
Document Insider - OC

User Manual

DEEPSITE LIMITED

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1 General Information

1.1 Purposes

This User Manual introduces the DEEPSITE Document Insighter system including the interface and management functions to help users quickly log in, browse and use this system. And provide you with solutions to the problems encountered in the use of the system and how to access the resources and help.

1.2 System Overview

Document Insighter is a digitizing solution with AI-Powered Advanced Content Intelligence that can be quickly consumed as a service providing the ability to carry out a task like reading a document, digitizing an image or a table, extracting data interested, or any other tasks related to understanding and processing content as well as analyzing data. Document Insighter also provides auto validation/ontology against with the data from user's database such as enterprise SAP using the extracted data from documents. In addition, Document Insighter supports user feedback and continuous learning to improve precision via the cloud-based portal.

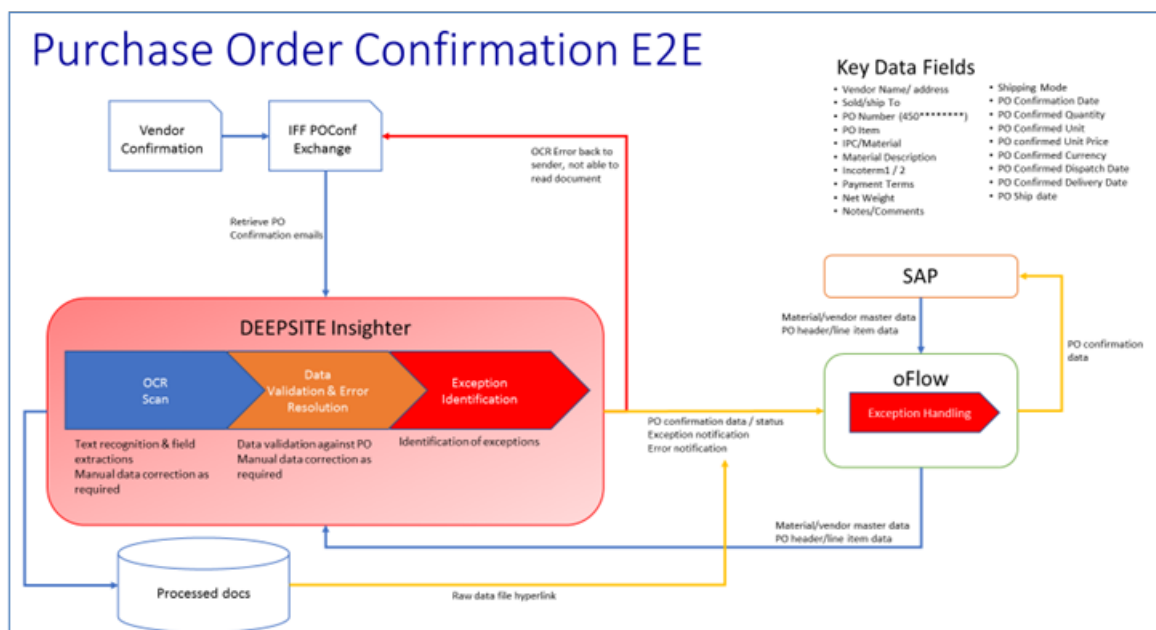


Figure 1: The Workflow

2 Getting Started

2.1 Use Cases

Description

Clicking this jump icon should take the user to the DEEPSITE Insider site from where the user can view more information

Trigger

oFlow Portal > RMP Actions > Update PO Confirmations > Jump icon

Actors

RMP Planners who has access to review and update PO Confirmations

Pre-condition

OCR should have scanned at least one PO Confirmation. oFlow should have original PO confirmation data from SAP. An email requirements and limitation file can be found at Appendix section of this document.

Update PO Confirmation Grid with OCR Data

New Columns PO Scan Status and Data Errors will be included;

- PO Scan status provides the status of OCR scanning.
- Data Errors displays the data error observed in PO.

This icon will take the user to Deepsite application, where user can review the PO PDF scanned and OCR converted..

Clicking this error type link will open the PO Number link > OCR Tab. See Slide #4

