

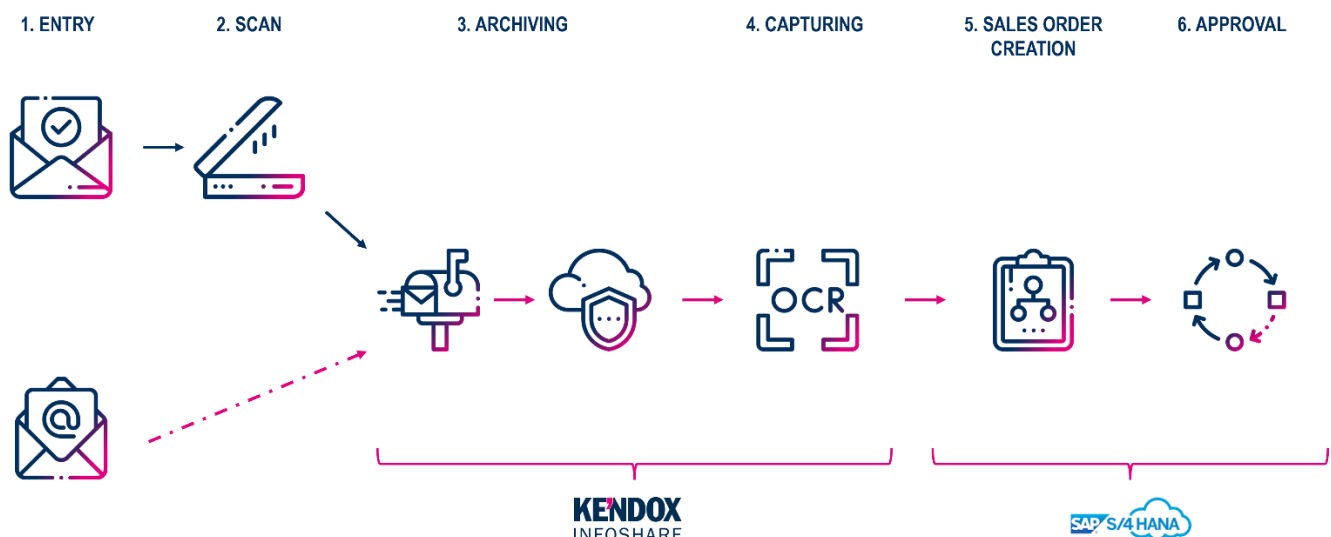
KENDOX INFOSHARE FOR SAP S/4HANA PUBLIC CLOUD

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

SAP S/4HANA Public Cloud is a cloud-based enterprise software suite that includes functions such as financial management, enterprise resource planning (ERP), customer relationship management (CRM) and e-commerce. It offers companies an integrated platform for automating and optimizing business processes. **SAP S/4HANA Public Cloud** supports the growth of companies, improves efficiency and provides real-time business insights for informed decision-making.

In conjunction with **SAP S/4HANA Public 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 Public Cloud**. All documents are stored 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 always guaranteed - either fully transparently integrated in **SAP S/4HANA Public Cloud** 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 specialized applications.



In most companies, checking and approving incoming invoices is a time-consuming and cost-intensive process. With **Kendox InfoShare for SAP S/4HANA Public Cloud**, you can optimise your invoice processing. Incoming invoices are processed automatically and in a structured manner with **Kendox InfoShare** and released via an individually configurable approval workflow. The transfer of the pre-accounting information to **SAP S/4HANA Public 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

In addition to header and footer data such as invoicing party, invoice number, invoice date, etc., the integrated document data extraction can also read item data such as item number, delivery quantity, item prices, etc. and compare it directly with the data in **SAP S/4HANA Public Cloud**. Data that could not be clearly identified can be manually corrected if necessary. By using the integrated AI, the extraction rate and quality of document recognition for complex documents can be significantly increased. Other application scenarios include the processing of customer orders or supplier order confirmations.



