Setting User Attributes (Change Attributes)

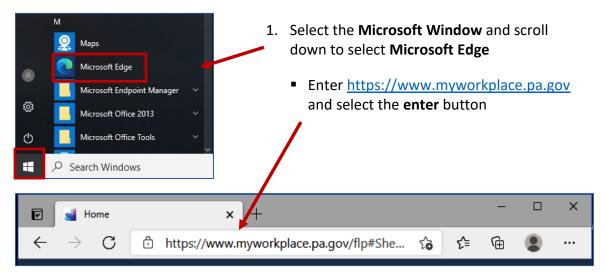
User Attributes (Change Attributes) is a system setting in SRM that Requisitioners **must first** establish before the creation of a shopping cart.

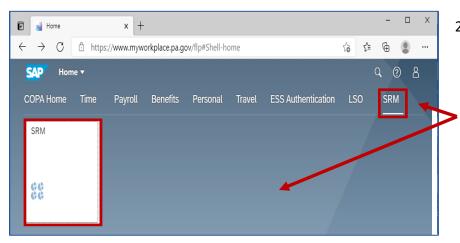
NOTE: This procedure is used to ensure proper approval routing of the shopping cart, sourcing, and deliveries of the material/or service being ordered.

Setting User Attributes:

- ✓ Is a mandatory requirement and can <u>only</u> be set by a Requisitioner
- ✓ <u>Cannot</u> be set by a Purchaser or an Approver
- ✓ Initial setup is only required once

To Set User Attributes (Change Attributes), the Requisitioner must first log into SRM.





- 2. From the top SAP/COPA Home title bar;
 - Select the SRM link located in the far right of the screen then,
 - Select the SRM tile

SRM - My Setti	ings SRM - Report	s SRI≻	~
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ain Users Own	Change Attributes		
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- 3. Scroll down to SRM-My Settings section and
 - Select the Change Attributes tile

	SAP		Display Document:		
The Display Document screen	Edit Close				@~
appears defaulted to the personal data, position sub-	Employee ID: 720859 Name:	Virgen Colon			
tab:	✓ Personal Data Form of Address:		Academic Title:		
 NOTE: The <i>position tab</i> reflects the Requisitioners 	First Name: Virgen Position User Account	t	Last Name: Colon		
Organizational/ Functional assignment	Organizational Assignment			Department Address Deta	ils
including the agency's Human Resource Office address and	Department: Position:		00157140; GS Strtgc Spt Aud Div 50274457; Admv Ofr 1	Building: Floor/ Room Number:	
<u>cannot</u> be change due to SRM	Functional Assignment		1	Inhouse Mail:	
workflow purposes.	Department Head Of: Purchasing Group:	DGS P-Grp	50008932 ; DGS Central Purchase Purchasing Group	Communication Type: Phone Number/ Extension:	
	Department Address		_	Fax Number / Extension:	
	Street/ House Number: Postal Code/ City: Country:	17 Harrisbur		E-Mail:	MICOLON@PA.GOV
	Attributes for Position Adm				
	Attribute:		V		

Important: There are two (2) mandatory Attributes that a Requisitioner must set. They are:

- Plant If attribute is <u>not</u> set, the Requisitioner shopping cart line items to be sourced will workflow to DGS Central instead of the Agency (the system-defaulted Plant for all Requisitioners is DGS Central)
- Delivery Address If attribute is not set, the Requisitioners order will be delivered to Dept. of Revenue instead of the Agency (the system-defaulted Delivery Address for all Requisitioners is Dept. of Revenue Bureau of Audits 10th Floor Strawberry Square)

	SAP Display Document:
1 Catting Attributes	Edit Close
 4. Setting Attributes: From the Display Document 	Employee ID: 720859 Name: Virgen Colon
screen select the EDIT	▼ Personal Data
button	Form of Address: Academic Title:
 Scroll down to the 	First Name: Virgen Last Name: Colon Position User Account
- Attributes section and,	
• Select the Attribute	Organizational Assignment
	Department: GSPR7140 00157140; GS Strtgc Spt Aud Div
dropdown arrow to	Position: 08630 50274457; Admv Ofr 1
expand the Attribute	Functional Assignment
menu options	Department Head Of: Purchasing Group: DGS P-Grp 50008932 ; DGS Central Purchase Purchasing Group
	Purchasing Group: DGS P-Grp 50008932 ; DGS Central Purchase Purchasing Group Department Address
	Street/ House Number: 515 North Offic
	Postal Code/ City: 17 Harrisburg
	Country: US
	Attributes for Position Admy Ofr 1
	Attribute:
	/
5. Select the Plant link	Account assignment category* ?74457; /
(Remember Plant = Location)	Cost Center
	Dep
	Default printer*)08932 ;
Depar	Delivery address*
	Flag: Forward Work Item*
	Fund
	Grant
	Local Currency*
Attrib	utes Plant*
Attribu	ite: 🔽
6. Select R3 Backend (R3 also Attributes	for Position Admv Ofr 1
known as SAP) from the Attribute:	Plant* 🗸 Logical System:
	andard Excluded Changeable Plant PP2 Client SUS Cor
Logical System the System	R3 Backend*