PO Number	Conf Category	Material	MRP	Vendor	Inco1	Inco2	Shipping Instructions	Conf Qty	Delivery Date	ConsID	Status	ETA Plant	Conf Cat Check	Date Check	Date Status	PO Scan Status	Data Errors
450313223 00010	AB	00056500 FRAGARDONE	7RS	0001001225 FRU/CAJONAR LTD	FCA	Billingha m, UK	AI	120.000	Jun 10 2020	16844	In Transit	0012 - Hazlet	Update ZS			Completed	Incorrect Price, Incorrect Qty
450349990 00010	ZS	00081500 METH DH JASMON.	GRS	0001000335 MTS& CO. (S.S.)	CFR	New York Port	SC	18000.000	Jun 10 2020	16						Completed	Incorrect Qty, Incorrect Date
450356725 00010	ZS	00099400 900 PROFIL PALME.	GRS	0001013841 TREGIS	CFR	NY	SC	2100.000	Jul 13 2020	16						Error	Incorrect Price, Incorrect Qty
4503493318 00010	ZS	00082920 HEVYL SAL	1RS	0001009305 BEST VALUE CHEM.	CFR	New York	SC	20000.000	Jun 19 2020	17						Error	Incorrect Price
4503537301 00010	ZS	00082920 HEVYL SAL	1RS	0001009010 DONGCOM INTER.	CFR	New York	SC	18000.000	Jun 23 2020	17537	In Transit	Jun 24 2020	Update Date			Error	Incorrect Price
4503547302 00010	ZS	00012551 AMYL SAL	1RS	0001009010 DONGCOM INTER.	DAT	New York port	SC	2000.000	Jun 22 2							Completed	Incorrect Price, Incorrect Qty, Incorrect Date
450309325 00010	AB	00034961 CITRONELLA OIL A.	F15	00112 N7L PLAYERS & F.	EXW	TLALNE PANTLA, ESTADO MEXICO	RG	180.000	Dec 30 2020	17585	In Transit		Update ZS			Error	Incorrect Price, Incorrect Qty, Incorrect Date
450309562 00010	ZS	00017480 CYCLACET	1RS	0001009305 BEST VALUE CHEM.	DPJ	New York	SC	21000.000	Jun 19 2020	17587							Incorrect Qty, Incorrect Date
450302330 00010	ZS	00017480 CYCLACET	1RS	0001009305 BEST VALUE CHEM.	DPJ	New York	SC	21000.000	Jun 19 2020	17589	In Transit	Jun 17 2020	Update Date			Completed	
450305330 00010	ZS	00082920 HEVYL SAL	1RS	0001009305 BEST VALUE CHEM.	CFR	New York	SC	20000.000	Jun 16 2020	17591	In Transit	Jun 17 2020	Update Date			Completed	

Logging on After clicking the jump icon in oFlow or enter the URL <https://document-insighter.godeepsite.com> to see the login website as shown:

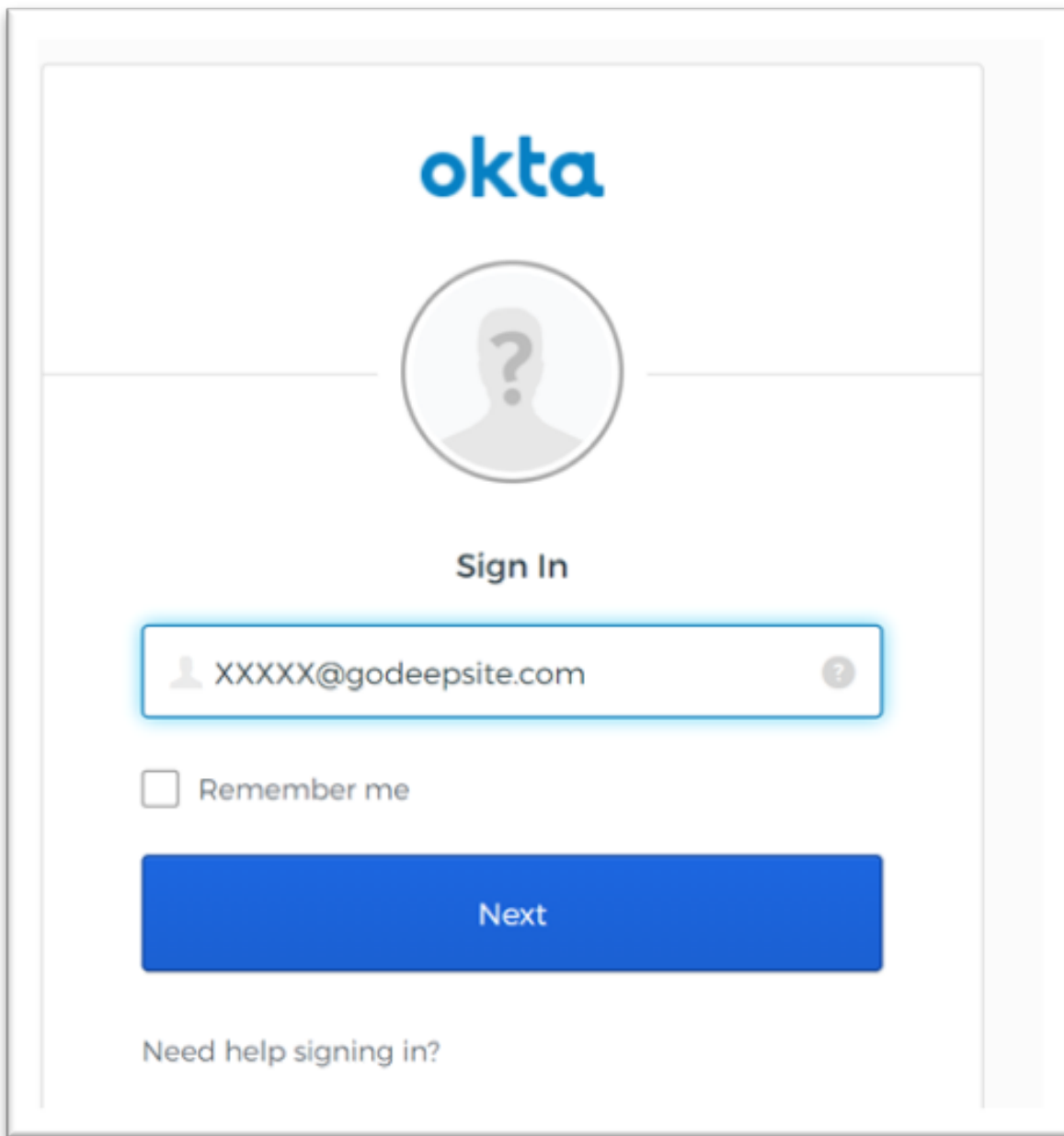
The image shows a screenshot of an Okta sign-in interface. At the top, the 'okta' logo is displayed in blue. Below the logo is a circular placeholder for a user profile picture, containing a grey silhouette of a person with a question mark. Underneath the profile picture is the text 'Sign In'. A text input field is highlighted with a blue border; it contains the email address 'XXXXX@godeepsite.com' and a small question mark icon on the right. Below the input field is a checkbox labeled 'Remember me'. A large blue button with the text 'Next' is positioned below the checkbox. At the bottom of the form, the text 'Need help signing in?' is visible.

