

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

End User Guide

Goods Receipt Inspection Lot Supplier Negotiation using SAP Build Process Automation or SAP Workflow Management

1 Table of Contents

01.Overview	3
02.My Inbox Task.....	4
2.1 Without Supplier task.....	4
2.1.A Procurement User task – Send to Supplier	4
2.1.B Procurement User task - Submit	6
2.1.C Approver task – Accept/Return to Vendor/Write-off.....	7
2.2 With Supplier Task.....	8
2.2.A Procurement User task - Send to Supplier	8
2.2.B Supplier Task.....	8
2.2.C Procurement user task - Submit	10
2.2.D Approver Task – Accept/Return to Vendor/Write-off.....	10
2.3 Admin Task.....	10
03.Process Visibility Workspace	12
Access Process Workspace with SAP Build Process Automation	12
Access Process Workspace with SAP Workflow Management.....	12

01.Overview

This document provides information about how to use the user interfaces of the workflow content package **Goods Receipt Inspection Lot Supplier Negotiation**. Below are the main audiences of this document:

- Initiator – Procurement user.
- Approver – Includes Head of Department or Manager etc.

This content package will enable SAP S/4HANA customers to automate the identification of rejected Goods Receipt Inspection Lots, negotiation of rejected lot quantity with the Supplier and submit for Approval without additional development in SAP S/4HANA system. It provides flexibility in choosing process variants “without Supplier task”, “with Supplier task” depending on attributes like Company Code, Plant, Purchasing Organization etc. When a Goods Receipt Inspection Lot is rejected in S/4 HANA, system will trigger a workflow task to the Procurement user. The Procurement user will send negotiation proposal to the Supplier. Then a pre-configured process variant is triggered in SAP Build Process Automation or SAP Workflow Management based on configurable business conditions to send a mail or generate a workflow task to the Supplier. When the Supplier responds, user will be notified and can “Submit” it for Approval. On approval, for rejected quantity material document is posted in SAP S/4HANA system. On Return to vendor/Write-off a notification will trigger to the Procurement user.

Salient features of this content package are mentioned below:

- Plug and Play with SAP S/4HANA without any additional development.
- Process steps delivered to approve rejected Goods Receipt Inspection lot quantity.
- Automatic email notification to parties involved.
- Business Rules provides flexibility in determining Procurement user, Approver determination strategy.
- New variant of the process can be created using the pre-delivered process steps in a no-code / low-code approach.
- Out-of-the-box visibility into key process performance indicators of the asset.

02.My Inbox Task

The **Goods Receipt Inspection Lot Supplier Negotiation** package enables Procurement User & Supplier to view the tasks in My Inbox to negotiate the rejected/blocked quantity from Goods Receipt Inspection Lot. Once the negotiation is finalized Procurement user will Submit it for Approval. Approver My Inbox will have 3 tasks Accept/Return to Vendor/Write-off.

2.1 Without Supplier task

2.1.A Procurement User task – Send to Supplier

“My Inbox” application enables line of business users to claim and complete their task. Please go through [SAP My Inbox documentation](#) for more details.

Once the Goods Receipt Inspection Lot is rejected, user will get the email notification and task is generated. Click on “My Inbox”,



Screenshot 1

The Procurement user interface initiates the negotiate of rejected/blocked quantity for Goods Receipt Inspection Lot has five following sections.

1. Header Data – to view the Goods Receipt Inspection Lot details.

- Inspection Lot
- Company Code
- Purchase Organization

2. General data - to view the Goods Receipt Inspection Lot details.

- Material
- Lot Quantity
- Rejected Quantity
- Base unit of measure
- Valuation code
- Usage Decision
- Plant
- Storage Location
- Batch
- Vendor

