

FINANCE

Würth Business Services handles the non-core financial operations to support the Finance Teams of companies within the Würth Group. Our Team ensures that companies maintain error-free and detailed accounting records, settle payments on a timely basis, carry out effective vendor management and speed up the accounting processes. We handle different processes under the Accounts Payable and Accounts Receivable portfolio.

ACCOUNTS RECEIVABLE

SALES ORDER BOOKING

In this process, we book of the customer sales order in the Enterprise Resource Planning (ERP) system. We enter order details such as Sales Order reference, customer number, article number, quantity and others in the ERP system. Once we book the order, the customer will receive automatic confirmation of the booking.

PROCESS FLOW AT WÜRTH BUSINESS SERVICES:

- **Step 1:** Receive sales order PDF from customer through email
- **Step 2:** Add details such as shipping address, customer number, article number and quantity
- **Step 3:** Verify the sales order details before submitting
- **Step 4:** Submit the sales order and copy the document number for reference



BENEFITS:

- Avail support from skilled and knowledgeable employees
- Execution of booking tasks with efficiency and accuracy
- Gain Support as per customers' operational time zone
- Effective communication to execute the daily tasks

Reach out to Franziska Romer, Head of Sales, Admin & External Communications, Würth Business Services and understand more about offerings: [✉ franziska.romer@wuerth-industrie.com](mailto:franziska.romer@wuerth-industrie.com)