

Process: Perform this procedure the first visit to SRM to ensure successful execution of tasks. Personal data is established at Site Navigation. Default information populates into this area based on data from Human Resources org structure. Personal Settings <u>must</u> be confirmed and set-up for all roles. Attributes are default settings which populate into every Shopping Cart to facilitate a more efficient shopping experience. Not setting attributes will require the manual setting of default values on every Shopping Cart.

Role: SHOPPER, APPROVER, CONFIRMER

Frequency: One time

BEGINNING STEPS SELECT TAB FOR ROLE ASSIGNED: **Site Navigation** nt Purchasing Admin Shopper Inbox History, Back SHOPPER Detailed Navigation An error occurred while trying to connect to the pro 1. Select Shopper tab APPROVER Tasks (45/45) Alerts Notifications Tracking -Show: New and In Progress Tasks (45 / 45) V Select a Subview... V All Create Task Show Filters Hide Previe Settings CONFIRMER ! From Priority 🔻 🖁 Due Subject EC Hines, Joe P May 26, 2011 Norma Approve Shopping Cart 9000000111 with Value 10.000.00 USD New Approve Shopping Cart 9000000104 with Value 11.830.90 USD [5] Hines, Joe P May 24, 2011 Normal New Approve Shopping Cart 900000089 with Value 12.000.00 USD Locke, Craig E May 23, 2011 Normal New 2. Click Settings Approve Shopping Cart 900000086 with Value 2.00 USD [7] Henson, Stuart May 23, 2011 Normal New Locke, Craig E Approve Shopping Cart 900000085 with Value 12 000,00 USD May 23, 2011 Normal May 23, 2011 Locke, Craig E Approve Shopping Cart 900000084 with Value 4.000,00 USD Normal Approve Shopping Cart 9000000078 with Value 12.000.00 USD Locke, Craig E May 23, 2011 Normal Approve Shopping Cart 9000000077 with Value 4.000.00 USD [2] Locke, Craig E May 23, 2011 Normal New Approve Shopping Cart 9000000073 with Value 800.00 USD FD Locke, Craig E May 23, 2011 Normal New Approve Shopping Cart 900000069 with Value 12.000.00 USD [5] Locke, Craig E May 23, 2011 Normal New Row 1 of 45 Approve Shopping Cart 9000000111 with Value 10.000,00 USD You can also: Display Details in SAP GUI Sent: May 26, 2011 by Hines, Joe P Priority: Normal Status: New Manage Attachments You are responsible for the approval of shopping cart "T-SRMSHO 05/26/2011 15:07 " T-SRMSHO Create Ad-Hoc Request View History View All Tasks The total value is 10,000.00 USD. You can use decision buttons to approve or reject the shopping cart Review the following 4. If changes need to be detail: 3. Review Personal made to your Personal Display Document: Data, click Edit and Data on both the e ID 31954 update information Position tab and Edit Close User Account tab Personal Data Form of Address is required Position User Account User Account 31001663: 018 - Joe Hine: 51008878: Price Contract Co Floor/ Room Number C0021M9 1st 132 Inhouse Mail: nt Head Of Communication Type: Telephone 3P018 Phone Number/ Extension: 859-323-8689 Choose "EDIT" if Fax Number / Extension: 859-323-6165 322 Peterson Se E-Mail 40506 Lexington changes are Settings necessary Ŧ Edit Document: Employee ID 22572 Name Craig Locke 5. Click Save Save Close Read Only Check Edit Close Click "SAVE" Personal Data Form of Address: *

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Attributes

Account Assignment Attribute dictates which type of account assignment will default into each Shopping Cart.

Edit and select:	
Account Assignment Category	Display Document: 1. Select Edit Employee ID 31851 1. Select Edit For on of Address: If: Personal Dat Academic Tâte: Fast Name: Test/Serd Organizational Assignment Department Address Department Address: 1001683; 018-Joe Hines Personal Dat Serd Account Organizational Assignment 20021M9 Department Address 1001683; 018-Joe Hines Personal Dat Select Account Assignment Department Address Select Maccount Postion: 00021M9 Department Address Select Account Assignment Department Address Select Maccount Street House Humber: 322 Peterson Seri Posta Coder City: 45506 Lexengton Attributes for Position Price Contract Coordinator Test/Select Account Contrig: Utbut Contrig: Utbut Veloce Exension Test/Select Account Methoder Extension: Department Address Methoder Researce Methoder Department Address Methoder <t< td=""></t<>
Choose a default assignment	Attributes for Position Price Contract Coordinator Senior Attributes for Position Price Contract Coordinator Senior Attribute: Account assignment category* Add Line Remove Standard Deactivate Value Description Value Cost Center Cost C

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