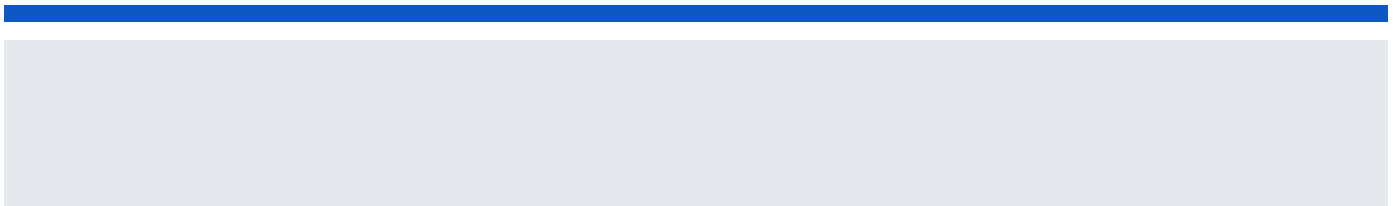


Process Definition Document



Process Vendor Invoice

Date: 01-09-2025



Process Design Document History

Date	Version	Role	Name	Organization	Function	Comments
01.09.2025	1.0	Author	Amr Ayman	Raya IT	BA	Creation v1.0

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I. Introduction

I.1 Purpose of the document

The Process Definition Document outlines the business process chosen for automation using UiPath Robotic Process Automation (RPA) technology.

The document describes the sequence of actions performed as part of the business process, the conditions and rules of the process prior to automation and how they are envisioned to work after automating it, partly or entirely. This specifications document serves as a base for developers, providing them with the details required for applying robotic process automation to the selected business process.

I.2 Objectives

The Automation of the full process of Verify Account Positions Task in the ACME systems, reducing the Human interaction to zero, the system will operate seamlessly throughout the two systems of ACME system 1 delivering faster processing , reducing the duration time of time-consuming activities and improving departments' overall performance and reliability.

Objectives	Expected Benefits
Automate the full Process vendor invoice	Eliminate manual intervention, ensuring end-to-end seamless execution.
Reduce human interaction to zero	Minimize errors from manual handling, improve compliance and accuracy
Accelerate processing speed of verification tasks	Shorten overall task cycle time, enabling faster turnaround for stakeholders
Reduce duration of time-consuming activities	Free up staff capacity for higher-value activities, leading to productivity gains
Improve overall department performance	Standardized processes, ensuring consistency and scalability
Increasing system reliability through automation	Lower risk of process failure, improve trust in system outputs
Support continuous operations with minimal downtime	Enhance operational efficiency and customer satisfaction

I.3 Process key contact

Role	Name	Contact details (email, phone number)	Notes
Business Analyst	Amr Ayman - Raya IT	amr@gmail.com	
SME	Eng. Mohamed Mesbah	M.Mesbah@gmail.com	Contact for questions, details, approvals

II. As-Is process description

II.1 Process Overview

The Process Vendor Invoice task is currently performed manually across ACME System 1, Staff must log in to System 1, extract Invoice pdf data, and go search for vendor in system first to check if vendor existed in system 1, If found, add the invoice details, else reject the operation and mail the staff manager.

The process involves repetitive steps such as Extracting pdf data and documenting missing data to add.

Due to the high level of manual intervention, the task is time-consuming, error-prone, and dependent on staff availability, often leading to delays in verification, inconsistent outputs, and operational inefficiencies.

Additionally, manual handling increases the risk of overlooking discrepancies, requiring additional rework and cross-departmental follow-ups.