Figure 2: Log on

Users can log in the DEEPSITE Insider portal by using their authorized account name and password.

2.2 Role Types

Users belonging to different role types will have different permissions:

Role Type	Access	User Profile	Permission Level
Viewer	view access site	users/technicians	default
Contributor	edit/contribute access	super users	restricted

2.3 Review Page

2.3.1 Display and download the original documents and email

After logging in, the OC document if existed and email will be shown in the left side of the page. User can also down the PDF version of the document file or the eml version of the email by clicking the download button.

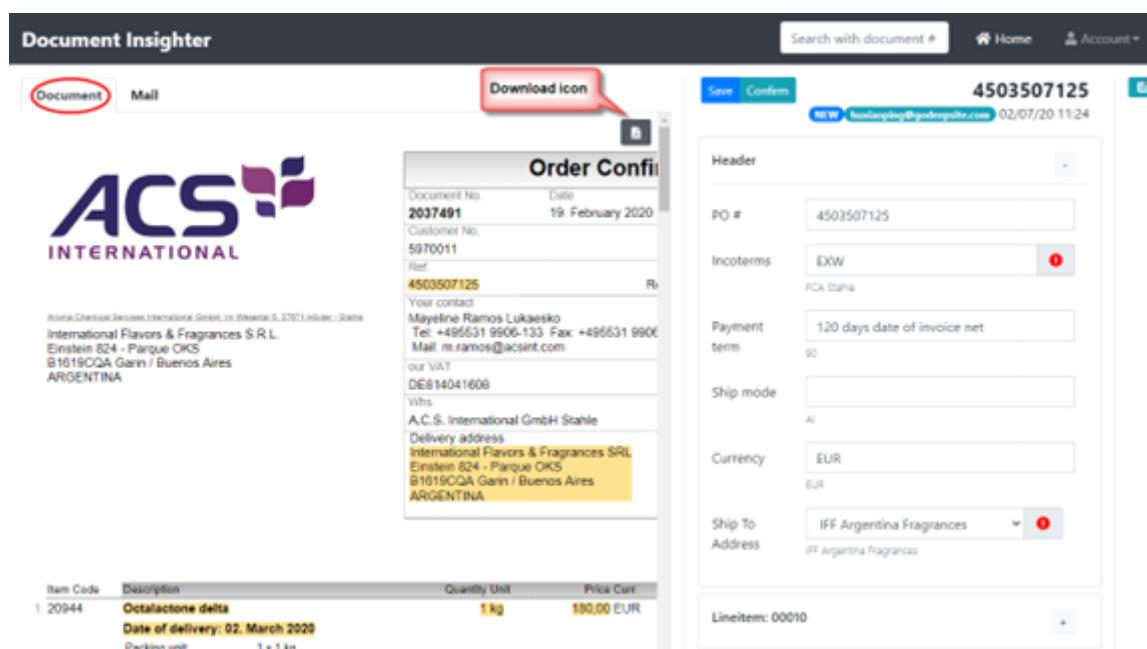


Figure 3: Download PDF

The screenshot displays the Document Insighter web application. The top navigation bar includes the 'Document Insighter' logo, a search bar, and links for 'Home' and 'Account'. The main content area is divided into two panels. The left panel, titled 'Document', shows an email interface with a 'Mail' tab selected. The email header includes the sender 'huxiaoping@godeepsite.com', the subject 'Test Integration Mail 202007021124', the recipient 'pocconf.insighter@iff.com', and the date 'Thu Jul 02 03:24:52 UTC 2020'. A 'Download icon' is visible next to the email header. The right panel, titled 'Header', displays the extracted data for the email. It includes fields for 'PO #', 'Incoterms', 'Payment term', 'Ship mode', 'Currency', and 'Ship To Address'. The 'PO #' field contains the value '4503507125'. The 'Incoterms' field contains 'EXW'. The 'Payment term' field contains '120 days date of invoice net'. The 'Ship mode' field contains 'AI'. The 'Currency' field contains 'EUR'. The 'Ship To Address' field contains 'IFF Argentina Fragrances'. A 'Lineitem: 00010' is also displayed at the bottom of the right panel.

