

SRM7 Purchasing Organization and Purchasing Group

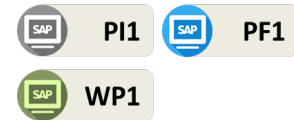
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Scope



ERP



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INTRODUCTION

Objectives and scope of this procedure

This OP explains how to create and modify a purchasing organization and purchasing group in SRM7.

Requirements

- BIP Application Manager requesting the creation or modification must create a ticket.
- Check the Application Manager on table: https://docs.google.com/spreadsheets/d/1_5H3sPBO7bN3HJvOcx_hRUsmujwLHhYKoTXEpmRxU3M/edit#gid=2051071738+

Validation

- Check if the Purchasing Organization or Group is set in the back-end system.
- To check if a Purchasing Organization is created in the back-end access t-code SE16 - table T024E Insert the code of the Purchasing Organization and Execute

Data Browser: Table T024E: Selection Screen

Number of Entries

Purchasing Org.	<input type="text"/>	to	<input type="text"/>	
Description	<input type="text"/>	to	<input type="text"/>	
Company Code	<input type="text"/>	to	<input type="text"/>	
Text: Sender	<input type="text"/>	to	<input type="text"/>	
Letter Heading	<input type="text"/>	to	<input type="text"/>	
Text: Footer	<input type="text"/>	to	<input type="text"/>	
Text: Close	<input type="text"/>	to	<input type="text"/>	
POrg. Schema Gp	<input type="text"/>	to	<input type="text"/>	
Market Schema	<input type="text"/>	to	<input type="text"/>	
Effective Price	<input type="text"/>	to	<input type="text"/>	
CoCdSubsStlmt	<input type="text"/>	to	<input type="text"/>	
Width of Output List	<input type="text" value="250"/>			
Maximum No. of Hits	<input type="text" value="500"/>			

- To check if a Purchasing Group is created in the back-end access t-code SE16 - table T024 Insert the code of the Purchasing Group and Execute

Data Browser: Table T024: Selection Screen

Number of Entries

Purch. Group	<input type="text"/>	to	<input type="text"/>	
Description	<input type="text"/>	to	<input type="text"/>	
Tel.no.purch.gp	<input type="text"/>	to	<input type="text"/>	
OutputDevice	<input type="text"/>	to	<input type="text"/>	
Fax Number	<input type="text"/>	to	<input type="text"/>	
Telephone	<input type="text"/>	to	<input type="text"/>	
Extension	<input type="text"/>	to	<input type="text"/>	
E-Mail Address	<input type="text"/>	to	<input type="text"/>	
User	<input type="text"/>	to	<input type="text"/>	
byte	<input type="text"/>	to	<input type="text"/>	
Mail fields	<input type="text"/>	to	<input type="text"/>	
Function	<input type="text"/>	to	<input type="text"/>	
Initials Solvay	<input type="text"/>	to	<input type="text"/>	
Mobile no.purch.gp	<input type="text"/>	to	<input type="text"/>	
Width of Output List	<input type="text" value="250"/>			
Maximum No. of Hits	<input type="text" value="500"/>			

Freshdesk ticket handling

When a ticket arrives to the PTP D&A SRM Freshdesk Group, the ticket is pick up by a team member.

The ticket needs to be updated (if needed) to the correct classification "PTP Request ", PTP-Process "Data & Analysis, PTP-Subprocess "SRM7" and PTP-Category "Approval structures maintenance".

- Make analysis of the request to see the person responsible to validate the request.
- Check if the ticket requester is the Site Application manager /WW Controller/Purchaser Key User or was validated by Site Application manager/WW Controller/Purchaser Key User. To check the person responsible to validate see the link below:

https://docs.google.com/spreadsheets/d/1_5H3sPBO7bN3HJvOcx_hRUsmujwLHhYKoTXEpmRxU3M/edit#gid=2051071738+

If not an approved requester, the team contact the Site Application manager (AM)/WW Controller/Purchaser Key User to validate the request. (1)

§ Change the status of the ticket to "Need for more information"

If yes, proceed with the changes

- Make the necessary changes
- After the modifications are done the team member Inform all involved parties in the loop of the changes made.

