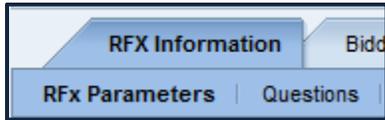


Create and Maintain User Address

It is necessary that the Purchaser keep their “company” addresses in SRM/SAP up to date. The reason for this is that the system is populating this address information into the Bid Invitation output form. The user that is having their name, address, and phone information being populated into the Bid Invitation is the designated “Responsible Employee” on the Bid Invitation. This person will usually be the creator of the Bid Invitation. The following is one way to populate the correct person to the Responsible Employee field.

1. Go to the Partners and Delivery Information section of the RFX Parameters sub-tab on the RFX Information tab

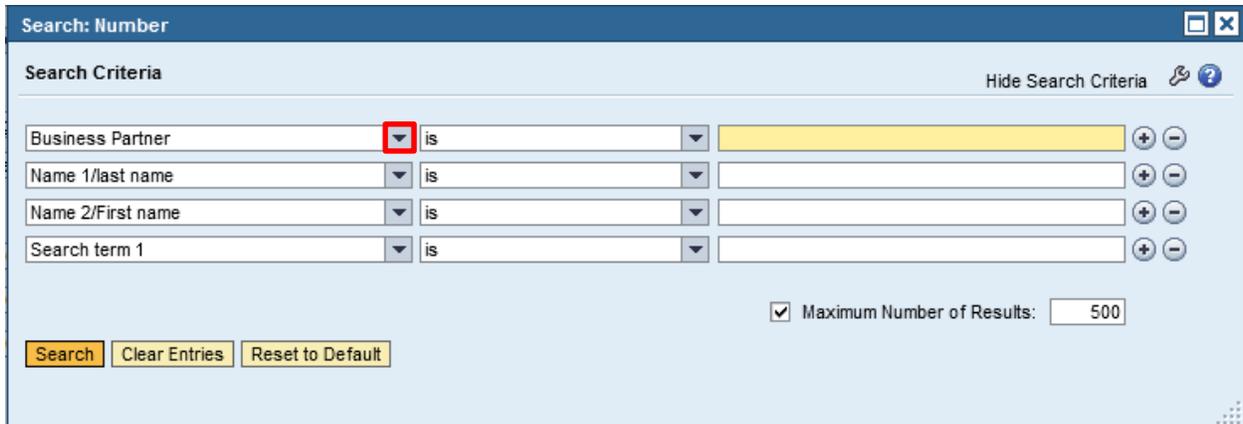


Function	Number	Name
▪ Requester	703389	Cynthia Anderson
▪ Goods Recipient	703389	Cynthia Anderson
▪ Responsible Employee		
▪ Ship-To Address	1	EXEC BRANCH
▪ Location	301375	DGS Bureau of Procurement

2. Select the match code to search for the Responsible Employee



3. Select the applicable search categories from the dropdown menus



4. Enter the search criteria, with an * before and after
 - a. Remove the check from the Maximum Number of Results box
5. Select the SEARCH button
 - a. Results will display
6. Select the *gray* box to the left of your selection or the Last name to transfer the information to the Partners and Delivery Information section

Search: Number

Search Criteria Hide Search Criteria

Name 1/last name	is	ANDERSON	+ -
Name 2/First name	is	CYNTHIA	+ -
Name 2/First name	is		+ -
Search term 1	is		+ -

Maximum Number of Results:

Search Clear Entries Reset to Default

Results List: 1 results found for Number

Last name	First name	Org. Unit Name	BusinessPartner
Anderson	Cynthia	GSPR7140	703389

6. Business Partner number of Responsible Employee is now inserted

Partners and Delivery Information

Details Add Send E-Mail Call Clear

Function	Number	Name
▪ Requester	703389	Cynthia Anderson
▪ Goods Recipient	703389	Cynthia Anderson
▪ Responsible Employee	703389	Cynthia Anderson
▪ Ship-To Address	1	EXEC BRANCH
▪ Location	301375	DGS Bureau of Procurement

7. Appropriate information is populated into the Bid Invitation:

Issuing Office:

Cynthia Anderson
Attn: Bureau of Procurement Bid Room
Department of General Services
555 Walnut Street
Harrisburg PA 17101-1914 US

Procurement Contact:

Buyer: Cynthia Anderson
Phone: 717-214-3445
Fax: 717-783-6241

Please Return Quotation to:

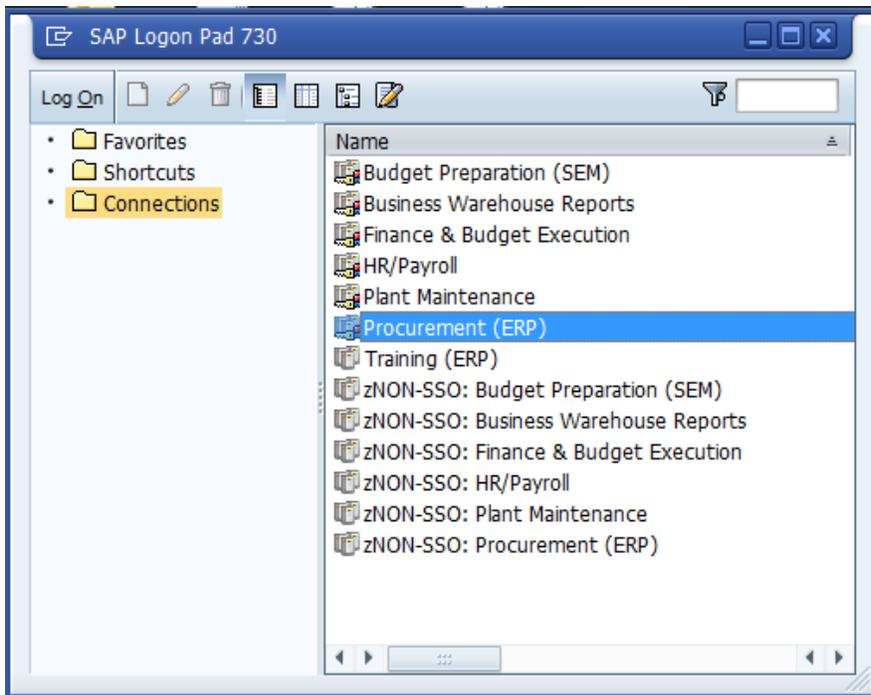
Attn: Bureau of Procurement Bid Room
Department of General Services
555 Walnut Street
Harrisburg PA 17101-1914 US

Start to Create and Maintain User Company Address:

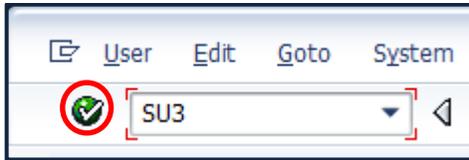
1. Select the SAP Logon Pad



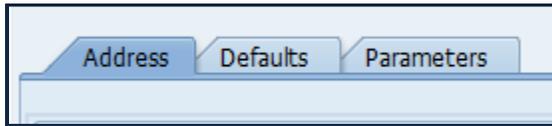
2. Select Procurement from the list of options in the Connections list



3. Enter transaction SU3 into the Transaction Code field and select the green check



4. Select the Address tab



Maintain user data such as Name, Department, Telephone, and Fax. Email can't be changed.

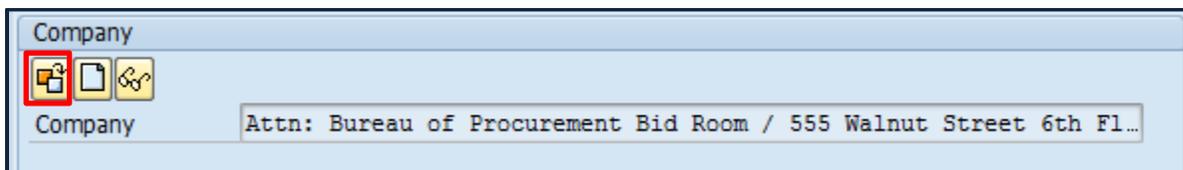
A screenshot of a software interface showing user data fields. The 'Address' tab is selected. The 'Person' section includes fields for Title (Miss), Last name (Anderson), First name (Cynthia), Academic Title, Complete name (Cynthia Anderson), and Language (English). The 'Work Center' section includes fields for Function, Department (General Services), Room Number, Floor, and Building code. The 'Communication' section includes fields for Telephone (717-214-3445), Extension, Mobile Phone, Fax (717-783-6241), Extension, E-Mail Address (cyanderson@pa.gov), and Comm. Meth (Remote Mail). There are buttons for adding and deleting communication methods, and a button for 'Other Communication...'.

Person	
Title	Miss
Last name	Anderson
First name	Cynthia
Academic Title	
Complete name	Cynthia Anderson
Language	English

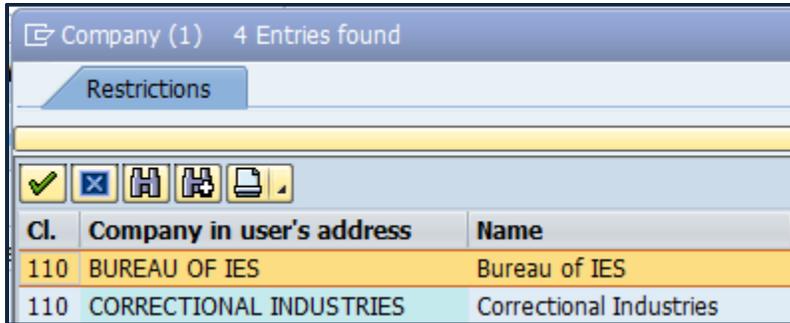
Work Center	
Function	
Department	General Services
Room Number	
Floor	
Building code	

