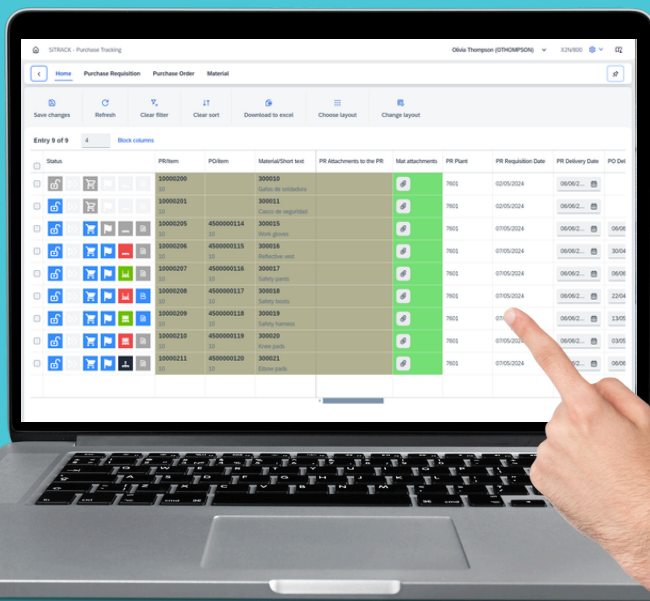




Optimize your procurement processes in SAP

20 lessons



What will we cover?

How to eliminate common inefficiencies in SAP procurement processes

Strategies to streamline approvals and reduce procurement lead times

Tools to enhance supplier relationship management

How to digitize the warehouse and optimize goods movements

The best solutions to professionalize the procurement cycle

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Introduction

The **procurement and purchasing** area has become a strategic priority, especially in a market where **agility and operational quality** are essential. Despite having a system like SAP—the most **powerful ERP** on the market—, inefficiencies and recurring issues still persist, which you have likely encountered.

At **Innova**, we have spent years providing solutions to streamline processes, reduce cycle times, minimize errors, and optimize resource usage within SAP. In this eBook, we present **20 key lessons** learned from our experience helping numerous companies implement operational improvements and leverage tools that **enhance SAP's native capabilities**.

Each lesson addresses a specific **operational problem** and explores possible solutions within the system itself, as well as **recommendations for complementary tools**, highlighting what should be included to resolve or mitigate the difficulties, delays, or inefficiencies your company may face. We also provide practical recommendations to take procurement processes to their **optimal performance level**.

In cases where it is possible to **solve inefficiencies through process changes**, we will indicate it. If not, we will suggest which type of tools to implement in order to resolve the issue at hand.

To make your SAP processes easier with Innova Apps

In 30 – 45 minutes we present you our solutions, online.

So you can see in detail how your processes will be optimized in SAP.

Schedule a **DEMO**





CHAPTER 1

Optimize and Streamline Procurement Processes



Lesson 1. Improve Procurement Process Traceability

In a procurement process, from requisition to supplier payment, multiple departments and systems are involved. This multiplicity leads to **fragmentation**, and monitoring the process often requires **emails, calls, meetings, and status** reviews, which is **inefficient and error-prone**.

SAP provides reports for specific parts of the process (such as **ME5A, ME2N/ME2L, MB51**), but lacks a **unified view and complete traceability**. This puts operational continuity at risk due to delays or avoidable errors.

How to solve it?

1. Use **external tools integrated with SAP** that provide a global, real-time view of the procurement process.
2. These tools should allow users to see, in a single interface, the status of each process, pending tasks, identify bottlenecks, generate alerts, and enable **proactive supply chain management**.

Lesson 2. Reduce Errors in Purchase Requisitions

A common issue is the creation of **purchase requisitions with incomplete or incorrect data**. In SAP, transaction ME51N allows users to create requisitions, but does not prevent critical omissions or incorrect entries. It's common to find errors such as incorrect materials or cost centers, which result in delays or even orders being sent to the wrong supplier.

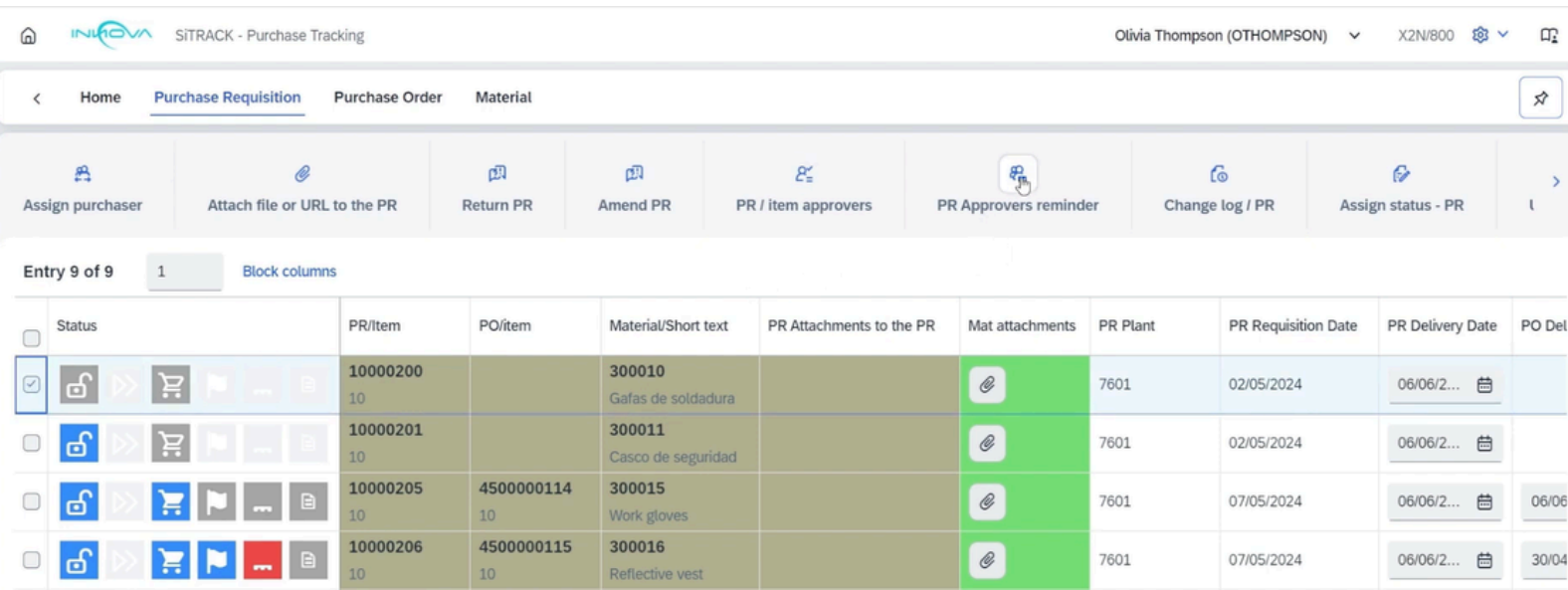
SAP does not have a **standard data quality validation system** for this process. Although it is possible to configure mandatory fields using user-exits or customizations, many validations depend on the user creating the requisition.











Some companies attempt to mitigate these errors through training, manuals, or Excel templates, but these measures do not guarantee real-time consistency.

How to solve it?

1. **Define standardized templates** for requisition creation, using predefined formats that help prevent data entry errors.
2. Incorporate **tools** that allow the purchasing team to easily validate requisition information and return them by automatically notifying requesters for correction.



The screenshot shows the INOVA SITRACK - Purchase Tracking interface. The user is Olivia Thompson (OTHOMPSON) and the system is X2N/800. The navigation bar includes Home, Purchase Requisition, Purchase Order, and Material. The main toolbar contains buttons for Assign purchaser, Attach file or URL to the PR, Return PR, Amend PR, PR / item approvers, PR Approvers reminder, Change log / PR, and Assign status - PR. The table below displays a list of purchase requisitions.

