

Capgemini Purchase Requisition Business Package Simplifies SAP Procurement Process

“Currently, a large percentage of users inexperienced with SAP are entering purchase requisition forms manually instead of entering them into SAP. This can lead to incorrect information in purchase orders, slower processes, and higher costs. The Capgemini Purchase Requisition Business Package is designed to help employees successfully implement procurement scenarios in SAP”

Rakesh Dube, Chief Solution Architect, Capgemini

Using Duet Enterprise for Microsoft SharePoint 2010 and SAP, Capgemini developed a Purchase Requisition Business Package that helps set up a process for end users to fill in a requisition form in Microsoft SharePoint Server 2010 to seamlessly create SAP transactions.

Business Needs

Purchase requisition transactions in SAP can be complicated for business users who have limited or no experience with SAP technologies or for those who find it difficult to navigate the SAP purchase requisition screen. As a result, business users often do not enter their material and service requisitions directly into SAP but instead complete a manual requisition form and then send the form by mail to procurement.

Handling purchase requisitions manually can result in incorrect and duplicate information being entered

during the creation of purchase orders, which further complicates the process during the goods receipt and invoice matching process and results in an increase in the cost of business.

Some enterprise business users prefer to bypass the standard process of creating purchase requisitions for low-value orders to avoid complicated purchase requisition transactions. This leads to additional effort and the need for extra

time to complete the procurement process.

To successfully implement procurement scenarios in SAP, companies are seeking:

- A simple web form to create purchase requisitions that interoperates with SAP systems.
- A faster approval process that provides approvers with the ability to access all purchase requisitions through Microsoft SharePoint Server so that they can review and approve without logging on to SAP.
- A way to access the approval process from the Microsoft Outlook messaging and collaboration client so that an approver can access the workflow item from their inbox.
- The ability to reuse business logic and rules configured in SAP.

Solution

To make the requisition process more user friendly for business users, Capgemini developed a Purchase Requisition Business Package that helps set up a process for completing requisition forms from Microsoft

SharePoint Server 2010. The solution uses workflow capabilities in Duet Enterprise for Microsoft SharePoint 2010 and SAP to make it possible to access decision tasks in SAP Enterprise Resource Planning (ERP) from SharePoint Server and Microsoft Outlook.

From the familiar user interface of SharePoint Server, purchase requestors can create SAP transactions and view the status of purchase requisitions. Purchase requisition approvers receive notifications in Outlook and can access the purchase requisitions from Outlook or through SharePoint Server.

Key features of the Capgemini Purchase Requisition Business Package include:

- A role-based, people-centric business application that interoperates with SAP ERP Central Component (ECC) 6.0.
- A flexible architecture and approach to tailor the business package to meet customer requirements.
- The ability to access SAP processes from Microsoft Office and SharePoint technologies.
- The addition of structured and unstructured collaboration

capabilities to the business process.

- A portal from which requestors and approvers can view the status of purchase requisitions.

Benefits

The Capgemini Purchase Requisition Business Package offers a number of benefits:

- **Better data quality.** By reducing the amount of manual work in the purchase requisition process, the purchasing department can maintain better oversight of the requirements for requested items.
- **Improved speed and decreased cost of procurement process.** The use of a user-friendly web form enhances workflow functionality and improves the user experience. By avoiding duplication and the handling of manual requests, the overall process is sped up.
- **Potential savings.** By reducing the need to staff requisition mailboxes and by simplifying the requisition process overall, organizations have the opportunity to realize savings in time and in staffing.

Contact:

Rakesh Dube

Chief Solutions Architect ERP+
Capgemini
Rakesh.dube@capgemini.com

For more information about Duet Enterprise, go to:

<http://www.capgemini.com/services-and-solutions/technology/microsoft/solutions/erp-plus>
www.duet.com
www.microsoft.com/Duet
www.sap.com/duetenterprise



About Capgemini

With around 115,000 people in 40 countries, Capgemini is one of the world's foremost providers of consulting, technology and outsourcing services. The Group reported 2010 global revenues of EUR 8.7 billion.

Together with its clients, Capgemini creates and delivers business and technology solutions that fit their needs and drive the results they want. A deeply

multicultural organization, Capgemini has developed its own way of working, the Collaborative Business Experience™, and draws on Rightshore®, its worldwide delivery model.

Learn more about us at
www.capgemini.com

Rightshore® is a trademark belonging to Capgemini