



Getting Started

User Guide

1 Navigate to <https://app.nordoan.ai/>

The screenshot shows the Nordoan AI dashboard. On the left is a dark blue sidebar with the Nordoan logo and navigation menu. The main content area has a white background with a 'Welcome, Appex!' message and a 'Pending Tasks' table. On the right, there is a dark blue promotional banner and a 'Tutorials' section.

Navigation Menu:

- Dashboard
- TODOs
- Insights
- Results
- Templates
- Integrations
- Quick actions
 - New Job
 - New Template

Table: Pending Tasks

Name	Template	Created
1 Purchase Order	Purchase Order	4/3/2025
2 Demand Forecast	Demand Forecast	2/24/2025
3 Contact information	Invoice	2/24/2025
4 Contact information	API integration 1	2/24/2025
5 Contact information	API integration 1	2/24/2025

Promotional Banner:

DID YOU KNOW...? ...you can upload & process data from a photo, excel, etc.? [Learn more](#)

Tutorials

- How to create a CSV file for Xero from a PDF statement
- Extracting data from Annual Reports
- Convert Demand Forecast PDF to Excel, then copy data to an Excel spreadsheet on SharePoint
- Automatically process all backorders from email to excel on SharePoint using Power Automate

[1 2]

2 The dashboard gives you a quick overview and easy access to key features.

 nordoan <<

 Dashboard

 TODOs

 Insights

 Results

 Templates

 Integrations

Quick actions

 New Job

 New Template

 Appex

 Appex Technologies
Inc.

Welcome, Appex!

Pending Tasks

	Name	Template	Created
1	 Purchase Order	Purchase Order	4/3/2025
2	 Demand Forecast	Demand Forecast	2/24/2025
3	 Contact information	Invoice	2/24/2025
4	 Contact information	API integration 1	2/24/2025
5	 Contact information	API integration 1	2/24/2025

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Tutorials

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Convert Demand Forecast PDF to Excel, then copy data to an Excel spreadsheet on SharePoint

Automatically process all backorders from email to excel on SharePoint using Power Automate

[1 2]

3 Under **Pending Tasks** you will always find any workflow awaiting your confirmation.

The screenshot shows the Nordoon dashboard interface. On the left is a dark blue sidebar with navigation options: Dashboard (highlighted), TODOs, Insights, Results, Templates, Integrations, Quick actions, New Job, and New Template. At the bottom of the sidebar, it shows 'Appex' and 'Appex Technologies Inc.' with a profile picture. The main content area has a white background with a 'Welcome, Appex!' message. Below this is a 'Pending Tasks' section containing a table with 5 rows. The first row is highlighted with a blue circle. To the right of the table is a dark blue promotional banner with the text '...you can upload & process data from a photo, excel, etc.?' and a 'Learn more' link. Below the banner is a 'Tutorials' section with a list of links and a pagination indicator '[1 2]'.

nordoon <<

Dashboard

TODOs

Insights

Results

Templates

Integrations

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+ New Job

New Template

Appex

Appex Technologies Inc.

Welcome, Appex!

Pending Tasks

	Name	Template	Created
1	Purchase Order	Purchase Order	4/3/2025
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5	Contact information	API integration 1	2/24/2025

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Tutorials

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- Extracting data from Annual Reports
- Convert Demand Forecast PDF to Excel, then copy data to an Excel spreadsheet on SharePoint
- Automatically process all backorders from email to excel on SharePoint using Power Automate

[1 2]

4 The **Tips & Tricks** on the right give you product guidance. For access, just click the image.

The screenshot displays the Nordoon dashboard. On the left is a dark blue sidebar with the Nordoon logo and navigation items: Dashboard (highlighted), TODOs, Insights, Results, Templates, Integrations, Quick actions, New Job, and New Template. At the bottom of the sidebar, it shows 'Appex' and 'Appex Technologies Inc.' with a profile picture.

The main content area features a 'Welcome, Appex!' message and a 'Pending Tasks' table:

Name	Template	Created
1 Purchase Order	Purchase Order	4/3/2025
2 Demand Forecast	Demand Forecast	2/24/2025
3 Contact information	Invoice	2/24/2025
4 Contact information	API integration 1	2/24/2025
5 Contact information	API integration 1	2/24/2025

On the right side, there is a dark blue callout box with the text: '...you can upload & process data from a photo, excel, etc.?' and a 'Learn more' link. Below this is a 'Tutorials' section with a list of links:

- How to create a CSV file for Xero from a PDF statement
- Extracting data from Annual Reports
- Convert Demand Forecast PDF to Excel, then copy data to an Excel spreadsheet on SharePoint
- Automatically process all backorders from email to excel on SharePoint using Power Automate

[1 2]

5 Click on **Tutorials** for access to hands-on videos on how to automate processes with Nordoon.

nordoon <<

- Dashboard
- TODOs
- Insights
- Results
- Templates
- Integrations

Quick actions

- + New Job
- + New Template

Appex

Appex Technologies Inc.