The ticket can now be closed.

§ Change the Ticket status to "Closed".

(1) When an email is sent asking for more details (requester) or some kind of approval (AM + WW Controller), always put all involved parties in the loop (Requester + AM/WW Controller);

- If no feedback was provided, after 3 days we send the 1st reminder asking for feedback;

- If no feedback was provided, after 3 days we send the 2nd reminder asking for feedback;

- Finally if no feedback was provided, after 3 days we send a 3rd message with the following text:

**Dear xxxx,*

As we didn't received any feedback for our question/s it's not possible to our Team proceed with your request.

Please be informed that we need your site Application Manager/ WW Controller/Purchaser Key User approval to proceed with your account creation as requested (for example).

Dear Application Manager, we will proceed with the closure of this ticket.

If you can provide us the requested feedback please just reply to this message and the ticket will automatically re-open in order to our Team proceed with requested actions.

*Always at your disposal,
SRM Team**

STEPS OF THE PROCESS

Create Purchasing Organizations and Purchasing Group department


Purchasing Organization department

Go to BP2 – Tcode PPOSA_BBP

The screenshot displays the SAP 'General Attributes (EBP) Change' window. The left pane shows a tree view of organizational units under 'PURCH. ORGANIZATIONS & GROUPS', with 'PF1 - EUROPE PURCH ORG' selected. The right pane shows a table of staff assignments for this unit, with columns for Code, ID, Business, User ID, and Valid. A context menu is open over the 'PF1 - EUROPE PURCH ORG' entry, showing options like 'Goto', 'Create', 'Copy', 'Assign', 'Delimit', 'Delete', 'Change percentage', and 'Move up in rank'. A 'Choose Relationship' dialog box is also visible, showing options for 'Is line supervisor of' and 'Incorporates'.

Code	ID	Business ...	User ID	Valid
PF1 - EUROPE PURCH ORG	50023182	100010670		16.05
PF1AP	EA O 50045443	100031491		16.06
PF1AP	JA O 50045444	100031492		16.06
PF1AP	KL O 50045445	100031493		16.06
PF1AP	OD O 50045446	100031494		16.06
PF1AP	ZA O 50045447	100031495		16.06
PF1AP	U O 50045448	100031496		16.06
PF1AP	B O 50045449	100031497		16.06
PF1AP	W O 50045450	100031498		16.06
PF1AP	S O 50045451	100031499		16.06

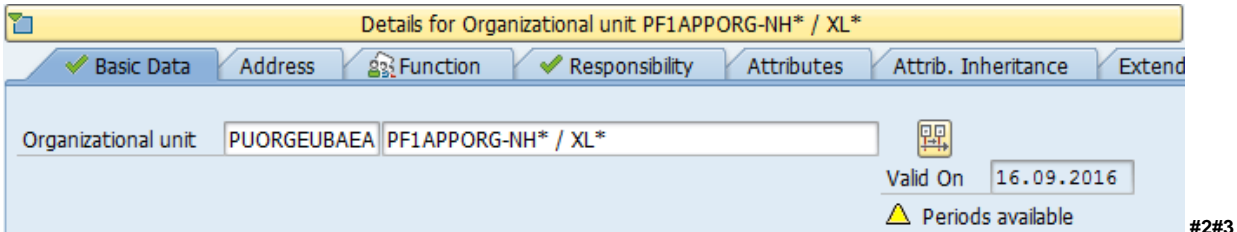
#6#7

#	Main activities	Tips / Best practices	Key points
1	Click on the icon "  " Display/Change		
2	Click on "Structure Search" and search the Zone department of the Purchasing Organization		

3	Double click on the Zone department		
4	Right click on the department		
5	Select "Create"		
6	Click on the "Is line supervisor of"		
7	Click on icon "  "		

