

Rating*	Colour Legend	
6	Certified	SAP certified
5	Expert, Consultant	Many years of experience, several time implemented
4	Many years of practice	Implemented more than 1 time
3	Hands-on experience	Good Knowledge of the End-user-processes
2	Educated	Educated but not much practice
1	In education	Planned to get know-ledge in these processes
0	No experience	

> Procurement

Business process	Process step	R*	SPC know-how
Processing Purchase Requisition in ERP	<p>A purchase requisition describes a demand that is released to the purchasing department. The demand can be created automatically, e.g. as result of a MRP run or by assigning components or services to a maintenance or production order. Alternatively, the purchase requisition can be entered manually or transferred from another system. The accounting data can already be assigned and checked during processing of the purchase requisition. Sourcing (incl. initiating a RFQ process) can be executed based on a purchase requisition as well as assignment of documents.</p> <p>Process steps:</p> <ul style="list-style-type: none"> • Create or process purchase requisitions • Release purchase requisitions • Assign source of supply to purchase requisitions • Generate or manage versions of purchase requisitions • Monitor or view list display of purchase requisitions. 	3	Educated, > Years of experience
Processing Purchase Orders	<p>The purchase order processing is part of the (operational) procurement of materials and services. The main task is to convert demands (purchase requisitions, shopping carts) to purchase orders (with or without reference to a contract) or delivery schedules for a scheduling agreement and to monitor the fulfilment of these documents.</p> <p>Process steps:</p> <ul style="list-style-type: none"> • Create or process purchase orders • Release purchasing documents • Find new source of supply • Compare quotations • Generate or manage versions of purchase orders • Monitor the output of messages • Monitor or view list display of purchase orders. 	4	Educated, > Years of experience

Purchase Order for Subcontracts

In subcontracting, the vendor (the subcontractor) receives components from which it produces a product. The product is then ordered by your company through a purchase order. The components required by the vendor to manufacture the ordered product are listed in the purchase order and provided to the subcontractor. The components can be determined by the system via a bill of material

Process steps:

- Create/process purchase requisitions for ordered material
- Create/process purchase orders
- Check items for components in purchase orders
- Provide components
- Post goods receipt for ordered material
- Post subsequent adjustment of components
- Monitor/view list display of subcontracts.

4

> Many years of experience

Special knowledge in this Subcontract-process, i.e. MM Account determination.

Tested in international projects and implemented twice.

Receiving: Inbound processing Goods receipt without Warehouse Management

Inbound processing covers the physical inbound delivery processing that succeeds the procurement process. It includes ASN processing, physical Goods Receipt up to sending the proof of delivery to the business partners.

Process steps:

- Receive advanced shipping notification
- Create inbound delivery (optional)
- Post goods receipt
- Send proof of delivery (POD)
- Track and evaluate procurement process with SCEM (optional)

4

> Many years of experience

Special knowledge in valuated and non valuated stock.

Verifying Logistics Invoices Online

In Logistics Invoice Verification, incoming invoices are verified in terms of their content, prices and arithmetic. When the invoice is posted, the invoice data is saved in the system. The system updates the data saved in the invoice documents in Materials Management and Financial Accounting. An invoice can be processed in Logistics Invoice Verification in online modus:

Process steps:

- Park invoice
- Create or process invoices online
- Release invoice
- Cancel invoice
- Transmit invoice
- View list display of invoices
- Perform Revaluation.

5

Expert, > many years of experience

Implemented twice, documented and trained all process-steps.