Status	PR/Item	PO/Item	Material/Short text	PR Attachments to the PR	Mat attachments	PR Plant	PR Requisition Date	PR Delivery Date	PO Del
<input checked="" type="checkbox"/>	10000200 10		300010 Gafas de soldadura			7601	02/05/2024	06/06/2... 	
<input type="checkbox"/>	10000201 10		300011 Casco de seguridad			7601	02/05/2024	06/06/2... 	
<input type="checkbox"/>	10000205 10	4500000114 10	300015 Work gloves			7601	07/05/2024	06/06/2... 	06/06
<input type="checkbox"/>	10000206 10	4500000115 10	300016 Reflective vest			7601	07/05/2024	06/06/2... 	30/04

Lesson 3. Implement Requisition Return, Distribution, and Assignment

Another frequent operational issue is the **unclear assignment of purchase requisitions** among buyers. In SAP, the EKGRP field (purchasing group) defines a category, but it does not necessarily indicate an individual responsible (a user), which causes confusion and delays due to a lack of clear accountability.

Reassigning requisitions within SAP is not straightforward, and many companies resort to **external methods like Excel tracking or meetings**. Since the purchasing group is the only criterion for modifying requisitions, this complicates the fair workload distribution, especially during peak periods or when team members are absent.

How to solve it?

1. Establish **clear internal rules** for requisition assignment.
2. Apply **tools that enable automatic and manual assignment**, directly from the SAP interface, using predefined rules and full visibility into requisition status. For example, in our SITRACK application, we automate requisition assignment and allow reassignment to specific buyers, improving both traceability and efficiency.



Lesson 4. Improve Import Traceability

International procurement involves multiple logistics stages beyond the purchase order issuance: shipping, port departure, in-transit tracking, arrival at destination, among others. SAP MM does not natively support tracking these stages, and companies often rely on **manual spreadsheets, emails, or external tracking portals**, making traceability less effective and limiting accurate, real-time responses to business or logistics challenges.

How to solve it?

1. **Use custom fields** or text entries in SAP documents to manually log logistics events. While this is a possible workaround with external tools, it is manual, prone to error, and lacks alert visibility.
2. **Set internal SAP rules based on estimated dates** and responsible parties, combining data from various modules to build a unified logistics view and trigger exception alerts. Although not native, this method is useful when no integration is available.
3. **Integrate external tools** that allow automated data entry based on shipping information and real-time notifications. These tools help visualize the logistics status clearly and anticipate deviations. Applications like SITRACK allow integration with shipping systems and data sources such as SeaRates to automate import stage tracking and improve end-to-end visibility.

Lesson 5. Optimize Lead Time Measurement

In many procurement processes, **it is not possible to determine precisely at which stage the most significant delays occur**. Standard SAP does not provide detailed reports on how long each document takes to be approved, or if it was returned and delayed by the approver. This prevents the identification of bottlenecks and makes it difficult to establish performance improvement goals.

Decisions are often based on perceptions rather than evidence, which limits continuous improvement in procurement. This is partly due to the lack of indicators to evaluate the purchasing process from an operational and supplier performance perspective.

One of the most relevant indicators in this context is **OTIF (On Time, In Full)**, which measures whether deliveries are made on the **agreed date and in the requested quantity**. This metric allows for objective analysis of supplier and logistics performance, as well as the identification of failure patterns that impact planning, stock levels, and other areas.

How to solve it?

1. Create custom SAP reports that measure the time between specific stages of the process. These reports should include approval times, document returns, and the time taken by each stakeholder involved in the purchasing cycle. This allows for the detection of delays, and for defining benchmarks and performance indicators. Documents can also be grouped by material type, supplier, or purchasing group. For example, implementing an OTIF report by product, supplier, or purchasing group helps identify recurring issues and optimize operations.
2. Use external tools to analyze detailed process stages outside of SAP. These tools can record and track each event (e.g., requisition creation, approval by managers, goods receipt) to measure lead time per stage and detect bottlenecks. In addition to OTIF, these tools allow for the identification of cumulative internal and supplier lead times, helping to analyze delay patterns and support better decision-making.



Optimize your procurement
processes in SAP



CHAPTER 2

Optimize and Streamline Approval Processes

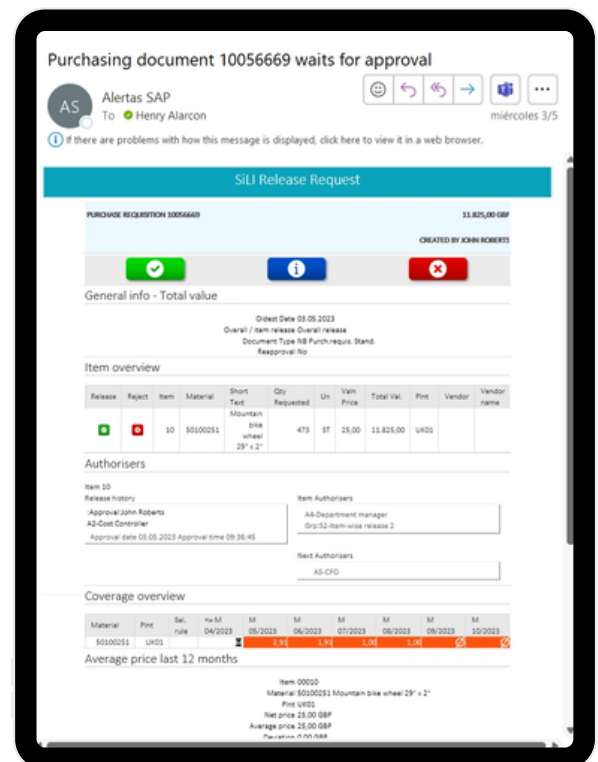


Lesson 6. How to Bring Mobility to Approval Processes

The SAP procurement approval system can become a bottleneck **if approvers are not available to access the system** from their desks. This causes delays when approvers are out of the office, in meetings, or traveling, for example.

How to solve it?

1. **Enable SAP Fiori approval apps** and ensure secure remote access, allowing users to approve from mobile devices or web browsers, without needing the traditional SAP GUI. This option can also be implemented through external tools if the required infrastructure and licenses are available. It reduces configuration effort and provides a user-friendly interface to support decision-making.
2. **Implement a specialized external solution** designed specifically to facilitate the approval of purchasing documents from any device. These tools offer simplified interfaces, real-time notifications, and easy-to-use dashboards. They eliminate the limitations of mobility, accelerate the approval cycle, and improve process traceability while maintaining security and control based on SAP-defined rules.



Lesson 7. Avoid Delays in Approvals

The lack of automated notifications and integrated communication channels in SAP can **slow down the approval process**. In many cases, approvers are not aware of pending documents because they have to manually access the system to review them.



Without notifications, the process depends on buyers taking proactive action—sending emails or making calls to request approvals. Additionally, when questions arise, the approver must be contacted by external means such as email or phone, leaving the communication **outside the system and without traceability**.

How to solve it?

1. **Configure Workflows in SAP to send email** notifications at the moment a document requires approval, and establish follow-up procedures to monitor response times. This option doesn't require external tools but depends on internal configuration and user proactivity.
2. **Implement external solutions that generate multichannel automatic notifications** (email, push notifications, mobile alerts), reminders for due approvals, and integrated collaboration spaces within the procurement process—where approvers and requesters can exchange questions and responses directly. These external solutions reduce approval times and ensure that all interactions are logged for future reference.

Lesson 8. Monitor/Audit Release Strategies and Their Implementation

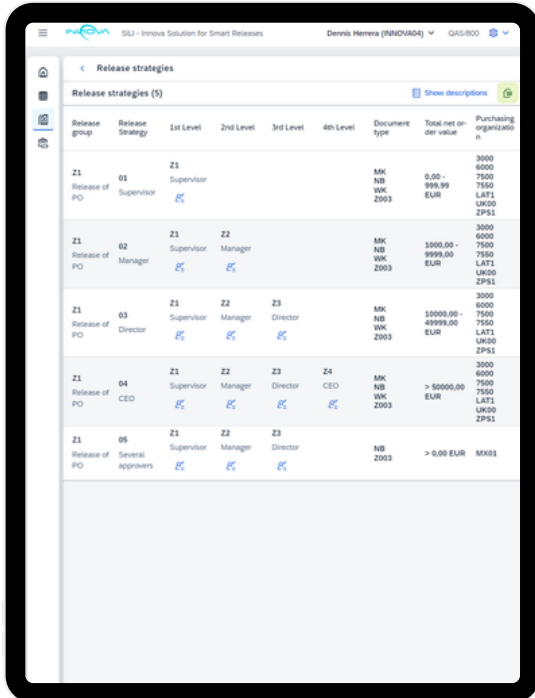
Translating SAP release strategy configuration into financial delegation flows for analysis and auditing purposes is not simple.

