

HAERGI

e-File step by step

Here are the essentials for launching an e-File in SAP. These will give you an idea of what the whole process looks like.



PLACEMENT OF AN ORDER

Write an e-mail with information about the decision and the contact person. We will schedule the work together.



CHOOSING A FILE SERVER

Together with us and the IT team, you will choose where the document scans will go. This server will be connected to SAP.



INSTALLATION IN SAP

After receiving access to the system, we will install the software on the server and establish a connection to the file server and perform tests.



SAP CONFIGURATION

Together we will determine the list of documents and the necessary settings. You will receive a proposal from us, which we will discuss and then enter into SAP.



TRANSFER INTO PRODUCTION

We will transfer the finished settings to the production system and share them with your SAP team.



UPLOADING DOCUMENTS

If you decide to have us scan the archives we will upload them to SAP for you so you don't have to do it yourself.



TRAINING OF USERS

Finally, we will do a workshop for your team so that everyone has a good understanding of how e-File works. You will also receive training materials.



START

When you are ready, we will launch. We will support you in every subject so that it will be our mutual success.