

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

End User Guide

Supplier Lock with SAP Workflow Management or SAP Build Process Automation

Table of Contents

Table of Contents	2
Overview	3
My Inbox Task	4
Decide Material Actions	4
Process Visibility Workspace.....	7
Access Process Workspace with SAP Build Process Automation.....	7
Access Process Workspace with SAP Workflow Management	7

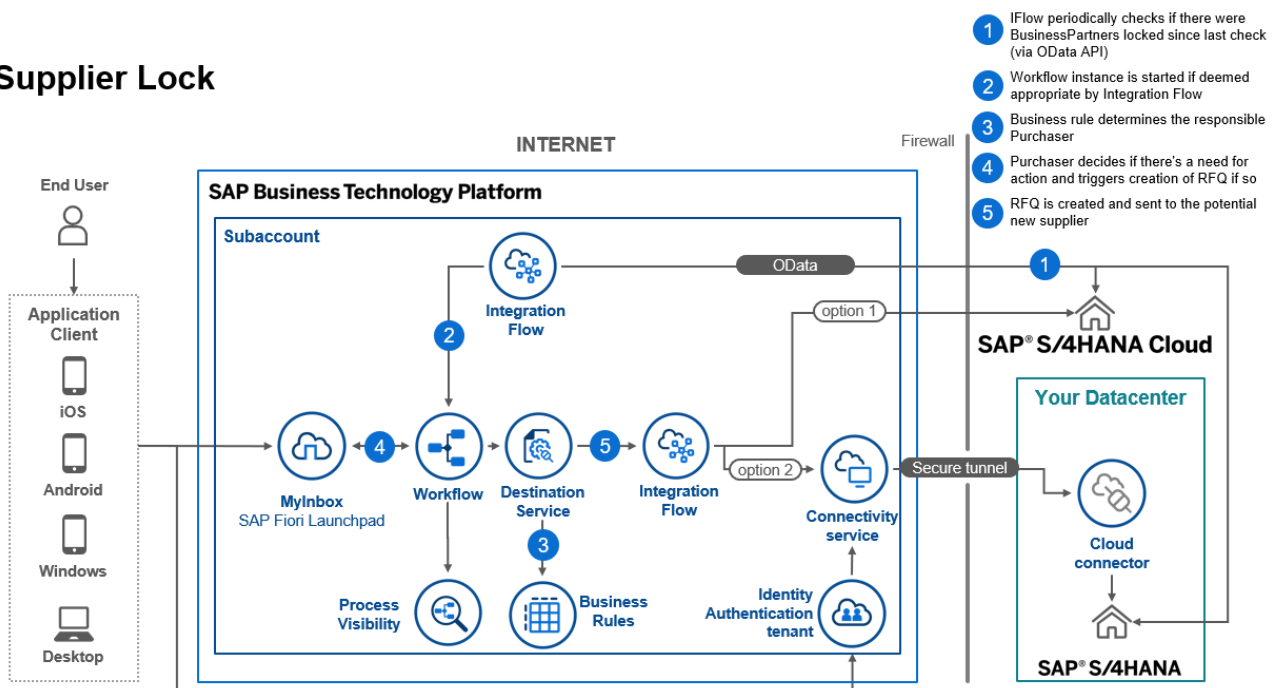
Overview

This document provides information about how to use the Supplier Lock using SAP Workflow Management or SAP Build Process Automation. Purchasers & other approvers are the target users of this document.

In situations, where a company decides to remove a supplier from their business network (e.g. to change to a different supplier), some actions need to be taken. In this situation, it is necessary to evaluate all business relations with the old supplier by analyzing source list entries, valid info records, open contracts and find suitable replacements. This can be done by sending out an RFQ for each material without source.

- Automatically detect when a Business Partner of type supplier was marked as locked in the system
- Compile a list of all affected materials from Purchase Contracts, Central Purchase Contracts, Purchasing Info Records and Purchasing Source Lists
- Offer user tasks for the responsible Purchaser based on the Purchasing Organization of the affected materials, giving the Purchaser the possibility to select materials relevant for creation of an RFQ

Supplier Lock



My Inbox Task

The Supplier Lock enables the Purchaser to view the approval tasks in My Inbox for deciding for which materials to create new Requests for Quotation.

