

# SAP® Build Process Automation for Use in Procurement

Optimize your procurement processes with automation



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# Executive Summary

Procurement specialists within your organization ensure that everyone has the necessary supplies and equipment to do their jobs. Often these specialists are hampered by repeatable tasks and manual processes. Yet, with global supply chains stretched to their limits, procurement specialists play an increasingly important role in strategizing how to improve or diversify your current supply chains. By providing them with process automation tools, you can help these specialists ensure your business has what it needs to work today and grow for the future.

In this e-book, we'll cover how the SAP® Build Process Automation solution can help reduce the time your procurement specialists spend on menial tasks, freeing them to plan and coordinate meeting your organization's supply needs.



# Process and Operation Challenges Faced by Procurement Professionals

Businesses have been forced to innovate and adjust their procurement priorities based on factors such as increased business complexity, changing customer expectations, market uncertainty and risk, and the pressure to meet sustainability goals. However, procurement processes are already complex and involved – from business partner onboarding, sourcing raw material, to determining whether the appropriate inventory is available in-house or from a supplier.

Manual procurement processes make it difficult for procurement professionals to do their job while effectively supporting company operations. Procurement professionals must deal with a lot of data, including product types, quotes, prices, quantities, and delivery dates. Keeping this information up to date often requires manual data entry that's both time-consuming and prone to error. Companies may use different fragmented tools to simplify, improve, and accelerate procurement operations. However, adding more tools results in employees having to deal with even more tasks that are repetitive and tedious.





Nearly **4 in 10 executives (37%)** say that most/all of their procurement processes are manual.<sup>1</sup>

SAP understands the challenges faced by your organization's procurement professionals. With SAP Ariba® solutions, we offer e-procurement and supply chain cloud solutions that help you accelerate and streamline your organization's procurement practices – from sourcing, purchase, to payment. To support your efforts, SAP offers individualized experiences and strategic solutions, including SAP Build Process Automation alongside SAP S/4HANA®.

# What is SAP Build Process Automation?

SAP Build Process Automation empowers business users and technologists to become business experts. Through this solution, stakeholders can build automated processes and workflows visually and simply. SAP Build Process Automation offers pre-built content and features – such as bots, process steps, business rules, and workflow components. With powerful yet intuitive low-code and no-code capabilities, the solution helps your business drive automation by applying the expertise of business users (see Figure 1).

