Invoice File Conversion and Upload using iRPA

Process Bot

Challenge

The customer processed invoice manually. Different vendors share the invoices in different document types like Word, Excel, and Images via Emails, which is then uploaded in a repository in pdf format. So, the business team must download the attachments from each email and convert them to pdf files one by one and then upload it to the repository. It is a time-consuming and repetitive task that must be done on daily basis.

Solution

SAP iRPA bot services, has been able to rapidly create an RPA bot automating conversion of every file received from the vendors into desired format and upload it to the repository.

System

SAP (Materials management, Financials), MS Office (Excel), ABBY

Outcome

- Process invoice least 15 times faster and with fewer quality checks
- Efficiency and accuracy – less than half a minute per conversion and upload
- Continuous monitoring of email (with invoice attachments) by BOT

Business Impact

Increase in efficiency by reducing manual time-consuming process

Increased in number of SLAs met

780+ Hours saved per year

Workflow

Trigger Bot to read through email with specific search criteria → Retrieve and download all the attachments into specific folder → Conversion of all files into .pdf format → Upload each file into the repository → Trigger notification email