



SHORT GUIDE · INDUSTRY · RETAIL AND E-COMMERCE

Goods in, invoice in, but do they match? Order, delivery note and invoice matched item by item.

In retail, orders, delivery notes, invoices, credit notes and complaints arrive from many suppliers, often in several languages. This short guide shows how PaperOffice reads them, matches them by purchase order reference and flags duplicate invoices. For purchasing, goods receiving and accounting.

THE CORE IDEA

Purchase order reference and line items from every document, an automatic match of order, delivery note and invoice in the workspace, and a notice when an invoice is already on file.

01 · THE PROBLEM

The boxes are unpacked. The invoice is unchecked.

A retailer orders from many suppliers, often in partial shipments. Whether the quantity delivered fits the order and the invoice fits the delivery is checked by someone holding the delivery note. On top come credit notes, complaints, returns and mail in other languages.

WHY IT HAPPENS

Three documents, three routes

The order is created in your own system, the delivery note arrives with the goods, the invoice by email. Only someone who lays them side by side sees them together.

Partial and late deliveries

One order arrives in several parcels, an item is missing or follows later. Which quantity has already been invoiced is known only to whoever keeps count.

The same invoice twice

Suppliers send an invoice by mail and as a PDF, or attach a copy to a reminder. Without a check, it is easily entered twice.

HOW YOU NOTICE IT

- Delivery notes are compared with the order line by line.
- A quantity difference shows up only after the invoice has been paid.
- Nobody can find the complaint that a credit note belongs to.
- Invoices from foreign-language suppliers wait until someone has time.
- The same invoice turns up in the mailbox and in the scan folder.

02 · THE WAY WITH PAPEROFFICE

Three documents, one reference, one match.

The match hinges on one detail: the purchase order reference. Once PaperOffice reads it from the order, delivery note and invoice, the three come together in the workspace. Building blocks in the app handle the remaining steps.

1

Take documents in

A Connector picks up invoices from the mailbox, delivery notes come from the stockroom by scanner or mobile app, orders as PDFs from your system, all into one workspace.

[MODULE: CONNECTORS](#)

2

Recognize type and language

AI-DMS detects order, delivery note, invoice, credit note, complaint or return note and the language. From Premium on, it adds sender, amounts and reference number.

[MODULE: CLASSIFICATION](#)

3

Read line items

The `Analyze Delivery Note` and `Extract Invoice (Full)` templates read the purchase order reference and all line items as a table, each value with its source. With AI-DMS Ultra, line items come without an agent too.

[MODULE: IDP AGENT](#)

4

Match automatically

When order, delivery note and invoice share a purchase order reference, PaperOffice matches them in the workspace: header amount, delivered and invoiced quantity, unit price per item.

5

Flag duplicate invoices

From AI-DMS Premium on, PaperOffice looks for earlier documents with the same content or the same document number from the same issuer. A hit appears as `Possible Duplicate` on the document.

[MODULE: KNOWLEDGE GRAPH](#)

03 · IN THE APP

From the delivery note to a checked purchase.

Here is how to set up the match. You need a workspace with AI-DMS Premium and one delivery for which order, delivery note and invoice are at hand.

1

Workspace and tier

Under **Document AI** > **Workspaces**, set up the purchasing workspace with the AI-DMS Premium tier. Pick older documents there and process them via **Actions** > **Agents & workflows** > **AI-DMS**.

2

Have line items read

Select a delivery note, open **Actions** > **Agents & workflows** > **IDP** and create an agent with **Analyze Delivery Note**, and one with **Extract Invoice (Full)** for invoices. Once added to the workspace, both read every new document.

3

Group by order

In the document list, choose **Group by** > **Purchase order reference (PO)**. Each group shows order, delivery note and invoice and the status of the match.

4

Look at a variance

The **3-way match** dialog lists the checks, such as whether the delivered quantity exceeds the order, and per item what was ordered, delivered and invoiced.

5

Check duplicates

If an invoice shows **Possible Duplicate**, the notice gives the reason, such as the same document number with a different amount. A click opens the earlier document.

TIP FROM PRACTICE

Your order number on every document The match finds related documents by purchase order reference and line items by item number. Ask suppliers to put both on delivery note and invoice, and check the first documents against the original.