Welcome, Appex!

Pending Tasks

Name	Template	Created
1 Purchase Order	Purchase Order	4/3/2025
2 Demand Forecast	Demand Forecast	2/24/2025
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5 Contact information	API integration 1	2/24/2025

DID YOU KNOW...?

...you can upload & process data from a photo, excel, etc.?

[Learn more](#)

Tutorials

- How to create a CSV file for Xero from a PDF statement
- Extracting data from Annual Reports
- Convert Demand Forecast PDF to Excel, then copy data to an Excel spreadsheet on SharePoint
- Automatically process all backorders from email to excel on SharePoint using Power Automate

[1 2]

6 Click on **TODOs** to see the list of all tasks that need your attention or confirmation.

The screenshot shows the Nordoon application interface. On the left is a dark blue sidebar with the Nordoon logo and navigation menu items: Dashboard, **TODOs** (highlighted), Insights, Results, Templates, Integrations, Quick actions, + New Job, and New Template. At the bottom of the sidebar, there is a user profile for 'Appex Technologies Inc.'. The main content area is titled 'TODOs' and includes a '+ New Job' button. Below the title is a search filter 'Filter by name or integration' and a dropdown menu for 'Integrations'. A table lists five tasks:

	Name	Connector	Created
1	Purchase Order	Purchase Order	4/3/2025
2	Demand Forecast	Demand Forecast	2/24/2025
3	Contact information	Invoice	2/24/2025
4	Contact information	API integration 1	2/24/2025
5	Contact information	API integration 1	2/24/2025

7 Insights show stats on volume of extractions, automation efficiency, and other KPIs.

The dashboard features a dark blue sidebar with navigation options: Dashboard, TODOs, Insights (highlighted), Results, Templates, Integrations, Quick actions, New Job, New Template, and Administration. The main content area is titled 'Insights' and includes an 'Indicator range' selector set to 7/30.

At the top, two summary cards show 'PROCESSED ITEMS' and 'PROCESSED EVENTS', both with a value of 0.00.

The central chart, titled 'Reason for stopping workflow', is a horizontal bar chart showing the following data:

Reason	Count
Missing PO items	4
Quantity mismatch	3
Delivery Date mismatch	3
Unknown SKU code	0

The chart includes a legend for 'Count' and a source note: 'Source: Validation results for OC processing'.

Below the chart, the 'Other Insight Widgets' section contains two smaller widgets:

- 'Items per day' with source 'DEMO Purchase Orders'.
- 'Processed events' with source 'Validation results for OC processing'.

The user profile 'Veronika Mrdja' is visible in the bottom left corner.

