



SHORT GUIDE · INDUSTRY · HOTELS AND RESTAURANTS

Checking supplier invoices late at night after service?

Now every invoice reaches your desk read and checked.

Delivery notes, supplier invoices, temperature logs, inspection reports and event contracts arrive by post, by email and handwritten. This short guide shows how PaperOffice reads them, checks invoices and answers questions about contracts. For restaurants, hotels and caterers.

THE KEY POINT

Line items from delivery note and invoice as tables, invoices checked with Ultra for calculation errors and anomalies, duplicates flagged, and questions about contracts answered with the documents as sources.

01 · THE PROBLEM

The kitchen keeps moving. The paperwork lags behind.

In the morning, meat, vegetables and drinks arrive, each supplier with its own delivery note. The invoices follow by post or email, some as a consolidated invoice at month end. On top come temperature logs from the kitchen, inspection reports and contracts for parties and banquets.

WHY IT HAPPENS

Goods received under pressure

Deliveries are accepted between prep and lunch service. Delivery notes are signed off and travel into the kitchen, with discrepancies scribbled in the margin.

Delivery note and invoice apart

They arrive through different channels on different days. Anyone who wants to check that what was billed was delivered has to gather both first.

Records on paper

Temperature logs, cleaning schedules and maintenance reports are handwritten or printed. When the food inspector asks, they sit in binders somewhere between office and kitchen.

HOW YOU NOTICE IT

- Delivery notes lie in the kitchen with grease stains when the invoice arrives.
- An invoice came by post and as a PDF and was paid twice.
- For the follow-up inspection, someone gathers the temperature logs of recent weeks.
- When guests cancel, nobody knows right away what the banquet contract says about reductions.
- Checking invoices waits until late at night after service.

02 · THE WAY WITH PAPEROFFICE

Read, check, bring together.

POS, reservations and accounting stay in your systems. PaperOffice takes care of the receipts and records in between: it reads them, checks invoices and files everything in Workspaces for kitchen, banquets and administration.

1

Split the batch

A day's delivery notes and logs are scanned as one batch. The Split Agent detects where a document ends, removes blank pages and files each part separately.

MODULE: SPLIT AGENT

2

Read line items

The IDP Agent templates **Analyze Delivery Note** and **Extract Invoice (Full)** read numbers, date, supplier and line items as a table. A button copies the rows for comparison in Excel.

MODULE: IDP AGENT

3

Check invoices

With AI-DMS Ultra, every invoice goes through the check in twelve control areas, including calculations and tax. Each finding appears with quote and page on the **Audit** tab.

MODULE: AUDIT CENTER

4

Duplicates and connections

From AI-DMS Premium, PaperOffice flags a second invoice as **Possible Duplicate**. If delivery note and invoice carry the same order number, the Knowledge Graph links them.

MODULE: KNOWLEDGE GRAPH

5

Ask contracts and reports

Document Chat answers questions such as "What does the banquet contract say about reducing the guest count?" and names the documents its answer relies on.

MODULE: DOCUMENT CHAT

03 · IN THE APP

From delivery note to checked invoice.

The office sets everything up; the kitchen scans. Choose AI-DMS Ultra for invoices and Premium for delivery notes. Handwritten logs are also read with Ultra.

1

Invoices with Ultra

For incoming invoices, pick the Ultra tier via **Actions › Agents & workflows › AI-DMS**. Delivery notes go into the same Workspace and run on Premium.

2

Read delivery notes

Build one agent each via **Actions › Agents & workflows › IDP**; from the **Analyze Delivery Note** template for delivery notes and from **Extract Invoice (Full)** for invoices. Check both in a test run first.

3

Read the findings

On the invoice's **Audit** tab you see finding, quote, page and recommendation. There you decide whether to pay or to ask the supplier.

4

Add the delivery note

Under **Switch view**, choose the **Transactions** view. Documents with the same order or document number appear linked, and a double-click opens each of them.

5

Ask contracts, set deadlines

Use **Ask Agent** to ask about a banquet contract or an inspection report. For records due at the follow-up inspection, add a task with a deadline on the **Activities** tab.

TIP FROM PRACTICE

Keep delivery notes and invoices in one Workspace Links through matching numbers form within one Workspace. So file a supplier's delivery notes and invoices together instead of splitting them between kitchen and office.

04 · AN EXAMPLE

A restaurant with an event room tidies up its office.