II.2 Standard of Metrics

#	Item	Description
1	Process full name	Process Vendor Invoice
2	Process Area	Finance
3	Department	Finance
4	Process short description (operation, activity, outcome)	Check for each work item WI3 , extract invoice pdf data, search for vendor in system 1 , if found add the invoice and complete item, else reject the process.
5	Process schedule and frequency	Daily, Monday to Friday, 9 am – 6 pm
6	# of items process / month	~4500
8	Process execution time	8.2 sec.
9	Peak period (s)	Q1 and Q2 Usually
10	Transaction Volume During Peak period	~6000
11	Total # of FTEs supporting this activity	5
13	Level of exception rate	8%

13	Input data	Invoice PDF
14	Output data	Added Invoice Data to system 1 or Mail
15	Return on Investment	Reduce the processing time by 80% and FTE to zero

II.3 Applications used in the process

#	Application name & version	System Language	Thin/Thick Client	Environment/ Access method	Comments
1	ACME System 1	English	Thick	Web Application	Majority of processing
2	Pdf Reader	English	Thin	Desktop App	Used only for extracting

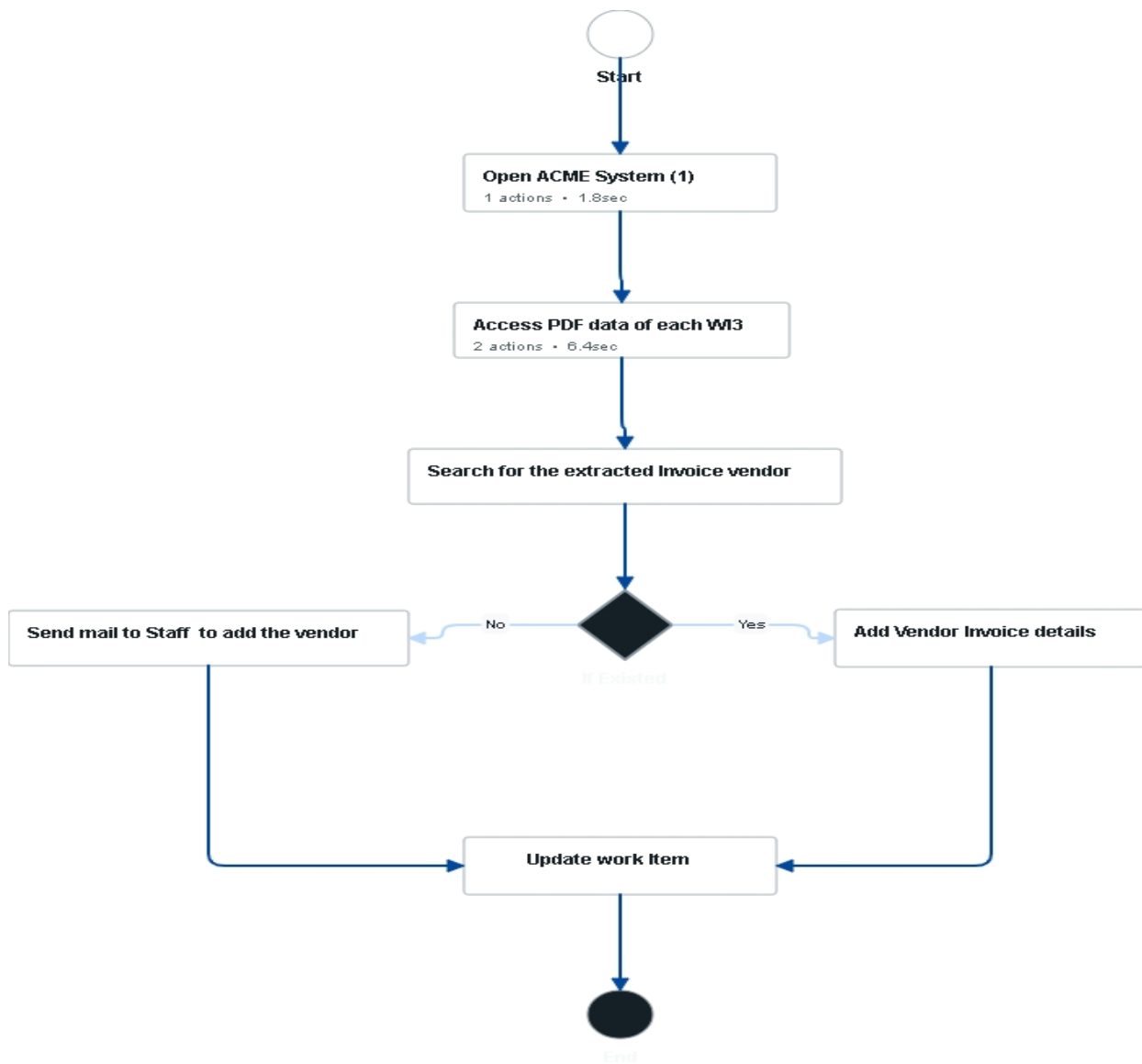
