

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

End User Guide

Content Package for Stock Clearance SAP Build Process Automation

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Overview

This document provides information about how to use the content package for Stock Clearance using SAP Build Process Automation. Headquarter & subsidiary are the target users of this document.

This scenario enables a headquarter point of contact to inform the subsidiary point of contact on stock clearance process for the identified products. Headquarter POC will initiate the process by uploading the list of products which may fall into a category of discontinued products or any other criteria applicable to the respective business. As soon as the Headquarter POC submits the product list, subsidiary POC will be informed to update the product list with decision and remarks for the products to be considered for stock clearance. Once subsidiary submits their recommendation, Headquarter POC will be notified to review and update as necessary.

- Configurable Subsidiary information determination
- Prepare and Process AVIS List by respective users using My Inbox
- Gain visibility on stock clearance process flow using SAP Build Process Automation Visibility capability

User Interface

My Inbox Task

The Stock Clearance package enables the headquarter and subsidiary to view the AVIS List in My Inbox to confirm or process AVIS List. They could also change the data to decide about what they can do with the approval task, and what is the outcome.

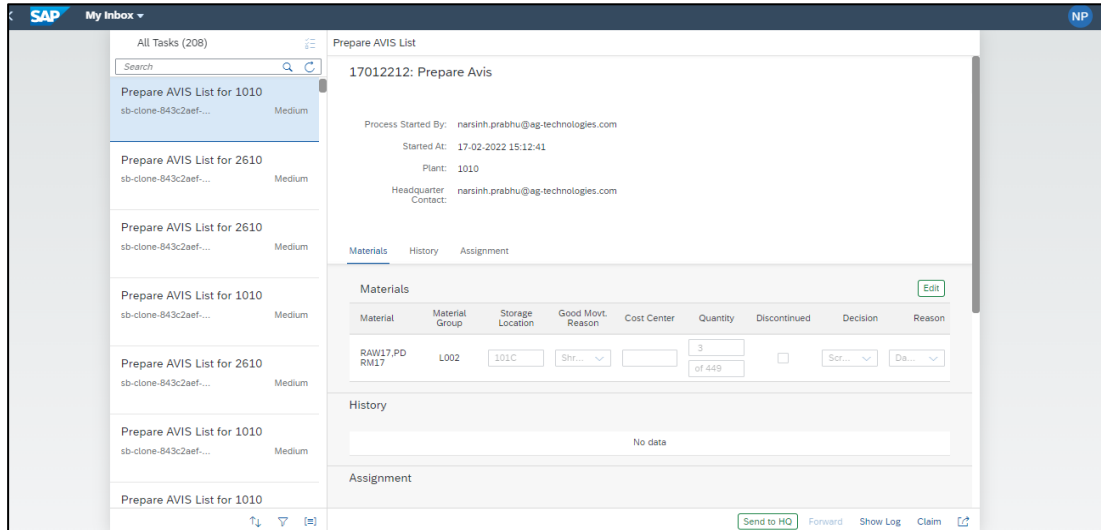
Prepare AVIS List

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

As soon as Headquarter POC starts the process by uploading an excel with materials list for stock clearance, Subsidiary POC will be notified to prepare AVIS list with their recommendation on decision and reason.

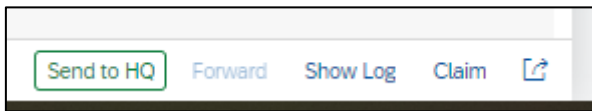
The UI provides a table where the user can pre-select the decisions and related reasons to decide what should happen with the materials in the AVIS list. The step is meant as recommendation to the headquarter employee, who must take the final decision.

1. Materials - In section 1 the user can provide all information required to write the decisions to the backend.
2. History - Below the material list itself, the user gets a history over the whole execution and any step of the workflow to follow the development of the AVIS list.
3. Assignment - A custom forwarding feature has been implemented here which gives the user the ability to forward the My Inbox task to other colleagues. This can be used to collaborate throughout the decision taken process.



The Subsidiary POC can make one of the following decisions:

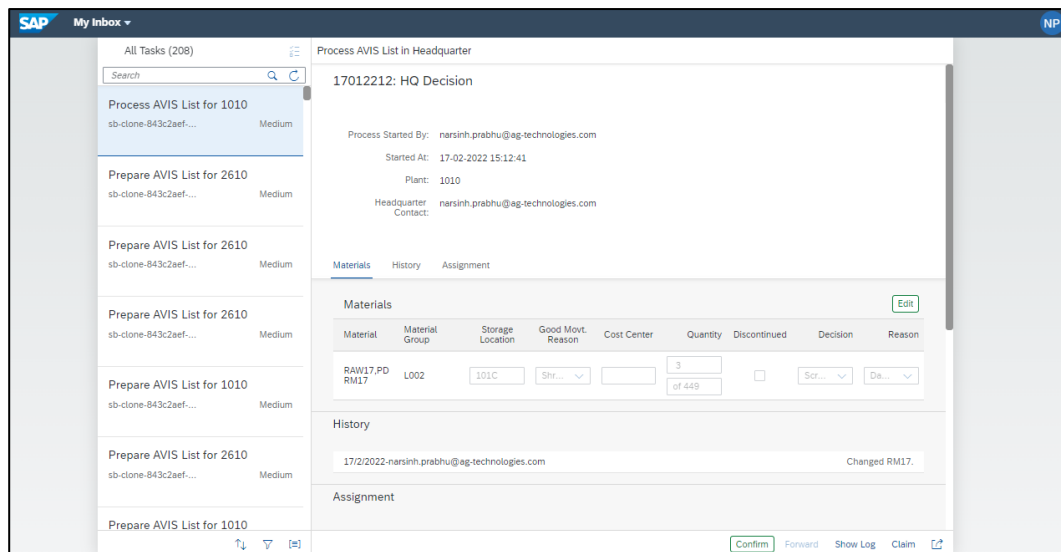
1. **Send to HQ** - Click **Send to HQ** to send AVIS List to Headquarter POC to review and confirm.
2. **Forward** – Click Forward to send task to another user to perform the task.



Process AVIS List in Headquarter

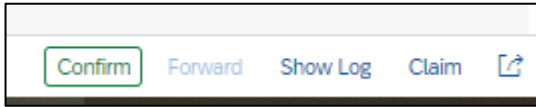
As soon as Subsidiary POC submits AVIS List, a notification will be sent to Headquarter POC to review and confirm. The UI provides a table where the user can select the decisions and related reasons to decide what should happen with the materials in the AVIS list.

1. **Material** - In section 1 the user can provide all information required to write the decisions to the backend.
2. **History** - Below the material list itself, the user gets a history over the whole execution and any step of the workflow to follow the development of the AVIS list.
3. **Assignment** - A custom forwarding feature has been implemented here which gives the user the ability to forward the My Inbox task to other colleagues. This can be used to collaborate throughout the decision taken process.



The Headquarter POC can make one of the following decisions:

1. **Confirm** - Click **Confirm** to approve subsidiary recommendation on AVIS List.
2. **Forward** – Click Forward to send task to another user to perform the task.



Process Visibility Workspace

Process Visibility capability in 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 Content Package for **Stock Clearance** package provide out of the box visibility to process performance indicators for all the deployed process variants 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 SAP Work Zone that corresponds to the scenario “Stock Clearance”. For more information on how to add scenario-specific tiles, refer to the [help documentation](#).
2. Click the scenario-specific tile in the SAP Work Zone.
3. User will see the process visibility dashboard.