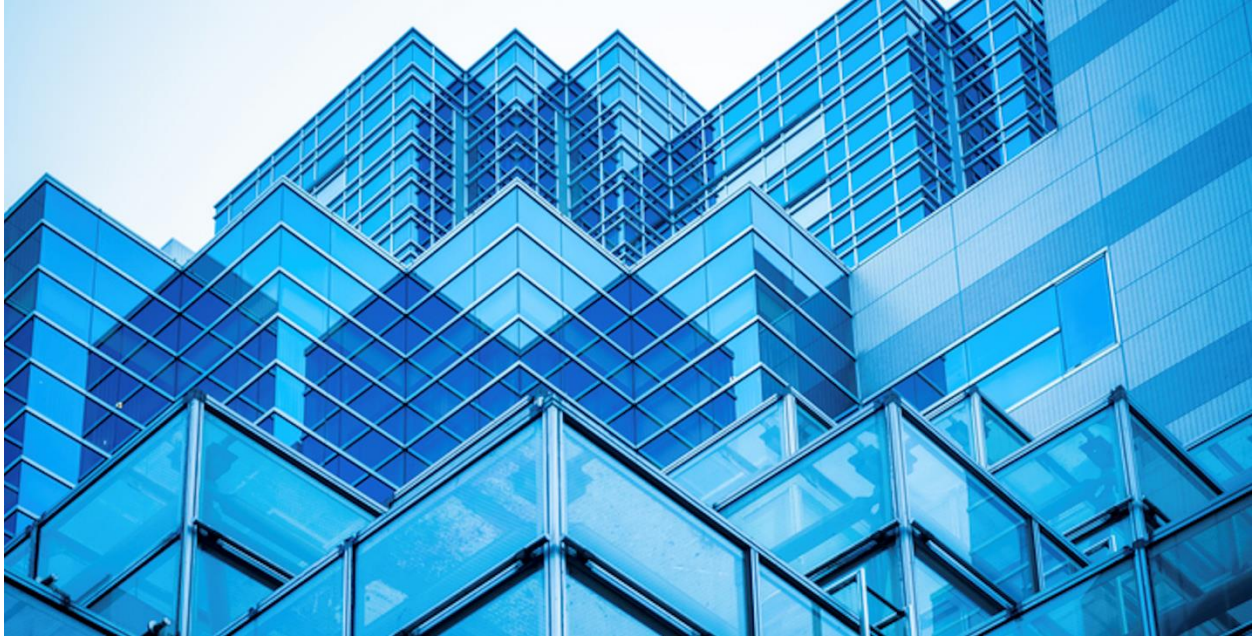




PUBLIC

SAP Build Process Automation

Mass Completion of Supplier Quotations & Request for Quotations

Configuration and User Guide

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Change Log

Version	Date	Description
1.0.0	December 5, 2023	Document created

This document contains 3 sections. Each section covers different information about this template content package.

1. Overview: In this section, you will get a quick overview of the use case, what high-level components are used and how the template works in a nutshell. Prerequisite section provides information of different services of SAP Business Technology Platform (BTP) that are required to use this template.

2. Configuration Guide: It contains sections which will guide you to setup your (a) SAP BTP Account with destination, cloud connector, user roles etc., (b) SAPUI5 application via SAP Business Application Studio and (c) Import and configure the template using SAP Build Process Automation design studio and (d) SAP Work Zone to access the My Inbox or Task Center and other applications.

3. User Guide: This section provides details about different artefacts that are used in this template like process definition, decision diagram, action project details, forms, email notifications etc. to better understand how different capabilities are used in this template.

Notes:

- This documentation is not a detailed guide to setup SAP BTP services. It assumes that IT admin who is setting the content is skilled with SAP BTP environment. Configuration section must be mandatorily followed to import and configure the template.
- This template content is to accelerate your solution development. You must modify this template according to your requirements to achieve the desired business goal. To use this template content, you need to have basic knowledge and understanding of SAP Build Process Automation and its capabilities.

Overview

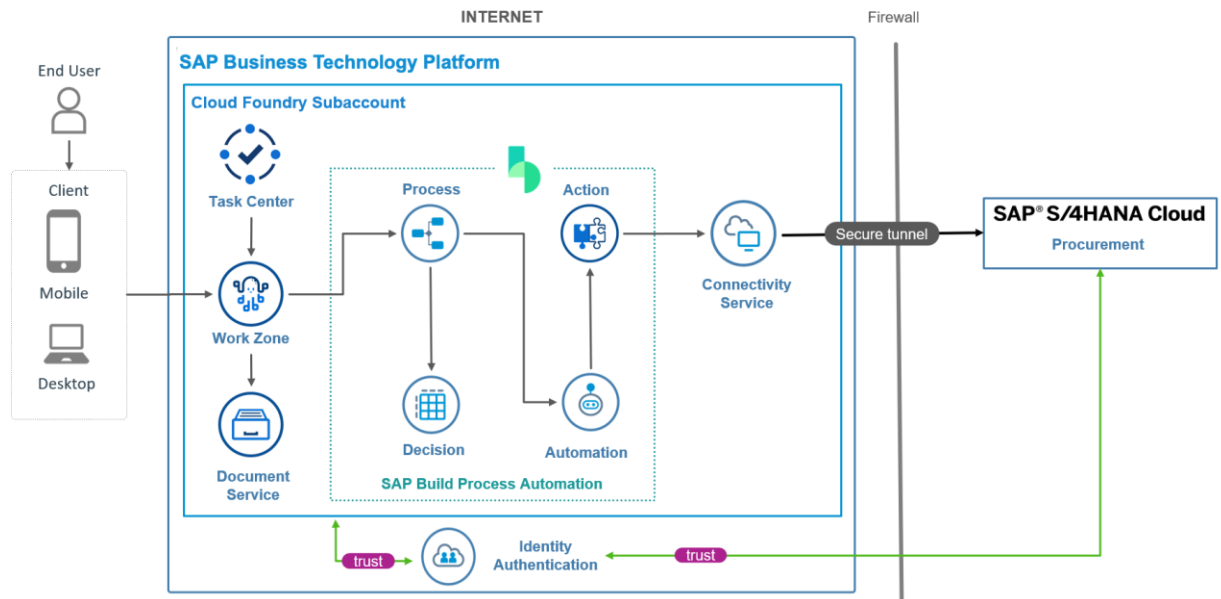
This document provides information about setting up the SAP Business Technology Platform account to consume the **Mass Completion of Supplier Quotations & Request for Quotations** template. The main audience of this document are technical IT/system administrators.

