



# buy:process – S2C Workflow Tool Ramp-Up Training for LHT

Internal Training for Cluster- and BU-Buyer

Frankfurt/Munich/Zurich/Vienna/Hamburg/Sofia, Juli 2019 (Version 20)

FRA FP

# Agenda

## Introduction and learning targets

What buy:process is all about

Source-to-Contract process

buy:process at a glance

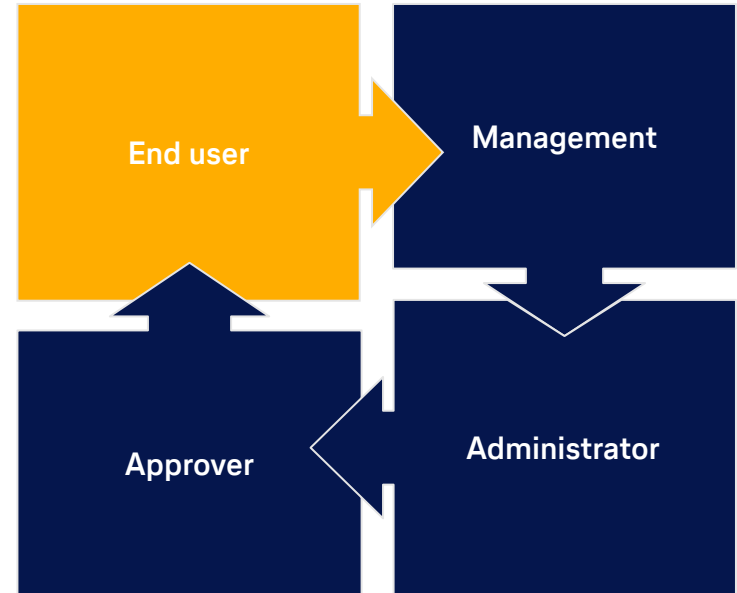
Live demo based on defined use cases

Go-Live timeline, organizational matters and questions

# The learning target is to inform the participants on buy:process and prepare them for the collaboration in the cluster

Learning targets of the training: Participants ...

- ... are the real **end user** of the buy:process
- ... get a general overview of the **what buy:process is all about**
- ... refresh the knowledge about the **Source-to-Contract** (S2C) process
- ... learn about the **basic idea and goals**
- ... know how the sourcing activities are **linked** to the **workflow**
- ... get a **basic overview**, the various modules and functions
- ... discussed the **fundamental use cases** for the workflow
- ... understand these cases and the differences in **workflow handling**
- ... **walked through buy:process** and the screens
- ... get **answers** to their questions



# Five training modules will support you in understanding the new buy:process and the underlying Source-to-Contract workflow within the LH Group

Modules of the training



⌚  $\Sigma \approx$  net 4-5:00 h

⌚  $\approx$  0:10 h

## Module 5

Go-Live timeline, organizational matters and questions

⌚  $\approx$  2:30 h

## Module 4

Live walk-through based on defined use cases

⌚  $\approx$  1:00 h

## Module 3

buy:process at a glance

⌚  $\approx$  0:30 h

## Module 2

Source-to-Contract process

⌚  $\approx$  00:30 h

## Module 1

What buy:process is all about

Source: MatrixPartner





What buy:process is all about

# Agenda

Introduction and learning targets

**What buy:process is all about**

Source-to-Contract process

buy:process at a glance

Live demo based on defined use cases

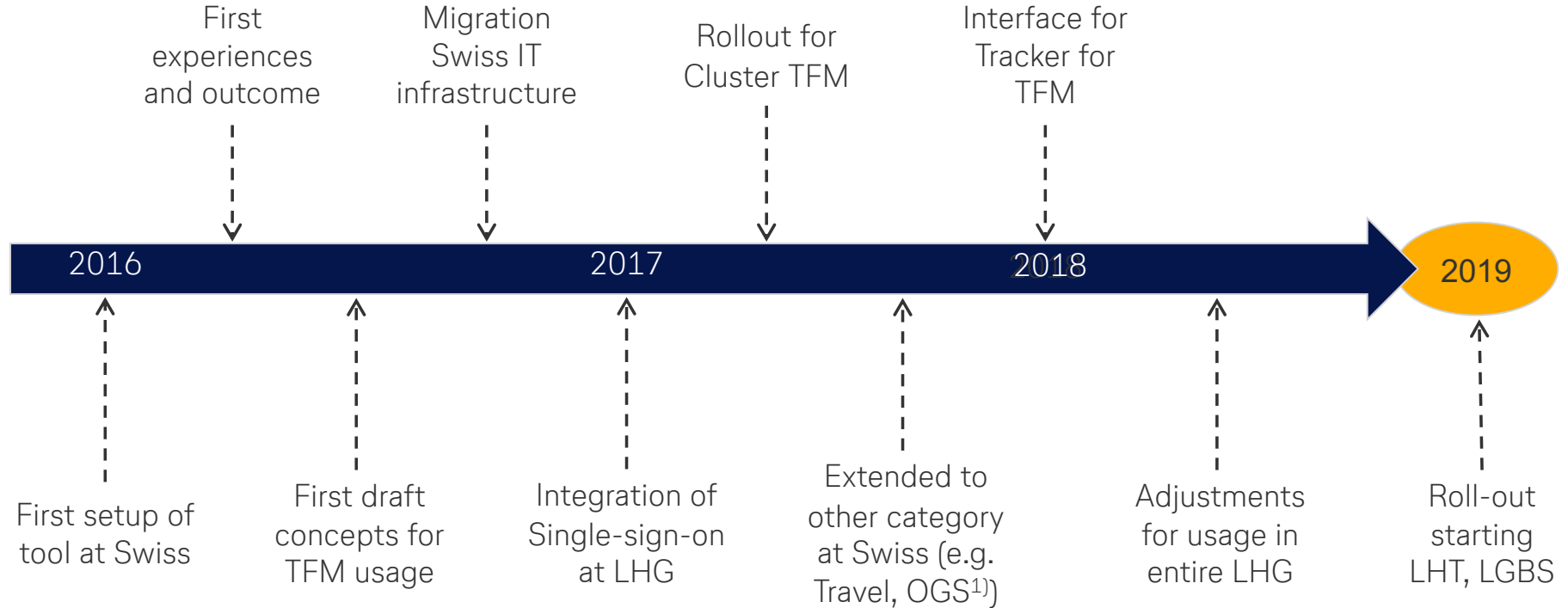
Go-Live timeline, organizational matters and questions

Until now the BU's as well as the cluster used completely different tools for the S2C process – buy:process will consolidate all of them

Former tool landscape for S2C at LHG



buy:process has not been build from the scratch, but is a consequent further development of an existing solution within LH Group



1) General goods & Services

# “What buy:process is all about” – in a few key words ...



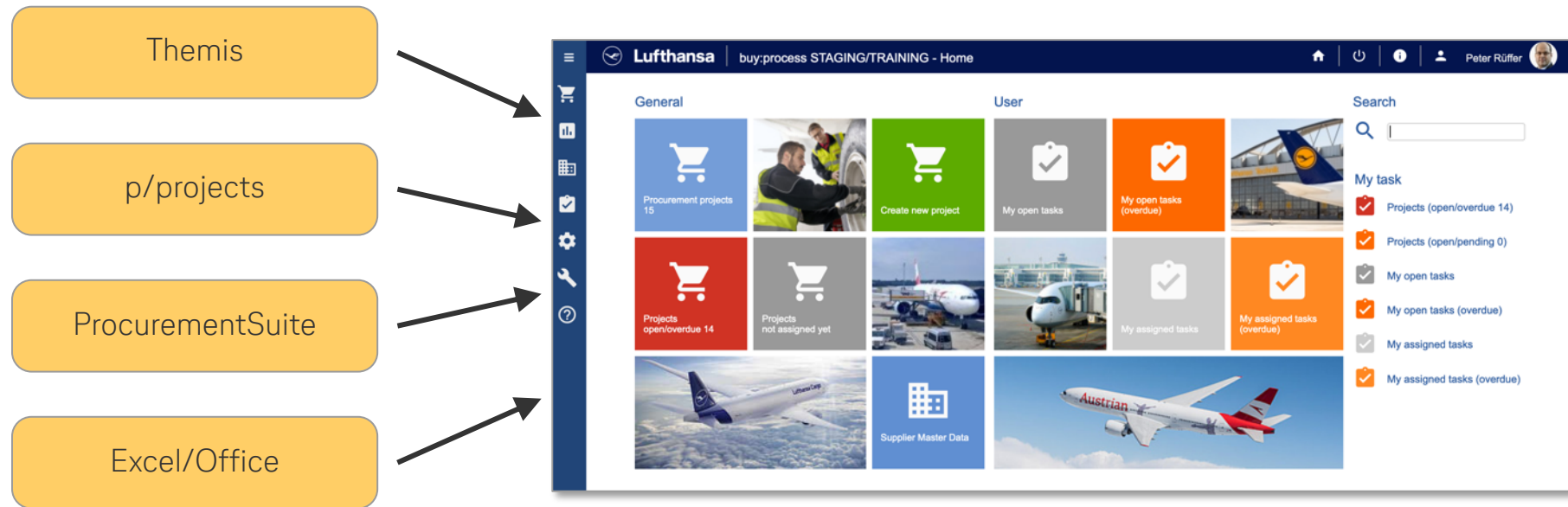
1) Purchasing volume

- Introduce **Source-to-Contract** process as a group-wide standard
- Support of the **sourcing workflow** incl. ... stakeholder-mgmt., long/short lists, suppliers, offers, currencies, checklists, approvals etc.
- Ensure and strengthen ....
  - **Transparency** of all sourcing activities
  - Process **compliance**
  - **Reporting** of purchasing volumes and savings
  - **Filing** of process relevant documents and documentation
  - **Replace** all other local tools

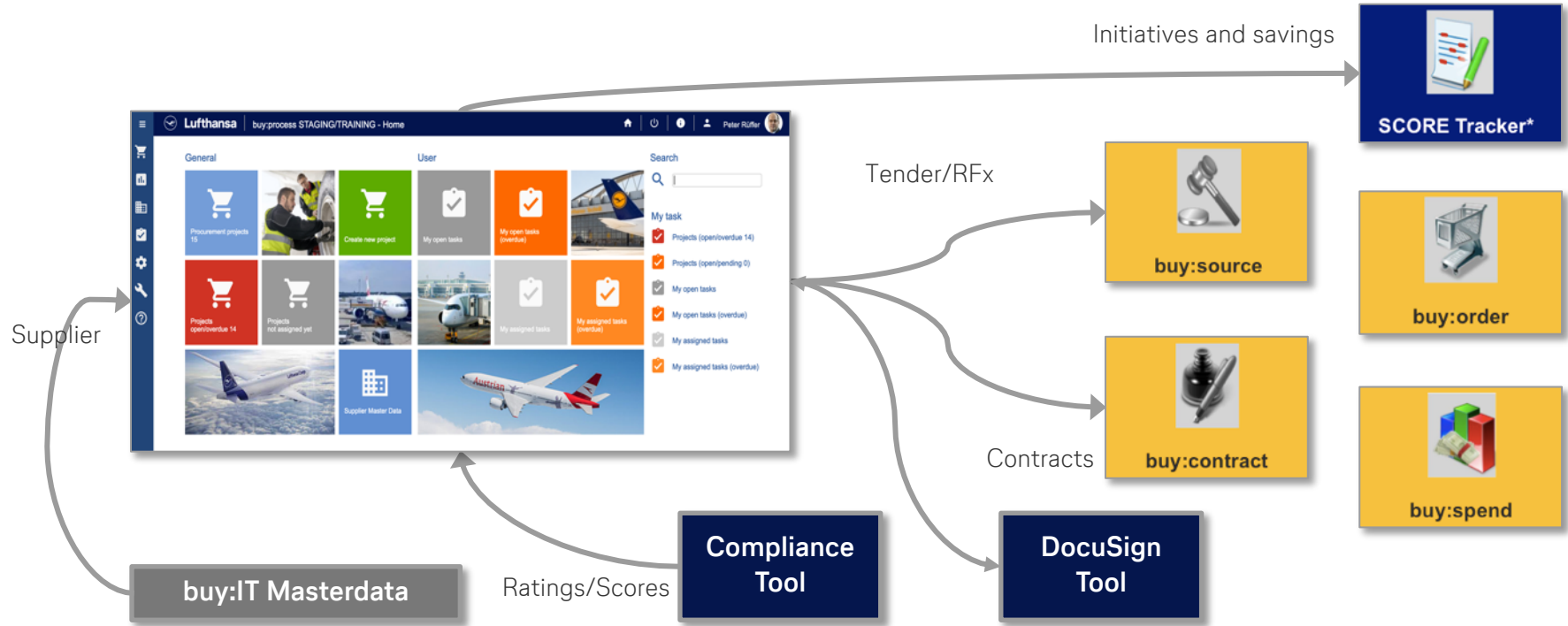
# The new group-wide “buy:process” will combine all the tools and most of the functions into one

Consolidation of tools

buy:process (Starting page)



New buy:process will combine all the tools and most of the functions into one and provide certain interfaces/deeplinks into different modules of buy:IT suite  
Interlinks with other LHG tools



buy:process will also include our stakeholder and demand organisation – approval and information tasks are an integrated part of the workflow

**Lufthansa** | buy:Process STAGING/TRAINING - Procurement Request Form

Language selection  
Language selection: English

Your data as the requestor

Group Company: Please select

Name/U-Number: Department:

Requisitioner:

Other stakeholder, controlling, legal ...

Stakeholder 1: Stakeholder 2: Stakeholder 3:

Description of activity/task

Activity/task: Project description:

Main category: Please select

Purchasing type: 1 New Contract

Station (3LC):

Start date: Final date:

Year of contract completion: Please select

Mail workflow for stakeholder communication

**Purchasing request from RROC: 2016238/Request for VSB**

**D** donotreply@procurementsuite.de <donotreply@procurementsuite.de>  
Donnerstag, 1. Dezember 2016 09:59  
An: rocco.rinaldi@swiss.com  
Cc: manuel.iffert@swiss.com

The following purchasing request has been opened on

No: 2016238  
Activity/task: Request for VSB  
Category: 010-05-00 Cabin & Campaign Material & Services  
Requester: RROC (TES / [rocco.rinaldi@swiss.com](mailto:rocco.rinaldi@swiss.com))  
Proc.type: 1 New Contract  
Time schedule: -  
Year: 2017  
TCV: 1 kCHF

SWISS noticed that in the galley A-2 and A-3 the intermediate latches can be turned 180 degrees instead of 90 degree. This could lead to not properly secured standard units. Request for VSB to correct this malfunction.  
Note: SWISS thinks this is a design failure and the that Bucher engineering dept. can start to work on the VSB. Commercial discussions have to take place in parallel. Check with VERU if it is a LOC item.

[https://www.procurementsuite.de/webobjects/pta\\_dset.php?parm=dsp;0;;;](https://www.procurementsuite.de/webobjects/pta_dset.php?parm=dsp;0;;;)

**Request updated: 2016238/BUCHER request for VSB - intermediate latches**

**N** noreply@procurementsuite.de <noreply@procurementsuite.de>  
Donnerstag, 1. Dezember 2016 10:23  
An: rocco.rinaldi@swiss.com; manuel.iffert@swiss.com  
Cc: manuel.iffert@swiss.com

This email is intended to inform you about a change on 01.12.16 of either the requisitioner and/or the person in lead of the procurement initiative.

No: 2016238  
Activity/task: BUCHER request for VSB - intermediate latches  
Assigned buyer: Manuel Iffert (TCATP / [manuel.iffert@swiss.com](mailto:manuel.iffert@swiss.com))  
Requester: RROC (TES / [rocco.rinaldi@swiss.com](mailto:rocco.rinaldi@swiss.com))

Category: 010-05-05 Specific Engineering Services (Cabin Layout, etc.)  
Proc.type: 1 Neuer Vertrag  
Time schedule: 2016-12-01 - 2017-02-31  
Year: 2017  
TCV: 1 kCHF

SWISS noticed that in the galley A-2 and A-3 the intermediate latches have a malfunction/design deficiency. On all 6 shipsets the intermediate latches can be turned 180 degrees instead of 90 degree. This could lead to not properly secured standard units. Request for VSB to correct this malfunction.  
Note: SWISS thinks this is a design failure and therefore it should be on a FOC basis. Request issued in order that Bucher engineering dept. can start to work on the VSB. Commercial discussions have to take place in parallel. Check with VERU if it is a LOC item.

[https://www.procurementsuite.de/webobjects/pta\\_dset.php?parm=dsp;0;;;](https://www.procurementsuite.de/webobjects/pta_dset.php?parm=dsp;0;;;)

“Procurement Request Form” for demand organization



# The process compliance related aspect are mostly covered by buy:process

## Covered compliance aspects/goals in in buy:process

Compliance aspect	Goal/aim	Description/coverage
Process integrity	<ul style="list-style-type: none"><li>▪ Ensure process compliance according to BU and/or cluster requirements</li></ul>	<ul style="list-style-type: none"><li>▪ Split of process in several workflows</li><li>▪ Dedicated signoff after each major workflow</li><li>▪ Reset of signoffs only by admin</li></ul>
Approval gates	<ul style="list-style-type: none"><li>▪ Approve certain process steps according to BU governance and/or cluster guidelines</li></ul>	<ul style="list-style-type: none"><li>▪ Customization of separate approval gates for each BU and/or cluster</li><li>▪ Different gate types, e.g. boards, personal, external ...</li></ul>
Complete documentation	<ul style="list-style-type: none"><li>▪ Central file storage for crucial documents related to the tender/RFx</li></ul>	<ul style="list-style-type: none"><li>▪ Workflow step related file uploads</li><li>▪ Support for any kind of documents (type, size ...) according to IT security rules</li></ul>
Confidentiality	<ul style="list-style-type: none"><li>▪ Hide tender/RFx from not authorized persons</li></ul>	<ul style="list-style-type: none"><li>▪ Different types of confidentiality, e.g. BU, cluster, selected user</li></ul>
Activity trail	<ul style="list-style-type: none"><li>▪ Ensure complete history and trail for activities and changes related to the tender/RFx</li></ul>	<ul style="list-style-type: none"><li>▪ System based audit trail for entry changes</li><li>▪ Logbook functionality for manual notes of buyer</li></ul>
Revision safe	<ul style="list-style-type: none"><li>▪ Complete portfolio of sourcing activities within a BU and/or cluster</li></ul>	<ul style="list-style-type: none"><li>▪ No physical deletion of entries possible</li><li>▪ Only logical flag or workflow steps for “cancelled”</li></ul>

# Basis for all activities is the LHG's category structure – new Version 2019

<b>T</b>	<b>Technics</b>	HAM FP/T FRA AT/C
210-01	Airframe Services	
210-02	Engine Services	
210-03	Component Services	
210-04	LRU & Assets	
210-06	SRU & Repairable Materials	
210-07	Consumable & Expendable Materials	
210-08	MRO related Aircraft Material & Services (no fly)	

<b>F</b>	<b>Logistics</b>	FRA FP/F
240-01	Warehouse Operations & Logistics Services	
240-02	Freight Transportation & Air Cargo Capacity	
240-03	Logistic Service	
240-04	Loading Devices Management Air Cargo	
240-05	Cargo Sales Services	

<b>Z</b>	<b>F&amp;B &amp; Equipment</b>	FRA FP/Z
220-03	Inflight Equipment	
220-04	Food	
220-05	Beverages	
220-06	On Board Retail & Boutique Services	
220-07	Industrial Catering Equipment & Services	

<b>L</b>	<b>Airline Product &amp; Services</b>	FRA FP/L ZRH S/FP
210-05	Cabin & Campaign Mat. & Serv.	
220-01	Inflight Services	
220-02	Inflight Entertainment	
220-08	Lounges	
280-03	Marketing	
280-10	Insurances	
280-13	Financial Services	
280-14	Call & Service Center	
280-22	Outsourcing Services	
280-23	Station Support	

<b>O</b>	<b>Flight Operations &amp; Travel</b>	VIE FP/O
270-01	Hotel	
270-02	Passenger Transport (Air)	
270-03	Travel Management	
280-15	Functional Training	
280-16	Functional Aviation Training Cockpit Crews	
280-17	Functional Aviation Training Cabin Crews	
280-19	Aviation Training Devices (Purchase) & Services	
280-21	Uniform	

<b>B</b>	<b>General Goods and Services</b>	FRA FP/B
240-06	Baggage Services	
260-02	Construction	
260-03	Facility Management	
260-04	Energy	
280-01	Vehicles	
280-02	Office Equipment	
280-04	Professional Services / Consulting / Auditing	
280-05	Temporary Labor	
280-06	Ground Catering (Staff / Guest)	
280-07	Printed Materials	
280-09	Working Clothes & PPE	
280-11	Security Services & Equipment	
280-12	General Purchases	
280-20	Documentation & Scan Services	
280-25	Medical & Laboratory	
280-26	Trainings (cross-functional) & Coaching	

<b>H</b>	<b>Fuel Management</b>	HAM FH/F
290-01-01	Operating Material & Fuel for Aircraft	
290-02-01	Premium for Price Hedging	

<b>I</b>	<b>IT</b>	FRA GI/SP
250-01	Managed Services Infrastructure	
250-02	Hardware & Infrastructure	
250-03	Applications	
250-04	Services	
250-05	Standard Software	

<b>K</b>	<b>Ground &amp; Air Services</b>	FRA GK/R FRA GK/I
230-01	Air Traffic Control (ATC)	
230-02	Airport Charges	
230-03	Ground Handling Charges	
230-04	ACC Charges (Airport)	
230-05	Airport Security & Passengers Fees & Charges	
260-01	Purchase / Rent	

<b>A</b>	<b>Aircraft Procurement</b>	FRA AC/P
300-01-01	OEM Aircraft Procurement	
300-02-01	Used Aircraft Procurement	
300-03-01	Aircraft Lease	
300-04-01	Aircraft Financial Lease	

\*(Responsibility)

# Until Q3/2019 buy:process will be the mandatory tool for the Source-to-Contract process groupwide

Roadmap for buy:process at Lufthansa Group

2019  
Q3

Implement requirements for group wide usage in all BU and Cluster incl. approval logic etc.

- All remaining Clusters

2019  
Q2

Implement requirements for group wide usage in all BU and Cluster incl. approval logic etc.