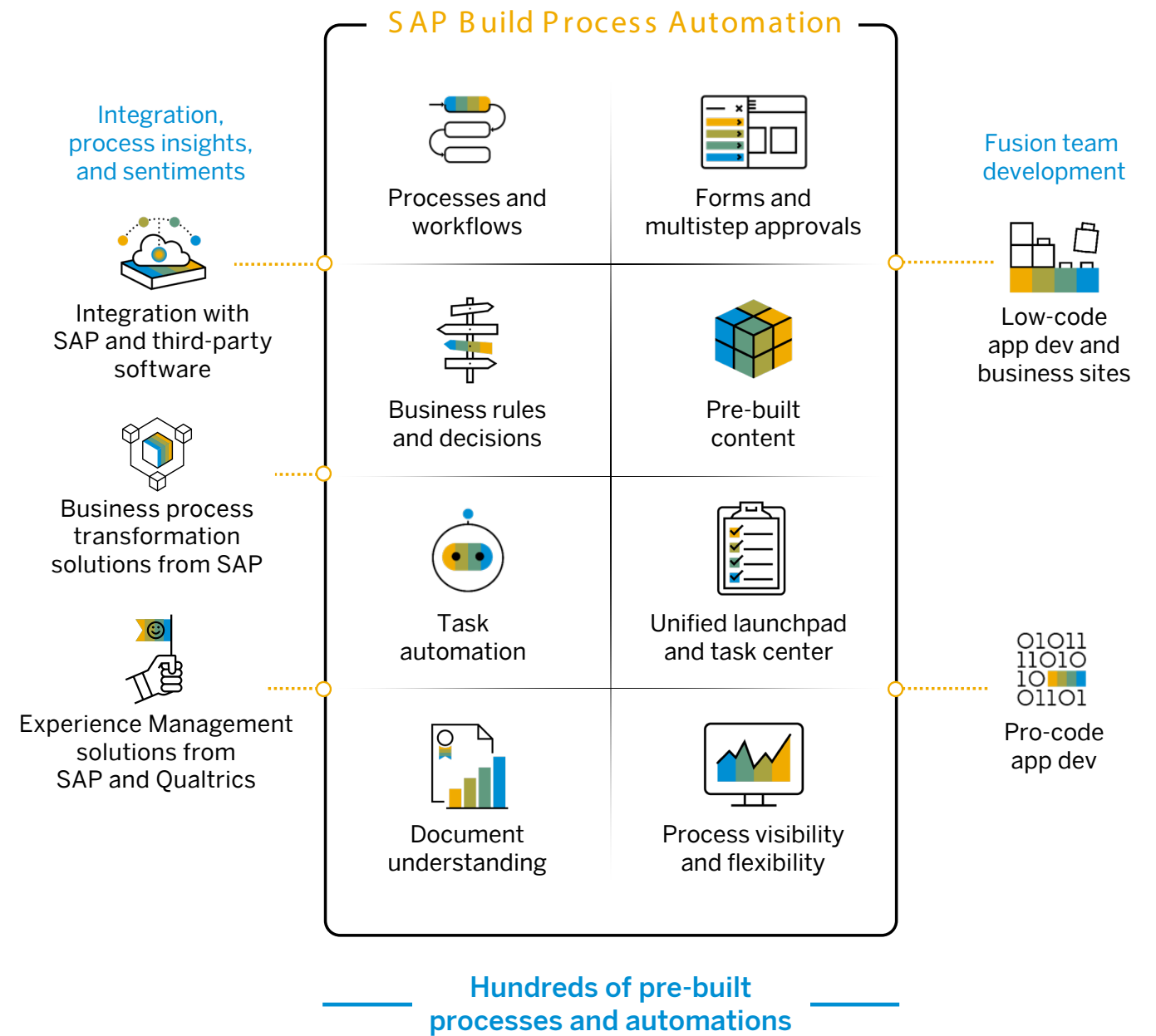


Figure 1: Example of SAP Build Process Automation

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# Why Process Automation Is Relevant for Procurement Specialists

Procurement involves several time-consuming, manual processes that are perfect candidates for automation. Processes in contract management, category management, third-party risk management, supplier relationship management, and more can all be automated. Automating such processes enables procurement professionals to spend more of their time and energy on proactively collaborating with the business, rather than reacting to challenges. With automation insights, leaders are empowered to make key decisions faster, helping their organization navigate uncertain business environments. Now that you know there's a vast business opportunity to include process automation in procurement, let's take a moment to examine the benefits that process automation can bring to your organization:





## Cost savings

Scrutinize savings captured by business systems to understand which materials are sourced through established contracts. With predictive analytics capabilities, your procurement specialists can deepen their insight into actual savings that don't match those negotiated for commodity transactions, cost centers, and suppliers.



## Process efficiency

Improve invoice processing efficiency by monitoring exceptions to help ensure proper compliance with supplier agreement terms, such as order quantity, quantity received, and pricing terms. Procurement specialists can use intelligent automation to manage simple payment transactions. But when a solution detects an exception, the invoice can be routed to the appropriate procurement professional to reconcile it.



## Reduce errors

By automating routine tasks, you can reduce the manual errors that occur with repetitive tasks, as well as free up your procurement professionals to work on meaningful endeavors instead of rote ones.



## Achieve predictable, reliable supply chains

With process automation, your procurement specialists can understand network trends, identify risks and opportunities, and sense and respond to changes in supply and demand across your network with integrated intelligence.



## Drive transparency and deeper collaboration

Spur deeper collaboration, compliance, visibility, and control throughout your company by automatically operationalizing enterprise resource planning (ERP) across multiple systems. With pre-built templates, your procurement specialists can use standardized forms to work more effectively while bots allow them to collaborate more frequently with teammates. Specialists can also easily collect and intelligently act on data from users or third-party systems.