04 · AN EXAMPLE

A fashion retailer, three stores and a shop.



A fashion retailer with three stores and an online shop orders from about 40 suppliers. The store manager checks every delivery against the boxes with the delivery note in hand, and invoices go to accounting by email.

BEFORE

- She ticks off each line of the delivery note on paper and files it.
- Accounting looks for the matching delivery note for every invoice.
- Someone keeps count of partial deliveries in a spreadsheet.
- Whether an invoice is already entered depends on someone's memory.

WITH PAPEROFFICE

- She photographs the delivery note with the mobile app into the purchasing workspace.
- Purchase order reference and line items are fields on delivery note and invoice.
- The **3-way match** shows ordered, delivered and invoiced quantities per item.
- A second invoice with the same number shows the **Possible Duplicate** notice.

An invented case for illustration; the retailer and the people are made up. Check with your own suppliers whether order reference and item numbers are read on all three documents.

05 · CHECKLIST

Before the first delivery is matched.

Go through the points with goods receiving, purchasing and accounting. Most of them can be settled with a single supplier.

- ☐ Orders sit as PDFs in the same workspace as delivery notes and invoices.
- ☐ Item numbers are the same on order, delivery note and invoice.
- ☐ One IDP Agent with line items runs for delivery notes and one for invoices.
- ☐ Someone regularly looks at purchases with a variance or a partial match.
- ☐ Invoices from the mailbox reach the workspace through a Connector.
- ☐ Your order number appears on delivery notes and invoices from your main suppliers.
- ☐ The purchasing workspace processes new documents with AI-DMS Premium.
- ☐ Delivery notes reach PaperOffice on the day of delivery, for example by mobile app.
- ☐ It is clear who decides on notices about possible duplicates.
- ☐ Documents in other languages have been tested with an example.

06 · FREQUENTLY ASKED QUESTIONS

Questions from stockroom, purchasing and accounting.

Where does PaperOffice fit next to our inventory system?

Stock, orders and shop stay in your systems. PaperOffice reads and matches the paperwork that comes with them. The fields go out as XLSX, CSV or JSON or are fetched through the REST API.

Do documents in other languages work?

Yes. AI-OCR determines the language page by page. An IDP Agent delivers the values in the output language you pick, with numbers, dates and currency in your format.

Can we find the credit note for a complaint?

Ask Document Chat, for example "Is there a credit note for the complaint about the winter jackets?" It searches the selected workspaces and lists the documents found below the answer.

What does the automatic match need?

All three documents in one workspace, sharing one purchase order reference. Quantities and prices need line items with item numbers, for example from [Analyze Delivery Note](#) and [Extract Invoice \(Full\)](#). Without them, the match compares the header amount.

What happens to a duplicate invoice?

It shows the [Possible Duplicate](#) notice with the reason and a link to the earlier document. If it is not a duplicate, such as a partial invoice, you hide the notice on the document. You can undo that at any time.

Can we have product texts translated?

Yes, in [Media AI > Translate Studio](#). In Excel mode, row 1 holds the language codes, and the studio fills every selected target column. You protect brands and product names with the glossary.

07 · HOW TO START

Match your next delivery.

Sign up at app.paperoffice.ai, put the three documents of one delivery into a workspace and review the match. Charges follow usage; see the pricing page for details.

Pick a supplier

Take a supplier with many deliveries and put three related documents into the workspace.

Check the match

Group by purchase order reference and look in the dialog to see whether quantities and prices match.

Connect the mailbox

Once the match reads reliably, a Connector picks up invoices from the mailbox, and the next suppliers follow.

DATASHEETS ON THIS TOPIC

Connectorspaperoffice.ai/downloads/paperoffice-ai-datasheet-connectors.pdf**Classification**paperoffice.ai/downloads/paperoffice-ai-datasheet-classification.pdf**IDP Agent**paperoffice.ai/downloads/paperoffice-ai-datasheet-idp-intelligent-document-processing.pdf**Knowledge Graph**paperoffice.ai/downloads/paperoffice-ai-datasheet-knowledge-graph.pdf**Document Chat**paperoffice.ai/downloads/paperoffice-ai-datasheet-document-chat.pdf**AI Translation**paperoffice.ai/downloads/paperoffice-ai-datasheet-translate.pdf

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