8 Under **Results** you will find all your processed data.

nordoon <<

Dashboard
TODOs
Insights
Results
Templates
Integrations

Quick actions
+ New Job
New Template

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Results

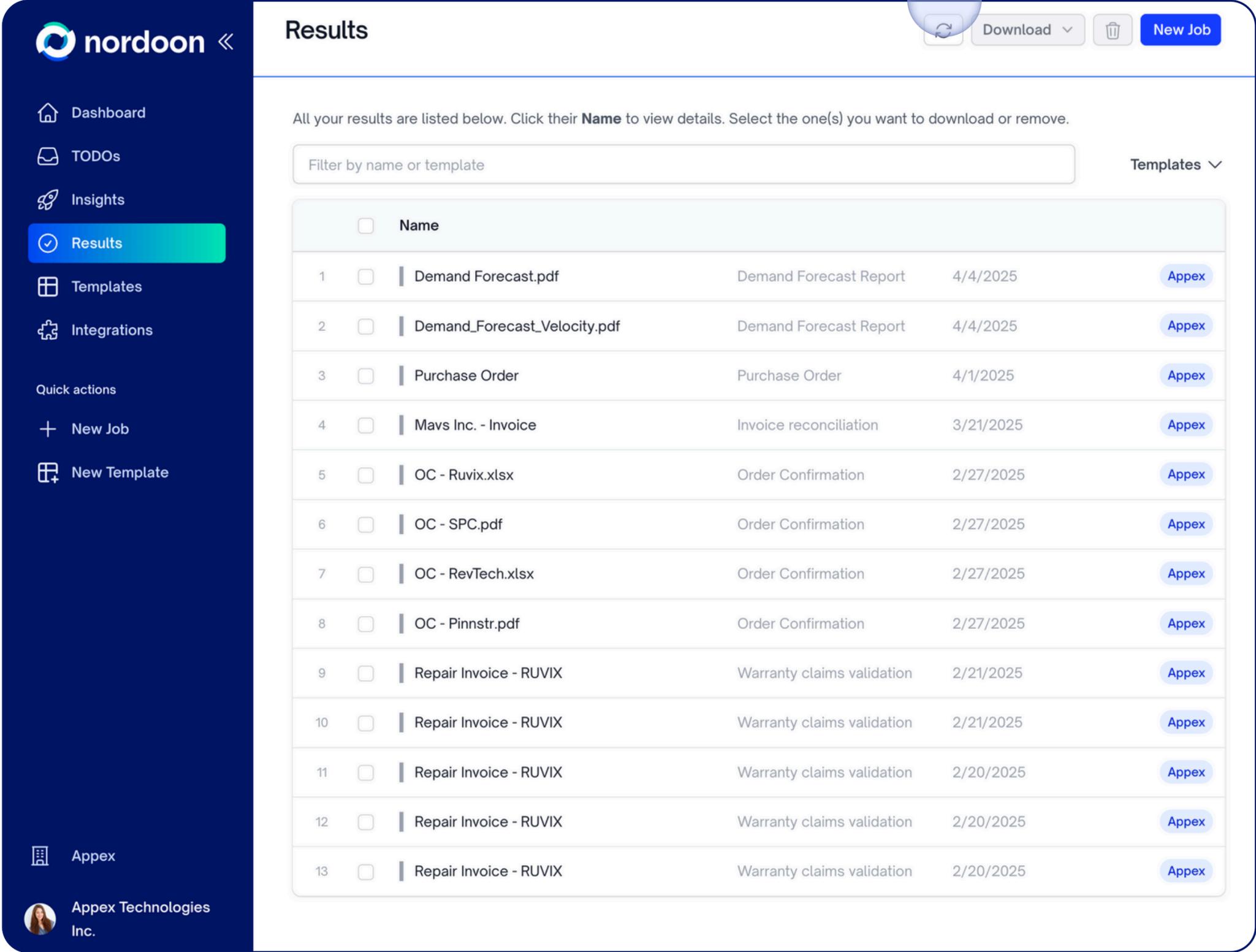
Refresh Download [trash] New Job

All your results are listed below. Click their **Name** to view details. Select the one(s) you want to download or remove.

Filter by name or template Templates ▾

	<input type="checkbox"/>	Name			
1	<input type="checkbox"/>	Demand Forecast.pdf	Demand Forecast Report	4/4/2025	Appex
2	<input type="checkbox"/>	Demand_Forecast_Velocity.pdf	Demand Forecast Report	4/4/2025	Appex
3	<input type="checkbox"/>	Purchase Order	Purchase Order	4/1/2025	Appex
4	<input type="checkbox"/>	Mavs Inc. - Invoice	Invoice reconciliation	3/21/2025	Appex
5	<input type="checkbox"/>	OC - Ruvix.xlsx	Order Confirmation	2/27/2025	Appex
6	<input type="checkbox"/>	OC - SPC.pdf	Order Confirmation	2/27/2025	Appex
7	<input type="checkbox"/>	OC - RevTech.xlsx	Order Confirmation	2/27/2025	Appex
8	<input type="checkbox"/>	OC - Pinnstr.pdf	Order Confirmation	2/27/2025	Appex
9	<input type="checkbox"/>	Repair Invoice - RUVIX	Warranty claims validation	2/21/2025	Appex
10	<input type="checkbox"/>	Repair Invoice - RUVIX	Warranty claims validation	2/21/2025	Appex
11	<input type="checkbox"/>	Repair Invoice - RUVIX	Warranty claims validation	2/20/2025	Appex
12	<input type="checkbox"/>	Repair Invoice - RUVIX	Warranty claims validation	2/20/2025	Appex
13	<input type="checkbox"/>	Repair Invoice - RUVIX	Warranty claims validation	2/20/2025	Appex

9 Use the **Refresh** button to update the status of documents currently being processed.



The screenshot shows the Nordoon interface with a sidebar on the left and a main content area. The sidebar includes navigation options like Dashboard, TODOs, Insights, Results (highlighted), Templates, and Integrations. The main content area is titled 'Results' and contains a table of document entries. A blue circular highlight is placed over the Refresh button in the top right corner of the main content area.