ARCHIVING IN THE CLOUD

The document archive is operated in the cloud - just like the **SAP S/4HANA Public Cloud** itself. Your documents are in safe hands in certified data centers in Germany. This ensures high availability and protection of 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 digitization of paper invoices, the automatic extraction of invoice data, the approval process and the posting within the **SAP S/4HANA Public Cloud**. Once approved, invoices are automatically 'migrated' to financial accounting for efficient posting.



DIRECT ACCESS TO INVOICE DOCUMENTS

The invoice documents stored in Kendox InfoShare can be opened quickly and easily directly from the **SAP S/4HANA Public Cloud**. 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.



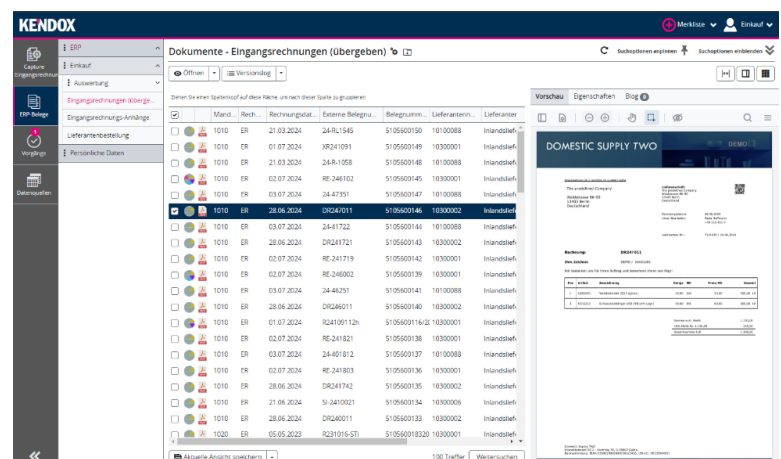
FLEXIBLE PROCESSING

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 XRechnung or ZUGFeRD standards.



SUPPORTED FORMATS

- Paper invoices
- Electronic invoices as attachments 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



CONVENIENT 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 the **SAP S/4HANA Public Cloud** as well as incoming paper documents or incoming invoices via e-mail. Documents uploaded to **SAP S/4HANA Public Cloud**, such as delivery notes for goods received, can also be automatically archived. In all cases, convenient tools are available to help users efficiently digitise and index documents. And if you also use digital files, the appropriately labelled documents are automatically assigned to the correct files.



LEGALLY COMPLIANT ARCHIVING VIA CERTIFIED CMIS INTERFACES

Technologically, the solution is based on the SAP-certified **InfoShare DocumentServer CMIS**, which is connected to the **Kendox InfoShare WebAPI** via the **SAP Business Technology Platform (BTP)**. All communication is via encrypted HTTPS connections. All relevant metadata for outgoing documents and external attachments is also enriched via the **Kendox InfoShare Indexdownload CMIS**, so that efficient and comprehensive research via the **Kendox InfoShare Web Client** is possible at any time, intuitively and independently of ERP access.

DIRECT ACCESS TO THE DOCUMENTS

Documents archived in **Kendox InfoShare** can be opened quickly and easily directly from the **SAP S/4HANA Public Cloud**. Document access is transparent, eliminating the need to manually switch to another application. Alternatively, users can access files and documents through both the web client and other browser-based applications.



CONVENIENT CAPTURING TOOLS

Kendox InfoShare provides tools for digitizing 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

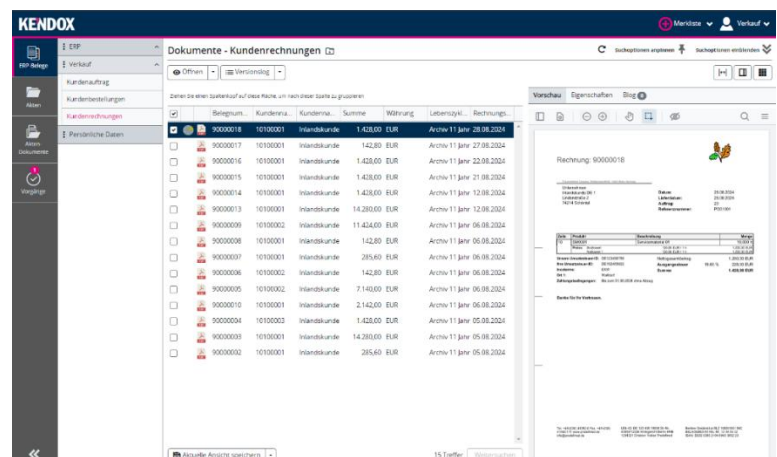
A convenient capture process automatically extracts all relevant information from the documents using text recognition. The data extracted in this way can be subjected to additional data validation, which compares the extracted data with data from **SAP S/4HANA Public Cloud** or other external data sources (e.g. as part of a goods receipt check). Data that could not be detected with sufficient reliability is sent to a manual validation step.

