

Advanced Documents with SAP Document Center



Agenda

- Overview
- Document Center
- Procure to Pay
- Order to Cash
- Summary



Overview

Advanced Documents

- To establish efficient, integrated and paperless business processes in companies, a seamless integration of all operative systems is required.
- With our Advanced Documents integration tools, a seamless integration between SAP ERP or SAP S/4HANA and ECM systems is established and a central information platform is created.
- Our experience from more than 100 successful SAP / ECM projects, we enable a rapid, standardized implementation of corresponding requirements

Paperless Processing



Document Archival



Records Management



Security



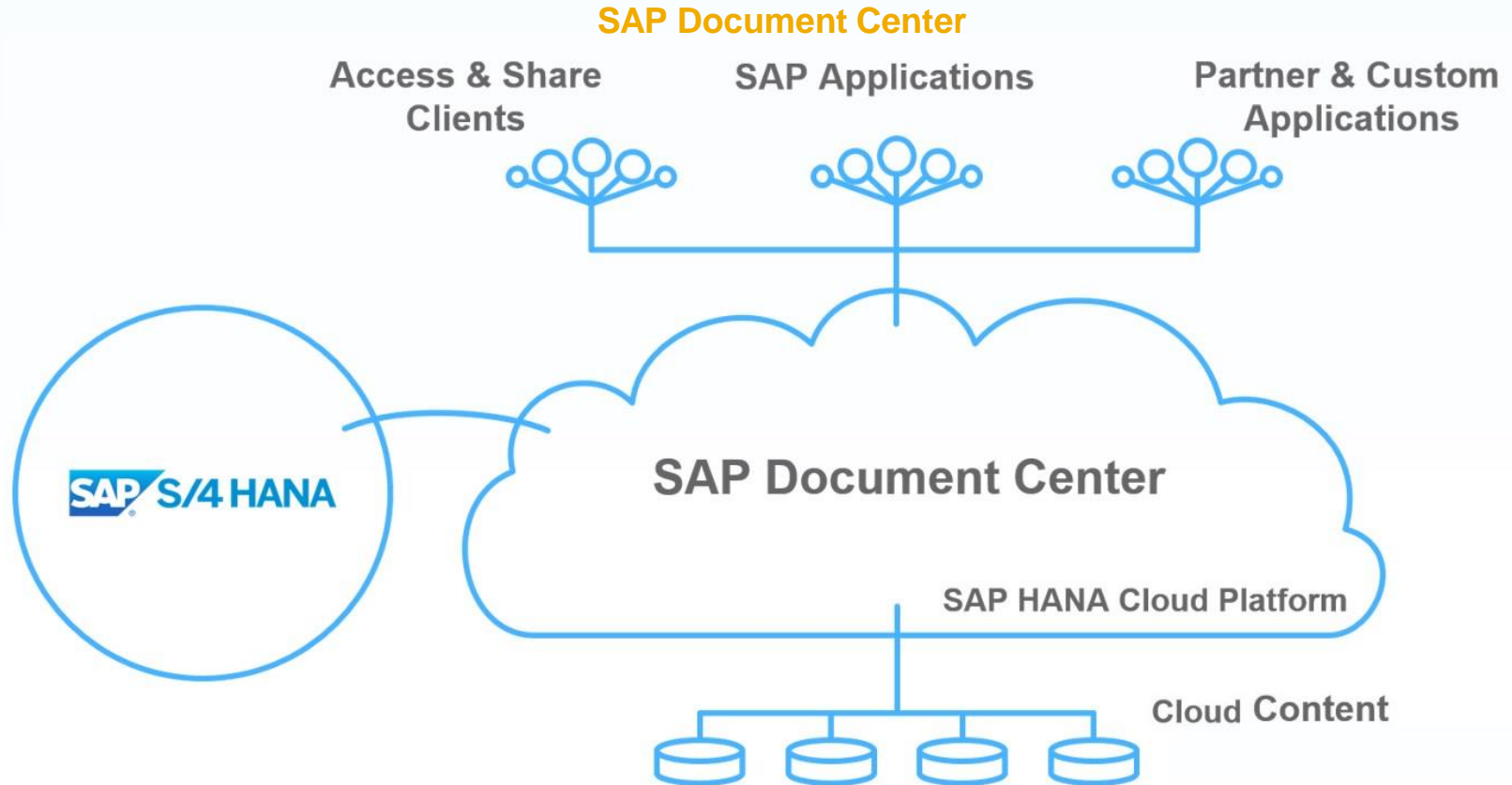
Integration



Mobility



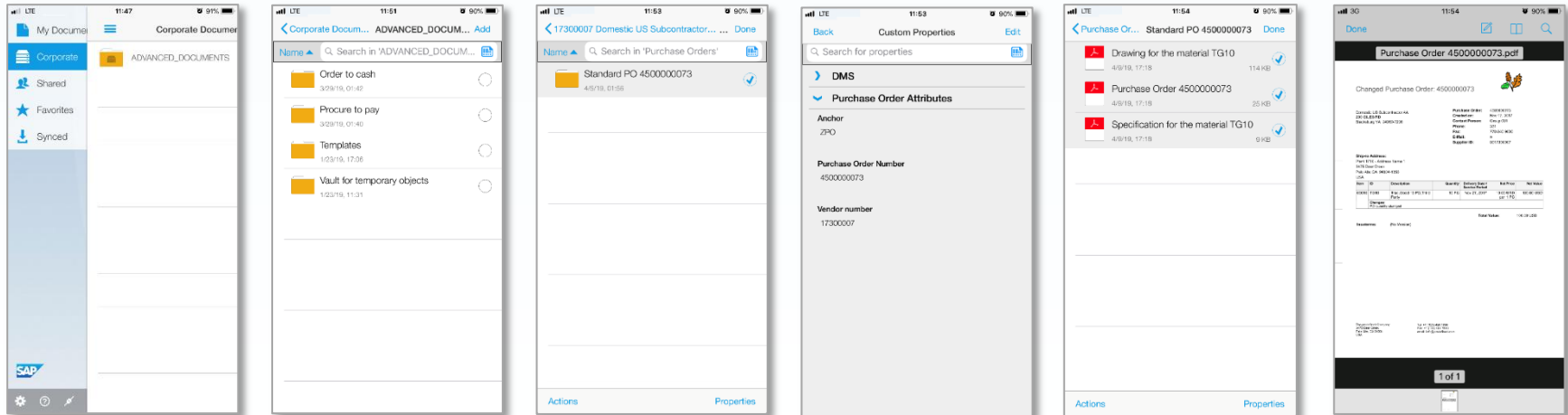
Advanced Documents Cloud Platform



Document Center Mobility

SAP Document Center for Mobile

Documents can be accessed from the SAP Document Center App from various mobile devices



Document Center Vendor

Vendor Creation Process

Use standard SAP Transaction or FIORI application to create or change business partner

New Structure for Vendor is automatically created in SAP Document Center using Template folder structure.

The screenshot shows the SAP 'Change Organization' transaction for vendor 17300007. The main data area includes:

- Name:** Domestic US Subcontractor AA / Blacksburg VA 24060
