

# Product Description

## d.velop invoices

### 1 Summary

This product description details d.velop invoices for cloud and on-premises deployment (with and without hybrid use of cloud services).

The scope of services depends on the edition and operating mode purchased (multi-tenant cloud (AWS), regulated multi-tenant cloud (OTC), hybrid, on-premises). A hybrid system is a system in which the document repository is operated on-premises at the customer's site and other services are operated either on-premises by the customer or in the multi-tenant cloud. Services relating to support and maintenance for d.velop invoices are described in the "Service Level Agreement."

### 2 Scope of Services

The customer can use d.velop invoices to process and archive incoming invoices. Digital filing and storage form the foundation customers need to digitalize their business process. d.velop invoices provides functions for processing digital and paper invoices, classifying these invoices and a workflow component for releasing and verifying the invoices.

Depending on the chosen operating mode, d.velop invoices contains the following scope of functions in accordance with the functional descriptions and product descriptions.

d.velop cloud platform [Product description](#)

d.velop pilot\* [Product description](#)

d.velop process studio\* [Product description](#)

d.velop documents [Functional description](#)

\*) Only available for multi-tenant cloud mode in the Open Telekom Cloud (OTC); usage is restricted to recognition/processing of invoices.

#### 2.1 Editions and Scope of Services

d.velop invoices is available in the following editions. The table below shows the scope of services of each edition:

<b>Edition</b>	<b>d.velop invoices small</b>	<b>d.velop invoices medium</b>	<b>d.velop invoices large</b>	<b>d.velop invoices enterprise</b>
Storage space*	50 GB	150 GB	300 GB	600 GB
Number of invoices/month**	250	750	1500	3000
Number of accounting users	5	10	20	30
Number of release users	Unlimited	Unlimited	Unlimited	Unlimited

\*) The storage space refers exclusively to multi-tenant cloud operation.

\*\*\*) If the customer exceeds the number of invoices stated above, the customer shall bear the costs of the overusage.

## 2.2 "Free for 30 days" Trial Offer

By booking the service "d.velop invoices – free for 30 days," the customer receives d.velop invoices with all its functions free of charge for 30 days. The offer is valid exclusively for the multi-tenant cloud mode from Amazon Web Services (AWS). After 30 days, the customer can choose one of the editions (small, medium, large, enterprise) or decide not to continue using d.velop invoices. If the customer does not contact d.velop regarding continued use after the trial period, the trial period will automatically end after the 30-day trial phase. All documents and data entered by the customer up to that point will be deleted after a period of 30 days. If the customer decides to continue using the software within this period, all their documents and data will be retained and they can continue to work with the data and documents as they did during the trial phase.

## 2.3 Scope of Functions

The following overviews show the range of functions of d.velop invoices: Differences in the operating modes are indicated.

### Explanation of the operating modes:

- C1 = Available in multi-tenant cloud mode from Amazon Web Services (AWS)
- C2 = Available in multi-tenant cloud mode from Open Telekom Cloud (OTC)
- H = Available in hybrid mode (on-premises repository with multi-tenant cloud services according to availability in the operating mode)
- O = Available in on-premises mode (without the use of cloud services)

### Legend:

- = Function is included in the product
- = Function is not included in the product
- Text = Function is included as described
- € = Additional costs are incurred

Invoice receipt	Operating mode
Capture invoices by scan (local scanner or network scanner)	C1, C2, H, O ●
Automatically receive invoices via e-mail inbox*	C1, C2, H, O ●
Capture invoices by upload	C1, C2, H, O ●
Capture multiple invoices in batches	C1, C2, H, O ●
REST API (interface) for importing invoice batches	C1, C2, H, O ●
Automatically separate invoice batches using AI	C1, H ●
Automatically categorize invoice batches using AI	C1, H ●
Automatically separate invoices using barcodes/QR codes	C1, C2, H, O ●

\*) In the operating modes C1, H and O, there is a limit of 10,000 e-mails per month per mailbox. In the operating mode C2, the function is implemented via Microsoft 365™ mailbox monitoring. This mode is limited to one O365 mailbox with any number of aliases.

