



# KENDOX INFOSHARE

# FOR SAP BUSINESS BYDESIGN

## Convenient integration in SAP Business ByDesign with transparent access

**SAP Business ByDesign** is the comprehensive business software from the cloud for small and medium-sized enterprises. Through the modular expansion with **Kendox InfoShare**, the processing of incoming invoices, the management of personnel documents and, in general, the audit-proof archiving of business-relevant documents are also optimally integrated into the operational processes.

In interaction with **SAP Business ByDesign**, **Kendox InfoShare** ensures the legally compliant management of all incoming and outgoing documents. The document archive is operated exclusively in the cloud - just like **SAP Business ByDesign**. All documents are in safe hands in certified data centres. There is no need to invest in expensive archiving infrastructure, and your staff can focus on core processes. Access to the archived documents is guaranteed at all times - either completely transparently integrated in **SAP Business ByDesign** or via other browser-based applications such as the **Kendox InfoShare** Web Client.

Convenient search functions ensure that users are provided with the relevant documents and files quickly and easily. And with the completely open interface collection - the **Kendox InfoShare** Web API - almost all functions of the **Kendox InfoShare** Cloud Archive Service are available for individual requirements. This ensures that document archiving can be quickly and easily integrated into existing business processes and specialist applications.



## YOUR BENEFITS

- ✓ Comprehensive standard solutions for the management of ERP receipts and sensitive documents
- ✓ Convenient integration in **SAP Business ByDesign** with transparent access to files and documents
- ✓ Individually configurable processes and filing plans
- ✓ Mobile access to documents with integrated document viewer
- ✓ Expandable to enterprise-wide document management
- ✓ Legally compliant storage and audit-proof archiving
- ✓ Professional operation in certified data centres

# Integrated invoice receipt processing

most organisations, the review and approval of incoming invoices is a time-consuming and costly process. **Kendox InfoShare for SAP Business ByDesign** optimises your invoice processing. With **Kendox InfoShare**, incoming invoices are automatically processed in a structured manner and approved via an individually configurable approval workflow. The transfer of pre-accounting information to **SAP Business ByDesign** after approval ensures a smooth processing flow, allowing approved invoices to be posted and released for payment quickly and efficiently.

## RULE-BASED PROCESSING

Rule-based, process-driven processing ensures a high level of transparency, significantly improved responsiveness and short processing times, allowing full use of cash discounts. Receipts can be approved at any time on a mobile device, allowing invoices to be processed across multiple locations without media disruption.

## DOCUMENT DATA EXTRACTION WITH AI SUPPORT

With integrated document data extraction, in addition to the header and footer data such as invoicing party, invoice number, invoice date, etc., item data such as item number, delivery quantity, item price, etc. can also be extracted and compared with the data in **SAP Business ByDesign**. Data that is not clearly identified can be manually corrected if necessary. By using the integrated AI (Artificial Intelligence), the extraction rate and quality of document recognition can be significantly increased for complex documents.

## DIRECT ACCESS TO INVOICE DOCUMENTS

Invoice documents stored in **Kendox InfoShare** can be opened quickly and easily directly from **SAP Business ByDesign**. This provides a quick view of the original document at any time. Access to the document is transparent - there is no need to manually switch to another application.

## ARCHIVING IN THE CLOUD

The document archive is hosted and operated in the cloud - just like **SAP Business ByDesign** itself. Your documents are in safe hands in certified data centres in Germany. This ensures high availability and protection for your sensitive documents. There is no need to invest in expensive archiving infrastructure and your staff can focus on the core processes of your business.

## SMOOTH PROCESSES

The entire invoice process is seamlessly integrated, starting with the digitisation of paper invoices, the automatic extraction of invoice data, the approval process and the posting within **SAP Business ByDesign**. Once approved, invoices are automatically 'migrated' to financial accounting for efficient posting.

## FLEXIBLE PROCESSING

In addition to paper invoices that are first digitised, the invoice approval process also supports electronic invoices. This includes invoices that are emailed to the company as PDF documents, as well as invoices that comply with the XInvoice or ZUGFeRD standard.

