



CaRD Mail Add-In

File Outlook e-mails on the SAP business object — in one click.

S/4HANA on-premise · private cloud · RISE · Cloud Public Edition



WHAT IT DOES

Correspondence belongs to the process, not to a personal inbox. Users file an e-mail and its attachments on the order, invoice, customer or supplier it concerns — from Outlook, without an SAP GUI session. From then on it is part of the object, and it is there for everyone who works with that object.

1 Recognise

The document number is read from the subject, body and attachment names.

2 Verify

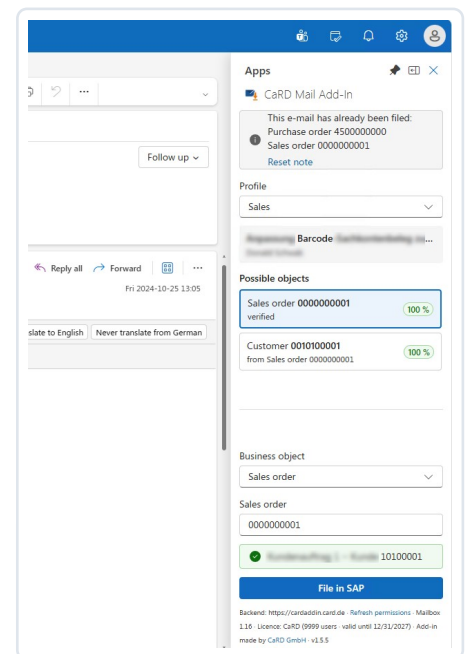
The object is checked against SAP and shown in plain language.

3 File

The unchanged original is stored on the object, attachments included.

WHAT YOU GET OUT OF IT

- **Everything in one place** — The mail sits on the order itself, not in someone's mailbox. One place to look, and everyone looks in the same place.
- **Visible on the business object** — Open the object in SAP and the correspondence is in its attachment list — no second system, no extra login, nothing to learn.
- **Access follows SAP authorisations** — Whoever may see the object sees the mails that belong to it. No separate permission concept to maintain.
- **Nothing gets lost** — The case stays complete when a colleague is on holiday, is ill or changes role.
- **The original, not a copy** — Filed unchanged with every attachment — usable as a business record, not a printout.
- **No shadow storage** — Attachments stop travelling to shared drives and private folders.



The entire user interface: profile, proposed objects, one button.

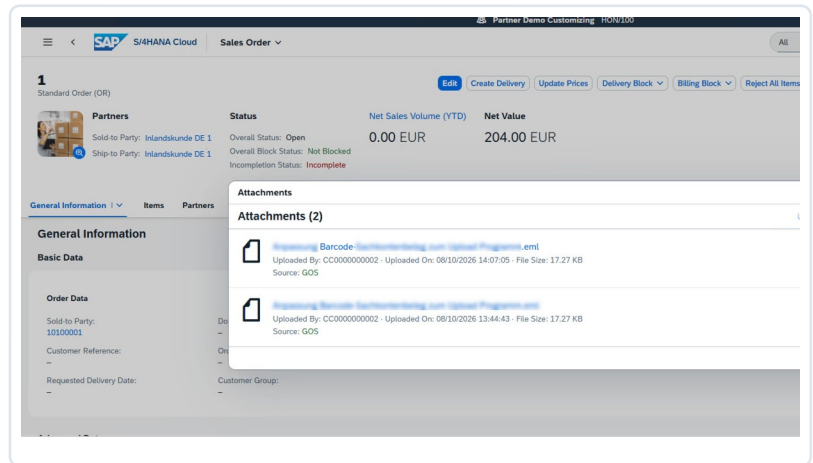
For IT

Standard interfaces, no modification. Users sign in with their Microsoft 365 account; permissions are application roles in Microsoft Entra ID, enforced on the server, one per filing profile. The backend runs in your own environment against your own SAP system — no vendor cloud in the data flow, and nothing is stored on the way. The add-in requests no mailbox-wide permissions and processes only the message a user has opened. The interface follows the display language of Outlook and is available in 23 languages.



WHAT IT LOOKS LIKE IN SAP

The e-mail appears in the attachment list of the object — here on a sales order in SAP S/4HANA Cloud. It is a regular SAP attachment: no proprietary format, no separate viewer, and it follows the object through its life.



BUSINESS OBJECTS OUT OF THE BOX

- Sales order
- Outbound delivery
- Customer
- Purchase order
- Purchase requisition
- Accounting document
- Quotation
- Billing document
- Supplier
- Purchase order item
- Supplier invoice
- Fixed asset

A further object type is configuration, not development: object type, key fields, recognition patterns and check service are maintained in a profile file. Which key an object has — one field for a purchase order, three for an accounting document — is part of that configuration.

PROFILES AND ROLES

Objects are grouped into profiles — sales, purchasing, accounting, service. Each profile carries an application role from Microsoft Entra ID, and the server delivers only the profiles a user is entitled to. Users see their own area, not everyone else's.

Where the documents rest

Filing runs through the SAP standard interface, so the SAP content repository decides where a document physically lands — the SAP database, SAP BTP Document Management, or, with the CaRD Connector for CMIS and ArchiveLink (certified through the SAP DMS test kit), storage of your choice:

Azure Blob Storage

Microsoft SharePoint

STACKIT

AWS S3

LICENSING AND PREREQUISITES

Commercial software: a paid licence from CaRD is required, issued for a number of named users and purchased directly from CaRD. At your own cost you also need a mailbox on Exchange Online, a runtime environment for the backend service such as Microsoft Azure App Service, an SAP S/4HANA system with the attachment interface enabled, and SAP user licences and authorisations for the people who file. SAP and Microsoft licences are not included.

WHAT IS DELIVERED

The add-in and the backend service, a documented profile configuration, an end-user guide, installation guides for backend and frontend, a security architecture description and an architecture overview — all in English. Support and updates are part of the licence.

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