- Cluster Technics
- Cluster Food, Beverage & Catering Equipment
- Cluster General Goods & Services

2017  
2018

Basic concept and first local & cluster pilots ...

- Swiss (Technics & Maintenance, Travel, General goods & Services ...)
- TFM (Technical Fleet Management)



## Source-to-Contract process

# Agenda

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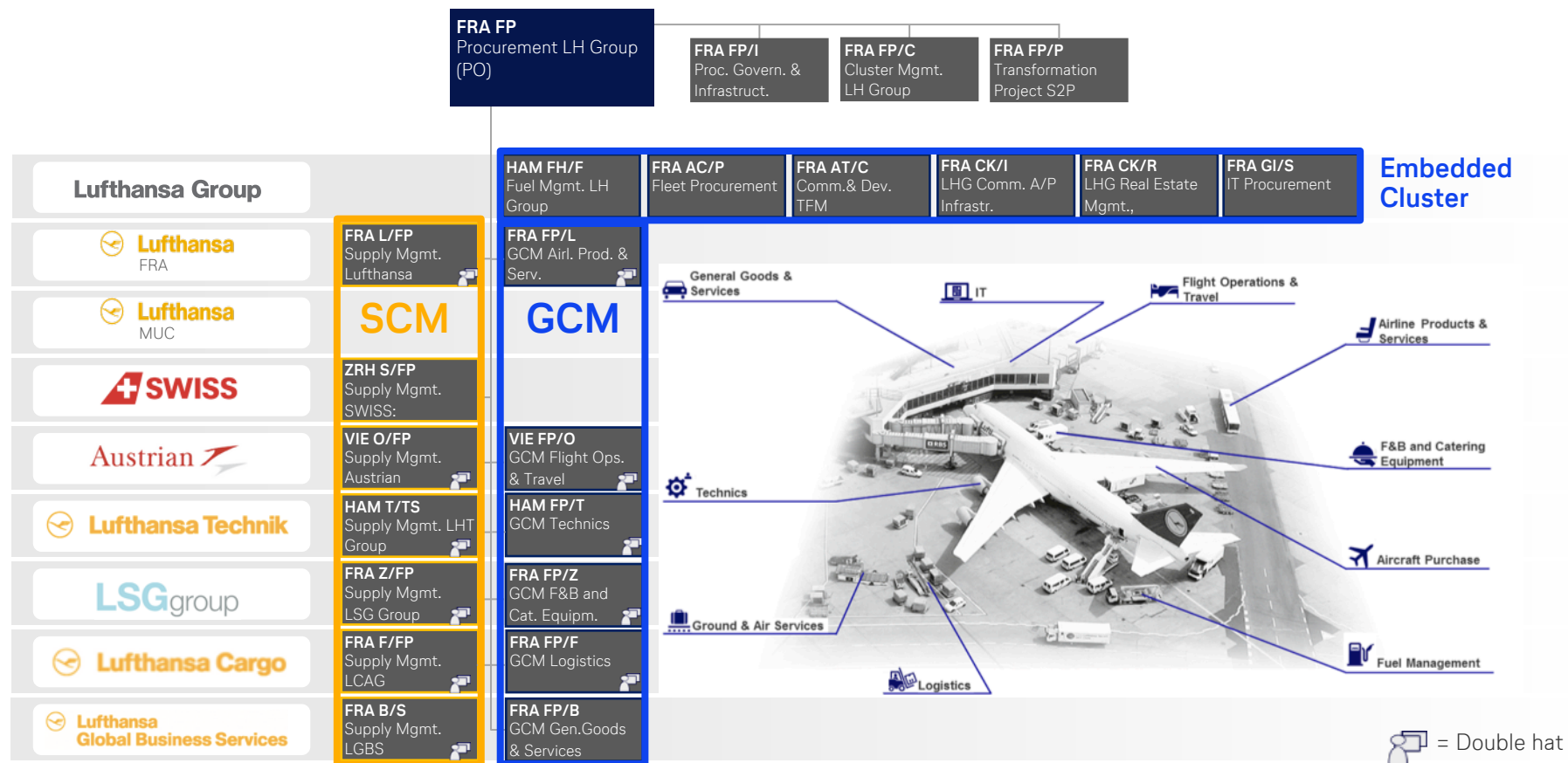
## **Source-to-Contract process**

buy:process at a glance

Live demo based on defined use cases

Go-Live timeline, organizational matters and questions

# LH Group's procurement transformed to matrix organization in 2018



# The new "Group Procurement" comprises three superordinate functions that perform their specific activities based on common rules and understanding

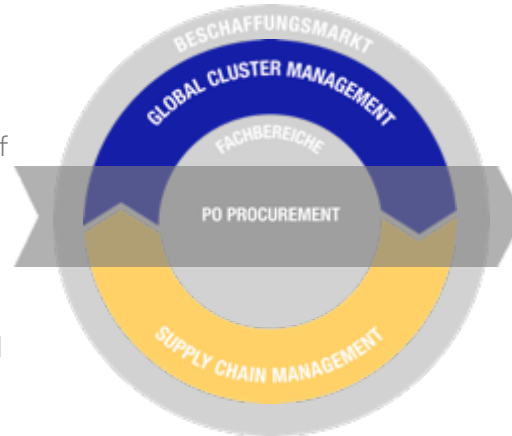
## Specific roles in procurement

### Process Owner Procurement

- Design of high-performance group procurement
- Group-wide framework (incl. escalation instance)
- Controls cluster-comprehensive activities
- Continually improved tools/processes/CoEs
- **Roles: PO, process architects, managers, etc.**

### Supply Chain Management (SCM)

- Conveys the Business Unit perspective
- Responsible for the procurement compliance of the BU
- Secures supply of its companies
- Consolidates and channels local demands
- Utilises existing contracts (incl. claims)
- Connecting link between department (RM) and cluster
- **Roles: SCM (incl. operative/local SRM<sup>2)</sup>)**



### New challenges for transparency, collaboration and responsibilities

### Global Cluster Management (GCM)

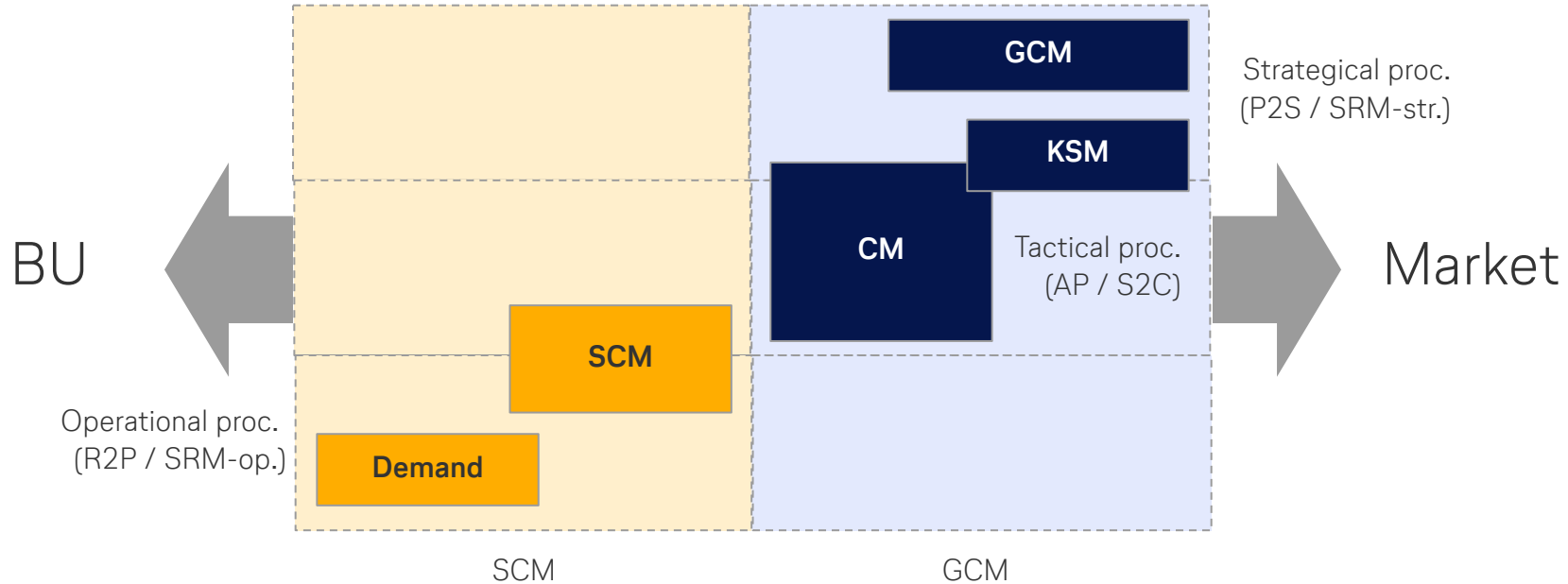
- Takes the market perspective
- Group-wide cluster responsibility
- Development/implementation of cluster strategies
- Selection/management of sources of supply
- Negotiation of terms and conditions
- Acting with demand carriers on "equal footing" (Advanced Procurement)
- **Roles: GCM, CM<sup>1)</sup>, KSM**

1) Depending on level as category or commodity manager

2) Supplier-relationship management

# The responsibilities of the essential procurement roles have been clearly shaped and assigned to cluster (GCM) or BU (SCM)

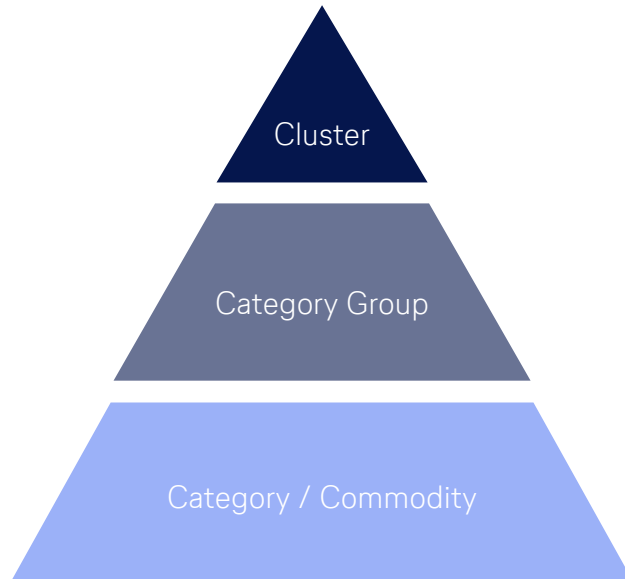
Essential procurement roles (Overview responsibilities)





# The different roles within the cluster (GCM) and BU (SCM) organization is important to understand the responsibilities along this process chain

Role definition within the cluster/GCM



## Global Cluster Manager (the "GCM")

- usually 1st level in the overall cluster (double-hat with SCM)
- e.g. cluster "Technics" (010-xxx), "APS Airline Product & Services" ...

## Category Group Manager (Category Director<sup>1)</sup>)

- often 1..n category groups from 2nd level or combination of 3rd Level
- e.g. category "APS-Inflight", "APS-Marketing", "FOPT-Travel" ...

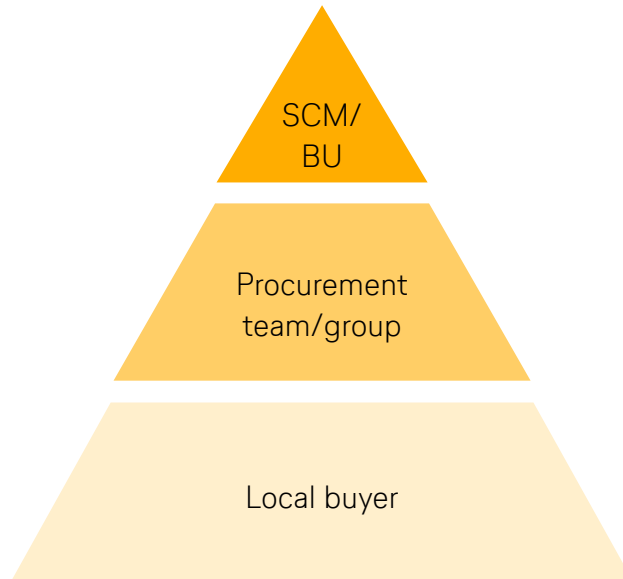
## Category (Commodity<sup>1</sup>) Manager

- 1..n category groups from 3rd Level
- e.g. "APS-Inflight-OnBoard", "APS-Marketing-CallCenter" ...

1) Some cluster had chosen different titles

# The different roles within the cluster (GCM) and BU (SCM) organization is important to understand the responsibilities along this process chain

Role definition within the BU/SCM (final titles according to local definition)



## **Supply Chain Manager (“SCM”) / Head of procurement (“HOP”)<sup>1)</sup>**

- 1st level in the local BU’s procurement organization (double-hat with GCM)
- e.g. BU “Lufthansa Technik”, “Swiss”, “Austrian” ...

## **SCM Team/Group Manager (Team lead XYZ<sup>1)</sup>)**

- often 1..n teams/groups from 2nd level in BU’s procurement organization
- e.g. “FRA L/FP”, “HAM T/TS”, “ZRH S/FP”, “VIE O/FP” ...

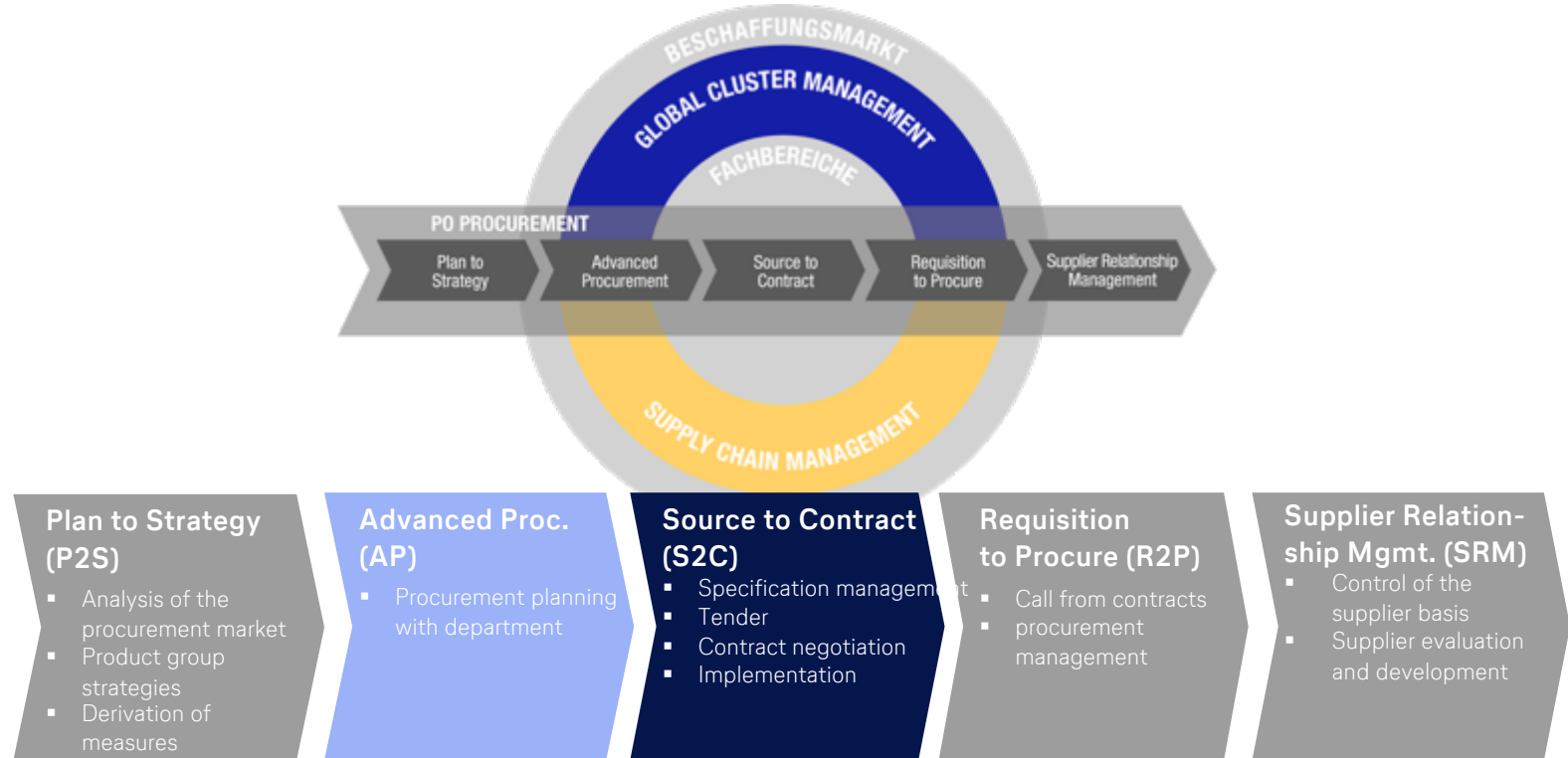
## **Local buyer**

- 1..n local buyer from 3rd Level
- e.g. “FRA L/FPS”, “HAM T/TS-C1 AC rel. systems”, “VIE O/FPC Technics” ...

1) Some BU had chosen different titles

# In procurement we handle five core processes – buy:process focusses on the underlying workflow of Source-to-Contract core process

Procurement core processes

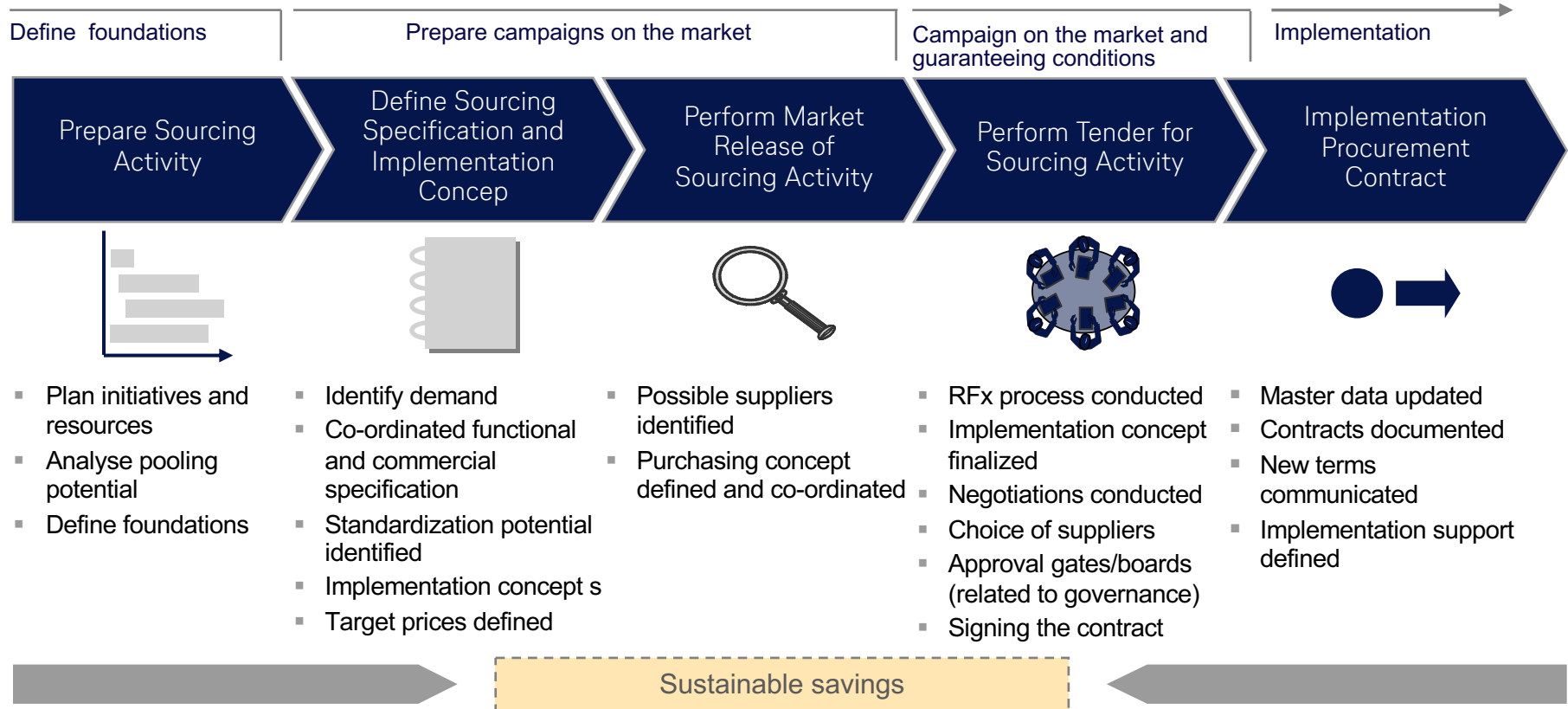


# All procurement processes are aligned and documented within our group wide “GAP Process Architecture” and the mandatory role model

Common process architecture

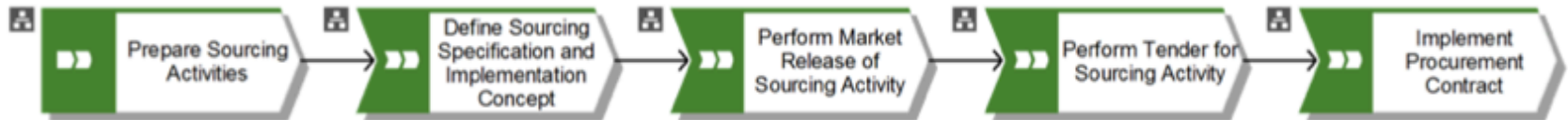
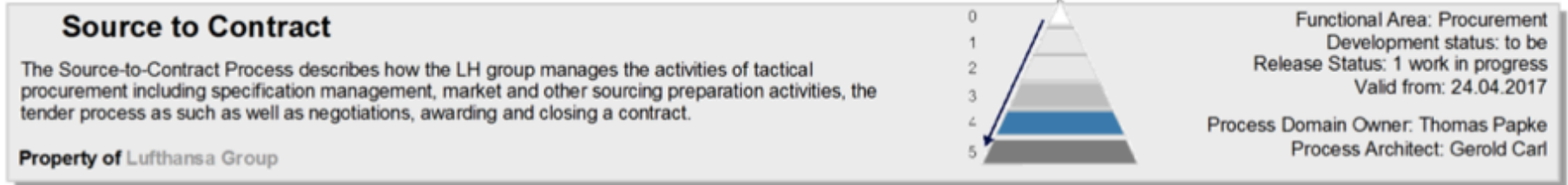