Results

All your results are listed below. Click their **Name** to view details. Select the one(s) you want to download or remove.

Filter by name or template Templates ▾

<input type="checkbox"/>	Name			
1 <input type="checkbox"/>	Demand Forecast.pdf	Demand Forecast Report	4/4/2025	Appex
2 <input type="checkbox"/>	Demand_Forecast_Velocity.pdf	Demand Forecast Report	4/4/2025	Appex
3 <input type="checkbox"/>	Purchase Order	Purchase Order	4/1/2025	Appex
4 <input type="checkbox"/>	Mavs Inc. - Invoice	Invoice reconciliation	3/21/2025	Appex
5 <input type="checkbox"/>	OC - Ruvix.xlsx	Order Confirmation	2/27/2025	Appex
6 <input type="checkbox"/>	OC - SPC.pdf	Order Confirmation	2/27/2025	Appex
7 <input type="checkbox"/>	OC - RevTech.xlsx	Order Confirmation	2/27/2025	Appex
8 <input type="checkbox"/>	OC - Pinnstr.pdf	Order Confirmation	2/27/2025	Appex
9 <input type="checkbox"/>	Repair Invoice - RUVIX	Warranty claims validation	2/21/2025	Appex
10 <input type="checkbox"/>	Repair Invoice - RUVIX	Warranty claims validation	2/21/2025	Appex
11 <input type="checkbox"/>	Repair Invoice - RUVIX	Warranty claims validation	2/20/2025	Appex
12 <input type="checkbox"/>	Repair Invoice - RUVIX	Warranty claims validation	2/20/2025	Appex
13 <input type="checkbox"/>	Repair Invoice - RUVIX	Warranty claims validation	2/20/2025	Appex

Appex
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10 You can select any **Result** to download your format of choice, delete, or use in a **New Job**.

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Dashboard
TODOs
Insights
Results
Templates
Integrations

Quick actions
+ New Job
New Template

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Results

All your results are listed below. Click their **Name** to view details. Select the one(s) you want to download or remove.

Filter by name or template Templates ▾

	<input type="checkbox"/>	Name			
1	<input type="checkbox"/>	Demand Forecast.pdf	Demand Forecast Report	4/4/2025	Appex
2	<input type="checkbox"/>	Demand_Forecast_Velocity.pdf	Demand Forecast Report	4/4/2025	Appex
3	<input type="checkbox"/>	Purchase Order	Purchase Order	4/1/2025	Appex
4	<input type="checkbox"/>	Mavs Inc. - Invoice	Invoice reconciliation	3/21/2025	Appex
5	<input type="checkbox"/>	OC - Ruvix.xlsx	Order Confirmation	2/27/2025	Appex
6	<input type="checkbox"/>	OC - SPC.pdf	Order Confirmation	2/27/2025	Appex
7	<input type="checkbox"/>	OC - RevTech.xlsx	Order Confirmation	2/27/2025	Appex
8	<input type="checkbox"/>	OC - Pinnstr.pdf	Order Confirmation	2/27/2025	Appex
9	<input type="checkbox"/>	Repair Invoice - RUVIX	Warranty claims validation	2/21/2025	Appex
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12	<input type="checkbox"/>	Repair Invoice - RUVIX	Warranty claims validation	2/20/2025	Appex
13	<input type="checkbox"/>	Repair Invoice - RUVIX	Warranty claims validation	2/20/2025	Appex

11 Click on **Templates** to open the management page of all your process templates.

The screenshot displays the Nordoon interface for managing process templates. The left sidebar contains navigation options: Dashboard, TODOs, Insights, Results, **Templates** (highlighted), Integrations, Quick actions, New Job, and New Template. The main content area is titled 'Process Templates' and includes a '+ New' button and a search filter. Below the filter is a table listing various templates.

↕ Name	↕ Created	↕ Organization
Demand Forecast Report	4/4/2025	Appex
Purchase Order	4/1/2025	Appex
Invoice	4/1/2025	Personal
Invoice reconciliation	3/21/2025	Appex
Order Confirmation	2/27/2025	Appex
Warranty claims validation	2/20/2025	Appex
Short Contract - GDPR	12/6/2024	Appex
Delivery Note	12/5/2024	Appex
Backorders	11/20/2024	Appex
Invoice - Power Automate Webinar Dec 5th	11/14/2024	Appex

At the bottom of the sidebar, the user's profile is shown as 'Appex Technologies Inc.' with a profile picture icon.