## APPROVAL PROCESS FOR INVOICES

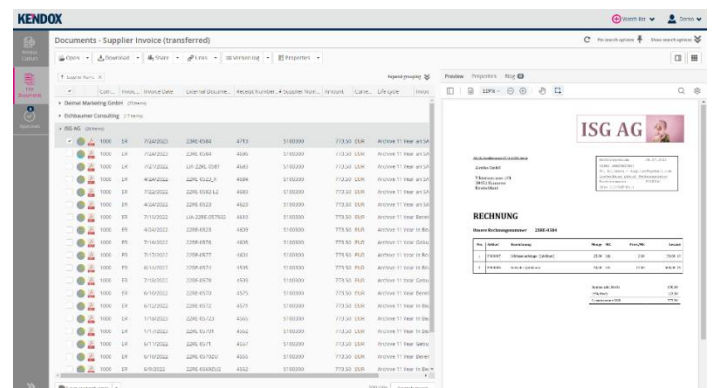
Incoming invoices are first digitised and stored in **Kendox InfoShare**. The invoice then goes through a customisable approval process, including the capture of pre-accounting information, and is then transferred to **SAP Business ByDesign** for further processing. In addition, an automatically generated release and approval protocol can be used to document the process, including account assignment information, and is linked to the original document.

## E-MAIL INTEGRATION

Incoming documents that are sent by e-mail to a central mailbox (e.g. info@firma.com) can be automatically extracted from the e-mail, archived in **Kendox InfoShare** in a legally compliant manner and simultaneously fed into a follow-up process.

## SUPPORTS THE FOLLOWING FORMATS

- Paper invoices
- Electronic invoices attached to e-mails (PDF)
- Invoices in ZUGFeRD format
- Invoices in XInvoice format





# Archiving expense receipts

**SAP Business ByDesign** provides an expense reporting module for organisations that want to efficiently manage and account for employee travel expenses. Through this module, employees can submit expenses for themselves or on behalf of other employees, including the corresponding expense receipts. With **Kendox InfoShare** for **SAP Business ByDesign**, both the receipts (which can be submitted via mobile devices) and the verified expense report are archived in a legally compliant manner and made available in the employee's personnel file, if required.

## ARCHIVING EXPENSE RECEIPTS

Once the employee has entered an expense receipt via Employee Self-Services, it is automatically transferred to **Kendox InfoShare** and archived. It is then available for review by the approver as part of the expense approval process, and can be viewed again at a later date by the authorised employee.

## TRANSPARENT ACCESS

As part of the expense report review process, the approver has transparent access to the relevant receipts. Access is provided either directly from the **SAP Business ByDesign** Work-Centre interface or via the **Kendox InfoShare Web Client**.

## ARCHIVING THE EXPENSE REPORT

The expense report generated by **SAP Business ByDesign** is also automatically archived in **Kendox InfoShare** in a legally compliant manner. Indexing criteria such as employee number, accounting period, etc. are assigned during archiving, making it easy to find the expense report even without **SAP Business ByDesign**.

## AUTOMATIC FILING

If required, both the expense receipts and the expense report generated by **SAP Business ByDesign** can be automatically transferred to the employee's digital HR file. The employee can then access the expense report and attached receipts directly from the employee's personal file, provided they have the appropriate access rights.

## ARCHIVING IN THE CLOUD

As with **SAP Business ByDesign**, the document repository runs in the cloud. All your documents are safe in certified data centres. There is no need to invest in expensive archiving infrastructure, and your staff can focus on core business processes.

The screenshot displays the KENDOX web interface. The main area shows a table of expense receipts with columns for document type, number, name, employee, start/end dates, and amounts. A detailed view of a receipt is shown on the right, including a barcode, document title, and a table of expenses.

| Spesen... | Name      | Person... | Mitarbe... | Start-D... | Ende-D...  | Buchun...  | Spesen... | Spesen... |
|-----------|-----------|-----------|------------|------------|------------|------------|-----------|-----------|
| 100       | Expens... | E0003     | Peter G... | 19.11.2... | 22.11.2... | 26.11.2... |           |           |
| 101       | Expens... | E0003     | Peter G... | 04.11.2... | 06.11.2... | 26.11.2... |           |           |
| 103       | Expens... | E0002     | Eduard ... | 04.12.2... | 04.12.2... | 04.12.2... |           |           |
| 106       | Expens... | E0103     | Katheri... | 15.01.2... | 15.01.2... | 15.01.2... |           |           |
| 96        | Expens... | E0003     | Peter G... | 21.10.2... | 24.10.2... | 24.10.2... |           |           |