- "Basic data" tab

PF1:
#1



Details for Organizational unit PF1APPORG-NH* / XL*

Basic Data | Address | Function | Responsibility | Attributes | Attrib. Inheritance | Extended

Organizational unit: PUORGEUBAEA PF1APPORG-NH* / XL*

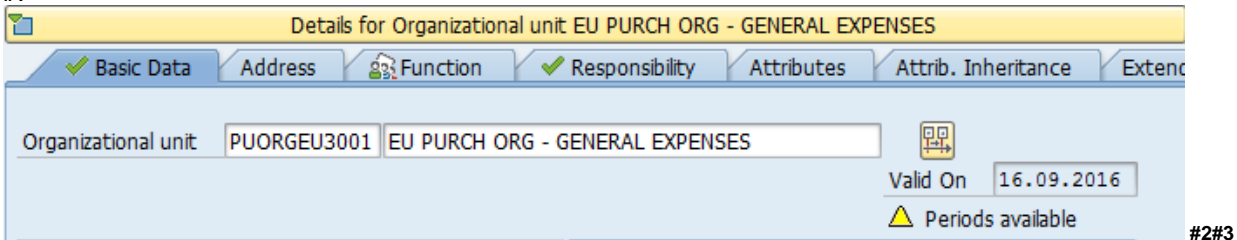
Valid On: 16.09.2016

Periods available

#2#3

#	Main activities	Tips / Best practices	Key points
1	Select tab "Basic Data"		
2	Fill with (PUORG + Zone + Purchasing Organization in Backend)	Example:PUORGEUBAEA	All in capital letters
3	Fill with (PF1APPORG + Site)	Example:PF1APPORG-NH* / XL*	

WP1:
#1



Details for Organizational unit EU PURCH ORG - GENERAL EXPENSES

Basic Data | Address | Function | Responsibility | Attributes | Attrib. Inheritance | Extended