12 In the **Template Management** page, you can click the **+ New** button to create a new template.

The screenshot displays the 'Process Templates' page in the Nordoon application. The left sidebar contains navigation options: Dashboard, TODOs, Insights, Results, Templates (highlighted), Integrations, Quick actions, New Job, and New Template. The main content area features a table of templates with columns for Name, Created, and Organization. A '+ New' button is visible in the top right corner of the main area.

↑↓ Name	↑↓ Created	↑↓ Organization
Demand Forecast Report	4/4/2025	Appex
Purchase Order	4/1/2025	Appex
Invoice	4/1/2025	Personal
Invoice reconciliation	3/21/2025	Appex
Order Confirmation	2/27/2025	Appex
Warranty claims validation	2/20/2025	Appex
Short Contract - GDPR	12/6/2024	Appex
Delivery Note	12/5/2024	Appex
Backorders	11/20/2024	Appex
Invoice - Power Automate Webinar Dec 5th	11/14/2024	Appex

13 The Integrations option lets you connect Nordoon with external systems.

The screenshot shows the Nordoon Integrations page. On the left is a dark blue sidebar with navigation options: Dashboard, TODOs, Insights, Results, Templates, and Integrations (highlighted with a red circle). Below these are 'Quick actions' including '+ New Job' and '+ New Template'. At the bottom of the sidebar is the Appex logo and 'Appex Technologies Inc.' with a profile picture. The main content area is titled 'Integrations' and features a '+ New' button in the top right. Below the title is a search bar labeled 'Filter by name or type' and a 'Types' dropdown menu. The main area contains a table with the following data:

↕ Name	↕ Created	↕ Organization
✉ Backorders	11/22/2024	Appex
✉ Delivery Note	12/5/2024	Appex
✉ Short Contract - GDPR	12/6/2024	Appex
📄 Customer ID	4/4/2025	Appex
📄 Material ID	4/4/2025	Appex
📄 PO library	3/8/2025	Appex
📄 PO library - IR	3/21/2025	Appex
📄 PO library - TEST	3/21/2025	Appex
📄 Santa's Naughty or nice list	12/22/2024	Appex
📄 S Masterlist	12/20/2024	Appex
📄 Validation results for Backorders	3/28/2025	Appex
📄 Warranties covered	2/20/2025	Appex
📄 Warranties NOT covered	2/20/2025	Appex

14 Click the + New button to create a new integration.

The screenshot shows the Nordoon Integrations page. On the left is a dark blue sidebar with the Nordoon logo and navigation options: Dashboard, TODOs, Insights, Results, Templates, and Integrations (highlighted in red). Below these are 'Quick actions' including '+ New Job' and '+ New Template'. At the bottom of the sidebar is the Appex logo and 'Appex Technologies Inc.' with a profile picture.

The main content area is titled 'Integrations' and features a search bar 'Filter by name or type' and a 'Types' dropdown menu. A '+ New' button is circled in red in the top right corner. Below the search bar is a table of integrations:

↕ Name	↕ Created	↕ Organization
✉ Backorders	11/22/2024	Appex
✉ Delivery Note	12/5/2024	Appex
✉ Short Contract - GDPR	12/6/2024	Appex
☰ Customer ID	4/4/2025	Appex
☰ Material ID	4/4/2025	Appex
☰ PO library	3/8/2025	Appex
☰ PO library - IR	3/21/2025	Appex
☰ PO library - TEST	3/21/2025	Appex
☰ Santa's Naughty or nice list	12/22/2024	Appex
☰ S Masterlist	12/20/2024	Appex
☰ Validation results for Backorders	3/28/2025	Appex
☰ Warranties covered	2/20/2025	Appex
☰ Warranties NOT covered	2/20/2025	Appex

15 Here you can set up new integrations like Email, REST API, Lookup Tables, or ERP systems.

The screenshot displays the 'Create new Integration' page in the Nordoon application. On the left is a dark blue sidebar with navigation options: Dashboard, TODOs, Insights, Results, Templates, Integrations, Quick actions, New Job, and New Template. At the bottom of the sidebar are the Appex logo and 'Appex Technologies Inc.' The main content area is titled 'Create new Integration' and contains the instruction 'Select an integration template to get started.' Below this, there are two rows of integration templates. The first row includes 'Email' (highlighted in light blue), 'Rest API', and 'Lookup Table'. The second row includes 'SAP S/4 HANA', 'Dynamics 365', 'NetSuite', 'Workday', 'Xero', 'QuickBooks', and 'SalesForce'. Each template is represented by a square icon with the respective system's logo.