- Purchase Document/item

Price Negotiation of Inspection Lot as Procurement Team

Header Data

Inspection Lot: 10000000317
 Company code: 1010
 Purchase Organization: 1010

General Data

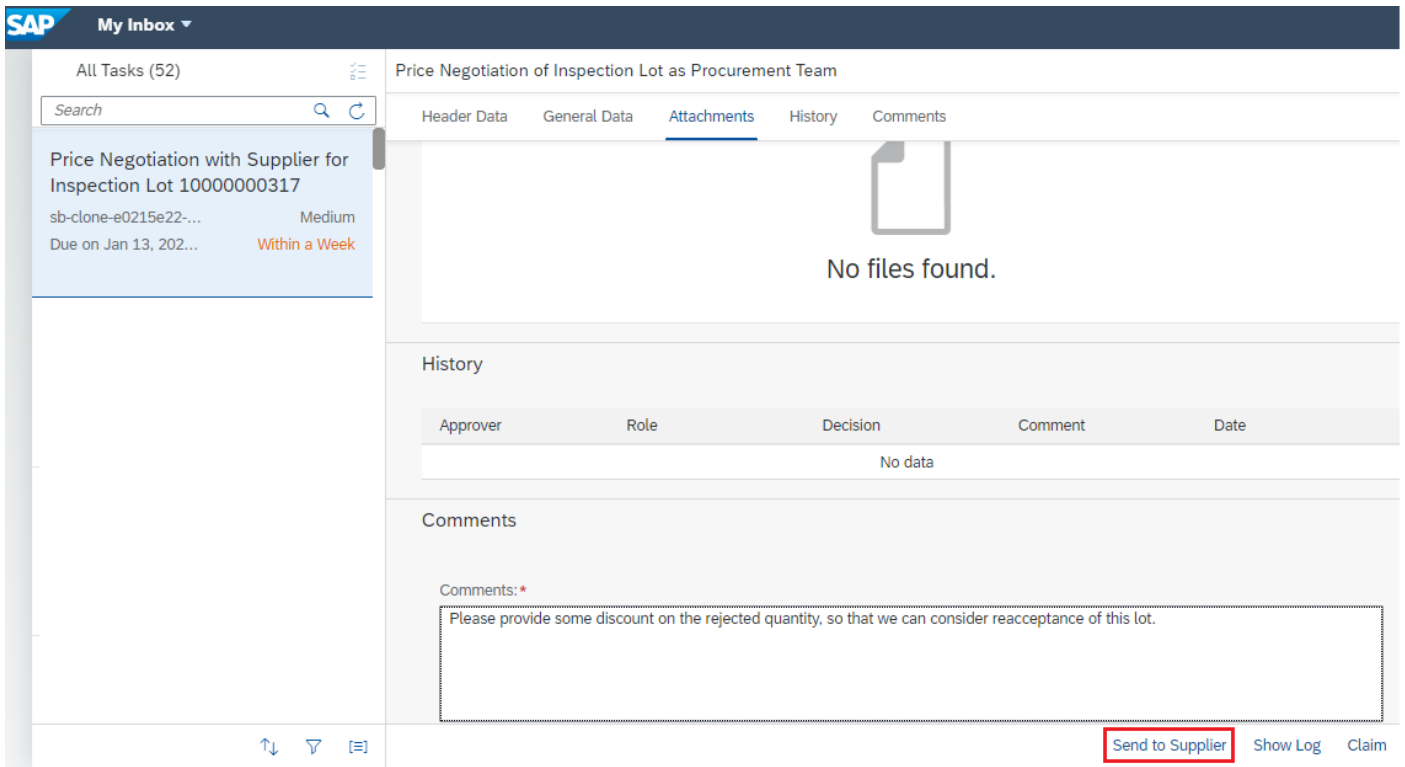
Material: INSLOT QM Regular
 Lot Quantity: 5
 Rejected Quantity: 2
 Base unit of Measure: PC
 Valuation Code: R
 Usage Decision: R1
 Plant: 1010 Plant 1 DE
 Storage Location: 101A
 Batch: INS1
 Vendor: 10100088
 Purchase Document/Item: 4500000017/00010

Screenshot 2

3. Attachments – to view or upload the attachments, if any.
4. History - to view the record of the user & supplier comments, if any.
5. Comments - to capture comments from Procurement user.

Procurement user task contain comment box for negotiation comments and a task “Send to Supplier”.

This “Send to Supplier” task will trigger a mail to the respective Supplier with Procurement user comments. Supplier will reply to that mail.



Screenshot 3

2.1.B Procurement User task - Submit

Upon completion of “Send to Supplier” task, a task is triggered to the Procurement user for “Submit”. Refer the article [2.1.A Procurement User My Inbox task – Send to Supplier](#) for screen details.

Procurement user interface will have the upload option to attach the Supplier response mail copy and “Submit” button with following functionality.

