Process documentation

Organization: Universität Ulm

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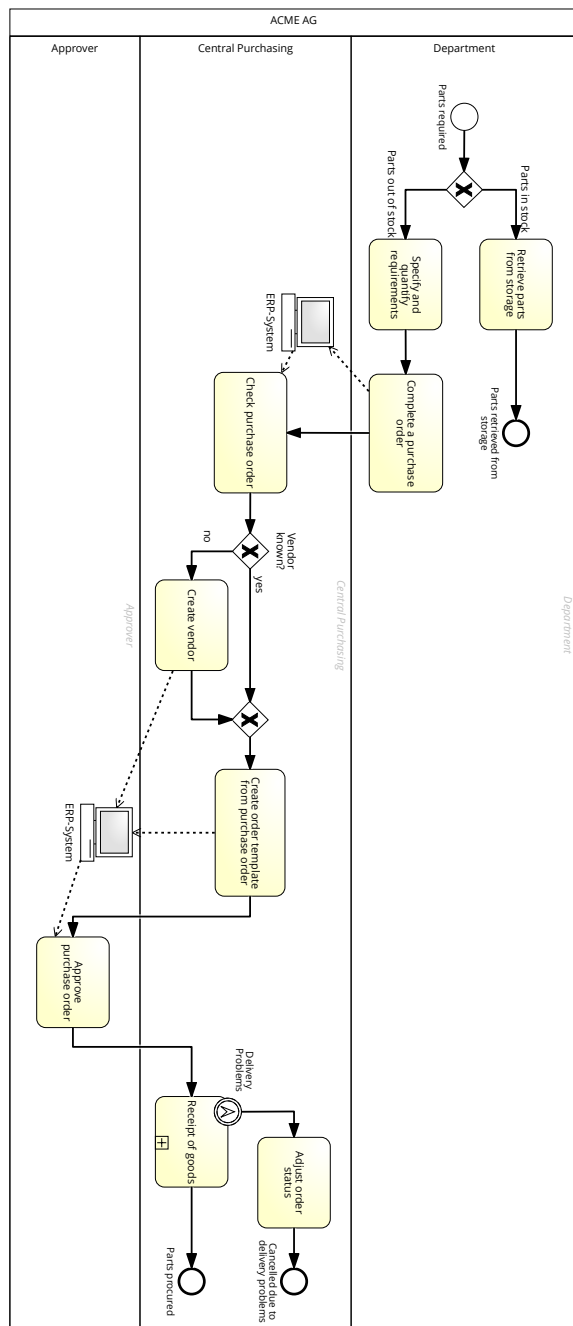# Table of contents

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Diagram Type	Business Process Diagram (BPMN 2.0)
Path	Shared documents / SAP-SAM
Author	Marvin Völter
Revision Number	1
Last modified	Dec 30, 2023
Diagram Link	https://academic.signavio.com/p/editor?id=722b4a25eb094aff9fe5f63864a332e1

1.1 Diagram

1.2 Description

This process concerns the purchase of production parts and is held regularly during the execution of the order as well as product development instead. This process can occur at various points within the company.

1.3 Elements

Process elements

Parts required

>*Start Event*

>Organization units: ACME AG - Department

Exclusive (XOR) Gateway

>*Exclusive (XOR) Gateway*

>Organization units: ACME AG - Department

Specify and quantify requirements

>*Task*

>*Please specify an exact quantity and item description of what is required. A technical justification is also necessary.*

>Organization units: ACME AG - Department

Complete a purchase order

>*Task*

>*The purchase order must be added in the ERP-System with transaction number TA4711. Each department is authorized to do this.*

>Organization units: ACME AG - Department

>IT Systems: ERP-System

Check purchase order

>*Task*

>*The check takes place via the workflow inbox of the ERP-System.*

>Organization units: ACME AG - Central Purchasing

>IT Systems: ERP-System

Vendor known?

>*Exclusive (XOR) Gateway*

>Organization units: ACME AG - Central Purchasing

Create vendor

>*Task*

>*Switch to transaction SB411, click the button "New Vendor" and enter the details of the new vendor according to the template.*

>Organization units: ACME AG - Central Purchasing

>IT Systems: ERP-System

Exclusive (XOR) Gateway

>*Exclusive (XOR) Gateway*

>Organization units: ACME AG - Central Purchasing

Create order template from purchase order

Task

In the ERP System, a binding order template is created from the purchase order, which can subsequently be ordered from the appropriate vendor.

Organization units: ACME AG - Central Purchasing

IT Systems: ERP-System

Approve purchase order

Task

Specialist authorization from the head of department and thereby automatic release of the order. Processed via the workflow inbox of the ERP-System.

Organization units: ACME AG - Approver

IT Systems: ERP-System

Receipt of goods

Collapsed Subprocess

Organization units: ACME AG - Central Purchasing

Subprocess reference: /model/c81653bc711a417e87c02ce1d98c44fe (/model/ c81653bc711a417e87c02ce1d98c44fe)

Delivery Problems

Intermediate Escalation Event

Organization units: ACME AG - Central Purchasing

Adjust order status

Task

Adjust the status of the order.

Organization units: ACME AG - Central Purchasing

Cancelled due to delivery problems

End Event

Organization units: ACME AG - Central Purchasing

Parts procured

End Event

Organization units: ACME AG - Central Purchasing

Retrieve parts from storage

Task

The storeroom can be found in the main building, 4th floor, room 4711.

Organization units: ACME AG - Department

Parts retrieved from storage

End Event

Organization units: ACME AG - Department

Organization units

ACME AG

Pool

Approver

Lane

Organization unit: ACME AG

Central Purchasing

Lane

Organization unit: ACME AG

Department

Lane

Organization unit: ACME AG

Data / IT-Systems

ERP-System

IT System

Organization unit: ACME AG - Approver