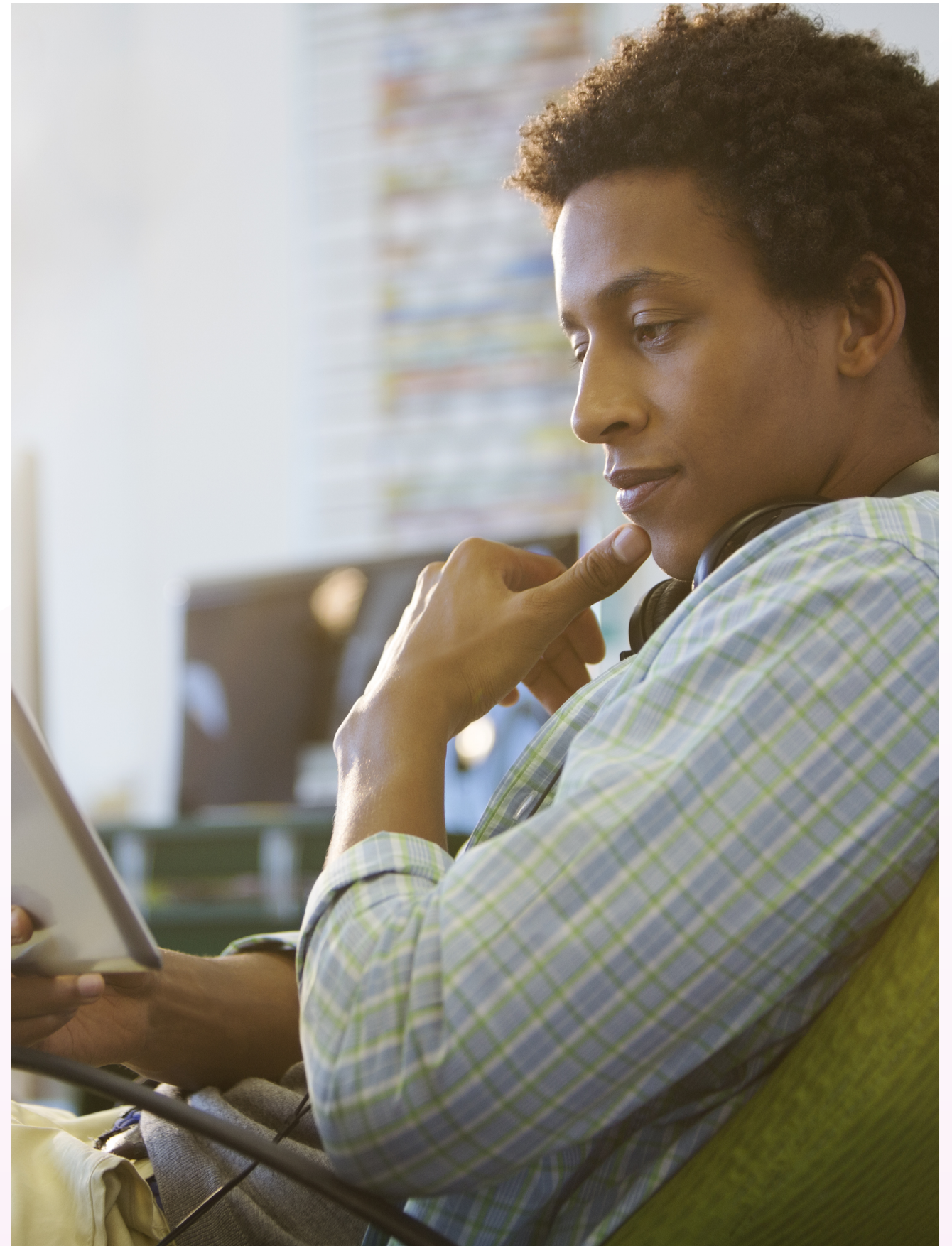


# Pre-Built Bots Showcase

Now let's examine four popular bots in use today. With these bots, we'll explore how to:

- Automate the approval of purchase requisitions from SAP.
- Build real-time visibility dashboards for operations in SAP Ariba Procurement solutions.
- Automate vendor onboarding.
- Automate maintenance of purchase information records.

Each of these use cases can help you unlock invaluable process and operation improvements that can grow your business. Let's learn how SAP Build Process Automation can empower your organization's procurement specialists.



# Purchase Requisitions Approval in SAP Ariba Solutions

## Situation

Employees and department managers within any organization often need new supplies, equipment, training, and more. As such, they generate large numbers of purchase-requisition requests for procurement specialists to manually verify. This isn't just a tedious process – it also slows your organization down when employees and departmental managers don't have the supplies necessary to do their jobs. To achieve greater business agility, procurement professionals need a solution to help them automate the approval of purchase requisitions.

## Solution

When a purchase requisition requiring an external approval is received from an SAP Ariba solution, a pre-configured process variant is triggered in SAP Build Process Automation based on defined business conditions. The approvers are determined based on the requisitions data with the help of business rules. The purchase requisition is either approved or rejected before the document is updated in the SAP Ariba solution.