Organizational unit: PUORGEU3001 EU PURCH ORG - GENERAL EXPENSES

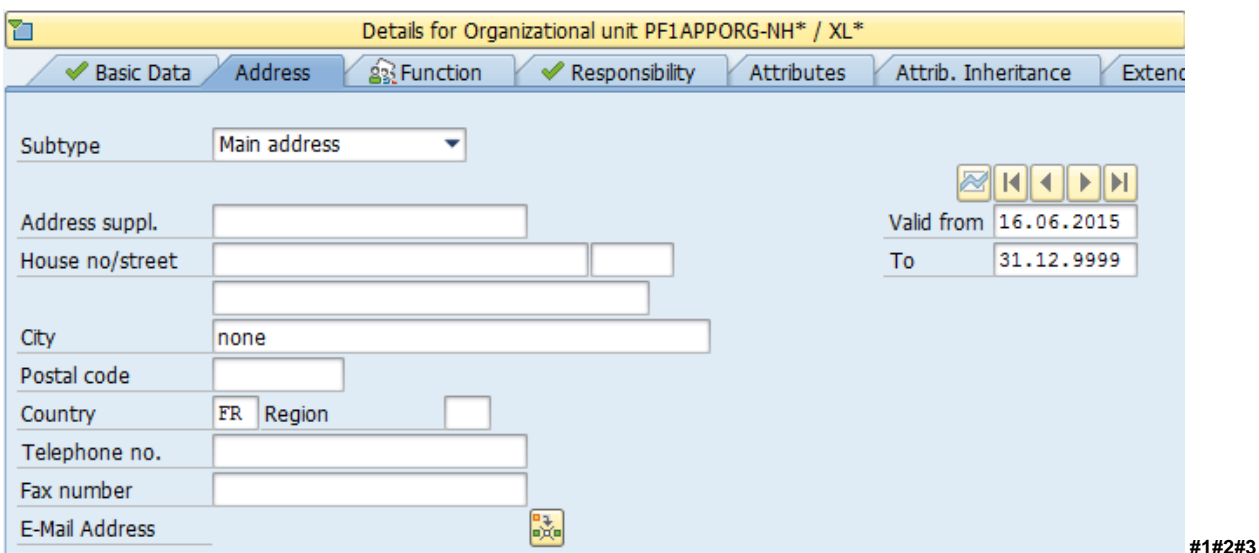
Valid On: 16.09.2016

Periods available

#2#3

#	Main activities	Tips / Best practices	Key points
1	Select tab "Basic Data"		
2	Fill with (PUORG + Zone + Purchasing Organization in Backend)	Example:PUORGEU3001	All in capital letters
3	Fill with (Zone + "PURCH ORG + "-" + Domain description)	Example:EU PURCH ORG - GENERAL EXPENSES	All in capital letters

- "Address" tab



Details for Organizational unit PF1APPORG-NH* / XL*

Basic Data | Address | Function | Responsibility | Attributes | Attrib. Inheritance | Extended

Subtype: Main address

Address suppl. [] Valid from: 16.06.2015

House no/street [] To: 31.12.9999

City: none

Postal code []

Country: FR Region []

Telephone no. []

Fax number []

E-Mail Address []

#1#2#3

#	Main activities	Tips / Best practices	Key points
1	Select tab "Address"		
2	Fill with "NONE"		
3	Fill with "FR"		

- "Function" tab

#1#2#3#4#6#5

#	Main activities	Tips / Best practices	Key points
1	Select tab "Function"		
2	Tick the square "Purch. Organization"		
3	Enter the Purch. Organization in Backend		
4	Enter the backend - system		
5	Tick the square "Purch. Group"		
6	Enter the backend - system		

- "Responsibility" tab

Each couple material group/plant must be covered by one, and only one, Purchasing Organization.

#1#2#3

#	Main activities	Tips / Best practices	Key points
1	Select tab "Responsibility"		
2	Fill with the product categories		
3	Enter the Object ID of the plant		

Purchasing Group department

Go to BP2 – Tcode PPOSA_BBP

General Attributes (EBP) Change

16.09.2016 + 3 Months

Staff assignments (structure)



Code	ID	Business ...	User ID
PUGPEU\$01	O 50023184	100010672	
PF1APPGRP - EU	O 50045471	100031517	
PF1APPGRP - EU	O 50047010	100067159	
PF1APPGRP - EU	O 50047011	100067160	
PF1APPGRP - EU	O 50047012	100067161	
PF1APPGRP - EU	O 50047092	100067472	
PF1APPGRP - EU	O 50048364	100073890	
PF1APPGRP - EU	O 50048418	100074621	
PF1APPGRP - EU	O 50048419	100074622	

Choose Relationship

- Organizational unit
 - Is line supervisor of Organizational unit
 - Incorporates Position

#1#2#3#4#5

#6#7

#	Main activities	Tips / Best practices	Key points
1	Click on the icon "  " Display/Change		
2	Click on "Structure Search" and search the Zone department of the Purchasing Group		
3	Double click on the Zone department	For Purchasing Groups of WP1 click on the country or plant department	
4	Right click on the department		
5	Select "Create"		
6	Click on the "Is line supervisor of"		
7	Click on icon "  "		

- "Basic data" tab

PF1:
#1

Details for Organizational unit PF1APPGRP - EU plants on PtP horizon

Basic Data | Address | Function | Responsibility | Attributes | Attrib. Inheritance | Extend

Organizational unit: PUGPEU\$01 PF1APPGRP - EU plants on PtP horizon

Valid On: 16.09.2016

Periods available

#2#3

#	Main activities	Tips / Best practices	Key points
1	Select tab "Basic Data"		

2	Fill with (PUGP + Zone + Purchasing Group in Backend)	Example: PUGPEU\$01	All in capital letters
3	Fill with ("PF1APPGRP" + "-" + Zone + Purchasing Group description)	Example: PF1APPGRP - EU plants on PtP horizon	

