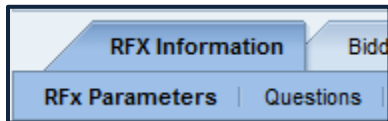


Create and Maintain User Address

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



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		
Ship-To Address	1	EXEC BRANCH
Location	301375	DGS Bureau of Procurement

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

Responsible Employee		
----------------------	--	--

3. Select the applicable search categories from the dropdown menus

Search: Number

Search Criteria

Hide Search Criteria

Business Partner	▼	is	▼		+ -
Name 1/last name	▼	is	▼		+ -
Name 2/First name	▼	is	▼		+ -
Search term 1	▼	is	▼		+ -

☒ Maximum Number of Results:

Search
Clear Entries
Reset to Default

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: 500

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:

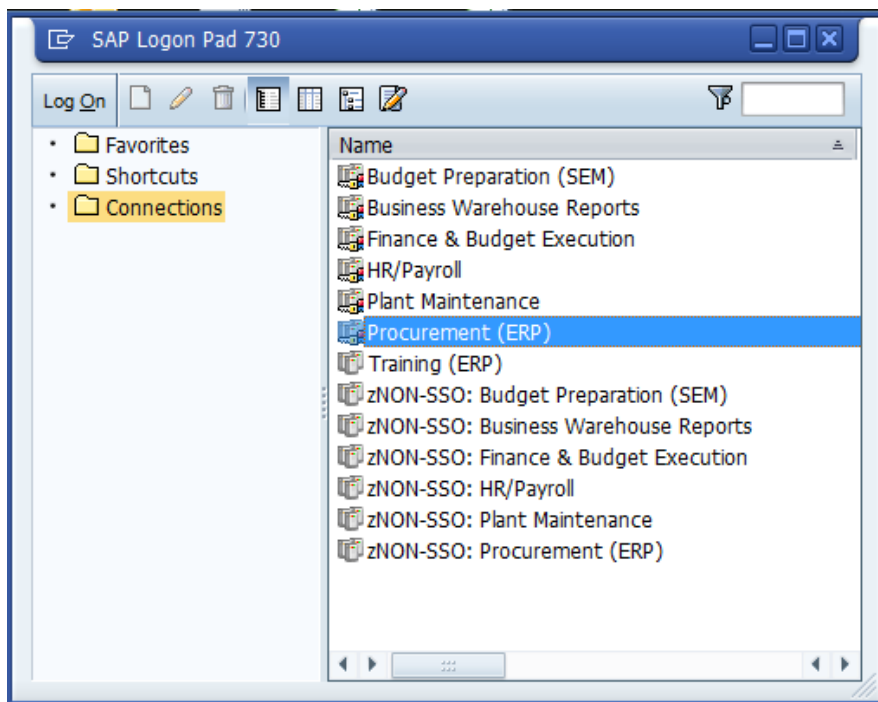
Attn: Bureau of Procurement Bid Room
Department of General Services
555 Walnut Street
Harrisburg PA 17101-1914 US

Start to Create and Maintain User Company Address:

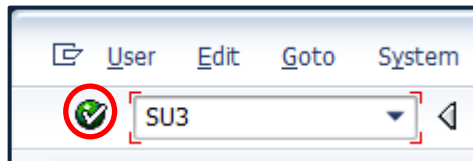
1. Select the SAP Logon Pad



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

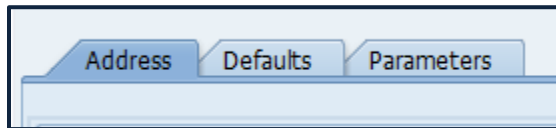


- Enter transaction SU3 into the Transaction Code field and select the green check