It requires the expertise of a SAP consultant to understand and translate the release logic, which often involves exporting the structure to Excel to map out who the responsible approvers are and what the defined rules are. Errors or inconsistencies in the release configuration—such as documents bypassing mandatory release steps or being routed to the wrong approvers—can introduce risks and compliance issues.

It is equally important to identify errors in how strategies are applied, including documents that are not released properly or that violate the approval hierarchy, potentially representing serious risks for the company.



How to solve it?



Release group	Release Strategy	1st Level	2nd Level	3rd Level	4th Level	Document type	Total net order value	Purchasing organization
Z1	01 Release of PO Supervisor	Z1 Supervisor				MK NB VK 2003	0.00 - 999.99 EUR	3000 6000 7500 7500 LAT1 UK00 ZPS1
Z1	02 Release of PO Manager	Z1 Supervisor	Z2 Manager			MK NB VK 2003	1000.00 - 9999.00 EUR	3000 6000 7500 7500 LAT1 UK00 ZPS1
Z1	03 Release of PO Director	Z1 Supervisor	Z2 Manager	Z3 Director		MK NB VK 2003	10000.00 - 49999.00 EUR	3000 6000 7500 7500 LAT1 UK00 ZPS1
Z1	04 Release of PO CEO	Z1 Supervisor	Z2 Manager	Z3 Director	Z4 CEO	MK NB VK 2003	> 50000.00 EUR	3000 6000 7500 7500 LAT1 UK00 ZPS1
Z1	05 Release of PO Several approvers	Z1 Supervisor	Z2 Manager	Z3 Director		NB 2003	> 0.00 EUR	MX01

1. **Establish internal manual auditing procedures for release strategy configuration and perform cross-checks with approved documents**, using standard reports and table access. This practice can be implemented in SAP without external tools, as long as there is no need for custom developments. It requires technical knowledge and allows for complete traceability of the approval workflow.
2. **Incorporate external solutions that centralize the monitoring and analysis of the release process**, generating detailed reports on which documents were approved, rejected, skipped, or returned, and who acted in each case. These tools also allow easy visualization of release strategy configuration to identify inconsistencies, support audits, and ensure regulatory compliance—without the need for technical intervention in SAP.

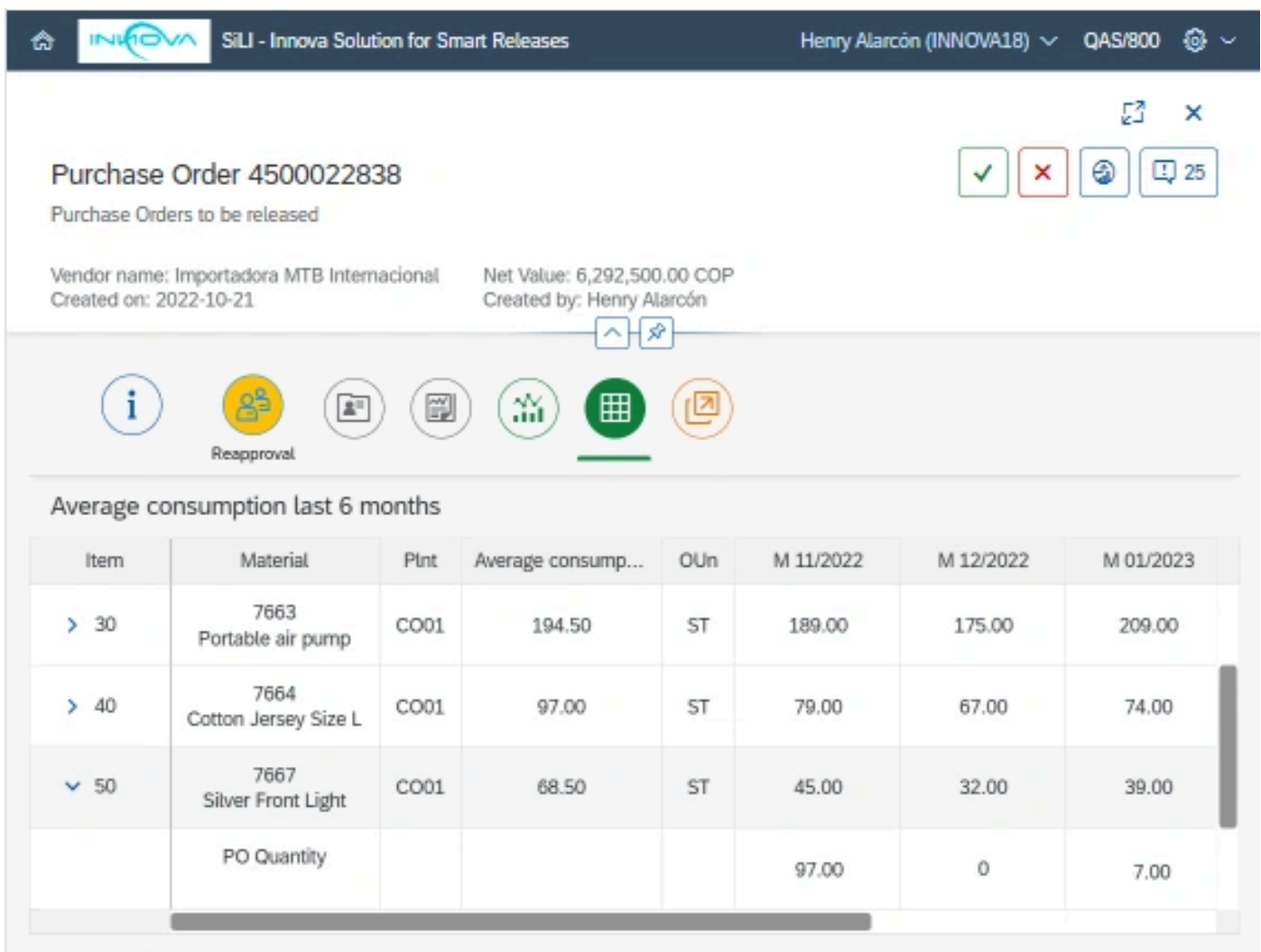
Lesson 9. Centralize All Strategic Information in One Place

One of the most common issues in SAP approval processes is that approvers typically only see the document's basic data (requester, amount, description of material or service), but do not have access to critical information such as **budget status, price history, or supplier performance history**.

Accessing that data often requires navigating through multiple transactions or specialized reports, which is not feasible in a timely or user-friendly way for approvers who rarely use SAP. As a result, decisions are often made based on informal criteria, such as the level of trust in the requester. This can lead to **improper approvals, unjustified expenses, or the selection of poorly performing suppliers**.

How to solve it?

1. **Design custom reports in SAP or use SAP Query** to consolidate relevant information for approvers and train them on how to use it. This option, which operates within the standard SAP environment, requires end-user engagement and is therefore prone to errors. If the information is not properly consulted or interpreted, there is a risk of approval errors—such as validating incorrect data or overlooking critical alerts.
2. **Adopt external tools that display all key information related to the purchase document in a single automated view**, including available budget, historical prices, supplier performance, and risk alerts. This enables approvers to make informed decisions without having to navigate across different modules, improving quality, agility, and traceability throughout the process.



