KENDOX INFOSHARE
FOR SAP S4/HANA CLOUD

Convenient integration in SAP S/4HANA Cloud with transparent access

SAP S/4HANA Cloud is a cloud-based enterprise software suite that includes financial management, enterprise resource planning (ERP), customer relationship management (CRM) and e-commerce. It provides companies with an integrated platform for automating and optimising business processes. **SAP S/4HANA Cloud** helps companies grow, improve efficiency, and provide real-time business insight for informed decision making.

In interaction with **SAP S/4HANA Cloud, Kendox InfoShare** ensures the legally compliant management of all incoming documents and outgoing invoices. The document archive is operated in the cloud - just like **SAP S/4HANA Cloud.** 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 S/4HANA Cloud** or via other browser-based applications such as the **Kendox InfoShare Web Client**.

Convenient search functions ensure that users can find the documents and files they need 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 integrated quickly and easily into existing business processes and specialist applications.

YOUR BENEFITS

- ✓ Comprehensive standard solutions for the management of ERP and sensitive documents
- ✓ Convenient integration in **SAP S/4HANA Cloud** 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

In most organisations, the review and approval of incoming invoices is a time-consuming and costly process. **Kendox InfoShare** for **SAP S/4HANA Cloud** 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 S/4HANA Cloud** 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., the item data such as item number, delivery quantity, item price, etc. can also be extracted and compared with the data from **SAP S/4HANA Cloud**. Data that is not clearly identified can be manually corrected if necessary. By using the integrated AI, the extraction rate and quality of document recognition can be significantly increased for complex documents.

ARCHIVING IN THE CLOUD
The document management system is hosted and operated in the cloud - just like the operation of **SAP S/4HANA Cloud** 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 S/4HANA Cloud**. Once approved, invoices are automatically 'migrated' to financial accounting for efficient posting.

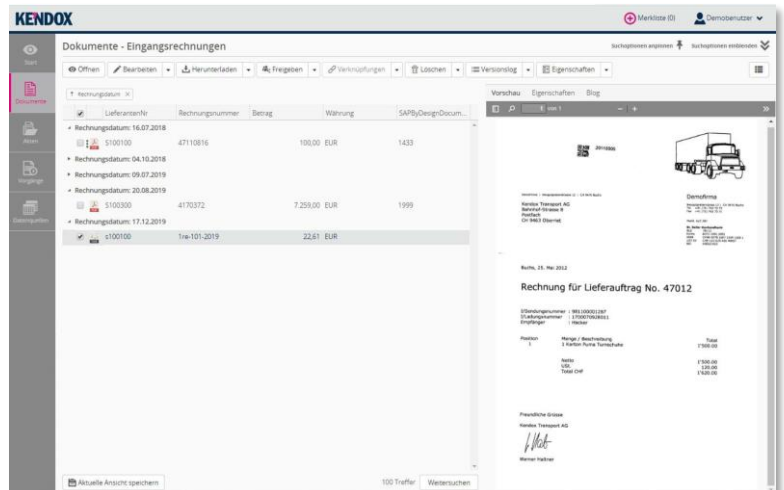### DIRECT ACCESS TO INVOICE DOCUMENTS
Invoice documents stored in **Kendox InfoShare** can be opened quickly and easily directly from **SAP S/4HANA Cloud**. This provides a quick view of the original document at any time. Access to the document is transparent - no need to manually switch to another application.

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

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

* „Zentrale User Guidelines Forum elektronische Rechnung Deutschland" - Central User Guidelines Forum Electronic Invoice Germany

Archiving incoming and outgoing documents

ARCHIVING OF OUTGOING DOCUMENTS AND EXTERNAL ATTACHMENTS
Kendox InfoShare can manage all incoming and outgoing documents. Depending on the application scenario, documents can be transferred manually, semi-automatically or fully automatically in the background. This applies to documents generated from **SAP S/4HANA Cloud** as well as incoming paper documents or incoming invoices via e-mail. In addition, documents uploaded to **SAP S/4HANA Cloud**, such as goods receipt delivery notes, can be automatically archived. In all cases, convenient tools are available to help users efficiently digitise and index documents. Using **Kendox InfoShare's** open interface (API), any document can be transferred directly to the archive with the corresponding index values - and if you also use digital files, the tagged documents are automatically assigned to the correct files.

DIRECT ACCESS TO THE DOCUMENTS
Documents archived in **Kendox InfoShare** can be opened quickly and easily directly from **SAP S/4HANA Cloud**. Access to documents is transparent - there is no need to manually switch to another application. Alternatively, users can access files and documents via the web client and other browser-based applications.

CONVENIENT CAPTURING TOOLS
Kendox InfoShare provides tools for digitising individual paper documents (workstation scanning) as well as entire batches of documents (batch scanning). Documents can be automatically separated into batches using either barcodes or separator sheets.

DOCUMENT DATA EXTRACTION
A convenient capture process automatically extracts all relevant information from the documents using text recognition. The extracted data can be fed into an additional data validation process that matches the extracted data with data from **SAP S/4HANA Cloud** or other external data sources (e.g. as part of a goods receipt check). Data that could not be recognised with sufficient reliability is fed into a manual "validation step".

PROVISION OF THE VALIDATION DATA
The data required for automatic data validation from **SAP S/4HANA Cloud** (or another external data source) - e.g. order data, supplier master data, account and bank data, goods receipt, etc. - is automatically provided on a regular basis in an asynchronous process.

E-MAIL INTEGRATION
Incoming invoices and other documents sent by e-mail to a central mailbox (e.g. info@firma.com) can be automatically extracted and archived in **Kendox InfoShare** in a legally compliant manner and simultaneously fed into a follow-up process. Documents archived in **Kendox InfoShare** can be opened quickly and easily directly from **SAP S/4HANA Cloud**. Document access is transparent.

