



## SAP Easy Access



- Favorites
- ▼ SAP Menu
  - ▶ Office
  - ▶ Cross-Application Components
  - ▶ Logistics
  - ▶ Accounting
  - ▶ Human Resources
  - ▶ Information Systems
  - ▶ Tools
  - ▶ WebClient UI Framework

# SAP Material Management

S/4Hana 2023

Flexible Workflow  
features update  
for Purchase Order



SAP

1. **Flexible Workflow Activation for the Purchase Order Document Type.**
2. Define a new Flexible Workflow1 with 1 Step Condition.
3. Define a new Flexible Workflow2 with 2 Steps Conditions.
4. Use ME21N to create a PO that meet the criteria of the Flexi Worflow 1.
5. Check the INBOX in Approver 1 and Approver 2 via FIORI App.
6. Approver 2 start the Approval process.
7. Approver 1 start the Approval process.
8. Check update in ME23N.
9. Check remaining features in the INBOX.



## Document Types Purchase order Change



Type	Doc. Type	Doc. Type Descript.	Scenario based workflow
FO	Framework Order		<input type="checkbox"/>
NB	Standard PO		<input type="checkbox"/>
NB2	Enh. Rets to Vendor		<input type="checkbox"/>
NB2C	Enh. Rets STO CC		<input type="checkbox"/>
NBC7	CC SIT Enh. Rets STO		<input type="checkbox"/>
NBR8	IC SIT Enh. Rets STO		<input type="checkbox"/>
NBXE	XLO Inter Com PO		<input type="checkbox"/>
NBXI	XLO Intra Company		<input type="checkbox"/>
UB	Stock Transp. Order		<input type="checkbox"/>
UB2	Enh. Rets STO IC		<input type="checkbox"/>
ZNBF	PO f. flex. WF		<input checked="" type="checkbox"/>

Position...

### Display IMG

Existing BC Sets BC Sets for Activity Activated BC Sets

#### Structure

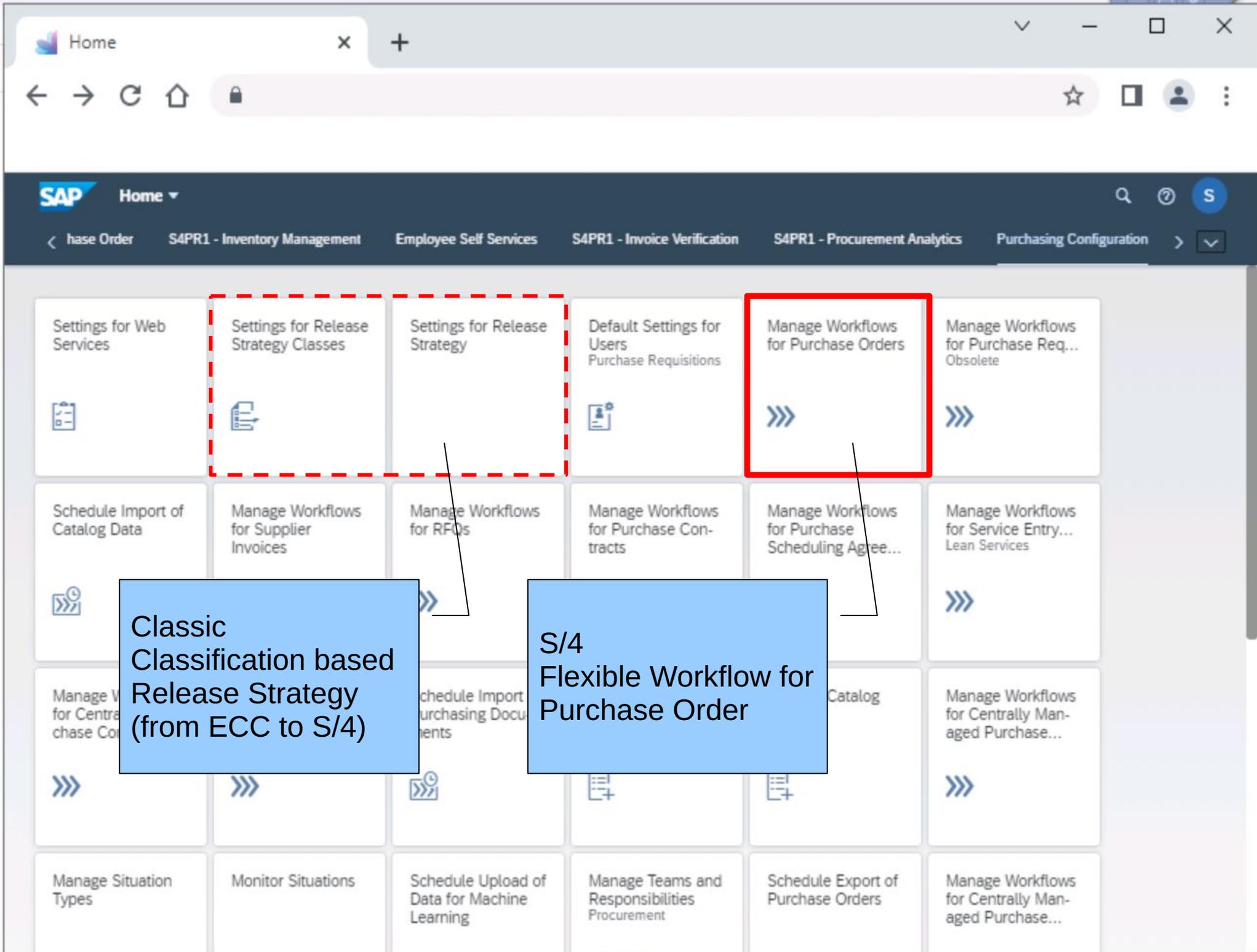
- ▶ Quota Arrangement
- ▶ RFQ and Quotation (SAP ERP)
- ▶ Sourcing
- ▶ Serial Numbers
- ▶ Purchase Requisition
- ▶ Purchase Order
  - Define Number Ranges for Purchasing Documents
  - Define Document Types for Purchase Orders
  - ▶ Advanced Intercompany Processes
  - Enable Value Chain Management for Purchase Order
  - Set Tolerance Limits for Price Variance
  - ▶ Release Procedure for Purchase Orders
  - ▶ Flexible Workflow for Purchase Orders
    - Maintain Standard Settings
    - Client-Dependent Configuration
    - Scenario Activation
    - **Activate Flexible Workflow for Purchase Orders**
    - Manage Conditions to Restart Flexible Workflow for Purc
    - Define Conditions to Restart Flexible Workflow
    - Define Screen Layout at Document Level