WP1:

#1

Details for Organizational unit RCS Purch Grp FDO Livorno Achats Gén

Basic Data Address Function Responsibility Attributes Attrib. Inheritance Extend

Organizational unit PUGRPEUFDO RCS Purch Grp FDO Livorno Achats Gén

Valid On 16.09.2016

Periods available

#2#3

#	Main activities	Tips / Best practices	Key points
1	Select tab "Basic Data"		
2	Fill with ("PUGRP" + Zone + Purchasing Group in Backend)	Example: PUGRPEUFDO	All in capital letters
3	Fill with ("RCS Purch Grp" + Purchasing Group in Backend (In capital letters) + Plant name)	Example: RCS Purch Grp FDO Livorno Achats Gén	

• "Address" tab

Details for Organizational unit PF1APPGRP - EU plants on PtP horizon

Basic Data Address Function Responsibility Attributes Attrib. Inheritance Extend

Subtype Main address

Address suppl. Valid from 16.06.2015

House no/street To 31.12.9999

City none

Postal code

Country FR Region

Telephone no.

Fax number

E-Mail Address

#1#2#3

#	Main activities	Tips / Best practices	Key points
1	Select tab "Address"		
2	Fill with "NONE"		
3	Fill with "FR"		

• "Function" tab

Details for Organizational unit PF1APPGRP - EU plants on PtP horizon

Basic Data Address Function Responsibility Attributes Attrib. Inheritance Extend

Assigned

Purch. Organization PF1 - GLOBAL PURCH ... CorrespondsTo ID 50023145

Local

Company Company Code

Purch. Organization CorrespondsTo

Purchasing Group CorrespondsTo \$01 PF1_020 PF1 ...

#1#2#3#4

#	Main activities	Tips / Best practices	Key points
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1	Select tab "Function"		
2	Tick the square "Purchasing Group"		
3	Enter the Purch. Group in BACKEND		
4	Enter the backend - system		

- **"Responsibility" tab**

Each couple material group/plant must be covered by one, and only one, Purchasing Group.

Details for Organizational unit PF1APPGRP - EU plants on PtP horizon

Basic Data Address Function Responsibility Attributes Attrib. Inheritance Extend

Product Responsibility

Product Category	to Product Category	SourceSys.	D
0001	0591Z	BP2 SRM7 ...	

Organizational Responsibility

O	P	Object ID	Object name
<input checked="" type="radio"/>	<input type="radio"/>	50034090	SOLVAY SPOL IT - Arcese tortona
<input checked="" type="radio"/>	<input type="radio"/>	50034091	SOLVAY CHIMICA (IT) - Ponteginori

#1#2#3

#	Main activities	Tips / Best practices	Key points
1	Select tab "Responsibility"		
2	Fill with the product categories		
3	Enter the Object ID of the plant		

- **"Attributes" tab**

Details for Organizational unit PF1APPGRP - EU plants on PtP horizon

Basic Data Address Function Responsibility Attributes Attrib. Inheritance Extend

Overview Chg. Attribute

All Attributes

Attribute	Attribute ID	Value	Log.System	Excluded	Default	Inh
Approver for Value Limit	SLAPPROVER			<input type="checkbox"/>	<input type="checkbox"/>	
Attribute for approver determination	ZAPPRTYPE	BS		<input type="checkbox"/>	<input type="checkbox"/>	

#1#2

#	Main activities	Tips / Best practices	Key points
1	Select tab "Responsibility"		
2	Make sure the attribute ZAPPRTYPE has the value "BS"		

Modify Purchasing Organization and Purchasing Group department

It's not very usual to make modifications on the Purchasing Organization and Group departments. However it may be necessary to remove or add information on the "Responsibility" tab.

To modify, go to the department, select the "Responsibility" tab and add or remove the necessary information.

REFERENCES

ATTACHMENTS

No document attached.

End of document