Document Insighter

Search with document # Home Account

Document Mail

Download icon

From: huxiaoping@godeepsite.com
Subject: Test Integration Mail 202007021124
To: pocconf.insighter@iff.com
Date: Thu Jul 02 03:24:52 UTC 2020

Security Warning - External email, please be careful when opening attachments or clicking links
OC attached 202007021124.
Regards,
HUXIAOPING
DEEPSITE LIMITED
Email: huxiaoping@godeepsite.com

Save Confirm 4503507125 02/07/20 11:24

Header

PO # 4503507125

Incoterms EXW

Payment term 120 days date of invoice net

Ship mode AI


Currency EUR

Ship To Address IFF Argentina Fragrances

Lineitem: 00010

Figure 4: Download Email

2.3.2 Extracted Result Display

The extracted data will be shown in the right side of the page including Header level Info and Lineitems level Info. Clicking the button  in the following picture will display the historical extracted records of the Order:

Document Insider Search with document # Home Account

Document Mail

ACS INTERNATIONAL

Acroma Chemical Services International GmbH, Jm. Roosevelt 5, 33071 Hildesheim - Stahlhof
International Flavors & Fragrances S.R.L.
Einstein 824 - Parque OKS
B1619CQA Garin / Buenos Aires
ARGENTINA

Order Confirmation

Document No. 2037491 Date 19 February 2020
Customer No. 5970011
Ref. 4503507125
Your contact: Mayeline Ramos Lukalesko
Tel: +495531 9906-133 Fax: +495531 9906-133
Mail: m.ramos@acsint.com
Our VAT: DE814041608
Virus: A.C.S. International GmbH Stahlhof
Delivery address: International Flavors & Fragrances S.R.L.
Einstein 824 - Parque OKS
B1619CQA Garin / Buenos Aires
ARGENTINA

Item Code	Description	Quantity	Unit	Price	Cur
1 20944	Octalactone delta Date of delivery: 02. March 2020 Packing unit: 1 x 1 kg	1	kg	180.00	EUR

Header

PO # 4503507125
Incoterms EXW
Payment term 120 days date of invoice net
Ship mode
Currency EUR
Ship To Address IFF Argentina Fragrances

Lineitem: 00010

Figure 5: Extracted Result

Order Confirmations

NEW wangkai@godeepsite.com 02/07/20 20:18

MODIFIED JENNYLYN.QUINONES@IFF.COM 05/20 23:59

• PO Number Error

Header

PO #

Incoterms

Figure 6: Extracted Records

Clicking the button , user can view the detail information for each lineitem extracted.

Save Confirm

4503507125

NEW haxiaoping@godeepsite.com 02/07/20 11:24

Lineitem: 00010

Item No.

00010

IPC

00042425

000000000000042425

Description

Octalactone delta

OCTALACTONE,DELTA

Quantity

1

1.000

Unit

kg

KG

Unit price

180

180.00

Ship date

yyyy/mm/日

日

Delivery date

2020/03/02

日

Figure 7: Lineitem Detail

2.3.3 Extraction Validation

Figure 8: Validation Results

For Header part, the Incoterms, Currency and Ship to Address will be validated automatically by comparing with the Purchase Order data from SAP/Oflow which will be shown below the extracted one in gray; For Lineitem part, the IPC, Quantity, Unit, Unit Price will be validated automatically. IF some of items exist validation error, such as 'Mismatched' or 'Not Found', it will be displayed next to the corresponding item. Following table shows the detailed validation logic for each extract item.

Extracted Item	Check for Existence	Validate with oFlow	Validate Logic
Incortems	Yes	Yes	If DDP or DAP detected, will not validate the destination

Extracted Item	Check for Existence	Validate with oFlow	Validate Logic
Payment term	Yes	Yes	Will check if extracted value less than IFF required
Shipmode	No	Yes when it exists	Validate it via the “ShipMode Mapping” table if exists
Currency	Yes	Yes	
Ship to Address	Yes	Yes	
Lineitem No.	Yes	Yes	
Price	Yes	Yes	
Unit	Yes	Yes	
Quantity	Yes	Yes	
Description	No	No	No validation, only extract when it exists
Ship Date	No	No	No validation, only extract when it exists
Delivery Date	No	No	If neither Ship Date nor Delivery Date are detected, an error will be reported

* “Check for Existence : No” means that if the related item is not detected by the system, the system will not report it.

“Check for Existence : Yes” means that if the related item can not be detected, the system will report an error message: “Not Found”.

2.3.4 Post to SAP Validation

The system also supports customized result validation and converting before posting to SAP, these features include:

1. Number format converting Some vendors may use different number format such as “1,234.56”, “1.234,56” or “.78”, the system will convert these number to a SAP acceptable format and then

post them to SAP.

2. Unit Validation for Quantitative MICs For the Test Parameters, vendors may use different unit to show the test result, the system will check the consistency with IFF MIC Master Data. If it is not identical, an error message like “UOM ‘mg’ not match ‘kg’ ” will be posted to SAP together with the extraction result.

2.4 Main Functions

2.4.1 Revise and Repost

When user click the extracted data, the system will highlight the related text in the document in blue color to help user check the result quickly.