- Search Terms:** Search Term 1/2: SUPL-SUBCON
- Standard Address:** Street/House number: GILES RD 200; Postal Code/City: 24060-7204 Blacksburg; Country: USA; Region: VA Virginia; Time zone: EST; Tax Juris.: VA00000000
- PO Box Address:** PO Box, Postal code, Company Postal Code
- Communication:** Language: English; Telephone: 999 326 5303; Extension

The screenshot shows the SAP Document Center 'ADVANCED DOCUMENTS' interface. The breadcrumb path is 'CorporateDocuments > ADVANCED_DOCUMENTS > Search Results'. A search for '17300007' has been performed, resulting in a folder entry: '17300007 Domestic US Subcontractor AA' with a 'Changed On' date of Apr 5, 2019, 12:55:58 AM. The interface includes navigation options like 'My Documents', 'Corporate', 'Shared', 'Favorites', and 'Recycle Bin'.

This screenshot shows a detailed view of the 'ADVANCED DOCUMENTS' interface for vendor 17300007. The breadcrumb path is 'Corporate Documents > ADVANCED_DOCUMENTS > Procure to pay > 17300007 Dome...bcontractor AA'. It displays a list of document types:

- Purchase Contracts:** Changed On: Apr 5, 2019
- Purchase Orders:** Changed On: Apr 5, 2019
- Requests for quotation:** Changed On: Apr 5, 2019

The interface also shows a 'Vendor Attributes' section with fields for 'Address', 'Vendor address', 'Vendor name', and 'Vendor number'. A 'Details' pane on the right shows a list of documents with columns for 'Document Number', 'Document Date', and 'Document Type'.



