SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

End User Guide

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

THE BEST RUN

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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.

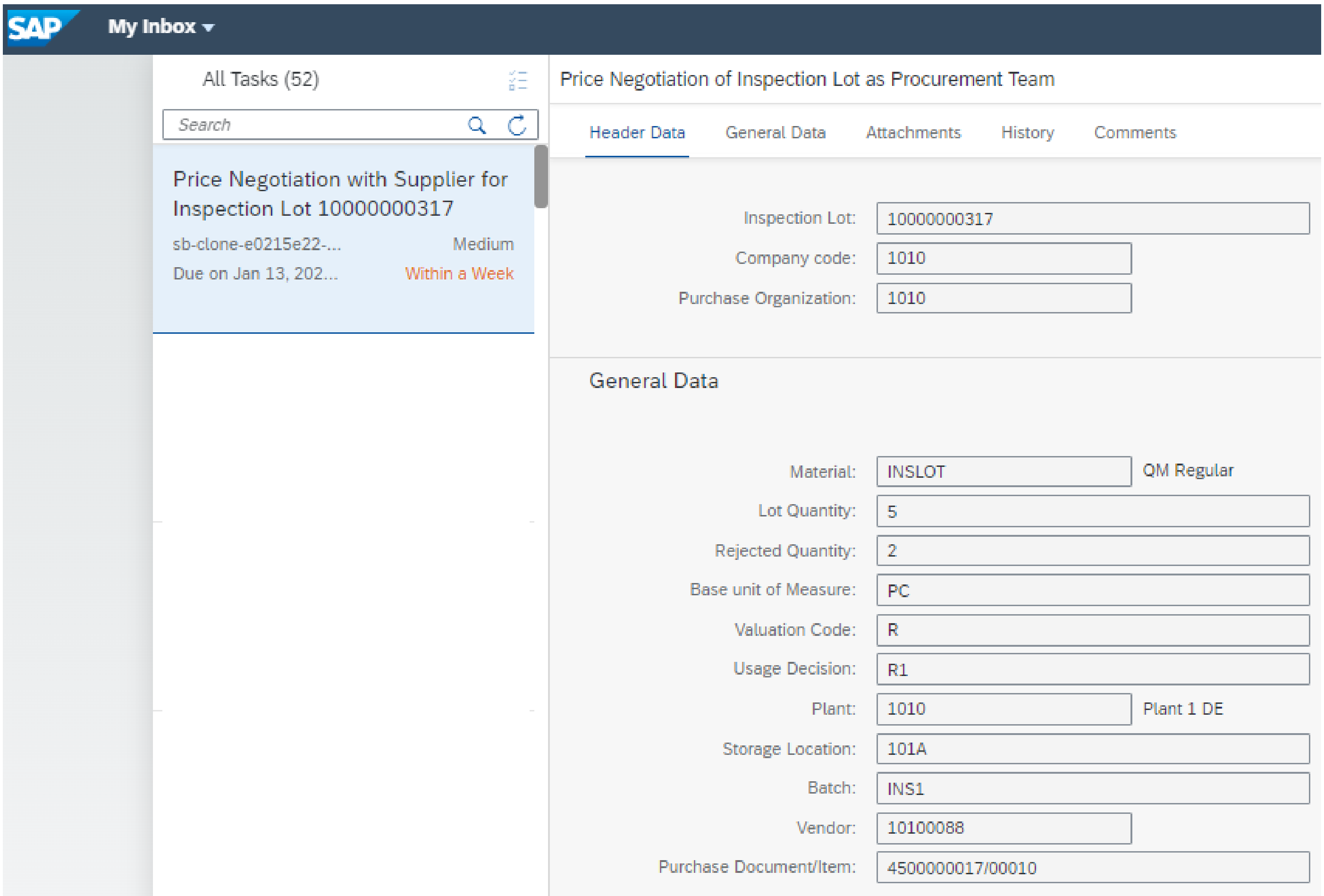
1. Header Data – to view the Goods Receipt Inspection Lot details.