Recognition	Operating mode
Automatic extraction of invoice data (including from QR codes)	C1, C2, H, O ●
Extraction of "Swiss QR codes"	C1, H, O ●
Improved recognition rates based on AI-powered automatic training	C1, H, O ●
Statistical functions for analyzing recognition quality	C1, H, O ●
Extraction of e-invoices and visualization as PDFs - supported formats: DE: ZUGFeRD 2.X / based on CII 16B, XRechnung 3.0 / based on UBL 2.1 & CII	C1, C2, H, O ●

16B; MEX: CFDI 3.2, CFDI 4.0; SVN: eSLOG 2.0; IT: Fattura PA 1.2; POL: FA (1), FA (2) 2021, FA (2) 2023, FA (3) 2025; FR: Factur-X 1.0.x / based on CII16B		
Automated duplicate recognition	C1, C2, H, O	•
Post-processing functions for newly captured invoices (indexing interface)	C1, H, O	•
Verification/validation of the extracted data against master data	C1, C2, H, O	•
Recognition of linked purchase orders from your ERP system and retrieval of order data from the supplier	C1, C2, H, O	•
Check that the recognized information has the correct form pursuant to the German VAT Act (UStG)	C1, C2, H, O	•
Country-specific formats such as VAT rates or date formats are recognized	C1, C2, H, O	•
AI-based account assignment proposals (determination of ledger account and cost center at document level)	C1, H, O	•
For invoices with purchase order reference: recognition of item data on the invoice	C1, C2, H, O	•
Recognition of delivery note numbers on invoices	C1, C2, H, O	•

**Verification and release workflow \* \*\***

**Operating mode**

Invoice monitor for all incoming invoices, entry point for all users	C1, C2, H, O	•
Individual configuration of the verification and release steps as well as the user interface	C1, C2, H, O	•
Fields are editable, mandatory or read-only depending on the workflow step	C1, C2, H, O	•
Task management (creation, editing and forwarding)	C1, C2, H, O	•
Share invoices by link and e-mail (easily share invoices with external parties)	C1, C2, H, O	•
Automatic management of due dates incl. a discount indicator	C1, C2, H, O	•
Absence and delegation rules	C1, C2, H, O	•
Option to escalate tasks according to defined rules (e.g. depending on processing time, discount deadlines or net due date)	C1, C2, H, O	•
Dual control principle (ensuring that verification and release are not carried out by the same person)	C1, C2, H, O	•
Automatically determine person responsible for release based on amount limits and document information such as cost center	C1, C2, H, O	•
Reviewer matrix - setting up different verification types (price verification, quantity verification, etc.) incl. pre-assignment of the corresponding reviewer	C1, C2, H, O	•
Release matrix - setting up individual release concepts	C1, C2, H, O	•
Creation of vendor-dependent account assignment templates	C1, C2, H, O	•
Account assignment via ledger accounts, cost centers, cost objects and custom posting dimensions	C1, C2, H, O	•
Clearing point - opportunity for the specialist department to intervene in the workflow and correct errors	C1, C2, H, O	•
Automatic and manual linking of purchase orders and goods receipts	C1, C2, H, O	•
Option to skip steps if the invoice fully matches the purchase order and/or goods receipt (dark posting)	C1, C2, H, O	•

Compare ordered and delivered quantities and highlight discrepancies (two-way comparison against the purchase order or three-way comparison against the goods receipt)	C1, C2, H, O	•
Using an automatic reconciliation function, invoices are only entered into the release process after the goods have been received (wait for goods receipt function)	C1, C2, H, O	•
Keyboard shortcuts for working with invoice items	C1, C2, H, O	•
Depending on the ERP system used, purchase orders, purchase order items and goods receipt information are available on the workflow screen	C1, C2, H, O	•
Create a workflow log that clearly documents the properties of the invoice and the processing steps	C1, C2, H, O	•

\*) Invoices can be transferred to external systems after the recognition process without being processed in the verification and release workflow.

\*\*) A standard release workflow, consisting of the steps distribution, content review, release and accounting, is automatically provided and can be configured according to the described functions.

<b>Document management and archiving</b>	<b>Operating mode</b>	
Central storage and audit-proof archiving of invoices, e-invoices, invoice attachments and workflow logs	C1, C2, H, O	•
Digital incoming invoice dossier	C1, C2, H, O	•
Versioning and version overview	C1, C2, H, O	•
Full-text search (OCR) and search filter	C1, C2, H, O	•
Saveable search and storage templates	C1, C2, H, O	•
Personal favorites and monitoring function for invoices	C1, C2, H, O	•
PDF annotations, comments and markups	C1, C2, H, O	•
Retention periods and PDF/A generation for long-term archiving	C1, C2, H, O	•
Viewer for different invoice formats	C1, C2, H, O	•
Expansion to a fully-fledged document management system possible	C1, C2, H, O	€