- Submit - Triggers the Approval task as per the business rule.

The screenshot shows the SAP My Inbox interface. On the left, there is a task card for 'Price Negotiation with Supplier for Inspection Lot 10000000317' with a due date of Jan 13, 2022, and a status of 'Within a Week'. The main area displays the task details for 'Price Negotiation of Inspection Lot as Procurement Team'. It includes tabs for 'Header Data', 'General Data', 'Attachments', 'History', and 'Comments'. The 'Attachments' tab shows one attachment: 'Price Negotiation with Procurement Team for Goods Receipt Inspection Lot 10000000317.msg', uploaded on Jan 13, 2022, at 8:06:38 PM, with a file size of 119.0 KB. The 'History' tab contains a table with the following data:

Approver	Role	Decision	Comment	Date
[Redacted]	Procurement User	Sent to Supplier	Please provide some discount on the rejected quantity, so that we can consider reacceptance of this lot.	Jan 13, 2022 20:03:21 PM

The 'Comments' section has a text area with the text 'Validate & Approve'. At the bottom right, the 'Submit' button is highlighted with a red box, along with 'Show Log' and 'Claim' buttons.

Screenshot 4

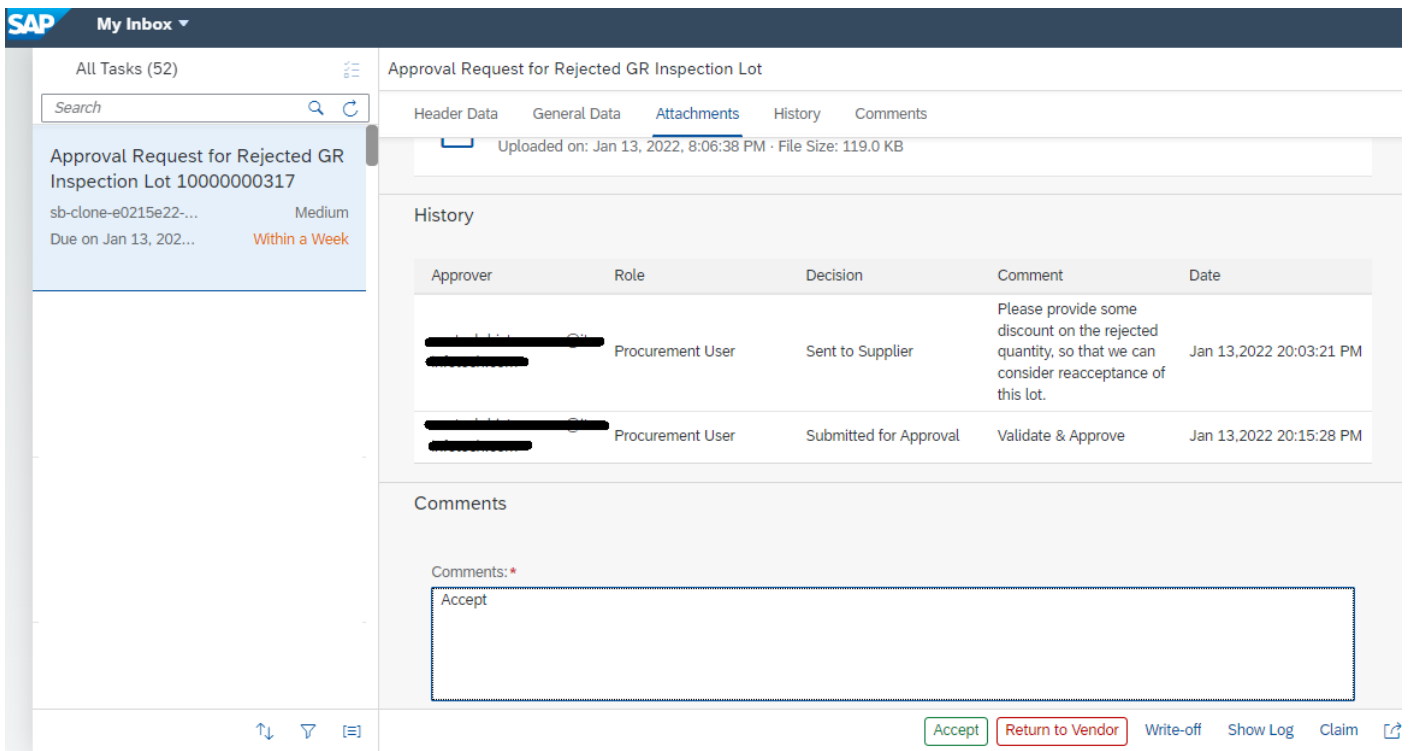
2.1.C Approver task – Accept/Return to Vendor/Write-off

Upon completion of “Submit” task, Approver will be identified by the business rule, notified with a mail, and get a task in My Inbox of workflow management.

