SRM Support Guide

### **Document Control Information**

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### 1. Overview

The purpose of this document is to demonstrate to the reader how to use and support the SRM software.

#### Administrative Tasks

Shopping cart ownership transfer process

**Scenario 1:** A specified shopping cart is needed to be transferred to another user.

Step 1: Open the shopping cart and locate in the ticket the creation date and company code.

If multiple shopping carts are present, the carts can be entered as input in report t-code: ZSRM\_APPROVALCOMP (compliance report).

Number 1000023700	Document Name Skintimate 2014 Digital Media Buy	Status Approved Created On 04/21/2014 08:35:29 Created By Ms. Anne Eddinger
▼ General Data		
Buy on Behalf of:	9000091472 Anne Eddinger	Approval Note
Name of shopping cart:	Skintimate 2014 Digital Media Buy	 Add Comment
Team Shopping Cart:	<ul> <li>Make available to my purchasing substitutes</li> </ul>	<span calibri","sans-<="" style="font-&lt;/th&gt;&lt;/tr&gt;&lt;tr&gt;&lt;th&gt;Approval Process:&lt;/th&gt;&lt;th&gt;Display / Edit Agents&lt;/th&gt;&lt;th&gt;family:" th=""></span>
Budget:	Display	
Document Changes:	Display	

Figure 1: Shopping Cart

Approval compliance report	
•	
Purchase Order     to       Shopping Cart Number     to       Creation date     to	
🖻 Multiple Selection for Shopping Cart Number	
Select Single Values Select Ranges Exclude Single Values Exclude Ranges	
O. Single value 1000023700 1000023363	



Approval compliance report											
3145	🕄   各 🔻 下   🕼   🔮 🖾 🔢 🖽 🖽 🍜										
PO#	BACKENDSYS	SC#	Creation date	Description	COMP CODE						
94000024	PRDCLNT400	1000023363	04/16/2014	Women's 16-24 Cross Brand Media Buy	1000						
94000025	PRDCLNT400	1000023700	04/21/2014	Skintimate 2014 Digital Media Buy	1000						
			$\square$								

#### Figure 3: Creation Date

- Step 2: In the SRM backend, run the t-code: ZMM\_CHANGE\_OWNERSHIP
- Step 3: Enter the original shopping carts owner's User ID in the shopping cart Owner ID box.
- Step 4: Enter the substituting shopping carts owner's User ID in the Team Substitute ID box.
- Step 5: Enter the company code.
- Step 6: In SC Creation Date, enter a range date beginning 1 or 2 days prior to the shopping cart's creation date and a date 1 or 2 days after.
- Step 7: Select "ALL" in the Item Status scroll down.
- Step 8: Select the clock face with the green checkmark in the upper left-hand-corner to execute the report.

Shopping Cart Ownership	Change		
•			
SC Owner ID	EDDINGAN	]	
Team Substitute ID	CUCCAROA	]	
Company Code	1000	🖻	
SC creation Date	04/19/2014	to 04/22/2014 🗇 🗭	
Item Status	ALL	<b>•</b>	

#### Figure 4: Shopping Cart Ownership Change

Step 9: System will display the shopping cart number which is being transferred.

Step 10: Select the checkbox and click



Select Team s	shopping carts		×
SC number	Owner	Creation Date	
1000023700	EDDINGAN	04/21/2014	
(		r a 7 H	B7m×

Figure 5: Select Team Shopping Carts

Step 11: Once you select the checkbox you will receive the below notification that substitute is created and purchase order is updated.



Figure 6: Shopping Cart Ownership Change



#### Figure 7: SC Visibility after SC Ownership Transfer document

- **Scenario 2:** User wants all open purchasing orders to be transferred from one user to another user.
- Step 12: Access PPOMA\_BBP and check which backend system is assigned to the user. For example: Ann Eddinger (EDDINGAN) belongs to OTC (PRDCLNT400)