II.4 Business Rules

Business Rule	Description
BR-01	Every PDF Must contain all data required like taxId, vendor Name , address, city , country
BR-02	Each invoice must have w vendor existed in system 1
BR-03	If the invoice total amount does not match the purchase order (PO) amount in the system , the invoice should be marked as exception and routed for manual review
BR-04	The User Must have accessibility on modifying the account, either, request access
BR-05	An invoice cannot be processed unless all mandatory fields (Invoice Number, Vendor Code, Invoice Date, Total Amount, PO Number) are present. If any field is missing, the work item must be marked as Business Exception.

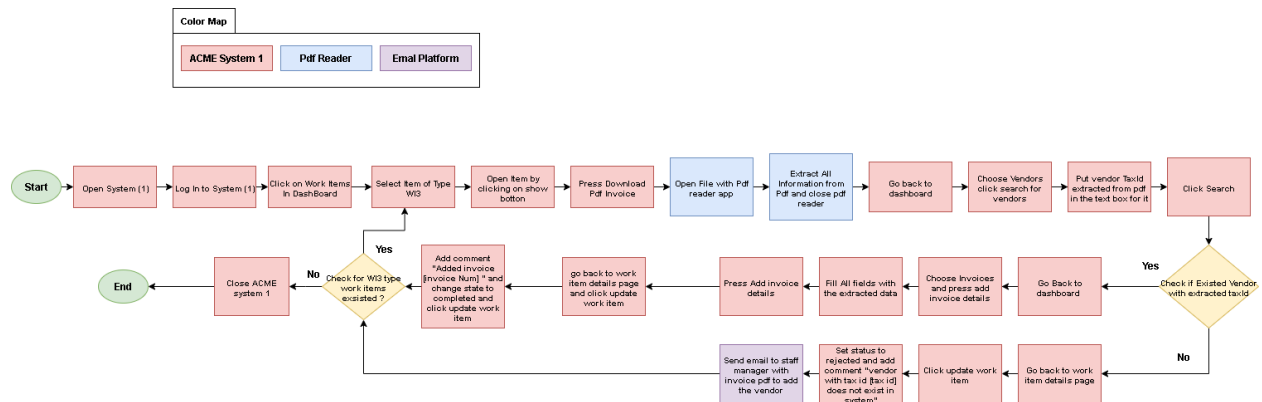
II.5 As-Is Process map

High Level As-Is Process Map:

This chapter depicts the As-Is business process at a High Level to enable developers to have a high-level understanding of the current process.



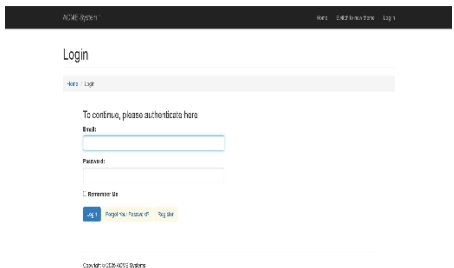
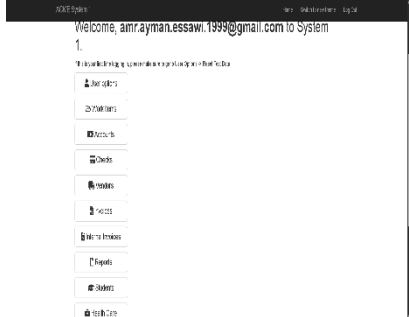
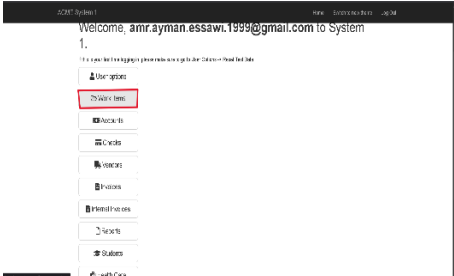
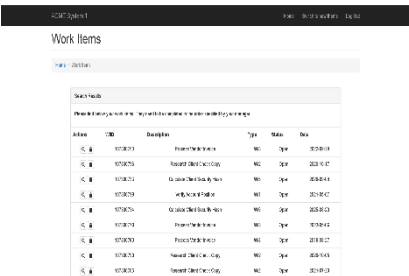
Detailed As-Is Process Map:

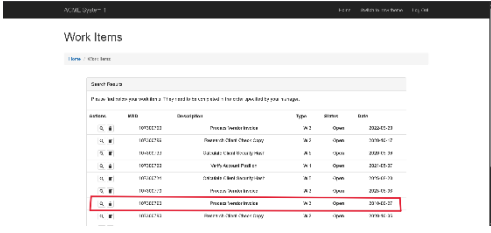
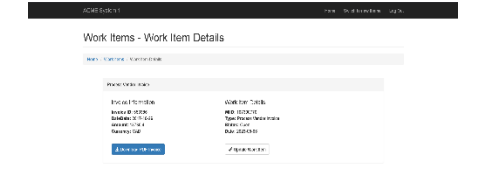
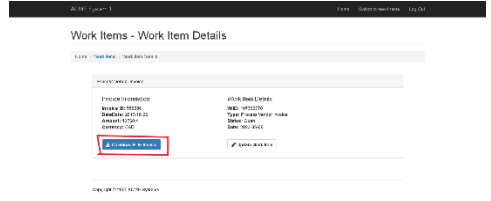

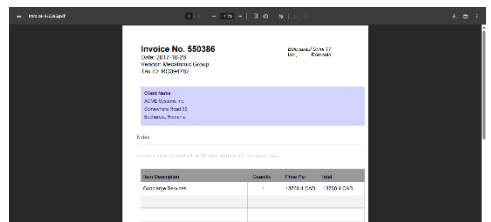
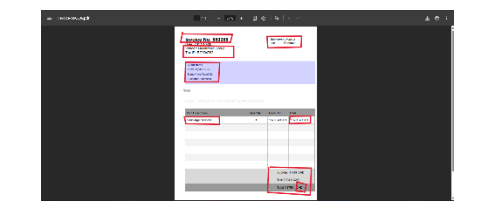
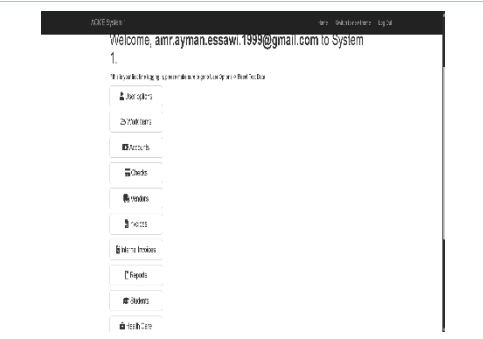
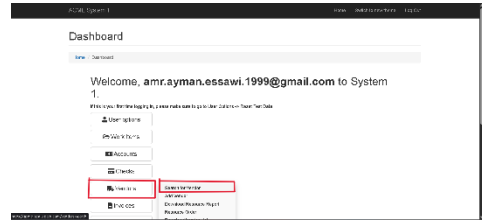