Document Center Purchase Order Print

Outputs generated from Purchase Order creation in SAP are stored within the Purchase Order folder structure.

Purchase Order Printing

Output Document Attributes are also maintained

Purchase Order outputs can be viewed from both SAP GUI and SAP Document Center

Change Pur. Order :: Output

Pur. Order: 450000073

ID	Status	D...	Output Type	R... Receiver	Channel	Coun...	Lang...	Form Template	Change Index
1	Completed		POCHASE_ORDER	LF 1730007	PRST	US	EN	MPL_P08_POCHASE_ORDER	

Changed Purchase Order: 450000073

Domestic US Subcontractor AA
200 CILES RD
Blacksburg VA 24060-7206

Purchase Order: 450000073
Created on: Nov 17, 2017
Contact Person: Group 001
Phone: 331
Fax: 770 840 9000
E-Mail: a
Supplier ID: 0017300007

Ship-to Address:
Plant 1710 - Address Name 1
3475 Deer Creek
Palo Alto CA 94304-1355
USA

Item ID	Description	Quantity	Delivery Date / Service Period	Net Price	Net Value
00010	TG10 Trad.Good 10.PD,Third Party	11 PC	Nov 27, 2017	10.00 USD per 1 PC	110.00 USD

Changes:
PO quantity changed

Total Value: 110.00 USD

ADVANCED DOCUMENTS Standard PO 450000073

Corporate Documents > ADVANCED_DOCUMENTS > Procure to pay > 17300007 Dome...bcontractor AA > Purchase Orders > Standard PO 450000073

Purchase Order 450000073
Changed On: Apr 9, 2019, 12:55:24 PM 25 KB

Details

Purchase Order 450000073
Classified As Public

DMS

Document Descri... Purchase Order 450000073
Document Number: 00000000000000001000
Document Part: 000

Purchase Order 450000073

Changed Purchase Order: 450000073

Domestic US Subcontractor AA
200 CILES RD
Blacksburg VA 24060-7206

Purchase Order: 450000073
Created on: Nov 17, 2017
Contact Person: Group 001
Phone: 331
Fax: 770 840 9000
E-Mail: a
Supplier ID: 0017300007

Ship-to Address:
Plant 1710 - Address Name 1
3475 Deer Creek
Palo Alto CA 94304-1355
USA

Item ID	Description	Quantity	Delivery Date / Service Period	Net Price	Net Value
00010	TG10 Trad.Good 10.PD,Third Party	11 PC	Nov 27, 2017	10.00 USD per 1 PC	110.00 USD

Changes:
PO quantity changed

Total Value: 110.00 USD



Document Center Material Documents

Link Material Documents to Purchase Order

Use SAP Transaction or Fiori app to link DMS documents to a Material

Use SAP Transactions or Fiori app to create or change Purchase Order

Material documents are automatically linked to corresponding Purchase Order

The screenshot shows the SAP 'Change Material TG10 (Trading Goods)' transaction. The 'Additional Data' tab is active, and the 'Linked Documents' section is expanded. It displays a table of linked documents:

Doc. Type	Document	LRV	LVR	Released	Part	Vs	Description
DRW	10000001003	00	00	000	00		Trad.Good 10,PD, Specification
DRW	10000001004	00	00	000	00		Trad.Good 10,PD, Drawing

The screenshots show the SAP 'Standard PO 450000073 Created by BPINST' transaction. The 'Document Overview' tab is active, showing the PO details. The 'Header' section displays the following table:

S...	Item	A	I	Material	Short Text	PO Quantity	O...	C	Delv. Date
	10			TG10	Trad.Good 10,PD,Third P...	10 PC	D		11/27/2017

Below the header, the 'Display Document: Basic Data Engin/Des. Drawing (DRW)' transaction is shown for document 10000001003. The 'Document Data' tab is active, showing the document details. The 'Material Master' and 'Purchase Order Item' tabs are also visible, showing the linked material and PO item details.



