



xSuite Procurement

# Digital Procurement in SAP

**Objective: Consistent,  
standardized P2P processes**

For many years now, workloads across purchasing and accounting departments have been steadily increasing. Moreover, with vacancies difficult to fill, teams must often handle rising task volumes with the same number of staff. This state of affairs is further exacerbated by factors such as more stringent compliance requirements, multiple company locations, and the need to have employees work from home. Digitalization and automation can help resolve many of the resulting issues.

We often hear about how important it is to ensure smooth transitions between systems. But these days, ensuring process interconnection alone is not enough. To achieve consistently digitalized work processes, you need to stop using different systems within your purchasing processes. And on that note, why not also digitalize all communications with your suppliers. An idea worth thinking about.

### **Procure-to-pay**

xSuite Procurement allows you to perform comprehensive P2P workflows directly in SAP Business Suite and SAP S/4HANA. The solution ensures the consistent automation of document-based processes in SAP, simplifying and accelerating processes, improving performance and makes it easier to achieve set targets.

### **Purchase requisitioning – fast and simple**

Processing recurring orders for C-parts and indirect requirements in SAP is often very time-consuming. But not if you use our xSuite Procurement solution, which facilitates automated, workflow-supported purchase requisitioning, verification and approval. xSuite Procurement immediately reads and processes incoming order confirmations and delivery bills, enabling you to conduct all document exchange activities with your suppliers fully digitally. With it, your processes become quick, simple and efficient.

### **Full flexibility and convenience for users**

With xSuite Procurement, purchase requisitioning is 100% digital. Here, the solution can accommodate shop systems (connection via OCI) company-own catalogs and free text input. The interfaces are consistently available in SAP GUI, in the respective xSuite web client, and as SAP Fiori apps. This allows users to select the access method and range of functions most appropriate for their needs. Purchasing employees, for example, may prefer to work in SAP GUI, while cost center managers may favor using the smartphone or tablet app to be able to issue approvals while on the go.

### **SAP standards, tailored to your processes**

xSuite Procurement is SAP-integrated and -certified. The solution is based on SAP standards and at the same time extends their range of functions. It also allows you to flexibly design workflow steps and thus map your company's processes in just the way you need them.

### **Transparency for comprehensive P2P processes**

The software's integrated procurement overview allows you to see all current processes at the touch of a button. Not only does it show you which purchase requisitions or purchase orders are currently in which work step with which agent; it also tells you who your top suppliers are. And thanks to its audit-proof workflow log, it ensures that all process steps remain transparent and trackable.

### **Processing order confirmations efficiently**

This functionality is key not only for orders of raw materials for production purposes. Whenever you place an order, you need to make sure that that order is correctly fulfilled, that is, that you receive the right quantity on the right date at the right location and at the right price. If your supplier's order confirmation diverges from the order you placed, you need to respond quickly. Procurement facilitates quick response times by automating much of order confirmation processing. It automatically reads incoming order confirmations and makes the respective data and document image available in the SAP system. By doing without any manual entry, it eliminates sources of error and dramatically accelerates the data entry process. Any discrepancies it finds it highlights in color to make them immediately recognizable.

### **Respond quickly and consistently with workflows**

If discrepancies are found, you need to act fast. Can you perhaps accept the deviations from your request, or must you change or even cancel the order? By using workflows, you can ensure that the query, change and approval processes required in such circumstances are designed effectively and logged transparently.

### **A simple, automated means of reading and processing delivery bills**

Processing delivery bills is a key aspect of monitoring and controlling the procurement process. Ensuring that all steps in delivery bill processing, right through to goods receipt posting, take place quickly and simply is therefore central to optimizing supply chain management efficiency. Here, too, xSuite Procurement provides you with effective support.

### **Simple, flexible and location-independent**

Delivery bills arrive together with the goods to which they pertain, sometimes in digital form, but mostly still as paper documents. The task of processing them may take place at the receiving location or centrally, depending on your company's processes. Our solution for delivery bill processing is therefore particularly flexible and can be tailored to suit your needs. It can take all kinds of scenarios into account, serves a wide range of input channels and formats (from paper to machine-readable), can be used centrally or decentrally, and is easy to use.