# The tactical Source-to-Contract is the most important process for the buyer's daily life



# All major process steps as well as different participating parties are covered and supported

## Source-to-contract overview



Link to ProcessBase in eBase: <https://ebase.dlh.de/processBase>

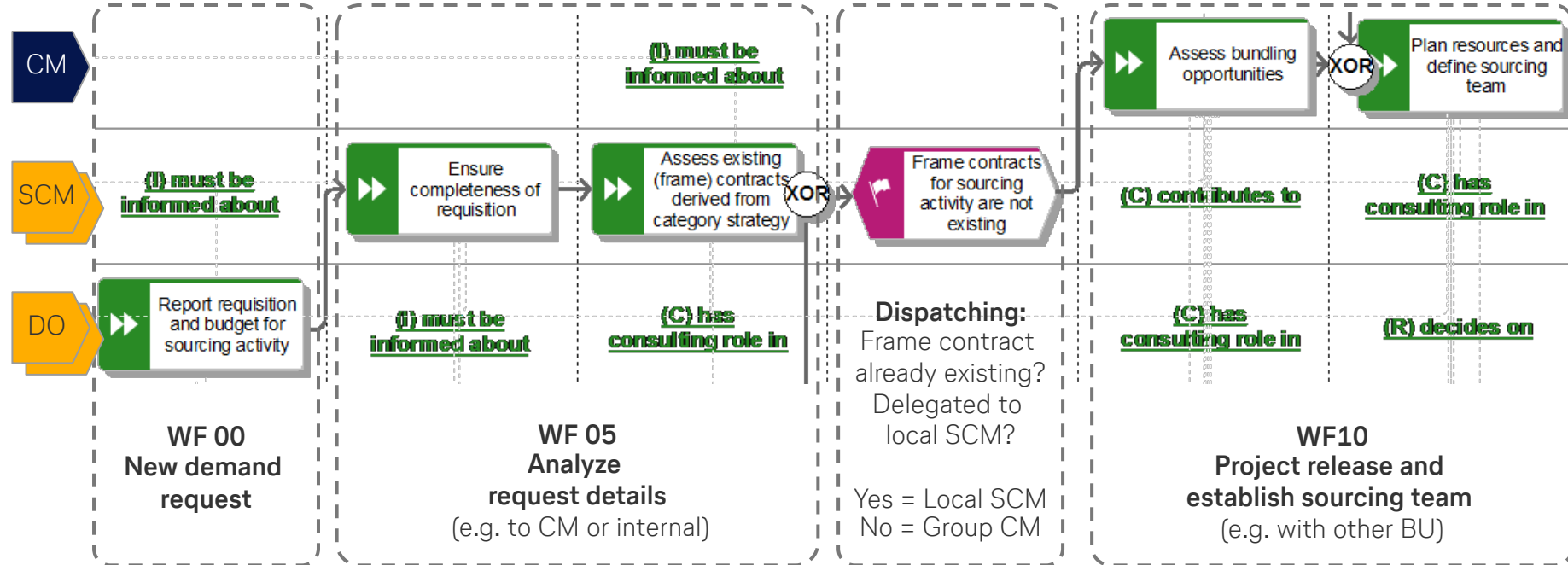
# Within the workflow the activities and quality & approval gates of the S2C as well as parts of the AP process are integrated

Mapping S2C process and workflow steps (Sample for LX governance)

			Adv. Purchasing (AP)		Source-To-Contract (S2C)				
			2. Idea Eval. Phase	4. Project dec. & setup	1. Prepare Sourcing	2. Define specification	3. Market release of act.	4. Perform tender/RFx	5. Implement contract
#	Workflow	Tab							
00	Opened	Start/Financ.							
05	Initial Review	Start/Financ.	Procurement						
10	Request approved	Start/Financ.		Procurement	Proc. Council				
20	Spec./src.conc./ long list	Src./Spec.				Pers./Boards	Pers./Boards		
30	Rfx finished/ short list	RFX						Procurement	
40	Negotiation conducted	Negotiation						Procurement	
50	Supplier approved	Negotiation						Procurement	
55	Internal approved	Approval						Stakeholder	
60	Boards approved	Approval						Pers./Boards	
70	Contract awarded	Contract						Procurement	
80	Purchase order	Contract						Procurement	
85	Hand-over and Delivery	Handover						Procurement	Demand
90	Closed	Handover							Procurement
95	Cancelled	NA							(Procurement)
Degree of implementation			0-2	0-2	0-2	3	3	4	5

# 1. Prepare Sourcing Activities – Analysis and internal dispatching of demand request

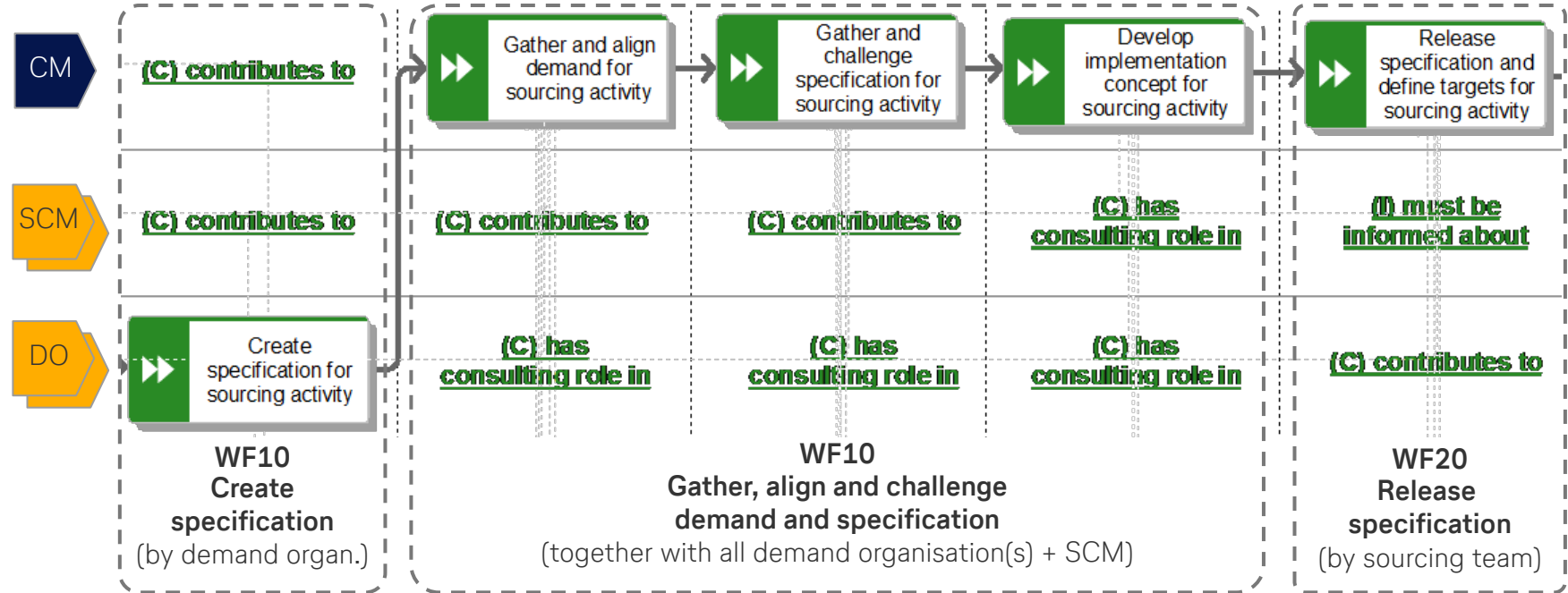
Mapping major activities / tool workflow





## 2. Define sourcing specification and implementation Concept – Early involvement as a crucial point for optimization potentials

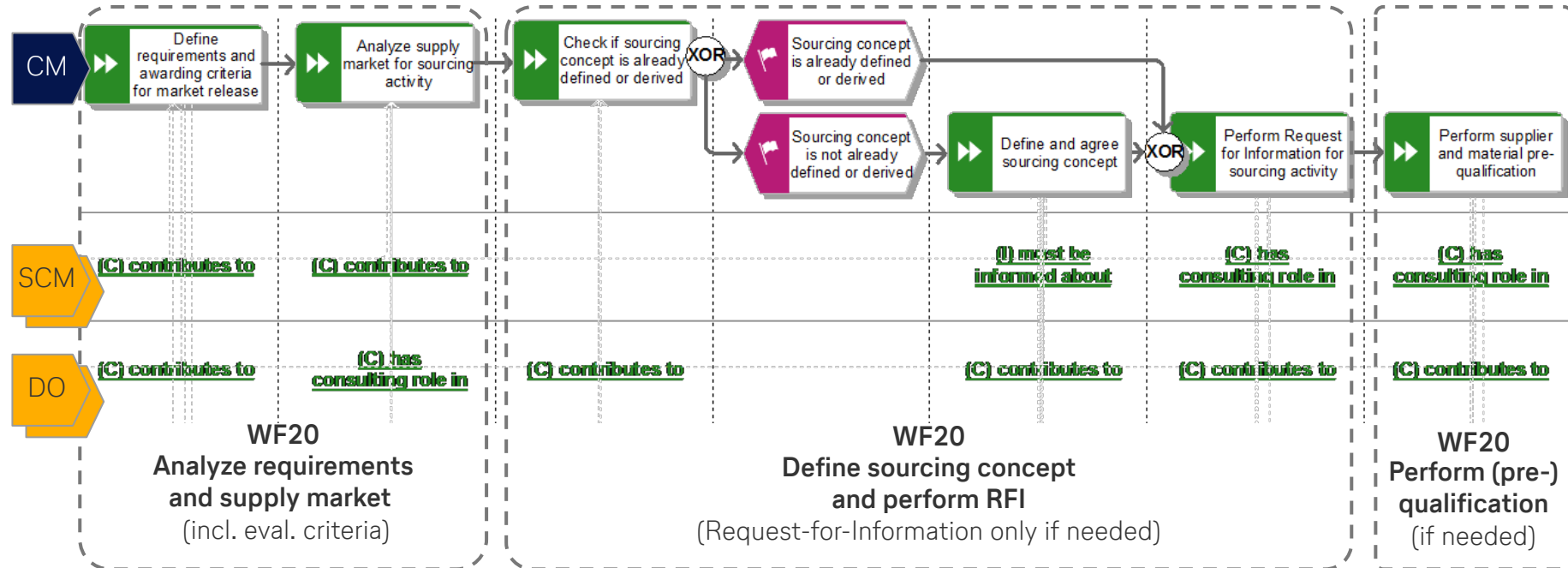
Mapping major activities / tool workflow



CM=Category Mgr. / SCM=Supply-Chain-Mgr. / DO=Demand Organization

### 3. Perform Market Release of Sourcing Activity – Comprehensive knowledge of supply market and/or single supplier is crucial for later costs/performance

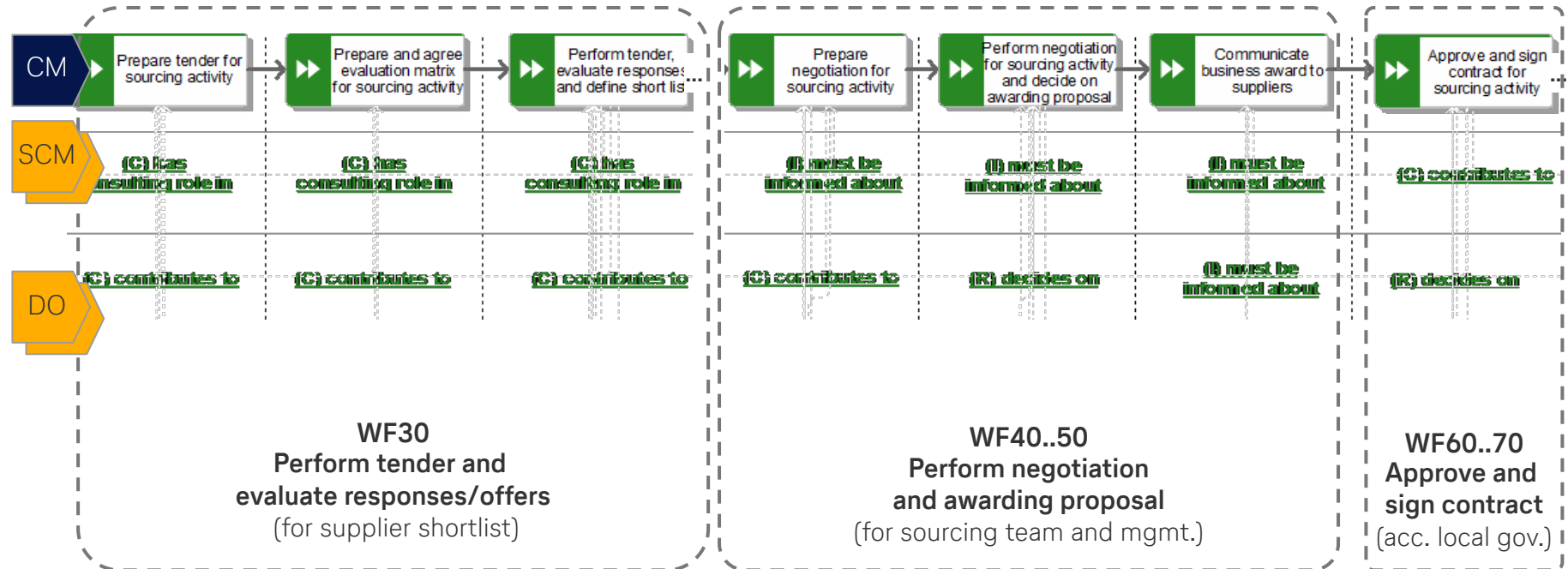
Mapping major activities / tool workflow



CM=Category Mgr. / SCM=Supply-Chain-Mgr. / DO=Demand Organization

# 4. Perform Tender for Sourcing Activity – Four eye principle and separation of technical and commercial responsibility is key

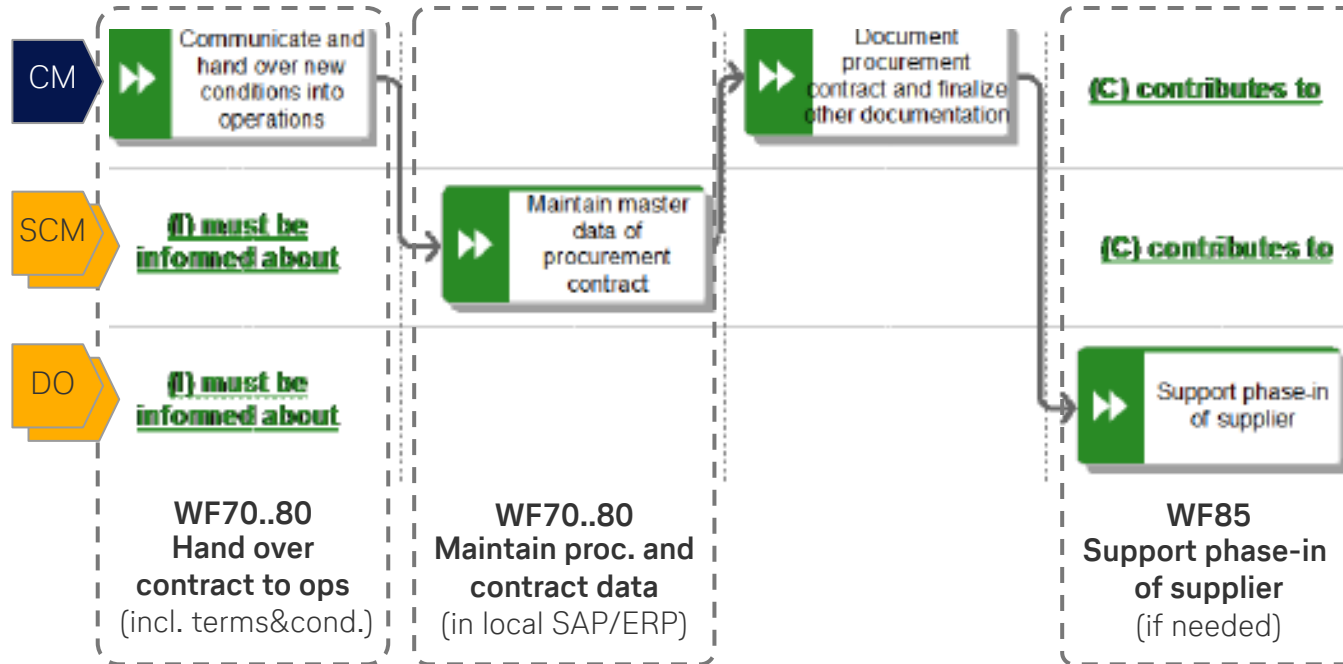
Mapping major activities / tool workflow



CM=Category Mgr. / SCM=Supply-Chain-Mgr. / DO=Demand Organization

# 5. Implement Procurement Contract – Maintenance of master data and hand over of to department is role of SCM

Mapping major activities / tool workflow



CM=Category Mgr. / SCM=Supply-Chain-Mgr. / DO=Demand Organization

# It is crucial to separate three fundamental use cases, which will have an impact on the sourcing workflow within buy:process

Fundamental use-cases of sourcing activities

1

## **Local buy** (below threshold)

- Smaller or delegated sourcing activities, due to low purchasing volume or operating model
- Local SCM is responsible
- Only local governance is applicable
- Due to lower volume no or minor approvals needed
- Buyers are able to decide themselves on all aspects w/o releases by procurement superiors
- Complexity of process low
- Complexity of collaboration low

2

## **Local buy** (with local approvals)

- Delegated sourcing activities, due to operating model
- Local SCM is responsible
- Only local governance is applicable
- 1..n approvals by local mgmt. needed
- Releases by procurement superiors are needed for some/all decisions on sourcing aspects of buyers
- Complexity of process middle
- Complexity of collaboration low/middle

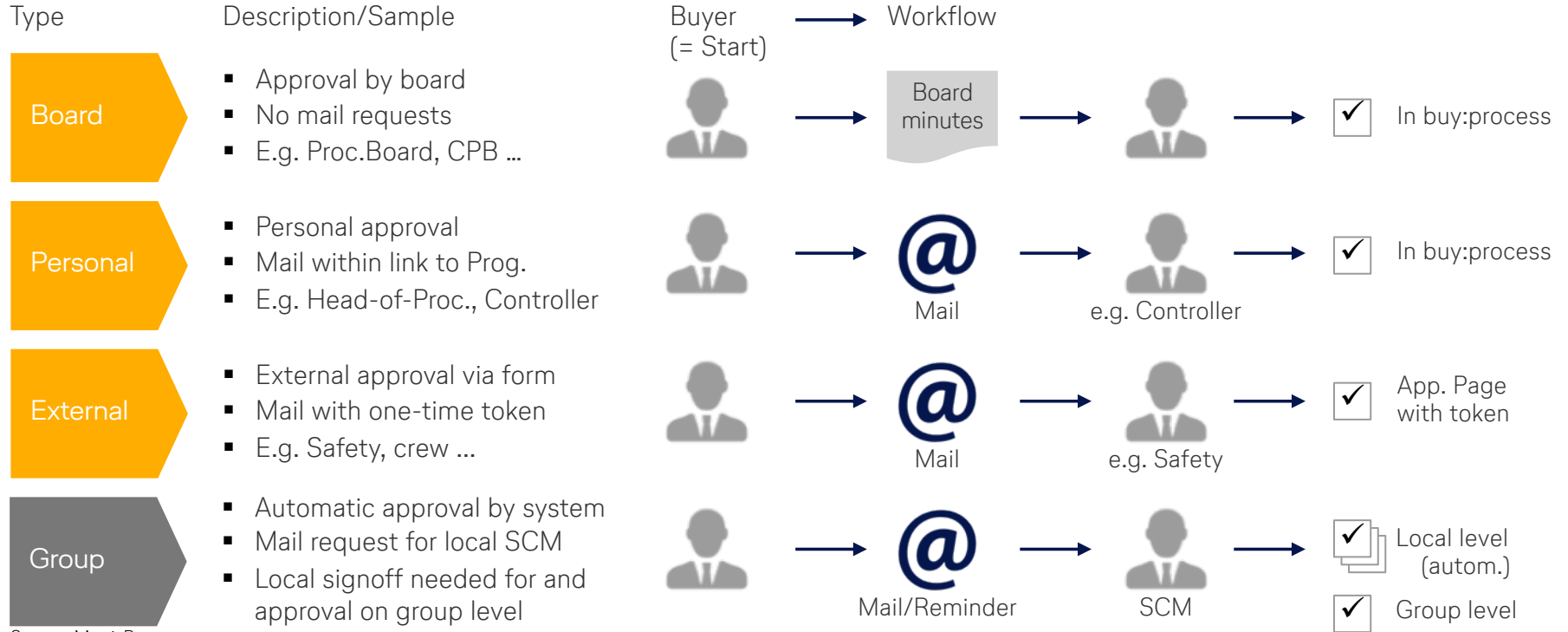
3

## **Group project** (with 1 ... m participating BU)

- Group wide sourcing activities, due to high volume, bundling opportunities or complexity
- Cluster/Category Mgr. is responsible
- 1..m local (different!) governances have to be considered
- 1..n approvals by 1..m local BU are needed and have to be coordinated in common with the local SCM
- Releases by GCM are needed for some/all decisions on sourcing aspects of CM
- Complexity of process high
- Complexity of collaboration high

# The quality and approval gates within the process are crucial – Different types lead to different behaviour and stakeholder communication

Handling of quality and approval gates –overview



Source: MatrixPartner

# The external approval workflow leads to an invitation mail for external stakeholder (e.g. Crew, Safety) with no access via an approval form

Approval form for external stakeholder

The screenshot shows a web browser window with the URL <https://staging.procurementsuite.de/webobjects/pt>. The page is titled "Lufthansa | buy:Process TEST - Procurement Approval Form" and is accessed by user "Peter Rüffer".