	14 + 3 Monuns					
B □ □ # ₽ . □ .   ▲	. <b>▼</b>   <b>點</b>   [	3 (11) (12) (12) (12) (12) (12) (12) (12)		Ĩ₽ Į		
Organizational Assignment	Code	ID	Business	User ID	Valid from	Valid t
Anne Eddinger	Eddinger	US EDDINGAN			01/01/1900	Unlimite
Anne Eddinger	EDDINGER	CP 50002883	9000091472	2 EDDINGAN	09/23/2013	Unlimite
🕨 🔒 Anne Eddinger	EDDINGAN	S 50002882			09/23/2013	Unlimite
	Details for	Position Anne Edd	dinger			
🖋 Basic Data 🛛 Attrib. Inheritan	ce Attribute	es / Extended A	ttributes	Responsibility	Function	
Product Categories     PO Value     Locations     Storage L      Product Categories						
_			-	Destist	Taba FII	
* To Pro	duct Category	Src. System		t Deactivate	Inhe 11	

Figure 8: Product Categories

Step 13: Go to OTC backend system and check the list of purchase orders created by the user in table EKKO.

For example using doc type ZSCM & ZCMO and created by User ID (EDDINGAN). The report can be exported as excel file.

Data Browser: Table EKKO	: Selection Scre	en	
🕒 🚸 📑 🖪 🏠 Number of Entries			
Purchasing Doc.		to	2
Company Code		to	<b>P</b>
Doc. Category		to	2
Document Type	ZSCM	to	2
Created on		to	<b>P</b>
Created by	EDDINGAN	to	<b>P</b>
Vendor		to	<b>-</b>
Payt Terms		to	<b>P</b>



D	Data Browser: Table EKKO Select Entries 10														
sc	♪ 🕄 🛐 Check Table   🛃 🗟   🐣 🛜 🍞 🔽   🕼   🚚 🧏 🖓 🔯   🎛 🖽 🖽 🖽														
B	Cl.	Purch.Doc.	CoCd	С	Туре	Ctl	D	S	Created on	Created by	ItInt	LItem	Vendor	Language	Pay
	400 🗗	9400000762	1000	F	ZSCM			9	12/11/2013	EDDINGAN	10	10	0000100624	E	AE3
	400	9400000825	1000	F	ZSCM			9	12/16/2013	EDDINGAN	10	10	0000056025	E	AE2
	400	9400000954	1000	F	ZSCM			9	01/02/2014	EDDINGAN	10	10	0000076033	E	AN1
	400	9400001141	1000	F	ZSCM			9	01/14/2014	EDDINGAN	10	10	0000081770	E	AN1
	400	9400002005	1000	F	ZSCM			9	03/17/2014	EDDINGAN	10	20	0000100624	E	AE3
	400	9400002006	1000	F	ZSCM			9	03/17/2014	EDDINGAN	10	20	0000100624	E	AE3
	400	9400002023	1000	F	ZSCM			9	03/18/2014	EDDINGAN	10	10	0000100624	E	AE3
	400	9400002461	1000	F	ZSCM			9	04/17/2014	EDDINGAN	10	10	0000070508	E	AE3
	400	9400002501	1000	F	ZSCM			9	04/21/2014	EDDINGAN	10	10	0000100624	E	AE3
	400	9400002549	1000	F	ZSCM			9	04/22/2014	EDDINGAN	10	10	0000070508	E	AN1

#### Figure 10: Data Browser Table EKKO Select Entries 10

- Step 14: In SRM page "se16" table EKET, enter the purchase orders.
- Step 15: Export the Scheduled Quantity and the Delivered Quantity to excel and calculate the difference between scheduled quantity (PO quantity) and the delivered quantity (G.R/ confirmed quantity). The POs, which has the difference in 'Open quantity' will be taken into consideration for shopping cart transfer ownership process.

