

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

Configuration Guide

Supplier Lock using SAP Build Process Automation or SAP Workflow Management

Table of Contents

Table of Contents	2
Overview	3
Artifacts	4
Process	4
Process Variants	6
Import Supplier Lock and Configure Process Variants with SAP Build Process Automation	7
Import Supplier Lock and Configure Process Variants with SAP Workflow Management	7
Decide Material Actions	8
Create RFQ Documents	8
Decisions & Policies	8
Determine Start Parameters	8
Data object to represent a process variant	9
Determine Purchase	9
Data object containing Purchaser data	9
Process Visibility	11
Configure Visibility Scenarios in SAP Build Process Automation	11
Configure Visibility Scenarios in SAP Workflow Management	11
Access Process Workspace in SAP Build Process Automation	11
Access Process Workspace in SAP Workflow Management	12

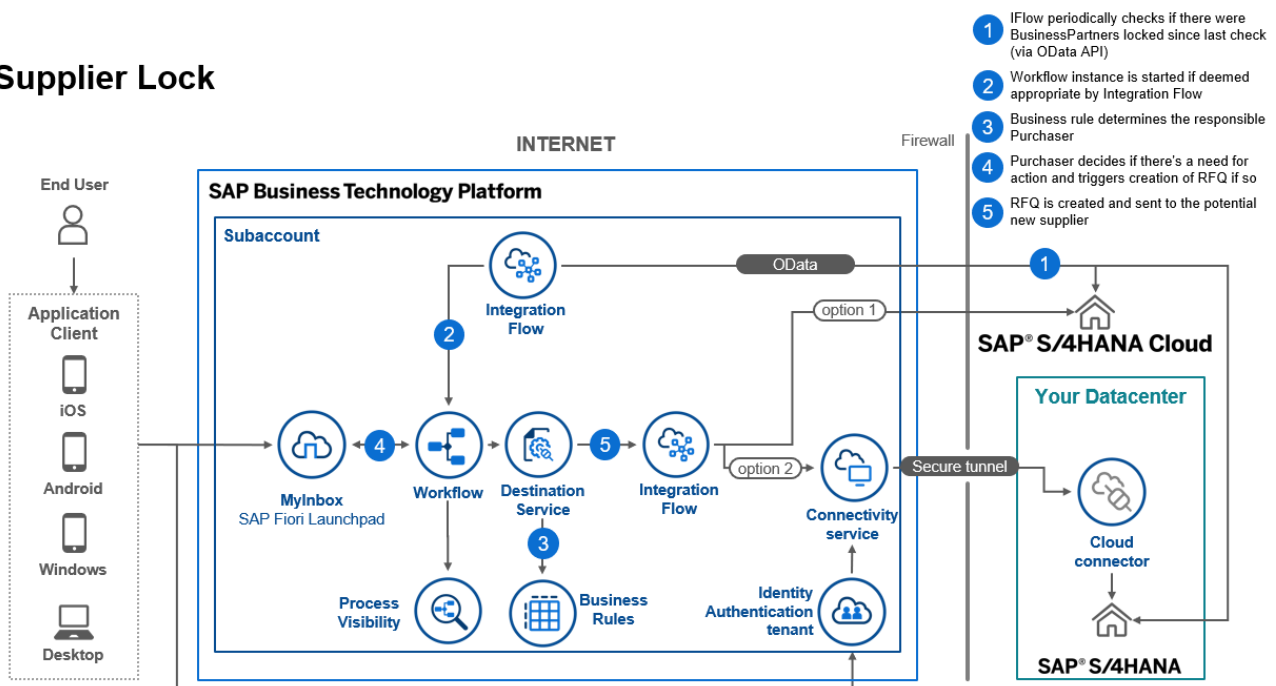
Overview

This document provides information about configuration steps to consume the package **Supplier Lock**. The main audience of this document are Sales and Distribution Experts, Credit Controllers, Developers and Product Owners.