The form contains the following sections:

- Language selection**: A dropdown menu set to "English".
- Information about the procurement initiative**:
  - Group Company: LSG LSG Group
  - Project name: 2018082 - aaT2
  - Employee: Peter Breuer
  - Main category: 070-04-00 Other Transport Services
  - Workflow step: 05 Initial review
- Information about this approval**:
  - Quality/Approval Gate: 20 / 20 Spec./Sourcing conc./Long list
  - User: p.rueffer@matrixpartner.de
- Approve procurement initiative**:
  - Approval: A dropdown menu with "Please select".

At the bottom, there is a link "Please click here to save the data" and a "Save" button. The footer text reads "Module \_ww\_form V1.05 - powered by Enterprise Framework® V3.00".

Two callout boxes provide additional context:

- A box pointing to the "Information about the procurement initiative" section contains the text: "Basic information about project and approval need".
- A box pointing to the "Approval" dropdown menu contains the text: "Simple approval or rejection of request".

Source: MatrixPartner

# There are several guidelines for our procurement initiatives, which are all mandatory for sourcing activities – especially for LH Group projects

Guidelines and information for procurement initiatives (overview)

## BU related guidelines

- Procurement Guideline Deutsche Lufthansa AG
- see:  
[https://ebase.dlh.de/content/ebase/lpa/de/bereiche/lufthansa-finance--l-f/fra\\_lfp.html](https://ebase.dlh.de/content/ebase/lpa/de/bereiche/lufthansa-finance--l-f/fra_lfp.html)

## Cluster related guidelines

- Cluster Handbook/Manual
- Guideline for sourcing teams
- Level of Authorities (LOA)

## LHG related guidelines

- Procurement Purchasing Policy
- Agreement “One Legal”
- Contract Guideline
- see:  
[https://ebase.dlh.de/ebase/vf/en/fra\\_fp/Group\\_procurement\\_policy/po-published-documents.html](https://ebase.dlh.de/ebase/vf/en/fra_fp/Group_procurement_policy/po-published-documents.html)

Joint sourcing team



Note: All guidelines are mandatory for both procurement and demand organization!





buy:process at a glance

# Agenda

Introduction and learning targets

What buy:process is all about

Source-to-Contract process

**buy:process at a glance**

Live demo based on defined use cases

Go-Live timeline, organizational matters and questions

# buy:process is an Internet solution and will be accessible with a “Samoa User” account from everywhere

URL and login page



eBase-Login:

U-Nummer

U|  ?

eBase-Passwort

.....  ?

[Login](#)

[Sie haben noch kein eBase Passwort?](#)

[Sie haben Ihr Passwort vergessen?](#)

[Sie möchten Ihr Passwort ändern?](#)

[Sie möchten Ihr Passwort prüfen?](#)

[Regelungen und Hilfe zur Erstellung  
eines sicheren Passwortes](#)

[User Help Desk - Telefonischer Service](#)

## Description

- URL is linked to eBase Login with your standard username (U-Number) and password
- Rights for access and role for buy:process are maintained in Samoa Administration Tool
- User account is directly linked to role and responsibilities in buy:process

<https://pp-login.app.lufthansagroup.com> (TEST)

<https://login.app.lufthansagroup.com> (PROD)

# Different roles have been defined for basic responsibilities and information needs within the entire sourcing process or maintenance

## Roles and responsibilities

Procurement Role	Description and responsibilities	Modules
Proc	<ul style="list-style-type: none"><li>▪ Buyer for BU or cluster</li><li>▪ Responsible for sourcing projects incl. sourcing concept, setups, signoffs etc.</li></ul>	<ul style="list-style-type: none"><li>▪ Projects</li><li>▪ Supplier</li></ul>
ProcMgmt.	<ul style="list-style-type: none"><li>▪ Team lead for buyer (e.g.)</li><li>▪ Responsible for overall project steering</li><li>▪ Release of specific requests within sourcing</li></ul>	<ul style="list-style-type: none"><li>▪ Projects</li><li>▪ Supplier</li><li>▪ Releases</li></ul>
ProcCont	<ul style="list-style-type: none"><li>▪ Project or procurement controller</li><li>▪ Responsible for commercial approval</li><li>▪ Approval token via Mail</li></ul>	<ul style="list-style-type: none"><li>▪ Projects</li></ul>
ProcLeg	<ul style="list-style-type: none"><li>▪ BU legal or ONE legal</li><li>▪ Responsible for legal approval</li><li>▪ Approval token via Mail</li></ul>	<ul style="list-style-type: none"><li>▪ Projects</li></ul>
ProcAdmin	<ul style="list-style-type: none"><li>▪ Key user in BU or cluster</li><li>▪ Responsible for administration and general data</li><li>▪ Contact person for 1<sup>st</sup> level support</li></ul>	<ul style="list-style-type: none"><li>▪ All</li></ul>
ProcView	<ul style="list-style-type: none"><li>▪ Demand organisation or Stakeholder</li><li>▪ Only access to information and current project status (link via mail)</li></ul>	<ul style="list-style-type: none"><li>▪ Projects</li></ul>

# The home page is structured in certain areas and the tiles are linked – as a fasttrack – to your projects and procurement data

Short introduction of general user interface (starting page)

The screenshot displays the Lufthansa buy:process STAGING/TRAINING - Home page. The interface is divided into several sections:

- Menu:** A vertical sidebar on the left contains icons for shopping cart, dashboard, calendar, checkmark, settings, wrench, and help.
- General:** A grid of tiles under the 'General' header. Tiles include 'Procurement projects 15' (blue), 'Create new project' (green), 'Projects open/overdue 14' (red), and 'Projects assigned yet' (grey).
- User:** A grid of tiles under the 'User' header. Tiles include 'My open tasks' (grey), 'My open tasks (overdue)' (orange), 'My assigned tasks' (grey), and 'My assigned tasks (overdue)' (orange).
- Search:** A search bar at the top right with a magnifying glass icon.
- My task:** A list of tasks on the right side, including 'Projects (open/overdue)', 'Projects (open/pending 0)', 'My open tasks', 'My open tasks (overdue)', 'My assigned tasks', and 'My assigned tasks (overdue)'.

Callouts point to specific features:

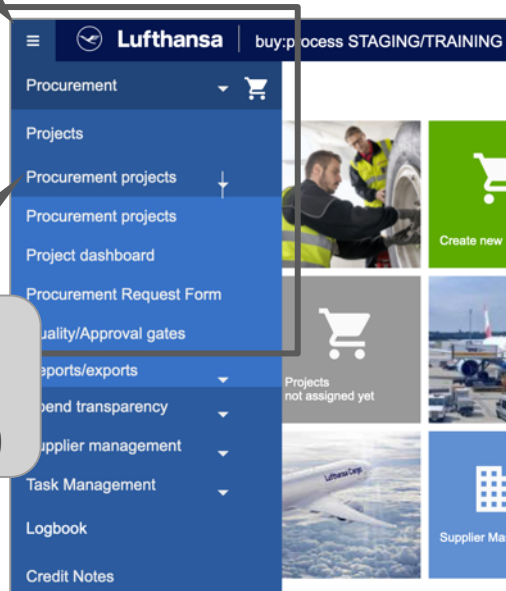
- Menu:** Points to the vertical sidebar on the left.
- Procurement:** Points to the 'Procurement projects 15' tile.
- Specific account and user infos + Specific filter area:** Points to the 'My open tasks (overdue)' tile.
- Overall „google-like“ search within buyProcess:** Points to the search bar.
- User individual task and initiative overview:** Points to the 'My task' list.

# To access the procurement projects you can use either the menu item or the quick access tiles

Short introduction of general user interface (starting page)

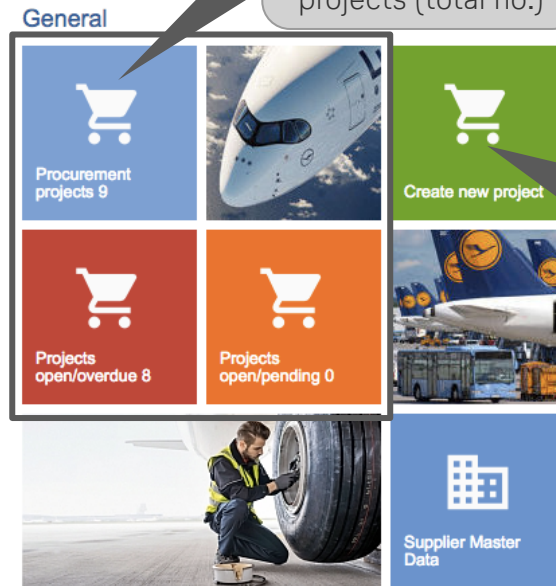
Fix menu bar

Menu  
(mouse over extends  
menu bar,  
mouse out collapses)



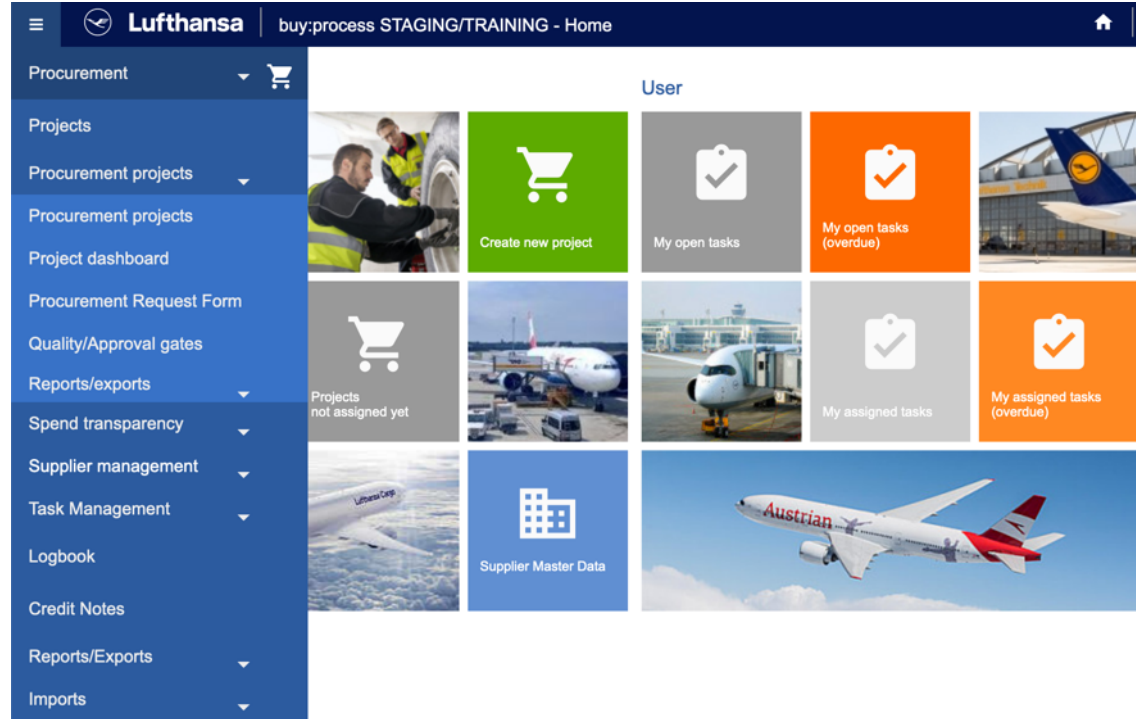
Quick access tile to  
your (!)  
procurement  
projects (total no.)

Create complete  
new projects



# A dedicated menu item contains all needed functions and modules for our procurement activities

Short introduction of general user interface (Menu “Procurement”)

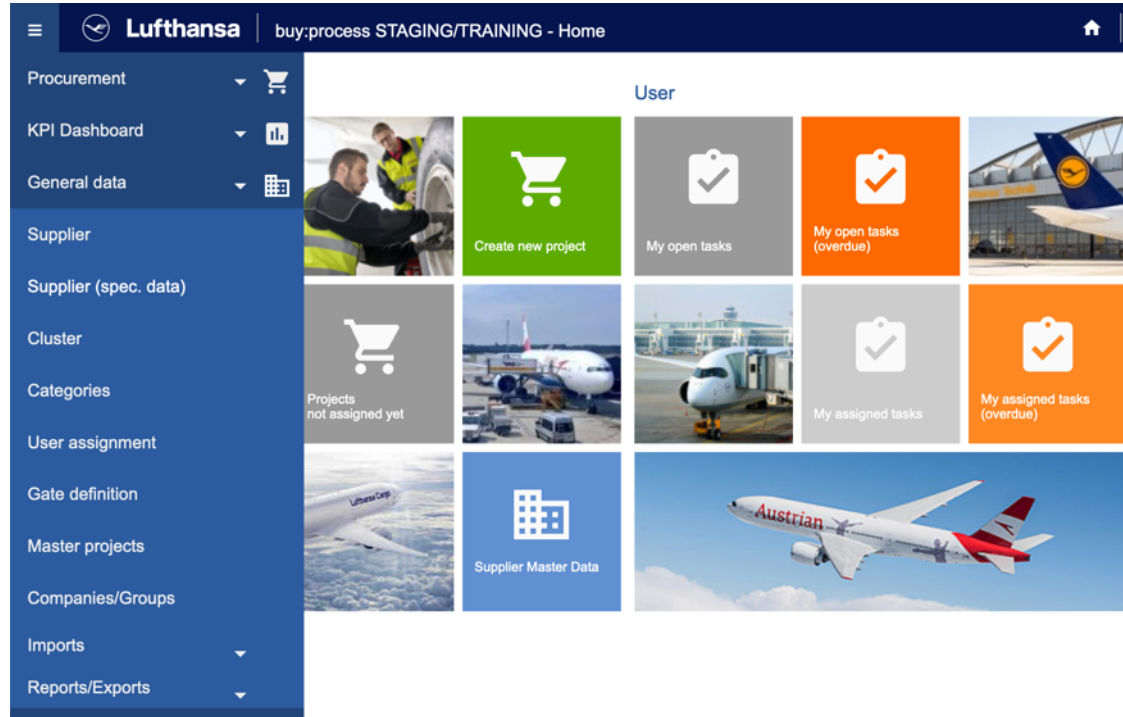


## Description

- Projects: Overall list with all projects incl. specific filters & selections
- Dashboard: for several topics and different analysis
- Request Form: for demanding department w/o user login
- Q/A Gates: Overview of current gates status
- Master projects: Overall project definition for assignment of projects
- Reports/exports: Several pre-defined project reports

# The “General data” menu is for administrative and maintenance puposes only and needs dedicated responsibilities

Short introduction of general user interface (Menu “General data”)



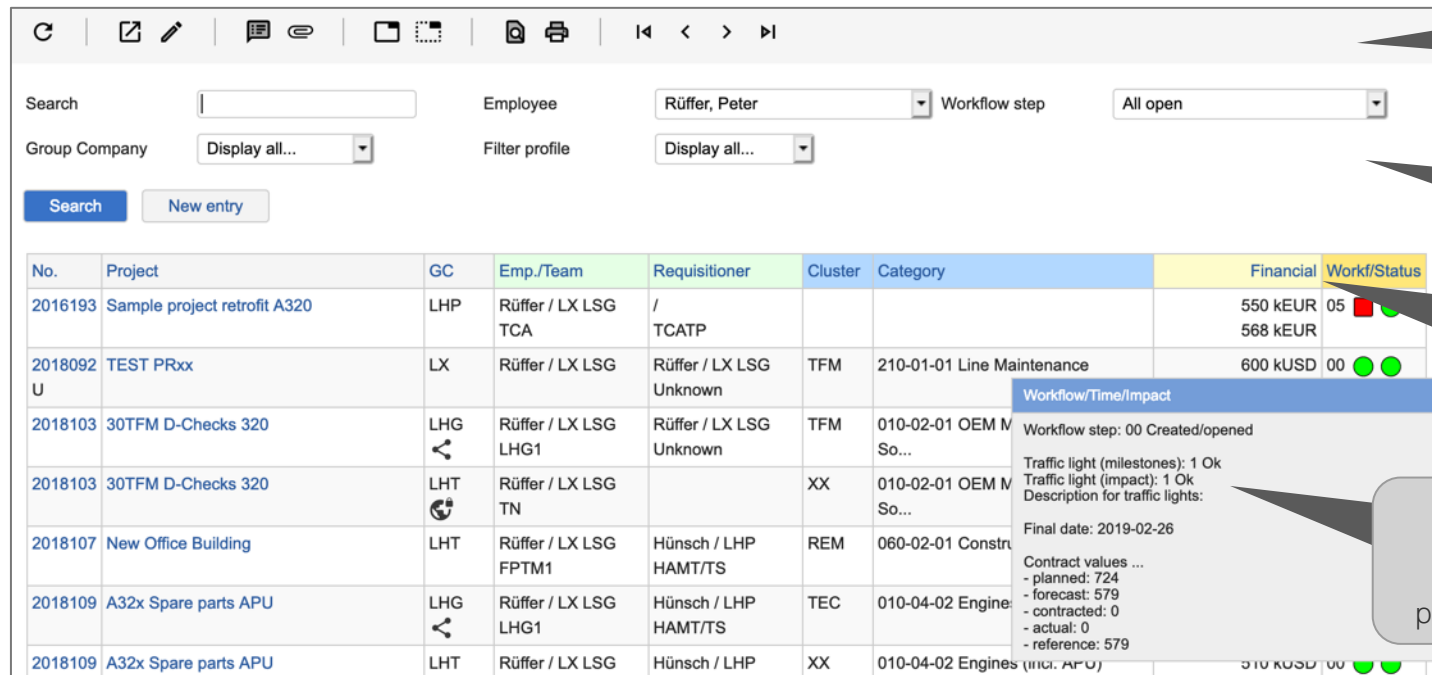
## Description

- Supplier: Master data incl. company assignments, categories, SRM-/risk data ...
- Supplier (spec. data): Additional fields for master data (internal, external, data)
- Cluster: LHG Cluster structure
- Categories: Category structure acc. to “LHG Warengruppen”
- User assignment: Assignments of Users to Categories
- Gate definition: Company specific approval and quality gates incl. cliplevel, boards etc.
- Companies: LHG entities









# Starting point for our procurement projects is the overview page with a list of all open/current/filtered sourcing projects

Short introduction of general user interface (list page)



Search:  Employee:  Workflow step:

Group Company:  Filter profile:

No.	Project	GC	Emp./Team	Requisitioner	Cluster	Category	Financial	Work/Status
2016193	Sample project retrofit A320	LHP	Rüffer / LX LSG TCA	/ TCATP			550 kEUR 568 kEUR	05  
2018092 U	TEST PRxx	LX	Rüffer / LX LSG	Rüffer / LX LSG Unknown	TFM	210-01-01 Line Maintenance	600 kUSD	00  
2018103	30TFM D-Checks 320	LHG	Rüffer / LX LSG LHG1	Rüffer / LX LSG Unknown	TFM	010-02-01 OEM M So...		
2018103	30TFM D-Checks 320	LHT	Rüffer / LX LSG TN		XX	010-02-01 OEM M So...		
2018107	New Office Building	LHT	Rüffer / LX LSG FPTM1	Hünsch / LHP HAMT/TS	REM	060-02-01 Constr		
2018109	A32x Spare parts APU	LHG	Rüffer / LX LSG LHG1	Hünsch / LHP HAMT/TS	TEC	010-04-02 Engine		
2018109	A32x Spare parts APU	LHT	Rüffer / LX LSG	Hünsch / LHP	XX	010-04-02 Engines (incl. APU)	510 kUSD	00  

**Workflow/Time/Impact**

Workflow step: 00 Created/opened

Traffic light (milestones): 1 Ok  
Traffic light (impact): 1 Ok  
Description for traffic lights:

Final date: 2019-02-26

Contract values ...  
- planned: 724  
- forecast: 579  
- contracted: 0  
- actual: 0  
- reference: 579

Toolbar with icons for functions (e.g. search, refresh ... with mouseover)

Header area for selection and filtering

Result area with filtered data entries (Double click opens detailed/edit view)

Mouseover for detailed information of project attributes

# Starting point for our procurement projects is the overview page with a list of all open/current/filtered sourcing projects

Short introduction of general user interface (list page)

The screenshot shows a web application interface for managing procurement projects. It includes a top toolbar with icons for navigation and actions, a search and filter section, and a table of project entries.

- Back to last screen**  
**Refresh result list**
- Create new entry**  
**Edit entry**  
**Delete entry**
- Show activities**  
**Show documents**  
**Select all / none**
- Find/refresh list**  
**Print list**
- First/last page**  
**Prev./next page**
- Search**  
**Group Company**  
**Employee**  
**Filter profile**  
**Display all...**
- Search**  
**New entry**
- Search/refresh list**  
**Create new entry**
- Different filter criteria for entries**
- List header**  
**Click to sort**

No.	Project	GC	Employee/Team	Requisitioner	Cluster	Category
-----	---------	----	---------------	---------------	---------	----------

# On the edit page the entire information of a sourcing project can be viewed and edited according to your user's role

Short introduction of general user interface (edit page)

**Lufthansa** | buy:Process TEST - Procurement initiative

Project name: 30TFM D-Checks 320 | Next step: | Workflow step: 00 Created/opened

Status milestones: Ok | Status impact: Ok | Employee: Rüffer, Peter

**Save+Close** | **Save** | **Refresh/Upload** | **Groupwise procurement project for LHG !**

**Start** | **Financials** | **Sourcing concept** | **Specification** | **RFX** | **Negotiation** | **Approval** | **Contract** | **Handover** | **History** | **Documents** | **Audit Trail**

**Responsible/participating companies**

Group Company: LHG GROUP

Participating companies:

- ☐ CLH Cityline
- ☐ LHP LH Passage
- ☒ LX Swiss
- ☐ EW Eurowings
- ☒ LHT LH Technik
- ☒ OS Austrian Airlines
- ☐ LCAG LH Cargo
- ☐ LSG LSG Group
- ☐ WK Edelweiss

Procurement-Unit: Please select

Confidentiality level: All

**Description of activity/task**

No.: 2018103

Project description: Testprojekt

Cluster: TFM Comm.& Dev. TFM

Buttons for basic functions and tabs for workflow steps

Toolbar with icons for functions (e.g. save, save&close, new ...)

