

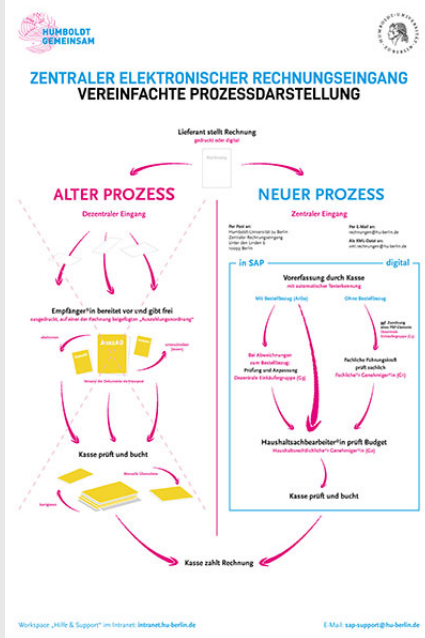


At a glance: Introduction of central electronic invoice receipt on 15 September

Next Wednesday, 15 September, Humboldt-Universität will introduce the central electronic invoice receipt as part of the humboldt gemeinsam programme. This is a major step towards the digitalisation of administrative processes. An overview of the most important information in advance:

What is changing?

As of 15 September, the so-called payment orders on yellow paper will finally be abolished. Instead, the process from the recording of the invoice to the payment will be completely digital in SAP.



This simplified process representation of old and new processes provides an overview of the upcoming changes.

[Download Factsheet](#)

More detailed information on the new processes is already available on the intranet.

[Detailed description of the new processes](#)

Who is affected?

Affected are the (de-)central purchasers (G3) in the departments and all technical managers (G1 approvers) and budget officers (G2 approvers) stored in the WBS elements. Employees are advised to check now whether their access to SAP Fiori via the terminal server works.

[Instructions: How do I get to the SAP applications?](#)

Frequently asked questions & answers

In the intranet workspace "SAP: Help & Documentation", employees can find numerous answers to frequently asked questions about the introduction of the central electronic invoice receipt at the HU.

[FAQ: Frequently asked questions and answers](#)

In case of problems: The SAP Support Desk

As with any introduction of new processes in digital applications, it is to be expected that not everything will run smoothly at the beginning. One thing is certain: Humboldt University's administration is finally becoming more digital. If you experience any errors in the first few days, please contact our SAP Service Desk:

E-mail: sap-support@hu-berlin.de

To the ticket form

Training offers

For employees who have not yet managed to take part in a training course on central electronic invoice receipt in the past few weeks, dates will continue to be offered. Registration is via a form on the intranet.

To the training registration



humboldt gemeinsam: workspace on the intranet

Further information about the programme humboldt together and SAP.



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Graphic: HU

Humboldt-Universität zu Berlin
Unter den Linden 6
10099 Berlin
Deutschland

E-Mail: interne-kommunikation@hu-berlin.de

www.hu-berlin.de