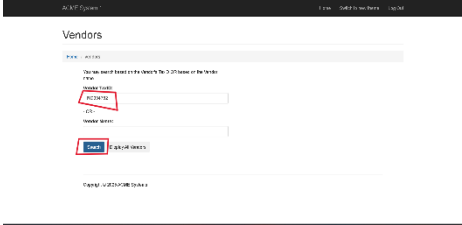
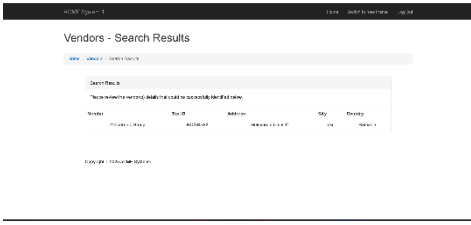
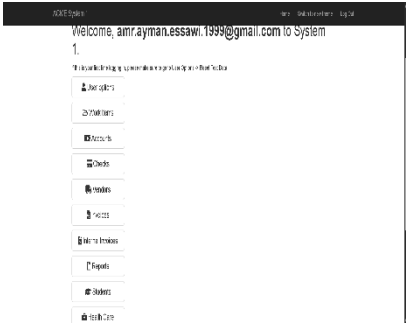
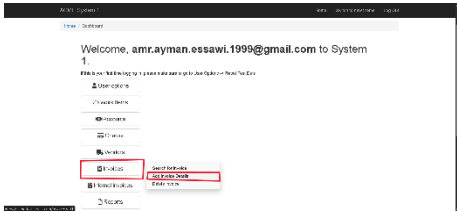
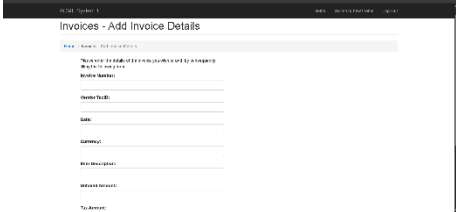
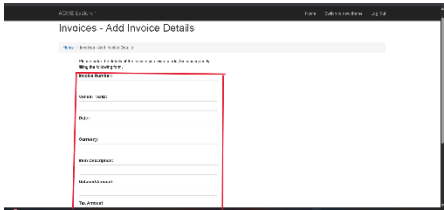
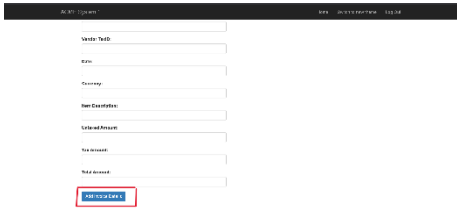
Step	Short Description		
1.1	Open ACME system 1 web application		
1.2	Log into system 1with credentials		
1.3	Click on Work items in menu to display all work items		
1.4	For Each Work Item of type WI3 perform the following steps		
1.4.A	Open Work item by clicking on the show button with icon (search)		
1.4.B	Press Download Pdf invoice		
1.4.C	Open file with pdf reader		
1.4.D	Extract all information from pdf and close pdf reader		
1.4.E	Go Back to dashboard		
1.4.F	Choose vendors , click search for vendors		
1.4.G	Put vendor Tax Id extracted from pdf in the text box for it		
1.4.H	Click search button		
1.4.I	Check If existed vendor with the extracted Tax Id ?		
Yes		No	
1.4.I-Yes_1	Go back to dashboard	1.4.I-No_1	Go back to work item details page
1.4.I-Yes_2	Choose invoices and press add invoice details	1.4.I-No_2	Click update work item
1.4.I-Yes_3	Fill all fields with extracted data	1.4.I-No_3	Set status to rejected and add comment "vendor with tax id does not exist in system"