*"xSuite has enabled us to not only establish a uniform procurement process for goods and services, but also, thanks to its flexibility, to effectively map our different business processes."*

*Klosterfrau Healthcare Group*

### Preventing multiple channels, formats and systems

The procure-to-pay process involves exchange with your suppliers: You send the order; your supplier sends an order confirmation, a shipping notification, an invoice; you then process these documents. The exchanging of such documents, as well as the associated communication, often takes place using multiple channels and a variety of formats. For example, you may send the order as a PDF by email and receive the order confirmation by email, but then receive the corresponding delivery notification in paper form at the respective production site, and the invoice in paper form at your company's head office.

During the purchase and delivery process, your supplier may well send a query by email, after which a telephone call takes place.

Such circumstances can quickly become confusing, with information getting lost along the process chain. Moreover, switching between systems requires manual intervention and slows down workflow automation. Processing the individual steps is time-intensive, resulting in higher expenditure for both you and your suppliers.

The screenshot displays two SAP Fiori applications. The left application, 'xSuite Create Feeder App für SAP Fiori', shows a 'Workitem' for 'xSuite Erfassung Feeder'. It includes a 'Text' field, a table with columns for Status, K, Kurztext, Material, Menge, BME, Preis, HWähr, and EKC, and an 'ANHANG' section with a PDF attachment titled 'SCHULZE :: Apple iPhone 12 Pro 256 GB pazifikkblau bei Mercateo'. The right application, 'xSuite Beschaffungsübersicht Zusammenfassung', shows a summary of procurement data for the 'Letzter Monat' (18 entries found). It features a bar chart titled 'Anzahl und Ø Durchlaufzeiten Belege' and a donut chart titled 'Top Lieferanten'. The bar chart shows three bars with values 18, 16, and 2. The donut chart shows four segments with values 14, 1, 1, and 2.

01

02

- 01 Creating a feeder in Fiori
- 02 Procurement Overview: Summary of the previous month's documents

### Central document exchange

The xSuite Business Partner Portal was developed to facilitate centralized document exchange. It runs on the SAP Business Technology Platform and works as follows: You create a purchase order as usual via your SAP system; this purchase order is automatically made available to your supplier in the xSuite Business Partner Portal. Your supplier can then use the Portal to create any associated documents (e.g. order confirmations, delivery notifications, invoices, credit notes) and transfer them to you. Your SAP system automatically retrieves the documents and data from the Business Partner Portal, making them available to your employees in the SAP system for processing as usual.

### Simple, standardized supplier communication

The Business Partner Portal enables you to keep a digital record of all communication with your suppliers. With it, you can choose to publish announcements for all your suppliers or communicate with those suppliers individually. The Portal collects all documents and information exchanged and stores them centrally, keeping them digitally accessible. It eliminates information losses, does away with the need for multiple systems and formats, and provides full transparency.

### Dynamic discounting – for targeted liquidity utilization

The Portal also allows you to offer individual suppliers earlier payments in exchange for additional discounts. Your suppliers in turn can use the portal to offer their own additional discounts. Here, users simply select the discount amount and the corresponding payment term. The system also offers the option of offering multiple payment dates with different discount amounts.

### Compelling reasons for automating P2P processes

The benefits of workflow-supported automation of P2P processes are manifold. Not only does it save time and effort, it increases security and offers greater transparency and measurability – enabling you to detect and exploit optimization potential. It also has immediate monetary benefits in that it enables users to capitalize on early payment discounts. How does it do this? Well, automation leads to faster processing, which in turn allows suppliers to be paid sooner. Moreover, with automated P2P processes, all process-specific document exchange activities can take place digitally.

## YOUR BENEFITS

- A fully SAP-integrated and SAP-certified solution
- Faster entry of purchase requisitions, fewer queries
- No more paper-based, manual processes
- Catalog connection via OCI
- Intuitive web GUI
- Better transparency and trackability across the entire process
- Purchaser & Pay (P2P): Connection to xSuite Invoice

**Select the package that best suits your needs**

xSuite Procurement is available in 2 different versions. Which one you select will depend on your specific requirements.

If you opt for the basic “Essentials” package, you can upgrade it at any time. You can of course also extend your package by adding applications (invoice solution, order processing, archiving, etc.) as you need them.

| Product & Functions               | xSuite Procurement Essentials | xSuite Procurement Premium |
|-----------------------------------|-------------------------------|----------------------------|
| Purchase requisition and approval | ✓                             | ✓                          |
| Data capturing                    |                               | ✓                          |
| Processing of order confirmations |                               | ✓                          |
| Processing of delivery notes      |                               | ✓                          |