| Spesen... | Name       | Person... | Mitarbe... | Start-D... | Ende-D...  | Buchun...  | Spesen... | Spesen... |
|-----------|------------|-----------|------------|------------|------------|------------|-----------|-----------|
| 100       | muster...  | E0003     | Peter G... | 19.11.2... | 22.11.2... | 26.11.2... | Hotel     | Lodging   |
| 101       | muster...  | E0003     | Peter G... | 04.11.2... | 06.11.2... | 26.11.2... | Hotel     | Lodging   |
| 96        | Hotel_g... | E0003     | Peter G... | 21.10.2... | 24.10.2... | 24.10.2... | Hotel     | Lodging   |
| 96        | muster...  | E0003     | Peter G... | 21.10.2... | 24.10.2... | 24.10.2... |           |           |

# Digital files

Overcrowded filing cabinets, time-consuming document storage and tedious searches are a thing of the past. **Kendox InfoShare** digital files, integrated with **SAP Business ByDesign**, make paper files history. All documents - contract, customer, supplier, fleet or CRM documents, etc. - are digitised and made available centrally and at any time in an audit-proof archive.

## ONE TECHNOLOGY – MANY APPLICATIONS

**Kendox InfoShare** digital files are available in a range of versions to assist you with the digitalisation of your administration and management processes. Currently available:

- **Business partner files:** Organise and manage your supplier and customer documents, such as outbound ERP documents (e.g. delivery notes, invoices or correspondence).
- **Contract management:** Centralised contract management with features such as document review processes, deadline monitoring, escalation management, digital signatures or document generation with **Kendox InfoShare** template management.
- **Personnel files:** Structured and clear management of your personnel files and all related documents, monitoring of deadlines (e.g. driving licence test, renewal of employee certificates) - with or without connection to **SAP Business ByDesign** and always legally compliant.
- **Fleet files:** Intuitive and lean file solution for fleet management with the proven features of **Kendox InfoShare**.

## INTEGRATED TEMPLATE MANAGER

The Office integration of the digital file allows new documents to be created directly in the file using the template manager and based on text modules. The new document is automatically assigned to the correct file.

## CENTRAL MANAGEMENT, GLOBAL ACCESS

Access to documents from any location is a major benefit for distributed organisations. Documents and information are managed centrally in the digital file, but can be accessed quickly and easily from anywhere at any time. Detailed permissions also ensure that only authorised users can access sensitive information, enforcing both legal and internal privacy policies.

## TEMPORARY DOCUMENT SHARING

Individual documents or entire files can be given temporary access to another employee or their manager. Access is automatically revoked after a pre-defined period of time.

## AUTOMATIC FILE CREATION AND DOCUMENT FILING

Business partner files can be created automatically from **SAP Business ByDesign**. The master data of the customer or supplier is attached to the digital file cover as information. This allows structured access to the digital files without having to use the ERP. Both documents generated within **SAP Business ByDesign** (e.g. customer invoices) and documents from external systems (e.g. payroll) can be automatically filed in the appropriate customer or business partner file via the available interfaces.

## LEGALLY COMPLIANT ARCHIVING

Documents in the digital file are archived in a legally compliant manner, changes to the documents are traceable and the processing steps are also logged. This reassures the department that everything is under control.

The screenshot displays the 'Dossiers - Customer Files' interface. On the left, a table lists customer files with columns for Customer Number, Customer Name, ABC Classification, Category, Industry, and Country. On the right, a detailed view for Customer ID 1000000 is shown, including general information, address, contact person, and financial details.

