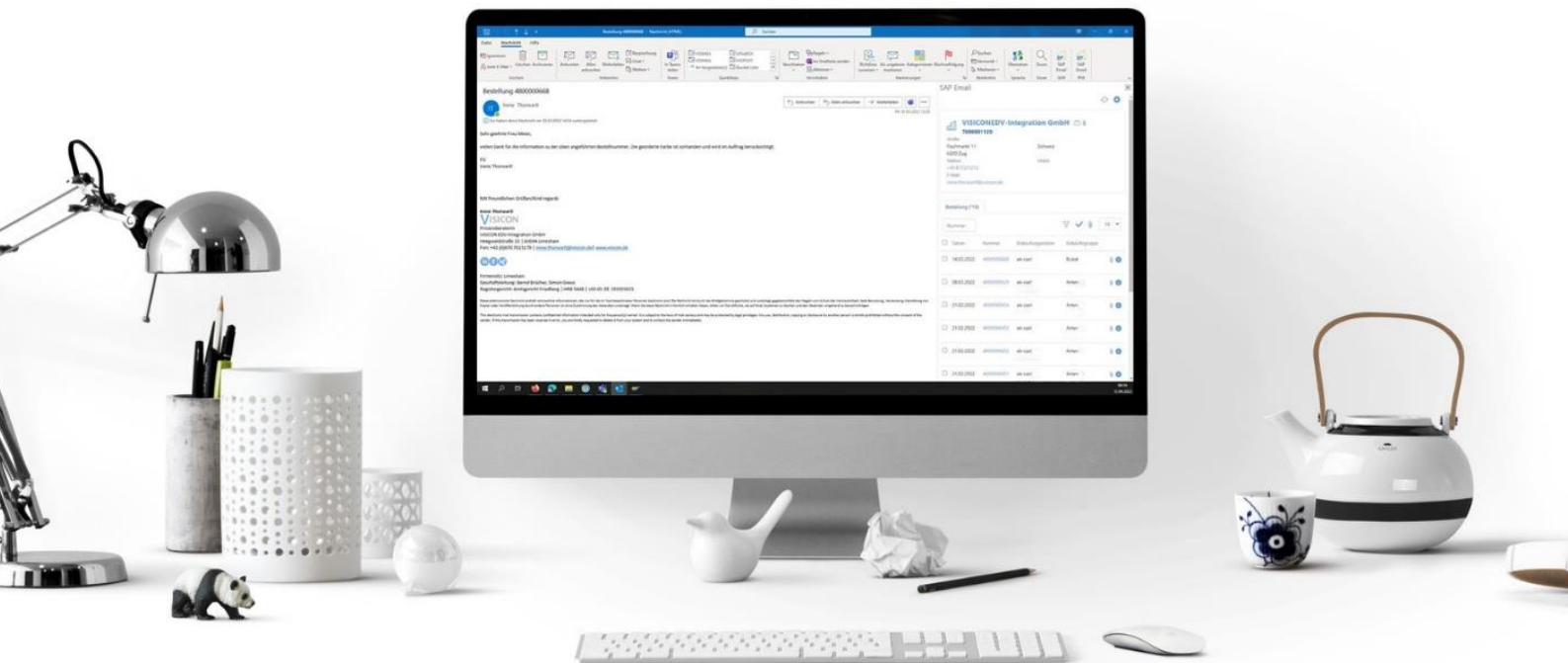


# VISIMAIL

The interface between Outlook and  
your SAP



## VISIMAIL

### The Outlook plug-in

You receive countless emails every day. You face the challenge of filtering out urgent messages from the flood of information. As a buyer, for example, you receive messages about delivery problems or price changes. You open your SAP, search for the supplier in question and must look through the latest orders.

With VISIMAIL, important mails can be processed faster and more efficiently.

If you are already using SAP S/4 HANA, we can start directly with the implementation of VISIMAIL. The plugin can be activated by the user with a mouse click and integrates itself into Outlook. The simple operation does not require a comprehensive introductory phase and the user can apply the plugin directly.

## Advantages:

### Time saving

- Automatic identification of the SAP creditor via e-mail sender address
- Search function via orders directly in Outlook
- Direct display of creditor data from Outlook
- Direct display of order data from Outlook
- Direct filing of the e-mail for the SAP purchase order from Outlook

### Transparency

- Overview of all vendor orders directly in Outlook
- Access to assigned e-mails for SAP document

### Quickly available information

- No separate mailbox required

### No increased storage volume

- Storage of e-mail for SAP document in DMS

## Functions

### Optimisation of e-mail processing

You receive an e-mail in Outlook from a sender address which is assigned to a supplier in your SAP. By activating the plug-in, the supplier is automatically recognized when the e-mail is received and all related SAP purchase orders are clearly displayed in your Outlook, sorted by date. Using the search function, you can search for a corresponding SAP order number directly in Outlook and view the SAP order as well as the creditor data from Outlook.

In order to assign the e-mail to an SAP purchase order and thus make it visible to every user, you must first manually save the e-mail without VISIMAIL, search again for the vendor and the purchase order in SAP, open the attachment list and manually assign the saved e-mail. With VISIMAIL, this process takes place with just one click on the corresponding order number in the overview directly in your Outlook.



### Overview and linking of SAP data

The associated SAP data for the e-mail sender are directly linked via the plug-in. A compact overview of the associated order is delivered with the e-mail, with a search function. The creditor data and the order data can be opened from the e-mail via the SAP web platform FIORI.



### Filing of mails

Via the order overview in Outlook, the opened e-mail can be directly assigned to a corresponding SAP order. Thus, the e-mail is stored in the document management system, e.g. Open Text, via SAP Archivelink. The e-mail can then be opened in SAP via the attachment list of the respective SAP transaction.

# VISICON

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