
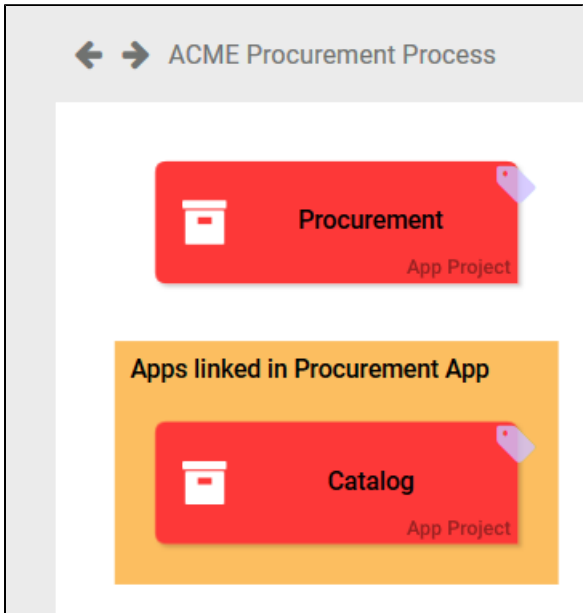


Procurement Process

With the [Procurement](#) app Irene Adler wants to enable the [ACME](#) employees to order office materials and other office supplies.

	<p>Irene Adler creates the project ACME Procurement Process in her cockpit.</p>
	<p>In the app project Procurement the complete order and approval process is mapped.</p> <p>The list of orderable articles is managed in the app Catalog.</p>

On this Page:

- [The Procurement Process](#)
 - [Creating an Order](#)
 - [Checking Credit Limit](#)
 - [Authorization](#)
 - [Order Transmission](#)
 - [Confirming Delivery](#)
 - [Displaying Summary](#)
- [The App Catalog](#)

Related Pages:

- [Modeling EPCs](#)
 - [XOR Branching](#)
- [Creating Forms](#)
 - [Using the Camera Element](#)
 - [Using the Signature Element](#)
 - [Possible Values: Value and Label](#)
- [Process Apps](#)
- [Role-based Authorization Concept](#)

Related Documentation:

- [BPaaS Entwicklerhandbuch \(German\)](#)

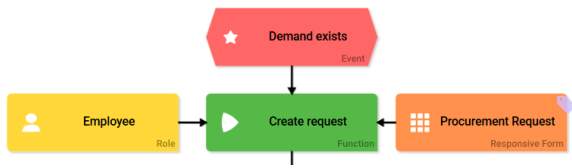
The Procurement Process

Irene Adler wants to map the following sub-processes in her procurement model:



- **Creating an Order:**
 - Employees can order office supplies via a procurement request.
- **Checking Credit Limit:**
 - Requests with an order value of up to 150 Euro are executed directly (order is transferred to the [ACME SAP system](#)).
 - Orders over 150 Euro order value must be checked and approved by the head of accounting. If a request requiring approval has been submitted, the accounting management will be informed by email.
- **Authorization:**
 - If the accounting department approves the request, the employee is informed and the order is then transferred to the SAP system.
 - If a request is rejected, the employee is also informed. The procurement process ends with the sending of the rejection email and the display of the [Rejection](#) form.
- **Order Transmission:**
 - If the order is accepted / approved, it should be transferred directly to the company's SAP system. The SAP system is directly connected to [ACME's BPaaS system](#) via an [integration](#), so that the order data can be transferred automatically.
- **Confirming Delivery:**
 - When the ordered goods have arrived, the employee will be informed accordingly and must then check the goods.
 - In the form [Inspection of Delivery](#) the employee has to confirm if the goods have arrived complete and undamaged. Defects can be recorded in the screen.
 - The employee confirms receipt of the goods with his signature.
- **Displaying Summary:**
 - Finally, a summary of the order data is displayed.

Creating an Order



Filling in the Procurement Request form should be as simple as possible. Therefore, some form fields are prefilled with data.

The personal data of the applicant should already be filled in the form. In the form functions of the Procurement Request form, the system therefore references the user object.

The field Creation Date is preset using meta information. The Request Number field is also prefilled.