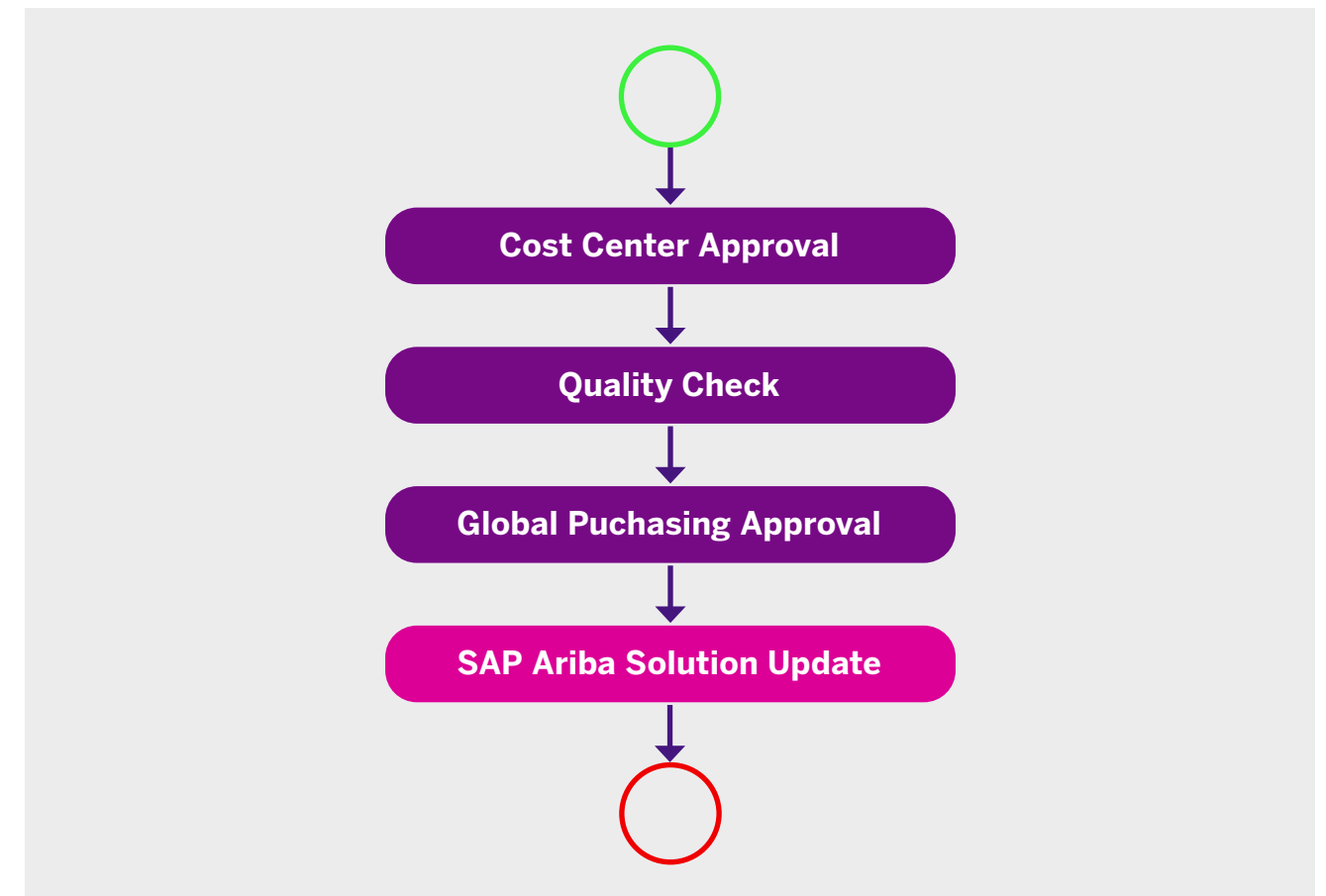


Figure 2: Process Flow for Automating the Approval of Purchase Requisitions from SAP Ariba Solutions

This content package **enables business experts to accelerate the automation of approving purchase requisitions** from SAP Ariba solutions in a transparent and flexible way.

Discover more about [purchase requisitions approval in SAP Ariba solutions](#) in our store.

# Real-Time Visibility into the Operations of SAP Ariba Procurement Solutions

## Situation

Process visibility is necessary to stay competitive and grow businesses in today's world – from knowing invoices are being paid on time to having visibility into purchase requisitions. This empowers executives and procurement specialists to adapt to any abrupt change, make key decisions faster, and stay on top of their procurement processes. There's a huge need for real-time visibility into every process.

## Solution

The content package provides real-time visibility into the operations of SAP Ariba Procurement solutions, from purchase requisition creation to purchase order creation (P2O), including all approvals. Procurement operators or shared service centers can then keep track of all their purchase requisitions and key performance indicators in real time. Purchase requisitions are extracted periodically, transformed using simple text rules, and consumed in process visibility.