Document Center Material Documents

Links to Material Documents

Links to Material Documents are created within the Purchase Order folder structure in Document Center

Standard PO 450000073

Corporate Documents > ADVANCED_DOCUMENTS > Procure to pay > 17300007 Dome...bcontractor AA > Purchase Orders >

Standard PO 450000073

<input type="checkbox"/>	<input type="checkbox"/>	Name	Search
<input checked="" type="checkbox"/>		Drawing for the material TG10	Changed On: Apr 9, 2019, 4:18:18 PM
<input type="checkbox"/>		Purchase Order 4500000073	Changed On: Apr 9, 2019, 12:55:24 PM
<input checked="" type="checkbox"/>		Specification for the material TG10	Changed On: Apr 9, 2019, 4:18:16 PM

Standard PO 450000073

Details

Corporate Documents > ADVANCED_DOCUMENTS > Procure to pay > 17300007 Dome...bcontractor AA > Purchase Orders > Standard PO 4500000073 > Drawing for the material TG10

Drawing for the material TG10

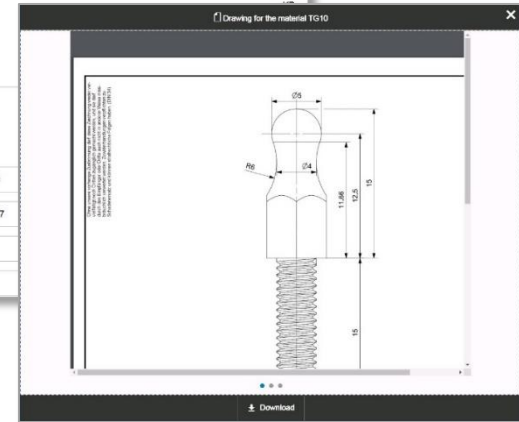
Classified As Public

114

Information icon, Public icon

DMS

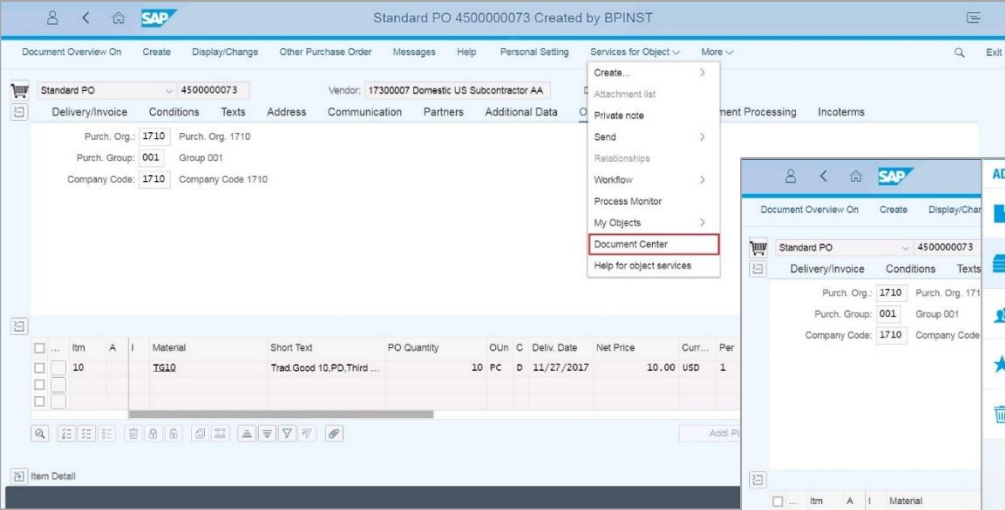
Document Description	Drawing for the material TG10
Document Number	000000000000010000001007
Document Part	000
Document Status	AA