	Data Browser: Table EKET Select Entries 12										
66	🗞 🕄 🛐 Check Table   📑 📑   🖴 📅 🍒   🕼   🚚 🖑 📴 📅   🌐 🖷 🌐										
_											
	ci	Purch.Doc.	Item	Schd.	Deliv. Date	StatDelD	C	Scheduled Qty	Qty Delivered	Issued Quantity	Time
4	100 æ	9400000762	10	1	12/09/2013	12/09/2013	1	347,050.000	320,322.36	0.000	00:00:00
4	100	9400000825	10	1	12/18/2013	12/18/2013	1	3,700.000	3,700.000	0.000	00:00:00
4	100	9400000954	10	1	01/06/2014	01/06/2014	1	3,323.000	3,272.340	0.000	00:00:00
4	100	9400001141	10	1	03/31/2014	03/31/2014	1	11,696.000	11,696.000	0.000	00:00:00
4	100	9400002005	10	1	03/17/2014	03/17/2014	1	1.000	3.000	0.000	00:00:00
4	100	9400002005	20	1	03/17/2014	03/17/2014	1	1.000	1.000	0.000	00:00:00
4	100	9400002006	10	1	03/17/2014	03/17/2014	1	1.000	1.000	0.000	00:00:00
4	100	9400002006	20	1	03/17/2014	03/17/2014	1	1.000	1.000	0.000	00:00:00
4	100	9400002023	10	1	03/17/2014	03/17/2014	1	1.000	1.000	0.000	00:00:00
4	100	9400002461	10	1	06/30/2014	06/30/2014	1	350,529.000	0.000	0.000	00:00:00
4	100	9400002501	10	1	09/30/2014	09/30/2014	1	240,551.000	240,551.00	0.000	00:00:00
4	100	9400002549	10	1	09/30/2014	09/30/2014	1	288,900.000	276,058.82	0.000	00:00:00

Figure 11: Data Browser Table EKET Select Entries 12

LOOKUP - C X V fx =F2-G2								
	Α	В	С	D	E	F	G	Н
1	CI.	Purch.Doc.	Item	Deliv. Date	StatDelD	Scheduled Qty	Qty Delivered	Open PO qty
2	400	9400000762	00010	12/09/2013	12/09/2013	347,050.000	320,322.360	=F2-G2
3	400	9400000825	00010	12/18/2013	12/18/2013	3,700.000	3,700.000	Ī
4	400	9400000954	00010	01/06/2014	01/06/2014	3,323.000	3,272.340	
5	400	9400001141	00010	03/31/2014	03/31/2014	11,696.000	11,696.000	
6	400	9400002005	00010	03/17/2014	03/17/2014	1.000	3.000	
7	400	9400002005	00020	03/17/2014	03/17/2014	1.000	1.000	
8	400	9400002006	00010	03/17/2014	03/17/2014	1.000	1.000	
9	400	9400002006	00020	03/17/2014	03/17/2014	1.000	1.000	
10	400	9400002023	00010	03/17/2014	03/17/2014	1.000	1.000	
11	400	9400002461	00010	06/30/2014	06/30/2014	350,529.000	0.000	
12	400	9400002501	00010	09/30/2014	09/30/2014	240,551.000	240,551.000	
13	400	9400002549	00010	09/30/2014	09/30/2014	1,288,900.000	276,058.820	

#### Figure 12: Purchasing Document Table (1)

Step 16: Rows highlighted in red, as shown below, have to be taken into consideration for shopping cart transfer ownership processes.

Α	В	С	D	E	F	G	Н
CI.	Purch.Doc.	Item	Deliv. Date	StatDelD	Scheduled Qty	Qty Delivered	Open PO qty
400	9400000762	00010	12/09/2013	12/09/2013	347,050.000	320,322.360	26,727.640
400	9400000825	00010	12/18/2013	12/18/2013	3,700.000	3,700.000	0.000
400	9400000954	00010	01/06/2014	01/06/2014	3,323.000	3,272.340	50.660
400	9400001141	00010	03/31/2014	03/31/2014	11,696.000	11,696.000	0.000
400	9400002005	00020	03/17/2014	03/17/2014	1.000	1.000	0.000
400	9400002006	00010	03/17/2014	03/17/2014	1.000	1.000	0.000
400	9400002006	00020	03/17/2014	03/17/2014	1.000	1.000	0.000
400	9400002023	00010	03/17/2014	03/17/2014	1.000	1.000	0.000
400	9400002461	00010	06/30/2014	06/30/2014	350,529.000	0.000	350,529.000
400	9400002501	00010	09/30/2014	09/30/2014	240,551.000	240,551.000	0.000
400	9400002549	00010	09/30/2014	09/30/2014	1,288,900.000	276,058.820	1,012,841.180

#### Figure 13: Purchasing Document Table (2)

Step 17: Multiple purchase orders can be entered into the t-code: ZSRM\_APPROVALCOMP (COMPLIANCE REPORT). The shopping cart Creation Date and Company Code appears as output. See Figure 15.