PROVISION OF THE VALIDATION DATA

The data required for automatic data validation from **SAP S/4HANA Public Cloud** (or another external data source) - e.g. order data, supplier master data, account and bank data, goods receipt, etc. - is regularly provided automatically in an asynchronous process.

E-MAIL INTEGRATION

Incoming invoices and other 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 forwarded to a follow-up process. Documents archived in **Kendox InfoShare** can be opened quickly and easily directly from the **SAP S/4HANA Public Cloud**. Access to the documents is transparent.



With the **Cloud Signature Service** 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 APPLICABLE

No matter what processes and 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 authorisation 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 signing process.



FLEXIBLE PROCESS DESIGN

Documents and receipts are transferred directly from **Kendox InfoShare** to the signature service. The sequence, order and rules for the signature and approval process are then defined and controlled in **Kendox InfoShare**. Once the documents have been digitally signed, **Kendox InfoShare** archives them 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

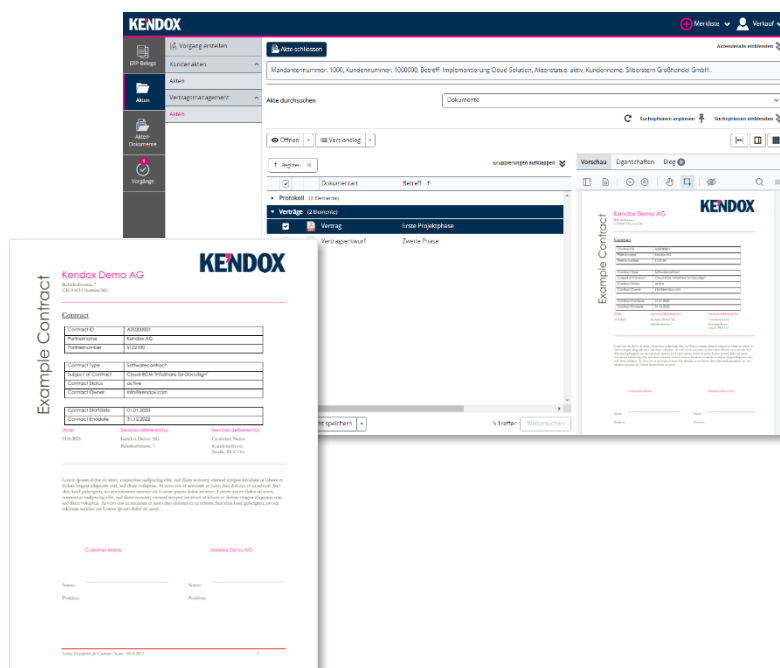
No matter what processes and documents require a binding signature, the **Cloud Signature Service** can be integrated with all **Kendox solutions**. Signing offers and contracts, approving orders and invoices, confirming receipt of information and much more can be done digitally with the **Cloud Signature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

THE FOLLOWING SIGNATURE PROVIDERS ARE CURRENTLY INTEGRATED:

- DocuSign
- ActaSign
- AdobeSign
- Scribble

* eIDAS: Electronic Identification, Authentication and Trust Services

** A simple electronic signature is sufficient for most transactions; in certain rare cases, a qualified electronic signature (QES) is required (see also §126a BGB)



Overcrowded filing cabinets, time-consuming document storage and tedious searches are a thing of the past. With the digital files from **Kendox InfoShare**, which are integrated into **SAP S/4HANA Public Cloud**, paper files are largely superfluous. All documents - contract, customer, supplier, fleet or CRM documents, etc. - are digitized and are available centrally and around the clock in the 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 associated documents, monitoring of deadlines (e.g. driving licence test, renewal of employee certificates, etc.) - with and without connection to **SAP S/4HANA Public Cloud** and always legally compliant.
- **Fleet Files:** Intuitive and streamlined file solution for fleet management with the proven functions of **Kendox InfoShare**.



