

# iGuana iDM for SAP Solution

Many companies face an issue of corporate data overload in the form of structured data, stored in databases and generated by ERP systems such as SAP, and unstructured data, in the form of paper and electronic documents. As a SAP customer you will be looking for ways to bridge the gap between data contained in your SAP system and the unstructured, often mission critical, data originating outside of SAP, such as incoming paper invoices, delivery notes, faxes, customer e-mails, supplier contracts, human resource (HR) files, etc.

## Our Solution

The iGuana iDM for SAP Solution can help you bridge this gap, achieve a unified view of all stakeholders, boost productivity and improve your bottom line. Easily capture and archive paper and electronic documents in a structured manner, integrate these documents into SAP transactions and workflows, and retrieve them directly from within the familiar SAP user interface.

iGuana iDM can help you optimize your business processes and automate routine administrative tasks. By offloading documents into the iGuana iDM archive, you will improve your ERP's performance and save money on hardware costs.



### Document Scanning

iGuana iDM can process up to 1 million documents per day and supports both, high-volume and desktop scanning. All documents are scanned directly into iGuana iDM. Through integration with SAP, archived documents are automatically linked to transactional processes in SAP, such as the Accounts Payable process, and are available directly through the SAP user interface.

### Secure Archiving

iGuana iDM serves as a secure document repository for your scanned documents, archived in a revision-proof, legally compliant format with a full audit trail available for review.

iGuana iDM supports archiving of electronic documents, including MS Office documents and multimedia files. It also readily integrates with MS Exchange, making it possible to archive Outlook e-mails and link them to relevant records in SAP.

### Seamless Retrieval within SAP User Interface

Through integration with SAP, iGuana iDM is able to provide SAP users with a document-centric business view of every customer, supplier and other data, all within a logical structure. Documents archived in iGuana iDM can originate from disparate sources (physical or electronic), non-SAP environments and legacy systems. Authorized SAP users can easily retrieve documents on demand using the familiar SAP interface, without ever needing to log into iGuana iDM.

### Integration with SAP Workflow

Documents archived in iGuana iDM can be incorporated into your SAP workflow, such as the Accounts Payable process. For example, an invoice scanned and archived in iGuana iDM can, through integration with SAP, automatically trigger or become part of a relevant approval workflow in SAP.

# iGuana



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