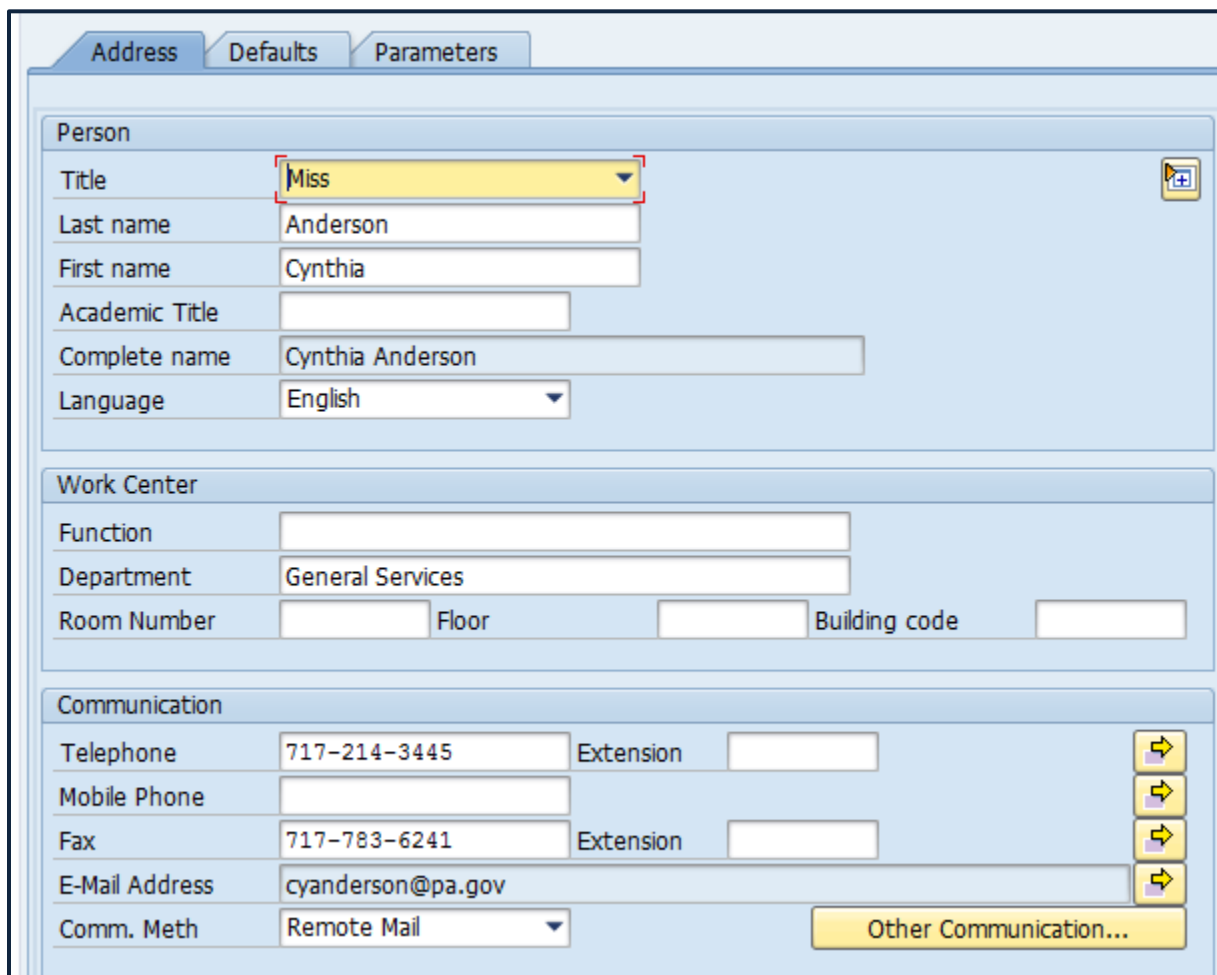
A screenshot of a software interface showing a menu bar with 'User', 'Edit', 'Goto', and 'System'. Below the menu bar is a text field containing 'SU3' and a green checkmark icon to its left. A red box highlights the checkmark icon.