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



Artifacts

A package consists of process templates, process steps, process variants, decisions, and process visibility models. Please refer [help documentation](#) about these artifacts.

Process

A process template is a set of business activities and tasks that, once completed, fulfills an organization goal. The Supplier Lock package contains the following process template:

Supplier Lock Default Template – This default template for Supplier Lock scenario contains all the necessary steps to react to a supplier lock in S/4HANA system.

A business process can be broken down logically into smaller parts or steps. Each process step is a collection of activities to perform a specific task. For example, an approval process step can contain activity to determine the approvers, approval task, notifications, and handle the approval result. **Table 1** represents the list of process steps/sub flows available to be used in **Supplier Lock**.

Table 1. Process Steps

Process Steps	Cardinality	Detailed Description
Decide Material Actions	1..1 = mandatory step	This workflow step lets the Purchaser decide whether to request the creation of a new RFQ for a list of materials of the locked supplier.
Create RFQ Documents	0..n = optional step	This workflow step will create RFQ documents in the S/4HANA system for all materials that have been marked as relevant for RFQ creation by the Purchaser.

A process step can have customizable properties and they could influence the outcome of the process step. For example, the Approval step can be reused multiple times and based on the properties the approver is determined. Please see Table 3 for more details.

Table 3. Process Attributes.

Process Attributes	Detailed Description
Supplier	The locked supplier
PurchasingOrganization	The Purchasing Organization of the materials of the locked supplier
NumberOfNotCreatedRFQs	Number Of Not Created RFQs
NumberOfCreatedRFQs	Number Of Created RFQs
