

Release workflow of purchase orders in SAP® -

easy, affordable and safe



inPuncto®

Efficient approval process for purchase order thanks to automated release procedure via SAP-workflow, powered by inPuncto:

How does the **release workflow of purchase orders** work?

1 Example of an outgoing order: A buyer creates an order in the SAP MM.

2 The system checks, automatically in the background, if the values comply with the release requirements. If they do, it allocates a release strategy to the process— according to the pre-defined process.

- a) e.g.: if the net amount does not exceed a release limit, the order can be released directly without any further approval steps.
- b) e.g.: if the net amount exceeds a release limit, a release process (which is defined according to the character of the order) is automatically triggered.

3 The people who are in charge of the release/approval/comments process the document in the order that is determined in the release strategy.

4 The members of staff are automatically notified if their release/approval/comment has to take place: They receive one work item per order suggestion in their inboxes (SAP-Business Workplace or e-Mail).

5 With “execute workitem” the member of staff starts the biz²DocumentControl. Here he has the possibility of comments and the electronic release. The print view of the order is visualized in the window on the right.

6 The officer in charge issues his release or his rejection and adds a comment, if necessary (here the buyer can adjust the order accordingly).

7 In the SCM-order release cockpit in SAP you have complete transparency over the release status at any time.

Configuration / Products:

- biz²ScanServer (document processing server for incoming mail)
- biz²DocumentControl (workflow tool for SAP)
- optional: biz²Archiver (archive for SAP)

Your benefits regarding the electronic release of purchase orders in SAP:

Faster

- Acceleration of the approval process of purchase receipts in SAP.
- No effortful search of originals.
- Always up-to-date, reminder and escalation scenarios.

Better

- Clear competence regulations are kept to in a traceable way.
- High transparency over the processes -> history and cockpit function for this kind of documents.

Cheaper

- Use of existing signature regulations/ competence logics in SAP.
- Use of the same software components as in the invoice process solution.