ACME Procurement Request

Request Number

1579603655867

Creation Date

2020 Jan 21

Currently edited by

irene.adler

Applicant Details

Name

Irene Adler

Type of Request

☒ New ☐ Substitute ☐ Other

E-Mail

irene.adler@acme-corp.com

If "Other", please specify:

Items to order

OrderList

Quantity	Image	Item Name	Color	Price per Unit in	Total	Overnight
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Page 0 of 0

20

Order Value *

0.00

Go to overview

Save

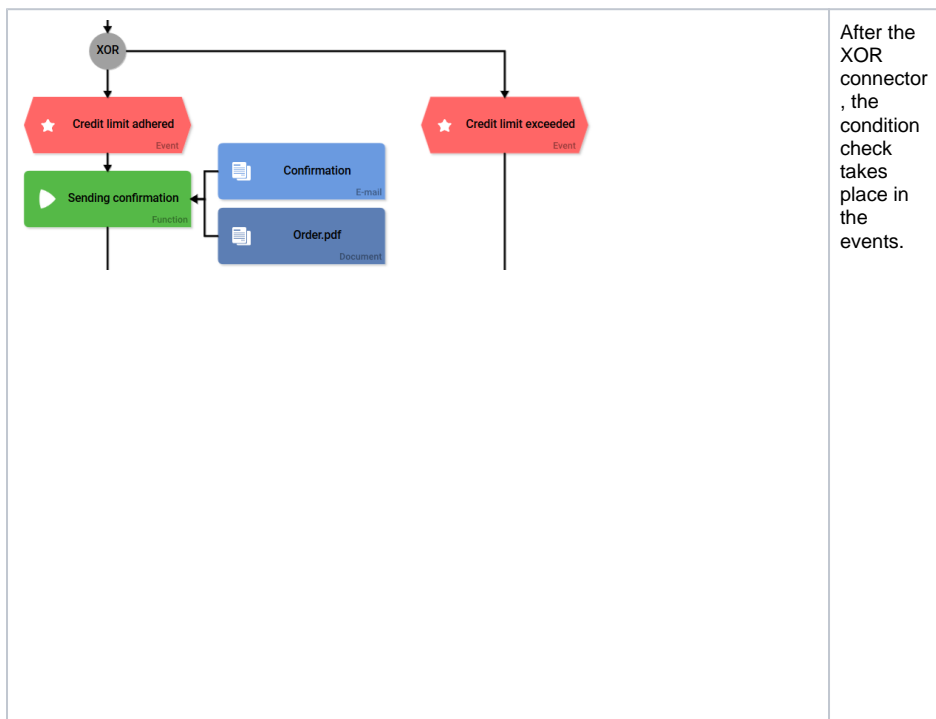
Submit order

When the applicant opens the form, it is displayed with the corresponding default settings. Users cannot change the predefined fields.

The employee can directly start to select the goods he wants to order via the app link [Order List](#). As soon as he presses the button [Submit order](#), the execution of the next sub-process begins.

