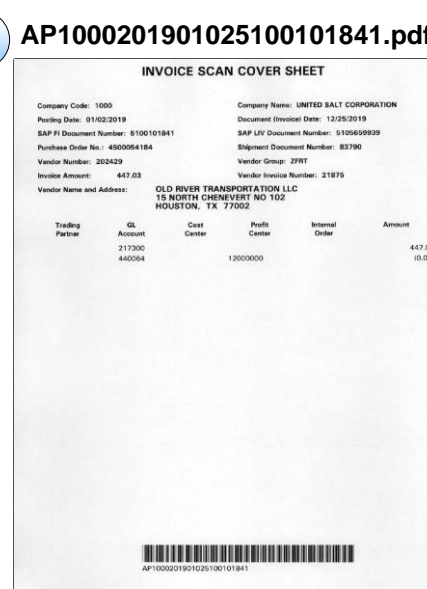
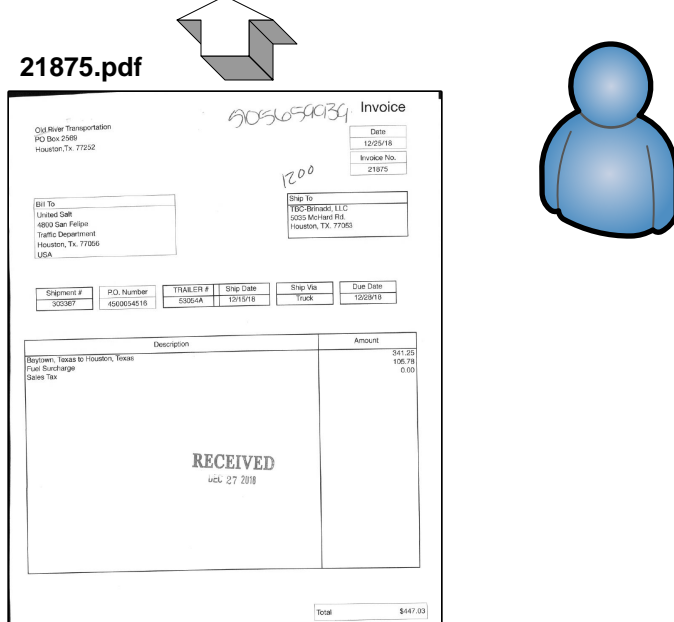