Document Insider Search with document # Home

Document Mail

ACS INTERNATIONAL

ACCS INTERNATIONAL (Pty) Ltd, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000, 1001, 1002, 1003, 1004, 1005, 1006, 1007, 1008, 1009, 1010, 1011, 1012, 1013, 1014, 1015, 1016, 1017, 1018, 1019, 1020, 1021, 1022, 1023, 1024, 1025, 1026, 1027, 1028, 1029, 1030, 1031, 1032, 1033, 1034, 1035, 1036, 1037, 1038, 1039, 1040, 1041, 1042, 1043, 1044, 1045, 1046, 1047, 1048, 1049, 1050, 1051, 1052, 1053, 1054, 1055, 1056, 1057, 1058, 1059, 1060, 1061, 1062, 1063, 1064, 1065, 1066, 1067, 1068, 1069, 1070, 1071, 1072, 1073, 1074, 1075, 1076, 1077, 1078, 1079, 1080, 1081, 1082, 1083, 1084, 1085, 1086, 1087, 1088, 1089, 1090, 1091, 1092, 1093, 1094, 1095, 1096, 1097, 1098, 1099, 1100, 1101, 1102, 1103, 1104, 1105, 1106, 1107, 1108, 1109, 1110, 1111, 1112, 1113, 1114, 1115, 1116, 1117, 1118, 1119, 1120, 1121, 1122, 1123, 1124, 1125, 1126, 1127, 1128, 1129, 1130, 1131, 1132, 1133, 1134, 1135, 1136, 1137, 1138, 1139, 1140, 1141, 1142, 1143, 1144, 1145, 1146, 1147, 1148, 1149, 1150, 1151, 1152, 1153, 1154, 1155, 1156, 1157, 1158, 1159, 1160, 1161, 1162, 1163, 1164, 1165, 1166, 1167, 1168, 1169, 1170, 1171, 1172, 1173, 1174, 1175, 1176, 1177, 1178, 1179, 1180, 1181, 1182, 1183, 1184, 1185, 1186, 1187, 1188, 1189, 1190, 1191, 1192, 1193, 1194, 1195, 1196, 1197, 1198, 1199, 1200, 1201, 1202, 1203, 1204, 1205, 1206, 1207, 1208, 1209, 1210, 1211, 1212, 1213, 1214, 1215, 1216, 1217, 1218, 1219, 1220, 1221, 1222, 1223, 1224, 1225, 1226, 1227, 1228, 1229, 1230, 1231, 1232, 1233, 1234, 1235, 1236, 1237, 1238, 1239, 1240, 1241, 1242, 1243, 1244, 1245, 1246, 1247, 1248, 1249, 1250, 1251, 1252, 1253, 1254, 1255, 1256, 1257, 1258, 1259, 1260, 1261, 1262, 1263, 1264, 1265, 1266, 1267, 1268, 1269, 1270, 1271, 1272, 1273, 1274, 1275, 1276, 1277, 1278, 1279, 1280, 1281, 1282, 1283, 1284, 1285, 1286, 1287, 1288, 1289, 1290, 1291, 1292, 1293, 1294, 1295, 1296, 1297, 1298, 1299, 1300, 1301, 1302, 1303, 1304, 1305, 1306, 1307, 1308, 1309, 1310, 1311, 1312, 1313, 1314, 1315, 1316, 1317, 1318, 1319, 1320, 1321, 1322, 1323, 1324, 1325, 1326, 1327, 1328, 1329, 1330, 1331, 1332, 1333, 1334, 1335, 1336, 1337, 1338, 1339, 1340, 1341, 1342, 1343, 1344, 1345, 1346, 1347, 1348, 1349, 1350, 1351, 1352, 1353, 1354, 1355, 1356, 1357, 1358, 1359, 1360, 1361, 1362, 1363, 1364, 1365, 1366, 1367, 1368, 1369, 1370, 1371, 1372, 1373, 1374, 1375, 1376, 1377, 1378, 1379, 1380, 1381, 1382, 1383, 1384, 1385, 1386, 1387, 1388, 1389, 1390, 1391, 1392, 1393, 1394, 1395, 1396, 1397, 1398, 1399, 1400, 1401, 1402, 1403, 1404, 1405, 1406, 1407, 1408, 1409, 1410, 1411, 1412, 1413, 1414, 1415, 1416, 1417, 1418, 1419, 1420, 1421, 1422, 1423, 1424, 1425, 1426, 1427, 1428, 1429, 1430, 1431, 1432, 1433, 1434, 1435, 1436, 1437, 1438, 1439, 1440, 1441, 1442, 1443, 1444, 1445, 1446, 1447, 1448, 1449, 1450, 1451, 1452, 1453, 1454, 1455, 1456, 1457, 1458, 1459, 1460, 1461, 1462, 1463, 1464, 1465, 1466, 1467, 1468, 1469, 1470, 1471, 1472, 1473, 1474, 1475, 1476, 1477, 1478, 1479, 1480, 1481, 1482, 1483, 1484, 1485, 1486, 1487, 1488, 1489, 1490, 1491, 1492, 1493, 1494, 1495, 1496, 1497, 1498, 1499, 1500, 1501, 1502, 1503, 1504, 1505, 1506, 1507, 1508, 1509, 1510, 1511, 1512, 1513, 1514, 1515, 1516, 1517, 1518, 1519, 1520, 1521, 1522, 1523, 1524, 1525, 1526, 1527, 1528, 1529, 1530, 1531, 1532, 1533, 1534, 1535, 1536, 1537, 1538, 1539, 1540, 1541, 1542, 1543, 1544, 1545, 1546, 1547, 1548, 1549, 1550, 1551, 1552, 1553, 1554, 1555, 1556, 1557, 1558, 1559, 1560, 1561, 1562, 1563, 1564, 1565, 1566, 1567, 1568, 1569, 1570, 1571, 1572, 1573, 1574, 1575, 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1742, 1743, 1744, 1745, 1746, 1747, 1748, 1749, 1750, 1751, 1752, 1753, 1754, 1755, 1756, 1757, 1758, 1759, 1760, 1761, 1762, 1763, 1764, 1765, 1766, 1767, 1768, 1769, 1770, 1771, 1772, 1773, 1774, 1775, 1776, 1777, 1778, 1779, 1780, 1781, 1782, 1783, 1784, 1785, 1786, 1787, 1788, 1789, 1790, 1791, 1792, 1793, 1794, 1795, 1796, 1797, 1798, 1799, 1800, 1801, 1802, 1803, 1804, 1805, 1806, 1807, 1808, 1809, 1810, 1811, 1812, 1813, 1814, 1815, 1816, 1817, 1818, 1819, 1820, 1821, 1822, 1823, 1824, 1825, 1826, 1827, 1828, 1829, 1830, 1831, 1832, 1833, 1834, 1835, 1836, 1837, 1838, 1839, 1840, 1841, 1842, 1843, 1844, 1845, 1846, 1847, 1848, 1849, 1850, 1851, 1852, 1853, 1854, 1855, 1856, 1857, 1858, 1859, 1860, 1861, 1862, 1863, 1864, 1865, 1866, 1867, 1868, 1869, 1870, 1871, 1872, 1873, 1874, 1875, 1876, 1877, 1878, 1879, 1880, 1881, 1882, 1883, 1884, 1885, 1886, 1887, 1888, 1889, 1890, 1891, 1892, 1893, 1894, 1895, 1896, 1897, 1898, 1899, 1900, 1901, 1902, 1903, 1904, 1905, 1906, 1907, 1908, 1909, 1910, 1911, 1912, 1913, 1914, 1915, 1916, 1917, 1918, 1919, 1920, 1921, 1922, 1923, 1924, 1925, 1926, 1927, 1928, 1929, 1930, 1931, 1932, 1933, 1934, 1935, 1936, 1937, 1938, 1939, 1940, 1941, 1942, 1943, 1944, 1945, 1946, 1947, 1948, 1949, 1950, 1951, 1952, 1953, 1954, 1955, 1956, 1957, 1958, 1959, 1960, 1961, 1962, 1963, 1964, 1965, 1966, 1967, 1968, 1969, 1970, 1971, 1972, 1973, 1974, 1975, 1976, 1977, 1978, 1979, 1980, 1981, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 22