Refer the article [2.1.A Procurement User My Inbox task – Send to Supplier](#) for screen details.

Approver user interface will have Comment box and can make one of the three following decisions.

- Accept – a material document will be posted in the S/4 HANA to move the stock from Blocked to Unrestricted stock. Also, a confirmation mail will be triggered to the Procurement user.
- Return to vendor – A mail notification will be triggered to Procurement user about the decision.
- Write-off - A mail notification will be triggered to Procurement user about the decision.



Screenshot 5

User can confirm document posting in “Post Goods Movements” app.



Screenshot 6

2.2 With Supplier Task

2.2.A Procurement User task - Send to Supplier

Refer the article [2.1.A Procurement User task – Send to Supplier](#) for Procurement User task.

2.2.B Supplier Task

Supplier user interface enables the conversion between Supplier & Procurement user, has four

following sections.

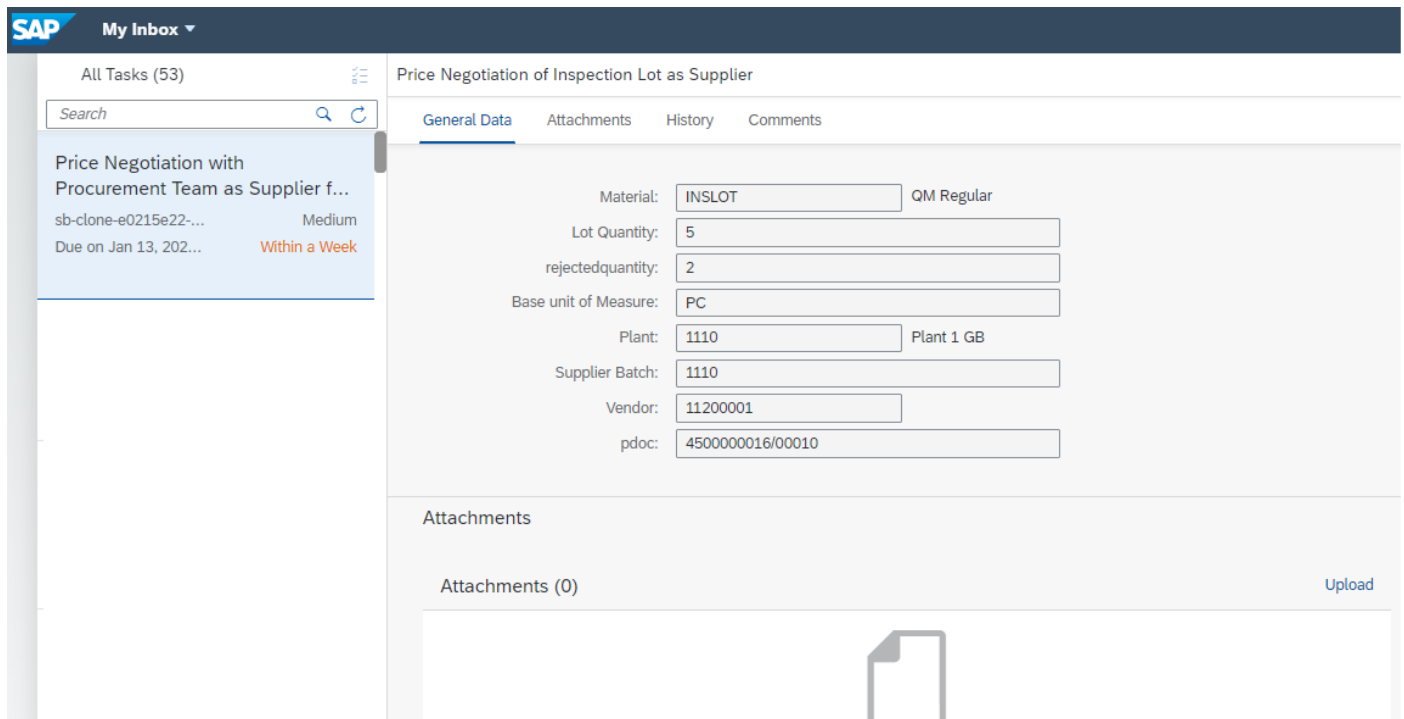
1. General Data – to view the material details with rejected quantity.