- Upon selecting the Plant attribute, a list of Agency's Bureau Deputate area appears (with a 4-digit plant number). Search for your area and,
 - Select the STANDARD radio button beside your Plant (Location)/Bureau
 - <u>DO NOT</u> select the ADD Line button
 - Select the SAVE button located at the top left side of the screen
 - Upon selecting the save button, a message displays 'Data for user Colon changed'.
- To set user attribute for the Delivery address. Return to the top of the Display Document screen and:
 - Select the Edit button
 - Scroll down and select the dropdown arrow next to Attribute
 - Select the Delivery address link (Delivery Address = Ship to Address)

SAP Edit Docu	iment:					
Save Read Only	Check Clos	se				@~
Employee ID: 720859	Name: Virgen C	Colon				
Organizational Ass	ignment			Department	Address Details	
Depa	artment: GSPR71	40 00157140; GS Str	rtgc Spt Aud Div		Building:	
F	Position: 08630	50274457; Admv	Ofr 1	Floor/ R	toom Number:	
Functional Assignn	nent				Inhouse Mail:	
Department H	lead Of:			Commu	inication Type:	
Purchasing		50008932 · DGS (Central Purchase Purchas		per/ Extension:	
Department Addres		30000302, 203			er / Extension:	
-				Tax Numb		I@PA.GOV
Street/ House N					E-Mait: MICOLON	@PA.GOV
Postal Co	de/ City: 17 H	larrisburg				
	Journey, LIC					
Attributes for Posit	ion Admv Ofr 1					
Attribute: Plant*		✓ Logical System	m: R3 Backend* 🗸	Ad ne Remov	e	
Standard Excl	uded Changeable	Plant	Logical System	Company Code	Description	BusinessPartner
0 0 0		1500	A1QCLNT110	COPA	DGS	300438
-		1502	A1QCLNT110	COPA	DGS Administration	300440
0 0 0		1504	A1QCLNT110	COPA	DGS Bureau of Procur	301375
0 0 0		1501	A1QCLNT110	COPA	DGS Property Manag	300439
0 0 0		1503	A1QCLNT110	COPA	DGS Public Works	300441
All 🗹 1			C	×]		
✓ Data for u	user Colon (changed				

Display Document:

Employee ID: 72	0859 Name: Virgen Colon
F Departme Stree	Delivery address* Flag: Forward Work Item* Fund Grant Local Currency*
Attribute:	Plant*

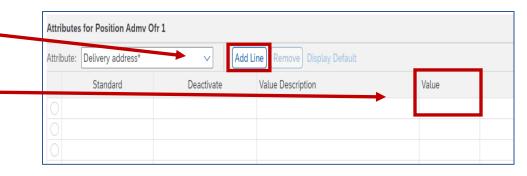
SAP

Edit

Close

4

- 9. Select the ADD Line button
- 10. In the Value column, a 6–8-digit Delivery Address ID number must be entered (this number can be found within the Agency Ship to Address list located in the Agency Dashboard of DGS website)
 - Shown here is a snip-it of the Agency Ship to Address list
 - Search the list to locate your agency address (the ID number is found in Column A of the spreadsheet).
 - Important: If the agency address is not on the list. Go to the Agency Dashboard of DGS website at (<u>https://www.dgs.pa.gov</u>). This site includes:
 - Instructions to search, add or change ship to addresses,
 - Agency Ship to Address List and,
 - Ship to Address Change Form and more
- 12. Enter the 6-8-digit Ship to Address ID number in the Value column
 - Select the Standard Radio button
 - Select the Save button located top of the screen
- 11. A message displays **Data for** user Colon Changed



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2116	175357	8108 OA OIT	Services & Solutions	555 Walnut Stree	t - 7th Floor Foru	Harrisburg
2119	175360	8108	IES - Attn Idalys Villafane	555 Walnut Stree	t, 7th Fl Forum Pla	Harrisburg
22 4	175370	8101 Office of the B	Office of Administrative Se	n 555 Walnut Stree	t - Forum Place -	Harrisburg
2229	175500	1500 - DGS PROCURE	BOP FOR PL	Forum Place 555 V	Nalnut Street - 6t	Harrishurg
223	175507	1500 - DGS PROCURE	BOP FOR PL	Forum Place 555	Walnut Street - 6t	Harrisburg
2237	175508	1500 - DGS PROCURE	BOP FOR PL	Forum Place 555	Walnut Street - 6t	Harrisburg

Save Re	ead Only C	Check Close				
imployee ID:	720859 Nam	ie: Virgen Colon				
	Purchasing Gro	oup: DGS P-Grp	50008932 ; DGS Central Purch	ase Purchasing Group	Phone Number/ Extension:	
Departme	ent Address		_		Fax Number / Extension:	
Stree	et/ House Numl	ber: 515 North Off	ic		E-Mail:	MICOLON@PA.GOV
	Postal Code/ C	City: 17 Harris	burg			
	Cour	layr US				
Attributes	for Position	Admv Ofr 1				
Attribute:	Delivery addr	ess*	Add Line Remove	Display Default		
	Standard	Deactivate	Value Description	Value	•	Cha
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Data for user Colon changed