasing departments. Our workflow maxflow® purchase orders optimises and automates this process. By means of the workflow support, transparent and lean processes are created, which are arranged in a particularly user-friendly structure. In addition, both the process costs and the processing effort are reduced to a minimum.

### Flexible approval control

maxflow® purchase order distributes the tasks in a fully automated process to the competent processors and, in case the next processor is absent, the pre-defined substitute employee or the supervisor will automatically receive a request for processing. Multi-level approval workflows can be configured, which may be made dependent on different document criteria.





## Web connection

The approval of orders and the processing of queries is also possible without direct access to the SAP system by means of the maxflow® portal integration (web connection). The tasks to be performed and the cross-product information are shown in an organised web inbox. Within the task, the user has all information available that he or she needs for the processing. Moreover, a monitoring feature is integrated by means of which the processor can call up documents that he or she has already processed.

## Maximum transparency

The maxflow® purchase order monitor contains various analyses that permit an accurate overview of all orders at any time. The monitor also offers all process participants the possibility for gapless tracking of the processing and approval status of the order (whether the order is completed or still in circulation). In a revision proof workflow log (PDF format) all relevant information of each process is stored and archived.

## OVERVIEW OF ADDITIONAL FEATURES

- Escalation mechanisms
- Notes and query feature
- Comprehensive analysis possibilities
- Use of company-internal SAP standard permissions
- Uploading additional documents
- Supported in multiple languages (e.g. English)
- Adjustment of texts to customer vocabulary
- User-defined layouts
- Independent from archives due to ArchiveLink