Header area for most relevant fields describing the sourcing projects

Edit area with data fields, input boxes and information

# On the edit page the entire information of a sourcing project can be viewed and edited according to your user's role

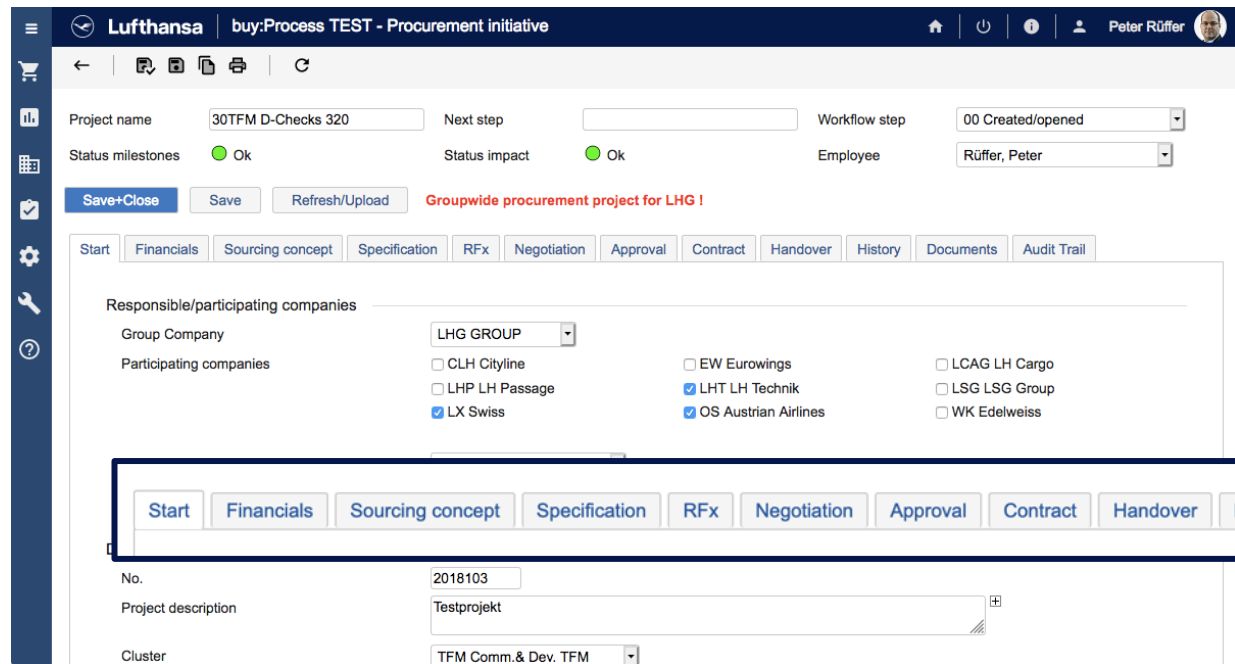
Short introduction of general user interface (edit page)

The screenshot shows the edit page for a sourcing project. The interface includes a top toolbar with icons for navigation and actions. Below this is a form with fields for Activity/task, Cluster, Workflow step, Group Company, and Employee. A row of buttons includes Save+Close, Save, Refresh/Upload, and a highlighted Local procurement project for LX (SCM). To the right of these buttons are two green circular indicators for Milestone and Financials. At the bottom is a slider/tab ribbon with various workflow steps. Callouts provide details about these elements:

- Back to list
- Save&Close / Save entry  
• Save as new/duplicate  
• Print entry / Refresh
- Header area with relevant fields
- Save&Close / Save  
• Refresh / upload files
- Indicator for project type local / group
- Slider/tab ribbon (workflow steps)  
• Click to activate

# The sliders/tabs reflect the workflow according the S2C process

## Procurement project – Overview



Lufthansa | buy:Process TEST - Procurement initiative

Project name: 30TFM D-Checks 320 | Next step: | Workflow step: 00 Created/opened

Status milestones: Ok | Status impact: Ok | Employee: Rüffer, Peter

Save+Close | Save | Refresh/Upload | Groupwise procurement project for LHG !

Start | Financials | Sourcing concept | Specification | RFx | Negotiation | Approval | Contract | Handover | History | Documents | Audit Trail

Responsible/participating companies

Group Company: LHG GROUP

Participating companies:

- ☐ CLH Cityline
- ☐ LHP LH Passage
- ☒ LX Swiss
- ☐ EW Eurowings
- ☒ LHT LH Technik
- ☒ OS Austrian Airlines
- ☐ LCAG LH Cargo
- ☐ LSG LSG Group
- ☐ WK Edelweiss

No.: 2018103

Project description: Testprojekt

Cluster: TFM Comm.& Dev. TFM

### Description

- For each major workflow step a separate slider contains crucial and relevant fields
- For a new project step through the sliders and fill out data, which is already known
- The tool will guide you through this process by messages, which will indicate that an input is missing or wrong

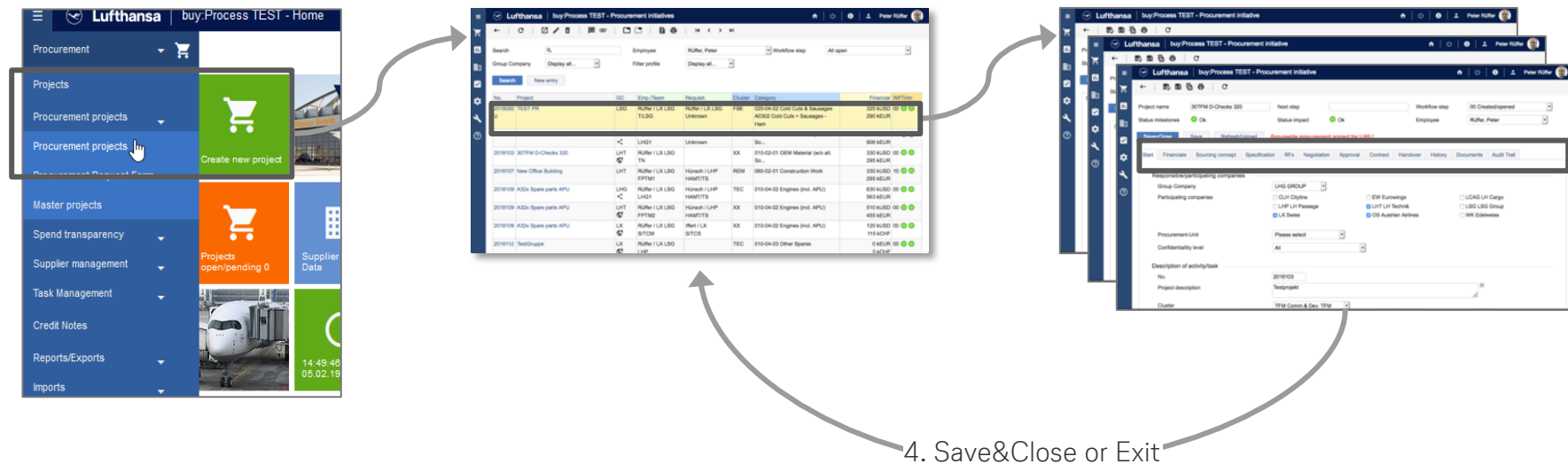
# Please have always the link between S2C-process and detailed workflow-step in mind ...

Mapping S2C process and workflow steps (Sample for LX governance)

			Adv. Purchasing (AP)		Source-To-Contract (S2C)				
			2. Idea Eval. Phase	4. Project dec. & setup	1. Prepare Sourcing	2. Define specification	3. Market release of act.	4. Perform tender/RfX	5. Implement contract
#	Workflow	Tab							
00	Opened	Start/Financ.							
05	Initial Review	Start/Financ.	Procurement						
10	Request approved	Start/Financ.		Procurement	Proc. Council				
20	Spec./src.conc./ long list	Src./Spec.				Pers./Boards	Pers./Boards		
30	Rfx finished/ short list	RFX						Procurement	
40	Negotiation conducted	Negotiation						Procurement	
50	Supplier approved	Negotiation						Procurement	
55	Internal approved	Approval						Stakeholder	
60	Boards approved	Approval						Pers./Boards	
70	Contract awarded	Contract						Procurement	
80	Purchase order	Contract						Procurement	
85	Hand-over and Delivery	Handover						Procurement	Demand
90	Closed	Handover							Procurement
95	Cancelled	NA							(Procurement)
Degree of implementation			0-2	0-2	0-2	3	3	4	5

## Worm with overview and edit view

- |                                     |  |   |
|-------------------------------------|--|---|
| 1. Open projects<br>(menu or tiles) | 2. Filter/select project in overview<br>(icon or double click) | 3. Edit project on certain tabs<br>(change tabs via ribbon) |
|-------------------------------------|--|---|



# Procurement project – Start (1)

Activity/task *	Radome B737NG	1.	Cluster *	TEC Technics	2.	Workflow step	10 Request approved
Group Company *	LHT LH Technik	3.	Employee *	LHT, Training (LHT)	4.	Next step	

[Save+Close](#) [Save](#) [Refresh/Upload](#) [Local procurement project for LHT \(SCM\)](#) Milestone ● Financials ● DI 1

[Start](#) [Financials](#) [Sourcing concept](#) [Specification](#) [RFx](#) [Negotiation](#) [Approval](#) [Contract](#) [Handover](#) [Logbook](#) [History](#) [Documents/Templates](#) [Audit Trail](#)

5. Responsible/participating companies

Procurement-Unit \* HAM FP/T Lufthansa Technik

Confidentiality Only visible for my company

Deputy Confidentiality

Select if viewing rights should be restricted

Description of activity/task

No. 20190094

Reference no

Project description \* XXX Order to secure material supp

Category level 1 \* 210-00-00 Technics

Category level 2 \* 210-01-00 Airframe Services

Category level 3 \* 210-01-05 Aircraft Engineering Services

Use mouse-over on label for a short description

## Description

- Project name:** Give your project a clear naming. So far, there is no naming convention.
- Cluster:** Choose the appropriate cluster to assign the right one and pre-select the categories
- Group company** or **LHG** (for group projects)
- Employee:** The project is automatically assigned to you as the buyer. If you just want to start the project and hand it over, assign the resp. employee.
- Procurement-Unit** for the assignments of the savings in tracker afterwards



# Procurement project – Start (2)

Responsible/participating companies

Procurement-Unit \* Please select

6. Confidentiality Only visible for my company

Confidentiality Only visible for selected companies...

Allowed

☐ CLH Cityline ☐ EW Eurowings ☐ LCAG LH Cargo

☐ LGBS LH Global Bus. Services ☐ LHP LH Passage ☐ LHT LH Technik

☐ LSG LSG Group ☐ LX Swiss ☐ OS Austrian Airlines

☐ WK Edelweiss

Select granted companies

Confidentiality Only visible for selected users...

Allowed

Train, Training1 (LX) > Train, Training3 (LHT)

Train, Training2 (OS) <

Verbruggen, Rudy (LX)

Verheyden, Richard (LX)

von Keler, Hans-Joachim (...)

Vulcan, Carolina (LX)

Wagner, Rolf (LHP)

Weber, Paul (LX)

Weibel, Lorenzo (LX)

Choose granted user (arrow/double click)

## Description

6. Use **confidentiality** to hide projects from other BU or user ...

### All:

No restriction for other user or buyer

**Only my company:** Restricted for my company - will be hidden for all user not related to this company

### Only selected companies:

Restricted only for selected companies - will be hidden for all user not related to these

**Only selected users:** Restricted only for selected users - will be hidden for all other users

Note: Projects will not be hidden for ProcAdmins !

# Different access level to projects follow a concept for procurement roles and their individual rights within the projects

Roles, confidentiality and access rights to projects

	Local Project (= SCM)			Group Project (= GCM)		
Role/ Confidentiality	All	Only my company	Only selected user	All	Only selected companies	Only selected user
ProcAdmin	RW all	RW all	RW all	RW all	RW all	RW all
Proc	RO all RW my Comp.	RW my Comp.	RW sel. User	RW all	RW sel. Comp.	RW sel. User
Proc Mgmt	RW all	RW my Comp.	RW my Comp.	RW all	RW all	RW sel. User
ProcCont	RO all RW my Comp.	RW my Comp.	RW my Comp.	RO all	RO sel. Comp.	None
ProcLeg	RO all RW my Comp.	RW my Comp.	RW my Comp.	RO all	RO sel. Comp	None
ProcView	RO my Comp.	RO my Comp.	None	None	None	None

First version of  
implementation

RW: Full access (read+write)

RO: Read only

None: No access allowed

# Procurement project – Start (3)

Activity/task \* Radome B737NG Cluster \* TEC Technics Workflow step 10 Request approved

Group Company \* LHT LH Technik Employee \* LHT, Training (LHT) Next step

Save+Close Save Refresh/Upload Local procurement project for LHT (SCM) Milestone Financials DI 1

Start Financials Sourcing concept Specification RFX Negotiation Approval Contract Handover Logbook History Documents/Templates Audit Trail

Responsible/participating companies

Procurement-Unit \* HAM FP/T Lufthansa Technik

Confidentiality Only visible for my company

Deputy Confidentiality  
Select if viewing rights should be restricted

Description of activity/task

7. No. 20190094

Reference no

Project description \* XXX Order to secure material supply for NG Radomes

8. Category level 1 \* 210-00-00 Technics

Category level 2 \* 210-01-00 Airframe Services

Category level 3 \* 210-01-05 Aircraft Engineering Services

## Description

- Project number:** Your unique project number, which will be generated automatically as soon as you save project for the first time: Year + auto num.  
You can also insert a **reference no.** – e.g. for link to former tools  
Please insert a short **description** for your initiative additionally
- Choose an appropriate **procurement category** by stepping through the level 1..3 listboxes

# Procurement project – Start (4)

8.

Category level 1 \*

210-00-00 Technics

Category level 2 \*

210-01-00 Airframe Services

Category level 3 \*

210-01-05 Aircraft Engineering Services

## Description

### 8. Procurement Category:




- Since January 1<sup>st</sup>, 2019 the new LHG category tree is available in parallel to the current one
- For <2019 projects (starting date) the old tree should be used, for >2018 the new categories should be used
- After end of February only the new category tree will be available for 2019th projects

# Procurement project – Start (5)

9.

Purchasing type	<div>New Contract</div>		
Concerned fleet	<input type="checkbox"/> A319	<input type="checkbox"/> A320	<input type="checkbox"/> A321
	<input type="checkbox"/> A330	<input type="checkbox"/> A340	<input type="checkbox"/> A350
	<input type="checkbox"/> A380	<input type="checkbox"/> B737	<input type="checkbox"/> B747
	<input type="checkbox"/> B767	<input type="checkbox"/> B777	<input checked="" type="checkbox"/> C-Series
	<input type="checkbox"/> BBJ	<input type="checkbox"/> CRJ	<input type="checkbox"/> Embraer
	<input type="checkbox"/> Q-Series/Q400	<input type="checkbox"/> Avro	<input type="checkbox"/> MD11
Station (3LC)	<div>ZRH</div>		
Year of contract completion	<div>2016</div>		
Master project	<div></div>		

10.

Requisitioner/stakeholder				
Function	User	Name/U-Number	Department	Mail
Requisitioner	<div>Train, Training1</div>	<div>Training1 Train</div>		<div>pr@xxxx.de</div> 
Stakeholder 1	<div>(Insert manually)</div>			
Stakeholder 2	<div>(Insert manually)</div>			
Stakeholder 3	<div>(Insert manually)</div>			
Persons for approvals				
Function	User	Name/U-Number	Department	Mail
Procurement Controller	<div>(Insert manually)</div>			<div></div> 
Financial Controller	<div>(Insert manually)</div>			<div></div> 
Legal	<div>(Insert manually)</div>			

## Description

9. Choose the **purchasing type**, **concerned fleet**, **station** (e.g. for travel or ground services relevant) – some fields are linked to cluster or categories  
Insert **expected year** of contract signage.

10. **Stakeholder** or **approver**:  
Select needed persons as stakeholder or approver in listboxes or fill in mandatory fields (name, department, mail ...).  
With the mail icons you can open a mail with prepared text to recipient

Master projects are an optional overarching project hierarchy, e.g. a new maintenance hangar or the Entry-Into-Service of a new aircraft type

Year of contract completion \* 2018

Master project LHG EIS Entry-Into-Service

Assigned project task \*

✓ Please select

- 1.01 MILESTONES at BOEING (SRP) - DRAFT
- 1.02 AIRCRAFT BASED MAINTENANCE CONTRACT
- 1.03 ENGINE GE90-115B
- 1.04 APU Honeywell
- 1.05 WHEELS AND BRAKES
- 1.06 LDG Goodrich Landing Gear support contract
- 1.07 COMPONENTS
- 1.08 CONSUMMABLES
- 1.09 REVERSERS
- 1.10 NOSE COWLS
- 1.11 FAN COWLS
- 1.12 TOOLING/GSE
- 1.13 RSPL/IP
- 1.14 Aircraft inspection

Requisitioner/stakeholder

Function

Requisitioner

Stakeholder 1

11 Stakeholder 2

Stakeholder 3

Persons for approvals

Function

CGM

Detailed project tasks will appear after project selection

You are able to create your own master projects

Search

Group Company

Display all...

Status

Display all...

Search New entry

Short description	Title	Comp.	Resp.	St	AC	State
LX	EIS B777	LX	IVSZ	10	B777	
LX	A320P	LX	ZLLU	10	A319	
LX	EIS CSeries	LX	NEUJ	10	CS	
WKLX	ENZIAN	LX	HOON	10	A319	
LX	Retrofit A340	LX	CKIE	10	A340	
LHG	EIS Entry-Into-Service			10	B777	
	Retrofit-Projekt			00	A340	
OS Y+	Premium Eco	OS	Ziegler Christoph	10	B777	
OS	B772 OE-LPF	OS	Ziegler Christoph	10	B777	
BP	BuyProcess	LHG	Christian Dümpelmann	00	A319	
Klammer	Bau einer Halle	LHT	ich	00	A319	

## Description

11. If needed, choose the related overarching master project – a more detailed activity structure will be shown.

Please select the appropriate task as part of the master project hierarchy

Note: You can create your own master projects – select “Master projects” in menu “General data”

# Procurement project – Start (6)

12. Scheduling/Effectiveness

Start date

01.08.15

Final date

31.03.18

Date of signature (planned) \*

01.05.18

Dates in ascending order due to Tracker requirement

First check all planned gates and insert due date

13. Quality- and Approval Gates

Workflow phase	Gate	Type	Mandat.	Planned	Date planned	Date actual	Approval	Req.	Description/Hints
05 Initial review	00 CPC	Q B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			<input type="checkbox"/>	
10 Request approved	00 CPC	Q B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			<input type="checkbox"/>	

Note: Only by approving all planned gates you will be able to signoff this workflow step

Workflow phase -Request-

Checklist/Prerequisites

- Review planned/budget TCV with requisitioner
- Enter TCV -planned- in tab -TCV-

Sign off workflow phase -Request-

☐

Cancel project

☐

Click here to cancel this project

## Description


### 12. Scheduling/Effectiveness:


These fields represent the milestones of the project, containing the **start** and **final** date, which are important for the traffic light and for tracking of the project. Further, you must fill in the **date of signature**, when the contract enters into force.


**13. Quality-/Approval Gates:** In every process step, where approvals are needed you will find the gates which have to be approved first, before the complete workflow phase can be signed off.

# Procurement project – Start (7)

## Scheduling/Effectiveness

Start date  

Final date  

Date of signature (planned) \*  

## Quality- and Approval Gates

Workflow phase	Gate	Type	Mandat.	Planned	Date planned	Date actual	Approval	Req.	Description/Hints
05 Initial review	00 CPC	Q B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
10 Request approved	00 CPC	Q B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		

## Workflow phase -Request-

### Checklist/Prerequisites

14.

- Review planned/budget TCV with requisitioner
- Enter TCV -planned- in tab -TCV-

Sign off workflow phase -Request- ☐

## Cancel project

15. [Click here to cancel this project](#) ☐

This checkbox signs off the current workflow phase! Are all needed requirements done?

Abbrechen

OK

## Description

**14. Signoff:** After filling out the information in each slider a workflow phase has to be signed off. Once this is done, the next step in the sourcing process may start.  
Note: The checklist is generic, depending on the Cluster or BU, further actions have to be undertaken, until a workflow phase can be signed off.

**15. Cancel project:** By checking this box you will cancel the entire project (set status 95) - you will have to insert a reason for this.  
Note: Not for local projects  
Note: Only an admin can reset the cancellation



# Procurement project – Financials (1)

Start Financials Sourcing concept Specification RFx Negotiation Approval Contract Handover Logbook History Documents Audit Trail

General data

Currency  (1 EUR = 1 EUR)

1. Reference value \*

Internal/external Supplier

Date contract becomes effective 27.03.19

Contract Volume/TCV (LHP)

	Planned	Forecast	Contracted	Actual	Reference
Contract volume (kEUR)	<input type="text" value="120"/>	<input type="text" value="110"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="110"/>
Baseline (p.a.) (kEUR)	<input type="text" value="125"/>				

Savings assignment (LHP) (kEUR) ^

Year	Benefitting companies	Planned	Forecast	Contracted	Actual	Sav.type/cat.
<input type="text" value="2019"/>	<input type="text" value="5"/>	<input type="text" value="15"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="Routine Price Reduction"/>	

[+Add an empty row](#)

Total savings (kEUR)

All figures/values are in k€, k\$ ... Please insert w/o any , or . !

You have changed values - please click the [Refresh/Upload] button when the changes are complete.

OK

## Description

- General data:** Please fill in project data for tracker as currency, reference value and supplier assignment. Please make sure, that thjis data is appropriate to savings reporting of current project!
- Contract value:** Fill in contract value according to workflow step (see below)
- Savings assignm.:** Fill in savings per year and type:
  - Planned at creation time
  - Forecast within progress
  - Contracted after awarding
  - Actual in contract lifetime

# Different currencies will be calculated according to exchange rate

## Savings can be assigned to 1..n different benefitting companies

Contract Volume/TCV (LHT)

2.

	Contract value (Plan)	Contract value (Forecast)	Contracted	Contract value (Contract)	Contract value (Ref.)
Contract volume (kCHF)	120	125	0	0	125
Contract volume (kEUR)	111	115	0	0	115
Baseline (p.a.) (kCHF)	0				

Savings assignment (LHT) (kCHF) ^

Year	Benefitting	Plan	Forecast	Contracted	Actual	Sav.type/cat.
2019	LHT	3	8			Routine Price Reduction
	LHT PD COM					
	LHT PD COM APU					
2015	LHT					Routine Price Reduction
	LHT PD ENG					

3.