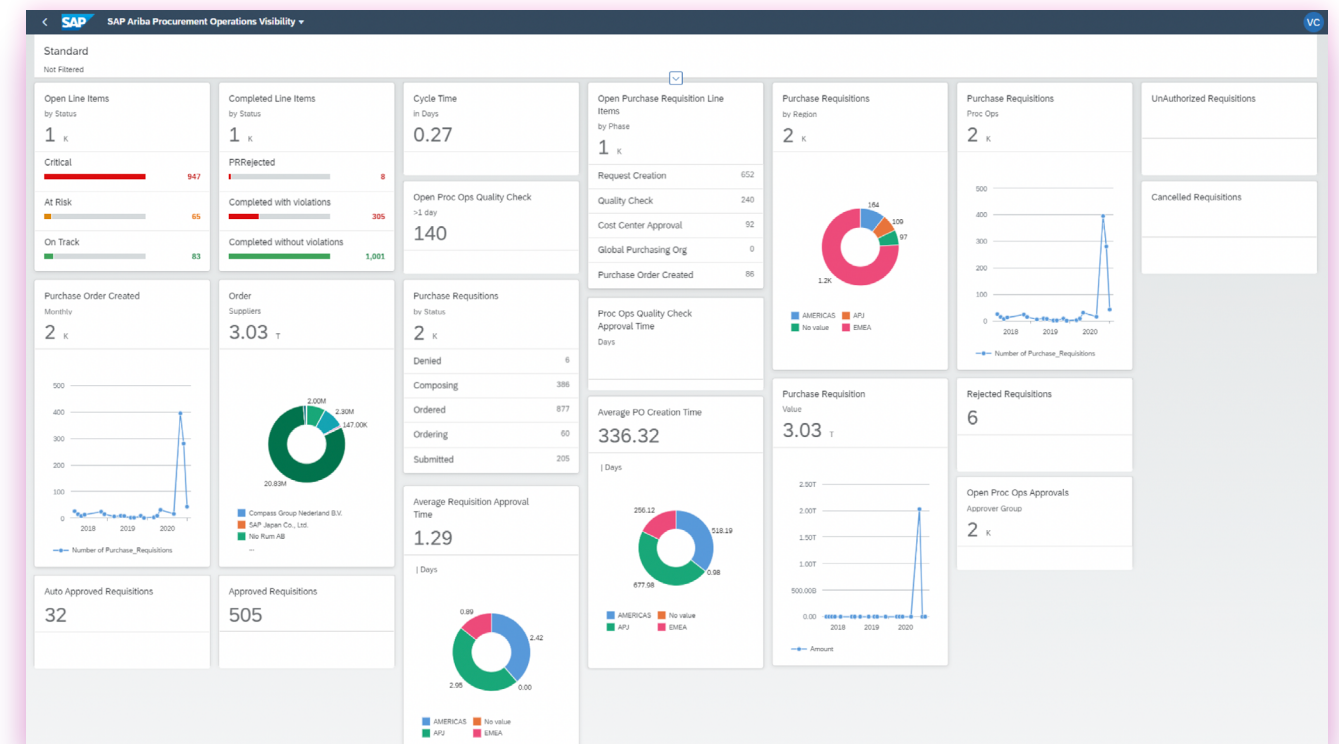


Figure 3: Real-Time Visibility Dashboard for Operations in SAP Ariba Procurement Solutions

This package enables process owners and operators in purchasing to **get detailed insights into their procurement operations and track key performance indicators.**

Discover more about [real-time visibility into the operations of SAP Ariba Procurement solutions](#) in our store.

# Vendor Onboarding

## Situation

The vendor onboarding process is repetitive yet crucial. If onboarding isn't done smoothly, it could lower customer satisfaction and interest in working with you. To ensure an effective and seamless onboarding experience, procurement specialists need access to tools and solutions that help automate this process. Automation provides a more succinct user experience and saves specialists valuable time.

## Solution

The "Vendor Onboarding" package provides procurement specialists flexibility in executing a specific process variant depending on account groups and vendor types. When a request to register a new vendor is received, a pre-configured process variant is triggered in SAP Build Process Automation based on your unique business conditions. Accounting and purchasing information can be enriched and validated by the respective department. The vendor is created in SAP S/4HANA only after approval is received from all the parties involved. This package provides flexibility in automating the granular process steps to capture and validate general vendor, accounting, and purchasing data while obtaining respective approvals.