| Customer Number | Customer Name                    | ABC Classification | Category    | Industry                                | Country |
|-----------------|----------------------------------|--------------------|-------------|---|---------|
| 1000000         | Invivo GmbH                      | A                  | Firmenkunde | Beratungen, wissenschaftliche und to DE | DE      |
| 1000000         | Kendox GmbH                      | A                  | Firmenkunde | Beratungen, wissenschaftliche und to DE | DE      |
| 1000001         | Impark Export GmbH               | B                  | Firmenkunde | Größhandel                              | DE      |
| 1000002         | Plato D. Napoli                  | B                  | Firmenkunde | Größhandel                              | DE      |
| 1000001         | Almeda GmbH                      | B                  | Firmenkunde | Gesundheits- und Sozialwesen            | DE      |
| 1000010         | Staubentnehmung Fuchs            | C                  | Firmenkunde | Baugewerbe                              | DE      |
| 1000011         | Architektur B. & S. Grotz A.     | C                  | Firmenkunde | Baugewerbe                              | DE      |
| 1000020         | ZerWorld Interior Design G B     | C                  | Firmenkunde | Größhandel                              | DE      |
| 1000021         | Adalbert Wasserfall GmbH A.      | C                  | Firmenkunde | Landwirtschaft, Forstwirtschaft, Fisch  | DE      |
| 1000022         | LudChenck E. AG                  | A                  | Firmenkunde | Herstellende Industrie                  | DE      |
| CF10010         | Silberstein Spezialbedarf GmbH A | A                  | Firmenkunde | Größhandel                              | DE      |
| CF10020         | Luxus Heizung und K&H GmbH A     | A                  | Firmenkunde | Größhandel                              | DE      |
| CF10030         | Wärmepumpenspezialist Mauer B    | B                  | Firmenkunde | Baugewerbe                              | DE      |
| CF10040         | Hebung und Sanitär GmbH C        | C                  | Firmenkunde | Baugewerbe                              | DE      |
| CF10090         | PSA International Canada C       | C                  | Firmenkunde | Baugewerbe                              | CA      |
| CF10091         | Sentaire chauffage Belgique C    | C                  | Firmenkunde | Baugewerbe                              | BE      |
| CF10092         | Heating Solutions Ireland C      | C                  | Firmenkunde | Baugewerbe                              | IE      |
| CF10093         | MFA Sweden C                     | C                  | Firmenkunde | Baugewerbe                              | SE      |
| CF10094         | Sauer AG Switzerland C           | C                  | Firmenkunde | Baugewerbe                              | CH      |
| CF100011        | Plato Derm GmbH B                | B                  | Firmenkunde | Gesundheits- und Sozialwesen            | DE      |
| CS20023         | Berliner Elektrocenter A         | A                  | Firmenkunde | Baugewerbe                              | DE      |
| CS20025         | Cargo Logistik Hamburg B         | B                  | Firmenkunde | Baugewerbe                              | DE      |
| CS20038         | Weland Elektronik C              | C                  | Firmenkunde | Baugewerbe                              | DE      |
| CS20030         | Shain Werke B                    | B                  | Firmenkunde | Nachrichtenübermittlung                 | DE      |
| CS20034         | HIMA Netzwerktechnik A           | A                  | Firmenkunde | Baugewerbe                              | DE      |
| S100009         | Digital Marketing GmbH           | C                  | Firmenkunde | Beratungen, wissenschaftliche und to DE | DE      |

**Customer ID: 1000000**  
Status: Active

**General**  
Customer name: Invivo GmbH  
Category: Firmenkunde  
Industrial sector: Beratungen, wissenschaftliche und...  
Log form: Beratungen, wissenschaftliche und...  
Distribution Channel: Direktvertrieb  
ABC Classification: A  
E-Mail: info@k1@kendox.com  
Website: www.kendox.com

**Address**  
City: Weßmar  
Street: Hohenzollerstraße 11  
Postal code: 01747  
Country: DE  
Telephone: +49(0)339 8375-00

**Contact person**  
Contact person internal: Maria Lohse

**Financial details**  
Internal

# Digitally sign receipts and documents

With **Kendox InfoShare Cloud Signature Services**, handwritten signatures are a thing of the past. Digital signatures are integrated into your processes, you can eliminate the need for multiple printouts, manual distribution of documents and subsequent scanning. Contracts and agreements can be completed much more quickly and business can be conducted more efficiently. By using digital signatures and seamless processes, you can also significantly increase employee productivity and save money.

## UNIVERSALLY USABLE

No matter what processes or documents require a binding signature, the **Cloud Signature Service** can be integrated with all **Kendox** solutions. Whether in Contract Management, the Digital Personnel File, Fleet Management or any other **Kendox** solution

## COMPREHENSIBLE AND TRANSPARENT

Digital signature approval and signature logs are automatically archived and linked to the original document. This ensures that you can always trace who signed which document and when. And you will always have an overview of where your document is in the signature process.