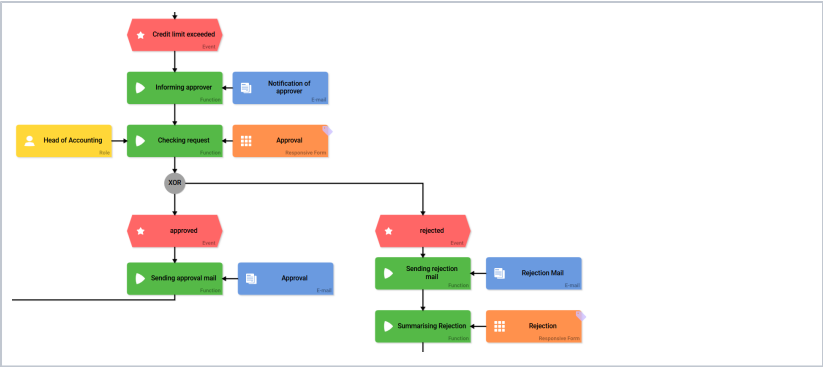
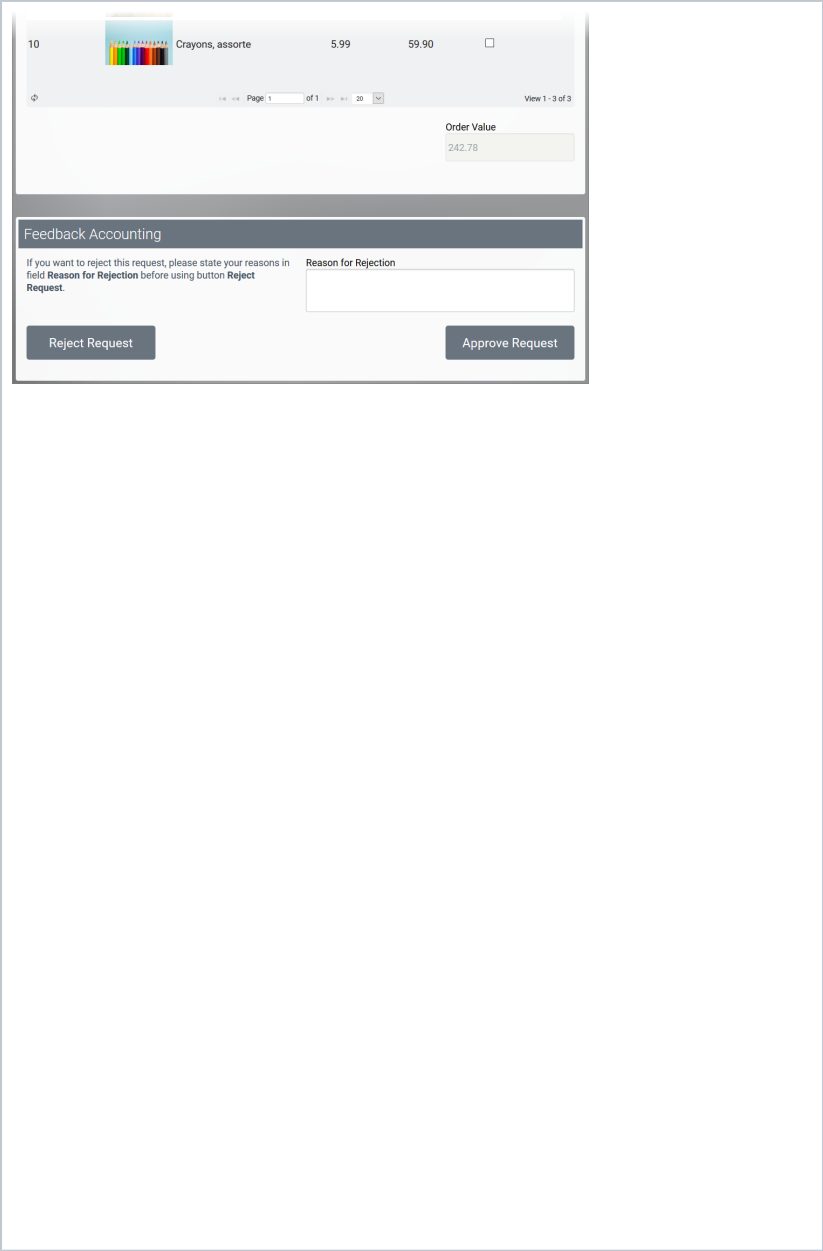
Checking Credit Limit

The credit limit for one order is 150 Euro. Each order is checked for its order value.






- If the order value is less than or equal to 150, the order is accepted directly and a corresponding order e-mail is sent. The execution then runs in the sub-process [Order Transmission](#).
- If the order value is greater than 150, the event Credit Limit Exceeded occurs and the process is executed in the [Authorization](#) sub-process.

Authorization

	<p>An order whose value exceeds 150 euros must be checked and approved by the head of accounting.</p>
	<p>If a new request requiring approval has been created, an email is sent to the approver. The head of accounting then uses the Approval form to check the order and decide whether or not to approve the request.</p> <p>The buttons Reject Request and Approve Request set corresponding values in the container when clicked. The system checks these values in the events approved and rejected.</p>

Your Request has been rejected

OrderList

Quantity	Image	Item Name	Color	Price per Unit in \$	Total
1		Briefcase Leather Re		122.89	122.89
1		Briefcase Modern		59.99	59.99
10		Crayons, assorted		5.99	59.90

Page 1 of 1

Please contact the accounting department or your superior in case of further questions.

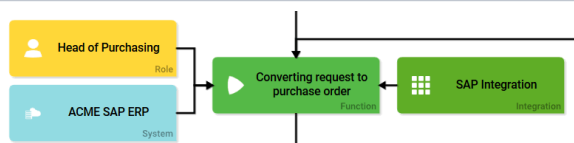
Reason for Rejection

Close

If an application is rejected, the [Reject ion Mail](#) is sent to the employee. The reason for the rejection is also displayed in the rejection form. The procurement process then ends.