- Material
- Lot Quantity
- Rejected Quantity
- Base unit of measure
- Plant
- Supplier Batch
- Vendor
- Purchase document/item

2. Attachments – to view or upload the attachments, if any.

3. History - to view the record of the user & supplier comments.

4. Comments - to capture comments from Supplier.



Screenshot 7

Upon completion of previous Procurement user task, Supplier will get a task.

Supplier user interface will have the comment box and a task button “Submit” with the following functionality.

- Submit – Trigger a task & mail to the Procurement user.

Price Negotiation of Inspection Lot as Supplier

General Data | **Attachments** | History | Comments

Attachments (1) Upload

Terms and contions.docx
 Uploaded on: Jan 13, 2022, 8:40:47 PM - File Size: 824.3 KB ×

History

Approver	Role	Decision	comment	Date
[Redacted]	Procurement User	Sent to Supplier	Please provide some discount on the rejected quantity, so that we can consider reacceptance of this lot.	Jan 13,2022 20:37:16 PM

Comments

Comments:*

Submit Show Log Claim

Screenshot 8

2.2.C Procurement user task - Submit

Refer the article [2.1.A Procurement User My Inbox task - Submit](#) for Procurement User task.

2.2.D Approver Task – Accept/Return to Vendor/Write-off

Same steps can be followed as mentioned in the Article [2.1.C Approver task – Accept/Return to Vendor/Write-off](#) to continue with the approval tasks.

2.3 Admin Task

If the Approver is not determined/maintained in the Business rule, Admin task will be triggered to the

respective user.

Admin user interface will have six following sections,

1. Error Description – to view the Task owner not defined error.
2. Task owner assignment – Approver user ID & mail ID can be assigned.
3. History – to view the record of the user & supplier comments.
4. Comments – to capture comments from Admin.
5. Header – Refer the article [2.1.A Procurement User My Inbox task – Send to Supplier](#).
6. General Data - Refer the article [2.1.A Procurement User My Inbox task – Send to Supplier](#).

The screenshot displays the SAP My Inbox interface. On the left, a sidebar shows 'All Tasks (53)' with a search bar and a list of tasks. The main area shows a task titled 'IT Support - Approver Assignment'. The task title is 'Task Owner is not defined for Inspection Lot - 10000000319 at the step Procurement Head'. Below the title, there is a description: 'Administrator can decide to update approver details here manually or fix the Business Rule or External Service to determine approvers automatically and decide to retry.' The task was created on Jan 13, 2022, by 'sb-clone-e0215e22-b660-480f-b102-116959a0eb7b1b95519|workflow1b10150' with a priority of 'Medium'. The task has several tabs: 'Error Description', 'Task Owner Assignment', 'History', 'Comments', 'Header', and 'General Data'. The 'Error Description' tab is active, showing the error message: 'Task Owners not defined for Procurement Head for Inspection Lot 10000000319'. Below this, the 'Task Owner Assignment' section has three input fields for 'Users:', 'Groups:', and 'Email:'. At the bottom right, there are buttons for 'Assign Processor', 'Retry', 'Show Log', 'Claim', and 'Forward'. The 'Assign Processor' button is highlighted with a red box.

Screenshot 9

Task owners can be assigned in the “Task owner Assignment” section & “Assign Processor”, “Retry” buttons with the following functionality,

- Assign Processor - Task will be generated to the assigned Approvers and a mail will be triggered as well.
- Retry – Admin can correct the respective Approver determination policy and by Retry button task will be generated to the Assigned approver & triggers a mail.

Same Admin task can be followed in case of failure in determining the Procurement user & Supplier. Only name of the Admin task will differ.

03.Process Visibility Workspace

Process Visibility enable Process Owners and Process Operators to gain real time visibility on processes and key process performance indicators. Process visibility capability enables customers to gain out of the box visibility into their deployed processes. Please refer [help documentation](#) for more details.