NumberOfIrrelevantMaterials	Number Of Irrelevant Materials

Sample Conditions to directly start a variant workflow

```
{  
  "properties": {  
    "BusinessPartner": "3100000000",  
    "Customer": "",  
    "Supplier": "3100000000",  
    "AcademicTitle": ""  
  }  
}
```

```

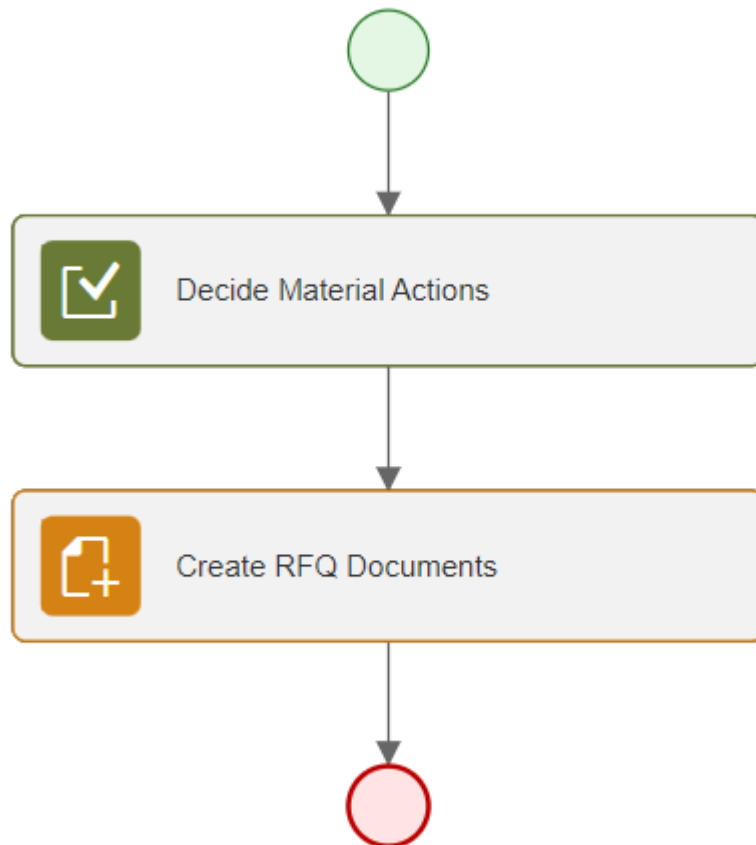
"AuthorizationGroup": "",
"BusinessPartnerCategory": "2",
"BusinessPartnerFullName": "CPH Vendor 1",
"BusinessPartnerGrouping": "ZCPH",
"BusinessPartnerName": "CPH Vendor 1",
"BusinessPartnerUUID": "00505684-d545-1eea-a5bb-a62977fdd825",
"CorrespondenceLanguage": "",
"CreatedByUser": "UTTARWAR",
"CreationDate": "2020-05-14T00:00:00",
"CreationTime": "PT14H20M36S",
"FirstName": "",
"FormOfAddress": "",
"Industry": "",
"InternationalLocationNumber1": "0",
"InternationalLocationNumber2": "0",
"IsFemale": "false",
"IsMale": "false",
"IsNaturalPerson": "",
"IsSexUnknown": "false",
"GenderCodeName": "",
"Language": "",
"LastChangeDate": "2021-03-14T00:00:00",
"LastChangeTime": "PT14H24M04S",
"LastChangedByUser": "ANDREASK",
"LastName": "",
"LegalForm": "",
"OrganizationBPName1": "CPH Vendor 1",
"OrganizationBPName2": "",
"OrganizationBPName3": "",
"OrganizationBPName4": "",
"OrganizationFoundationDate": {
  "@null": "true"
},
"OrganizationLiquidationDate": {
  "@null": "true"
},
"SearchTerm1": "CPH",
"SearchTerm2": "VENDOR",
"AdditionalLastName": "",
"BirthDate": {
  "@null": "true"
},
"BusinessPartnerBirthDateStatus": "",
"BusinessPartnerBirthplaceName": "",
"BusinessPartnerDeathDate": {
  "@null": "true"
},
"BusinessPartnerIsBlocked": "false",
"BusinessPartnerType": "",
"ETag": "ANDREASK20210314142404",
"GroupBusinessPartnerName1": "",
"GroupBusinessPartnerName2": "",
"IndependentAddressID": "",
"InternationalLocationNumber3": "0",
"MiddleName": "",
"NameCountry": "",
"NameFormat": "",
"PersonFullName": "",
"PersonNumber": "",
"IsMarkedForArchiving": "false",
"BusinessPartnerIDByExtSystem": "",
"TradingPartner": ""
}
}