Document Center Mobility

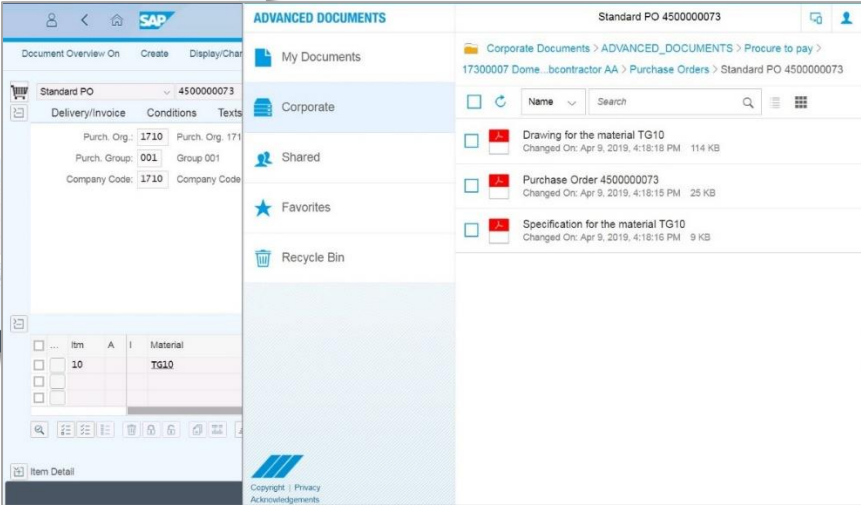
Purchase Order Creation

Link directly to SAP Document Center from Fiori Launchpad or SAP GUI



The screenshot shows the SAP GUI interface for a Standard PO 450000073. The 'Services for Object' menu is open, and the 'Document Center' option is highlighted with a red box. The main window displays the PO details, including the material 'TG10' and its quantity.

...	Item	A	I	Material	Short Text	PO Quantity	OU	C	Deliv. Date	Net Price	Curr...	Per
<input type="checkbox"/>	10			TG10	Trad Good 10.PD.Third ...	10	PC	D	11/27/2017	10.00	USD	1



The screenshot shows the SAP Document Center interface for the same Standard PO 450000073. The 'My Documents' section is active, displaying a list of documents related to the PO, including a drawing, the purchase order itself, and a specification for material TG10.

Name	Changed On	Size
Drawing for the material TG10	Apr 9, 2019, 4:18:18 PM	114 KB
Purchase Order 450000073	Apr 9, 2019, 4:18:15 PM	25 KB
Specification for the material TG10	Apr 9, 2019, 4:16:16 PM	9 KB



Document Center Mobility

Purchase Order Creation

Link directly to SAP Document Center from Fiori Launchpad or SAP GUI

The image displays two overlapping screenshots of the SAP GUI interface. The background screenshot shows the 'Standard PO 450000073 Created by BPINST' screen. The 'Services for Object' menu is open, with 'Document Center' highlighted in red. The foreground screenshot shows the 'ADVANCED DOCUMENTS' view for the same PO, displaying a list of documents including 'Drawing for the material TG10', 'Purchase Order 450000073', and 'Specification for the material TG10'.

Standard PO 450000073 Created by BPINST

Document Overview On Create Display/Change Other Purchase Order Messages Help Personal Setting Services for Object More Exit

Standard PO 450000073 Vendor: 17300007 Domestic US Subcontractor AA

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data

Purch. Org.: 1710 Purch. Org. 1710
Purch. Group: 001 Group 001
Company Code: 1710 Company Code 1710

Services for Object

- Create...
- Attachment list
- Private note
- Send
- Relationships
- Workflow
- Process Monitor
- My Objects
- Document Center**
- Help for object services

...	Item	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price	Curr...	Per
<input type="checkbox"/>	10			TG10	Trad Good 10.PD.Third ...		10	PC	D 11/27/2017	10.00	USD	1

Item Detail

ADVANCED DOCUMENTS

Standard PO 450000073

Corporate Documents > ADVANCED_DOCUMENTS > Procure to pay > 17300007 Dome...bcontractor AA > Purchase Orders > Standard PO 450000073

My Documents

Corporate

Shared

Favorites

Recycle Bin

- Drawing for the material TG10
Changed On: Apr 9, 2019, 4:18:18 PM 114 KB
- Purchase Order 450000073
Changed On: Apr 9, 2019, 4:18:15 PM 25 KB
- Specification for the material TG10
Changed On: Apr 9, 2019, 4:16:16 PM 9 KB

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Document Center Customer

Customer Creation Process

Use standard SAP Transaction or Fiori application to create or change business partner

New Structure for Customer is automatically created in SAP Document Center using Template folder structure.

