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Nomination & Business Intake

Initial business nomination and data entry

 Business Development

○ PROCESS DETAILS

- BD team receives nomination email from customer
- BD representative enters nomination details into the system
- System awaits official Purchase Order (PO) from customer

**2**

Customer PO Entry & Financial Data Capture

Capture all financial and commercial details

 Business Development

○ PROCESS DETAILS

- Enter Customer PO details
- Record commercial details of business order
- Define payment milestones
- Track payment status with due amounts and dates
- Record payment received details with dates
- System initiates New Program after submission



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Program Creation & Notification

New program setup and team notification

⚡ Automated

👤 Program Management

PROCESS DETAILS

- ✓ System notifies Program Management team
- ✓ Program Manager reviews nomination details
- ✓ Program Manager reviews customer PO data

⚡ AUTOMATED FEATURES

- ⚡ Automated notification to Program Management team

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PR Creation

Create Purchase Requisition based on customer PO

👤 Program Management

PROCESS DETAILS

- ✓ Program Manager identifies necessary materials from customer PO
- ✓ Creates Purchase Requisition (PR) with specifications
- ✓ Includes material specifications, quantities, and details
- ✓ Program and BD teams define target purchase price for each line item

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Automated Purchase Order (PO) Creation

SAP-driven automation for PO generation and approvals

 SAP System

 Automated



PROCESS DETAILS

-  PR follows predefined multi-level Release Strategy
-  Release based on value, plant, material group, and business rules
-  System automatically converts approved PR into Purchase Order
-  PO follows respective PO Release Strategy

AUTOMATED FEATURES

-  PR Approval Notification: Email notifications to PR creators
-  Purchasing Organization Validation: Role-based authorization blocks
-  PO Release Communication: Emails to vendors and procurement team
-  PR Aging Monitoring: Track PRs older than 30 days with alerts
-  Approval Delay Management: Automated reminders and escalations
-  Spend Analysis: Consolidated reporting across PR, PO, GR, Invoice, Payment
-  Contract-Based Validation: Automated PR/PO checks against contracts

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Purchase Price Validation

Validate purchased price against target price

 Program Management & BD



PROCESS DETAILS

-  Program and BD teams compare purchased price with target price
-  Identify pricing discrepancies
-  Coordinate with purchase team to align pricing with targets

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Milestone Tracking & Customer Payment Updates

Automated

Track milestones and manage customer payments

Program Management & BD

PROCESS DETAILS

- Program Management updates milestone completion status
- BD team is notified of milestone completion
- BD initiates communication with customer for payment
- BD updates payment information upon receipt
- Program dashboards show total spend vs. received amounts

AUTOMATED FEATURES

- Automated notifications to BD team on milestone completion

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MIGO Automation – Invoice Value Visibility

Automated

Automated goods receipt validation

SAP System

PROCESS DETAILS

- During Goods Receipt (GR) postings for movement types 103/105
- System displays expected invoice value and tax details
- GR validated against PO value
- GR validated against expected invoice amount
- GR validated against quantity and pricing conditions
- Variances beyond tolerance trigger system alerts

AUTOMATED FEATURES

- Automatic invoice value calculation
- Real-time variance detection and alerting

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Service PO – Line-Item Level Invoice Automation

Automated

Automated invoice processing for service POs

SAP System

PROCESS DETAILS

- Service POs contain multiple service line items
- Each line item treated as separate billing milestone
- Upon service completion confirmation:
- System automatically enables invoice processing for that line
- Invoice posting restricted until service completion

AUTOMATED FEATURES

- Automatic invoice enablement upon service completion
- Prevention of partial or premature invoicing

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Payment Advice & Notification

Automated

Automated payment notification to vendors

SAP System

PROCESS DETAILS

- When users execute vendor payments via F-53
- Post-payment output trigger is activated
- System identifies payment document, vendor, and associated POs
- Email notifications sent to vendors (external)
- Email notifications sent to procurement team (internal)
- Emails sent through SAP standard mail framework

AUTOMATED FEATURES

- Automatic payment document detection
- Automated email notifications using predefined templates

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Down Payment Automation for Capital POs

Automated

Automated down payment processing

SAP System

PROCESS DETAILS

- Down payment percentage added in Payment Processing tab at PO header
- System triggers down payment processing based on percentage
- Down payment managed through ME2DP
- Down payment document posted at PO header level

AUTOMATED FEATURES

- Automatic down payment trigger based on configured percentage
- Automated document posting at header level

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Payment Terms for Down Payment Requests

Automated

Automated payment term calculation and notifications

SAP System

PROCESS DETAILS

- Automated due-date calculation
- Accurate visibility of payment clearing schedules
- User notifications regarding due dates
- Ensures timely payment processing

AUTOMATED FEATURES

- Automatic due-date calculation
- Automated due-date notifications