

Purchase-to-Pay Process in SAP



Digital Processing Workflow from Purchase to Payment

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YOUR BENEFITS

- Reduction of processing and personnel costs
- Fully automated processing of invoices if they match the orders
- Improved data quality by error minimisation
- Increased efficiency through automation
- Cross-product document overview
- Locally independent processing of invoices
- Complete integration in SAP and multiple times SAP certified

What does purchase-to-pay process mean?

A purchase-to-pay process (also known as procure-to-pay) or P2P for short means all steps of processing within an enterprise – from the purchase requisition to the order, and from invoice processing to the settlement of the invoice.





Transparent instead of complicated: the digital purchase-to-pay process

The purchase-to-pay process comprises a large number of complex and elaborate individual commercial tasks at an enterprise. Many departments and employees are involved in this process. Numerous documents are created and distributed all around the company. If this process chain is paper-based and processed manually, not only the expense of time and personnel is very high but there is also a lot of room for error. Besides, the necessary transparency of the individual process steps is missing, which makes the process disorganised and complex. **In contrast, a digital and automated purchase-to-pay process can be arranged flexibly and efficiently, minimising errors and increasing transparency.**

Purchase-to-pay in practice with maxflow®

With maxflow®, the whole process from the purchase requisition to the settlement of the invoice can be mapped in the ideal way. By means of the standardised process optimisation without media discontinuity, the relevant departments of the company will be relieved, the process expedited, and the processing costs minimised.



1. Recording purchase requisitions digitally

- Intuitive entry in the SAP system and in the browser
- Linking of web shops and catalogue systems via OCI interface



2. Control and approval of the purchase requisition

- Flexible approval strategy for purchase requisitions
- Automatic identification of processors
- Complete monitoring of the approval status



3. Triggering an order

- The purchase requisition is converted into an order by a mouse click



4. Check and approval of the order

- Flexible approval strategy for orders
- Automatic identification of processors
- Complete monitoring of the approval status



5. Goods receipt

- The goods receipt will be posted in the system



6. Receipt of invoice

- Receipt of invoices from any optional sources (e.g. mail server, OCR server, SAP system, etc.)
- Processing of various invoice formats (xRechnung, ZUGFeRD invoice, EDI/IDoc, etc.)



7. Reconciliation against order

- Automated reconciliation of materials management (MM) invoice against the order
- Correct MM invoice = fully automated posting



8. Controlling and approval of the invoice

- MM invoice with errors = repeated invoice control
- FI invoices pass through the controlling/approval as determined by the company



9. Invoice payment

- After the approval processes are completed, the invoice will be paid