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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

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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

⚡ Automated



New program setup and team notification

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

Automated



SAP-driven automation for PO generation and approvals

SAP System

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