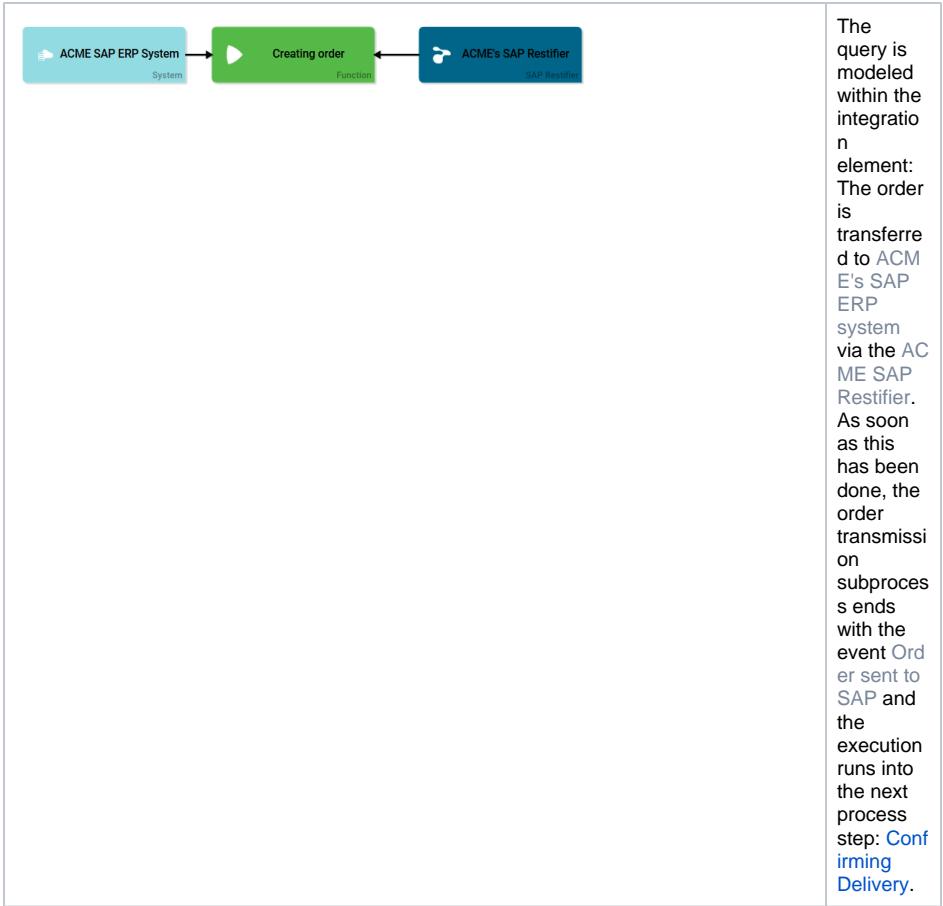
If the application is accepted, the employee will receive the mail [Approval](#). The [order transmissi on](#) sub-process then begins.