Activation of Flexible Workflow by Document type



SAP

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Classic  
Classification based  
Release Strategy  
(from ECC to S/4)

S/4  
Flexible Workflow for  
Purchase Order

Settings for Web Services

Settings for Release Strategy Classes

Settings for Release Strategy

Default Settings for Users Purchase Requisitions

**Manage Workflows for Purchase Orders**

Manage Workflows for Purchase Req... Obsolete

Schedule Import of Manage Workflows Manage Workflows Manage Workflows Manage Workflows Manage Workflows

**SAP** Manage Workflows ▾

🔍 ⓘ Ⓢ

Workflows (1) Search 🔍 **Create** Define Order ⬆️⬆️

Name	Order	Status	Valid from	Valid to
<input type="radio"/> Automatic Release of Purchase Order ⚙️		Active		>

Manage Situation Types Monitor Situations Schedule Upload of Data for Machine Learning Manage Teams and Responsibilities Procurement Schedule Export of Purchase Orders Manage Workflows for Centrally Managed Purchase...

Workflow for Purchase Order /

### New Workflow

Status: Draft

**Header**

Properties

Start Conditions

Steps

Workflow Name: \*

### Properties

Description:

Valid from:

 📅

Valid to:

Save

Cancel

In Header,  
Enter  
Workflow Name  
ZWF20

New Workflow

SAP New Workflow

Workflow for Purchase Order / ZWF20

Header Properties **Start Conditions** Steps

Only start the workflow if all of the following preconditions are met:

- (None)
- (None)
- Account assignment category 'Cost Center' is used
- Account assignment category 'Project' is used
- Company code of purchase order is
- This material group is used in at least one item
- Purchase order currency is
- Document type of purchase order is
- Purchasing group of purchase order is
- Purchasing organization of purchase order is
- Total net amount of purchase order is greater than
- Total net amount of purchase order is less than or equal to

Create Delete ^ v

Step Conditions Exclude Restricted Agents

No data

Save Cancel

Select Purchasing Group is the Precondition (this list is delivered by SAP)

Workflow for Purchase Order /

ZWF20

Header Properties Start Conditions Steps

Only start the workflow if all of the following preconditions are met: ⊗

Purchasing group of purchase order is ▾ Z20 📄 ⊗ +

Create Alternative Preconditions

Enter ONE  
Purchasing Group  
OR click + to enter  
Multiple values

Steps

Workflow Steps

Create Delete ^ ▾

Type	Name	Recipients	Step Conditions	Exclude Restricted Agents
No data				

Save Cancel

Only start the workflow if all of the following preconditions are met: ⊗

Purchasing group of purchase order is ▾ Z20 📄 ⊗ +

or all of the following preconditions are met: ⊗

Document type of purchase order is ▾ ZNBF ▾ ⊗ +

or all of the following preconditions are met: ⊗

Purchasing organization of purchase order is ▾ 1010 📄 ⊗ +

Purchasing organization of purchase order is ▾ 1020 📄 ⊗ +

Create Alternative Preconditions

click "Create Alternative Preconditions" and note "OR" operators between the preconditions

Workflow for Purchase Order /

ZWF20

Header Properties Start Conditions Steps

Only start the workflow if all of the following preconditions are met:

Purchasing group of purchase order is

Create Alternative Preconditions

In the Step Sequence area, choose "Create"

Steps

Workflow Steps

Create Delete ^ v

Type	Name	Recipients	Step Conditions	Exclude Restricted Agents
No data				

Workflow for Purchase Order / ZWF20 /

## Release of Purchase Order

Header Step Properties Recipients Step Conditions Deadlines

Step Name:

*Optional. If you do not enter a name, the step type is used.*

Step Type:

Release of Purchase Order

Automatic Release of Purchase Order

Release of Purchase Order

Select Release of Purchase Order as Step Type.

### Step Properties

Exclude Restricted Agents:

### Recipients

Assignment By:

Create Cancel

Workflow for Purchase Order / ZWF20 /

## Release of Purchase Order

- Header
- Step Properties
- Recipients
- Step Conditions
- Deadlines
- Exception Handling

Step Name:

*Optional. If you do not enter a name, the step type is used.*

Step Type:

Release of Purchase Order ▾

### Step Properties

Exclude Restricted Agents:

Do Not Exclude ▾

- Do Not Exclude
- Exclude Purchase Order Creator
- Exclude Restricted Agents Determined by BAdI

Assignment By:

Workflow for Purchase Order / ZWF20 /

### Release of Purchase Order

Header Step Properties Recipients Step Conditions Deadlines Exception Handling

Exclude Restricted Agents:

Do Not Exclude

**Select User as an entry for the field Assignment By under the area called RECIPIENTS and enter 2 Users**

#### Recipients

Assignment By:

User

Role

User

Step to be completed by:

- One of the recipients
- All of the recipients

#### Step Conditions

### Release of Purchase Order

Header Step Properties Recipients Step Conditions Deadlines Exception Handling

Exclude Restricted Agents:

Do Not Exclude

Select User as an entry for the field Assignment By under the area called RECIPIENTS and enter 2 SAP Users

#### Recipients

Assignment By:

User

User:\*

S4PR1-20 x | S4PR1-21 x

Step to be completed by:

- One of the recipients
- All of the recipients

#### Step Conditions

Create Cancel

Scroll down to STEP CONDITIONS, and in the field Only start the step if all of the following preconditions are met: field select Purchasing group of purchase order is and enter Z20 in the field next to it.

Only start the step if all of the following preconditions are met: ⊗

Purchasing group of purchase order is ▾ Z20 📄 ⊗ +

- (None)
- Account assignment category 'Cost Center' is used
- Account assignment category 'Project' is used
- Company code of purchase order is
- This material group is used in at least one item
- Purchase order currency is
- Document type of purchase order is
- Purchasing group of purchase order is**
- Purchasing organization of purchase order is
- Total net amount of purchase order is greater than
- Total net amount of purchase order is less than or equal to

Dea

Create Delete

There are no deadlines defined.