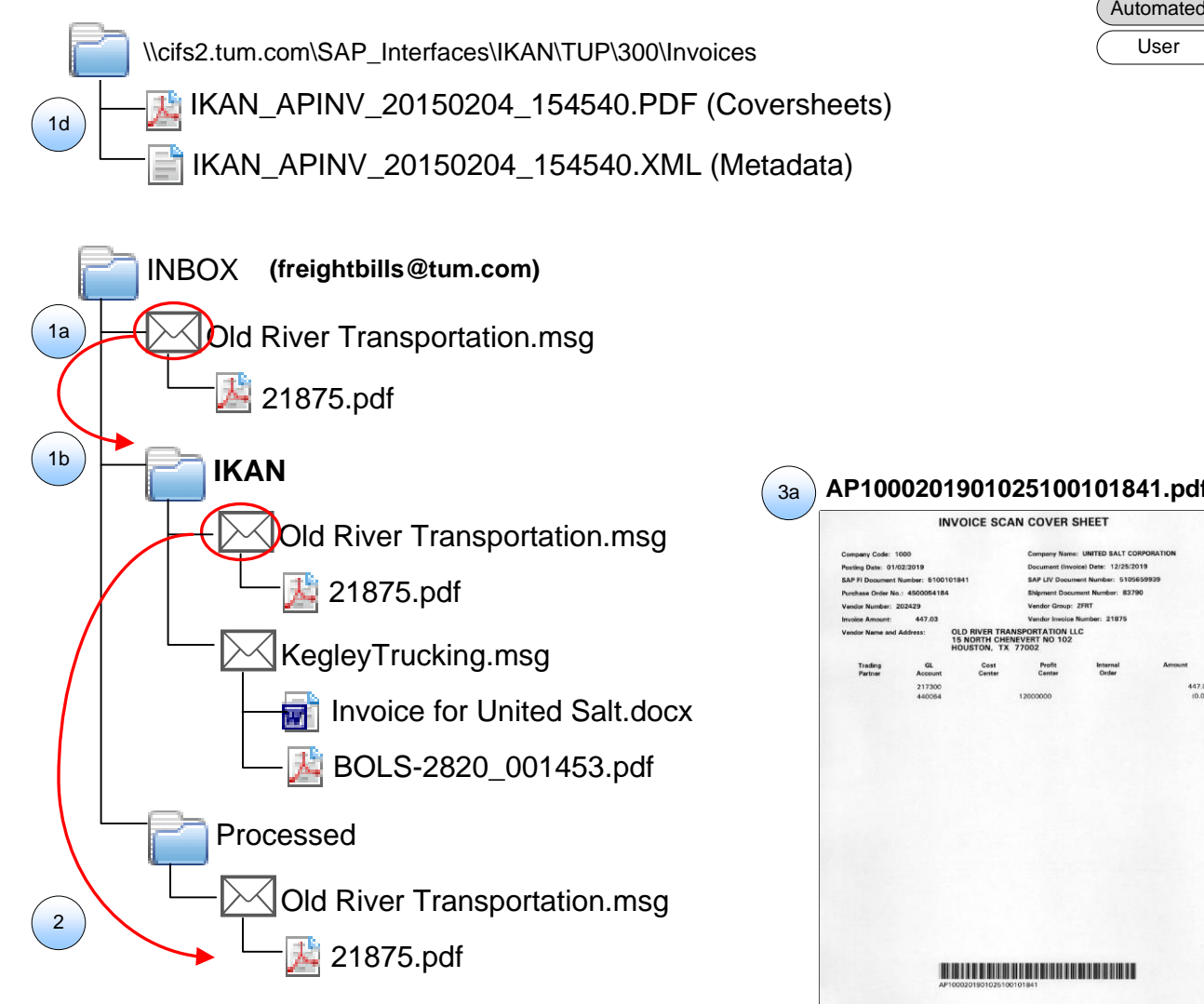
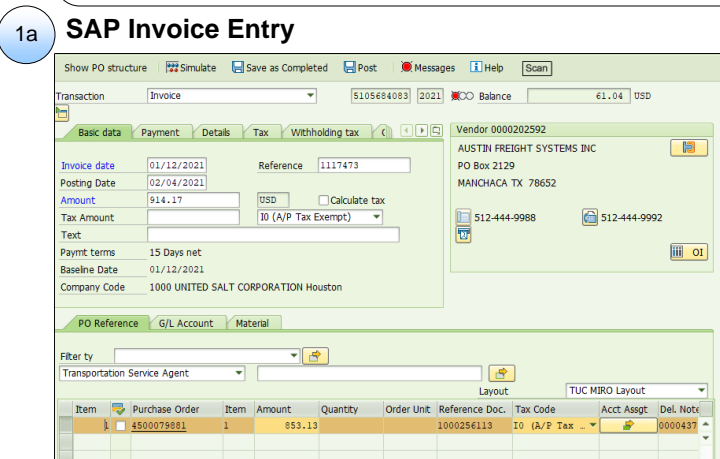