LEGALLY COMPLIANT ARCHIVING IN THE CLOUD
As with **SAP S/4HANA Cloud**, the document archive is run in the cloud. All your documents are safe in certified data centres. There is no need to invest in expensive archiving infrastructure, and your employees can focus on the core processes of your business.

Digitally sign receipts and documents

With the **Cloud Signature Service for DocuSign** from **Kendox InfoShare,** handwritten signatures are a thing of the past. Once 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.
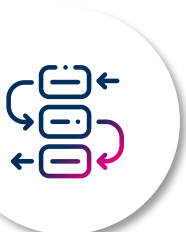
UNIVERSALLY USABLE
No matter what processes or documents require a binding signature, the Cloud Signature Service can be integrated with all **Kendox solutions**. Whether in Contract Management, the Digital Personnel File, Fleet Management or any other **Kendox solution**.

COMPREHENSIBLE AND TRANSPARENT
Digital signature approvals 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 can always see 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, electronic signatures are compliant with the EU's eIDAS regulation*. This ensures the legal validity of electronic signatures in court: they are almost equivalent to paper signatures**.
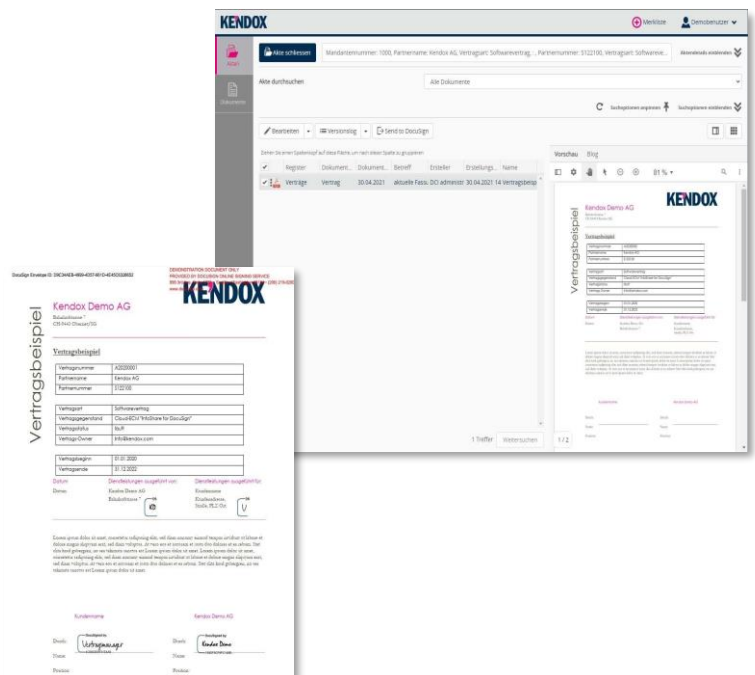
DIGITAL CONTROL OF DOCUMENTS
No matter what processes or documents require a binding signature, the Cloud Signature Service can be integrated across all **Kendox solutions**. Signing offers and contracts, approving orders and invoices, confirming receipt of information and much more can be done digitally with the Cloud Signature Service.

THE FOLLOWING SIGNATURE PROVIDERS ARE CURRENTLY INTEGRATED:
- DocuSign
- ActaSign
- AdobeSign
- Skribble

* eIDAS: Electronic Identification, Authentication and Trust Services
** 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).

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 S/4HANA Cloud**, 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, etc.) - with or without connection to **SAP S/4HANA Cloud** and always legally compliant.
– **Fleet files**: Intuitive and lean file solution for fleet management with the proven features of **Kendox InfoShare**.

EFFICIENT IMPLEMENTATION - THANKS TO DIGITAL FILE TEMPLATES

Pre-defined file templates, such as contract, fleet or business partner files, make it possible to implement solutions quickly and efficiently, as the file solutions are standardised and still have room for your individual requirements and the mapping of your processes.

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 RELEASE

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.
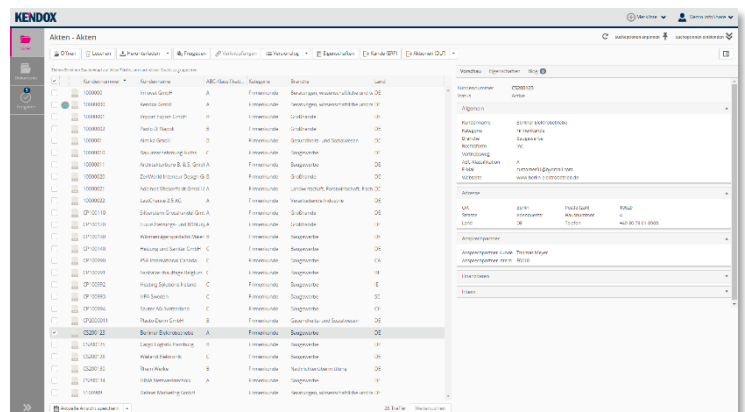
AUTOMATIC FILE CREATION AND DOCUMENT FILING

Business partner files can be generated automatically from **SAP S/4HANA Cloud.** 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 S/4HANA Cloud** (e.g. customer invoices) and documents from third-party 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.

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 available on request.

Cloud Solutions for SAP S/4HANA Cloud

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 Customer Orders.

ORGANISATION AND STRUCTURE WITH THE KENDOX INFOSHARE DIGITAL FILE

Another option is to use the digital file from **Kendox InfoShare**, which provides access to all the information available for the transaction.
The system allows you to organise the documents associated with a transaction in a structured, secure and always accessible way.
Functions such as deadline monitoring, escalation management, template management and ad hoc workflows ensure that you always have the necessary transparency and overview.