```

Process Variants

A process variant consists of multiple process steps configured by a line of business expert. It is possible to create multiple variants of the same process. For example, you could remove the automatic creation of RFQ documents and always create them manually.

Please refer [help documentation](#) about how to import content packages and configure a process variant.



Import Supplier Lock and Configure Process Variants with SAP Build Process Automation

1. In the [SAP Build Process Automation Store](#), search for live process package Supplier Lock and import the same. This content package has one process template and process variant(s) for that template.
2. In the Application Development [Lobby](#), click to open the package with name Supplier Lock. This opens the package in a new tab/window.
3. Click the + icon next to the process template to create a new process variant.
4. Enter Name of the new Process Variant (ex, Two Step Approval).
5. Click the newly created Process Variant tile to save and activate the process variant.
6. The process variant has a default implementation with two steps and at least one level of approval.
7. It is possible to remove steps like “Approval for Supplier Lock” from a process variant only if there are multiple approvals. Please note that whether a step is mandatory or optional, and how many a times any step can be used within a variant, are dependent on the constraints defined on the process steps.
8. Save and activate the variant. A successful activation will create a new workflow definition in the account that can be viewed in the [Monitor Processes and Workflows app](#).

Import Supplier Lock and Configure Process Variants with SAP Workflow Management

1. In Process Flexibility Cockpit app, search for content package Supplier Lock. and import the same. Please refer the standard help document about [how to import a content package](#). This content package has one process template and process variant(s) for that template are required.
2. Open content package in Flexibility Cockpit and click Process Variants tile.
3. Click New Process Variant.
4. Enter Name of the new Process Variant (ex, default) and select “Supplier Lock” as Process.
5. Click the newly created Process Variant tile to save and activate the process variant.
6. The process variant has a default implementation with two steps.
7. It is possible to remove the Update Source Object Text or Approve Calculated Automatic Overtime Split step from a process variant. Please note that whether a step is mandatory or optional, and how many a times any step can be used within a variant, are dependent on the constraints defined on the process steps.
8. Save and activate the variant. A successful activation will create a new workflow definition in the account that can be viewed in the Monitor Workflows – Workflow Definition app in SAP Fiori Launchpad.
9. Update the Determine Process Variant Policy and include the newly created workflow definition ID in the rule

Decide Material Actions

This workflow step lets the Purchaser decide whether to request the creation of a new RFQ for a list of materials of the locked supplier.

1. This step is mandatory, has to be placed exactly once and has to be placed at the beginning of the variant.

Create RFQ Documents

This workflow step will create RFQ documents in the S/4HANA system for all materials that have been marked as relevant for RFQ creation by the Purchaser.

1. This step is optional and has to be placed exactly once and has to be placed after the decide material actions step.

Decisions & Policies

Decisions allow to encapsulate the business logic from core applications and supports the reuse of business rules across different business processes. Decisions enable customers to adopt changes in processes without changing the underlying workflows or application logic. SAP Build Process Automation or SAP Workflow Management has business rules capabilities that enables customers to centrally manage all decisions. Please go through the [business rules capabilities](#) in SAP Build Process Automation or SAP Workflow Management.

Supplier Lock enable customers to flexibly configure decisions to gain flexibility to

1. Determine Start Parameters
2. Determine Purchaser

Determine Start Parameters

This rule is required to define environment parameters to correctly start the workflow. It must be configured once.

Rule Service Name: Determine Start Parameters

Input: Workflow Start Parameters (Structure data type)

Start Parameters for workflow

ATTRIBUTE	TYPE	DESCRIPTION
BusinessPartnerCountry	String	Business Partner Country
BusinessPartnerRole	String	Business Partner Role
Industry	String	Industry
PurchaseOrg	String	Purchase Organization
SupplierAccountGroup	String	Supplier Account Group

Output: Process Variant (Structure Type)

Data object to represent a process variant

ATTRIBUTE	TYPE	DESCRIPTION
VariantID	String	VariantID
EscalationTime	String	Escalation Time
AdminEmail	String	Admin Email
AdminGroupID	String	Admin Group ID
AdminUserID	String	Admin User ID

Rule Definition

DetermineProcessVariant

Where used

Step: LeadingWorkflow

Determine Purchase

This rule is required to define the Purchaser to decide the material actions

Rule Service Name: Determine Purchaser

Input: Purchasing Details (Structure data type)

Start Parameters for workflow

ATTRIBUTE	TYPE	DESCRIPTION
Purchasing Organization	String	Purchasing Organization of the Purchaser

Output: Purchaser (Structure Type)

Data object containing Purchaser data

ATTRIBUTE	TYPE	DESCRIPTION
Email	String	Email
GroupID	String	Group ID
UserID	String	User ID

Rule Definition

DeterminePurchaser

Where used

Step: Decide Material Actions

Process Visibility

Process Visibility capability in SAP Build Process Automation or SAP Workflow Management 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.

Supplier Lock process content package provide out of the box visibility on all the process variants in SAP Build Process Automation or SAP Workflow Management. Line of business expert will be able to enhance the visibility scenario to their requirements.

Configure Visibility Scenarios in SAP Build Process Automation

1. Go to the Application Development Lobby.
2. Select Supplier Lock Project.
3. Click to open **Supplier Lock** scenario.
4. Click Activate button.

Please go through the [help documentation](#) on how to configure the visibility scenario.

Configure Visibility Scenarios in SAP Workflow Management

1. Go to Process Flexibility Cockpit.
2. Select **Supplier Lock** tile.
3. Click Visibility Scenarios tile.
4. Select the Supplier Lock scenario

Please go through [help documentation](#) on how to model a visibility scenario.