Purchase Order 4500022838
Purchase Orders to be released

Vendor name: Importadora MTB Internacional
Created on: 2022-10-21

Net Value: 6,292,500.00 COP
Created by: Henry Alarcón

Reapproval

Average consumption last 6 months

Item	Material	Plnt	Average consump...	OUn	M 11/2022	M 12/2022	M 01/2023
> 30	7663 Portable air pump	CO01	194.50	ST	189.00	175.00	209.00
> 40	7664 Cotton Jersey Size L	CO01	97.00	ST	79.00	67.00	74.00
∨ 50	7667 Silver Front Light	CO01	68.50	ST	45.00	32.00	39.00
	PO Quantity				97.00	0	7.00



CHAPTER 3

Optimize and Streamline Supplier Management



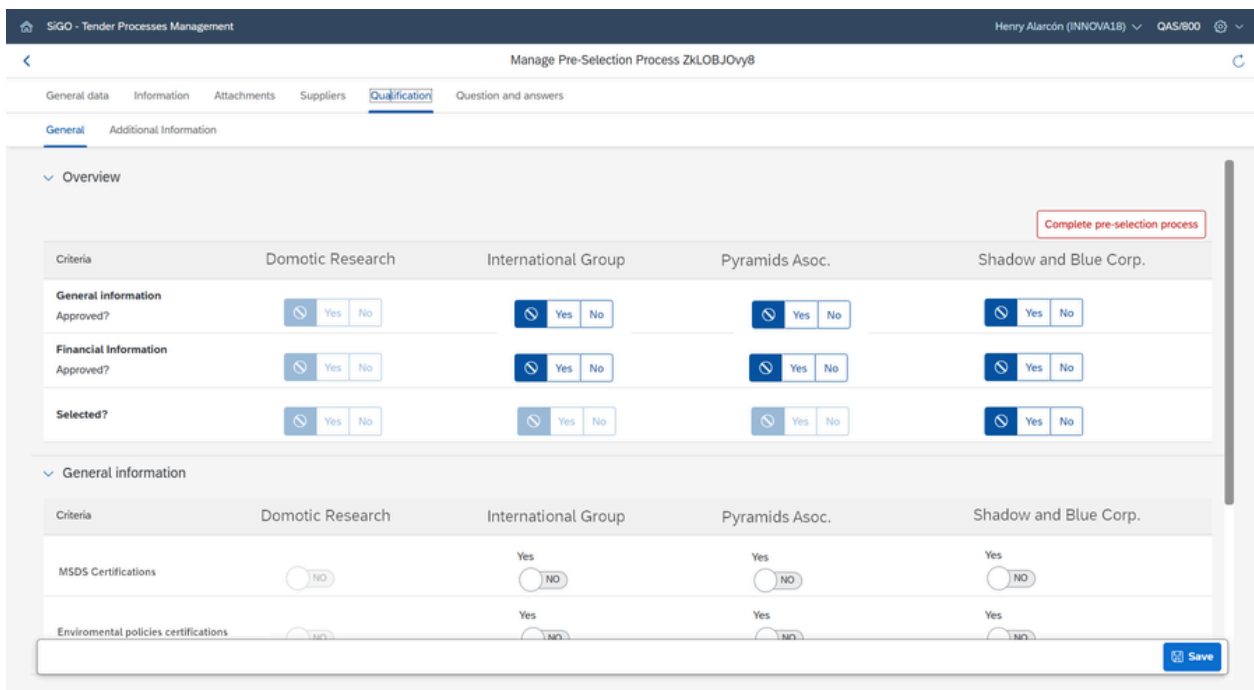
Lesson 10. Classify Unqualified Suppliers

A common error in procurement processes is including unqualified suppliers—or those with unknown capabilities—in tenders just to meet the required number of quotes. This may result in awarding a contract to an inadequate supplier, or wasting time evaluating offers that are later discarded.

Standard SAP does not include a formal prequalification step or Request for Information (RFI) within the procurement flow. Validation is usually done informally or after the fact.

How to solve it?

1. **Design a pre-verification procedure using checklists or internal approved supplier lists**, manually validating each supplier against specific minimum requirements before including them in a tender. This process can be supported with external tools, but without them, it poses high risk and is difficult to maintain over the long term.
2. **Implement external tools that integrate structured prequalification processes (RFIs) before issuing tenders**, allowing you to collect detailed information, validate and score suppliers, assess their suitability, and register their responses to determine who should be invited to submit quotes. This approach improves the quality of received bids, avoids awarding contracts to unfit suppliers, and strengthens strategic supplier management.



Criteria	Domotic Research	International Group	Pyramids Asoc.	Shadow and Blue Corp.
General information				
Approved?	<input type="button" value="Yes"/> <input type="button" value="No"/>	<input type="button" value="Yes"/> <input type="button" value="No"/>	<input type="button" value="Yes"/> <input type="button" value="No"/>	<input type="button" value="Yes"/> <input type="button" value="No"/>
Financial information				
Approved?	<input type="button" value="Yes"/> <input type="button" value="No"/>	<input type="button" value="Yes"/> <input type="button" value="No"/>	<input type="button" value="Yes"/> <input type="button" value="No"/>	<input type="button" value="Yes"/> <input type="button" value="No"/>
Selected?				
	<input type="button" value="Yes"/> <input type="button" value="No"/>	<input type="button" value="Yes"/> <input type="button" value="No"/>	<input type="button" value="Yes"/> <input type="button" value="No"/>	<input type="button" value="Yes"/> <input type="button" value="No"/>
General information				
MSDS Certifications	<input type="radio"/> NO	Yes <input type="radio"/> NO	Yes <input type="radio"/> NO	Yes <input type="radio"/> NO
Environmental policies certifications	<input type="radio"/> NO	Yes <input type="radio"/> NO	Yes <input type="radio"/> NO	Yes <input type="radio"/> NO

Lesson 11. Improve and Streamline Document Management

During a bidding process, multiple documents are generated by both buyers and suppliers—such as commercial offers, certificates, and catalogs. When these are managed via email or shared folders, **risks multiply**: version loss, scattered files, inconsistent documents between buyers and suppliers, and loss of traceability. Additionally, evaluators may end up working with outdated or different documents, which complicates decision-making and reduces overall process efficiency.

A common issue is that SAP standard does not allow documents to be attached to certain objects (e.g., purchase orders), **nor is it designed to centralize and manage all bidding documents from the initial stage**. It also lacks version control and does not integrate with external document repositories.



¿How to solve it?

1. **Create a manual procedure for storing documentation in shared folders or general-use platforms (such as SharePoint)**, establishing a clear naming convention, access control, and version management for evaluations. This can also be supported with external tools to reduce errors and improve information traceability.
2. **Incorporate external tools that centralize all bidding documents in a single digital repository**, organized by process stage and accessible to all stakeholders (buyers, evaluators, auditors), ensuring secure and traceable document management. It's important that the tool integrates with existing document systems (e.g., SharePoint, Azure, AWS S3, etc.).

Lesson 12. Avoid Incorrect Supplier Selection Due to Existing Contract Omission

In many organizations, certain materials or services are governed by **framework agreements** with strategic suppliers, which guarantee favorable negotiated conditions. However, it is common for buyers—whether due to lack of awareness, urgency, or absence of controls—to generate a purchase order in SAP (ME21N) that **assigns the request to a different supplier**, resulting in unnecessary costs, breach of existing agreements, or deviations from procurement policies.

How to solve it?

1. **Configure and maintain up-to-date the Source List and Info Records in SAP**, so the system correctly identifies the valid contract supplier and prevents the selection of alternative vendors outside this authorized source. However, this method alone is not always sufficient, as it may not take into account global contracts or those with specific conditions that go beyond material and plant.
2. **Apply SAP technical enhancements**, using tools such as user-exits or BADIs, to enforce validation rules during purchase order creation and prevent suppliers from being assigned outside existing contracts. This solution requires development and support from technical teams but allows for tailored logic aligned with procurement policies.
3. **Incorporate external tools that apply automated contract validation**, referencing current contracts during the requisition or purchase order process and comparing the selected supplier against approved vendors. These tools help detect contract violations in real time and ensure consistent policy compliance without relying on manual controls.



Lesson 13. Improve Communication Among Procurement Stakeholders

The absence of a centralized communication channel among the various stakeholders in the procurement process means that interactions often take place via **email, phone calls, or instant messaging**. As a result, information becomes scattered, lacks traceability, and is prone to errors, misunderstandings, or unnecessary delays.

Additionally, task follow-ups rely on manual reminders, adding a significant administrative burden for buyers.

How to solve it?