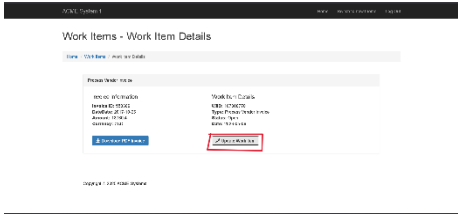
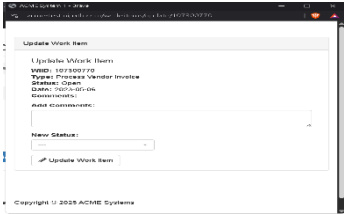
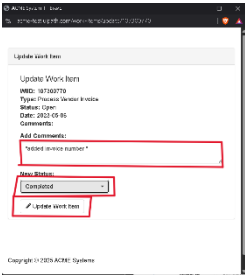
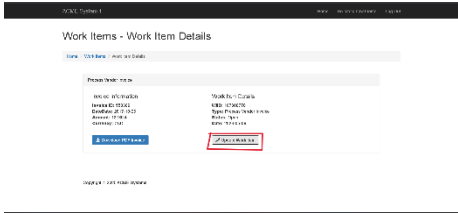
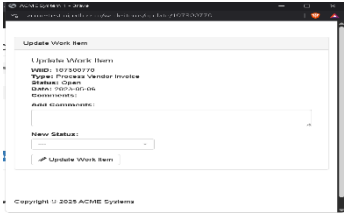
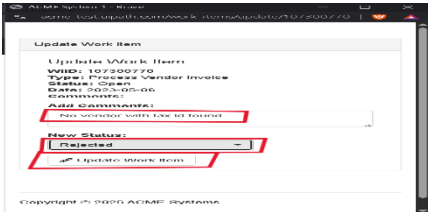
1.4.I-Yes_4	Press add invoice details	1.4.I-No_4	Send email to staff manager with invoice pdf to add the vendor
1.4.I-Yes_5	Go back to work item details page and click update work item		
1.4.I-Yes_6	Add comment "added invoice number and change state to completed then click update work item		
1.4.J	Check for WI3 type work items existed ?		
	Yes	No	
1.4.J-Yes_1	Continuing to iterate over WI3 items	1.4.J-No_1	Close ACME System

II.6 Detailed As-Is Process Steps

Step	Step Action Description	Screen Shot	Expected Result	Possible Exception
1.1	Open ACME system 1 web application		ACME website is opened	<u>A</u>
1.2	Log into system 1 with credentials			<u>B</u>
1.3	Click on Work items in menu to display all work items			<u>C</u>
1.4	For Each Work Item of type WI3			

	perform the following steps			
1.4.A	Open Work item by clicking on the show button with icon (search)			
1.4.B	Press download pdf invoice			
1.4.C	Open file with pdf reader app			
1.4.D	Extract All Information from pdf and close pdf reader		Pdf reader closed	D
1.4.E	Go back to dashboard			
1.4.F	Choose vendors , click search for vendors		Search vendors tab opened	

1.4.G	Put vendor Tax Id extracted			
1.4.H	Click search			
1.4.I	Check if the vendor existed with extracted Tax Id			
1.4.I-Yes_1	Go back to dashboard			
1.4.I-Yes_2	Choose invoices and press add invoice details			
1.4.I-Yes_3	Fill all fields with extracted details			
1.4.I-Yes_4	Press add invoice details		All information submitted	

1.4.I-Yes_5	Go back to work item details and click update work item			
1.4.I-Yes_6	Add comment "added invoice number " and change state to completed and press update work item			
1.4.I-No_1	Go back to work item details page			
1.4.I-No_2	Click on update work item button			
1.4.I-No_3	Add comment "no vendor with tax ID existed " and change state to rejected and press update work item			
1.4.I-No_4	Send email to staff manager with invoice pdf to add the vendor		Email sent with pdf	
1.4.J	Check for WI3 work items if existed ?			
1.4.J-Yes_1	Continue to iterate through tasks			
1.4.J-No_1	Close acme system			

II.7 Exceptions Handling

#	Exception	Expected Action
A	Something went wrong when open application	Wait 30 seconds then try and repeat 3 times , if not escalate to staff manager
B	Error When signing in	Try 3 times maximum if not working , report to staff manager
C	Showing Nothing when processing list of items	Refresh and Try again 1 time , if not , escalate to staff manager
D	Missing Data in Pdf	Send mail to staff manager , and reject process

III. To-Be Process Description

III.3 In Scope of RPA

The activities in of the scope of RPA:

Full scope of the process for RPA – to be 100% automated

III.4 Out of Scope of RPA

There are no activities out of scope for RPA.

* For complex reporting requirements, include them into a separate document and attach it to the present documentation

IV. Other Observations

IV.1 Systems

System	Usage	Frequency
ACME system1 web application	Primary use for process	Once / case
Pdf reader	Used to open pdf file and extract information	Once / case

IV.2 Reporting

Report Name	Source	Purpose
Email with invoice rejected	Automated System	To Inform the staff manager with the rejected case to add vendor