Document Insider Search with document # Home Account

Document Mail

The material must have 70% shelf life at the time of arrival!

You supply to our customers according to our actual General Sales and Delivery Conditions, which are available for review on our website - [acshs.com](#) -

Net Amount	199.00
Total EUR	199.00

Shipping Method: self selection

Delivery Terms: FCA Walle, Germany

Payment Terms: 120 days date of invoice net

Export delivery exempted from VAT.

Required Documents:

- Certificate of Analysis
- Material Safety Data Sheet
- Specification
- Certificate of Origin
- RoHS Certificate

Save Confirm **4503507125** **NEW** [huxiaoping@godeepsite.com](#) 02/07/20 11:24

Header

PO # 4503507125

Incoterms EXW FCA Walle

Payment term 120 days date of invoice net

Ship mode A

Currency EUR

Ship To Address IFF Argentina Fragrances

revise it by FCA and click the Save button

Figure 10: Save and Repost Result

Once the modification has been stored, the status will be changed from 'New' to 'Modified'. And the system will repost the revised result to the SAP automatically.

Save Confirm **4503507125**

MODIFIED [huxiaoping@godeepsite.com](#) 02/07/20 11:24

Figure 11: Extract Status

2.4.2 Issue Report

For most cases, even in some new formats, our A.I. engine can automatically detect and extract the tables and data points that users are interested in. For some processing failure cases, the system needs to collect samples in order to finetune the model and continuously optimize model performance. The system will collect user feedback on extraction issues in the following ways:

1. Send email directly to support@godeepsite.com for issues like:

- 1 * Cannot access the Insider web portal
- 2 * Insider system related question or queries
- 3 * Or other general issues

2. Report issue for a specific document:

- 1 * Open OC document list by clicking the Insider link in oFlow, the Insider shows the documents related to the order No.
- 2
- 3 * Or you can open <https://document-insider.godeepsite.com/> directly, quickly access the search function at the top ribbon. Type the target order number, then press “Enter” to search related OC documents.



Figure 12: Quick Search Area

- 1 * Open the OC document in the list. Report issue manually by clicking the “Report ”Issue button. Pick an issue category, like “IPC/”Extraction and leave your comment in the dialog.

Report Issue

4503731993

NEW nbranco@Elan-Chemical.com **ELAN INCORPORATED** 24/03/21 21:54

Test Result

Order #	4503731993
IPC	00014260
Batch #	2104702
AEND20C1	1.4074
↔ refractive index @ 20 C	
CED25251	0.8093
↔	

Figure 13: Report Issue Button

Document Insighter

Report Issue

Please select category, and type comment to report issue

Category

Order #

Comment

Submit

Document **Mail**

Date 2021-04-15 (YYYY-MM-DD)

DOW

DOW BENELUX B.V.

Certificate of Analysis

Product Number 00000042746

Product Name

Customer PO Number 4503741199

AURGLONU 99.96

Figure 14: Report Issue Options

- 1 * The system will forward **this** issue to our Technical Support team, the team will follow up on the issue, and update you within 4 days.

