

SRM7 How to create user

+

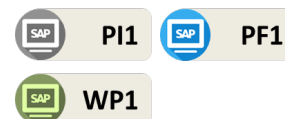
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Scope



ERP



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INTRODUCTION

Objectives and scope of this procedure

This OP explains how to create a user when he doesn't exist in SRM7.

Requirements

- User to be created in SRM7 must have a user ID in GRC tool
- Check if the user already exists in SRM7 (transaction SU01). If he already exists, check his validity date. If it is in the past, just reactivate the user by changing the end of validity date to 31.12.9999
- The creation of the SRM7 account of a user needs to be done when user needs access as requester, as approver, to display or as administrator:
 - If user is a **requester**:
 - 1.1. BIP Application Manager/ End User Partner (EUP) requesting the user creation must create a ticket with the Procurement Organization excel file in which he must set up the new user.
He also has to provide the name of the manager / financial approver and position (in the financial approval structure) of the hierarchical manager of the user.
Check the Application Manager/EUP on [SRM AM & WW Controllers list](#).
 - 1.2 If user to be created is from **NAM region** (US, CA or MX), account creation request needs to be submitted by his manager or by End User Partner of the site, through the [Form](#).
 - 1.3 For **EMEA region**, there is the possibility to use a [Form](#) to account creation request. This form should be submitted by user's manager or by EUP of the site.
However, if the form was sent by the user or another person (ex: user colleague), SRM7 team can accept the request but need to ask for approval to user's manager with EUP of the site in copy. If needed, for additional clarification, escalate to Dirk Vercammen (responsible to give training to EUP's in EMEA zone).

If the [Form](#) was not sent SRM7 team will proceed according to 1.1, however, team can always inform about the Form for future requests.
 - If user is only an **approver**:
Requesting the creation of the assignment of the user to an approval position is enough to proceed with user creation (in this case user is assigned to "Users for Approval Only – TO USE" structure).
According with the type of approver - Technical (TC), Purchasing (PU) or Financial (FI) - request must be sent by Application Manager (for TC), Purchasing Key User (for PU) or Application Manager or WW/Zone/Function Controller (for FI).
 - If user needs access only to **display** shopping carts (usually Service Centers Provisioning and Accounts Payable teams):
Request must be submitted by manager of the user.
 - If user is a new member in the Data & Analysis / SRM7 team access needs to be provided as **administrator**.
- Once user is created, user data must not be changed in SRM7 (last name, first name and e-mail address) unless in order to be updated according to an Active Directory change (information available in GRC).
- Users created for Brazilian companies / plants (except for company ZBR1) also have to be created in the platform of Mercado Eletronico.

- Once the SRM7 accesses have been provided, a ticket requesting to grant accesses in Mercado Eletronico should be created to PTP D&A LAM/NAM
- For this request, we must send the user ID and advise if it is a requester or approver

For users created on the departments related to Purchasing & Supply Chain we have to contact the buyer responsible for this project, Mr. Jefer Citadini, asking if the new user will be a purchasing approver, before contact the Mercado Eletronico to create the user in the platform.

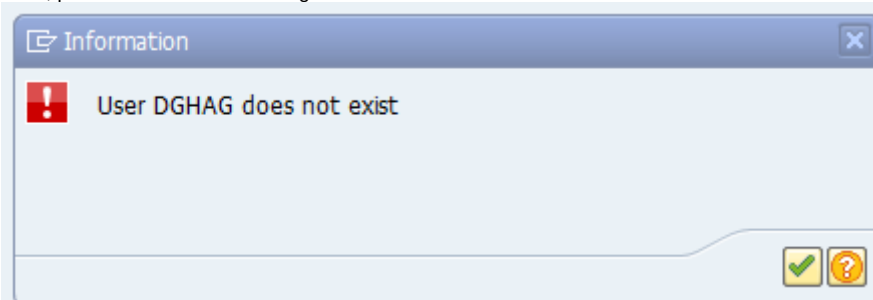
• WHO IS THE TEAM RESPONSIBLE TO PROVIDE ACCESS TO THE USER:

- SBS PTP D&A SRM Team:
 - Access requests related to end users in BP2, BV2 and BQ2
(Access to create and approve shopping carts as well as to visualize – general requests)
- IS-SD-AUTHORIZATION Team:
 - Access requests related to IS users, auditors and technical users in BP2, BV2, BQ2, BD2
(Access to specific roles and transactions)

Validation

Go to BP2, Tcode - SU01 – Check if the user exists:

If not, proceed with creation through GRC tool:



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+](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 for our Team to 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.