This package facilitates getting supplier quotations and request for quotations and posting the supplier quotations and request for quotations to mark them completed in SAP S/4HANA system based on purchasing organization.

Features:

- This package provides functionality to get supplier quotations and request for quotations from SAP S/4HANA system based on the selected data in start UI to fill the excel template and send the mail to requestor.
- After reading the excel template, it provides the approval flow for the provided supplier quotations and RFQ details based on the determined approver(s).
- After the approval task is completed, the template enables the posting of supplier quotations and request for quotations for mark as completed in SAP S/4HANA system.
- Includes automation to automatically generate the log file and send the email to requestor with log file attached.

Process Flow Diagram



Steps:

1. In Start UI, fill in the required selection criteria and request for download.
2. Read data from SAP S/4HANA system to fill input excel template.
3. Email sent with consolidate logs once file downloaded.
4. User will upload the excel through upload UI and process will be triggered to assign task to approver for approval. Based on purchasing organization approver determined and assigned from decision table.
5. Once tasks are approved, the approval input excel file data will be fetched and posting will be done to mark supplier quotations and request for quotations as completed in SAP S/4HANA system.
6. Automation will run and send email to the requester with final log report.
7. If approver rejects the task, then rejection email with attachment will be sent to requestor with approver comments.
8. For marking the request for quotation complete every supplier quotation which is available in that request for quotation needs to be marked completed first.
9. If supplier quotations failed, then request for quotation status will not be marked as completed.

Prerequisites

The following SAP Business Technology Platform services are required to consume the . Mass Completion of Supplier Quotations & Request for Quotations:

- SAP Build Process Automation to orchestrate the process.
- SAP Cloud Identity Services - Identity Authentication (Optional)
- SAP Connectivity service to establish access to SAP S/4HANA, Public Edition
- SAP Business Technology Platform, Cloud Foundry runtime

- SAP Work Zone, standard or advanced edition for accessing My Inbox and Process Visibility workspaces.
- SAP Business Application Studio for SAP UI5 application
- SAP Document Management Service, Integration Option

Other Prerequisites

For this template to run successfully the following other prerequisites are needed

- SAP Desktop Agent 3.13 or higher
- Outlook mailbox configured on the system where the automations will run to send mails with attachments.

Note:

- This package is designed only to work with the provided folder structure & input template file structures. DO NOT CHANGE any column properties and structure.
- If any changes done in the input template structure, related process & automation implementation also need to be updated to handle those changes.
- You can decide the folder by the key parameters where the input template should be placed.
- Input template, Log report template and approval input template is placed as file artifact.
- If those files are not active, the file will not be executed in automation.
- The input excel has 2 sheets 'Field List' and 'Quotation'.
 - In **Field List sheet**, the field details are updated.

Fields List: Mass completion of Supplier Quotations and RFQ							
Bot Scope ID : XXX							
Sheet Name	Group Name	Field Name (Technical)	Field Description	Importance	Type	Sample Value	Remarks
Purchase Orders (mandatory)							
Quotations	Supplier Quotation	Supplier Quotation Number	Supplier Quotation Number	Mandatory for sheet	Text	8000000246	
		Supplier Quotation description	Supplier Quotation description	Mandatory for sheet	Text	Example SQ	
	RFQ	Request for Quotation Number	Request for Quotation Number	Mandatory for sheet	Text	7000000321	
		Request for Quotation description	Request for Quotation description	Mandatory for sheet	Text	Example Q	
Details		Supplier	Supplier	Mandatory for sheet	Text	100001	
		Purchasing Organization	Purchasing Organization	Mandatory for sheet	Text	BY49	
		Company Code	Company Code	Mandatory for sheet	Text	1010	
		Quotation Type	Quotation Type	Mandatory for sheet	Selection	External Quotation / Internal Quotation / Price Quotation	

- In the **Quotation** sheet the data will be fetched from the SAP S/4HANA.

	A	B	C	D	E	F	G
1	Template: Mass completion of Supplier Quotations and RFQ						
2							
3							
4	Supplier Quotation Number	Request for Quotation Number	Request for Quotation Description	Supplier	PurchasingOrganization	Company Code	Quotation Type
5	Text	Text	Text	Text	Date	Date	Selection F4
6	Supplier Quotation	RFQ			Details		
7	Supplier Quotation Number	Request for Quotation Number	Request for Quotation Description	Supplier	PurchasingOrganization	Company Code	Quotation Type
8							
9							

- The fetched data will be downloaded and saved in the excel file "**Supplier Quotations and RFQ's Template**"_<Timestamp>.xlsx" in the folder "Downloaded" which is placed in the path where you have defined in the Environment Variable (**DownloadFolderPath**).
- The Approval Input excel is generated in the name of "**Supplier Quotations and RFQ's Template**"_<Timestamp>.xlsx" to display the details for supplier quotations and RFQ and file will be saved in the **ToBeProcessed** folder which is placed in the path you have mentioned in the environment variable (**DownloadFolderPath**)
- After Approval task done the file "**Supplier Quotations and RFQ's Template**"_<Timestamp>.xlsx" in **ToBeProcessed** folder will be moved to the folder **Processed** which is placed in the path you have mentioned in the environment variable (**DownloadFolderPath**).
- The Log template has one sheet 'Logs'.
 - In log sheet supplier quotations and RFQ details will be fetched with the post status and error or success message
- After POST call the Log report will be generated in the name of "**LogReport**"_<Timestamp>.xlsx" and will be saved in the **Report** folder which is placed in the path you have mentioned in the Environment variable (**DownloadFolderPath**) and notifies the requester through email about the completion with the log report attached to it.