Approval compliance report						
Φ						
🔄 Multiple Selection for Purcha	ase Order			×		
F						
Select Single Values (4)	Select Ranges	Exclude Single Value	s Exclude Ranges			
		FTT				
0. Single value 9400000762						
940000954						
9400002461						
9400002549						
		-				
		4 1				
F			٦			
L						

Figure 14: Select Single Values (4)

Approv	Approval compliance report							
					$\frown$			
PO#	BACKENDSYS	SC#	Created By	BUYONBEHAF	Creation date	Description	COMP CODE	
94000007	PRDCLNT400	1000008743	EDDINGAN	EDDINGAN	12/09/2013	EDDINGAN 12/09/2013 13:40	1000	
94000009	PRDCLNT400	1000008746	EDDINGAN	EDDINGAN	12/09/2013	Keno BzzAgent Skintimate coupon Printing	1000	
94000024	PRDCLNT400	1000023363	EDDINGAN	EDDINGAN	04/16/2014	Women's 16-24 Cross Brand Media Buy	1000	
94000025	PRDCLNT400	1000023700	EDDINGAN	EDDINGAN	04/21/2014	Skintimate 2014 Digital Media Buy	1000	
	1							
					$\smile$	/		

Figure 15: Approval Compliance Report Purchase Order and Creation Date

- Step 18: Open t-code ZMM\_CHANGE\_OWNERSHIP and begin transferring the shopping cart ownerships one-at-a-time.
- Step 19: Enter the original shopping cart User ID in Shopping Cart Owner ID field and the person to who the ownership is to be transferred in the 'Team Substitute ID' field.
- Step 20: Enter the company code in SC Creation Date. Enter a range from 1 or 2 days prior to the SC Creation Date and 1 or 2 days after the creation date. Select ALL in the Item Status drop down. Select the clock with the green check mark in the upper right-hand-corner.

Shopping Cart Ownership Change						
⊕						
SC Owner ID	EDDINGAN					
Team Substitute ID	CUCCAROA					
Company Code	1000	2				
SC creation Date	04/19/2014	to	04/22/2014	<b>P</b>		
Item Status	ALL	•				

#### Figure 16: Shopping Cart Ownership Change (1)

- Step 21: System will display the shopping cart ownership number which is to be transferred.
- Step 22: Select the checkbox and click

🖻 Select Team shopping carts						
			.			
SC number	Owner	Creation Date				
1000023700	EDDINGAN	04/21/2014				
		ra 7 H	Bem ×			

Figure 17: Select Team Shopping Cart

After the checkbox is selected you will receive the below notification that the Substitute is created and the Purchase Order is updated.





Step 23: Inform the concerned user to check the shopping cart in the Team Cart tab and create the confirmation.

### 2. Granting Additional Access via Attributes (PPOMA\_BBP)

Step 24: Use transaction PPOMA\_BBP in SRM to add or modify access for a SRM user. This document will show you how to add or modify the user's access to ECC systems, locations, product categories, company codes, SRM doc types, and account assignment categories. Initial PPOMA\_BBP screen will look like this:

General Attributes (EBP) C	Change					
9						
Image: Section 2       Find by          ← Organizational unit           ▲ Position	Image: Second	L3 + 3 Months	D Busin	ess Pa User ID	Valid from 01/01/1900	Va
Gentral person	Janice Woessner	WOESSNER		91698 WOESSNJ	09/23/2013	Unli
User	B Janice Woessner	WOESSNJ	S 50003334		09/23/2013	Unli
M Structure Search      Structure Search      Structure Search      Hit list      Evistence User      Janice Woessner      Woessner						
	8	Details for Pos	sition Janice Woessner			
	Basic Data Attrib. Inheritance	Attributes Exte	ended Attributes Respor	sibility Function		
	All Attributes	BBA	7 H K T. D(	, 🔄 , 🖷 ,		
	Attribute	Attribute ID V	alue	Source System Excluded	Default Inheri	
			c	0		
	Account assignment category				<b>V</b>	
		KNT G	iL			<b>^</b>
	Account assignment category	KNT G	iL )R			
	Account assignment category Account assignment category	KNT G	R			
	Account assignment category Account assignment category Account assignment category	KNT G KNT O KNT S	R	Ū [		

Figure 19: General Attributes (EBP) Change

Step 25: First, locate the user. Select User and enter the user name.

Step 26: In the Search Term (left-hand-side of screen), enter the first few letters of user's last name and select the Find button.