2.4.3 Quick Search Area

Users can quick access the search function at the top ribbon. After entering the PO number here, it will jump to the corresponding review page.

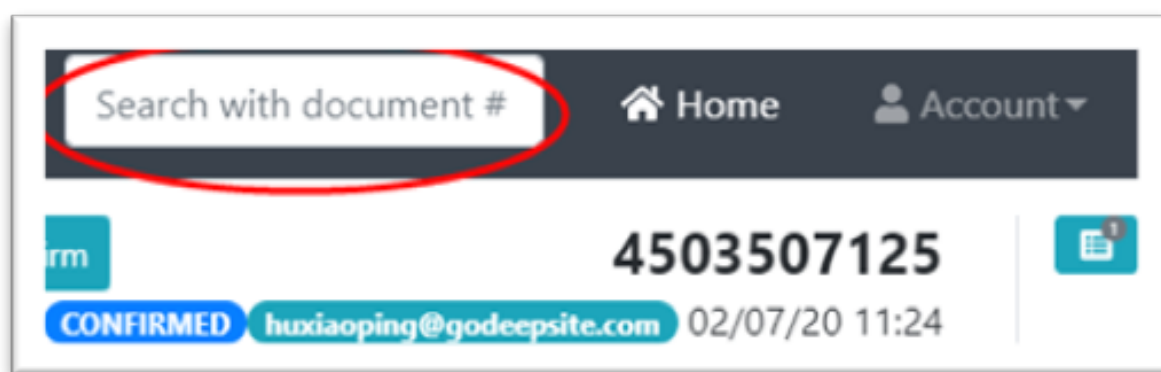


Figure 15: Quick Search Area

2.4.4 Homepage

The system can archive data automatically with convenient and rich search capabilities. After logging in, click the “Home” button in the top ribbon to enter the home page, as shown.

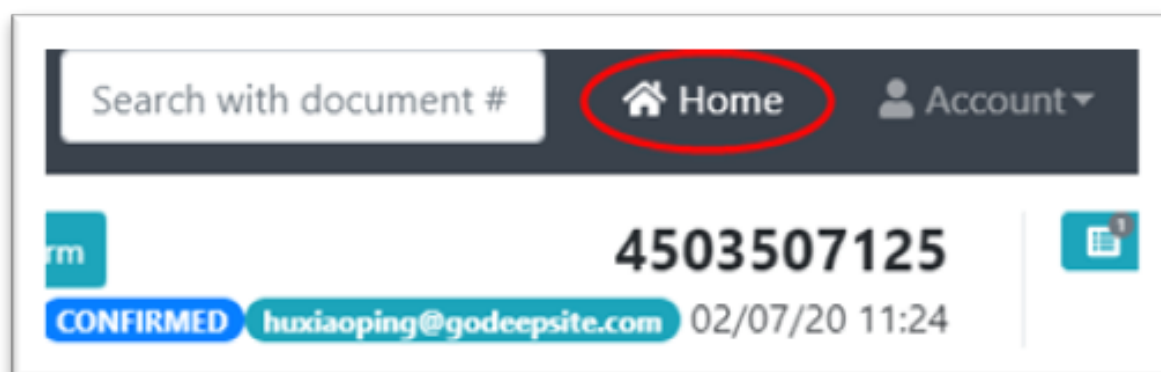


Figure 16: Home Button

The left filter function bar provides users with more detailed classification and filtering functions:

1. "Input Date": The email received date or uploaded date.
2. "Document #": The number of OCR document, like PO number.
3. "Plant #": Filter all the extractions by IFF Plant ID.
4. "IPC": Filter all the extractions by IPC.
5. "Status": Following up status such a "New", "Modified", etc.
6. "Vendor Name": Filtered by vender name.
7. "Mail From/Upload By": Filter all the extractions by User's email address.
8. "Mail/Document": Filtered by the type of OC(only email or email with documents attached).

Input Channel Date

Start date

-

End date

Plant #

Select values

**Document #**

Search with document #

IPC

Search with IPC

Mail/Upload From

Search with email address

Status☐

New (7553)

☐

Modified (2)

☐

Invalid (331)

Vendor Name

Search for vendor

Mail☐

Mail Only

☐

With Document

Figure 17: Search/Filter Panel

2.5 Error Message Description

The system may push following message to oFlow API, users can check this table for better understanding the meaning of each one.

☒ Status: **Proceed**

#	Message	Description	Remark
1	Without any issue	No error found	
2	Sentiment -Simple Confirm	If no attachment detected, Document Insider will do the sentiment analysis automatically. The result will be shown in the upper right corner of the review page	

☒ Status: **Validation Error**

#	Message	Description	Remark
1	'ValidationErrorsCount' X	System will count the number of "Mismatched/Not Found"	
2	'lineItemsInOflowNotFound' X	System will count the item which recorded in SAP but vendor did not listed in doc and push the corresponding message to oFlow	

#	Message	Description	Remark
3	'lineItemsNotInOflowCc X	System will count the item which cannot find in oFlow and push the corresponding message to oFlow	Like: duty, gift, package,etc..