Insert additional rows for other years and/or benefitting companies

Duplicate or delete related row

2.Total savings (kCHF)

	Plan	Forecast	Contracted	Actual
Total savings (kCHF)	5	10	0	0
Total savings (kEUR)	4			

Each currency (home and project) will be visible

Add an empty row

Note: LHx, LX, OS, LSG ... are NOT benefitting companies ... In this case use group projects!

### Description

2. **Project currency:** If currency is not local currency each line will be displayed for project and local currency.

Note: Exchange rates will be imported by financial dept.

3. **Savings assignment:** Separate unlimited rows for savings can be added and assigned to different years, benefitting companies, types etc. Rows can be duplicated or deleted with icons

Note: Currency for savings is always project currency, if different from local

LHG's savings definition has been changed in 2019 – now focus is more the direct effect on impact on EBIT instead of procurement result

**Procurement Success is the overarching key performance indicator of LPP.**

It includes savings that are directly visible in the p&I (= Impact on EBIT) and savings which impact the financial result indirectly (= Procurement Performance).

**new!**

**Procurement Success = Impact on EBIT + Procurement Performance**

**up to now**

**Procurement Success = Procurement Result + Procurement Performance**

(LPP 2015 – 2018)

These different savings types are related to the fields “Reference Value” and “Savings Type” on tab “Financials” – make sure to choose the right controller!

**Procurement Success**

	Savings Type	Reference Value
Impact on EBIT	Routine Price Reduction	Previous Year Cost
	Routine Price Increase	
	Cash Rebate / Volume Discount / Signing Bonus	
	Process Improvement <i>new!</i>	
Procur. Performance	One-time Effect / Initial Price Reduction	Validated Target Value
	Other Procurement Result	
	Cost Avoidance <i>new!</i>	

**Financials Tab Interface:**

Start | Financials | Sourcing concept | Specification | RFx | Negotiation | Appro

**General data**

Currency: EUR European Community

Reference value \*: Previous year

Internal/external Supplier: External

Date contract becomes effective: 27.03.19

**Forecast, Contracted, Actual, Sav.type/cat.**

Please select

- Routine Price Reduction
- Routine Price Increase
- Cash Rebate
- Process Improvement
- One-time Effect
- Cost Avoidance
- Other

**Callouts:**

- 1: Points to the 'Cost Avoidance' row in the Procurement Success table and the 'Cost Avoidance' option in the dropdown menu.
- 2: Points to the 'Sav.type/cat.' dropdown menu.
- 3: Points to the 'Reference value' field in the General data section.

# There are defined fields in buy:process which are related to savings controlling, DI approvals and savings reporting (via Tracker)

## Savings related fields ...

1. **Procurement unit (Start):** BU, Department or Team in charge for project – choose always your local team
2. **Financial controller (Start):** Responsible for DI2 / DI4 related approvals in BU – for savings with impact on EBIT!
3. **Procurement controller (Start):** Responsible for DI2 / DI4 related approvals in BU – for procurement performance!
4. **Cluster/Category:** Relevant for savings assignment and reporting in Tracker
5. **Reference value:** Selection of general savings assignment: Impact on EBIT (→ Previous year) or Performance (→ Validated Target Value)
6. **Internat/external supplier:** Project is focused on external or internal supplier
7. **Savings type:** Type of savings related to reference value

## Example

Category Manager John Doe (OS) negotiates a new Catering-Contract for LHG with the AirFood Company with the following attributes:

- Procurement unit: VIE O/FP
- Cluster: Airline Product & Services
- Category: 220-01-01  
Inflight Catering Food & Bev.
- Supplier: External
- Savings Type: Routine Price Reduction
- = Reference value: Previous Year (=Impact on EBIT)
- = Controller: Financial Controller responsible  
(due to Impact on EBIT)

# Procurement project – Sourcing Concept (1)

Start Financials Sourcing concept Specification RFX Negotiation Approval Contract Handover Logbook History Documents Audit Trail

1. Authorization by \_\_\_\_\_  
Authorization by \_\_\_\_\_  
Please note: Skip all release requests! SCM/Local Head-of-Procurement LHP  
Approval by mgmt. could be needed due to TCV 115 kEUR (125 kCHF) > Authorisation limit 30 kEUR

2. Initiative w/o Tender/RFX?  
Initiative w/o Tender/RFX \_\_\_\_\_

Sourcing concept/Planned tender  
Sourcing team \_\_\_\_\_  
Type of RFX Buy:Source  
Comment to planned RFX \_\_\_\_\_  
Possible supplier \_\_\_\_\_

Sourcing concept documents

Document	Title/Text	Size	User	Date	Action
Durchsuchen... Keine Datei ausgewählt.					
Durchsuchen... Keine Datei ausgewählt.					

Only visible for BU LHP (tbd.)

- Monopoly supplier
- Formal board decision
- First order extension (<10%)
- Supplier shift not suitable (comm.)
- Time shortage
- Cost/benefit not appropriate
- Other reason
- Quick BV

## Description

- For some BU or cluster a **dedicated release** is needed for certain decision regarding **tender waiver**, other **sourcing teams** or **rfx types**.  
Note: In any case there is no release needed < 30k€ or if you choose “skip release”  
Note: In any case you need a special decision on the sourcing activity you have to insert a reason for that
- For initiatives e.g. **w/o a tender** you have to select the reason from a list and – if above a certain threshold – add a comment

# Procurement project – Sourcing Concept (2)

Start Financials Sourcing concept Specification RFX Negotiation Approval Contract Handover Logbook History Documents Audit Trail

Authorization by \_\_\_\_\_  
Authorization by \_\_\_\_\_  
Please note: Skip all release requests! SCM/Local  
Approval by mgmt. could be needed due to T

Initiative w/o Tender/RFX? \_\_\_\_\_  
Initiative w/o Tender/RFX \_\_\_\_\_

3. Sourcing concept/Planned tender  
Sourcing team Sourcing team

Type of RFX Buy:Source

4. Comment to planned RFX  
Possible supplier

Sourcing concept documents

5. Document Title/Text Size User Date Action

Durchsuchen...	Keine Datei ausgewählt.					
Durchsuchen...	Keine Datei ausgewählt.					

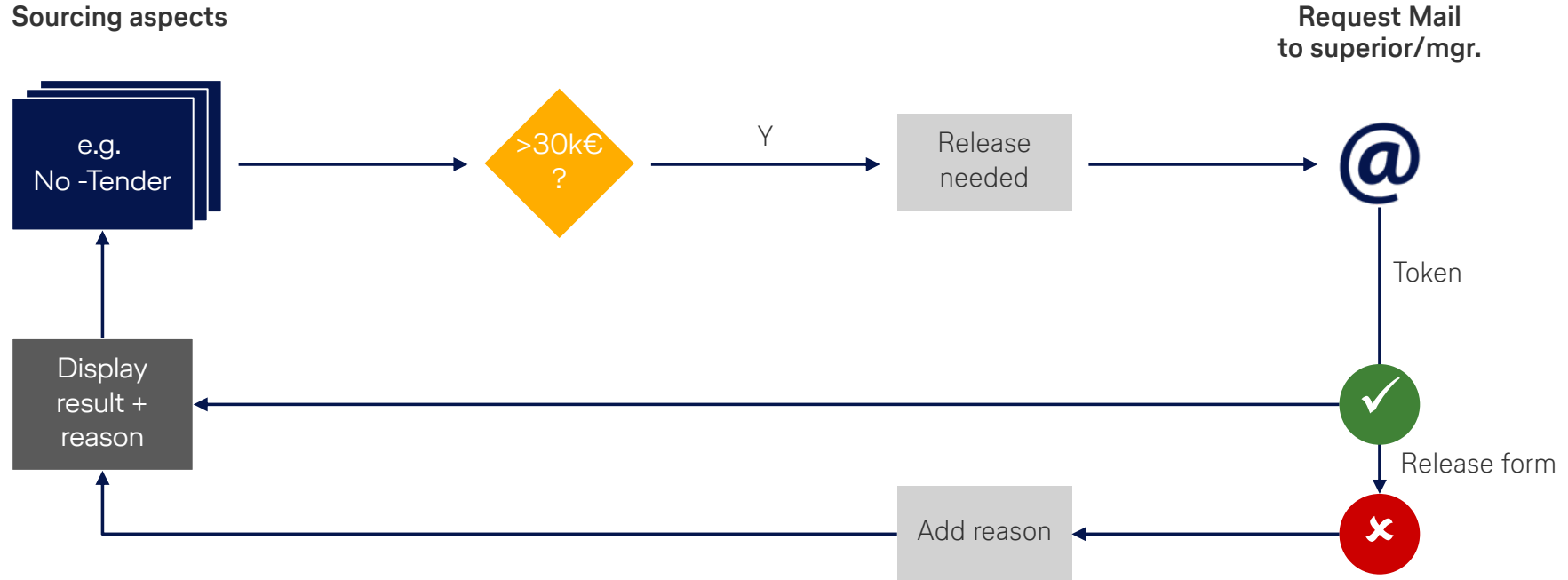
## Description

- The sourcing process requires a **sourcing team** – if there is a need to change this or to put another “decision gate” in place please select from the list and add a reason for that
- Same for the **type of RFX**, which should be buy:source – in any other case select type from list and add a reason
- You can add several **documents** (unlimited number, size, types) according to this slider  
Note: Please click „Refresh/Upload“ after selecting the file from local drive/network

In some BU or cluster some decision on certain sourcing aspects above a threshold have to be released by the superior manager

Process release requests (conceptual)

### Sourcing aspects





# Procurement project – Sourcing Concept (4)

## Detailed view in case of a release necessity


Start Financials Sourcing concept Specification RFx Negotiation Approval Contract Handover History Documents Audit Trail

Authorization by \_\_\_\_\_

Authorization by  SCM/Local Head-of-Procurement LSG

Please note: Approval by mgmt. could be needed due to TCV 134 kEUR (150 kUSD) > Authorisation limit 30 kEUR

Initiative w/o Tender/RFx? \_\_\_\_\_

Initiative w/o Tender/RFx  

Release requested (sent): Peter Rüffer (10)


Comment to pass on RFx

2. Selected supplier

3. Last awarding w/o RFx ☐

4. Supplier already in place for delivery ☐

Sourcing concept/Planned tender \_\_\_\_\_

Sourcing team  

Released: Peter Breuer (90 / 04.06.18)

Comments to sourcing team

### Description

#### 2./3./4. **Release** by superior

- If contract volumes are above a certain limit (e.g. 30 k€) AND releases are needed a manager for auth. have to be selected
- There are special buyer's decisions within the sourcing workflow which are crucial parts of the sourcing concept
- For pre-defined situations release requests and reasons why/comments are needed
- The release will be sent aut. automatically to the selected manager for authorization

# Procurement project – Specification (1)

StartFinancialsSourcing conceptSpecificationRFxNegotiationApprovalContractHandoverLogbookHistoryDocumentsAudit Trail

Comment to spec./concept  
Comment to spec./concept

1.

Specification documents

Document	Title/Text	Size	User	Date	Action
Durchsuchen... Keine Datei ausgewählt.					
Durchsuchen... Keine Datei ausgewählt.					

First check all planned gates and insert due date

Quality- and Approval Gates

Workflow phase	Gate	Type	Mandat.	Planned	Date planned	Date actual	Approval	Req.	Description/Hints
20 Spec./Sourcing conc./Long list	10 Category Director Not assigned on -Start- tab!0	Q P	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12.09.18	12.09.18	<input checked="" type="checkbox"/>		2018-09-12 00:29:35 Peter Rüffer
20 Spec./Sourcing conc./Long list	20 HOP Peter Breuer	Q P	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12.09.18	12.09.18	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2018-09-12 00:31:00 Peter Rüffer

## Description

1. Choose here whether you would like to type in your **specification** or just attach your **documents**.
2. For specification there are also certain **approval gates** – depending on thresholds.

Note: You can skip approvals by unchecking the planned checkbox – if this may be appropriate to the current tender and your level of authorities.

Note: Please check the 2<sup>nd</sup> checkbox for approval – reset is only allowed for admins.

# Procurement project – RFX (1)

Start Financials Sourcing concept Specification RFX Negotiation Approval Contract Handover Logbook History Documents Audit Trail

Selected Supplier (long list)

1.

Supplier	Contact person / Comments	Offer date	Offer	Offer/kEUR	Short	Remove
AD AEROSPACE in GB #205102	Contact Person 1 Text1335	01.06.18	122 k EUR 0 k EUR 0 k EUR	122 0 0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. Current tender

Sourcing/Rfx. no. (buy:source) 1234567

Comments to tender

Please insert the entire URL, not only the ID/No.!

## Description

1. The **long listed supplier** can be inserted/created in the RFX slider – also further info as **contact person** and **comments**.
2. The links to the **buy:source** and further comments can be typed in here.

Note: In this workflow phase the tender activities start. The offers can be requested by email or buy:source, depending on cluster etc. Note: Please insert the offer data into the fields for short listing.

# Procurement project – RFX (2)

Start Financials Sourcing concept Specification RFX Negotiation Approval Contract Handover Logbook History Documents Audit Trail

Selected Supplier (long list)

Supplier	Contact person / Comments	Offer date	Offer/kEUR	Short	Remove
AD AEROSPACE in GB #205102	Contact Person 1 Text1335	01.06.18	122 0 0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1.

2.

Add new supplier [X]

Name

Street

City-Code - City

Country

Switzerland

Save

Check to assign to short list

Please insert basic data for new supplier and [save]

Note: New suppliers are only used in buy:process – no other tools are affected

## Description

1. The **long listed supplier** can be short listed for next step “Negotiation” or removed from list with checking the checkboxes
2. If a supplier is not part of the master data, the supplier’s company can be added as a new one for tendering. Please fill in the needed fields.

Note: A generic number will be assigned to this supplier, which is not the later SAP number.

Note: The supplier will be available also for other RFX.

# Procurement project – Negotiation (1)

## Only needed if offers are available

Start

Financials

Sourcing concept

Specification

RFx

Negotiation

Approval

Contract

Handover

Logbook

History

Documents



Audit Trail

Supplier for Negotiation (short list)

1.

Supplier	Offer	Offer/kEUR	Final price	Final price/kEUR	Comments	Proposed
AD AEROSPACE in GB	122 kEUR 0 kEUR 0 kEUR	122 0 0	100 kEUR 0 kEUR 0 kEUR	100 0 0	<div>Check for contract awarding</div>	<input checked="" type="checkbox"/>

Negotiation documents/checklist

Document	Title/Text	Size	User	Date	Action
planegdoc_642_Testdokument1.pdf		12	PR	25.06.18	 
<div>Durchsuchen... Keine Datei ausgewählt.</div>	<div></div>				
<div>Durchsuchen... Keine Datei ausgewählt.</div>	<div></div>				

CFAS Template available at [http://localhost:8888/procesolvo/data/templates/Contract\\_Fact\\_Sheet.xlsx](http://localhost:8888/procesolvo/data/templates/Contract_Fact_Sheet.xlsx)

Workflow phase -Negotiation-

Checklist/Prerequisites

- Inform T-Mgmt. before supplier selection (TFM only)
- Fill out contract summary sheet (TFM only)
- Final review of warranty / quality / insurance clauses

### Description

1. The **short listed supplier** can be edited here with their detailed offer data. All the suppliers that you have marked for the short listing in the process step “RFx” will pop-up here. Different offers/lots with separate currencies can be handled.

Note:

- A. Please check box “Proposal” if supplier will be awarded for contract.
- B. More than one supplier can be checked and selected.
- C. Related documents can be upload as on the other sliders

# Procurement project – Negotiation (2)

## Only needed if offers are available

Start
Financials
Sourcing concept
Specification
RFx
Negotiation
Approval
Contract
Handover
Logbook
History
Documents
Audit Trail

Supplier for Negotiation (short list)

Supplier	Offer	Offer/kEUR	Final price	Final price/kEUR	Comments	Proposed
AD AEROSPACE in GB	122 kEUR 0 kEUR 0 kEUR	122 0 0	100 kEUR 0 kEUR 0 kEUR	100 0 0		<input checked="" type="checkbox"/>

Negotiation documents/checklist

Document	Title/Text	Size	User	Date	Action
planegdoc_642_Testdokument1.pdf		12	PR	25.06.18	
Durchsuchen... Keine Datei ausgewählt.					
Durchsuchen... Keine Datei ausgewählt.					

2. CFAS Template available at [http://localhost:8888/procesolvo/data/templates/Contract\\_Fact\\_Sheet.xlsx](http://localhost:8888/procesolvo/data/templates/Contract_Fact_Sheet.xlsx)

Workflow phase -Negotiation-

Checklist/Prerequisites

- Inform T-Mgmt. before supplier selection (TFM only)
- Fill out contract summary sheet (TFM only)
- Final review of warranty / quality / insurance clauses

### Description

- The CFAS (Contract-Fact-Sheet) templates is available via the link for editing and uploading.

Note: Use the link for the CFAS Template, if your BU or cluster needs this sheet for local approval.

Note: The CFAS will be the mandatory document for group wide approval process in the future – you will find currently valid version here!

# Procurement project – Approval (1)

Start

Financials

Sourcing concept

Specification

RFx

Negotiation

Approval

Contract

Handover

Logbook

History

Documents

Audit Trail

Quality- and Approval Gates

Workflow phase	Gate	Type	Mandat.	Planned	Date planned	Date actual	Approval	Req.	Description/Hints
60 Boards approved	10 CBAP	A B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12.09.18	12.09.18	<input checked="" type="checkbox"/>		2018-09-12 00:06:20 Peter Rüffer
60 Boards approved	20 FC Financial Committee	A B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28.05.18	13.09.18	<input checked="" type="checkbox"/>		2018-09-13 21:24:26 Peter Rüffer
60 Boards approved	30 MB Mgmt. Board	A B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	28.02.19		<input type="checkbox"/>		
60 Boards approved	40 LH EB	A B	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>		
60 Boards approved	50 BOD	A B	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
60 Boards approved	60 LHG Exec. Board	A B	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		

1.

2.

3.

Approval needed LC2?

Contract volume (Plan): 620

Thresholds for approvals  
Limit: 100

## Description

- Depending on the BU or the cluster, the **Quality- and Approval Gates** structure adapts automatically on each tab related to the **Workflow phase**.

Note: Different gate types lead to complete different behavior of the tool!

- Mandatory:** If the gate is mandatory the box is checked – a mouseover shows information about the gate's thresholds etc.
- Planned:** If this gate is mandatory and planned (!) within your sourcing workflow please check the box and insert a scheduled date for the gate.

# Procurement project – Approval (2)

StartFinancialsSourcing conceptSpecificationRFxNegotiationApprovalContractHandoverLogbookHistoryDocumentsAudit Trail

Quality- and Approval Gates

Workflow phase	Gate	Type	Mandat.	Planned	Date planned	Date actual	Approval	Req.	Description/Hints
60 Boards approved	10 CBAP	A B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12.09.18	12.09.18 4.	<input checked="" type="checkbox"/>	5	2018-09-12 00:06:20 Peter Rüffer
60 Boards approved	20 FC Financial Committee	A B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28.05.18	13.09.18	<input checked="" type="checkbox"/>		2018-09-13 21:24:26 Peter Rüffer
60 Boards approved	30 MB Mgmt. Board	A B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	28.02.19	<input type="text"/>	<input type="checkbox"/>		
60 Boards approved	40 LH EB	A B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		6.
60 Boards approved	50 BOD	A B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
60 Boards approved	60 LHG Exec. Board	A B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		

This checkbox approves the quality-/approval gate - undo is not possible!

TypeMandat.PlannedDate plannedDate actual

A B☒☒12.09.1813.09.18

AbbrechenOK

## Description

- Date actual & approval:** If the approval has been given within the sourcing workflow insert the corresponding date and check the box – a warning has to be acknowledged.  
Note: If the gate type is external or group gate you are not allowed to approve the gate – please contact the stakeholder!
- Send request:** For some gates you can send a request to the named person by checking the box in this column – the mail will be sent out during save.
- After the approval the **info** who and when the approval has been set will be displayed here.



