

Automatic distribution of purchase orders with attachments

Kurtz Holding GmbH & Co. stores technical documents in the SAP ERP document management system. These documents are used by the procurement department in the production of Purchase Requisitions, Purchase Orders, Contracts, Scheduling Agreements and Requests for Quotation.

The task

In order to produce 80 purchase orders per day, around 400 technical documents must first be identified, searched, sorted, and attached. This process can easily require more than one man-day of effort. The problem is that besides the time required by this manual process, errors can easily occur in selecting the correct document, including the correct version or in omitting a crucial document.



The target

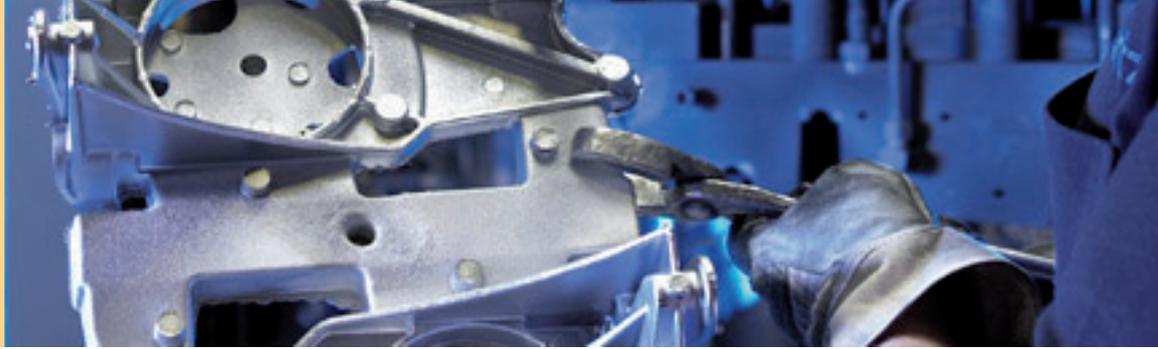
All documents relating to a Purchase Order or Request for Quotation must be identified, collated and processed together with the SAPscript form, then delivered to the supplier in one process as one complete document.

“We have reached an ROI within less than 12 months.”

Jürgen Stahl, Kurtz Holding



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Kurtz

SEAL Systems is a leading international supplier of document attachment, output & distribution solutions.

SEAL Systems solutions simplify and speed up the generation, administration and provision of documents and technical papers.

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“The objective was to reduce the number of manual operations to a minimum.”

Matthias Müller
SEAL Systems

The solution

When creating an SAP MM document pack, it is usually necessary to attach external documents to the SAPscript form (e.g. Purchase Order, Request for Quotation, etc). The SEAL solution allows the user to easily search and attach the required external documents using standard SAP functionality. At the conclusion of this step, the user will have all of the external documents needed for the output of the complete document pack.

The SAPscript form is then sent automatically to the SEAL server along with a list of the external documents. These documents include: purchasing terms & conditions, packing & delivery instructions, product specifications, bills of materials and technical drawings. The SEAL server receives this information from SAP, accesses the external documents and transfers a copy onto the SEAL server for processing.

The SEAL server then sorts the document packs into the correct order, page numbers the contents, applies user definable stamps and watermarks and then sends the finished document to the requested output device – i.e. printer, email server, fax server, etc.

The result

Controlled document distribution for all Supply Chain Management output, such as Purchase Requisitions, Purchase Orders, Contracts, Scheduling Agreements and Requests for Quotation.

With the SEAL solution installed, the print function within SAP Materials Management allows the user to print the primary SAPscript form with all the appropriate documents attached regardless of the format of the documents or where they are stored. The contents of the document pack will be in the correct sequence, page numbered, watermarked and can then be either faxed, emailed or sent to any printer in the network as one print job.