Configuration Guide

Mass Completion of Supplier Quotations & Request for Quotations template requires SAP Build Process Automation subscription or CPEA contract. Follow the [setup and configuration section](#)

Setup SAP S/4HANA

Configure SAP S/4HANA Destination

Configure Destination to Connect to SAP S/4HANA Cloud System

Destination Property	Value
Name	<Name>
Type	HTTP
URL	<SAP S/4HANA endpoint> Example: https://<s4system-name>-api.xxxxxxxx

Proxy Type	Internet
Authentication	Basic Authentication
Username	<Username> of the SAP S/4HANA Communication User
Password	<Password> of the SAP S/4HANA Communication User

Note: For SAP S/4HANA Cloud and on-premise, the API should be accessible over internet proxy type, as iRPA Automation does not support on-premise as proxy type as explained in the [SAP Note](#).

Note: Add the following additional properties to the destination

Destination Additional Property	Value
HTML5.DynamicDestination	True
sap.applicationdevelopment.actions.enabled	True
sap.processautomation.enabled	True

Name: * S4HANA
Type: HTTP
Description: S/4 Hana System
URL: *
Proxy Type: Internet
Authentication: BasicAuthentication
User: *
Password:

Additional Properties

HTML5.Dynam...	true	
sap.application...	true	
sap.processaut...	true	
TrustAll	true	

Setup Communication

To run this template, you must have a communication user, create communication arrangements between the communication user and the following communication scenarios, and assign those communication arrangements to a communication system.

Steps to Create Communication System and Communication Arrangement are available in below documentation links:

[How to Create Communication Systems | SAP Help Portal](#)

[How to Create a Communication Arrangement | SAP Help Portal](#)

[Configuration and Role Details for accessing "Communication Systems" application.](#)

[Configuration and Role Details for accessing "Communication Arrangements" application.](#)

List of communication scenarios to be configured.

Communication Scenario	Related API
Purchase Request for Quotation Integration(SAP_COM_0113)	Overview Supplier Quotation SAP Business Accelerator Hub
Purchase Request for Quotation Integration(SAP_COM_0113)	Overview Request for Quotation SAP Business Accelerator Hub

Setup Business Technology Platform Cockpit

Configure SAP Document Management Service

In this template, the Input template document for Mass Completion of Supplier Quotations & Request for Quotations and any supporting documents can be uploaded in the approval form which are then made available as attachments for review and approval to the respective participants. To upload the document from the form, you will need SAP Document Management Service or equivalent CMIS repository and a corresponding destination in SAP BTP to connect to the repository.

- Follow the instructions to configure [SAP Document Management Service for Attachments](#)
- Add service instance and service key (follow [this](#)) and repository (follow [this](#)) to Configure the Destination
- Configuring destination, refer [Configure SAP Document Management Service Destination](#)

Note: The destination needs to be created with **sap_process_automation_document_store** name.

Configure SAP Build Process Automation Email Destination

Mail notifications are used in this template to send notifications to requestor, approver, and admin during different stages of the process. Follow the instructions to setup mail destination in your SAP BTP Account.

Configuring destination, see [Configure a SMTP Mail Destination](#).

- For more information refer to create [HTTP Destinations](#) and [OAuth User Token Exchange Authentication](#).

User Roles Configuration

To access this template, the business user will need these roles:

Role Collection Name	Purpose
Process Automation Developer	Standard Business User, can model and publish processes
TaskCenterAdmin	Permission to execute calls to the Connector Status API and monitor configured destinations and running background jobs.
ProcessAutomationParticipant	To execute (like accessing MyInbox, running the automations, etc.) this content package, you need to have this role assigned to the respective user.
ProcessAutomationAdmin	To perform process admin activities like accessing monitoring applications etc., you need to have this role assigned to the respective user.
Business_Application_Studio_Administrator	Allows administrators to manage (export and delete) user data.
Business_Application_Studio_Developer	Allows developers to load and develop applications using SAP Business Application Studio.

For more information about SAP Build Process Automation roles, see [Authorizations](#)

Setup Build Process Automation Content

Standard automation packages released by SAP will be available at the [SAP Build Store](#)

Import Content

This template can be downloaded from the Store:

1. Navigate to the Store in your SAP Build Process Automation account.
2. Select the Project Type filter as “process automation.”
3. In the Search bar type “**Mass Completion of Supplier Quotations & Request for Quotations**”
4. Select the “Create from Template” button to add the template into your lobby.
5. After successfully adding the template, navigate back to the lobby to find the “**Mass Completion of Supplier Quotations & Request for Quotations**” template available for use.

Caution: Be sure to select the **Project Type** as “**Process Automation**” in the filters.

Configuration & Modification

Once you have added the content to your lobby, you will find the project in your project list. Adapt the content template based on your requirements, and then release and deploy from the Lobby. In case any improvement needs to be made then follow the reference links below.

Create an Automation

<https://help.sap.com/docs/build-process-automation/sap-build-process-automation/create-automation-process-automation>

Create a Business Process

<https://help.sap.com/docs/build-process-automation/sap-build-process-automation/create-business-process>

Create a Forms

<https://help.sap.com/docs/build-process-automation/sap-build-process-automation/create-form>

Create a Decision

<https://help.sap.com/docs/build-process-automation/sap-build-process-automation/create-decision>