Depending on the BU, the Quality- and Approval Gates adapt automatically – the approvals have to be set by the responsible person for each respective gate

Workflow phase	Gate	Type	Mandat.	Planned	Date planned	Date actual	Approval	Req.	Description/Hints
60 Boards approved	10 O/TC	A B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12.09.18	12.09.18	<input checked="" type="checkbox"/>		2018-09-12 00:06:20 Peter Rüffer
60 Boards approved	20 O/T	A B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	28.05.18	13.09.18	<input checked="" type="checkbox"/>		2018-09-13 21:24:26 Peter Rüffer
60 Boards approved	30 MOB	A B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	28.02.19		<input type="checkbox"/>		
Workflow phase	Gate	Type	Mandat.	Planned	Date planned	Date actual	Approval	Req.	Description/Hints
60 Boards approved	10 Category Director	A P	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12.09.18	12.09.18	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2018-09-12 00:06:20 Peter Rüffer
60 Boards approved	20 HOP	A P	<input type="checkbox"/>	<input checked="" type="checkbox"/>	28.05.18	13.09.18	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2018-09-13 21:24:26 Peter Rüffer
60 Boards approved	30 Reg.Board	A B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	28.02.19		<input type="checkbox"/>		
Workflow phase	Gate	Type	Mandat.	Planned	Date planned	Date actual	Approval	Req.	Description/Hints
55 Internal approved	10 Crew	A E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	
55 Internal approved	20 Security	A E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	
55 Internal approved	10 CBAP	A B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12.09.18	12.09.18	<input checked="" type="checkbox"/>		2018-09-12 00:06:20 Peter Rüffer
55 Internal approved	20 FC Financial Committee	A B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	28.05.18	13.09.18	<input checked="" type="checkbox"/>		2018-09-13 21:24:26 Peter Rüffer

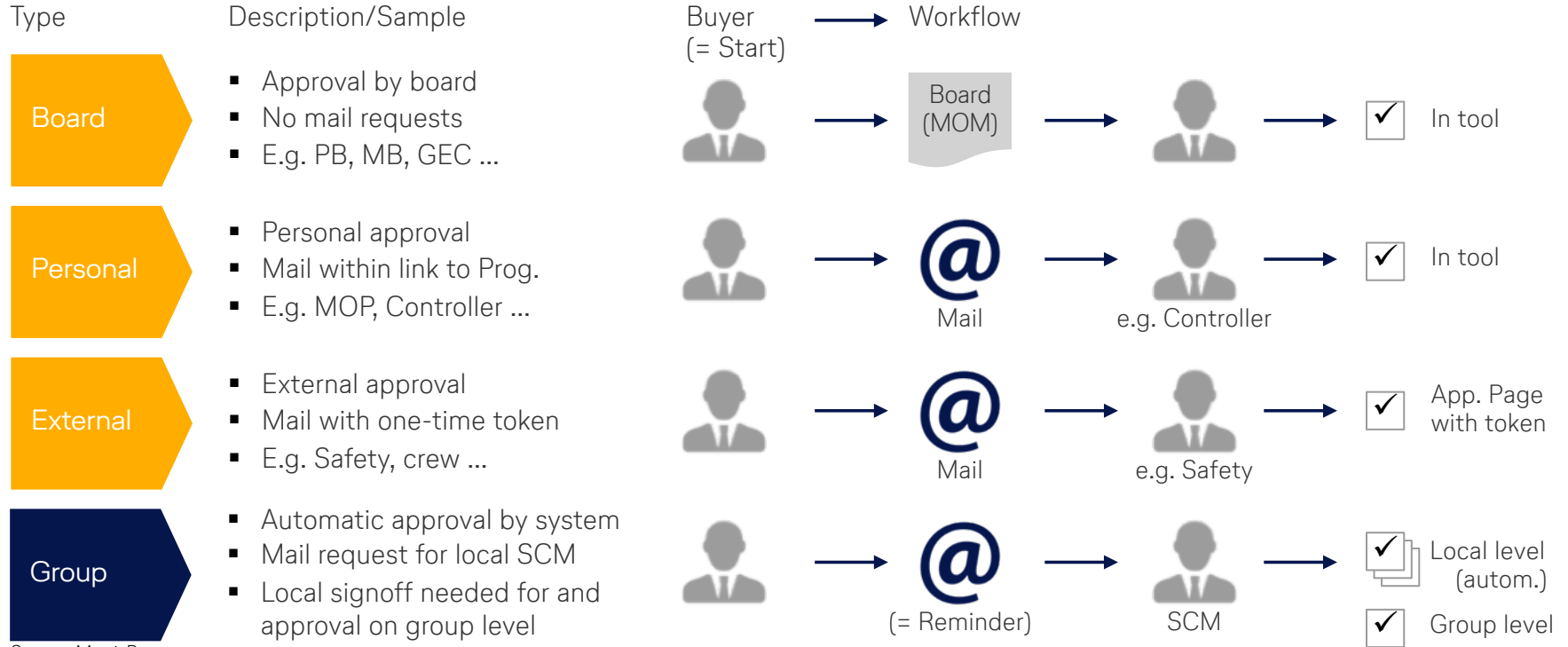
## Description

- BU OS:** Gates 60-xx based on Board approvals, which will be done within tool.
- BU LSG:** Gates 60-xx based on Personal approvals, which have to be done by the manager roles manually.
- BU LX – Crew Hotels:** Gates 55-xx External approvals - here Crew and Safety - which have to be done by the manager roles, who do not have any access to the tool.

Note: If request is checked they will get a notification e-mail which contains a one-time-token for this gate.

# The quality and approval gates within the process are crucial – Different types lead to different behaviour and stakeholder communication

Handling of quality and approval gates –overview



Source: MatrixPartner

# Procurement project – Contract (1)


Start	Financials	Sourcing concept	Specification	RFx	Negotiation	Approval	Contract	Handover	Logbook	History	Documents	Audit Trail
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**Contract and project details**

**1.** Supplier

- 0040129732 AD AEROSPACE in Cheshire / GB
- 0040129724 Andries & Collegen Rechtsanwälte in Krefeld / DE

**2.** Contract no. (buy:contract) C2018-080026  
 [C2018-080026](#)  
Please fill in one line for each supplier in the following data fields.]

Date contract becomes effective 26.02.19

**3.** Project no. (SAP)

SAP supplier no.

Supplier CAGE Code (TFM only)

Comments to contract/project

Comments to contract/project

## Description

- 1. Supplier:** The 1..n supplier you have checked on the tab “Negotiation” will be listed here with their contact data.
- 2. Contract Number:** Type in the contract number as soon as the contract has been created in buy:contract. You can type in several contracts – separate them with a newline.

Note: The deeplinks to buy:contract will be generated automatically below.

- 3.** Consider to insert additional or updated **SAP supplier no.**, **project no.** and/or **CAGE codes** as well.

# Procurement project – Handover (1)

Start

Financials

Sourcing concept

Specification

RFx

Negotiation

Approval

Contract

Handover

Logbook

History

Documents

Audit Trail

Comments to implementation

Comments to implementation

1. Handover documents

Document	Title/Text	Size	User	Date	Action
Durchsuchen... Keine Datei ausgewählt.					
Durchsuchen... Keine Datei ausgewählt.					

Workflow phase -Handover-

Checklist/Prerequisites

- ERP Contract Management updated
- Consider ERP data tracking (if applicable)
- Contract summary sheet uploaded in buy:contract
- Communication to supplier
- Briefing of affected departments
- Contract administration finalized (buy:contract)
- Savings administration finalized (Tracker 2.0)

## Description

### 1. Comments to implementation:

In this tab you may type in your comments for handover and/or upload your specific handover documents. This tab/process is the last one to be signed-off. The project will receive the status closed (90) then.

Note: The system sends a notification e-mail to the stakeholder.

Note: All mandatory fields and signoffs have to be filled in and closed before this final signoff!

## Procurement project – Handover (2)

This email is intended to inform you that your procurement request has been closed

No: 2018552

Initiative/Task: Lanyards

Assigned LHG group buyer: Minela Jawor ( / [minela.jawor@swiss.com](mailto:minela.jawor@swiss.com)) Participating group company: LX

Requester: ( / )

2.

Project no. (SAP):

SAP supplier no.:

Supplier CAGE Code:

Valid from:2019-05-01

Savings: 0

Purchase of new lanyards with current branding

You have been invited to the respective contract. Please follow the link for more information. The contract is now ready for business usage.

### Description

2. The system sends a **notification e-mail** to the stakeholder.

Note: Fill in all data for supplier – due to complete information for the mail recipient!

# Procurement project – Logbook

Start

Financials

Sourcing concept

Specification

RFx

Negotiation

Approval

Contract

Handover

Logbook

History

Documents

Audit Trail

Create logbook entry

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Save

Logbook history

User	Date/Time	Entry	
PR	2019-02-28 23:32:55	First Draft of supplier <b>shortlist</b> : <ul style="list-style-type: none"><li>• Recaro</li><li>• BE Aerospace</li></ul> Workflow: 00 - Created/opened	🗑️

## Description

1. **Logbook entry:** In this tab you may type in your personal comments for different stages and steps within the sourcing workflow.

You may also want to format your text, e.g. bold, italic, numbered list, unsorted list, colored text/background and insert links ...

2. **All Logbook** entries will be shown in the history. You can deactivate them with the trash.

Note: Entries will not be deleted, but only deactivated/crossed out.

# Procurement project – History

Start Financials Sourcing concept Specification RFx Negotiation Approval Contract Handover Logbook History Documents Audit Trail

## 1. Description for traffic lights

Description for traffic lights Impact 2 yellow - 1a forecast-plan failed /

## 2. Status and audit trail

Date/time	Event	Workflow	User
2017-12-07 10:13:58	Activities/nextstep changed: evaluation of proposals -> evaluation of proposals (part of Honeywell group tender)	30 RFx finished/Short list	HOON
2017-05-31 16:19:30	Activities/nextstep changed: Shortlisting (grouptender) -> evaluation of proposals	30 RFx finished/Short list	HOON
2017-05-31 16:19:30	Workflow status changed: 05 -> 30 RFx finished/Short list	30 RFx finished/Short list	HOON
2017-04-10 08:56:46	Activities/nextstep changed: Invite Honeywell -> Shortlisting (grouptender)	05 Initial review	HOON
2016-02-26 09:00:57	Responsible buyer changed: MHMI -> HOON	00 Created/opened	MHMI

## Last approval (QG)


Quality gates 0  
Last approval (QG) 2016-04-07 15:37:53  
Approval gates 0  
Last approval (AG) 0000-00-00

## Description



- Traffic lights:** The traffic lights will be set overnight related to the specific data of the entry. The reasons for the traffic lights will be shown here.
- Audit trail:** Each update/save of the current entry will be listed in this audit trail incl. Date/time, event, related workflow step and user.

# Procurement project – Documents

Start Financials Sourcing concept Specification RFx Negotiation Approval Contract Handover Logbook History Documents Audit Trail

1. Documents/attachments  Please click here to insert new documents or attachments now ...

2. All documents of workflow phases

Document	Title/Text	Size	User	Date	Action
ptanegdoc_642_Testdokument1.pdf		12	PR	25.06.18	 

You would like to attach a document or file to the current entry.

Therefore select the file please. You can attach any file type you want ...

1. Please first select a file to attach:

Keine Datei ausgewählt.

2. Then insert the title (line 1) and a description (line 2..n):

3. Then attach the document to your entry.

## Description

1. **New documents:** Besides the documents on the previous tabs you can insert additional general documents here, which are not related to a certain tab or workflow step
2. **All documents:** This area contains all uploaded documents linked to this procurement project, regardless to which tab they are assigned.



# Procurement project – Audit trail

Start	Financials	Sourcing concept	Specification	RFx	Negotiation	Approval	Contract	Handover	Logbook	History	Documents	Audit Trail
Transaction	Date/Time	User	Activity	Text								
20968	2019-02-28 21:20:33	PR	sav	Entry changed by PR from 88.72.187.245								
20926	2019-02-28 17:56:17	PR	sav	Entry changed by PR from 88.72.187.245								
20925	2019-02-28 17:55:54	PR	sav	Entry changed by PR from 88.72.187.245								
20924	2019-02-28 17:55:42	PR	sav	Entry changed by PR from 88.72.187.245								
20919	2019-02-28 17:35:14	PR	sav	Entry changed by PR from 88.72.187.245								
20747	2019-02-19 00:12:11	PR	sav	Entry changed by PR from 83.135.21.50								
20746	2019-02-19 00:12:03	PR	sav	Entry changed by PR from 83.135.21.50								
20745	2019-02-19 00:11:52	PR	sav	Entry changed by PR from 83.135.21.50								
20744	2019-02-19 00:11:31	PR	sav	Entry changed by PR from 83.135.21.50								
20743	2019-02-19 00:10:47	PR	sav	Entry changed by PR from 83.135.21.50								
20742	2019-02-18 22:43:25	PR	sav	Entry changed by PR from 83.135.21.50								
20619	2019-02-07 18:58:40	RMB	sav	Entry changed by RMB from 79.216.52.145								
20615	2019-02-07 18:29:54	RMB	sav	Entry changed by RMB from 79.216.52.145								
20614	2019-02-07 18:29:19	RMB	sav	Entry changed by RMB from 79.216.52.145								
20613	2019-02-07 18:29:04	RMB	sav	Entry changed by RMB from 79.216.52.145								
20252	2018-11-08 10:51:22	PR	sav	Entry changed by PR from 188.101.80.204								

## Description

- **Audit trail:** This is the extended view of “History” and is important for audit reasons.

# Group-wide procurement initiatives will be assigned to a Category manager/ a cluster and handled reportedly via a virtual LGH group company

## Handling of group initiatives

### Attribute of group-wide initiatives

- 1..n BU/companies join one group-wide procurement initiatives driven by a LHG cluster
- A category manager of one cluster is in charge of this sourcing initiative and drives the workflow/ process for the entire contract volume
- Review, setup, supplier long short listing, selective negotiation and contract awarding is done by the CM
- All approval gates will be coordinated with the BU
- Local approval processes and handover to operation is done by every joint company by assigned SCM
- Reporting of initiatives (initiative + savings) is done for the entire volume and each company by CM

### Solution in buy:process

- Category manager/CM creates overall initiative as virtual BU/company “LHG” with flag “group initiative”
- Participating companies are added on separate tab with their specific data, contract volumes etc.
- Master project is the active entry enclosing the entire volumes of sub projects and driven by the CM/cluster
- References of this master entry are created / updated automatically for each participating BU/company based on their specific attributes
- There slave / referee entry are shown in the companies’ dashboards and reported to Tracker
- Approvals are planned/documentated in local entries based on the local governance, guidelines, thresholds etc.
- Note: Cluster projects with only 1 (!) participating company can be handled like a local project (w/o group)

# Procurement project – Group projects (1)

## Create group/cluster project with 1..n participating companies

**Step 1: Responsible/participating companies**

Group Company \* **LHG GROUP**

Participating companies

- ☐ CLH Cityline
- ☐ LHP LH Passage
- ☒ LX Swiss
- ☐ EW Eurowings
- ☒ LHT LH Technik
- ☐ OS Austrian Airlines
- ☐ LCAG LH Cargo
- ☐ LSG LSG Group
- ☐ WK Edelweiss

Procurement-Unit \* **FRA AT/C Lufthansa Group**

Confidentiality **All**

**Step 2: Responsible/participating companies**

Group Company \* **LHT LH Technik**

Procurement-Unit \* **HAM FP/TG Lufthansa Technik**

Group-wide master project [Please click here to open group project for further information \(674\) ...](#)

A direct link to the group projects is available

### Description

1. Choose **LHG Group** (for group projects).

Note: Select first the participating companies for sourcing project – all local entries will be created and managed automatically.

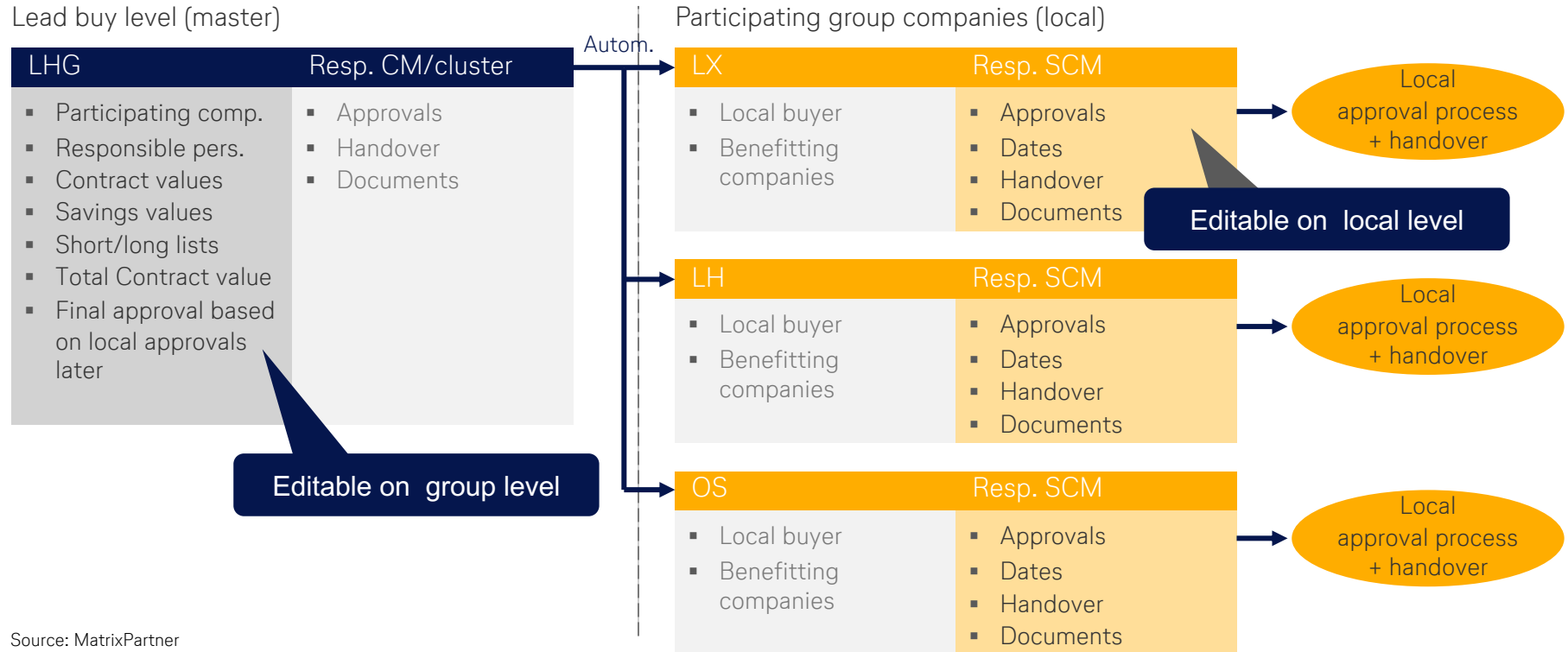
2. In **local project entry** also some data has to be inserted, but all category or tender related data will be managed by the category manager!

Note: On local level a SCM has to be assigned to the project!

# The workflow is driven on master level by the CM/cluster but all approvals and handovers are done in the local BU/companies driven by the assigned SCM

Handling of lead by initiatives – information overview

Lead buy level (master)



Source: MatrixPartner

# Procurement project – Group projects (2)

## Add financial separately for each participating company

Contract Volume/TCV (LHT LH Technik)

	Planned	Forecast	Contracted	Actual	Reference
Contract volume (kUSD)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Contract volume (kEUR)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Baseline (p.a.) (kUSD)	<input type="text" value="0"/>				
<b>3a.</b>					
Savings assignment (LHT LH Technik) (kUSD) ▼					
Total savings (kUSD)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
Total savings (kEUR)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	

Contract Volume/TCV (LX Swiss)

	Planned	Forecast	Contracted	Actual	Reference
Contract volume (kUSD)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Contract volume (kEUR)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Baseline (p.a.) (kUSD)	<input type="text" value="0"/>				
<b>3b.</b>					
Savings assignment (LX Swiss) (kUSD) ▼					
Total savings (kUSD)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
Total savings (kEUR)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	

Expand/collapse savings area for each BU

### Description

- 3. Financial data:** The financial data – contract volume and savings – will be typed in separately for each participating company.

Note: All savings can be assigned in the same way as for local projects - incl. benefitting companies, different savings years and types ...

Note: Use the icons to expand/collapse the savings area for each BU on the tab.

# Procurement project – Group projects (3)

Approvals are part of local governance – therefore the SCM are responsible

Start	Financials	Sourcing concept	Specification	RFx	Negotiation	Approval	Contract	Handover	Logbook	History	Documents	Audit Trail
-------	------------	------------------	---------------	-----	-------------	----------	----------	----------	---------	---------	-----------	-------------

Quality- and Approval Gates									
Workflow phase	Gate	Type	Mandat.	Planned	Date planned	Date actual	Approval	Req.	Description/Hints
55 Internal approved	00 TPAB	A B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
60 Boards approved	10 TFM RB	A B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
60 Boards approved	20 TEB	A B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
60 Boards approved	99 All GC approvals	A G	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
	↳ LHT LH Technik						<input type="checkbox"/>	<input type="checkbox"/>	✉ Peter Rüffer
	↳ LX Swiss						<input type="checkbox"/>		⌚ Not assigned!
	↳ OS Austrian Airlines						<input type="checkbox"/>		⌚ Not assigned!

4.

For each particip. BU local approvals are crucial

If local SCM is assigned, mail request can be sent

## Description

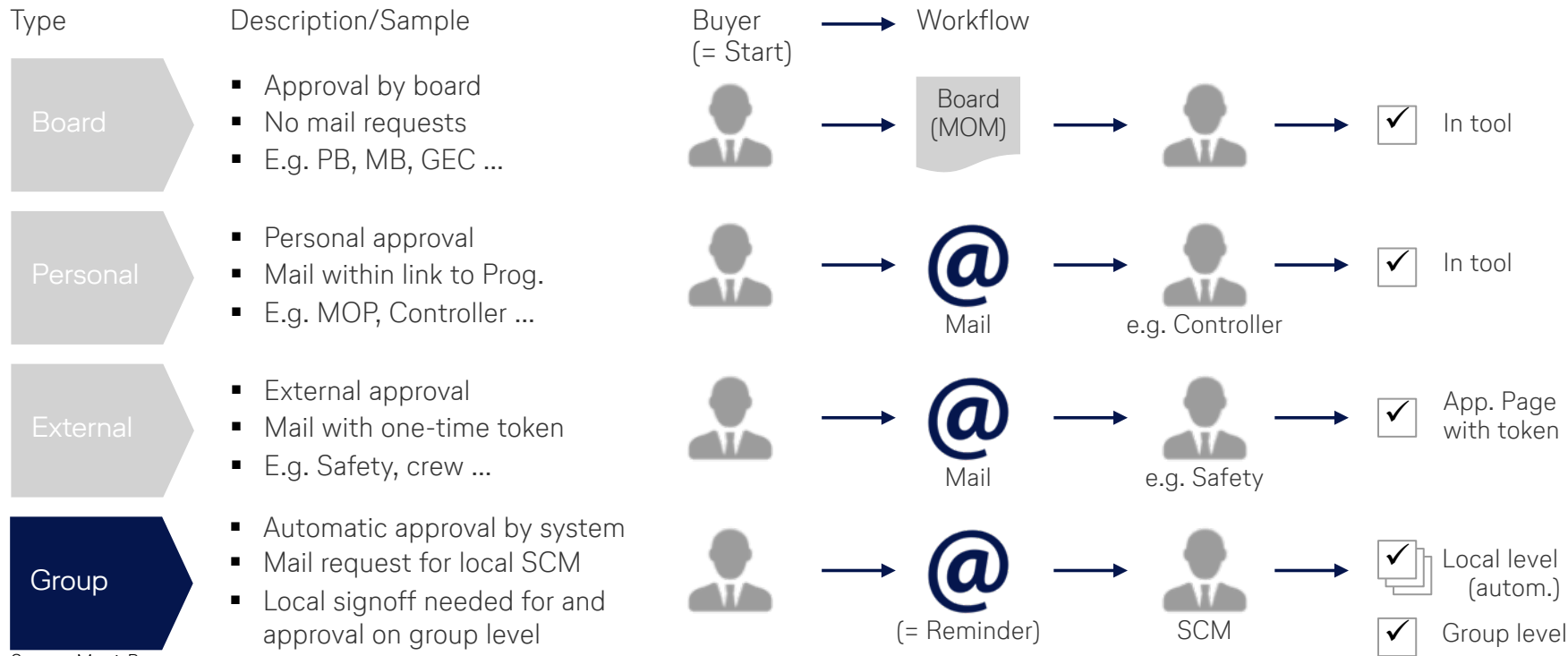
- 4. Approval gate structure:** A LHG group project follows simple approval gates – but for certain gates local approvals incl. signoffs (!!)
- are a mandatory prerequisite

Note: Local approvals must not be set manually by the group buyer, but by the local responsible SCM in the BU!