General Attributes (EBP) Change						
W						
🔄 Find User	×					
With name	THI*					
Assisted						
Assigned	d					
to	<b>`</b>					
Object						
	Find 🛃 Add 💥					

Figure 20: General attributes (EBP) Change Find User (1)

Step 27: Select the user name from the list that appears, as shown below, on the lefthand-side of the screen by double clicking on the user name.

💌 🋂 Use	<ul> <li>User</li> </ul>								
· 🕅	• 🛗 Search Term								
· 🛍	• 📕 Structure Search								
	]   🛗 🔛								
Hit list									
Existence	User	Code							
	Prof. Ellen THIBOEF	THIBOEF							
	Debbie Thierwechter	Thierwechter							
	Nicole Thimke	Thimke							

Figure 21: Search term

Step 28: Once you double click on the user's name, the following screen will appear (see figure 22).

General Attributes (EBP) Ch	ange						
<i>*P</i>							
Find by         • Organizational unit         • @ Position         • @ Central person         • @ Search Term         • @ Search Term         • @ Structure Search         • @ Structur	Image: Second	3 + 3 Months Code Thimke Nicole	ID         ID           US         THIMKENR           CP 50001709         S           S 50001708         S	9000090897	. User ID THIMKEN	Valid from 01/01/1900 R 09/21/2013 09/21/2013	Unlin
	2	Details for	User Nicole Thimke				
	Pasic Data User Details Check	<					
	Full Name Nicole Thimke User THIMKENR Position assignment 12/19/2013 Icon Existence Position Job Organizationa	l unit Percentage	Valid from Valid to		Valid On [ No perio	12/19/2013 ds	

#### Figure 22: General attributes (EBP) Change (3)

Once the user's record has been accessed you will need to maintain additional access.

Step 29: Double click on the person's name beside the people icon.



Figure 23: Users Record

The user's details will now be displayed in various tabs at the bottom section of the screen.

General Attributes (EBP) Ch	ange						
19							
[← - →   ₩ 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		013 + 3 Months -   品   日 間					
Organizational unit	Organizational Assignment	Code	ID	Business Pa	User ID	Valid from	Val
Position	<ul> <li>Micole Thimke</li> </ul>	Thimke	US THIMKENR			01/01/1900	Unli
Central person	<ul> <li>Micole Thimke</li> </ul>	Nicole	CP 50001709	9000090897	THIMKENR	09/21/2013	Unli
▼ 🔂 User	Nicole Thimke	THIMKENR	S 50001708			09/21/2013	Unli
• 🛗 Search Term							
Structure Search							
Hit list							
Existence User Code							
Prof. Ellen THIB THIBOEF							
Debbie Thierwe Thierwec							
Nicole Thimke Thimke							
	Ъ	Details for F	etails for Position Nicole Thimke				
	✓ Basic Data Attrib. Inheritance	Attributes Ext	ended Attributes	Responsibility	Function		
	Position THIMKENR I	licole Thimke			<b>PP</b>		
		lot assigned		v		9/2013	
	Head of own organizational unit	tor assigned			No periods	572020	
			Description		, no periodo		
	Holder		· · _	General description		-	
	Icon Holder Percentage Assigner					-	
	WE NICOLE I NIMKE 0.00 09/21/2	013 Unlimited			2 2		
		4 1					
		• •					

Figure 24: General Attributes (EBP) Change (4)

- Step 30: Select the "Extended Attributes" tab, additional locations and product categories are added here.
- Step 31: Select the Locations button in the upper right-hand-corner and enter the plant and system to add and modify locations.
- Step 32: Select Enter.

Product Categories       PO Value Limits         Locations       Storage Locations									
F	Pints								
	Partner ID	PInt	Comp	Description	Src. System	Default	Deactivate	Inhe 🛅	
	9000090543	781	1000	Energizer Battery Mfg., Inc.	GEMS Produc 👻	<b>v</b>			
C		U800			WP1 Product 🗸				
					•				
					-				
					•				

#### Figure 25: Select Extended Attributes Tab

Adding/Modifying Product Categories

Step 33: Select the Product Categories button to access the Product Categories screen. For new product categories, enter product category (either \* or particular categories).