1. **Activate and configure SAP standard Workflows** to generate automatic notifications for key events such as approvals and document routing. This option is available within SAP and doesn't require external tools, though its functionality is limited if a communication channel is not defined.
2. **Use free-text fields in SAP documents** to manually record important messages related to each request or purchase order. While this method provides traceability, it is not scalable for structured conversations and is not practical for managing interactions in real time.
3. **Implement external tools that integrate communication channels directly into the procurement flow**, centralizing all messages linked to purchase requests, orders, automatic alerts, and interactions among users. These tools allow for structured, traceable, and accessible communication for all stakeholders involved.



Lesson 14. Avoid Rework and Errors from Manual Supplier Invoice Entry

Manual invoice entry in SAP, typically through the MIRO transaction, **is prone to errors**: duplicates, discrepancies in quantities or amounts, and incorrectly entered data. This results in blocked invoices, accounting rework, and delays in the process.

Additionally, **suppliers do not always have visibility into the process status relevant to them**—such as what they can invoice or what has already been delivered—which further complicates reconciliation.

How to solve it?

1. **Use standard controls in MIRO and discrepancy lists.** SAP allows the configuration of automated checks to detect exceptions. It is also advisable to train accounts payable staff to review and validate entries and quantities and identify common errors before invoices are posted. However, even with these controls, errors may still occur due to lack of timely information, misunderstandings, or overpayments.
2. **Implement an external solution for supplier pre-invoice entry.** This tool allows the supplier to pre-load their invoice online and automatically validate it against SAP data to ensure consistency before posting to accounting. This reduces error margins and avoids posting mismatches, so that the invoice is registered in SAP only once all criteria are met and validated.





CHAPTER 4

Optimize and Streamline Quotations and Bidding Processes



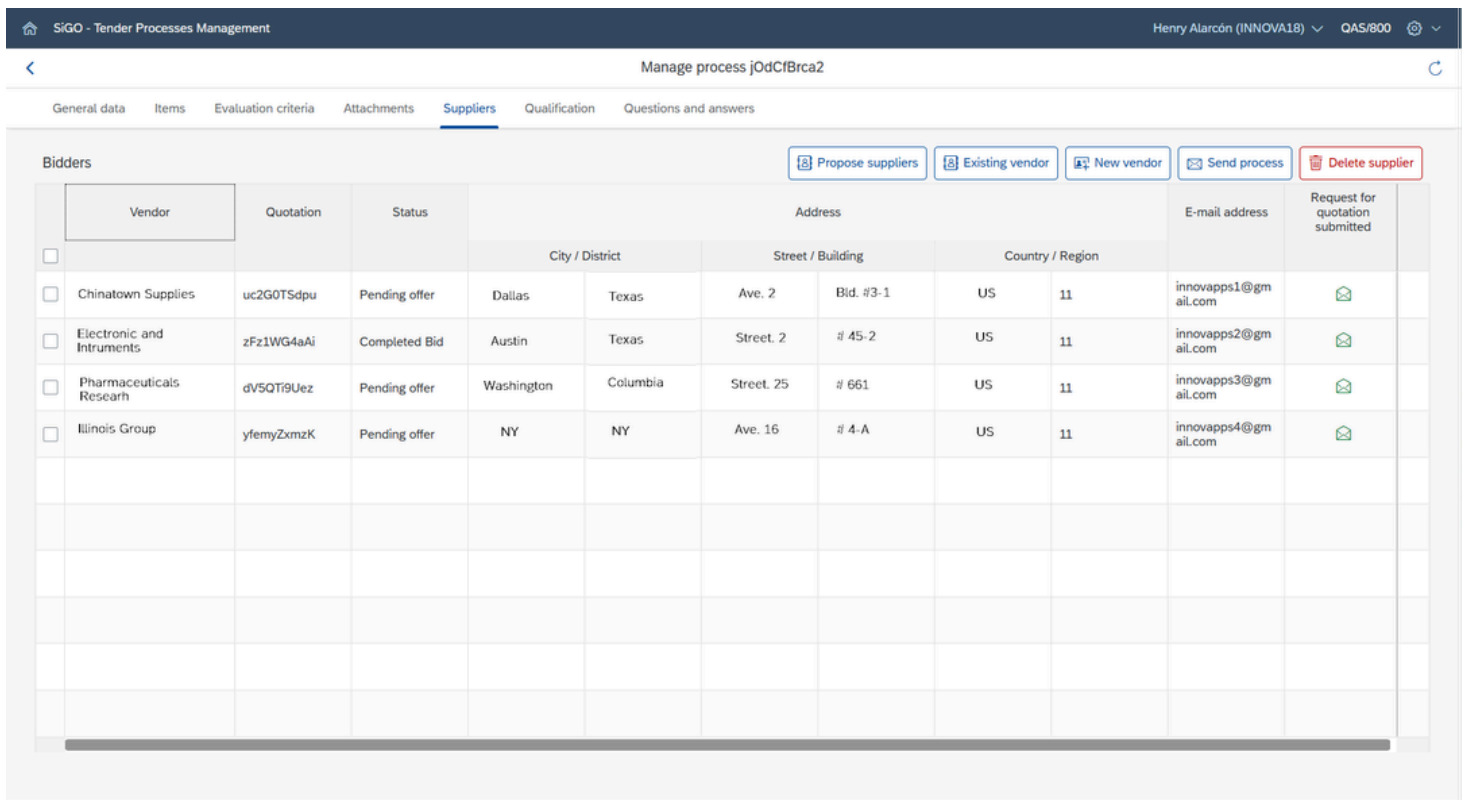
Lesson 15. Centralize the Request for Quotation (RFQ)

When there is no active contract for a material or service, the buyer must issue **Requests for Quotation (RFQs)** to various suppliers. In SAP, this is managed through transactions ME41 and ME47, but the overall process is manual and inefficient—involving emails, PDFs, spreadsheets, and manual comparisons that are time-consuming and increase the risk of errors.





Many companies end up managing bidding processes outside of SAP, losing traceability and data consistency.

How to solve it?

1. Incorporate a **dedicated quotation and bidding management tool** integrated with SAP.
2. This tool should allow **automatic comparison of proposals** based on configurable criteria, speeding up decision-making, reducing administrative workload and errors, and enabling objective, data-driven analysis.



The screenshot shows the 'Manage process jOdCfBrca2' interface in SAP S/4HANA. The 'Suppliers' tab is active, displaying a table of bidders. The table includes columns for Vendor, Quotation, Status, Address (City/District, Street/Building, Country/Region), E-mail address, and Request for quotation submitted. The data is as follows:

	Vendor	Quotation	Status	Address			E-mail address	Request for quotation submitted	
				City / District	Street / Building	Country / Region			
<input type="checkbox"/>	Chinatown Supplies	uc2G0TSdpu	Pending offer	Dallas	Texas	Ave. 2 Bid. #3-1	US 11	innovapps1@gmail.com	
<input type="checkbox"/>	Electronic and Instruments	zFz1WG4aAi	Completed Bid	Austin	Texas	Street. 2 # 45-2	US 11	innovapps2@gmail.com	
<input type="checkbox"/>	Pharmaceuticals Research	dV5QTf9Uez	Pending offer	Washington	Columbia	Street. 25 # 661	US 11	innovapps3@gmail.com	
<input type="checkbox"/>	Illinois Group	yfemyZxmzK	Pending offer	NY	NY	Ave. 16 # 4-A	US 11	innovapps4@gmail.com	

Lesson 16. Improve the Bidding Processes

If we want to achieve good purchasing conditions and rely on manual processes, the process can become **slow, error-prone, and difficult to audit**.

In many cases, dispersed communication channels are used, and quotes arrive in different formats. This fragmented method not only consumes time but also creates risks of information loss, human error, and lack of traceability. Supplier responses are often sent by email, reducing visibility for other stakeholders in the process.

SAP, in its standard version, **does not include a dedicated module for comprehensive bidding management**. There is no native, centralized solution to carry out the complete bidding process within the core system.

How to solve it?