Access Process Workspace in SAP Build Process Automation

1. The process visibility scenario can be accessed using SAP Launchpad Service. Refer to the help document for [creating UI applications on central SAP Fiori Launchpad](#) for SAP Build Process Automation.
2. Once you have added the applications process Visibility Scenario Instances (with app ID com.sap.spa.pv.instances) and Visibility Scenario Dashboard (with app ID com.sap.spa.pv.ovp), follow the below steps to add a tile to access the Supplier Lock dashboard.
 - a. Navigate into "Visibility Scenario Dashboard".
 - b. On the screen that opens, choose Create a Local Copy.
 - c. To use custom texts, choose Edit and adapt the texts in the General section.
 - d. You can use a custom title, description, and subtitle for the tile.
 - e. Choose the Navigation tab.

- f. Under the Intent section, ensure that the value in the Action tab is unique for every application.
- g. Under the Parameters section, provide the following:

Parameter Name	Parameter Value
Name	scenariold
Default Value	com.sap.content.supplierlock
Required	Toggle to Yes

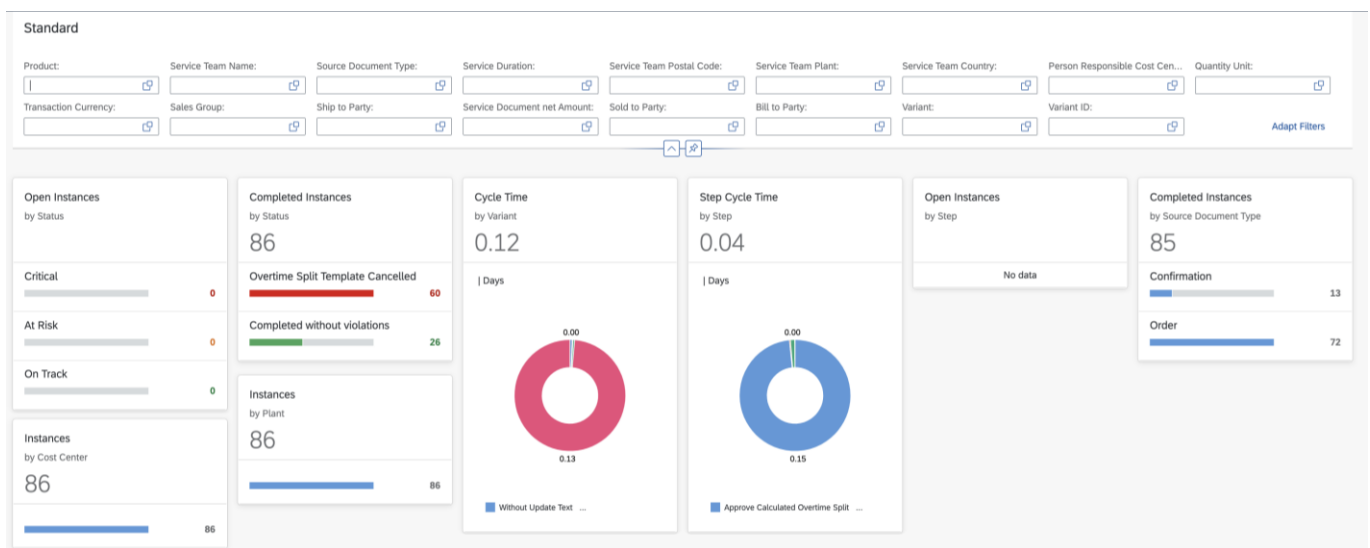
- h. Choose Save.
- i. Assign the local copy to a group and make sure that they're visible to users. For more information, see [Assign Apps to a Group and to a Catalog](#) and [Assign Content to a Role](#).

3. Once created, select app that corresponds to "Supplier Lock".

4. User will see the process visibility dashboard below.

Access Process Workspace in SAP Workflow Management

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



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