- 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



Screenshot 2

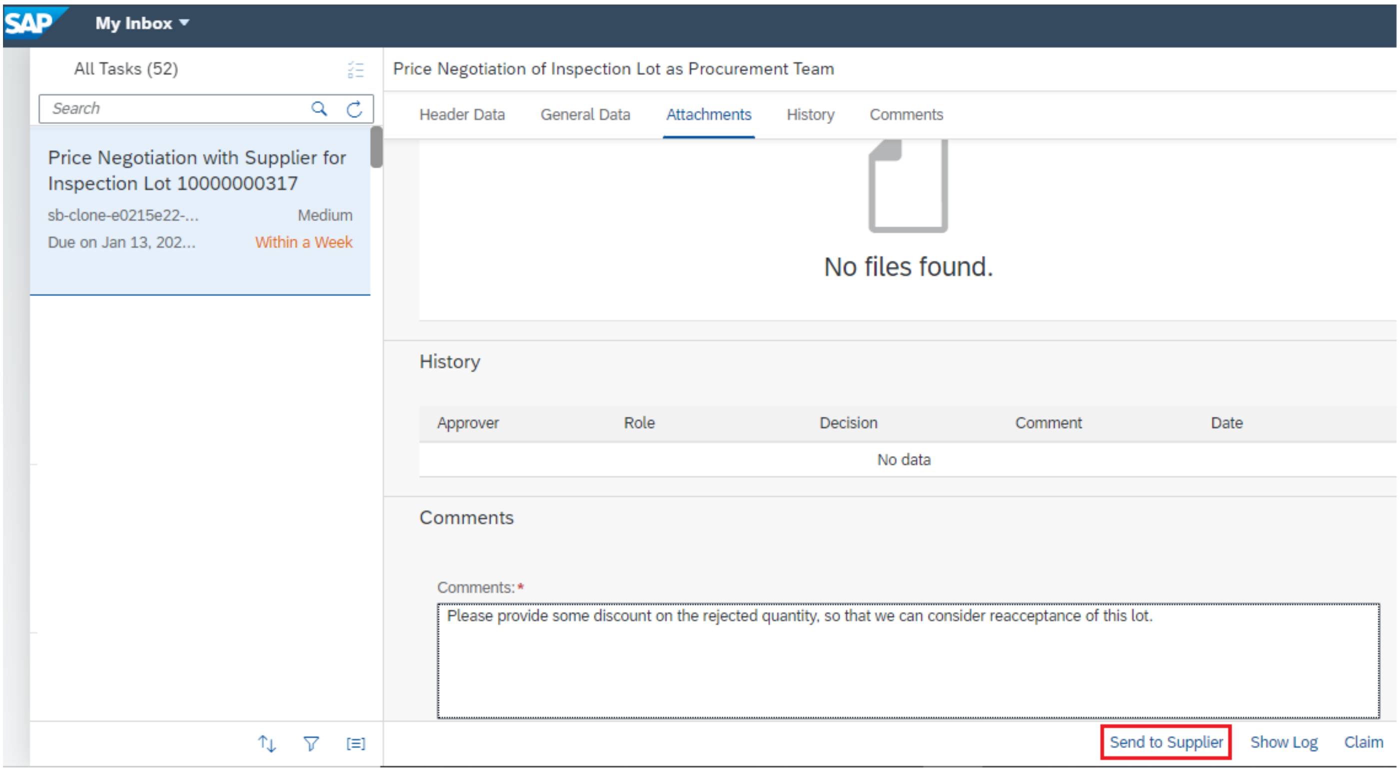
3. Attachments – to view or upload the attachments, if any.