Product Categories     Locations	<ul> <li>PO Value Limits</li> <li>Storage Locations</li> </ul>					H
Product Categories						
Product Category	To Product Category	Src. System	Default	Deactivate	Inhertd	
*		GEMS Produc 🔻			<b>v</b>	
<b>*</b>		WLPR2_400 W 🔻				
		•				
		-				
		-				-

#### Figure 26: Adding Modifying Product Categories

Step 34: Check that the user has access in the correct company codes. You don't always need to add new company codes when you add locations. New company codes might need to be added if the system is new to the user, or the user needs a location added with a different company code.

#### Adding/Modifying Company Codes

Step 35: Select the Attributes tab and select the Chg. Attribute icon. A list of items, which can be changed, will appear.

2		Details for	Position Nicole Thimke				Details for Position Nicole Thimke										
	Sasic Data Attrib. Inheritance Attributes Extended Attributes Responsibility Function																
	<u> Overview</u> / Chg. Attribute		7887.2 <b>0</b>	. 🔄 . 🖽 .													
	All Attributes																
	Attribute	Attribute ID	Value	Source System	Exclud	Default	Inhe										
	Account assignment category	KNT	CC	Ē		<b>v</b>	5										
	Account assignment category	KNT	GL	1			5										
	Account assignment category	KNT	OR	Ē			5										
	Account assignment category	KNT	WBS	Ē			5										
	Accounting System for Vendor	VENDOR_ACS	GP1CLNT075	Ē			5										
	Approver for Value Limit	SLAPPROVER		Ē													
		4.4.07				0											

#### Figure 27: Details for Position

Step 36: Select company code from the list. Select the Insert Line icon (shown in the figure below). This will insert a line which can populated with the new company code information.

/	Sasic Data Attrib. Inheritance Attributes Extended Attributes Responsibility Function											
	<u>A</u>											
	🔏 Overview 🖉 Company Code 🖌 🚰 🛃 🛃 🚍 🖓 🕼 🔀 🌾 🗳 🖓 🖓 🖉											
	All Value	S			$\bigcirc$							
B	CoCode	Source System	Exclud	Default	Inherit							
1	5000	WLPR2_400 🖺										
	1000	GP1CLNT075										

#### Figure 28: Insert Line Icon

Step 37: Ensure the user has access to all the SRM doc types needed in each system.

#### Adding/Modifying SRM Doc types

- Step 38: Select the Chg. Attribute icon. It now says Company Code.
- Step 39: To get your drop down list select Document Type in R/3 System.
- Step 40: Select the Insert Line icon twice and enter the types of documents needed.

	Basic Data Attrib. Inheritance Attributes Extended Attributes Responsibility Function											
	🔏 Overview 🖉 Document Type in R/3 System 🖌 🖆 📑 🖶 🚍 🎒 🔛 🛐 🗋 💭											
	All Value					0						
B	Туре	Source System	Exclud	Default	Inherit							
1	ZSCM	WLPR2_400										
	ZCMO	GP1CLNT075										
	ZCMO	WLPR2_400										
	ZSCM	GP1CLNT075										

Figure 29: Adding/Modifying SRM Doc types

This page allows the user to modify account assignment categories that are supposed to be available, but not listed.

Adding/Modifying Account Assignment Category (If required)

Step 41: Select the Chg. Attribute icon. Select the Account Assignment Category button. This will allow you to add additional categories as needed.

ľ	<u>`</u>					Details	s for Position Nicole Thimk	e					
	Sasic Data Attrib. Inheritance Attributes Extended Attributes												
Γ													
	🖉 Overview 🖉 Account assignment category 🖌 🚰 🛃 🛃 🖶 😭												
		All Value	es										
	B	А	Excluded	Default	Inherited								
		CC		<b>v</b>	<b>V</b>								
		GL		<b>V</b>									
	OR 🗌		<b>V</b>										
		WBS			1								

#### Figure 30: Details for Position overview and Account Assignment Category

Step 42: Select Save to record the changes for the SRM user.

### 3. Transferring Vendor from ECC to SRM

Step 43: Use the transaction code BBPGETVD and enter the data shown below. Select the Start Transfer button.