Exc

Action Status update when Steps are not Approved by respective User

Create

Delete

### Time Constraints

Time	Action
<input checked="" type="radio"/> The below timeline after start of the approval workflow +4 Hour(s)	Mark step as overdue

### Exception Handling

#### Purchase Order Rejected

Required Action:

Do nothing

Action Result:

Cancel workflow

#### Create Deadline

##### Deadline

If step is not completed by:

The below timeline after start of the approval workflow

Hour(s)

Execute the following action:

Mark step as overdue

Create

Cancel

Create

Cancel

# Release of Purchase Order

- Header
- Step Properties
- Recipients
- Step Conditions
- Deadlines
- Exception Handling

## Purchase Order Rejected

Required Action:

Do nothing

Action Result:

Restart workflow

Cancel workflow

Continue

Repeat step

Restart workflow

Action when the PO is Rejected

Workflow for Purchase Order / ZWF20 /

# Release of Purchase Order

- Header
- Step Properties
- Recipients
- Step Conditions
- Deadlines
- Exception Handling

## Purchase Order Rejected

Required Action:

Do nothing

Action Result:

Restart workflow

- Cancel workflow
- Continue
- Repeat step
- Restart workflow

The Workflow ZFW20 is not started if these Preconditions are met

Only start the workflow if all of the following preconditions are met: ⊗

Purchasing group of purchase order is ▾ Z20 📄 ⊗ +

Create Alternative Preconditions

As one or more Workflow steps can be created, Each Workflow Step has it own Precondition criteria

Workflow Steps

Create Delete ^ ▾

Type	Name	Recipients	Step Conditions	Exclude Restricted Agents
👤	1. Release of Purchase Order	EMPLOYEE 20 S4PR1, EMPLOYEE 21 S4PR1	Purchasing group of purchase order is Z20	Do Not Exclude >

[Workflow for Purchase Order](#) /

Edit

Activate

Copy

Delete

ZWF20

Properties

Start Conditions

Steps

Steps

## Workflow Steps

Type	Name	Recipients	Step Conditions	Exclude Restricted Agents
🔒	1. Release of Purchase Order	EMPLOYEE 20 S4PR1, EMPLOYEE 21 S4PR1	Purchasing group of purchase order is Z20	Do Not Exclude >

Workflows (2)  🔍

Create Edit Copy **Activate** Define Order Delete ⬆️⬆️

Name	Order	Status	Valid from	Valid to
<input checked="" type="checkbox"/> ZWF20	1	Draft		>
<input type="checkbox"/> Automatic Release of Purchase Order ⚙️		Active		>

Activate the ZWF20 Flexible Workflow



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Workflows (3)

Search

Create Copy Deactivate Define Order ↑↓

Name	Order	Status	Valid from	Valid to
<input type="radio"/> ZWF20	1	Active		>
<input checked="" type="radio"/> ZWF20A	2	Active		>
<input type="radio"/> Automatic Release of Purchase Order		Active		>

Note system Auto assign subsequent new WFs in consecutive Order sequence (tried 11 so therefore 99 should be possible)



Workflows (3)

Search 🔍

Create Copy Deactivate **Define Order** ⬆️

Name	Order	Status	Valid from	Valid to
<input type="radio"/> ZWF20	1	Active		>
<input checked="" type="radio"/> ZWF20A	2	Active		>
<input type="radio"/> Automatic Release of Purchase Order 🌀		Active		>

Use Arrow to arrange the Order of the Workflows

Define Order

Only the first workflow with matching conditions will be started.

⬆️ ⬆️ ⬆️ ⬆️

Name	Order	Status	Valid from	Valid to
ZWF20	1	Active		
ZWF20A	2	Active		
Automatic Release of Purchase Order 🌀	3	Active		

Save Cancel

Workflows (3)

Create

Copy

Deactivate

Define Order



Name	Order	Status	Valid from	Valid to
<input type="radio"/> ZWF20	1	Active		>
<input checked="" type="radio"/> ZWF20A	2	Active		>
<input type="radio"/> Automatic Release of Purchase Order		Active		>

Only start the workflow if all of the following preconditions are met:  
Purchasing organization of purchase order is

101C

The new Workflow is created with Start Condition of Pur.Org 101C

2 Workflow Spes each each different Step Conditions and Approval Person/Persons

Steps

Workflow Steps

Type	Name	Recipients	Step Conditions	Exclude Restricted Agents
👤	1. Release of Purchase Order	EMPLOYEE 20 S4PR1	Total net amount of purchase order is less than or equal to 500,00 EUR	>
👥	2. Release of Purchase Order	EMPLOYEE 20 S4PR1, EMPLOYEE 19 S4PR1	Total net amount of purchase order is greater than 500,00 EUR	>



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### Create Purchase Order

Document Overview On | Hold Park | Personal Setting

ZNBF PO f. flex. WF

Supplier V01 V01

Delivery/Invoice Conditions Texts Address Communication Partner

Purch. Org. 1000  
Purch. Group Z20  
Company Code 1010

#### Document Types Purchase order

Type	Doc. Type	Doc. Type Descript.	Scenario based workflow
UB		Stock Transp. Order	<input type="checkbox"/>
UB2		Enh. Rets STO IC	<input type="checkbox"/>
ZNBF		PO f. flex. WF	<input checked="" type="checkbox"/>

#### Display IMG

Existing BC Sets | BC Sets for Activity | Activated BC

Structure

- RFQ and Quotation (SAP ERP)
- Sourcing
- Serial Numbers
- Purchase Requisition
- Purchase Order
  - Define Number Ranges for Purchasing Documents
  - Define Document Types for Purchase Orders
  - Advanced Intercompany Processes
  - Enable Value Chain Management for Purchase Order
  - Set Tolerance Limits for Price Variance
  - Release Procedure for Purchase Orders
  - Flexible Workflow for Purchase Orders
    - Maintain Standard Settings
    - Client-Dependent Configuration
    - Scenario Activation
    - Activate Flexible Workflow for Purchase Orders
    - Manage Conditions to Restart Flexible Workflow for
    - Define Conditions to Restart Flexible Workflow

S..	Itm	A	I	Material	Net Price	Curr...	Per
	10			RM01	1,00	EUR	1

Default Values Add Planning

Item 1 [ 10 ] RM01 , Raw Material 01

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Texts Delivery Ad...