## FLEXIBLE PROCESS DESIGN

Documents and receipts are transferred directly from **Kendox InfoShare** to the signature service. The process, sequence and rules for the signature and approval process is defined and then carried out with **Kendox InfoShare**. Once digitally signed, documents are archived in **Kendox InfoShare** in a legally compliant, audit-proof and unalterable form.

## LEGALLY SECURE INSTEAD OF "QUITE" SECURE

Depending on the signature provider, the electronic signatures are compliant with the eIDAS<sup>1</sup> regulation of the EU. This ensures the legal validity of electronic signatures in court: they are almost equal to paper signatures<sup>2</sup>.

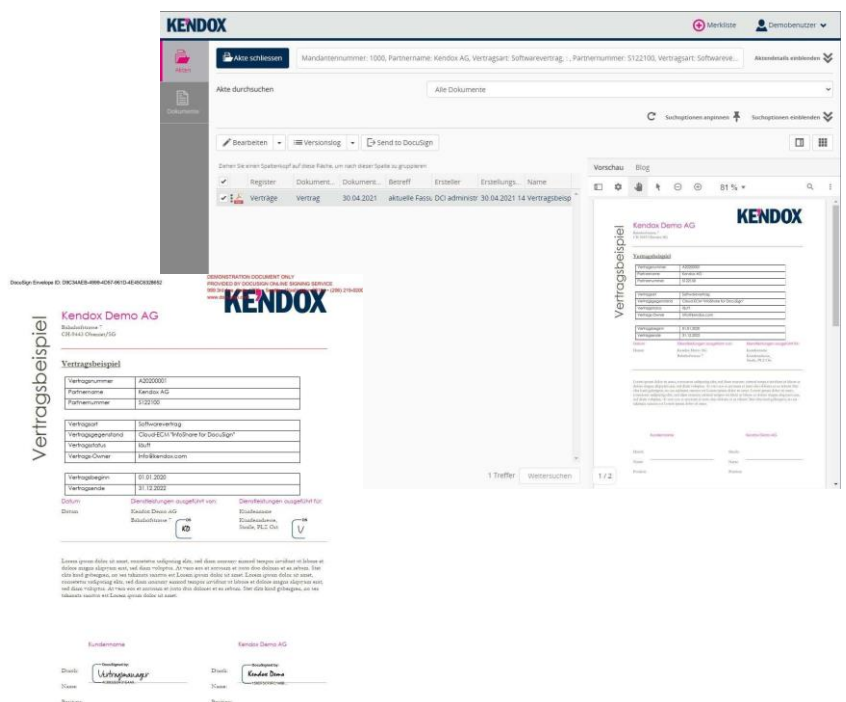
## DIGITAL CONTROL OF DOCUMENTS

No matter what processes or documents require a binding signature, the Cloud Signature Service can be integrated across all **Kendox** solutions. Signing offers and contracts, approving orders and invoices, confirming receipt of information and much more can be done digitally with the **Cloud Signature Service**.

## THE FOLLOWING SIGNATURE PROVIDERS ARE CURRENTLY INTEGRATED:

- DocuSign
- ActaSign
- AdobeSign
- Skribble

<sup>1</sup> eIDAS: Electronic Identification, Authentication and Trust Services  
<sup>2</sup> For the vast majority of transactions, a simple electronic signature is sufficient; in certain rare cases, a qualified electronic signature (QES) is required (see also §126a BGB).



# Multilingualism

The **Kendox InfoShare Web Client** can be used internationally and is currently available in the following languages:



## CURRENTLY AVAILABLE

- German
- English
- French
- Italian
- Spanish
- Portuguese
- Dutch
- Japanese
- Mandarin
- Polish

Other languages are in preparation and are available on request.



# Cloud Solutions for SAP Business ByDesign



## AUTOMATED PROCESSING OF CUSTOMER ORDERS

Benefit from the numerous advantages of automated processing of customer orders with **Kendox InfoShare**. By supporting document data extraction with AI support, manual entries can be avoided, checks accelerated and sales tasks automated. This allows for efficient and accurate processing while increasing productivity and customer satisfaction. Please see our brochure: [Kendox InfoShare automated processing of customer orders](#).

Kendox AG  
Hauptsitz

Kendox AG  
Niederlassung Österreich

Kendox GmbH  
Deutschland

DM Dokumenten  
Management GmbH  
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