1. **Establish a standardized internal procedure for bidding management, documenting each step in SAP** whenever possible—for example, by using texts in the purchase requisition or cross-references in purchase orders. While this solution is possible in standard SAP, it does not replace a fully structured approach nor does it solve traceability and efficiency issues.
2. **Use specialized external tools that allow direct launch of bidding processes based on SAP purchase requisitions**, structuring all stages of the process, centralizing documents, standardizing the reception of offers, and logging the entire communication history with suppliers in a single platform. These tools facilitate bid comparisons, ensure document traceability, and streamline decision-making with less operational effort.

Lesson 17. How to Objectively Evaluate Supplier Offers

When supplier evaluation is done manually, it often relies on tools such as Excel spreadsheets, which can result in **calculation errors or subjective criteria**. Additionally, coordinating evaluations across multiple stakeholders (technical, financial, etc.) becomes tedious and difficult to control, making it harder to consolidate all information.

SAP, in its standard version, does not offer an integrated tool to configure multi-criteria evaluation matrices for bids. Decisions must be justified based on internal or external documentation, which is often not enough.



¿How to solve it?

1. **Establish a standard template for evaluating bids outside of SAP, documenting the criteria and results, and then uploading a summary into the system** (for example, as an attachment to the awarded purchase order). This option, while viable without external tools, relies on a highly disciplined manual process and does not allow for automation or agile analysis.
2. **Adopt an external solution that allows configuration of evaluation matrices with custom criteria and defined weightings**, automatically calculating each supplier's score based on input data, and generating traceable reports to justify the award decisions. These tools enhance transparency, reduce analysis time, and professionalize decision-making based on objective data.

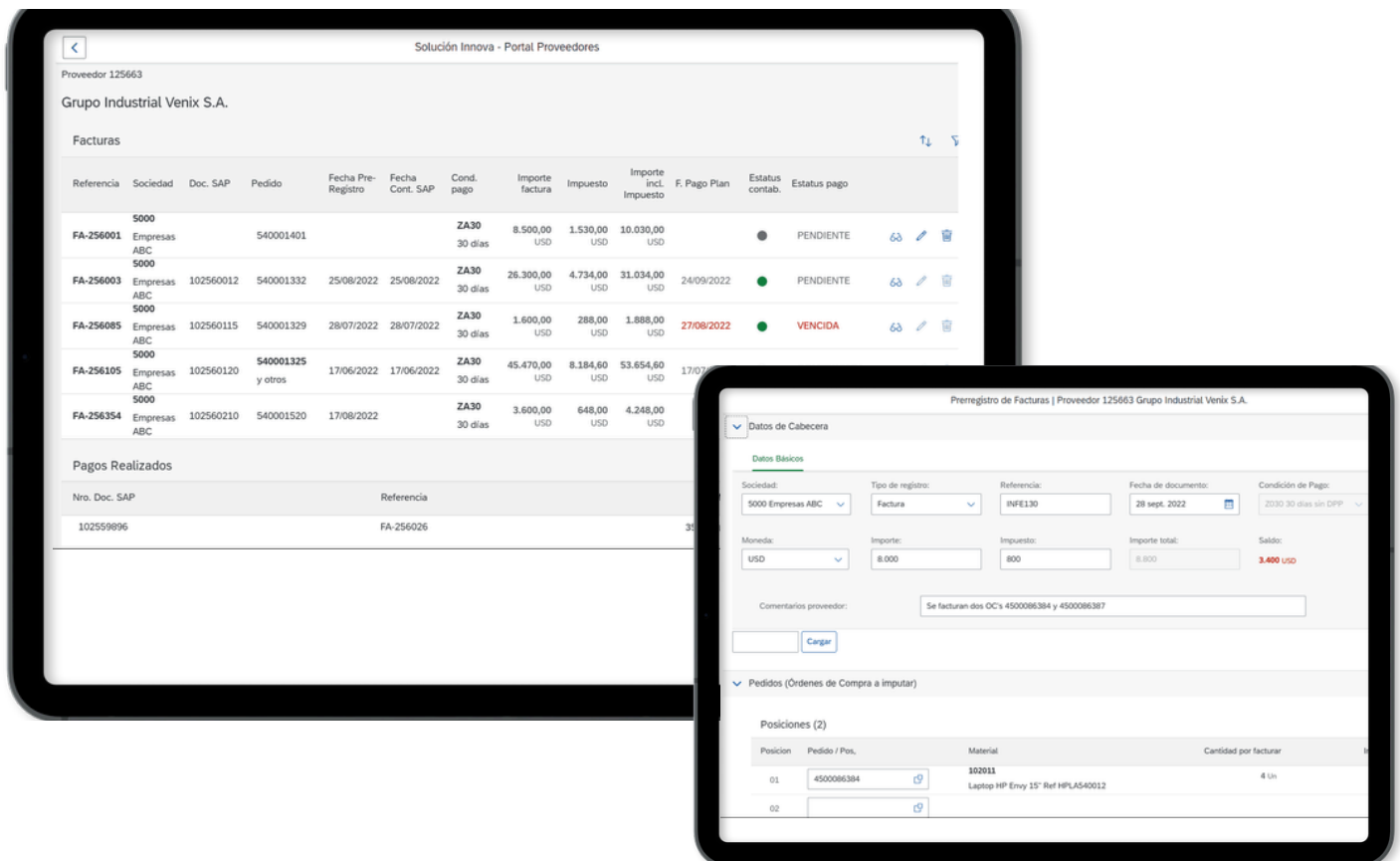
Lesson 18. Improve Inefficient Communication and Real-Time Collaboration with Suppliers

Supplier interaction is usually managed via email or phone calls, leading to information scatter, coordination errors, and a high operational workload for the procurement team. Suppliers also depend on these same channels to access basic information, such as invoice status or payment dates.

Additionally, when there are changes in deliveries, adjustments, or incidents, the **lack of a centralized communication** channel makes it difficult to keep all stakeholders informed and to ensure traceability of the exchanges.

How to solve it?

1. **Establish clear communication procedures and consolidate critical information in SAP.** Free-text fields or internal notes in documents can be used to log key exchanges. A formal procedure can also be set up to respond to specific supplier inquiries using exportable SAP standard reports. While this option does not enable real-time collaboration, it improves traceability.
2. **Implement a supplier portal that allows suppliers to consult their orders, invoices, and payments in real time.** These platforms should, if possible, be natively integrated with SAP and offer self-service capabilities so that suppliers can access their information without human intervention. Additionally, they should include a structured messaging channel linked to each document, enabling direct and traceable message exchanges with the procurement team.



Optimize your procurement processes in SAP



CHAPTER 5

Optimize and Streamline Warehouse Movements



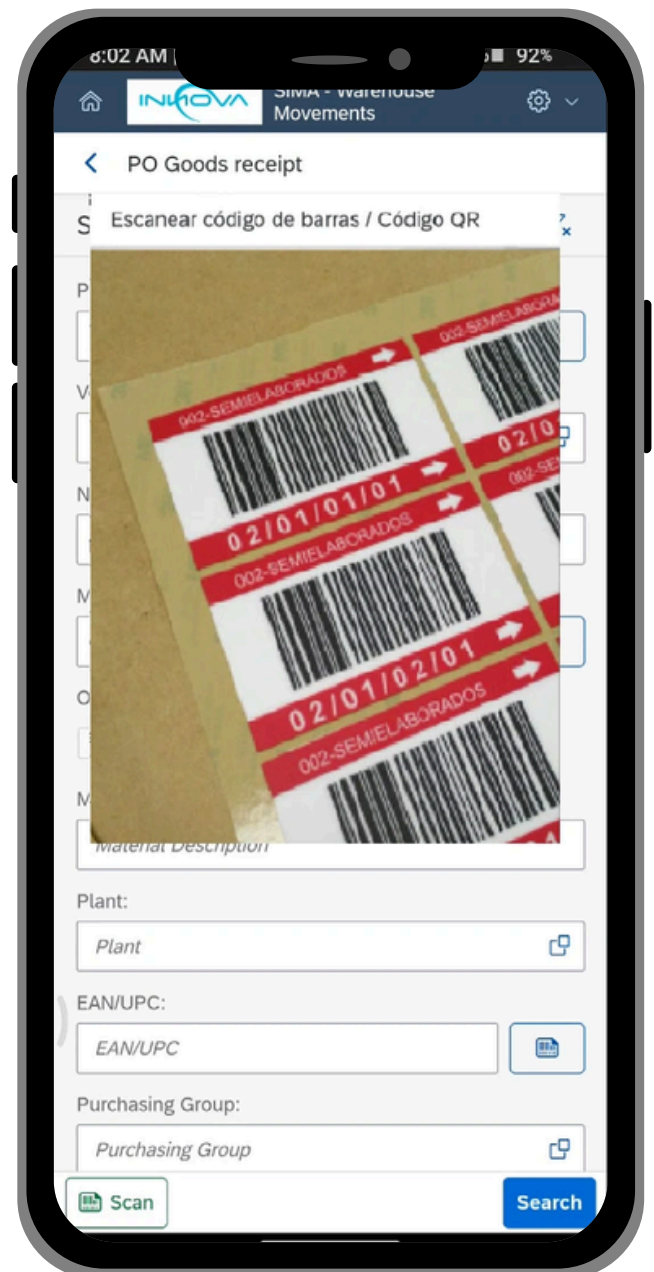
Lesson 19. Resolve Errors and Delays in Receipts and Movements Caused by Manual Paper-Based Processes