# Create Purchase Order

Document Overview On | Hold Pa | Personal Setting | Save As Template | Load from Template

ZNBF PO f. flex. WF | Supplier V01 V01 | Doc. Date 24.04.2023

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data

Purch. Org. 1010 Purch. Org. 1010  
Purch. Group 220  
Company Code 1010

### SAP Workflow Details

Workflow for Purchase Order / ZWF20

Properties Start Conditions Steps

Only start the workflow if all of the following preconditions are met:  
Purchasing group of purchase order is Z20

Type	Name	Recipients	Step Conditions	Exclude Restricted Agents
1	Release of Purchase Order	EMPLOYEE 20 S4PR1, EMPLOYEE 21 S4PR1	Purchasing group of purchase order is Z20	Do Not Exclude

S..	Itm	A	I	Material
	10			Material

Item 1 [ 10 ] RM01 , Raw Material 01

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Texts | Delivery Ad...



### Create Purchase Order

Document Overview On | Hold | Personal Setting | Save As Template | Load from Template

NB Standard PO | Supplier | Doc. Date 24.04.2023

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data

Purch. Org. 1010  
Purch. Group 001  
Company Code 1010

Information

PO f. flex. WF created under the number 4500000073

OK

Start Condition met,  
and next  
Step Condition also met,  
the FlexiWorkflow  
activate

S..	Itm	A	I	Material	Short Text	Per



Item 1 New Item

### PO f. flex. WF 4500000073 Created by EMPLOYEE 20 S4PR1

Document Overview On Messages Personal Setting Save As Template

ZNBF PO f. flex. WF 4500000073 Supplier V01 V01 Doc. Date 24.04.2023

Partners Additional Data Org. Data Status Payment Processing Incoterms **Flexible Workflow**



#### Approval Steps

Type	Overdue	Name	Status	Comment	Processors	Recipients
		Release of Purchase Order	0%		EMPLOYEE 20 S4PR1, EMPLOYEE 21 S4PR1	EMPLOYEE 20 S4PR1, EMPLOYEE 2

Processor S4PR10 S4PR21 for PO 4500000073

S..	Itm	A	I	Material	PO Quantity	O... C	Deliv. Date	Net Price	Curr...	Per
	10			RM01		10 PC	D 24.04.2023		1,00 EUR	1



Add Planning

Item 1 [ 10 ] RM01 , Raw Material 01

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Texts Delivery Ad...



## SAP Easy Access



- Favorites
- ▼ SAP Menu
  - ▶ Connector for Multi-Bank Connectivity
  - ▶ Office
  - ▶ Cross-Application Components
  - ▼ Logistics
    - ▶ Equipment and Tools Management
    - ▼ Materials Management
      - ▼ Purchasing
        - ▼ Purchase Order
          - ▶ Create
            - ME22N - Change
            - ME23N - Display
            - ME21 - Create Extended Purchase Order
            - ME22 - Change Extended Purchase Order
            - ME23 - Display Extended Purchase Order
            - MEMASSPO - Mass Maintenance
          - ▼ Release
            - ME29N - Individual Release
          - ▶ List Displays
          - ▶ Reporting
          - ▶ Inbound Delivery
          - ▶ Follow-On Functions
          - ▶ Messages
        - ▶ Purchase Requisition

PO 4500000073 with Flexi Workflow,  
try to Release using classic ME29N



### PO f. flex. WF 4500000073 Created by EMPLOYEE 20 S4PR1

Document Overview On Messages Personal Setting Save As Template

ZNBF PO f. flex. WF 4500000073 Supplier V01 V01 Doc. Date 24.04.2023

Partners Additional Data Org. Data Status Payment Processing Incoterms Flexible Workflow



#### Approval Steps

Type	Overdue	Name	Status	Comment	Processors	Recipients
		Release of Purchase Order	0%		EMPLOYEE 20 S4PR1, EMPLOYEE 21 S4PR1	EMPLOYEE 20 S4PR1, EMPLOYEE 2

S..	Itm	A	I	Material	Short Text	PO Quantity	O... C	Deliv. Date	Net Price	Curr...	Per
	10			RM01	Raw Material 01		10 PC D	24.04.2023	1,00 EUR		1



Add Planning

Item 1 [ 10 ] RM01 , Raw Material 01

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Texts Delivery Ad...



### Release PO f. flex. WF 4500000073

Document Overview On Messages Personal Setting Save As Template Load from Template

ZNBF PO f. flex. WF 4500000073 Supplier V01 V01 Doc. Date 24.04.2023

Partners Additional Data Org. Data Status Payment Processing Incoterms Flexible Workflow



