

Supplier Invoice File Extraction from Email and Upload to SAP Central Invoice Management (6JX)

Bot Capability and Feature Highlights

THE PROBLEM

Companies often receive supplier invoices in unstructured formats (e.g. PDF, JPEG) and as file attachments in emails. Employees (e.g. Accounts payable clerks or shared services center employees) would then need to manually process these emails, extract the supplier invoice files from the email attachments, and upload the supplier invoice files to SAP Central Invoice Management for invoice creation. This is a time-consuming process and requires a lot of effort.

BOT SKILL DESCRIPTION

- Bot scans incoming emails and downloads the supplier invoice attachments (files of format pdf, jpg, jpeg, tif, tiff and png) from the email.
- Bot uploads the files into the SAP Central Invoice Management system to generate the draft supplier invoices.
- Bot sends status with log report to all stakeholders.
- If there is no error, the bot saves the email in the Success Folder and marks the incoming email as 'READ'.
- If there is any error, the bot saves the email in the Failure Folder and marks the email in the Inbox as 'UNREAD'.

BUSINESS VALUE – BENEFITS

- Reduce time and effort in processing emails and uploading files to the system.
- Provide email tracking success and failure.
- Increase accuracy of extracting data from system and entering data into system.
- Faster data load by using an API.