Create a Datatype

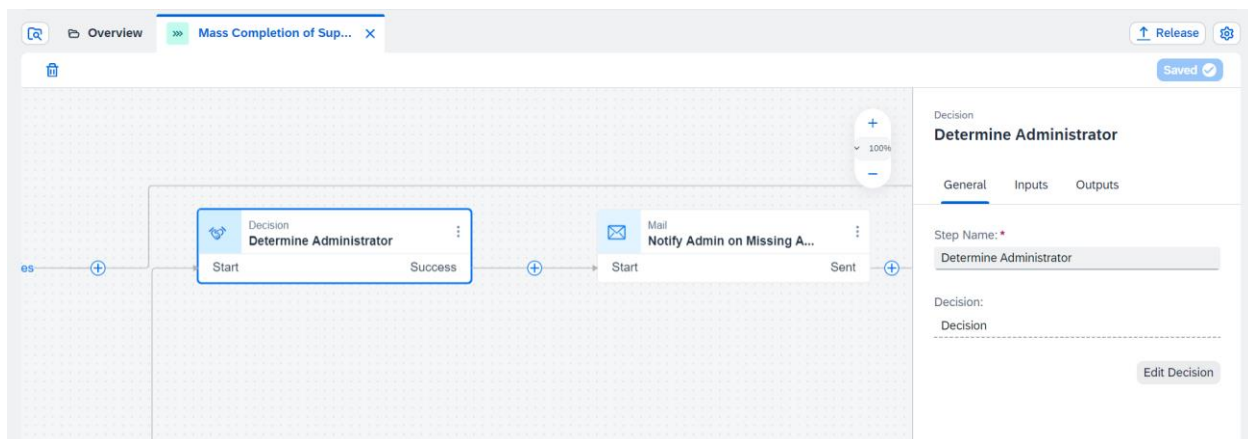
<https://help.sap.com/docs/build-process-automation/sap-build-process-automation/create-data-type-process-automation>

Configure Decisions

We have 3 decisions in this template. We can configure the rules as per our requirements.

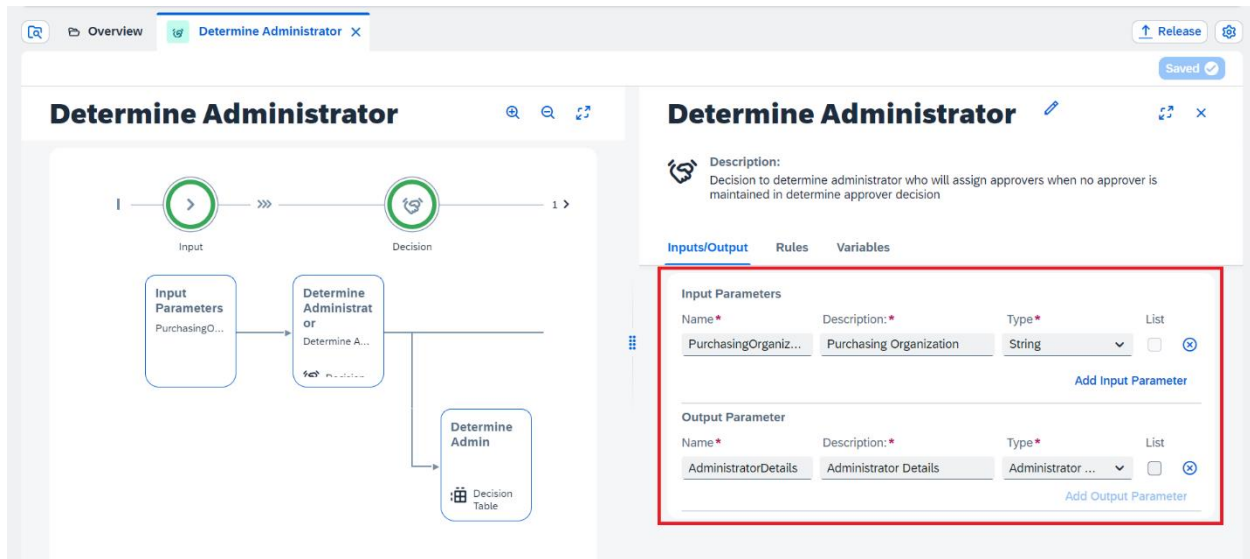
Determine Administrator:

This decision is used to maintain the details of the administrator (i.e., email id, group id, user id), who will assign the approver if approver is not maintained.



These decisions must be modified for conditions and result values based on your business policies and requirements. To modify the decision:

- In process editor, double click to open the Decision.
- Select the rule from the decision diagram.



The attributes used in the decision rule can be selected as per requirement.

Edit Rule

1 Rule Details 2 **Configure Conditions** 3 Configure Results 4 Review

2. Configure Conditions

Click a vocabulary or its fields to configure the conditions.

Vocabulary

Search vocabulary or its fields

Input / Output

PurchasingOrganization

AdministratorDetails

Condition Details

Condition Attributes	Label
☐ PurchasingOrganization	PurchasingOrganization
☐ Use vocabulary or Ctrl+Space for expressions	

Previous Step Next Step Cancel

- Edit the rule to add more rows or update existing values.

Determine Admin

General Information:
 Status: **Draft**
 Hit Policy: **FIRST MATCH**

Description:
 Rule to determine administrator for mass completion of supplier quotations and request for quotations based on purchasing organization.

Decision Table		Add Row	Delete Row	Copy Row	...
If	Then				
☐ PurchasingOrga...	Userid	UserGroup	Emailid		
☐					
☐					
☐					

Determine If Approval Required:

This decision is used to determine whether approval is required or not for the purchasing organization. This decision can be selected from process “Mass Completion of Supplier Quotations and request for quotations Approval Process” and these decisions must be modified for conditions and result values based on your business policies and requirements. To modify this decision, follow similar steps as those mentioned for Decision **Determine Administrator**.

Determine Approver

This decision is used to maintain the details of the approver (i.e., email id, group id, user id), who will review and make decision for goods receipt creation. This decision can be selected from process “Mass Completion of Supplier Quotations and request for quotations Approval Process” and these decisions must be modified for conditions and result values based on your business policies and requirements. To modify this decision, follow similar steps as those mentioned for Decision **Determine Administrator**.

Configure Destination Settings

Actual destinations that are created in SAP BTP cockpit will be required when you deploy the process. This actual destination will be mapped the destination environment variables during deployment.

For this package following destination needs to be configured in the SAP BTP cockpit:

- **S4HANA_CLOUD**
- **sap_process_automation_document_store**

Note: Above destination names have been configured in BTP but can be named as per the project requirement.

To configure destination,

- Click on **Settings**.

- Select **Destinations** from the left panel.
- Click **New Destination**

Select these destinations to be added (Created in the above section). For more information and screen shots, please refer to the below link:

<https://help.sap.com/docs/build-process-automation/sap-build-process-automation/manage-destinations?q=destination%20setting>

Configure Email

Email notifications are sent to requestor and approver at different places during process and task execution. All the email artefacts in the process have default template body which can be changed.