#### Approval Steps

Type	Overdue	Name	Status	Comment	Processors
		Release of Purchase Order	0%		EMPLOYEE 2054PR1, EMPLOYEE 2054PR2, EMPLOYEE 2054PR3, EMPLOYEE 2054PR4, EMPLOYEE 2054PR5, EMPLOYEE 2054PR6, EMPLOYEE 2054PR7, EMPLOYEE 2054PR8, EMPLOYEE 2054PR9, EMPLOYEE 2054PR10, EMPLOYEE 2054PR11, EMPLOYEE 2054PR12, EMPLOYEE 2054PR13, EMPLOYEE 2054PR14, EMPLOYEE 2054PR15, EMPLOYEE 2054PR16, EMPLOYEE 2054PR17, EMPLOYEE 2054PR18, EMPLOYEE 2054PR19, EMPLOYEE 2054PR20, EMPLOYEE 2054PR21, EMPLOYEE 2054PR22, EMPLOYEE 2054PR23, EMPLOYEE 2054PR24, EMPLOYEE 2054PR25, EMPLOYEE 2054PR26, EMPLOYEE 2054PR27, EMPLOYEE 2054PR28, EMPLOYEE 2054PR29, EMPLOYEE 2054PR30, EMPLOYEE 2054PR31, EMPLOYEE 2054PR32, EMPLOYEE 2054PR33, EMPLOYEE 2054PR34, EMPLOYEE 2054PR35, EMPLOYEE 2054PR36, EMPLOYEE 2054PR37, EMPLOYEE 2054PR38, EMPLOYEE 2054PR39, EMPLOYEE 2054PR40, EMPLOYEE 2054PR41, EMPLOYEE 2054PR42, EMPLOYEE 2054PR43, EMPLOYEE 2054PR44, EMPLOYEE 2054PR45, EMPLOYEE 2054PR46, EMPLOYEE 2054PR47, EMPLOYEE 2054PR48, EMPLOYEE 2054PR49, EMPLOYEE 2054PR50, EMPLOYEE 2054PR51, EMPLOYEE 2054PR52, EMPLOYEE 2054PR53, EMPLOYEE 2054PR54, EMPLOYEE 2054PR55, EMPLOYEE 2054PR56, EMPLOYEE 2054PR57, EMPLOYEE 2054PR58, EMPLOYEE 2054PR59, EMPLOYEE 2054PR60, EMPLOYEE 2054PR61, EMPLOYEE 2054PR62, EMPLOYEE 2054PR63, EMPLOYEE 2054PR64, EMPLOYEE 2054PR65, EMPLOYEE 2054PR66, EMPLOYEE 2054PR67, EMPLOYEE 2054PR68, EMPLOYEE 2054PR69, EMPLOYEE 2054PR70, EMPLOYEE 2054PR71, EMPLOYEE 2054PR72, EMPLOYEE 2054PR73, EMPLOYEE 2054PR74, EMPLOYEE 2054PR75, EMPLOYEE 2054PR76, EMPLOYEE 2054PR77, EMPLOYEE 2054PR78, EMPLOYEE 2054PR79, EMPLOYEE 2054PR80, EMPLOYEE 2054PR81, EMPLOYEE 2054PR82, EMPLOYEE 2054PR83, EMPLOYEE 2054PR84, EMPLOYEE 2054PR85, EMPLOYEE 2054PR86, EMPLOYEE 2054PR87, EMPLOYEE 2054PR88, EMPLOYEE 2054PR89, EMPLOYEE 2054PR90, EMPLOYEE 2054PR91, EMPLOYEE 2054PR92, EMPLOYEE 2054PR93, EMPLOYEE 2054PR94, EMPLOYEE 2054PR95, EMPLOYEE 2054PR96, EMPLOYEE 2054PR97, EMPLOYEE 2054PR98, EMPLOYEE 2054PR99, EMPLOYEE 2054PR100

PO activated with Flexi Workflow cannot be Released using ME29N

**Warning**

Purchasing document 4500000073 cannot be released

OK Help

S..	Itm	A	I	Mat	O...	C	Deliv. Date	Net Price	Curr...	Per
	10			RM0	10	PC	D 24.04.2023	1,00	EUR	1
									EUR	

Item 1 [ 10 ] RM01 , Raw Material 01

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Texts Delivery Ad...

### PO f. flex. WF 450000073 Created by EMPLOYEE 20 S4PR1

Document Overview On Messages Personal Setting Save As Template

ZNBF PO f. flex. WF 450000073 Supplier V01 V01 Doc. Date 24.04.2023

Partners Additional Data Org. Data Status Payment Processing Incoterms Flexible Workflow

Output Request System Help

#### Change Pur. Order :: Output

Pur. Order..... 450000073

ID	Status	D...	Output Type	Ro	Receiver	Channel	Ctry/...	Lang...	Fo
0									
0									
0									
0									
0									
0									

No Output determine when PO not yet approved

ents  
OYEE 20 S4PR1, EMPLOYEE 2

Net Price	Curr...	Per
	1,00 EUR	1

Addl Planning

Item 1 [ 10 ] RM01 , Raw Material 01

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My Inbox  
All Items

✓ 1

**S4PR1-20**

- Recent Activities
- Frequently Used
- App Finder
- Settings
- Edit Home Page
- About
- Sign Out

**SAP** Workflow Details ▾

Workflow for Purchase Order / ZWF20

Properties Start Conditions Steps

Workflow Steps

Type	Name	Recipients	Step Conditions	Exclude Restricted Agents
📧	1. Release of Purchase Order	EMPLOYEE 20 S4PR1, EMPLOYEE 21 S4PR1	Purchasing group of purchase order is Z20	Do Not Exclude

S

**S4PR1-21**

- Recent Activities
- Frequently Used
- App Finder
- Settings
- Edit Home Page
- About
- Sign Out

My Inbox  
All Items

✓ 1

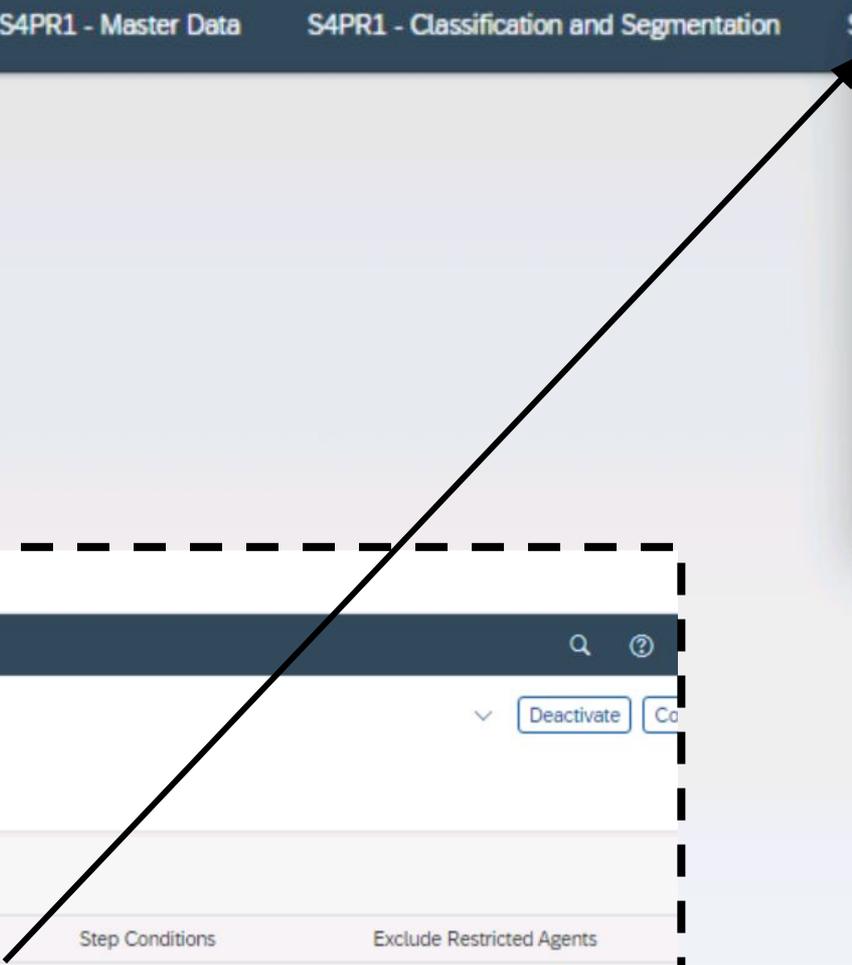
**SAP** Workflow Details ▾

Workflow for Purchase Order / ZWF20

Properties Start Conditions Steps

Workflow Steps

Type	Name	Recipients	Step Conditions	Exclude Restricted Agents
📄	1. Release of Purchase Order	EMPLOYEE 20 S4PR1, EMPLOYEE 21 S4PR1	Purchasing group of purchase order is Z20	Do Not Exclude