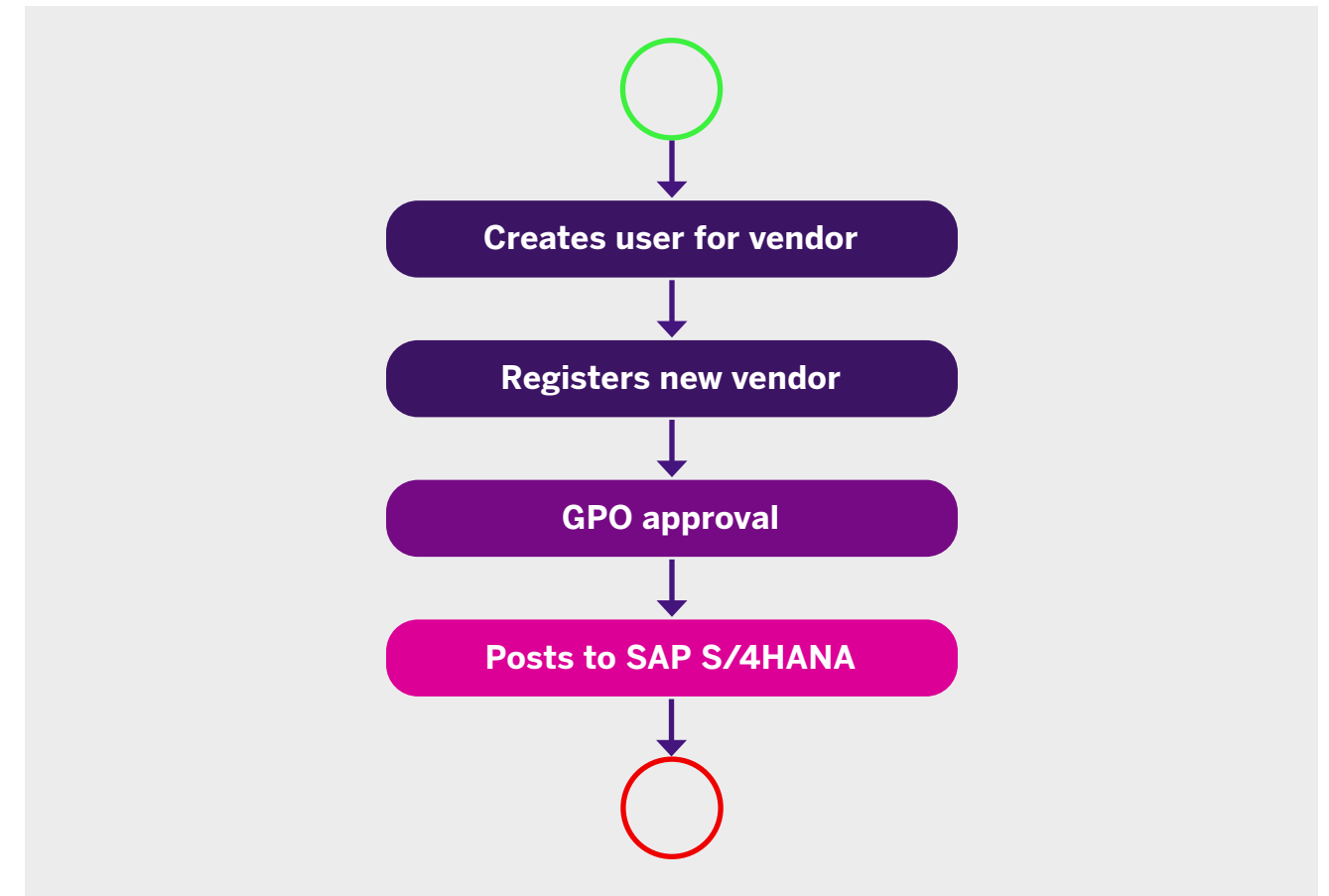


Figure 4: Process Flow for Automating Vendor Onboarding in SAP S/4HANA

- This content package is perfect for **simplifying your vendors' onboarding journeys.**

Learn more about the **Vendor Onboarding** package in our store.

# Maintain Purchase Info Record

## Situation

Every purchase – whether as small as a box of pens or as large as a new piece of equipment – requires a purchase information record, which contains data on specific materials and the vendors supplying the materials. Maintaining the massive libraries of these records can be cumbersome work. As a critical master data source, any updates to the information record should be validated and approved before being used. To help ensure that your business stays compliant and your finances are in order, your procurement specialists need solutions that allow them to automate the maintenance of these records.

## Solution

The “Maintain Purchase Info Record” package enables procurement specialists to create a flexible and transparent approval process. Depending on attributes like info record type, vendor, plant, material, purchasing group or organization, and price variance, specialists can choose process variants. When specialists submit a request to create or update a purchase information record, a pre-configured process variant is triggered in SAP Build Process Automation. Procurement specialists can configure business rules to determine the approver, with the information updated in SAP S/4HANA only after the approval process is complete.