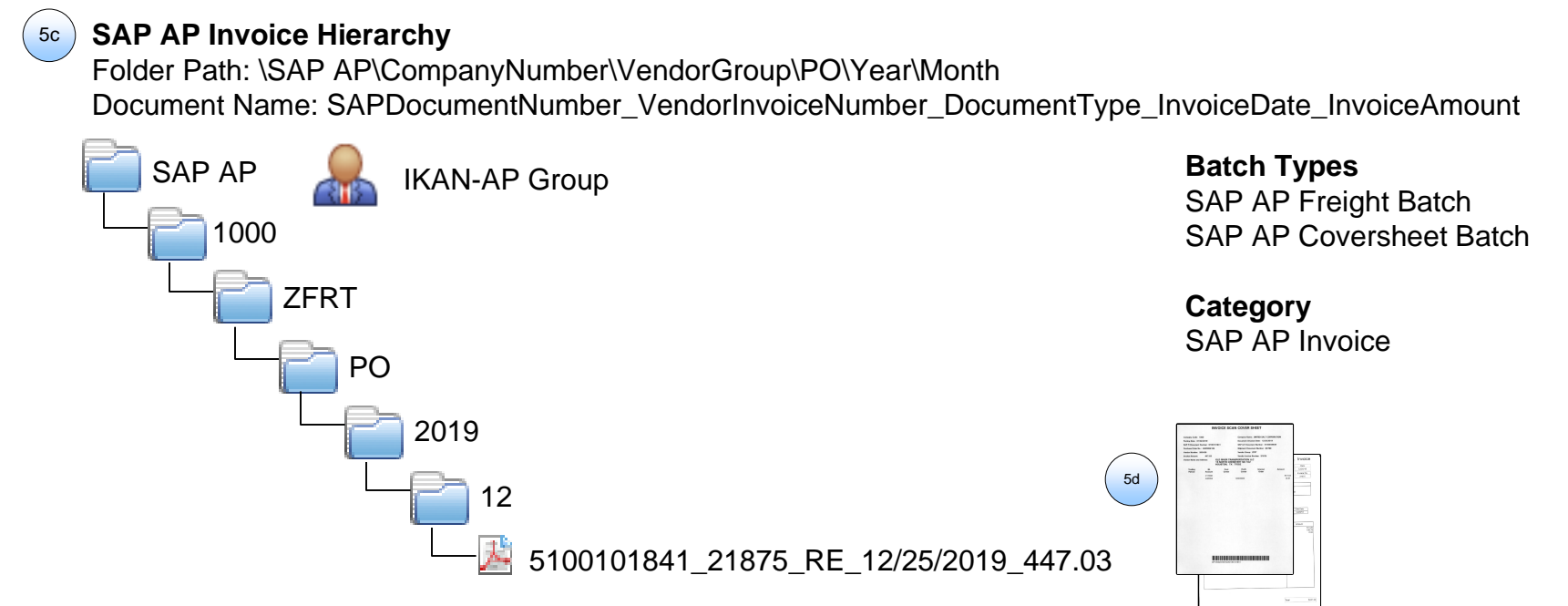
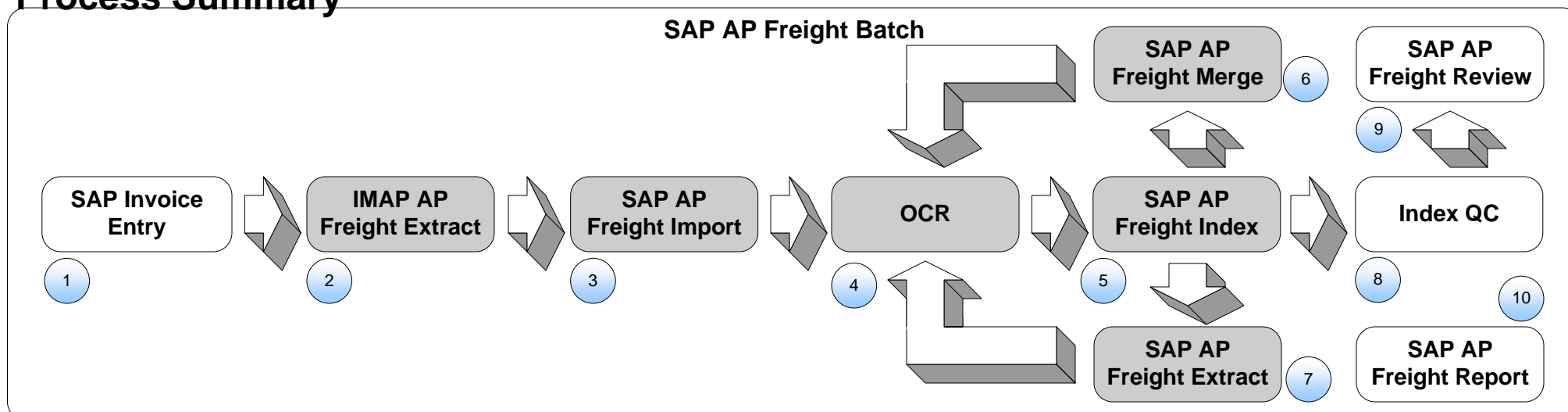