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S

**S4PR1-21**

- Recent Activities
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- About
- Sign Out

My Inbox  
All Items

✓ 1

**SAP** Workflow Details ▾

Workflow for Purchase Order / ZWF20

Properties Start Conditions Steps

Type	Name	Recipients	Step Conditions	Exclude Restricted Agents
📄	1. Release of Purchase Order	EMPLOYEE 20 S4PR1, <b>EMPLOYEE 21 S4PR1</b>	Purchasing group of purchase order is Z20	Do Not Exclude

In the current version of the Flexi Workflow design, there is NOT yet a feature to describe sequence of Approvers (who should approve first). So, let's try Approver 2 S4PR1-21

Approver 2 S4PR1-21

S4PR1-21

- Recent Activities
- Frequently Used
- App Finder
- Settings
- Edit Home Page
- About
- Sign Out

My Inbox  
All Items

0

Workflow for Purchase Order /

ZWF20

Properties Start Conditions Steps

Only start the workflow if all of the following preconditions are met:  
Purchasing group of purchase order is Z20

Steps

Workflow Steps

Type	Name	Recipients	Step Conditions
📄	1. Release of Purchase Order	EMPLOYEE 20 S4PR1, EMPLOYEE 21 S4PR1	Purchasing group of purchase order is Z20

The setup only allow to assign 1 or more Approvers

All Tasks (1)



Release PO with flex. WF

Search [ ]

Approve Purchase Order  
4500000073

EMPLOYEE 20 S4PR1

Medium

Due on Apr 24, 2023, 10:10 AM

### PO f. flex. WF

4500000073



#### Basic Data

Purchase Order:  
[PO f. flex. WF \(4500000073\)](#)

Supplier:  
[V01 \(V01\)](#)

Created By:  
EMPLOYEE 20 S4PR1 (S4PR1-20)

Created On:  
24.04.2023

Net Value:  
10,00 EUR

#### Workflow Log

#### Task Log

- EMPLOYEE 20 S4PR1**  
created the task  
Today at 06:10  
Approve Purchase Order  
4500000073
- EMPLOYEE 20 S4PR1**  
created the task  
Today at 06:10  
[Approve Purchase Order  
4500000073](#)
- EMPLOYEE 20 S4PR1**  
started the workflow  
Today at 06:10  
Approval of Purchase Order  
4500000073  
Workflow started

All Tasks (1)



Release PO with flex. WF

Search



Approve Purchase Order  
4500000073

EMPLOYEE 20 S4PR1 Medium  
Due on Apr 24, 2023, 10:10 AM

PO f. flex. WF

4500000073



Submit Decision

You selected "Approve".

Decision Note:

Good to GO by user S4PR1-21

Submit

Cancel

Workflow Log

Task Log

- EMPLOYEE 20 S4PR1 created the task Today at 06:10 Approve Purchase Order 4500000073
- EMPLOYEE 20 S4PR1 created the task Today at 06:10 Approve Purchase Order 4500000073
- EMPLOYEE 20 S4PR1 started the workflow Today at 06:10 Approval of Purchase Order 4500000073 Workflow started

Basic Data

Purchase Order PO f. flex.

Supplier: V01 (V01)

Created By: EMPLOYEE 20 S4PR1 (S4PR1-20)

Created On: 24.04.2023

Net Value: 10,00 EUR

All Tasks (0) ☰

Search 🔍 ↻

No items are currently available

No details are currently available

Approver 2  
S4PR1-21

🔍 ? S

- S4PR1-21
- 🕒 Recent Activities
- 📅 Frequently Used
- 🔍 App Finder
- ⚙️ Settings
- ✎ Edit Home Page
- ℹ About
- 🔌 Sign Out

My Inbox  
All Items

☑️ 0

Task done,  
Workflow item  
NO Longer in the  
INBOX for Approver 2



### PO f. flex. WF 4500000073 Created by EMPLOYEE 20 S4PR1

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ZNBF PO f. flex. WF 4500000073 Supplier V01 V01 Doc. Date 24.04.2023

Partners Additional Data Org. Data Status Payment Processing Incoterms Flexible Workflow



#### Approval Steps

Type	Overdue	Name	Status	Comment	Processors	Recipients
		Release of Purchase Order	50%		EMPLOYEE 20 S4PR1, EMPLOYEE 21 S4PR1	EMPLOYEE 20 S4PR1, EMPLOYEE 2



S..	Itm	A	I	Material	Short Text	PO Quantity	O... C	Deliv. Date	Net Price	Curr...	Per
	10			RM01	Raw Material 01	10 PC	D	24.04.2023	1,00 EUR		1



Add Planning

Item 1 [ 10 ] RM01 , Raw Material 01

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Texts Delivery Ad...



### PO f. flex. WF 4500000073 Created by EMPLOYEE 20 S4PR1

Document Overview On Messages Personal Setting Save As Template

ZNBF PO f. flex. WF 4500000073 Supplier V01 V01 Doc. Date 24.04.2023

Partners Additional Data Org. Data Status Payment Processing Incoterms Flexible Workflow



#### Approval Steps

Type	Overdue	Name	Status	Comment	Processors	Recipients
Release of Purchase Order	50%				EMPLOYEE 20 S4PR1, EMPLOYEE 21 S4PR1	EMPLOYEE 20 S4PR1, EMPLOYEE 2

Partial Approval,  
No Message  
Output

#### Display Pur. Order :: Output

Pur. Order..... 4500000073

#### Output

ID	Status	D...	Output Type	Ro	Receiver	Char
0						
0						
0						
0						



SAP

1. Flexible Workflow Activation for the Purchase Order Document Type.
2. Define a new Flexible Workflow1 with 1 Step Condition.
3. Define a new Flexible Workflow2 with 2 Steps Conditions.
4. Use ME21N to create a PO that meet the criteria of the Flexi Workflow 1.
5. Check the INBOX in Approver 1 and Approver 2 via Fiori App.
6. Approver 2 start the Approval process.
7. **Approver 1 start the Approval process.**
8. Check update in ME23N.
9. Check remaining features in the INBOX.