<b>Connecting systems and data</b>	<b>Operating mode*</b>	
Connection of third-party systems via public API	C1, C2, H, O	•
Master data integration via REST API	C1, C2, H, O	•
DATEV Unternehmen Online accounting software (standardized interface)	C1, H	€
DATEV Rechnungswesen accounting software (standardized interface)	C1, H, O	€
Microsoft Dynamics 365 F&O (standardized interface)	C1, C2, H, O	€
Microsoft Dynamics Business Central (standardized interface)	C1, C2, H, O	€
Oracle NetSuite (standardized interface)	C1, H, O	€
SAP Business by Design (standardized interface)	C1, H	€
SAP Business One (standardized interface)	C1, H	€
Diamant (standardized interface)	C1, C2, H, O	€
Sage 100 (standardized interface)	C1, C2, H, O	€
Rootstock (standardized interface)	C1, H	€
Asseco APplus (standardized interface)	H, O	€
Additional systems on request	C1, C2, H, O	€

\*) In the case of hybrid use, an individual assessment of the specific hybrid configuration is necessary.

<b>Configuration, infrastructure, security</b>	<b>Operating mode</b>	
Web-based administration wizard	C1, C2, H, O	●
Integrated user management	C1, C2, H, O	●
Role-based entitlement management	C1, C2, H, O	●
Can be used with different devices (smartphone, tablet, PC)	C1, C2, H, O	●
Multiple languages (EN, DE, ZH, DA, FR, IT, HR, NL, PL, PZ, SR, SK, ES, CS in the standard version)	C1, C2, H, O	●
Transport encryption (SSL)	C1, C2, H, O	●
Automatic updates (continuous integration)	C1, C2, H, O	●
Data encryption (AES 265 bit)	C1, C2, H, O	●
Single sign-on (SSO)	C1, C2, H, O	●

<b>Training</b>	<b>Operating mode</b>	
Access to e-learning courses in the d.velop academy	C1, C2, H, O	●
Guided onboarding for product setup	C1, C2, H, O	●
Administrator training *	C1, C2, H, O	€
User training *	C1, C2, H, O	€

\*) According to the current course list for d.velop academy.

## 2.4 Scope of Functions for the Different Users

<b>Scope of functions</b>	<b>Accounting user</b>	<b>Release user</b>
Capture and import invoices	●	
Add vendor and invoice information	●	
Select the reviewer	●	●
Review invoices**	●	●
Attach delivery notes	●	●
Note & comment function	●	●
Invoice annotation	●	●
Add item data	●	●
Post invoices	●	
Transfer invoices to an ERP/FA system	●	
Manage invoice documents and dossiers	●	

## 2.5 Document and Dossier Types in d.velop invoices

The following dossier tree is included in d.velop invoices:

1. Incoming invoice dossier
  - a. Incoming invoice
  - b. Invoice creation
  - c. Incoming invoice processing workflow log

### 3 Service Limits

Some functions of d.velop invoices are subject to limits. The parties can arrange to increase the limits.

#### Invoice Quantity and Size

A maximum of 5,000 invoices are allowed per day with a maximum size of 100 MB each. Up to 500 invoice items are supported per invoice.

#### Workflow

A maximum of 100 different workflows are permitted, each with a maximum of 50 different steps.

#### DMS Repositories

A maximum of 50 different DMS repositories are allowed. DMS repositories include archives in d.velop documents and sites in d.velop documents for Microsoft 365.

#### Groups

The customer can use a maximum of 2,500 groups from the d.velop platform user management system or per d.velop documents for Microsoft 365 site. If you use more groups on the d.velop platform, you can use a filter to limit the groups used by d.velop invoices. It is not possible to synchronize more groups.

#### Master Data

A maximum of 50 different buckets are allowed. See the table below for the number of records allowed per entity and bucket. If you use the master data API to import master data, a maximum of 30 MB of uncompressed JSON data is allowed per request. If the maximum number of data records or the size of the JSON file is exceeded, the import request will be rejected.

Entity	Maximum number of records
Tenants	1,000
Cost centers	50,000
Cost objects	50,000
Currencies	10,000
Additional entities	100,000
Document types	1,000
Ledger accounts	50,000
Additional dimensions	500,000
Terms of payment	10,000
Procurement categories	10,000
Purchase orders / PO lines	50,000/500,000
Tax codes	10,000
Vendors	100,000
Vendor bank details	100,000