In many warehouses, material receipts and internal movements are carried out using **manual procedures** involving printed forms, paper logs, and later digitization in SAP.

This leads to transcription errors, delays in inventory updates, and lack of traceability— affecting stock accuracy and the company's responsiveness.

How to solve it?

1. **Use SAP standard functionalities with radio frequency (RF) or mobile terminals.** If the necessary infrastructure is available, this option eliminates paper use and improves accuracy. However, it requires initial investment and involves a complex technical implementation with various custom developments.
2. **Adopt external warehouse mobility tools accessible from mobile devices.** These applications should allow users to perform receipts, movements, and confirmations directly from the warehouse, including barcode or QR code scanning, real-time SAP integration, and automated movement recording.



Lesson 20. Achieve Traceability and Real-Time Updates of Warehouse Operations

In many **warehouse operations, traceability is lost due to manual processes**, meaning that many events are not formally recorded. This makes it difficult to know who performed a movement, when, and under what conditions. Evidence such as photos, signatures, or location data is also not captured, complicating audits, discrepancy investigations, and regulatory compliance.

How to solve it?

1. **Enhance SAP transactions with additional fields and manual logs.** It is possible to design internal procedures to document specific operations (such as deliveries to production or temporary transfers), using forms or standardized records. This improves traceability, although it still depends on the user and external documentation not integrated into the system.
2. **Use external mobility solutions that capture full traceability for each operation.** These tools should automatically log the user, date, time, and location of each movement, and allow attachment of evidence such as photos or signatures. They must also integrate with SAP without requiring complex interfaces, ensuring that all movements are updated in real time with the corresponding documentation for audits, quality assurance, or regulatory compliance.



CHAPTER 6

Which Tools Should I Choose?



Standardization and Automatic Text Generation

Now that you're familiar with the [main procurement and sourcing challenges in SAP](#), as well as their corresponding [solutions](#), you've likely realized that the best way to address most of these difficulties is to acquire a tool that [integrates with SAP, in order to strengthen each stage of the procurement process](#).

If you're considering implementing one or more solutions, at [Innova](#) we've developed a [modular suite of solutions](#) that [covers the entire "source to pay" process in SAP](#)—from the initial request to warehouse receipt and final supplier interaction. This solution not only provides a comprehensive view, but also helps resolve SAP system inefficiencies, contributing to optimal supply chain performance.

All the features we've identified as essential in a tool have been integrated into our solutions. You can start by implementing those that address the most critical pain points, and then gradually expand to other functionalities as needed. We also [guarantee native SAP integration](#). Below is a brief overview of how each solution connects with the lessons covered:

Lesson	SiTRACK	SiGO	SiLI	SiMA	SiPRO
Improve purchase traceability	✓				
Reduce errors in orders	✓				
Efficient request distribution and assignment	✓				
Track import operations	✓				
Optimize time measurement	✓				
Enable mobile approvals			✓		
Avoid approval delays			✓		
Audit and monitor releases			✓		
Access strategic information	✓		✓		
Classify unqualified suppliers		✓			
Enhance supplier document management					✓
Avoid selecting suppliers without contracts	✓				
Improve communication in purchasing	✓				✓
Avoid rework and manual errors		✓			
Centralize offer requests	✓	✓			
Improvements in tenders		✓			
Objectively evaluate offers					✓
Avoid inefficient supplier collaboration					✓
Reduce warehouse errors				✓	
Real-time warehouse traceability	✓			✓	

Additionally, to improve supplier management by streamlining and **ensuring the quality of vendor master data**, we also offer our **SiDM Vendors solution**. Below is a detailed overview of each solution and its main features.

However, if you would like to learn more about our solutions, click the contact button below:



SiTRACK – Centralized Monitoring of the Procurement Cycle

- **Facilitates requisition creation** using templates, validations, and the ability to directly generate purchase orders for fixed or contracted suppliers.
- Displays **the entire procurement cycle on a single panel**, from the initial request to the supplier invoice posting, with traceability by stage: requisition (PR), release, bidding (integrated with SiGO), purchase order, goods receipt, and invoice.
- **Automatically or manually assigns requisitions** to buyers, defining individual responsibilities and balancing the workload.
- **Allows incomplete requisitions** to be returned to the requester without restarting the workflow and logs standby time before correction.
- Initiates **bidding directly from the requisition** and integrates with SiPRO in just a few steps.
- Sends **notifications to users**, such as alerts to approvers about delays (integrated with SiLI), and emails to suppliers who fail to meet delivery deadlines.
- **Integrates import logistics milestones**, including automatic international tracking via SeaRates (optional), with real-time updates.
- **Centralizes communication** among requesters, buyers, and suppliers by procurement process phase.
- Offers **advanced search capabilities**, KPI dashboards (e.g., OTIF performance, bottlenecks).
- **Integrates natively with SAP**, without external interfaces, operating directly on SAP data.