My Inbox  
All Items

☑️ 1

Approver 1  
S4PR1-20

S4PR1-20

- 🕒 Recent Activities
- 📅 Frequently Used
- 🔍 App Finder
- ⚙️ Settings
- ✎ Edit Home Page
- ℹ About
- 🔌 Sign Out

All Tasks (1)

Search

**Approve Purchase Order**  
4500000073

EMPLOYEE 20 S4PR1 Medium

Due on Apr 24, 2023, 10:10 AM

Release PO with flex. WF

### PO f. flex. WF

4500000073

#### Basic Data

Purchase Order: [PO f. flex. WF \(4500000073\)](#)  
Supplier: [V01 \(V01\)](#)  
Created By: EMPLOYEE 20 S4PR1 (S4PR1-20)  
Created On: 24.04.2023  
Net Value: 10,00 EUR

#### Delivery and Payment

Payment Terms: Pay immediately w/o deduction  
Incoterms: -  
Incoterms (Part 2): -

#### Recipient

Company Code: Company Code 1010 (1010)  
Purchasing Group: Purch. Group Z20 (Z20)  
Purch. organization: Purch. Org. 1010 (1010)

**SAP** My Inbox ▾

All Tasks (1)

Search

Approve Purchase Order  
4500000073

EMPLOYEE 20 S4PR1 Medium

Due on Apr 24, 2023, 10:10 AM

### PO f. flex. WF

4500000073

#### Basic Data

Purchase Order:  
PO f. flex. WF (4500000073)

Supplier:  
V01 (V01)

Created By:  
EMPLOYEE 20 S4PR1 (S4PR1-20)

Created On:  
24.04.2023

Net Value:  
10,00 EUR

#### Delivery and Payment

Payment Terms:  
Pay immediately w/o deduction

Incoterms:

Workflow Log Task Log

- EMPLOYEE 21 S4PR1** completed the task Today at 06:34  
Approve Purchase Order 4500000073  
Purchase Order Released
- EMPLOYEE 20 S4PR1** created the task Today at 06:10  
Approve Purchase Order 4500000073
- EMPLOYEE 20 S4PR1** started the workflow Today at 06:10  
Approval of Purchase Order 4500000073  
Workflow started

**SAP** My Inbox ▾

All Tasks (1) ☰

Search 🔍 ↻

**Approve Purchase Order**  
4500000073

EMPLOYEE 20 S4PR1 Medium

Due on Apr 24, 2023, 10:10 AM

### PO f. flex. WF

4500000073

#### Basic Data

Purchase Order  
PO f. flex. WF (

Supplier:  
V01 (V01)

Created By:  
EMPLOYEE 20

Created On:  
24.04.2023

Net Value:  
10,00 EUR

#### Delivery and Payment

Payment Terms:  
Pay immediately w/o deduction

Incoterms:

**Submit Decision**

You selected "Approve".

Decision Note:

Send me a PDF copy to my mail box

**Submit** Cancel

#### Workflow Log Task Log

✓

**EMPLOYEE 21 S4PR1**  
completed the task  
Today at 06:34

Approve Purchase Order  
4500000073  
Purchase Order Released

📄

**EMPLOYEE 20 S4PR1**  
created the task  
Today at 06:10

Approve Purchase Order  
4500000073

🕒

**EMPLOYEE 20 S4PR1**  
started the workflow  
Today at 06:10

Approval of Purchase Order  
4500000073  
Workflow started

All Tasks (0) ☰

Search 🔍 ↻

No items are currently available

No details are currently available

Approver 1  
S4PR1-20

S4PR1-20

- Recent Activities
- Frequently Used
- App Finder
- Settings
- Edit Home Page
- About
- Sign Out

My Inbox  
All Items

☑️ 0

Task done,  
Workflow item  
NO Longer in the  
INBOX for Approver 1



SAP

1. Flexible Workflow Activation for the Purchase Order Document Type.
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5. Check the INBOX in Approver 1 and Approver 2 via Fiori App.
6. Approver 2 start the Approval process.
7. Approver 1 start the Approval process.
8. **Check update in ME23N.**
9. Check remaining features in the INBOX.



**PO f. flex. WF 450000073 Created by EMPLOYEE 20 S4PR1**

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ZNBF PO f. flex. WF 450000073 Supplier V01 V01 Doc. Date 24.04.2023

Partners Additional Data Org. Data Status Payment Processing Incoterms Flexible Workflow



Approval Steps

Type	Overdue	Name	Status	Comment	Processors	Recipients
		Release of Purchase Order	Purchase Order Released		EMPLOYEE 20 S4PR1, EMPLOYEE 21 S4PR1	EMPLOYEE 20 S4

S..	Itm	A	I	Material	Short Text	PO Quantity	O... C	Deliv. Date	Net Price	Curr...	Per
	10			RM01	Raw Material 01		10 PC D	24.04.2023	1,00	EUR	1



Add Planning

Item 1 [ 10 ] RM01 , Raw Material 01

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Texts Delivery Ad...

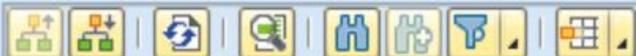


### PO f. flex. WF 450000073 Created by EMPLOYEE 20 S4PR1

Document Overview On | Messages | Personal Setting | Save As Template

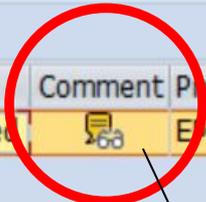
ZNBF PO f. flex. WF 450000073 Supplier V01 V01 Doc. Date 24.04.2023

Partners Additional Data Org. Data Status Payment Processing Incoterms Flexible Workflow



#### Approval Steps

Type	Overdue	Name	Status	Comment	Processors	Recipients
		Release of Purchase Order	Purchase Order Released		EMPLOYEE 20 S4PR1, EMPLOYEE 21 S4PR1	EMPLOYEE 20 S4PR1



Double-click  
Comments ICON

S..	Itm	A	I	Material	Short Text	PO Quantity	Curr...	Per
	10			RM01	Raw Material 01		1,00 EUR	1



Add Planning

Item 1 [ 10 ] RM01 , Raw Material 01

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Texts Delivery Ad...