16 Quick actions enable fast access to new jobs or new templates. Start a task with a click on **+ New Job**.

nordoon <<

- Dashboard
- TODOs
- Insights
- Results
- Templates
- Integrations
- Quick actions
 - + New Job**
 - New Template

Appex

Appex Technologies Inc.

New Job

Template or Integration: Backorders Appex

Subject:

Drop file here or just click and write or copy text.
You can drop any PDF, Excel or image file.

Upload file

Start

How to process the file:

- Store Extractions
Results will be stored in our database and visible under the [Results](#) page.

17 + New Job: Select your template or integration.

The screenshot shows the Nordoon 'New Job' interface. On the left is a dark blue sidebar with the Nordoon logo and navigation links: Dashboard, TODOs, Insights, Results, Templates, Integrations, and Quick actions (New Job, New Template). The main content area is titled 'New Job' and contains a 'Template or Integration' dropdown menu. Below the dropdown is a list of templates and integrations, with 'Purchase Order' selected and highlighted in blue. Below the list is a file upload area with the text 'Drop file here or just click and write or copy text. You can drop any PDF, Excel or image file.' and an 'Upload file' button. At the bottom, there is a 'How to process the file:' section with a checked checkbox for 'Store Extractions' and a 'Start' button.

Template or Integration

Subject

- Backorders **Appex**
- Invoice reconciliation **Appex**
- Order Confirmation **Appex**
- Purchase Order **Appex****
- Short Contract - GDPR **Appex**
- Warranty claims validation **Appex**
- Backorders **Appex**
- Delivery Note **Appex**

Drop file here or just click and write or copy text.
You can drop any PDF, Excel or image file.

Upload file

How to process the file: **Start**

- Store Extractions**
Results will be stored in our database and visible under the [Results](#) page.

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18 + New Job: Enter a subject and upload files or drag and drop.

nordoon <<

Dashboard
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Quick actions

+ New Job
New Template

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New Job

Template or Integration: Purchase Order **Appex**

Subject:

Drop file here or just click and write or copy text.
You can drop any PDF, Excel or image file.

Upload file

How to process the file: Start

Store Extractions
Results will be stored in our database and visible under the [Results](#) page.

19 + New Job: Start processing your data.



Dashboard
TODOs
Insights
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Templates
Integrations

Quick actions

+ New Job

New Template

Appex

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New Job

Template or Integration: Purchase Order Appex

Subject: Purchase Order

File: Purchase Order.pdf

Purchase order

Dynamic Motors Corp
1500 E Cesar Chavez St
Austin, TX 78702
USA
Phone: (777) 555-1234

DATE
15/12/2024
PO NUMBER
98765

VENDOR
Ruvo Inc.
1835 Alum Creek Dr
Columbus, OH 43209
USA
Phone: (312) 555-0620

SHIP TO
Dynamic Motors Corp
1500 E Cesar Chavez St
Austin, TX 78702
USA
Phone: (777) 555-1234

SHIPPING TERMS	SHIPPING METHOD	DELIVERY DATE
345 €	The shipment will be carried out by DHL.	15/01/2025

ITEM #	DESCRIPTION	UNIT COST	QTY	TOTAL
VAI104	Turbochargers	300 €	35	10.500 €
VAI112	Performance Clutches	250 €	200	50.000 €
VAI113	Steering Wheels	75 €	95	7.125 €
VAI102	LED Headlight Bulbs	50 €	185	9.250 €
1000273	High Flow Air Filters	60 €	125	7.500 €
1000268	Fuel Injection Systems	200 €	125	25.000 €

SUBTOTAL 109.375 €
(TAX RATE) 8%
TAX 8.750 €
SHIPPING 345.00 €
OTHER 0.00 €

COMMENTS OR SPECIAL INSTRUCTIONS

TOTAL
118.470 €

How to process the file: Each file separately

Upload file Remove file Start

Select pages: [all](#) [first page](#) [last page](#)

Store Extractions
Results will be stored in our database and visible under the [Results](#) page.

20 + New Job: Allow approximately 30–60 seconds for processing, depending on the size and number of files.

The screenshot shows the Nordoon application interface. On the left is a dark blue sidebar with the Nordoon logo and navigation menu items: Dashboard, TODOs, Insights, Results, Templates, and Integrations. Below these are 'Quick actions' including a prominent '+ New Job' button and 'New Template'. At the bottom of the sidebar is the user profile for 'Appex Technologies Inc.'. The main content area is white and displays a 'Processing..' status. A central dark blue card contains a 'DID YOU KNOW...?' graphic with an envelope icon and the text: '...you can get a daily email report?' with a 'Learn more' link. At the bottom of the main area, a message states: 'You can navigate away from this page or start another extraction. Result will be available under the Results page.'