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

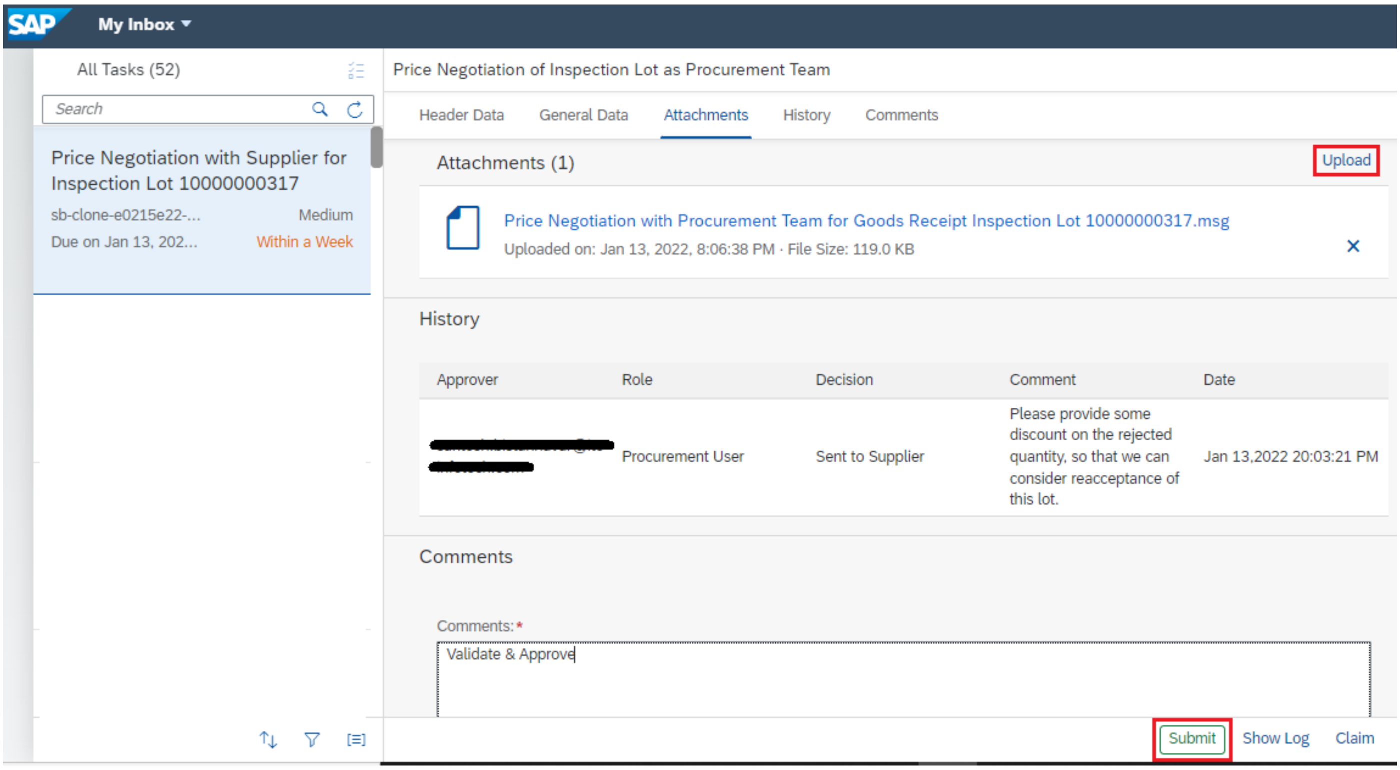
2.1.B Procurement User task - Submit

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.