Communication	
Telephone	717-214-3445
Extension	
Mobile Phone	
Fax	717-783-6241
Extension	
E-Mail Address	cyanderson@pa.gov
Comm. Meth	Remote Mail

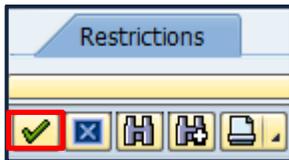
5. Select the ASSIGN OTHER COMPANY ADDRESS button



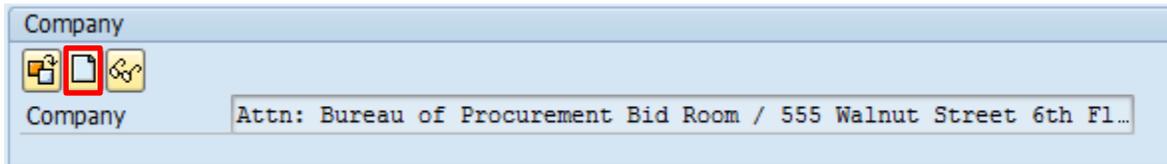
6. Search through existing addresses and choose one, if available



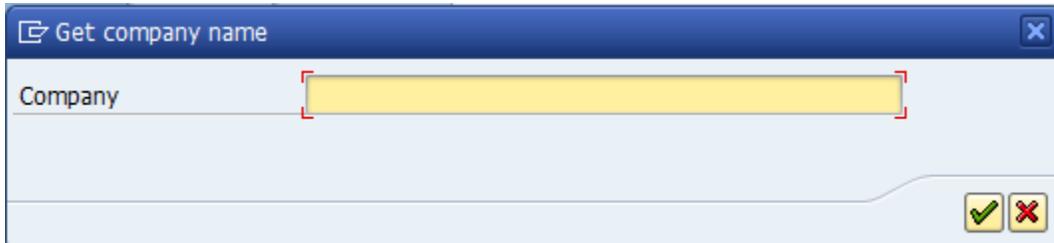
7. Select the COPY button and copy the new address to the user record



8. If no suitable address is found, then return to previous screen and select the ASSIGN NEW COMPANY ADDRESS button. New company address does not replicate from SAP R/3 to SRM until the end of the day.



9. Give the "New Company" a name



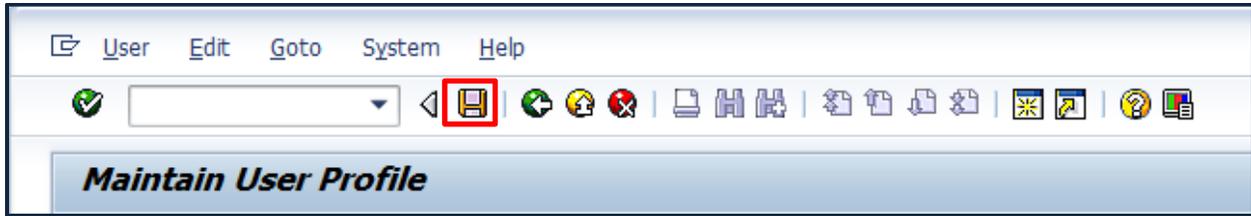
- Fill out the new address to be used. In this case, the name of the company is “New Company Name”. Select the check mark and copy the new address. Do not put your telephone or fax number into the “New company address.”

The screenshot shows the SAP Address maintenance dialog box titled "Address maintenance: Create 'SAP user company addresses'". The dialog is organized into several sections:

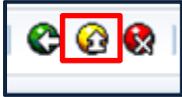
- Name:** Includes a "Name" field containing "Test New Company" and a "Title" dropdown menu.
- Search Terms:** Contains a "Search term 1/2" field.
- Street Address:** Includes fields for "Street/House number", "Postal Code/City", "Country" (with "US" and "USA" options), and "Region".
- PO Box Address:** Includes fields for "PO Box", "Postal Code", and "Company postal code".
- Communication:** Includes a "Language" dropdown set to "English", a "Telephone" field with an "Extension" field, a "Mobile Phone" field, a "Fax" field with an "Extension" field, an "E-Mail" field, a "Standard Comm.Method" dropdown, "Data line", and "Telebox" fields. There is also a yellow button labeled "Other Communication...".
- Comments:** A large text area at the bottom for additional notes.

At the bottom right of the dialog, there is a toolbar with icons for a checkmark, a mail icon, a printer icon labeled "Preview", a lock icon, and a close icon (X).

11. Select the SAVE button and save the new address to the user



12. Select the BACK arrow and exit out of SU3 and SAP



Note:

- If you use  (Assign Other Company Address), the updated company address will replicate to SRM from SAP R/3 in fifteen minutes.
- If you use  (Assign New Company Address), the updated company address will replicate to SRM from SAP R/3 at the end of the day. You probably won't see the change in SRM until the next working day.