A restaurant with 25 employees and an event room for parties of up to 80 guests buys from ten suppliers. The restaurant manager checks invoices at the pass, handles banquet contracts and keeps the records ready for the food inspector.

BEFORE

- Delivery notes are signed off and stay in the kitchen until month-end.
- He checks invoices at night after service, one delivery note at a time.
- Temperature logs are handwritten in a binder in the cold store corridor.
- When guests cancel, he searches the banquet contract for the reduction clause.

WITH PAPEROFFICE

- The kitchen scans delivery notes daily as a batch, and the Split Agent separates them.
- Ultra checks every invoice, and findings appear with quote and page on the `Audit` tab.
- AI-OCR reads the temperature logs with Ultra, and they are searchable afterwards.
- For the reduction, he asks Document Chat and reads the clause in the original.

The restaurant is made up for illustration. Check for yourself which records your food inspection requires, who approves invoices and how you handle guest data.

05 · CHECKLIST

Is your business ready for checked invoices?

Use these points to prepare kitchen and office. They can be settled on a quiet morning.

- ☐ Kitchen, banquets and administration are set up as separate Workspaces.
- ☐ Incoming invoices run on AI-DMS Ultra, delivery notes on Premium.
- ☐ The agents for delivery note and invoice have been tested on documents from three suppliers.
- ☐ Invoices flagged as a possible duplicate are cleared before payment.
- ☐ The banquet Workspace with guest data asks for a password or SMS code when opened.
- ☐ A supplier's delivery notes and invoices sit in the same Workspace.
- ☐ The kitchen knows when to scan delivery notes and logs as a batch.
- ☐ Someone reads the findings on the **Audit** tab every day before invoices are paid.
- ☐ Records due after an inspection have tasks with a deadline and an assignee.
- ☐ Whoever assesses clauses checks the chat's answer in the original.

06 · FREQUENTLY ASKED QUESTIONS

What hosts and the office ask before they start.

What does PaperOffice take over, and what stays in the POS?

POS, reservations and accounting stay as they are. PaperOffice takes over delivery notes, invoices, logs and contracts. You export the fields or fetch them via the REST API and MCP.

Does PaperOffice read handwritten temperature logs?

Yes. In a Workspace with AI-DMS Ultra, AI-OCR also reads handwriting, line by line with position. The logs are then searchable, for example by date or cold room.

What does the contract say when guests cancel?

Ask Document Chat about cancellation and reduction clauses. It reads contract and correspondence and names the documents as sources. You check the charge for the guest yourself before it goes out.

How do I check that what was billed was delivered?

Read delivery note and invoice with the **Analyze Delivery Note** and **Extract Invoice (Full)** templates. Both deliver the line items as a table, and a button copies the rows for Excel. That way you compare item and quantity line by line.

What does Ultra check on an invoice?

Twelve control areas, including calculations, tax, required fields and payment risks. Each finding has a severity, a verbatim quote and a recommendation. Above a threshold you set, the invoice goes into quarantine.

Can we read contracts in Dutch?

Yes. AI-OCR determines the language page by page. An IDP Agent outputs the fields in the output language you set, using your date and number format.

07 · HOW TO START

Have your next supplier invoice checked.

Create an account at app.paperoffice.ai, upload a delivery note and the matching invoice, and process the invoice with AI-DMS Ultra. Each processing run is billed by tier, as shown on the pricing page.

Start with your biggest supplier

Begin with the supplier who delivers most often. Test both agents on their delivery notes and invoices.

Set a scan time in the kitchen

Decide when the kitchen scans delivery notes and temperature logs, for example after goods are received. Everything is then in the Workspace the same day.

Settle invoice approval

Decide who reads the findings and who approves invoices for payment. Record open questions as a task with a deadline.

DATASHEETS ON THIS TOPIC

Split Agent

paperoffice.ai/downloads/paperoffice-ai-datasheet-pdf-split.pdf

IDP Agent

paperoffice.ai/downloads/paperoffice-ai-datasheet-idp-intelligent-document-processing.pdf

Audit Center

paperoffice.ai/downloads/paperoffice-ai-datasheet-audit-center.pdf

Knowledge Graph

paperoffice.ai/downloads/paperoffice-ai-datasheet-knowledge-graph.pdf

Document Chat

paperoffice.ai/downloads/paperoffice-ai-datasheet-document-chat.pdf

AI-OCR

paperoffice.ai/downloads/paperoffice-ai-datasheet-ocr.pdf

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