To update the email body content, do the following:

- Select the mail artefact in the process.
- From the **Settings** in the right-side panel, check the **Mail Header** to confirm the **To** field (or email recipients) and the **Subject**. You can adjust the subject and recipient, if needed.
- You may also add someone in **CC**.
- Click to '**Open Mail Body Editor**'.

The screenshot displays the SAP Build Process Automation interface. On the left, a process flow diagram shows a sequence of steps: a mail artefact 'Notify Admin on Missing Approver', followed by an 'Approval Form - Mass Comp...', and then two automation tasks: 'Read the Approved Excel a...' and 'Send Email to Requestor f...'. The 'Mail' artefact is selected, and its configuration panel is open on the right. The panel includes a 'General' section with 'Step Name' set to 'Notify Admin on Missing Approver'. The 'Mail Header' section is expanded, showing the 'To' field with a selected email address and the 'Subject' field with a detailed subject line. The 'Mail Body' section at the bottom has a green status bar indicating 'Mail Body has content. Open the editor to view.' and a button labeled 'Open Mail Body Editor'.

- The mail editor allows you to write and adjust text according to your needs. You can also reuse information that has been collected during the process. If you want to use additional process context data, you can simply drag the fields from the left menu to the editor on the right.

For more information on email configuration and text, refer to the below link:

<https://help.sap.com/docs/build-process-automation/sap-build-process-automation/add-mail-notifications-to-process?q=email%20body>

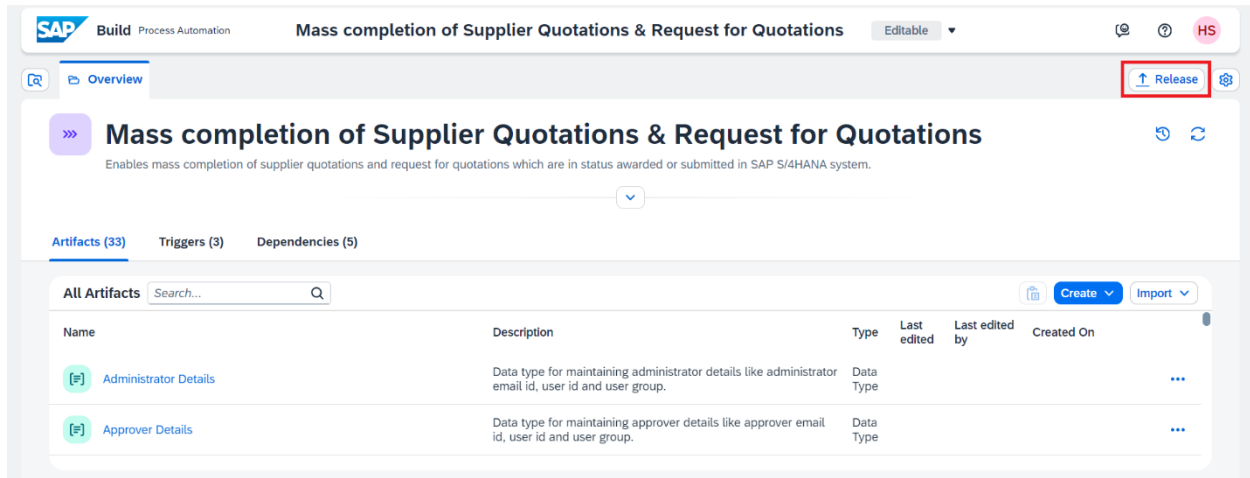
Release and Deploy the Process

After configuring your process, it's time to publish, test and run it. To run a process, you must first release and deploy it.

Release - This locks the version of your process, meaning that no further edits can be made to that version. At this stage, the process can't be run and isn't available to participants yet.

To release a version of your process,

- First ensure that the status is listed as 'Editable'.
- Then click 'Release'.

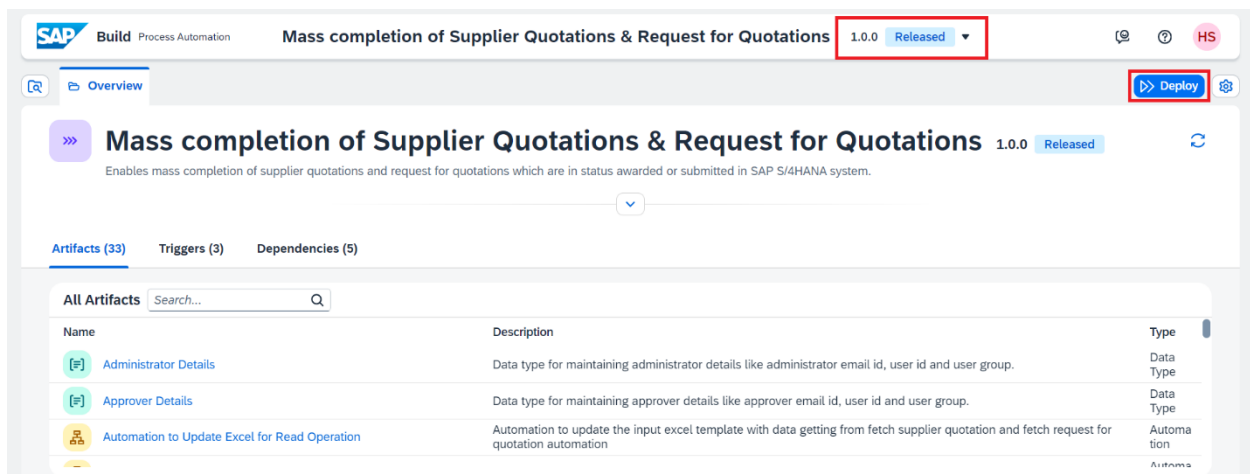


If this is the first time you've released the process, a version labelled 1.0.0 is released. For subsequent releases, you're prompted to select a version type before the process is released.

Deploy – This takes a released version of a process and enables it to be actively run and monitored. A deployed version of this approval process unlocks the request form, allowing participants to submit requests and the approvers to view items in their inbox.

To deploy a released version of your process,

- First ensure that the status is listed as 'Released'.
- Then click "Deploy".