- System: Backend system being replicated from
- Supplier: Vendor number from the backend system
- Purchasing Organization: Appropriate purchasing organization for the vendor from which to replicate

• Object ID: 50000645

Transfer Supplier Master Records							
System PRDCLNT400							
Limit Supplier Selection Supplier From 103839 To Purchasing Organization From pool To							
Transfer Purely Credit-Side Supplier as Invoicing Party							
Without Reference to Backend Purchasing Org.							
Transfer Information Number (LFA1-KRAUS) from Dun & Bradstreet							
Take Uniform Resource Location (LFA1-LFURL) as E-Mail							
Address Comparison to Identify Duplicates							
Only Transfer Suppliers for the Following Roles							
Organizational Object for Supplier							
Object ID 50000645							
<ul> <li>Internal Number Assignment Only</li> <li>Only Transfer R/3 Numbers</li> <li>If R/3 Number Assignment is not Possible: Internal Number Assignmnt</li> </ul>							
Start Transfer Cancel							

Figure 31: Transfer Supplier Master Records

### 4. Forwarding Work Items to Other Users

To forward work items for other users you will use a two-step process.

Step 44: Use transaction SWI6 and enter data shown below:

- BO BOR Object Type
- Bus Type BUS2121
- Key = SC number
- Selection Variant (all instances)
- Selection Period (all)

Display Workflows: Select an Object										
\$										
		Enter 'BU	S2121'							
Object Type Category	BO BOR Obje	ect Type		Enter object key as						
Object Type	BUS2121	EC Requirement Covera		SC#						
Кеу	1000050415									
	Ente	er Object Key								
Selection variant	0 All Instance	25	~	•						
Task		D	~							
Task group		đ	Enter	'All instances						
Component		Þ								
Selection Period	005 All	Enter 'All'								

#### Figure 32: Display Workflows: Select an Object

Step 45: Once the workflow is displayed, select the Display Workflow button.

Data on Linked Workflows				
Choose a workflow:				
Title	Creation Da	Creation	Status	Task
SRM Approval Process for Document ID 1000050415 (GUID: 0	11/06/2014	12:29:46	In Process	Main SRM Approval Process Template

Figure 33: Data on Linked Workflows

Workflow Log									
😵 View: WF Chronicle 🖉 View: Workflow Agents 📝 🛃 View: Workflow Objects									
Workflow and task	Details	Graphic	Agent	Status	Result	Date	Time	Work item ID	
▼ SRM Approval Process for Document ID 100005		<b>H</b>		In Process	Workflow started	12/09/	14:44	000001186813	
Bind Process		<b>H</b>		Completed	Process Instance Ini	12/09/	14:44	000001186814	
<ul> <li>Approval Loop</li> </ul>		<b>H</b>		In Process		12/09/	14:44	000001186815	
<ul> <li>ParForEach Decision Set</li> </ul>		<b>H</b>		In Process		12/09/	14:44	000001186831	
<ul> <li>Completion Sub-Workflow</li> </ul>		<b>H</b>		In Process		12/09/	14:44	000001186832	
<ul> <li>Approve Shopping Cart 1000053</li> </ul>		<b>H</b>	<b>6</b> 0	Ready		12/09/	14:44	000001186834	

#### Figure 34: Workflow Log

Step 46: If the Work Item ID is not displayed, go to Extras -> Show IDs.

Using the Work Item ID

Step 47: Use the transaction SWIA to enter the Work Item ID in the Identification field and select the "Clock with Green Arrow" to execute.

Process Work Item As Ad	ministrator		
⊕ <b>B</b>			
Selection Using Work Item ID			
Identification	186834 <b>1</b>	to	
Selection Using Work Item Properties			
Туре		to	<b>P</b>
Status		to	<b>P</b>
Priority		to	<b>•</b>
Deadline Status		to	<b>•</b>
Task		to	<b>•</b>
Task Group		<b>-</b>	
Top-Level Work Items Only			
Selection Using Time Period			
Creation Date	12/12/2014	to	<b>S</b>
Creation Time	16:43:58	to 23:59:59	—
Output Options (+Version, +Administrate	or)		
Switch On			

#### Figure 35: Process Work Items as Administrator

Step 48: On the next screen, select the Work Item ID and then select the Forward Icon (see figure 36).