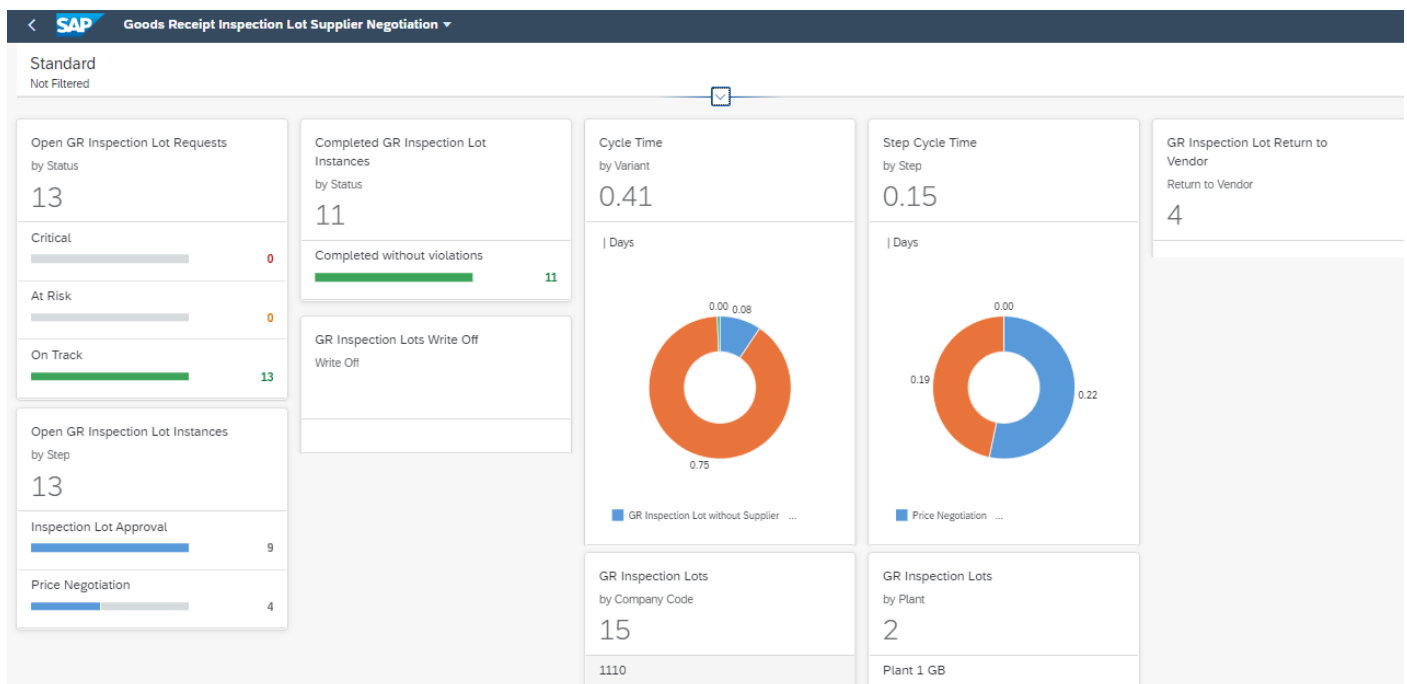
The “Goods Receipt Inspection Lot Supplier Negotiation” content package provides such out of the box visibility and process performance indicators for all the active process variants in SAP Build Process Automation or SAP Workflow Management. A process owner or line of business expert can enhance the visibility scenario.

Access Process Workspace with SAP Build Process Automation

1. The administrator would have added a tile in the central Fiori Launchpad that corresponds to the scenario “Goods Receipt Inspection Lot Supplier Negotiation”. For more information on how to add scenario-specific tiles, refer to the [help documentation](#).
2. Click the scenario-specific tile in the Fiori Launchpad.
3. User will see the detailed process visibility dashboard.

Access Process Workspace with SAP Workflow Management

1. Go to Process Flexibility Cockpit.
2. Select Goods Receipt Inspection Lot Supplier Negotiation.
3. Click Live Process Insights Goods Receipt Inspection Lot Supplier Negotiation.
4. User will see the below detailed process visibility dashboard.



Screenshot 10

Please go through [help documentation](#) on how to access process workspace.