Screenshot 4

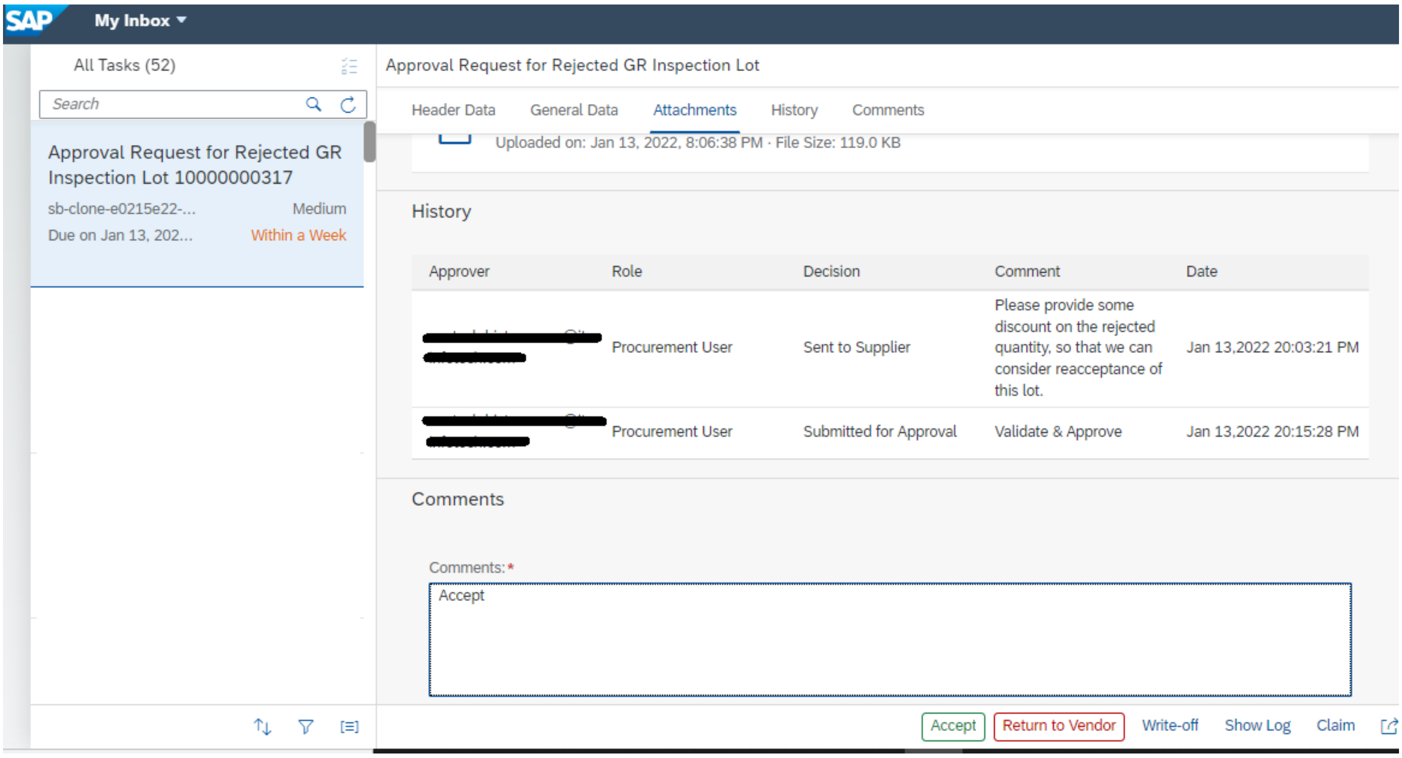
2.1.C Approver task – Accept/Return to Vendor/Write-off

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

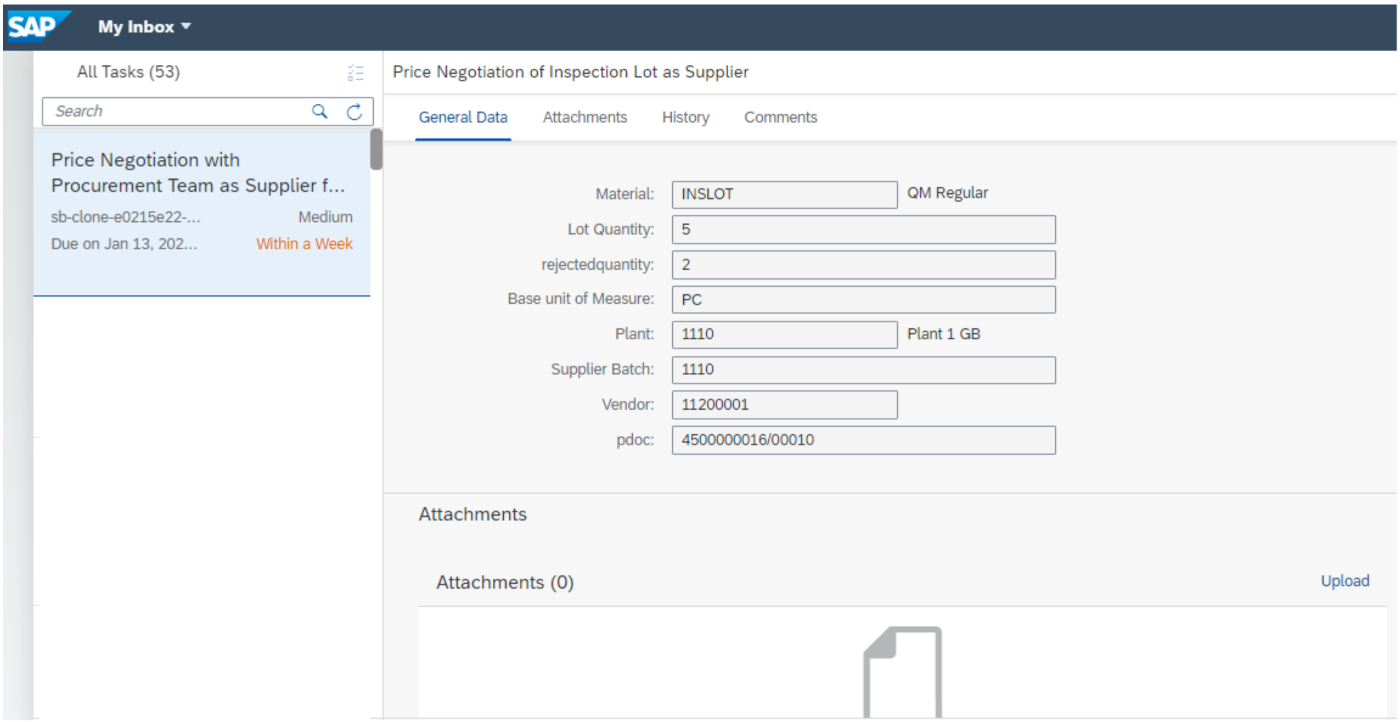
2.2.A Procurement User task - Send to Supplier