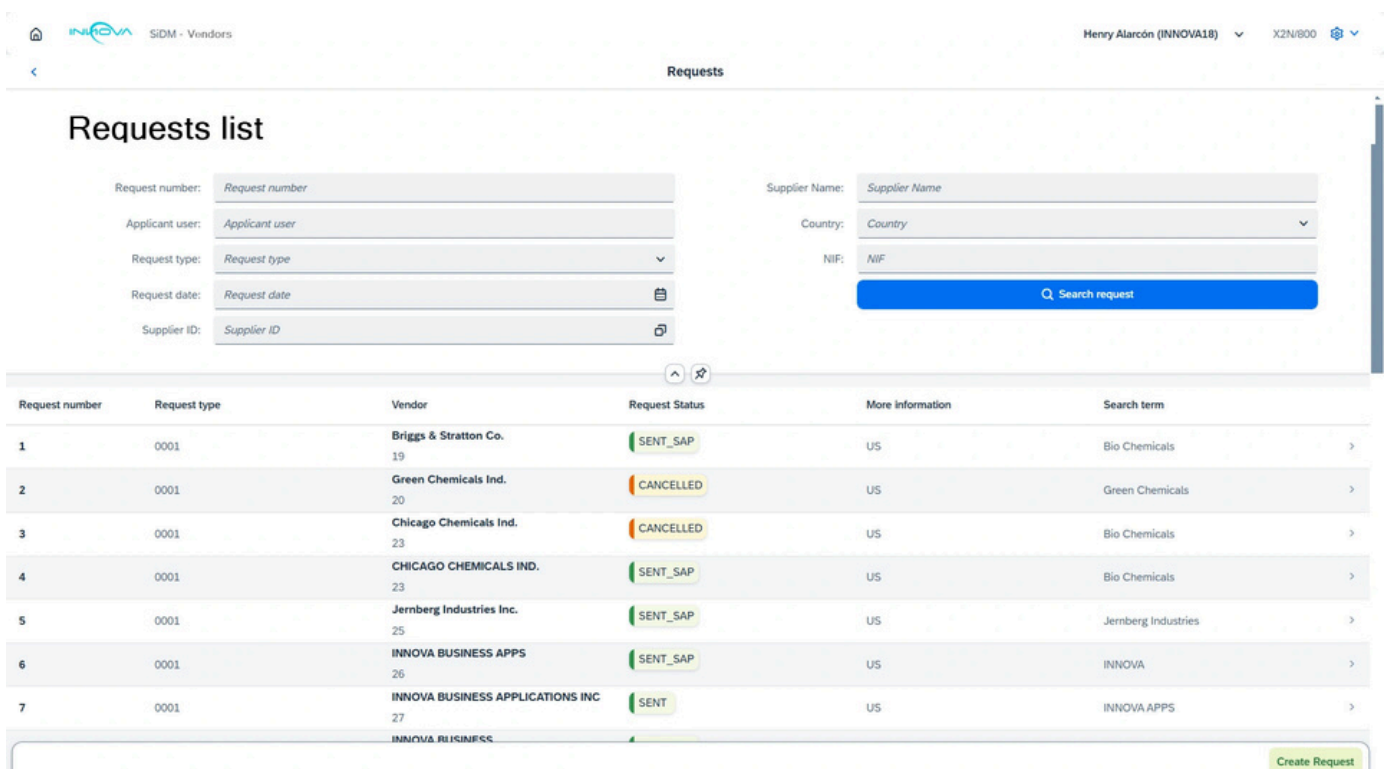
More info

Optimize your procurement
processes in SAP

SiGO – Bid and Tender Management

- **Centralizes bid management** from simple requests (RFI, RFQ) to complex processes (RFP), allowing users to initiate and manage tenders quickly within SAP.
- **Digitizes supplier interaction**, providing a structured portal where vendors can upload proposals and documents without relying on email, ensuring order and traceability.
- **Automates offer evaluation** through customizable matrices with technical, commercial, and financial criteria, assigning weights for objective and auditable decisions.
- **Enables supplier prequalification** through RFI processes, allowing companies to assess vendors before inviting them to formal bidding.
- **Ensures regulatory compliance** with a system that maintains segregation of duties and avoids indirect SAP access, protecting system architecture and license integrity.
- **Prevents manual errors and data loss** by centralizing all documents and records within the platform, with the option to integrate with SharePoint, Azure, or AWS S3.
- **Optimizes buyer efficiency** by eliminating repetitive tasks like creating evaluation matrices or gathering scattered documents, improving control and process speed.

More info



Request number:

Applicant user:

Request type:

Request date:

Supplier ID:

Supplier Name:

Country:

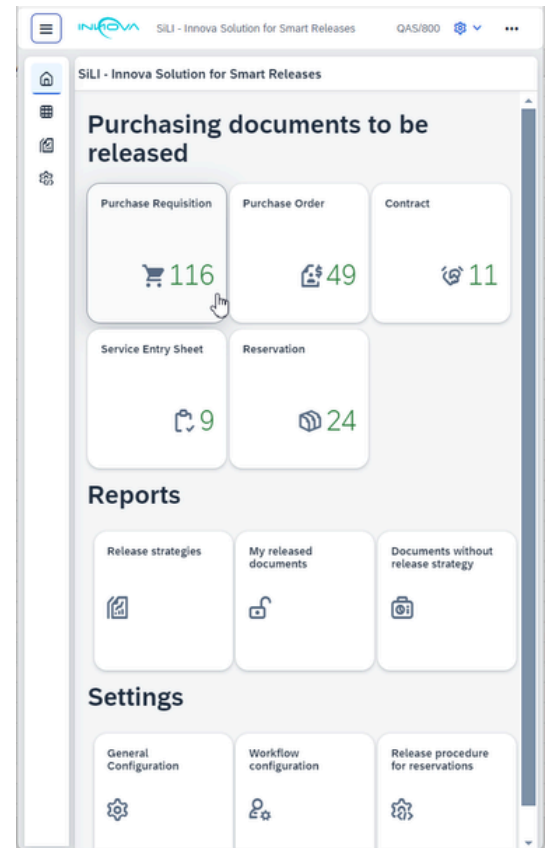
NIF:

Request number	Request type	Vendor	Request Status	More Information	Search term
1	0001	Briggs & Stratton Co. 19	SENT_SAP	US	Bio Chemicals
2	0001	Green Chemicals Ind. 20	CANCELLED	US	Green Chemicals
3	0001	Chicago Chemicals Ind. 23	CANCELLED	US	Bio Chemicals
4	0001	CHICAGO CHEMICALS IND. 23	SENT_SAP	US	Bio Chemicals
5	0001	Jernberg Industries Inc. 25	SENT_SAP	US	Jernberg Industries
6	0001	INNOVA BUSINESS APPS 26	SENT_SAP	US	INNOVA
7	0001	INNOVA BUSINESS APPLICATIONS INC 27	SENT	US	INNOVA APPS

Optimize your procurement
processes in SAP

SiLI – Smart Release Strategies

- Enables approval of requisitions, purchase orders, contracts, service entries, and material reservations **from any device**, without SAP GUI.
- Displays **all necessary information for decision-making** in a clear, customizable view, with options for approval via email.
- Manages **complementary scenarios in the approval workflow**, recording full action history (rejections, inquiries, reversals) and handling delegation during user absences.
- Includes **internal document-specific notes** and automatic alerts in risk situations.
- **Generates audit reports** on release strategies and documents not subject to a strategy, and integrates natively with SAP without affecting existing configurations.



[More info](#)

SiMA – Warehouse Mobility

- **Digitizes warehouse management** through barcode or QR scanning for goods receipts, issues, internal transfers, adjustments, and reservations—eliminating paper.
- Features an **intuitive mobile interface** for operators, requiring minimal typing, used on mobile devices.
- Allows **real-time movement posting directly in SAP**, visibility and tracking, and capturing photos and digital signatures during operations.
- **Supports error correction without IT intervention**, location-based management, field control, and permission schemes based on standard SAP roles.

[More info](#)



Optimize your procurement processes in SAP

SiPRO – Supplier Portal

- **Gives suppliers direct access to purchase orders**, invoices, payment dates, and tax withholding certificates from any browser, saving communication time for your team and requiring no additional SAP licenses.
- **Centralizes interaction with the supplier** by purchase order (integrated with SiTRACK), with full traceability and contextual messaging.
- Allows **invoice pre-registration with validation**, with the option to include purchase order confirmations (PO Acknowledge) and track accounting status with alerts for rejection or posting.

+ INFO

<input checked="" type="checkbox"/>	Purchase order	Material number	GI or HES document number / Pos	Order date	Quantity to be invoiced	Value to be invoiced	VAT indicator	% Tax	Tax value
<input checked="" type="checkbox"/>	4500000144	300023	5000000249	8/13/2024	100 PC	19,000.00 USD	AP use tax, G...	0%	0 USD
<input checked="" type="checkbox"/>	20	Welding mask	2						

Order / Pos	No. doc, EM u HES / Pos	Material / Short text	Order date	Net order value	% Tax Indicator	Tax value	Net order value including tax	GSTHES value	Order quantity	Quantity de
<input type="checkbox"/>	4500000139	300027	8/13/2024	24,900.00 USD		0 USD	24,900.00 USD		100.00 PC	100.00 PC
	10	Isolation suit								
	4500000139	300027						12,450.00 USD	0	50.00 PC
	30	Isolation suit								
<input type="checkbox"/>	4500000139	300025	8/13/2024	20,500.00 USD		0 USD	20,500.00 USD		100.00 PC	100.00 PC
	30	Face shield								
	4500000139	300025						20,500.00 USD	0	100.00 PC
	30	Face shield								
<input checked="" type="checkbox"/>	4500000144	300023	8/13/2024	19,000.00 USD		0 USD	19,000.00 USD		100.00 PC	100.00 PC
	20	Welding mask								
	4500000144	300023						19,000.00 USD	0	100.00 PC
	20	Welding mask								

Optimize your procurement processes in SAP

A demonstration is worth a thousand words

In just 30–45 minutes, we'll show you our solutions online.

This way, you'll see in detail how your SAP processes can be optimized.

[Schedule a DEMO](#) 



SAP Process Coverage by the S2P Suite from Innova