21 + New Job: Once processing is complete, you can download your data from the top-right.

The screenshot shows the Nordoon interface for a Purchase Order. The sidebar on the left contains navigation options: Dashboard, TODOs, Insights, Results, Templates, Integrations, Quick actions, New Job, and New Template. The top navigation bar includes a back arrow, the title 'Purchase Order', and buttons for 'Report Error', 'Download', and 'New Job'. A status bar at the top right shows '[Apex] Job Details 5:53:39 PM'. The main content area is divided into three steps: Step 1 (General Information), Step 2 (Items), and Done. Step 1 contains a table with PO details. Step 2 contains a table with 6 rows of items. A 'Purchase Order.pdf' download link is visible below the items table. At the bottom, a preview of the PDF document is shown.

Step 1 General Information

PO Number	98765
Customer Company Name	Dynamic Motors Corp
Customer Company Address	1500 E Cesar Chavez St, Austin, TX 78702, USA
Document Date	2024-12-15
Currency	EUR
Date	12/15/2024

Step 2 Items 6 rows

	SKU Code	Item Name	Quantity	Item Price	Total Price
1	VAI104	Turbochargers	35	300	10,500
2	VAI112	Performance Clutches	200	250	50,000
3	VAI113	Steering Wheels	95	75	7,125
4	VAI102	LED Headlight Bulbs	185	50	9,250
5	1000273	High Flow Air Filters	125	60	7,500
6	1000268	Fuel Injection Systems	125	200	25,000

[Purchase Order.pdf](#)

Purchase Order.pdf

Purchase order

Dynamic Motors Corp 1500 E Cesar Chavez St Austin, TX 78702 USA Phone: (777) 555-1234	DATE 15/12/2024 PO NUMBER 98765	
VENDOR: Ruvik Inc. 1835 Alum Creek Dr Columbus, OH 43001	SHIP TO: Dynamic Motors Corp 1500 E Cesar Chavez St Austin, TX 78702	

22 For new templates, you have 3 options: 1) upload a document, and the platform will recommend one; 2) create a custom template from scratch; 3) select any of the pre-built templates that suits you best.



Dashboard

TODOs

Insights

Results

Templates

Integrations

Quick actions

+ New Job

+ New Template

Create new Template

Select a process template from the list below or create a custom process template.



Upload your document



Create custom template

Procurement



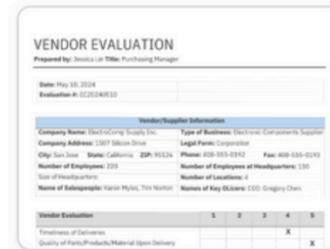
Order Confirmation



Sales Quotation



Backorders



Vendor Evaluation

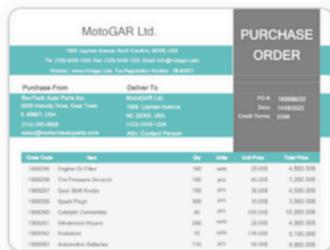


Short Contract



Long Contract

Sales



Purchase Order



RFQ



Demand Forecast Report



Sales Report

Finance

Apex

Apex Technologies Inc.

23 Pre-built Templates are available for typical processes across various departments: Procurement, Sales, Finance, Logistics and Shipping, Operations, and more.

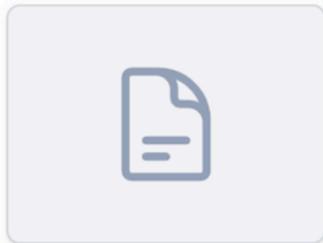


- Dashboard
- TODOs
- Insights
- Results
- Templates
- Integrations
- Quick actions
- New Job

New Template

Create new Template

Select a process template from the list below or create a custom process template.



Upload your document



Create custom template

Procurement



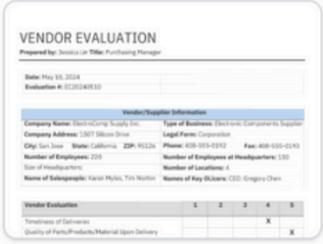
Order Confirmation



Sales Quotation



Backorders



Vendor Evaluation

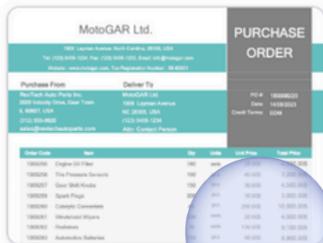


Short Contract



Long Contract

Sales



Purchase Order



RFQ



Demand Forecast Report



Sales Report

Finance

Appex

Appex Technologies Inc.