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.

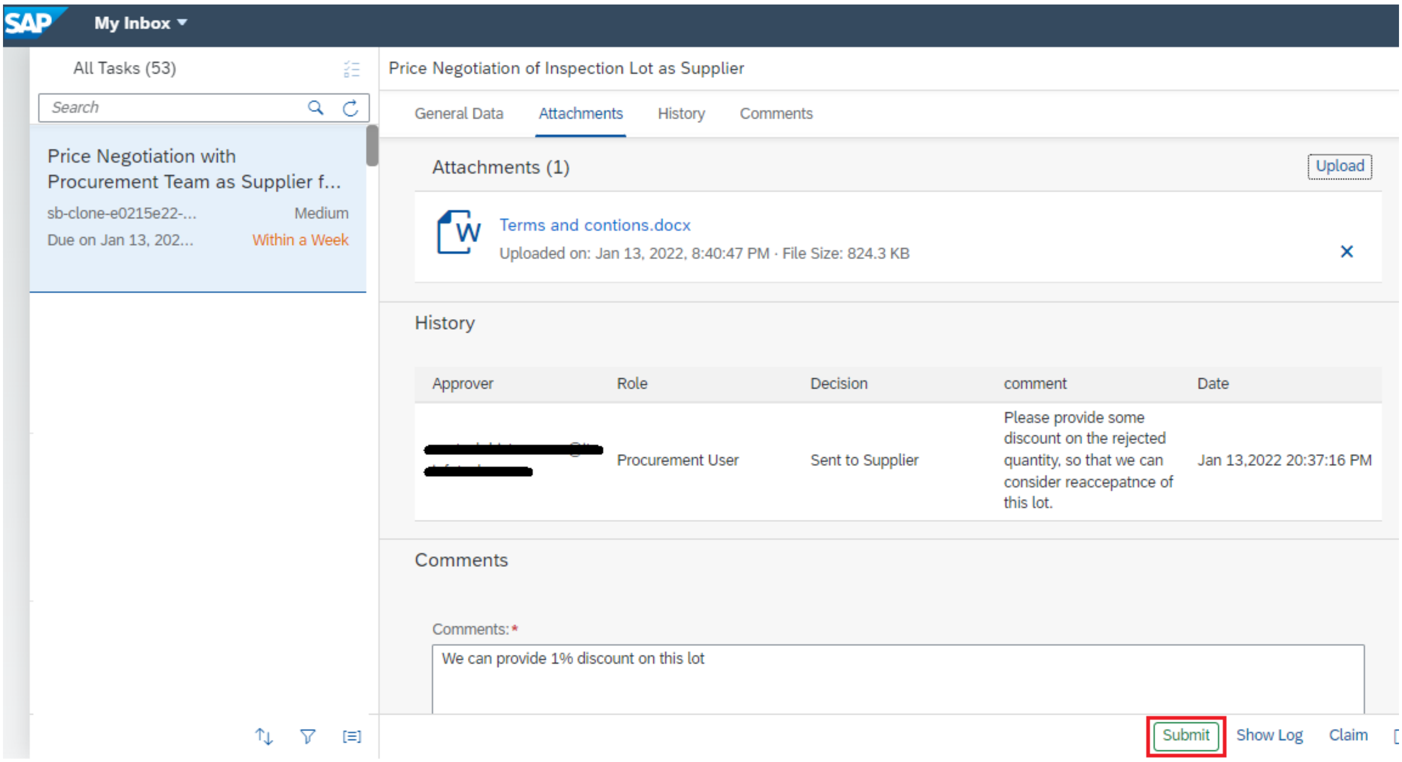


Screenshot 7

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.



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