Change Organization: 17186015, new role Customer

Business Partner: 17186015 | Advanced Application / San Jose CA 95191
Change in BP role: Customer (New)

Address | Address Overview | Identification | Control | Payment Transactions | Status | Legal Data | Customer

Name: | Title: | Name:

Salutation:

Search Terms: Search Term 1/2:

Special Customer: VIP | Undesirable Customer | Reason Uncl. | Comment:

Standard Address:

Street Address: Street/house number: Park Avenue 8888 | Postal Code/City: 95191 San Jose | Country: US USA | Region: CA California | Time zone: PST

Business partner 17186015 created

ADVANCED DOCUMENTS Business objects

CorporateDocuments > CMIS_SOMU > Business objects > Search Results

17186015

17186015 Advanced Application
Changed On: Feb 11, 2019, 11:51:34 PM

17186015 Advanced Application

Contracts
Changed On: Feb 11, 2019, 2:51:35 PM

Correspondence
Changed On: Feb 11, 2019, 2:51:34 PM

Sales Orders
Changed On: Feb 11, 2019, 2:51:35 PM

Customer attributes

Customer address	8888 Park Avenue San Jose CA
Customer name	Advanced Application
Customer number	17186015
Document description	17186015 Advanced Application
Document number	#####
Document Part	000
Document Status	000
Document Type	ZDF
Document Version	00



Document Center Sales Order Creation

Sales Order Creation

Use Standard SAP Transaction or FIORI application to create or change sales order

New folder for Sales Order is created in the defined Customer Structure

Sales Order Attributes are also maintained

Create Standard Order: Overview

Standard Order: [] Net Value: 175.50 USD

Sold-To Party: 17186015 Advanced Application / 8888 Park Avenue / San Jose CA 95191

Ship-To Party: 17186015 Advanced Application / 8888 Park Avenue / San Jose CA 95191

Cust. Reference: 4500044700 Cust. Ref. Date: 02/11/2019

Req. Deliv. Date: 03/25/2018 Deliver. Plant: []

Complete Div. [] Total Weight: 1,000 KG

Delivery Block [] Volume: 10 M3

Billing Block [] Pricing Date: 03/20/2018

Pyt Terms: 0001 Pay Immediately w/o Deduction

Inco. Version: []

Inco. Location: San Jose

Item	Material	Req. Segment	Order Quantity	Ln	S
	107611			10	PC

Standard Order 715 has been saved.

ADVANCED DOCUMENTS Sales Orders

Corporate Documents > CMIS_SOMU > Business objects > 17186015 Advanced Application > Sales Orders

Standard Order 715
Changed On: Feb 12, 2019, 12:19:35 AM

ADVANCED DOCUMENTS Sales Orders

Details

Corporate Documents > CMIS_SOMU > Business objects > 17186015 Advanced Application > Sales Orders > Standard Order 715