To deploy your project, you will be prompted to provide a Destination as an environment variable. Select the destination from the drop-down and fill other environment variables as well.

- **S4HANA_Destination:** Provide SAP S/4HANA System Destination
- **DMS_Destination:** Destination to connect with SAP Document Management Service
- **DownloadFolderPath:** Path to download the files in local machine.

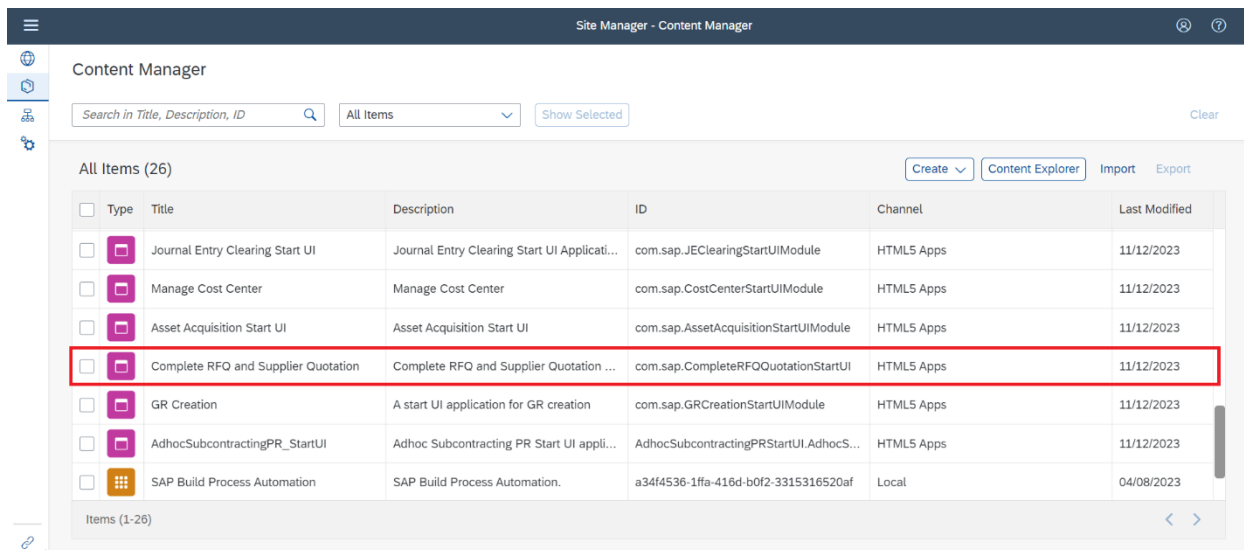
Note: If you do not map your destination environment variable with actual SAP BTP destination during deployment, then the process will enter erroneous state when it tries to connect to the external system.

Configure SAP Build Work Zone

Configure SAP Build Work Zone to access the start UI for this automation. Please refer help documentation [Configuring SAP Build Work Zone](#)

Once SAP Build Work zone is configured, perform the following steps to create the tile for the start UI:

1. Open Content Manager and click on the HTML5 Apps
2. Select the Complete RFQ and Supplier Quotation from the list of apps and choose Add.



3. Add the relevant roles to the user. The Complete RFQ and Supplier Quotation application start UI will be available to the user as a tile in the launchpad.

SAP Business Application Studio for SAP UI5 Application

Import and deploy SAPUI5 application:

Following steps can be followed to utilize the SAP UI5 application provided with this process package:

- Download the SAPUI5 application file from the imported store project, it will be available under the file section in the package.
- Open Business Application Studio and import the previously downloaded SAPUI5 project.
- Ensure that you have already created the SBPA instance and the same instance details need to be updated in the mta.yaml file available in the SAP UI5 application project.
- Update your process definition id (Package needs to be deployed) in the Property.json file (property: readDefinitionId, uploadDefinitionId) as shown in the following snippets (definition id only needs to be updated in start UI application).
- **readDefinitionId** process will be used to read and download the data.
- **uploadDefinitionId** process will be used for approval process.

```

() property.json U x
CompleteRFQQuotation > CompleteRFQQuotationStartUI > webapp > model > () property.json > ...
45     },
46     {
47         "SQType": "RI",
48         "SQTypeName": "Price Quotation"
49     }
50 ],
51 "SupplierQuotationStatuses": [
52     {
53         "SQStatus": "02",
54         "SQStatusName": "Submitted"
55     },
56     {
57         "SQStatus": "03",
58         "SQStatusName": "Awarded"
59     }
60 ],
61 "readDefinitionId": "eu10.store-content-dev-acc.masscompletionofsupplierquotationsrequestforquotations.getSupplierQuotationsAndRFQDetailsProcess",
62 "uploadDefinitionId": "eu10.store-content-dev-acc.masscompletionofsupplierquotationsrequestforquotations.postingSupplierQuotationsAndRFQsDetails"
63 }

```

- Build SAPUI5 project using mta.yaml file & the generated project (generated mtar file will be available in the mta_archives folder) file can be deployed.
- After successful deployment of the project, it can be accessed using SAP standard work zone & user can provide the required details & submit the form for the approval & posting.

User Guide

Capabilities

The following are the capabilities of this template:

For detailed information about different artifacts, please refer [help documentation](#).

Icon	Type	Name	Description
	Automation	Automation to Update Excel for Read Operation	Automation to update the input excel template with data getting from fetch supplier quotation and fetch request for quotation automation
	Automation	Automation to Update Input Excel	Automation to generate segregated data based on purchasing organization and fill it in input excel.
	Automation	Create Folder	Automation to create folder in the specified folder path
	Automation	Create Folder for DMS	Automation to create folder in document management service to store the different excel sheets generated after grouping and send email to user or requestor if any error occurs while creating folder in document management service.
	Automation	Delete DMS Items	Automation to delete item from document management service using object id and send email to user or requestor if any error occurs while deleting items from document management service.
	Automation	Deletion of Folder in DMS	Automation to delete file folder from document management service after the processing using folder object id and send email to requestor or user if any error occurs while deleting folder in document management service.