Order Transmission

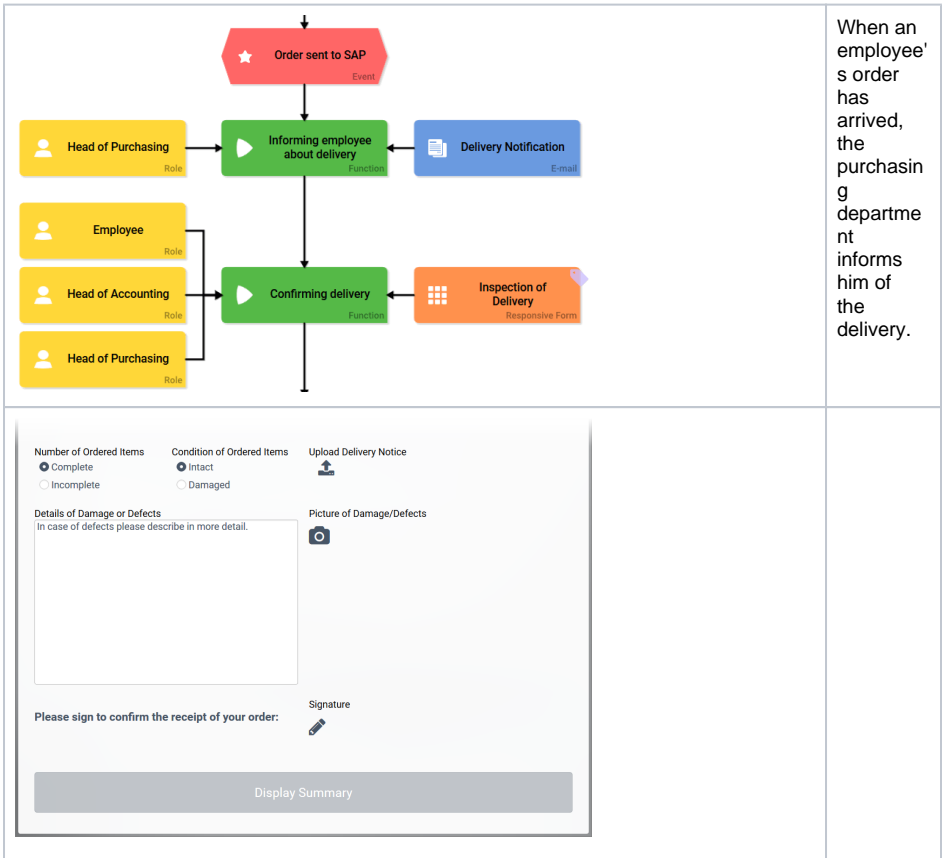


The order will be transferred automatically to the company's own ERP system.

The SAP system of [ACME Corp.](#) is connected to BPaaS via an [integration](#).



Confirming Delivery



After he has received the email [Delivery Notification](#), the employee checks whether his order was delivered completely and correctly. He enters the result of the check in the [Inspection of Delivery](#) form.

Here he can also specify defects, take pictures of them and upload the delivery note. In this way, all information about the delivery is available at all times. Before the employee can complete the process, he must confirm receipt of the order with his signature.

	<p>The accounting management should also be able to view the condition of ordered goods for booking purposes. Therefore, they have read access to the process step Confirming delivery. In this way, the accounting department can keep track of the orders received, but may not change the contents of the form.</p>
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Displaying Summary

<pre>graph TD; Start(()) --> F[Showing order summary
Function]; F --> RF[Order Summary
Responsive Form]; F --> E{{Procurement Process ends
Event}}</pre>	<p>After completion of the inspection, the Order Summary form displays the information on this order in read-only mode.</p>
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Procurement Request Summary

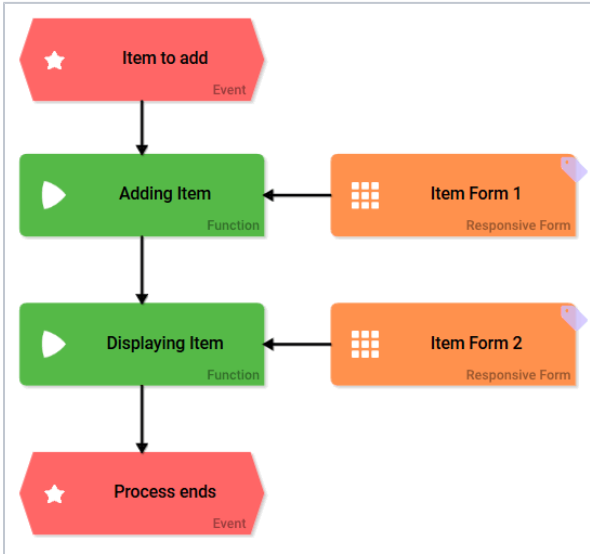
Request Number	1579606413036
Creation Date	2020 Jan 21
Name	Irene Adler
Department	
Value	Name
Management	Management
E-Mail	irene.adler@acme-corp.com
Type of Request	
Value	Name
New	New
Order Value	309.37
Number of Ordered Items	
Value	Name
Incomplete	Incomplete
Condition of Ordered Items	
Value	Name
Intact	Intact
Details of Damage or Defects	Desk Lamp is missing.
Signature	
Name	Full URL
60537a56-3fd1-4192-ae21-95e5ee814b30	https://dev1.scheer-group.com:443/bpaas-test/app/storage/acme-corp/60537a56-3fd1-4192-ae21-95e5ee814b30

Go to overview End Request Process

The form element [Instance View](#) is used to display the summary.

The procurement process ends when the employee closes the [Order Summary](#) form.

The App Catalog



The list of orderable articles is managed in the [app Catalog](#).

The app is based on a linear process including two input forms.

Item Name Price per Unit in \$

Item Description

Item Image Upload

Go to Catalog Save Add to Catalog

New articles can be created using the first form inserting the name, price and description of the article. It is also possible to upload a picture of the item.



Item Name	Price per Unit in \$
Crayons, assorted	5.99

Item Description
15 crayons in assorted colors:
- yellow
- light orange
- light green
- wood green
- dark green
- light blue
- dark blue

Back to
catalog

Back to order

Item
Form 2
displays
all
informatio
n in read-
only
mode, so
that
employee
s are not
able to
change
the article
informatio
n during
the order
process.