Note: By checking the request box a notification e-mail will be generated as a reminder for the local SCM – if already assigned!

# The quality and approval gates within the process are crucial – Different types lead to different behaviour and stakeholder communication

Handling of quality and approval gates –overview



Source: MatrixPartner











# Procurement project – Project overview

Different filter criteria and selections lead to the complete project portfolio

Search <input type="text"/>	1.	Employee <input type="text" value="Rüffer, Peter"/>	2.	Workflow step <input type="text" value="All open"/>	3.
Group Company <input type="text" value="Display all..."/>	4.	Filter profile <input type="text" value="Display all..."/>	5.		

Search

New entry

No.	Project	GC	Emp./Team	Requisitioner	Cluster	Category	Financial	Work/Status
2016193	Sample project retrofit A320	LHP	Rüffer / LX LSG TCA	/ TCATP			550 kEUR 568 kEUR	05  
2018092 U	TEST PR	LX	Rüffer / LX LSG	Rüffer / LX LSG Unknown	TFM	210-01-01 Line Maintenance	0 kUSD 0 kCHF	00  
2018103	30TFM D-Checks 320	LHG	Rüffer / LX LSG LHG1	Rüffer / LX LSG Unknown	TFM	010-02-01 OEM Material (w/o alt. So...	1,014 kUSD 906 kEUR	00  
2018103	30TFM D-Checks 320	LHT	Rüffer / LX LSG TN		XX	010-02-01 OEM Material (w/o alt.	330 kUSD 295 kEUR	00  
2018107	New Office Building	LHT	Rüffer / LX LSG FPTM1	Hünsch / LHP HAMT/TS	REM		330 kUSD 295 kEUR	10  

Icons indicates  
group, participating  
or local projects

Financials are  
display in project  
and home currency

Traffic lights  
indicates status for  
Impact & Time

## Description

1. Fulltext **search** over all projects
2. Responsible **employee/buyer** or involved stakeholder
3. Select certain **workflow step** or choose “All open” (00..85)
4. Select certain **group company** or choose “All”
5. Pre-defined **filter profiles** for certain clusters – a second listbox will appear if more selections are possible

Note: The results are depending your role and the related rights!



# Procurement project – Project overview

## Defined updates, events and workflow signoffs trigger a notification email

### Roles and responsibilities

Workflow	Event/trigger/reason	BU/GCM contact	Requisit./ Stakeh.	Respons. Buyer	Local (SCM)	Approver	Controller (F/P)
00 Created	<ul style="list-style-type: none"> <li>Information about a new project</li> <li>Possibly buyer not assigned yet</li> </ul>	Yes	Yes				
00-70 Overall	<ul style="list-style-type: none"> <li>Every (!) update/change of responsibilities, e.g. buyer or requisitioner</li> </ul>		(Tbd.)	(Tbd.)			
20 Specification 60 Approval	<ul style="list-style-type: none"> <li>Request local approval by SCM, stakeholder/approver or controller</li> </ul>			Yes <sup>1)</sup>	Yes <sup>2)</sup>	Yes <sup>3)</sup>	Yes <sup>4)</sup>
20 Specification (Signoff)	<ul style="list-style-type: none"> <li>Inform team about exception or decisions within sourcing process, e.g. tender waiver or no sourcing team</li> </ul>				Yes (if needed)		
70 Handover (Signoff)	<ul style="list-style-type: none"> <li>Sourcing activity finished and project closed</li> </ul>		Yes	Yes			
95 Cancelled	<ul style="list-style-type: none"> <li>Inform team about cancellation of sourcing activity and project close</li> </ul>		Yes				

To be decided!

1) Buyer in group project when local signoffs completed 2) Local SCM in group project 3) Local approver, e.g. SCM (personal) or safety, crew (externa) 4) Financial or procurement controller

# Procurement project – Project dashboard

Dashboard offers specific views and analysis regarding the overall initiatives

Group Company  Master project  Status milestones

Employee  Filter profile

Refresh

Categories	Group Company	Proc. Plan	12 Months (final)	12 Months (appr.)	LPP/Savings											
Category/Workflow	00	05	10	20	30	40	50	55	60	70	75	80	85	Σ Total		
010-00-00 Technics																
010-01-00 Services & Maintenance	2 0 ■													2 0 ■		
010-01-01 Line Maintenance	3 200 ●		5 444 ●									1 218 ●		9 863 ●		
010-01-02 Base Maintenance	15 0 ■		13 131,519 ■	3 10,539 ▲	1 4,500 ●	4 0 ■	3 2,780 ■							39 149,338 ■		
010-01-03 Component Services	18 0 ■	4 0 ■	3 12,961 ■			1 0 ■	1 564 ●							27 13,525 ■		
010-01-04 Landing Gear Services	1 2,308 ●			6 1,208 ■		1 0 ▲								8 3,516 ■		
010-01-05 Engine Services	3 0 ■	7 0 ■	9 10,456 ■	2 5,235 ■	2 447,000 ■		1 567 ●							24 463,258 ■		
010-01-06 APU Services	1 0 ●	5 5 ■	2 811 ■	1 2 ●	1 0 ●									10 818 ■		

#### Detailed Info

2018532 Warranty Claim  
- Company LHT  
- TCV 9 kEUR / 10 kUSD  
- Savings 0 kEUR / 0 kUSD  
- Workflow 30  
- MTraffic 1

## Description

- Different views are available – mouseover for details and assigned projects for each cell
- Categories: Projects in workflow phases for each category
- Group company: Dito for responsible group companies
- Proc. Planning: Dito for the next ten year savings forecast
- 12 Months (final): Projects to complete within the next 12 months
- 12 Months (appr.): Projects to approve within the next 12 months
- LPP/Savings: Savings forecast for the next ten years

# The external „Procurement-Request-Form“ offers an easy and efficient ways to place the demand for the demand department and the stakeholder

The screenshot shows the 'buy:Process STAGING/TRAINING - Procurement Request Form' interface. The header includes the Lufthansa logo and a user profile icon. The form is divided into several sections: 'Language selection' with a dropdown set to 'English'; 'Your data as the requestioner' with fields for 'Group Company' (a dropdown), 'Requisitioner' (a dropdown), and 'Name', 'Department', 'Mail' (text boxes); 'Other stakeholder, controlling, legal ...' with three rows of 'Stakeholder' (1, 2, 3) each having 'Name', 'Department', and 'Mail' text boxes; 'Description of activity/task' with 'Project name' (text box), 'Project description' (text area with a plus icon), 'Main category' (dropdown), 'Purchasing type' (dropdown set to '1 New Contract'), 'Station (3LC)' (text box), 'Start date' and 'Final date' (text boxes with calendar icons), and 'Year of contract completion' (dropdown).

## Description

- The Procurement-Request-Form is available for all LHG employers via eBase and contains basic information about the new demand request
- The new sourcing initiative will directly be feed into buy:process, but will be marked as „not released“
- The demanding party will get a first response e-mail as an acknowledge
- After release of the sourcing initiative and the assignment of a buyer in charge he/she will get an update e-mail

# Supplier Master Data – Overview

## Suppliers have been imported from buy:IT masterdata

Search  Group Company  Status

Product / service portfolio  View profile  Filter profile

[Search](#) [New entry](#)

Comp.	No.	Supplier	City	Country	Consolidate	Res./LB	Cls/IE	SRM	SRM/Audit	St
	0080025407	(BOM) BLUE DART EXPRESS LIMITE...	MUMBAI	IN			C E			00
	0080025263	(GGN) BLUE DART EXPRESS	GURGAON	IN			C E			00
	0080025907	1133 MANHATTAN AVENUE LLC	BROOKLYN	US			C E			00
	0030132893	13 Photo AG	Zuerich	CH			C E			00
	0040129622	15below Limited	Brighton	GB			C E			00
	0080025640	1ALS GmbH	Alsbach-Hähnlei...	DE			C E			00
	0040129906	25 Repair Centre Ltd.	Lavant, Chiches...	GB			C E			00
	0030132725	25hours Hotel Zuerich West AG	Zuerich	CH			C E			00
	0040129820	2e Systems GmbH	Bad Soden	DE			C E			00
	0040129685	3 Points Aviation	Conception Bay ...	CA			C E			00
	0080025473	360 degrees Cupola GmbH	Berlin	DE			C E			00
	0080025433	365 Digital Publishing, a divi...	Woodstock,Clare...	ZA			C E			00
	0080026256	42nd Street Hotel, LLC	New York	US			C E			00
	0040129603	4C GROUP AG	München	DE			C E			00
	0080026317	4nove Pte Ltd	SINGAPORE	SG			C E			00
	0080026007	A G International	NEW DEL HI	IN			C E			00

### Description

- You will find all imported and manually created supplier in supplier masterdata
- Any changes or correction of typos can be done here
- Note: New – manually created – supplier will also be available in this list – supplier no. starts with 9xxxxxxxx
- Note: Changes here will not have any effect on other tools

# Supplier Master Data – General Data

## Also the new inserted supplier are stored here

Group Company  Supplier no. 0040129906 name 25 Repair Centre Ltd.

Responsible/Lead Buyer  Consolidate to supplier  Status 00 Open/created

**Address data**

Street

City-Code

City

Country

Web address

**Contact person**

Appellation

Contactperson Name

First name

Mail address

Language

**Further IDs/assignments**

Internal/ext. Supplier

External number (e.g. DUNS)

External name

Group assignment 1..5

Group 2

Group 3

Group 4

**Comments**

Comments

### Description

- You will find all imported and manually created supplier in supplier masterdata
- Any changes or correction of typos can be done here
- Note: New – manually created – supplier will also be available in this list – supplier no. starts with 9xxxxxxx
- Note: Changes here will not have any effect on other tools



Live demo based on defined use cases

# Agenda

Introduction and learning targets

What buy:process is all about

Source-to-Contract process

buy:process at a glance

**Live demo based on defined use cases**

Go-Live timeline, organizational matters and questions

# Now we will prove and discuss the three fundamental use-cases in detail ...

## Fundamental tool's use-cases

1

### **Local buy** (below threshold)

- Smaller or delegated sourcing activities, due to low purchasing volume or operating model
- Local SCM is responsible
- Only local governance is applicable
- Due to lower volume no or minor approvals needed
- Buyers are able to decide themselves on all aspects w/o releases by procurement superiors
- Complexity of process low
- Complexity of collaboration low

2

### **Local buy** (with local approvals)

- Delegated sourcing activities, due to operating model
- Local SCM is responsible
- Only local governance is applicable
- 1..n approvals by local mgmt. needed
- Releases by procurement superiors are needed for some/all decisions on sourcing aspects of buyers
- Complexity of process middle
- Complexity of collaboration low/middle

3

### **Group project** (with 1 ... m participating BU)

- Group wide sourcing activities, due to high volume, bundling opportunities or complexity
- Cluster/Category Mgr. is responsible
- 1..m local (different!) governances have to be considered
- 1..n approvals by 1..m local BU are needed and have to be coordinated in common with the local SCM
- Releases by GCM are needed for some/all decisions on sourcing aspects of CM
- Complexity of process high
- Complexity of collaboration high



# Please use our “Training System” for walk through and live demo ...

Access to training system

## Access data

<http://staging.procurementsuite.de>  
(only for TRAINING!)



Account:  
LHG



Choose the right user for the case:

- Buyer: LHP, LHT, LX, OS, LGBS ...
- Manager: LHPMgmt, LHTMgmt, LXMgmt, OSMgmt ...
- Controller: LHPCont, LHTCont, LXCont, OSCont ...



Password for all user:  
training



Please choose your language ...

Login

LHG

YPEF

Get new?

English

Login

[Imprint/Impressum](#) | [Data privacy/Datenschutz](#)

# Group exercise 1:

## Local demand, below threshold (30 k€)

### Exercise 1

**Please form groups of 2-3 and step together through the workflow:**

- Local demand
- Below any threshold (30 k€)
- No special workflow aspects (like no-tender or no-sourcing team)
- Insert savings for 2 years (no benefitting company, only cost reduction)



40 Min.

1

**Local buy**  
(below threshold)

2

**Local buy**  
(with local approvals)

3

**Group project**  
(with 1 ... m participating BU)

# Group exercise 2:

## Local demand, but above threshold (appr. 300 k\$)

### Exercise 2

**Please form groups of 2-3 and step together through the workflow:**

- Local demand above threshold (appr. 300 k\$, project currency USD)
- Without RFX → Select manager for release
- Savings with 2 benefitting companies (where applicable) and with 2 year of savings
- Type in new supplier
- Use mandatory approval gates for your BU



40 Min.

**1**

**Local buy**  
(below threshold)

**2**

**Local buy**  
(with local approvals)

**3**

**Group project**  
(with 1 ... m participating BU)

# Group exercise 3:

## Group project - above threshold (appr. 600 k€)

### Exercise 3

**Please form groups of 2-3 and step together through the workflow:**

- Group project above threshold (appr. 600 k€) for Cluster TEC
- For 2 BU as local demand → Manage project also on local level as a SCM:
  - LX 400 k€
  - LHT 200 k€
- 2 years of savings
- Type in new and existing supplier
- Use mandatory approval gates for cluster (LHG) and participating BU (LX, LHT)



40 Min.

**1**

**Local buy**  
(below threshold)

**2**

**Local buy**  
(with local approvals)

**3**

**Group project**  
(with 1 ... m participating BU)



Go-Live timeline, organizational matters and questions

# Agenda

Introduction and learning targets

What buy:process is all about

Source-to-Contract process

buy:process at a glance

Live demo based on defined use cases

**Go-Live timeline, organizational matters and questions**

# Organizational matters (1/2)

## **When do I have access?**

The TRAINING system is available if you use the training logins.

## **Where can I get my password for TEST system?**

Please request access to the system via Hendrik Spitzl.

There is no special password - Login works with your ebase password.

## **When do I have to enter my procurement projects here?**

From 24<sup>th</sup> of April for the Cluster TEC (incl. all Group Companies) and all categories that have used buy:process actively in the past in the old organisational setup (e.g. TFM, LX ...).

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# Organizational matters (2/2)

## **Do I have to register all projects or only from xxx/above yyy ...?**

Generally, all projects should be entered in buy:process.

## **What do I have to do when changing the job?**

Make sure that you allocate all your active projects to a remaining purchaser in the system.

Your AD will automatically locked after leaving.

You can request that your personal data is deleted (Data protection law)

## **Who is Key-User in my BU / Cluster? Responsible for?**

Manuel Huensch and Hendrik Spitzl are the coordinators in the Cluster TEC.

## **Who do I contact for technical problems?**

Request can be pleased directly to Hendrik Spitzl, Manuel Hünsch.

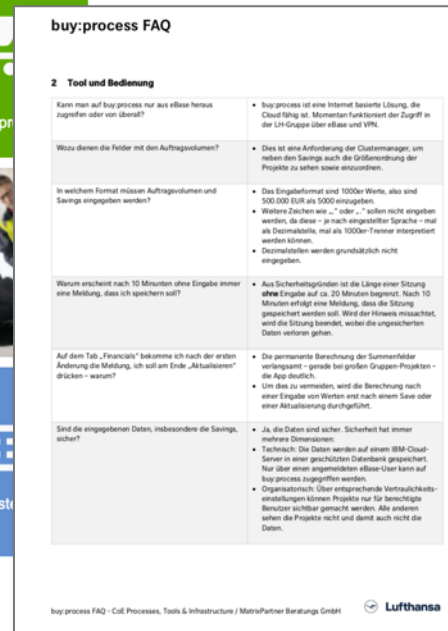
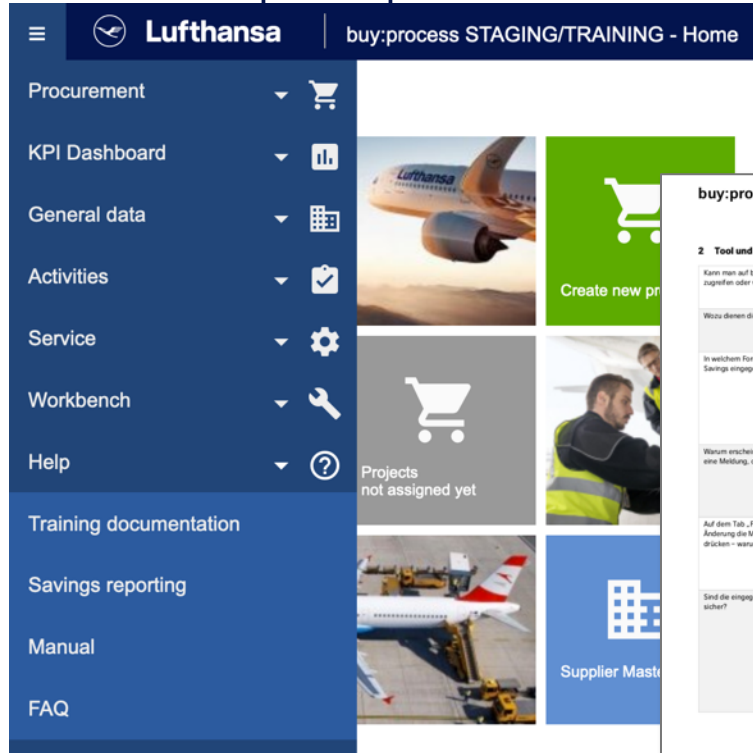
In the near future 1st level in KRK will be available.

## **What will happen with my projects in p/project?**

All projects will be imported until end of April.



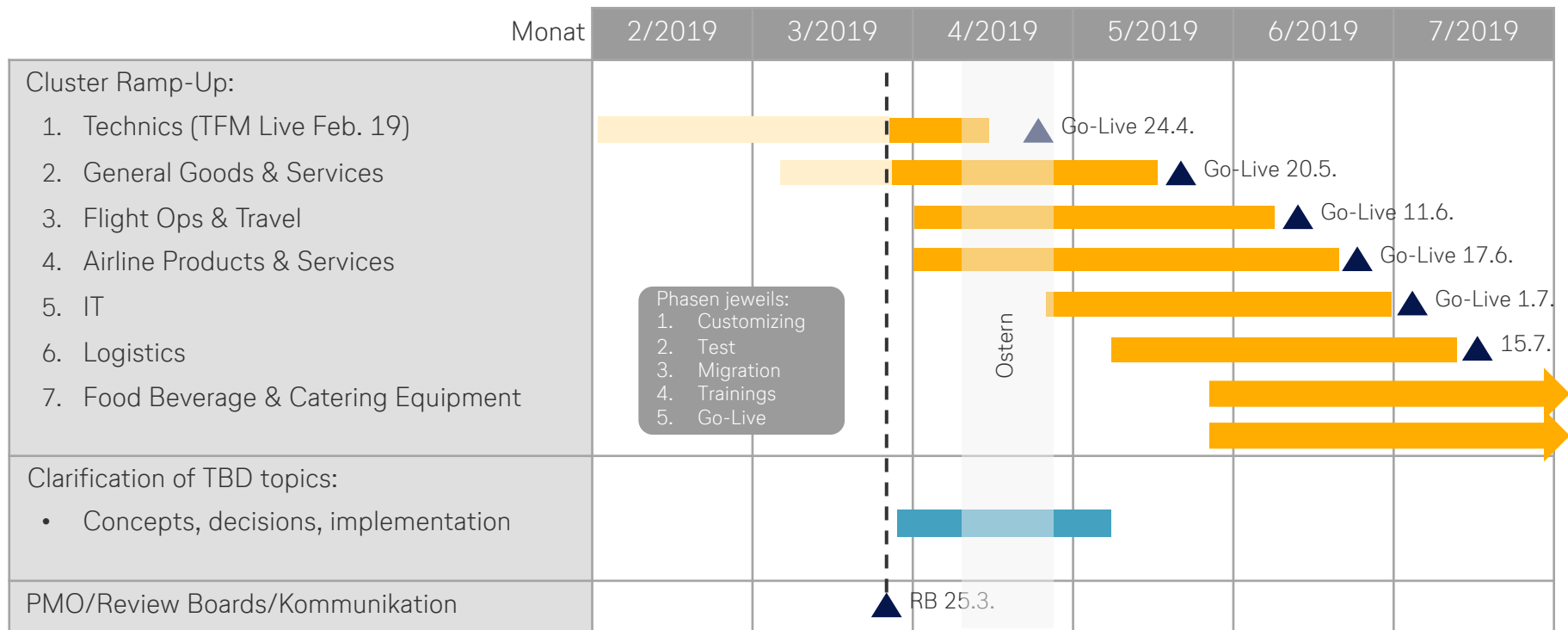
You will find this document updated and additional info documents in the menu's help chapter ....



## Description

- **Trainings documentation:**  
This document as the last updated version
- **Savings reporting:**  
Additional information regarding Savings reporting and Tracker
- **Manual:**  
Short user manual (out dated)
- **FAQ:**  
Collection of Frequently-Ask-Questions as last updated version

# Roadmap for buy:process rollout in 2019



Quelle: Projektteam buy:process

# What are the most important “take-ways” for you out of this training ...?

## Key-Take-Aways



buy:process supports and consolidates **all sourcing activities** within the entire LH Group.



The usage of the **S2C process** and the underlying workflow ensures transparency and same approach for all sourcing activities – regardless these are **local** or **group wide**



The **local governance** and **guidelines/compliance** have to be considered – approval and release **workflows incorporates** requirements of procurement, stakeholders as well as internal revision



Necessity for clear assignment of **responsibilities** according matrix organisation, strengthen of **group-wide collaboration** and enhanced **communication** will be supported



Different levels of **user-help-desk** and **-support** will help you to integrate buy:process into **your daily sourcing activities** easily and work together with your group colleagues in a smarter way ...