SAP AP Freight Architecture

Process Summary



Index QC

Batch Name: 08/06/2021 21:08:05 [3153190]

Batch Type: SAP AP Freight Batch

Category: SAP AP Invoice

Invoice ID: AP1000201901025100101841

Company Code: 1000

Invoice Date: 12/25/2019

Posting Date: 01/02/2019

Vendor Number: 202429

Vendor Invoice Number: 21875

Invoice Amount: 447.03

SAP Document Number: 5100101841

PO Invoice Number: 5105659939

PO Number: 4500054184

Cost Centers: 12000000

Internal Order Numbers: 90103

Document Type: RE

Vendor Group: ZFRT

GL Accounts: 217300, 440064

Trading Partners: 0000083790

Shipment Document Number: 90103

Run Date: 90103

Invoice Document:

Old River Transportation
PO Box 2569
Houston, TX. 77252

Bill To: United Salt
4800 San Felipe
Traffic Department
Houston, TX. 77056
USA

Ship To: TBC-Brinadd, LLC
5035 McHard Rd.
Houston, TX. 77053

Date: 12/25/18
Invoice No.: 21875

Shipment #: 303367 | P.O. Number: 4500054516 | TRAILER #: 53054A | Ship Date: 12/15/18 | Ship Via: Truck | Due Date: 12/28/18

Description	Amount
Baytown, Texas to Houston, Texas	341.25
Fuel Surcharge	105.78
Sales Tax	0.00
Total	\$447.03

RECEIVED
DEC 27 2018

Process Overview

- SAP Invoice Entry**
 - freightbills@tum.com email attachments in the **INBOX** are opened and the AP invoice information is entered into SAP to generate the document numbers.
 - Emails containing the vendor invoice PDF attachment are moved from the **INBOX** folder to the **INBOX\IKAN** subfolder.
 - AP invoice metadata XML and AP scan coversheet PDF are generated the next morning.
- IMAP AP Freight Extract**

Vendor invoice attachments are extracted from emails in the **INBOX\IKAN** and **IKAN UNPLANNED FREIGHT** subfolders and moved to the **Processed** subfolder.
- SAP AP Freight Import**
 - AP invoice scan coversheets are extracted and named using the barcode ID. e.g. AP1000201901025100101841.pdf
 - Coversheets are imported and assigned a barcode ID.
 - Vendor invoices are imported and assigned to a batch for processing.
- OCR**

Invoices and coversheets are sent to OCR to obtain the full text content.
- SAP AP Freight Index**
 - Invoice information is extracted from the OCR text and matched with the SAP metadata using the vendor invoice number, invoice amount, and shipment number.
 - If the invoice cannot be matched after 5 business days or a required attribute is missing, the invoice is sent to **Index QC** for manual index.
 - Metadata is used to index the document, create the folder hierarchy, and name the document.
 - Vendor invoice is appended to the AP invoice scan coversheet.
 - If multiple vendor invoices are detected, the document is sent to the **SAP AP Freight Extract** queue.
- SAP AP Freight Merge**
 - KEGLEY TRUCKING: WORD invoice is converted to PDF and merged with PDF delivery receipts to create a new batch.
 - GLOWORKS TRUCKING: PDF invoice and delivery receipts are merged to create a new batch.
- SAP AP Freight Extract**

Documents that contain multiple invoices are extracted into a separate batch for processing.
- Index QC**
 - Batch is selected and document is displayed with the **SAP AP Invoice** category.
 - Invoice Date** is entered.
 - Vendor Invoice Number** is entered to trigger the lookup of additional metadata to obtain the required **Invoice ID**.
 - Invoice is indexed and appended to the coversheet.
 - Documents that contain multiple invoices are routed to the **SAP AP Freight Review** queue for separation and indexing.

- SAP AP Freight Review**
 - Invoices are split into individual pages and rendered as PNG files for review.
 - User selects the invoices pages, enters the invoice date and invoice number, and indexes the invoice.
- SAP AP Freight Report**

Report is run to determine the status of the freight invoices.

SAP AP Freight Report

Start Invoice Date: 05/01/2021 (mm/dd/yyyy)

Stop Invoice Date: 05/07/2021 (mm/dd/yyyy)

Company: [Dropdown]

Status: [Dropdown]

Vendor Invoice #: [Dropdown]

Document Count: 564

Search Export Clear

SAP AP Freight report for start invoice date [05/01/2021] stop invoice date [05/07/2021]

Printer: PDF Batch Print

Invoice ID	Company Code	Invoice Date	Posting Date	Vendor Invoice #	Invoice Amount	PO #	SAP Document #	Document Type	Vendor Group	Vendor Number	Status
AP1000202105035100156912	1000	05/03/2021	05/03/2021	58394	875.00	4500082600	5100156912	RE	ZFRT	205303	INDEX_PENDING
AP1000202105035100156912	1000	05/03/2021	05/03/2021	58375	875.00	4500082600	5100156913	RE	ZFRT	205303	COMPLETE
AP1000202105035100156914	1000	05/03/2021	05/03/2021	58374	875.00	4500082600	5100156914	RE	ZFRT	205303	COMPLETE

Status Summary

- COVERSHEET_PENDING: Metadata has been received, but coversheet has not been imported.
- INVOICE_PENDING: Metadata and coversheet have been imported, but invoice has not been imported and indexed.
- INDEX_PENDING: Invoice has been assigned to the **Index QC** queue for manual index.
- COMPLETE: Both the coversheet and invoice have been imported and indexed.