Standard Order 715

Sales order attributes

Anchor: ZSO

Sales order customer ref. date: 02/11/2019

Sales order customer reference: 4500044700

Sales order number: 715



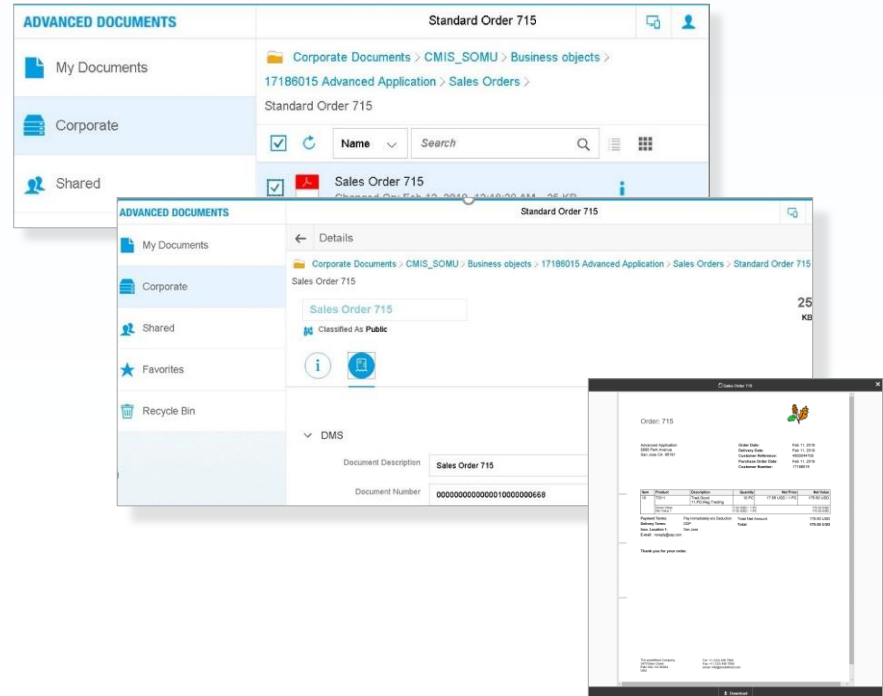
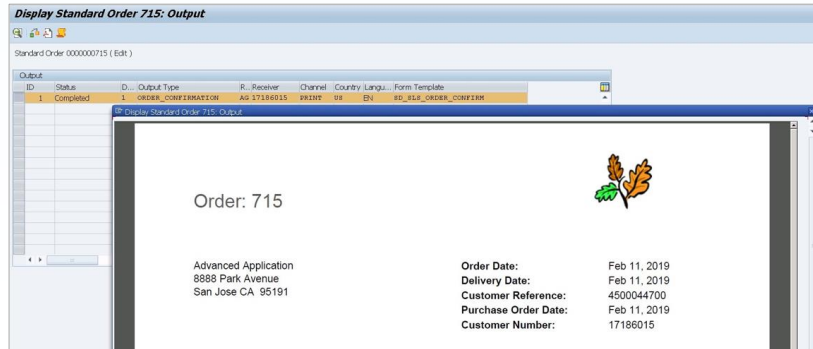
Document Center Sales Order Print

Outputs generated from Sales Order creation in SAP are stored within the Sales Order folder structure.

Sales Order Printing

Output Document Attributes are also maintained

Sales Order outputs can be viewed from both SAP GUI and SAP Document Center



Document Center Outbound Delivery

Outbound delivery creation

Use SAP Transaction or FIORI app to create and print Outbound delivery for Sales Order

Outputs are stored within the Sales Order folder structure.

Output Document Attributes are maintained

Delivery 80000409 Change: Overview

Outbound Deliv. 80000409 Document Date 02/26/2019
Ship-to party 17186012 Siemens AG / Werner-von-Siemens-Straße 1 2222 / D-80333 Munich

Document Flow

- Standard Order 0000000417
 - Standard Order 0000000715
 - Standard Order 0000000731
 - Delivery 0080000409
 - Picking Request 201902
 - GD goods issue:delvy 49

Delivery: Output

Ship-To Party 17186012 Siemens AG
Output type LD00 Delivery Note

Printing information
Logical destination LP01
Beispieldrucker. Mit SPAD anpassen.
Number of messages 1 Print immediately
Spool request name Release after output
Suffix 1
Suffix 2
SAP cover page Do Not Print
Recipient AA-ALDAT
Department
Cover Page Text
Authorization
Storage Mode Archive only

ADVANCED DOCUMENTS Standard Order 731

My Documents Corporate Documents > CMIS_SOMU > Business objects > 17186012 Siemens AG > Sales Orders > Standard Order 731

- Delivery 80000409
Changed On: Mar 6, 2019, 12:20:24 AM 13 KB
- Sales Order 731
Changed On: Mar 1, 2019, 11:09:50 AM 25 KB

ADVANCED DOCUMENTS Standard Order 731

Details

Corporate Documents > CMIS_SOMU > Business objects > 17186012 Siemens AG > Sales Orders > Standard Order 731 > Delivery 80000409

Delivery 80000409 13 KB

Classified As Public

DMS
Document Descri... Delivery B...

Outbound Delivery 8000409

IDES

Delivery Note
Number 0080000409
Reference numbers
Created on 02/26/2019 11:09:50 AM
Created by 17186012

Shipment details
Destination To Outbound Road
Shipment conditions
Weight (Grossnet), Volume - Selection
Gross weight 1.000,00 KG Net weight 1.000,00 KG



Document Center Billing

Billing document creation and printing

Use standard SAP Transaction or Fiori application to create billing document

Outputs for Billing document are stored within the Sales Order folder structure.