☒ Status: **Requirements Error (Details about mail requirements, please refer to Appendix Section)**

#	Message	Description	Remark
1	Attachments Error - No Acceptable Attachment and Sentiment Uncertain	If there is no acceptable doc detected and not a simple confirm case by Sentiment Analysis, this message will be displayed and pushed	Like: a empty email or an unacceptable doc detected
2	PO Number Error - 0 PO Number Found	If there no PO number detected, this message will be displayed and pushed	
3	PO Number Error - 2+ PO Numbers Found	If there are more than one PO number detected, this message will be displayed and pushed	

#	Message	Description	Remark
4	Can Not Read the Order in oFlow	If A string of numbers similar to PO# was detected but cannot read the corresponding order info from oFlow, this message will be displayed and pushed	Like: vendor's type error

System will count the item which recorded in oFlow/SAP but vendor did not listed in doc and push the corresponding message to oFlow:

Search with document #

Home Entities Administration Account

Dev Actions Save Confirm

4503585267

NEW Ginger.K@IFF.com 29/06/20 20:25

USD

Ship To Address IFF South Brunswick

IFF South Brunswick IFF South Brunswick

oFlow Lineitem: 00010

IPC	000000000000190965
Description	SUNFLOWER OIL HIGH OLEIC RBWD
Quantity	6719.929
Unit	LB
Unit price	117.73
Ship date	
Delivery date	

Figure 18: Item Check

The portal will show the item which cannot find in oFlow and push the corresponding message to

oFlow:

ADRESSE DE LIVRAISON
 I.F.F. (CHINA) LIMITED
 9 JINHUA 2ND STREET, GETDZ
 GUANGZHOU
 510730 GUANGDONG
 CHINA

I.F.F. (CHINA) LTD.
 9 JINHUA 2ND STREET
 GUANGZHOU ECONOMIC &
 TECHNOLOGICAL
 DEVELOPMENT ZONE
 GUANGZHOU
 CHINA

Code Client : IFFCHGUA
 Date de livraison : 10/03/2020
 Contact : Mrs Elena ATLUNBAS
 Référence Client : 4503500567
 Représentant : RIVIELLO Achille

Conditionnement	Qte / Unité	Code produit / Nom produit	Prix unitaire HT	Montant HT	Tv %
2 x Au vitellé 1 Kg	2,000	102869 V.Réf.: 00014151 Kg(s) AMBROSAROME ABSOLU	270,50	541,00	
x Pièce (s)	1,000	CD Pièce(s) Custom Duty	50,00	50,00	
TOTAL MONTANT HT				591,00 €	

Lineitem: 00010
 Lineitem: **not found**
 Item No.:
 Description: CD
 Quantity: 1
 Unit:
 Unit price: 50
 Ship date: yyyy/mm/dd
 Delivery date:

Figure 19: Item Check2

3 Technical Support

Help desk information including responsible technical contact phone numbers for assistance is currently available at the following period.

- Phone Support: 9:30 – 18:00 HKT, Mon to Fri
- Email Support (service desk connected): 24-Hours as per Section 3.3 of this agreement.

4 Document Insider FAQ

- Q: Can the system pull the result from oFlow as the extracted result?
 A: No, oFlow data is only used to do the validation and the system always extract value from the document itself.
- Q: Why the extracted result contain extra text sometimes, for example, Payment term: Net 120 Days from Invoice Date unless otherwise stated. Why not only keep the number “120” as result?
 A: The system try to keep all the related text in terms of the extracted key for user’s review if needed. If there is no error message shown behind the result, which means that the system understands they are matched.
- Q: Why there is no error reported when the extracted result of “ShipMode” is different from the value in oFlow, for example, extracted “DHL-Ocean” and value in oFlow “SC”?

A: The system do the validation on ShipMode by using the table “ShipMode Mapping.xlsx” prepared by IFF staff before and the system understand “DHL-Ocean” is one kind of “SC”, “Kilogram” is equal to “KG” and so on. If there is no error message shown behind the result, which means that the system understands they are matched.

- Q: Can the system extract or calculate the Quantity which are presented implicitly, for example, “3 DR, 175KG/DR” in vendor’s OC document and “525 KG” in oFlow?

A: No, the system can not calculate this kind of presentation and the validation result may be “Mismatched”. User may need to cummnicated with the vendor to write down the exact quantity in the table.

- Q: The system extract some package or container in the table as lineitem, do these items will post to oFlow?

A: No, it will not. The system will check if the lineitem extracted is in your purchase order, if not, it will only present in the portal and no related data will post to oFlow.

5 Appendix

5.1 Email Limitation and Requirements

- Do not send the same PO Confirmation to this mailbox multiple times.
- Please note that insighter.iff.poconf@godeepsite.com email address is only for PO Confirmation. This email address is connected with our automated PO Confirmation extracting system. Our colleagues are not checking the query emails here.
- If you have any OC related question or queries, please contact IFF customer service mailbox.
- Please note that our system can read PDF/JPG/PNG/TIF format and the COA documents should be attached directly to the email. The size of one e-mail can’t exceed 5MB. Our system is not able to open attached emails and Zip folders.
- The recommended email title format for single batch case is: PO number _ IPC number, for example 4500001234_00001234.
- One PDF document should contain only one PO number.
- If you would like to submit multiple PO Confirmation/PO Number, please make sure that they are separated one by one.
- The system is not able to open attached emails and Zip folders. In case you have attached an PO confirmation image in any other format, your confirmation will be not handled.