### PO f. flex. WF 450000073 Created by EMPLOYEE 20 S4PR1

Document Overview On | Messages | Personal Setting | Save As Template

ZNBF PO f. flex. WF 450000073 Supplier V01 V01 Doc. Date 24.04.2023

Partners Additional Data Org. Data Status Payment Processing Incoterms Flexible Workflow



Overdue	Status	Decision Comment	Processors	Last Update	Subject
	Purchase Order Released	Send me a PDF copy to my mail box	EMPLOYEE 20 S4PR1	24.04.2023 08:52:22	Approve Purchase Order 4
	Purchase Order Released	Good to GO by user S4PR1-21	EMPLOYEE 21 S4PR1	24.04.2023 08:34:59	Approve Purchase Order 4

Item Overview

Item Detail



### PO f. flex. WF 4500000073 Created by EMPLOYEE 20 S4PR1

Document Overview On Messages Personal Setting Save As Template

ZNBF PO f. flex. WF 4500000073 Supplier V01 V01 Doc. Date 24.04.2023

Partners Additional Data Org. Data Status Payment Processing Incoterms Flexible Workflow



### Display Pur. Order :: Output

Pur. Order..... 4500000073

#### Output

ID	Status	D...	Output Type	Ro Receiver	Channel	Ctry/...	Lang...	Form Template
1	To Be Output	2	PURCHASE_ORDER	LF V01	EMAIL	DE	EN	MM_PUR_PURCHASE_ORDER

Message Output after ALL Approvers completed their Tasks



SAP

1. Flexible Workflow Activation for the Purchase Order Document Type.
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4. Use ME21N to create a PO that meet the criteria of the Flexi Worflow 1.
5. Check the INBOX in Approver 1 and Approver 2 via FIORI App.
6. Approver 2 start the Approval process.
7. Approver 1 start the Approval process.
8. Check update in ME23N.
9. **Check remaining features in the INBOX.**

**SAP My Inbox**

All Tasks (1)

Search

Approve Purchase Order  
4500000074

EMPLOYEE 20 S4PR1 Medium

Due on Apr 24, 2023, 11:03 AM

Release PO with flex. WF

Recipient

Company Code: Company Co  
Purchasing Group: Purch. Group  
Purch. organization: Purch. Org. 2

Items (1)

Item	Product Type Group
10	Material Material

Order Quantity:  
1 PC

Suspended Until

Company Code: Company Code 1010 (010)

April 2023

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
13	26	27	28	29	30	31	1
14	2	3	4	5	6	7	8
15	9	10	11	12	13	14	15
16	16	17	18	19	20	21	22
17	23	24	25	26	27	28	29
18	30	1	2	3	4	5	6

Suspend Cancel

If Suspend to a future DATE, the Workflow will be REMOVE from the INBOX and only on that future DATE will Publish Workflow again to the INBOX again.

Suspend allow Approver to SHIFT the Approver date to a future date

delivery date  
4.04.2023

**SAP**

base PO with flex. WF

recipient

All Tasks (1)

Search

Approve Purchase  
4500000074

EMPLOYEE 20 S4PR1

Due on Apr 24, 2023, 1

Forward

s4pr1-21

EMPLOYEE 21 S4PR1

Employee

EMPLOYEE 21 S4PR1

Contact Details

Mobile:

Phone:

Email:

Company

Name:

Address:

Cancel

Forward Document to another Approver

🔍 ? S

Delivery date
01 24.04.2023 >

**SAP My Inbox**

All Tasks (1)

Search

**Approve Purchase Order**  
4500000074

EMPLOYEE 20 S4PR1 Medium

Due on Apr 24, 2023, 11:03 AM

### Release PO with flex. WF

**Recipient**

Company Code: Company Code 1010 (1010)  
Purchasing Group: Purch. Group Z20 (Z20)  
Purch. organization: Purch. Org. 1010 (1010)

---

**Items (1)**

Item	Product Type Group	Short Text	Material Group	Material	Delivery date
10	Material Material	Raw Material 01	Raw Materials L002	Raw Material 01 RM01	24.04.2023

Order Quantity: 1 PC  
Net Order Price: 1,00 EUR  
Price Unit: 1 PC  
Net Order Value: 1,00 EUR  
Service Performer:

Status:

Make Claim (or Reserved)

All Tasks (1)

Note the text "Reserved by you"

Reserved by You

Approve Purchase Order  
4500000074

EMPLOYEE 20 S4PR1 Medium

Due on Apr 24, 2023, 11:03 AM

Company Code: Company Code 1010 (1010)

Purchasing Group: Purch. Group Z20 (Z20)

Purch. organization: Purch. Org. 1010 (1010)

Items (1)

Item	Product Type Group	Short Text	Material Group	Material	Delivery date
10	Material Material	Raw Material 01	Raw Materials L002	Raw Material 01 RM01	24.04.2023

Order Quantity: 1 PC

Net Order Price: 1,00 EUR

Price Unit: 1 PC

Net Order Value: 1,00 EUR

Service Performer:

Status:

After clicked Claim, note button text become Release



### PO f. flex. WF 4500000074 Created by EMPLOYEE 20 S4PR1

Document Overview On Messages Personal Setting Save As Template

ZNBF PO f. flex. WF 4500000074 Supplier V01 V01 Doc. Date 24.04.2023

Partners Additional Data Org. Data Status Payment Processing Incoterms Flexible Workflow



Overdue	Status	Comment	Processors	Last Update	Subject	Deadline
	In Process		EMPLOYEE 20 S4PR1	24.04.2023 09:03:01	Approve Purchase Order 4500000074	24.04.2023 13:03:01
	Ready		EMPLOYEE 21 S4PR1	24.04.2023 09:03:01	Approve Purchase Order 4500000074	24.04.2023 13:03:01

Note Status "In Process"

S..	Itm	A	I	Material	PO Quantity	O... C	Deliv. Date	Net Price	Curr...	Per
	10			RM01 Raw Material 01		1 PC D	24.04.2023	1,00 EUR		1



Add Planning

Item 1 [ 10 ] RM01 , Raw Material 01

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Texts Delivery Ad...