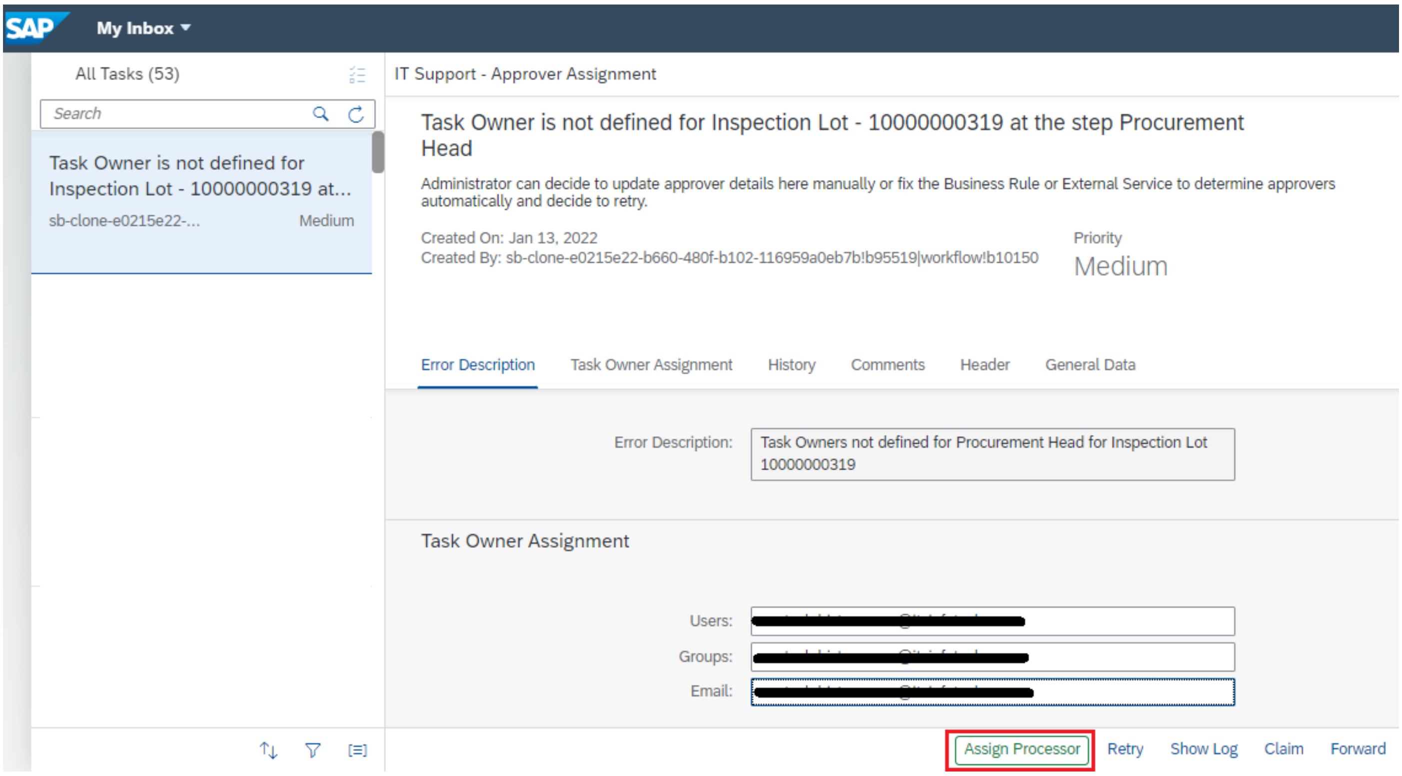
Same steps can be followed as mentioned in the Article *2.1.C Approver task – Accept/Return to Vendor/Write-off* to continue with the approval tasks.