	Automation	Download DMS Document	Automation to download excel from document management service and fill the data coming from get API into the excel.
	Automation	Fetch Request For Quotation Details	Automation to get request for quotation details from SAP S/4HANA system
	Automation	Fetch Supplier Quotations	Automation to get supplier quotations from SAP S/4HANA system
	Automation	Get DMS Folder Content	Automation to get folder content like object id, object name, object type from document management service and send notification email to user or requestor if any error occurs while getting content from document management service folder.
	Automation	Get Supplier Quotations and RFQ Details	Automation to get supplier quotations and request for quotations from SAP S/4HANA system and generate excel with data and sent to requestor via email.
	Automation	Notify Requester for Auto Approved Task	Automation to send email to requestor if no approval is required and auto approved the files
	Automation	Process Input Excel Document from DMS	Automation to download and read document from document management service and grouped the data based on purchasing organization and call the mass completion of supplier quotation and request for quotation's approval process
	Automation	Read Excel Data	Automation to read excel template filled by user and get the data from it.
	Automation	Read the Approved Excel and Post the Data	Automation to read the approved excel and post the data into SAP S/4HANA System
	Automation	Remove DMS Folder Content	Automation to remove the folder content and folder details from document management service after approval process.
	Automation	Send Email to Requestor	Automation to send email to requestor with the excel template file attachment.
	Automation	Send Email to Requestor for Rejected Task	Automation to send email to user or requestor with comments if approver has rejected the task.
	Automation	Upload Document in DMS	Automation used to upload generated excel sheets into document management service based on purchasing organization grouping and send notification email to user or requestor if any error occurs while uploading document in document management service.
	Decisions	Determine Administrator	Decision to determine administrator who will assign approvers when no approver is maintained in determine approver decision
	Decisions	Determine If Approval Required	Decision to check if approval is required for mass completion of supplier quotations and request for quotation.
	Decisions	Determine Approver	Decision to determine the approver based on purchasing organization.

	Form	Supplier Quotations and request for quotations Approval Form	Approval form for mass completion of supplier quotations and request for quotations which will be shown to approver (maintained in decision table) in approver task with purchasing organization and excel file.
	Process	Get Supplier Quotations and RFQ Details Process	Process to get supplier quotations and request for quotations from SAP S/4HANA system based on the filter criteria and fill the input excel with data and send to requestor.
	Process	Posting Supplier Quotations and request for quotations Details	Process to read the excel file provided by user from upload UI and grouped the data based on purchasing organization and send it for approval and post the data into SAP S/4HANA system after approver approves the task and sending the log report to requestor
	Process	Mass Completion of Supplier Quotations and request for quotations Approval Process	Process to send approval request to approver using form and post the data into SAP S/4HANA System after approver approves the task
	Data type	Administrator Details	Data type for maintaining administrator details like administrator email id, user id and user group.
	Data type	Approver Details	Data type for maintaining approver details like approver email id, user id and user group.
	Data type	DMS Object Data type	Data type used to store objectId, name and objecttype for document management service file and folders
	Data type	Document Folder Path	Data type to store document folder path which will be used further in process to provide the folder path
	Data type	Read Data	Datatype for maintaining the input data from start UI.
	Data type	UploadScreenData	Data type used to store the user email id, file object id, file name which is coming from upload operation UI and use it in the process
	File	Supplier Quotations and request for quotations Template.xlsx"	Standard input template used in mass completion of supplier quotations and request for quotations scenario

Actions

Supplier Quotation

This action is responsible for reading and posting the supplier quotation details for the given filter query. This service enables you to read, update supplier quotations with reference to a request for quotation in the SAP S/4HANA cloud system.

Request For Quotation

This action is responsible for reading and posting the request for quotation details for the given filter query. This service enables you to read, update request for quotations with reference to a request for quotation in the SAP S/4HANA cloud system.

Automation

Automation to Update Input Excel

Automation to generate segregated data based on purchasing organization and fill it in excel.

Automation to Update Excel for Read Operation

Automation to update the input excel template with data getting from supplier quotation and RFQ via action automation.

Create Folder

Automation to create folder in the specified folder path.

Create Folder for DMS

Automation to create folder in document management service to store the different excel sheets generated after grouping and send email to user or requestor if any error occurs while creating folder in document management service.

Delete DMS Items

Automation to delete item from document management service using object id and send email to user or requestor if any error occurs while deleting items from document management service.

Deletion of Folder in DMS

Automation to delete file folder from document management service after the processing using folder object id and send email to requestor or user if any error occurs while deleting folder in document management service.

Download DMS Document

Automation to download excel from document management service and fill the data coming from get API into the excel.

Get DMS Folder Content

Automation to get folder content like object id, object name, object type from document management service and send notification email to user or requestor if any error occurs while getting content from document management service folder.

Fetch Request for Quotation Details

Automation to get RFQ details from SAP S/4HANA via action automation.

API	API Path	Purpose
Request for Quotation	/sap/opu/odata4/sap/api_requestforquotation_2/srvd_a2x/sap/requestforquotation/0001/RequestForQuotation?\$filter=RequestForQuotation eq "&\$select=RequestForQuotation,RequestForQuotationName	GET call to fetch the Request for Quotation Details

Get Supplier Quotations and RFQ Details

Automation to get supplier quotations and request for quotations from SAP S/4HANA and generate excel with data and sent to requestor via email.

Fetch Supplier Quotations

Automation to get supplier quotations from SAP S/4HANA via action.

API	API Path	Purpose
API_MATERIAL_DOCUMENT_SRV	/sap/opu/odata4/sap/api_supplierquotation_2/srvd_a2x/sap/supplierquotation/0001/SupplierQuotation?\$filter=SupplierQuotation eq " and RequestForQuotation eq " and Supplier eq " and PurchasingOrganization eq " and CompanyCode eq " and PurchasingDocumentType eq " and QtnLifecycleStatus eq " & \$select=SupplierQuotation,RequestForQuotation,Supplier,PurchasingOrganization,CompanyCode,PurchasingDocumentType,QtnLifecycleStatus	GET call to fetch the Supplier Quotation Details

Notify Requester for Auto Approved Task

Automation to send email to requestor if no approval is required for purchasing organization maintained in decision table and auto approved the files.