Pro	Process Work Item As Administrator (1 Entry)									
<u> (</u>	회 🗵   😳 🌴 🚰 😳 Without Check 🛛 @Replace Manualy 🛛 Complete Manualy 🛷 📓 ഈ 跑 👌   음 🗑 🍞   田 亜 邨   ⑰ 💩 冬   @									
₿	ID 1186834	Status						Work item text	C B Priority	
	1180834	READT	1180832	Dialog Step	1540007953	12/09/2014	14:44:10	Approve Shopping Cart 1000053968 with Value 514.00 USD		

# 6⊠ (

#### Figure 36: Process Work Item as Administrator (1 Entry)

Step 49: In the popup, enter the User ID to which the work item should be forwarded.

🔄 Choos	X	
User		
	✐₽	׿

Figure 37: Choose Agent

5. Common Error Handling Procedures

### 6. Incorrect Shopping Cart Status

Step 50: Run transactions CLEAN\_REQREQ\_UP and BBP\_GET\_STATUS\_2

7. Shopping Cart Errors

### 8. Vendor Lacking Terms or Blocked for Procurement

It is possible for shopping carts to be created with vendors that lack payment terms or have been blocked for procurement after the vendor has already been assigned in the SC. In both cases, the vendors need to be updated to successfully process the SC. The alternative is to have the user create a new SC with presumably a more appropriate vendor.

# Approver Errors Resolving Buyer Approver Assignment Issue

If you find a 'Z\_STRATEGY\_APPROVER' error in the approver process overview tab in the shopping cart, please do the below steps to correct the error.

- Step 51: Open the shopping cart and get the product category and plant from the Item Data.
- Step 52: The plant number can be obtained from table: BBP\_LOCMAP
- Step 53: Go to SE16 table: ZMM\_PUR\_DETEMINE
- Step 54: Check: Logical System, Plant and Category ID to verify if the User ID is missing

Data Browser: Table ZMM_PUR_DETEMINE: Selection Screen						
🕹 🍪 📃 🚺 Number of Entries						
			_			
Logical System		to				
Plant		to	_			
Category ID		to S				
User Name		to 🗧	>			
Width of Output List	250					
Maximum No. of Hits	200					

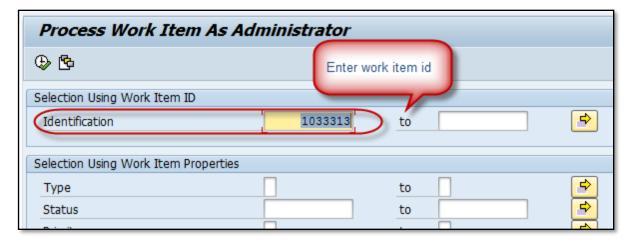
#### Figure 38: Data Browser: Table ZMM\_PUR\_DETERMINE: Selection Screen

Step 55: If User ID is missing, Go to BBP\_PD→get shopping cart Workitem- ID

Step 56: Go to: SWIA →Enter Workitem ID→highlight the work item→Restart after error

DDF	0100 03	ענ	050		
Workflow Item:					
Workitem-ID	000001033313				
Task	WS40000014				
Text	SRM Approval	Process	for	Document ID	10000
Status	ERROR				
Statustext					
Date	10/17/2014				
Time	10:07:41				
No Workflow Item Fo	ound				
Versions:					
GUID		Туре	No.	Closed	Ch
005056B85A451ED495A	AFC1EC50AEC6I	D.			10,
Messages:					
Object was not Checked					
> Check Again					
Change Document:					
Change document has not been read					
> Read Change Doc		-	-		
> Read Change Doc	cument (sorte	d by tab	le)		

Figure 39: Workitem ID



#### Figure 40: Process Work Item as administrator

Edit Goto Settings System Help		
Work Item       Set Filter       Ctrl+Shift+F2       Delete Filter	Display Work Item Ctrl+Shift+F12 Display Workflow Log Shift+F8 Logically Delete	
Sort in Ascending Order Ctrl+Shift+F5 Sort in Descending Order Ctrl+Shift+F4	<u>Restart After Error</u> Complete Manually         Shift+F11	0 8 7 7
Calculate Search Ctrl+F	Replace Manually Shift+Ctrl+0 Execute Without Check Shift+F5	e Work item 1:41 SRM Appro
Reactivate Entry F9	Execute Work Item F8 Check Conditions	
Cancel F12		

#### Figure 41: Restart after Error

Step 57: To verify the error has been corrected and the buyer is determined, select the refresh button.