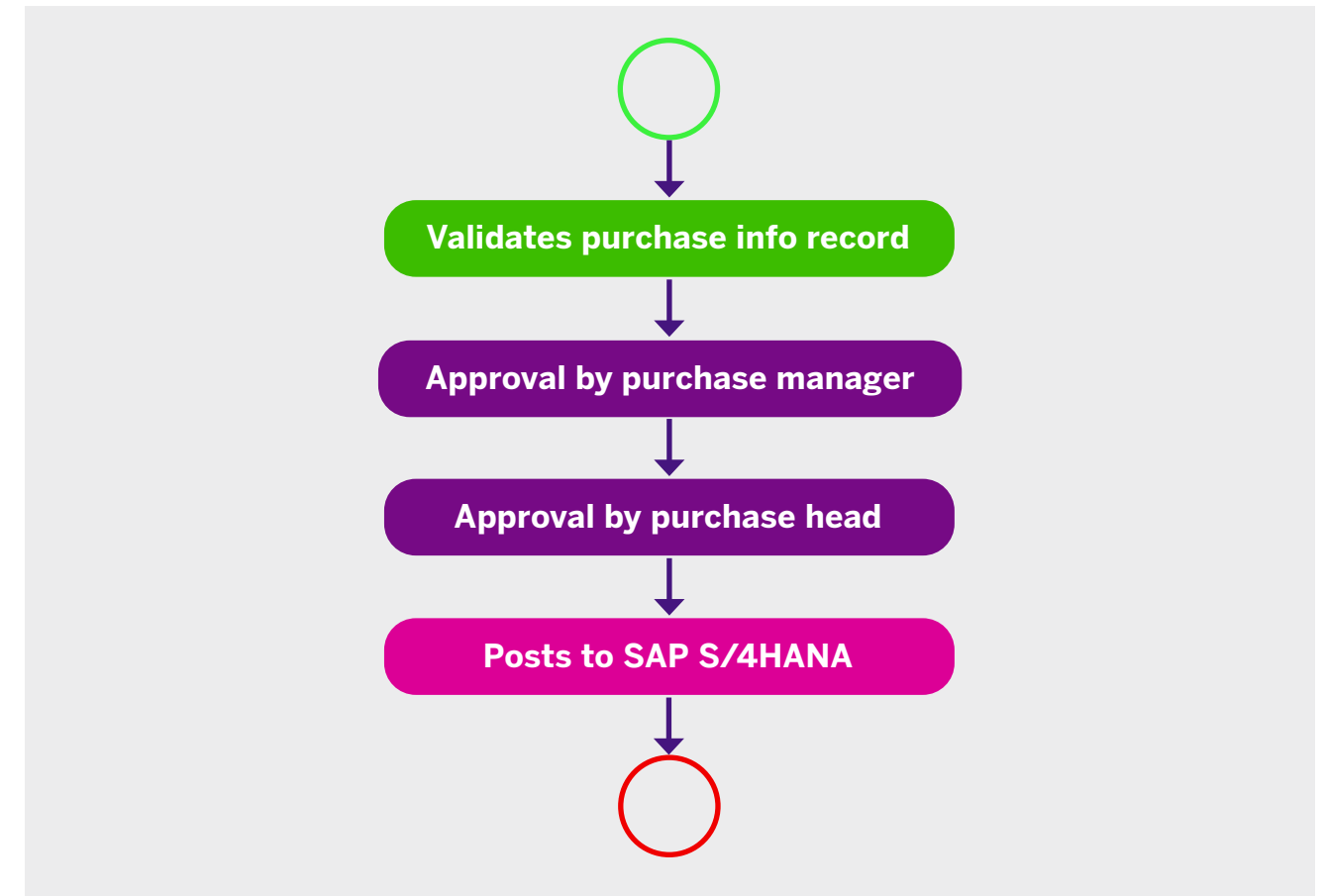


Figure 5: Process Flow for Automating and Maintaining Purchase Information Records

- This content package is perfect for those who need **purchase information records constantly maintained.**

