T0 --- Pre process checks. – all folders are in place or not, contact list…

T1 – Email Reading step -- It reads mail from Vendor as well as internal approval email.

For Vendor -> Validations -> 1) Valid vendor contact 2) Email subject has predefined keywords.

For approval -> only subject line is checked for “Approval” kepwords.

T2 – Detach attachment -> Validations -> 1) No attachment 2) Multiple Attachment 3) non PDF attachment.

If PDF Type then call IQ bot to read PDF. -> Checks if output of IQ bot is a CSV file or not.

**T2A –** Extracted Data Validations before going to Oracle: 1) Missing of mandatory data 2) wrong data in data or numeric fields.

T2B - PO Type only – Fetching PO data from Oracle for the PO number in the invoice.

T2C – PO Type only – Match PO data with Invoice data – 1) Vendor Name 2) Currency 3) Shipping Location (Location code or Zip code)

Data is saved to Database (MS SQL database).

If error or validation fails, then send mail to Bot Manager or cost center manager (if no error, but invoice is non PO type).

**Web Application (Outside Bot) :**

**Bot Manager:** Corrects any errors in data.

**Cost Center Manager:** Approves the Invoice, Provides the account no / alias / distribution set.

T3 – Oracle Login

T4 – Oracle Data Entry for PO or Non PO type

T5 – Error handling and sending Mails.

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