- Select the Address tab



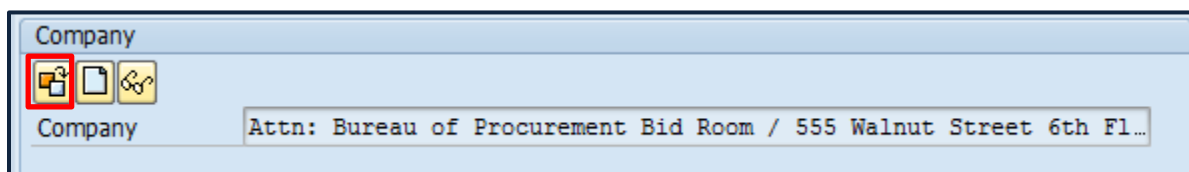
A screenshot of a software interface showing three tabs: 'Address', 'Defaults', and 'Parameters'. The 'Address' tab is selected and highlighted in blue.

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



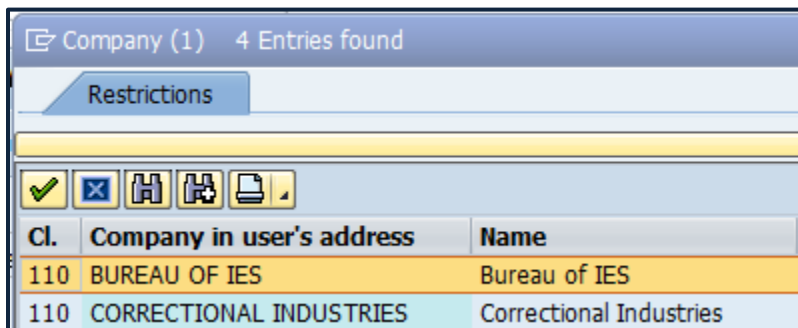
A screenshot of a software interface showing the 'Address' tab. The form is divided into three sections: 'Person', 'Work Center', and 'Communication'.
 - **Person section:** Title (Miss), Last name (Anderson), First name (Cynthia), Academic Title (empty), Complete name (Cynthia Anderson), Language (English).
 - **Work Center section:** Function (empty), Department (General Services), Room Number (empty), Floor (empty), Building code (empty).
 - **Communication section:** Telephone (717-214-3445), Extension (empty), Mobile Phone (empty), Fax (717-783-6241), Extension (empty), E-Mail Address (cyanderson@pa.gov), Comm. Meth (Remote Mail). There are four yellow buttons with right-pointing arrows on the right side of the Communication section. A yellow button labeled 'Other Communication...' is at the bottom right.

- Select the ASSIGN OTHER COMPANY ADDRESS button

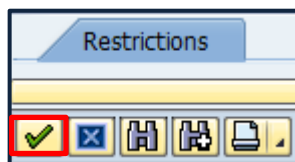


A screenshot of a software interface showing the 'Company' tab. There are three icons in the top left: a red square with a white 'X', a document icon, and a circular arrow icon. The red square icon is highlighted with a red box. Below the icons is a text field containing 'Attn: Bureau of Procurement Bid Room / 555 Walnut Street 6th Fl...'.

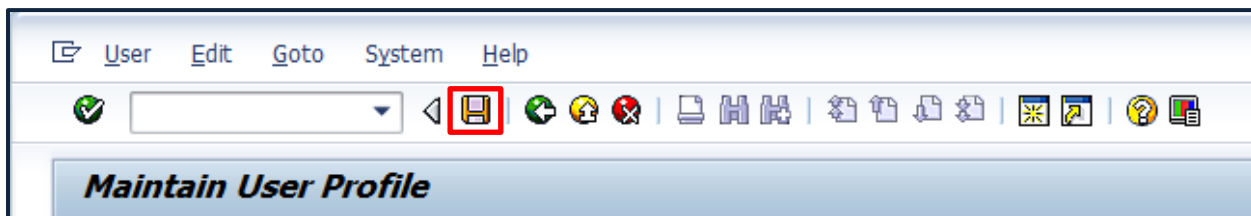
- Search through existing addresses and choose one, if available



- Select the COPY button and copy the new address to the user record




- If no suitable address is found, you will need to submit a ServiceNow (remedy) ticket via your Helpdesk to "Assign New Company Address." When submitting the ticket, provide complete address information that needs to be added.
- Select the SAVE button and save the updated information.



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



Note:

- The  (Assign Other Company Address) will update the company address and replicate to SRM from SAP R/3, this will take approximately 15 minutes.