EFFICIENT INTRODUCTION - THANKS TO DIGITAL FILE TEMPLATES

Pre-defined file templates, such as contract, fleet or business partner files, enable quick and efficient implementation of the solutions, as the file solutions are standardised and still leave room for your individual requirements and the mapping of your processes.

INTEGRATED TEMPLATE MANAGER

Kendox InfoShare's Office integration makes it easy to create new documents 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

Accessing documents from anywhere is particularly beneficial for organisations with distributed locations. Documents and information are managed centrally in the digital file but can be accessed quickly and easily from any location at any time. Detailed access rights also ensure that only authorised users have access to sensitive information and that both legal and internal data protection policies are reliably enforced.

TEMPORARY DOCUMENT RELEASE

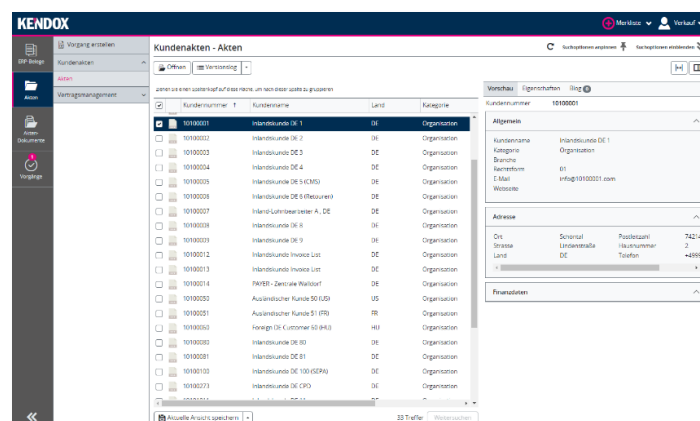
Individual documents or entire files can be given temporary access to another employee or their manager. Access is automatically revoked after a pre-defined period.

AUTOMATIC FILE CREATION AND DOCUMENT FILING

Business partner files can be generated automatically from **SAP S/4HANA Public 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 that are generated within **SAP S/4HANA Public Cloud** (e.g. customer invoices) and documents from external systems (e.g. payroll) can be automatically filed in in the corresponding 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 **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
- Polish
- Turkish
- Japanese
- Mandarin

Other languages are in preparation and available on request.



CLOUD SOLUTIONS FOR SAP S/4HANA PUBLIC CLOUD



AUTOMATED PROCESSING OF CUSTOMER ORDERS

Take advantage of the many benefits of automated sales order processing with **Kendox InfoShare**. AI-assisted document data extraction can eliminate manual entry, speed up checks and automate sales tasks. This enables efficient and accurate processing, while increasing productivity and customer satisfaction. Please see our brochure: [Kendox InfoShare Customer Orders](#).



FURTHER INFORMATION AND CONTACT

Are you interested in a personal meeting or would you like to see our Kendox Cloud Solutions for SAP S/4HANA Public Cloud live?

Get in touch with us - we look forward to hearing from you!

Online: <https://www.kendox.com/en/company/contact/>

E-Mail: cloud.eco@kendox.com

For more information visit: <https://www.kendox.com/en/cloud-eco-standard-solutions/>



BENEFITS

- Comprehensive standard solutions for managing ERP documents and sensitive documents
- Convenient integration in **SAP S/4HANA Public Cloud** with transparent access to files and documents
- Archiving via the certified **InfoShare DocumentServer CMIS** and **Indexdownload CMIS**
- Mobile access to documents with integrated document viewer
- Expandable to company-wide document management
- Legally compliant storage and audit-proof archiving
- Professional operation in certified data centers