Output Document and Attributes can be viewed in Document Center

F2 Invoice 90000406 (F2) Change: Overview of Billing Items

Accounting | Billing Documents

F2 Invoice: 90000406 | Net Value: 175.50 | USD

Player: 17186012 | Siemens AG / Werner-von-Siemens-Straße 1 2222 / ...

Billing Date: 03/05/2019

Document Flow

Status Overview | Display Document | Service Documents | Additions

Business Partner: 0017186012 Siemens AG

Document	On	Status
Standard Order 0000000417	03/20/2018	Completed
Standard Order 0000000715	02/11/2019	Completed
Standard Order 0000000731	02/26/2019	Completed
Delivery 0080000409	02/26/2019	Completed
F2 Invoice 0090000406	02/26/2019	Open

F2 Invoice 90000406 (F2) Change: Output

F2 Invoice: 0090000406

ID	Status	D...	Output Type	R.. Receiver	Channel	Coun...	Lan...
5	Completed	1	BILLING_DOCUMENT	RE 17186012	PRINT	US	EN

ADVANCED DOCUMENTS

Standard Order 731

My Documents

- Corporate Documents > CMIS_SOMU > Business objects > 17186012 Siemens AG > Sales Orders > Standard Order 731

Search

- Delivery 80000409
Changed On: Mar 6, 2019, 12:20:24 AM 13 KB
- F2 Invoice 90000406
Changed On: Mar 6, 2019, 12:52:58 AM 25 KB

Details

Corporate Documents > CMIS_SOMU > Business objects > 17186012 Siemens AG > Sales Orders > Standard Order 731 > F2 Invoice 90000406

F2 Invoice 90000406

Classified As Public

DMS

Document Descript... F2 Invoic

F2 Invoice: 90000406

Siemens AG | Date: Mar 5, 2019
Munich | Delivery Date: Feb 26, 2019
Werner-von-Siemens-Straße 1 2222 | Order: 731
80333 MUNICH | Delivery: 80000409
CMIS-SOMU | Reference Number: 40000406

Line	Product	Description	Quantity
FC	12511	Total Order 175.50 USD, Printing	175.50 USD
		Price	175.50 USD
		Value	175.50 USD
		Total Net Amount	175.50 USD
		Total	175.50 USD

Payment Terms: Pay immediately with Debit Note

E-Mail: cmis@siemens.com

Thank you for your business.

Document



Document Center Mobility

Sales Order Creation

Link directly to SAP Document Center from Fiori Launchpad or SAP GUI

The screenshot shows the SAP Fiori Launchpad interface for 'Display Standard Order 731: Overview'. The 'Services for Object' menu is open, and the 'Document Center' option is highlighted with a red box. Other options in the menu include 'Create...', 'Attachment list', 'Private note', 'Send', 'Relationships', 'Workflow', 'Process Monitor', and 'My Objects'. The main content area displays order details such as 'Standard Order: 731', 'Net Value: 175.50 USD', and 'Sold-To Party: Siemens AG / Werner-von-Siemens-Strasse 1 2222 / D-80333 Munich'.

The screenshot shows the SAP Document Center interface for 'Standard Order 731'. The interface is divided into two main sections. The left section, titled 'ADVANCED DOCUMENTS', contains a navigation pane with 'My Documents', 'Corporate', 'Shared', 'Favorites', and 'Recycle Bin'. The right section displays a list of documents for 'Standard Order 731' under the path 'Corporate Documents > CMIS_SOMU > Business objects > 17186012 Siemens AG > Sales Orders > Standard Order 731'. The document list includes:

Name	Changed On	Size
Delivery 80000409	Mar 6, 2019, 12:20:24 AM	13 KB
F2 Invoice 90000406	Mar 6, 2019, 12:52:58 AM	25 KB
Sales Order 731	Mar 1, 2019, 11:09:50 AM	25 KB

The interface also includes a search bar, a 'Copyright | Privacy Acknowledgements' link, and a footer with 'New Folder', 'Upload', 'Download Folder', and 'Open in Desktop' options.



Summary

Advanced Documents

- Advanced Documents provides our customers with an easily deployable solution that will ensure Enterprise Content is stored securely in central location.
- The integration with your ECM platform automatically creates the structure, then stores record attributes, outputs generated and files that are attached using standard SAP processes.



Contact Us

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