Decide Material Actions

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

This task is the central task of this workflow and will get created for each Purchase Organization of the locked Supplier as the information shown is specific to the Purchase Organization

The approval user interface to Decide Material Actions has three sections:

Decide Material Actions

Process Started by: [Redacted]
Started At: 04-05-2022 17:55:46
Due Date: 05-05-2022 17:55:46

Supplier Header Data

Supplier: 3100000000 Name: CPH Vendor 1
Last Changed: 14-03-2021 00:00:00 (ANDREASK) Address:
Contact Person: Purchasing Info: WFADMIN
Created: 14-05-2020 00:00:00 (UTTARWAR) Purchase Organisation: DE01

RFQ Materials

Materials (36)

RFQ	Material (Material Type)	Source	Original Quantity	Original Price	Additional Data *
<input checked="" type="checkbox"/>	Semi Finished Good 1 Bootcamp CPH_01 (HALB)	Purchase Contract	50 PC		Add Details
<input type="checkbox"/>	Semi Finished Good 1 Bootcamp CPH_01 (HALB)	Purchase Contract	50 PC		N/A
<input checked="" type="checkbox"/>	Semi Finished Good 1 Bootcamp CPH_01 (HALB)	Purchase Contract	70 PC		Add Details
<input type="checkbox"/>	Semi Finished Good 1 Bootcamp CPH_01 (HALB)	Purchase Contract	35 PC		N/A
<input type="checkbox"/>	Semi Finished Good 1 Bootcamp CPH_01 (HALB)	Purchase Contract	50 PC		N/A

[Create RFQs for Selected Materials](#) [Show Log](#) [Release](#) [Forward](#) [↗](#)

1. Process header data – will show information about who started the process, when the task was started and when it is due

The Purchaser can make one of the following decisions:

1. Confirm Data - Click Confirm Data to confirm data and continue with the process

[Create RFQs for Selected Materials](#) [Show Log](#) [Claim](#) [Forward](#) [↗](#)

Process Visibility Workspace

Process Visibility capability in SAP Workflow Management or SAP Build Process Automation enables Process Owners and Process Operators to gain real time visibility on processes and key process performance indicators. It also enables customers gain out of the box process visibility into their deployed processes. Please refer [help documentation](#) for more details.

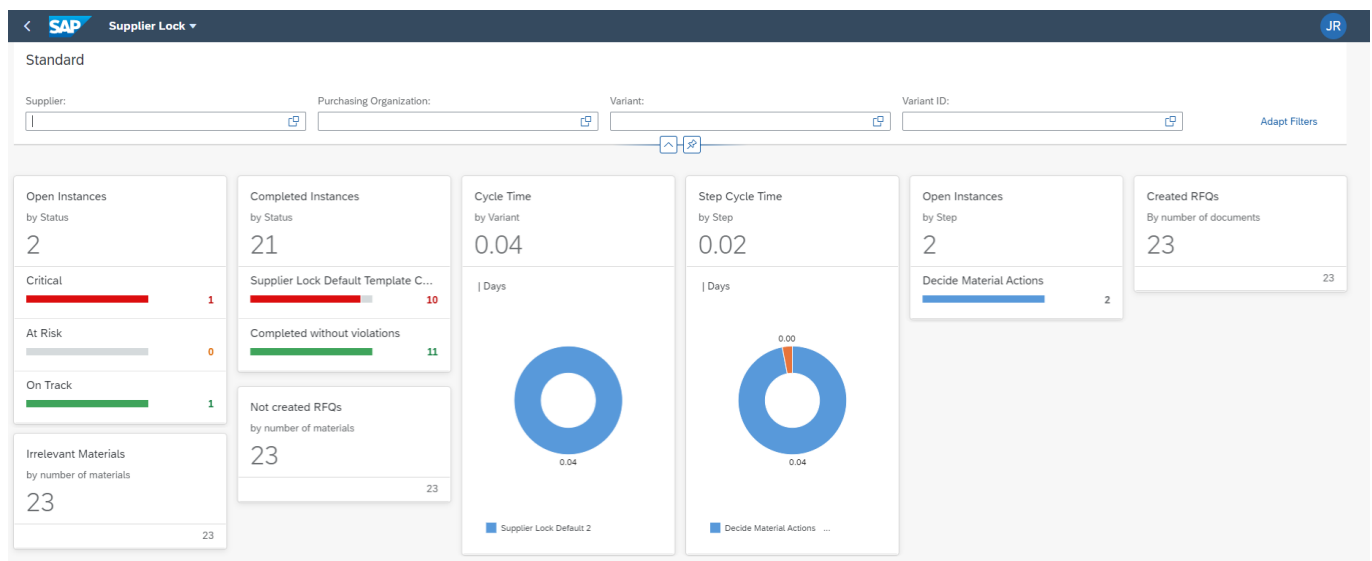
The Supplier Lock package provide out of the box visibility to process performance indicators for all the deployed process variants in SAP Workflow Management or SAP Build Process Automation. A process owner or line of business expert will be able to enhance the visibility scenario.

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 "Supplier Lock". 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 below detailed process visibility dashboard.

Access Process Workspace with SAP Workflow Management

1. Go to Process Flexibility Cockpit.
2. Select Supplier Lock tile.
3. Click Live Process Insights **Supplier Lock**
4. User will see the below detailed process visibility screen.



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