24 Nordoon lets you build your own template from scratch. Just click **Create custom template**.



- Dashboard
- TODOs
- Insights
- Results
- Templates
- Integrations

- Quick actions
- + New Job

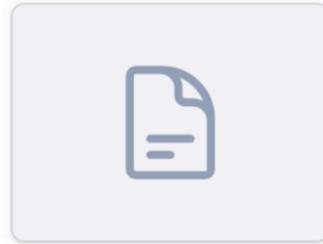
New Template

Apex

Apex Technologies Inc.

Create new Template

Select a process template from the list below or create a custom process template.



Upload your document



Create custom template

Procurement



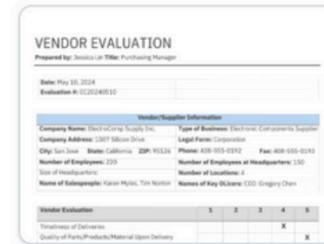
Order Confirmation



Sales Quotation



Backorders



Vendor Evaluation

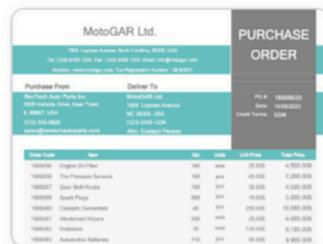


Short Contract



Long Contract

Sales



Purchase Order



RFQ



Demand Forecast Report



Sales Report

Finance

25 Click the organization name to view key information about your company.

The screenshot displays the Nordoon user interface. On the left is a dark blue sidebar with the Nordoon logo and navigation menu items: Dashboard, TODOs, Insights, Results, Templates, Integrations, Quick actions, New Job, and New Template. At the bottom of the sidebar, there is a circular profile icon for 'Appex' and the text 'Appex Technologies Inc.'.

The main content area is titled 'Appex' and shows the following information:

- Available credits: 231
- 2025 / 4 (dropdown)
- Report (dropdown)
- History (button)

Below this is a navigation bar with tabs: Users (selected), Processed jobs, REST API, Audit trail, Trust Center, and Invoices.

The 'Users' tab displays a table with the following data:

Name	Role	
 Appex Technologies Inc. appext.inc@gmail.com	admin	-

At the bottom of the main content area, there is a status indicator:  Data residency: EU

26 With a click on your profile, you can view details on credits and processes. You have options to manage your profile and access to resources via the Trust Center.

The screenshot displays the Nordoon user interface. On the left is a dark blue sidebar with the Nordoon logo and navigation menu items: Dashboard, TODOs, Insights, Results, Templates, Integrations, Quick actions, New Job, and New Template. At the bottom of the sidebar, there are icons for 'Appex' and 'Appex Technologies Inc.'.

The main content area is light blue and contains the following sections:

- User Profile:** Shows a profile picture, the name 'Appex Technologies Inc.', and email 'appext.inc@gmail.com'. There are 'Manage' and 'Logout' buttons.
- Settings:** A 'Debug mode' toggle switch is currently off. Under 'Organizations', 'Appex' is selected and 'Personal' is highlighted in yellow.
- Credits Table:** A table with two columns: 'Organization' and 'Available credits'. It lists 'Appex' with 231 credits and 'Personal' with 97 credits. Each row has a 'History' button.
- Invite a friend and earn free credits:** A section with a text box for an email address and an 'Invite' button. Text below explains the reward: 'Invite a friend to Nordoon and earn 100 free credits when they sign up. When they subscribe to a paid plan you will earn additional 1000 free credits.'
- Navigation Tabs:** A row of tabs: 'Processed jobs' (selected), 'User details', 'REST API', 'Audit log', 'Appex audit log', and 'Trust Center'.
- Processed Jobs Table:** A table with columns: 'Start', 'End', and 'Message'. It contains three rows of job data, each with a refresh icon and a book icon.

			Start	End	Message	
1	✓	🌐	4/10/2025, 5:53:21 PM	5:53:40 PM	Purchase Order	🔄
2	✓	🌐	4/4/2025, 3:02:54 PM	3:03:21 PM	[unknown]	📖
3	✓	🌐	4/4/2025, 2:29:39 PM	2:30:12 PM	[unknown]	📖