

Preparation of invoiceLINE

Questions about incoming invoice processing

General Questions

Our Questions	Your Answer
Do you already use a system for free-form recognition of incoming invoices?	
Do you use system supported approval workflow for incoming invoices?	
What are your expectations of this workshop?	
Participants (please, send our central contact person the complete contact information of the participants)	

Organisation und Conditions

Our Questions	Your Answers
Number of incoming invoices per day?	
Active suppliers in the supplier base?	
Distribution of invoices with or without order reference?	
Do you have electronic invoices (EDI)?	
Are there PDF invoices, received by email?	
Are foreign invoices relevant for processing in Germany?	
In which country do you plan the roll-out process?	
Number of potential workflow participants (especially for the approval workflow)	
Number of employees in the accounts payable department	
Should invoices be scanned at one or more locations?	
Are you planning a shared service centre for accounting?	
Which archive system are you using and do you already use SAP ArchiveLink?	
Can we assume that SAP-FI and SAP-MM based on ECC 6.0 are in use?	
Which specific release and EhP of SAP ERP system are you using? e.g. SAP ERP 6.0, Release 700	
Do you use a SAP-Portal?	
Which mail system (e.g. Outlook) and which Internet Explorer (e.g. MS) do you use?	
Do you use SAP HR incl. PDorg?	

Priorities and Goals

Your Goals	Requests