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*.



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.

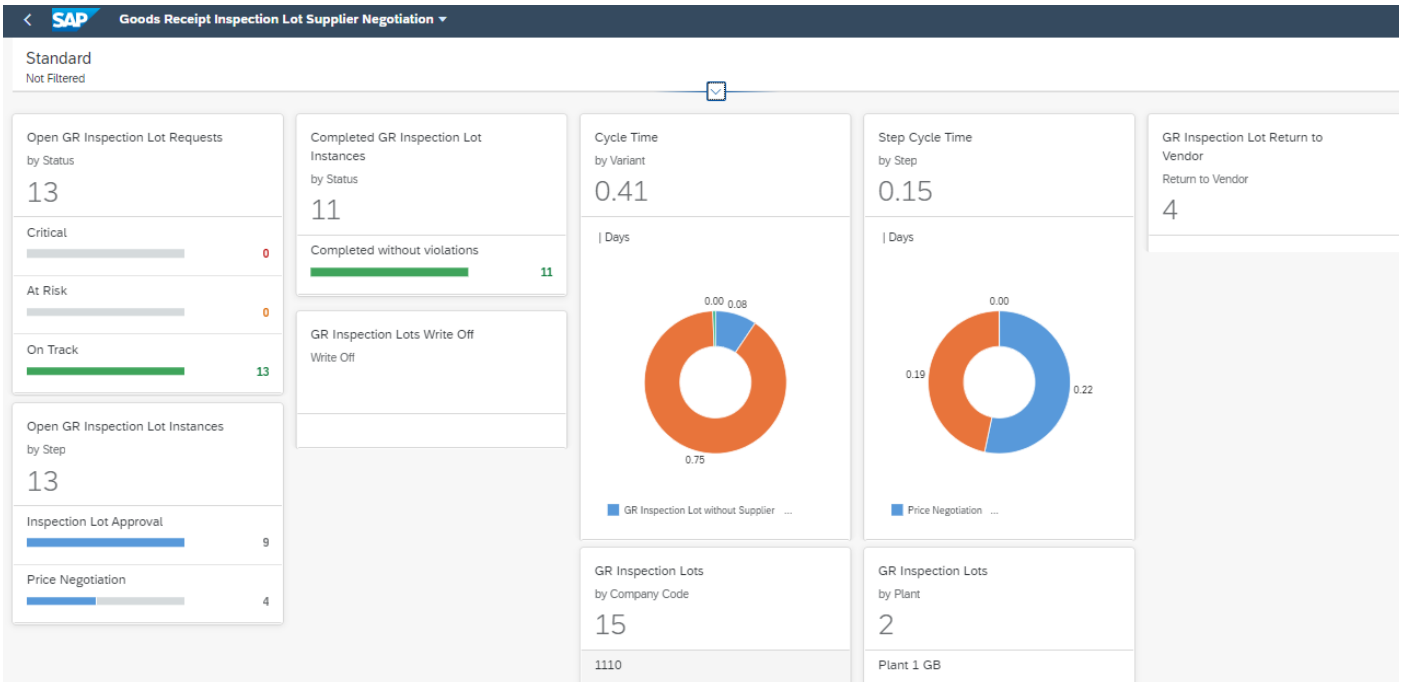
The "Goods Receipt Inspection Lot Supplier Negotiation" content package provides such out of the box visibility and process performance indicators for all the active process variants in SAP Build Process Automation or SAP Workflow Management. A process owner or line of business expert can enhance the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