Process Input Excel Document from DMS

Automation to download and read document from document management service and group the data based on purchasing organization and call the mass completion of supplier quotation and request for quotation's approval process.

Read Excel Data

Automation to read excel template filled by user and get the data from it.

Read the Approved Excel and Post the Data

Automation to read the approved excel and post the data into SAP S/4HANA system.

API	API Path	Purpose
Supplier Quotation	/sap/opu/odata4/sap/api_supplierquotation_2/srvd_a2x/sap/supplierquotation/0001/SupplierQuotation("")/SAP__self.Complete	Post call for Supplier Quotation Details for Completion
Request for Quotation	/sap/opu/odata4/sap/api_requestforquotation_2/srvd_a2x/sap/requestforquotation/0001/RequestForQuotation("")/SAP__self.Complete	Post call for Request for Quotation Completion

Remove DMS Folder Content

Automation to remove the folder content and folder details from document management service after approval process.

Send Email to Requestor

Automation to send email to requestor with the excel template file attachment.

Send Email to Requestor for Rejected Task

Automation to send email to user or requestor with comments if approver has rejected the task.

Upload Document in DMS

Automation used to upload generated excel sheets into document management service based on purchasing organization grouping and send notification email to user or requestor if any error occurs while uploading document in document management service.

Process

Get Supplier Quotations and RFQ Details Process

Process to get supplier quotations and request for quotations from SAP S/4HANA system based on the filter criteria and fill the input excel with data and send to requestor.

Posting Supplier Quotations and request for quotations Details

Process to read the excel file provided by user from upload UI and grouped the data based on purchasing organization and send it for approval and post the data into SAP S/4HANA system after approver approves the task and sending the log report to requestor.

Mass Completion of Supplier Quotations and request for quotations Approval Process

Process to send approval request to approver using form and post the data into SAP S/4HANA system after approver approves the task.

Forms

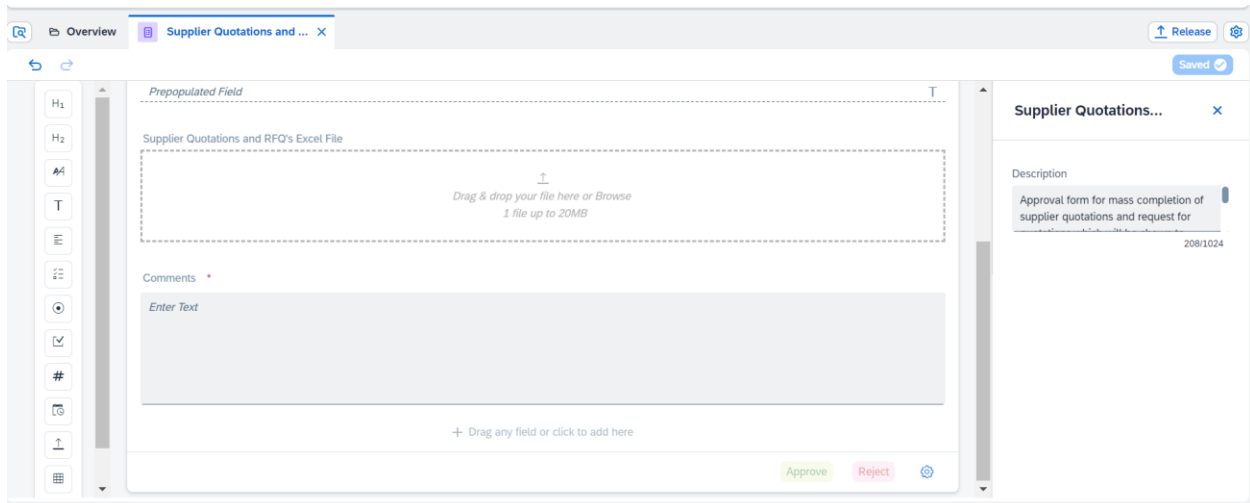
Supplier Quotations and request for quotations Approval Form

Approval form for mass completion of supplier quotations and request for quotations which will be shown to approver (maintained in decision table) in approver task with purchasing organization and excel file.

The screenshot displays the 'Supplier Quotations and RFQ's Approval Form' within a SAP Fiori application. The interface includes a top navigation bar with 'Overview' and 'Supplier Quotations and ...' tabs, and a 'Release' button. A left-hand toolbar contains various icons for editing and viewing. The main content area is titled 'Supplier Quotations and RFQ's Approval Form' and contains the following elements:

- Review and approve supplier quotations and request for quotations**
- Download the attached excel to review the request for mass completion of supplier quotations and request for quotations based on purchasing organization. Approve or reject the request with appropriate comments.**
- Purchasing Organization**: A field with a dropdown arrow, currently showing 'Prepopulated Field'.
- Supplier Quotations and RFQ's Excel File**: A large dashed box for file upload, with the text 'Drag & drop your file here or Browse' and a note '1 file up to 20MB'.

On the right side, there is a sidebar titled 'Supplier Quotations...' with a 'Description' section containing the text 'Approval form for mass completion of supplier quotations and request for' and a date '208/1024'. A 'Saved' button is visible at the top right of the sidebar.



User Interface

Download UI

- This template uses a download UI which the user can use to get the supplier quotations and RFQ details from SAP S/4HANA.
- Users can select from F4 Help or can enter data manually for filter criteria then click “Download” button to trigger **Get Supplier Quotations and Request for Quotations details** process to download the data.

- This template uses an UI where the user can upload the supplier quotations and RFQ template with data to send it for approval and post the data into SAP S/4HANA system.

<

 RFQ and Supplier Quotation Completion ▾

Q AK

Request Type * ☐ Download ☒ Upload

Attachments (0)

Upload



No files found.

Drop files to upload, or use the "Upload" button.

Submit

Cancel

Support

There is no support available for template content. If you experience general issues with SAP Build Process Automation, raise an incident via SAP Support Portal on **BPI-PA-BPC** component. This template can be modified using SAP Process Automation. For example: add business rules to determine the approver based on a certain business logic or add an action to post collected information to backend SAP system.

Refer [Help Portal](#) for more details.

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