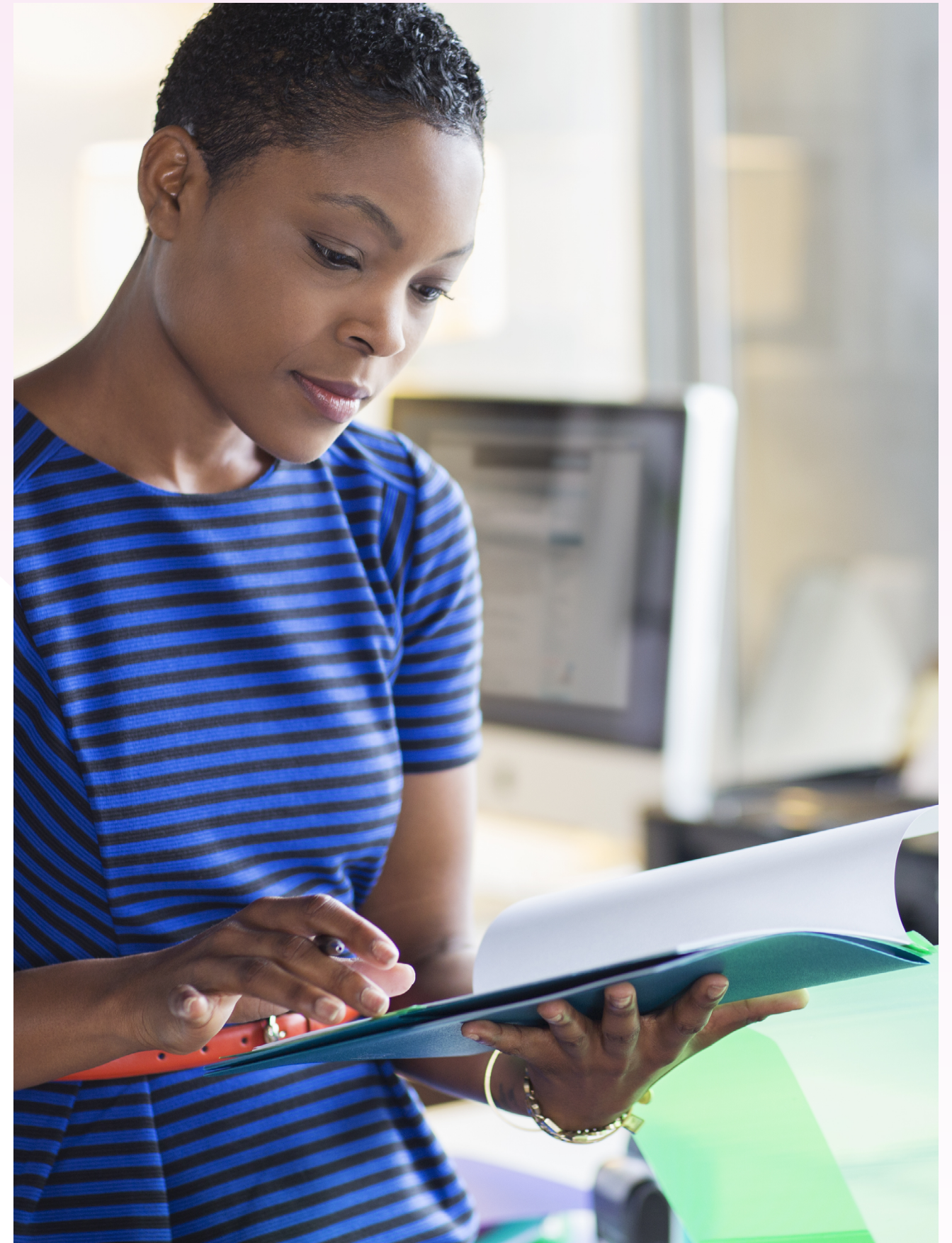
Learn more about the [Maintain Purchase Info Record](#) package in our store.

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# Enabling Simplicity, Speed, and Confidence for Procurement Professionals

What do pre-built bots from SAP have in common?

They help procurement specialists optimize the processes they're already running in SAP Ariba solutions. The content can be used as is or modified to suit your needs. With workflow management and robotic process automation combined in a single low-code tool, automation has never been easier.



## Key Capabilities SAP Build Process Automation Provides Your Business

### Build with simplicity

SAP Build Process Automation provides visual drag-and-drop tools for building workflows with pre-built, procurement-specific content. Users can now build workflows with ease, as well as automate tasks and decisions. To jump-start projects, users can select from a rapidly growing library of more than 340 pre-built process flows, forms, business rules, dashboards, and bot automations across applications, lines of business, and industries.

### Automate faster

Built-in AI capabilities help procurement users streamline their processes with machine learning for decision assistance, intelligent document processing, and more. The solution provides native integration with SAP applications, as well as connections with non-SAP applications, to enable automation of complex workflows that span multiple applications and lines of business.

### Operate with confidence

With SAP Build Process Automation, organizations can manage their processes and automations confidently on their cloud of choice while interoperating with their existing infrastructure. IT departments can empower business users to build process workflows, automations, and decision models while safeguarding operations with centralized governance, testing, and monitoring capabilities. To help ensure compliance and to automate processes in a scalable, reliable fashion, the service is designed to meet stringent enterprise-class service-level agreements, compliance standards, and privacy regulations.

## Additional Automation Use Cases for Procurement

In addition to the pre-built automations covered in this e-book, there are many other ways customers can use our low-code solution for process automation (as shown in Figure 6).

Supplier Management	Sourcing & Contract Management	Operational Procurement	Invoice Management	
<b>Automation Use Case Examples</b>				
Automatic periodic update of vendor master  Supplier down-payment requests	Quotation management  Contract management	Purchase requisition creation  Purchase order confirmation  Goods receipt inspection	Automated posting of invoices  Invoice processing without PO	
<b>Benefits of SAP Build Process Automation</b>				
<b>80%</b> less time needed for delegation of authority in procurement	<b>75%</b> reduction in time consumed by administrative tasks	<b>Reduce</b> manual errors	<b>Automate</b> end-to-end procurement processes	<b>Increase</b> procurement compliance as per policy

Figure 6: Examples of SAP Build Process Automation

# Continue Your Journey with SAP Build Process Automation

In this e-book, we delved into the powerful, pre-built content that SAP Build Process Automation offers procurement specialists.

There's also more to explore with SAP Build Process Automation:

- [Try SAP Build Process Automation with our guided experience](#)
- [Check out the home page for SAP Build Process Automation](#)