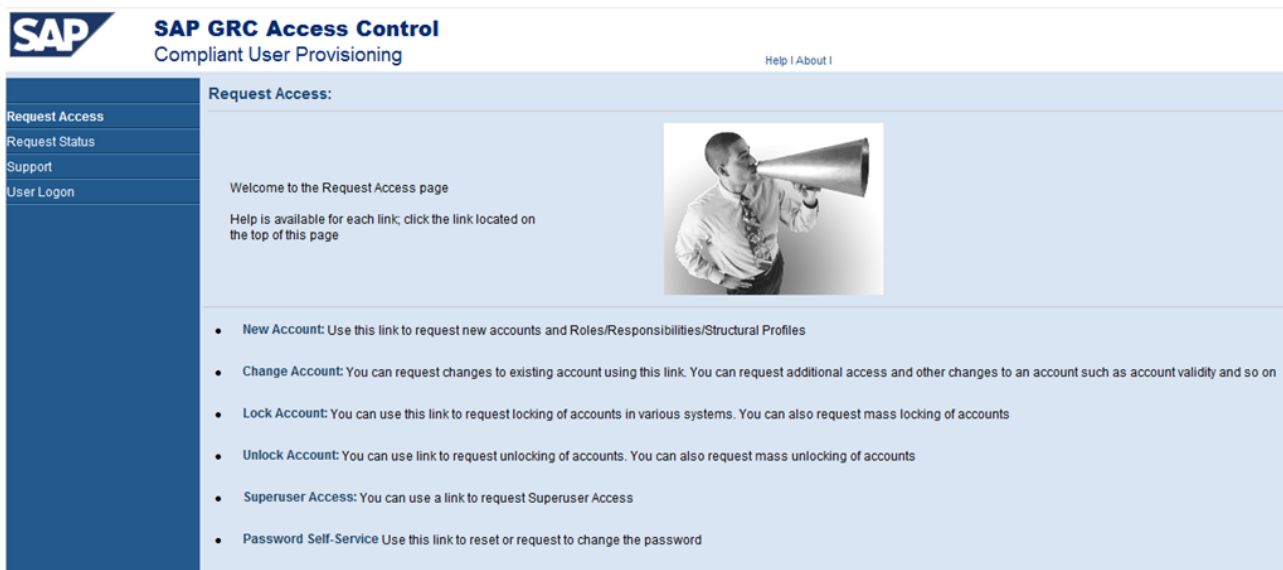
If you can provide us the requested feedback please just reply to this message and the ticket will automatically re-open in order for our Team to proceed with requested actions.

Always at your disposal,
SRM Team*

STEPS OF THE PROCESS

User Creation on GRC tool

Go to the URL link (with Internet Explorer): <http://pyjsapr3.ibm.be.solvay.com/AE/index.jsp>



SAP GRC Access Control
Compliant User Provisioning

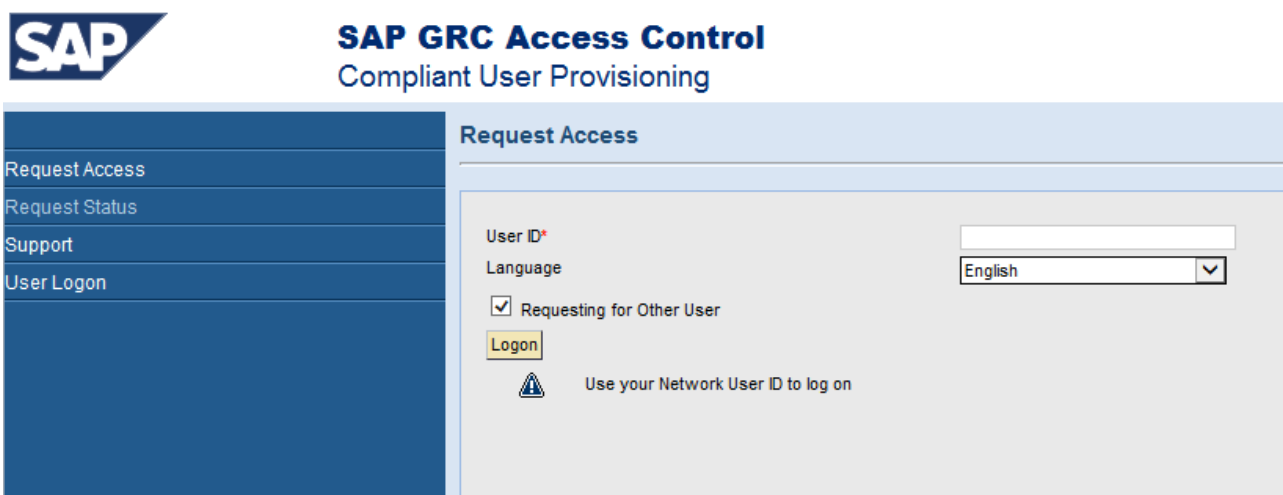
Request Access:

Welcome to the Request Access page
Help is available for each link; click the link located on the top of this page

- New Account:** Use this link to request new accounts and Roles/Responsibilities/Structural Profiles
- Change Account:** You can request changes to existing account using this link. You can request additional access and other changes to an account such as account validity and so on
- Lock Account:** You can use this link to request locking of accounts in various systems. You can also request mass locking of accounts
- Unlock Account:** You can use link to request unlocking of accounts. You can also request mass unlocking of accounts
- Superuser Access:** You can use a link to request Superuser Access
- Password Self-Service:** Use this link to reset or request to change the password

#1#2

#	Main activities	Tips / Best practices	Key points
1	Click on "Request Access"		
2	Click on "New Account"		



SAP GRC Access Control
Compliant User Provisioning

Request Access

User ID*

Language

☒ Requesting for Other User

Logon

 Use your Network User ID to log on

#1#2#3#4

#	Main activities	Tips / Best practices	Key points
1	Enter your own user ID		
2	Chose "English" as language		
3	Select option "Requesting for Other User"		
4	Click on "Logon" button		

Request Access

Enter Request Information

Request Type*

Priority*

Applications*

Type	Application	Short Description	Category
SAP	WP1	RCS ■ Production WP1 ■	Production

Request Reason *

#1

#	Main activities	Tips / Best practices	Key points
1	Click on the loop to search the application correct - SRM7		The application for WP1 production appears by default. So, it's necessary to deselect this option and select the correct one for SRM7.

Select Applications

SAP SAP EP Others

Select Category :

☐ Application	System ID
☐ SRM7 Production BP2	BP2
☐ ERP Solvay Prod. - ONLY PASSWORD RESET	PF1_020
☐ ERP Solvay PRS - ONLY PASSWORD RESET	PF1_050
☐ CICC Prod. - ONLY PASSWORD RESET	PI1_020
☐ GUDSIS PROD	PP2_130
☐ BW Prod - WBP - ONLY PASSWORD RESET	WBP
☐ GTS ■ Production WGP ■	WGP
☒ RCS ■ Production WP1 ■	WP1
☐ SOCRATES Prod. WPE-ONLY PASSWORD RESET	WPE
☐ ERP Solvay Dev - ONLY PASSWORD	IDF1_020

Continue Cancel

#1#2#3

#	Main activities	Tips / Best practices	Key points
1	Select "SRM7 Production BP2"		
2	Deselect "RCS Production WP1"		
3	Press "Continue" button		

Request Access

Enter Request Information

Request Type*

Priority*

Applications*

Type	Application	Short Description	Category
SAP	BP2	SRM7 Production BP2	Production

Request Reason *

#1

#	Main activities	Tips / Best practices	Key points
1	Enter the reason "SRM7 + Freshdesk ticket number"		

Go to BP2, Tcode - SU01
Check if the user was correctly created.

Display User

User: DGHAG

Last Changed On: GRC_SRM7 16.08.2016 12:19:15 Status: Saved

Address Logon data SNC Defaults Parameters Roles Profiles Gr...

Person

Title:

Last name: Ghag

First name: Deepak

Academic Title:

Format: Deepak Ghag

Function:

Department:

Room Number: Floor: Building:

Assign the user to the Procurement Organization structure

Go to BP2, Tcode - USERS_GEN

Manage User and Employee Data

General Task List

Select Action

Create

 Copy User and Employee Data from Template

 Generate User and Employee Data

Consistency check

 Check User and Employee Data

Export

 Export User and Employee Data

Correction

 Delete User Accounts and Employees

#1

#	Main activities	Tips / Best practices	Key points
1	Click on "Copy User and Employee Data from Template" button		

Generate Users

 Execute Action

Choose a Method

☐ Upload Users from File
☐ Import Users from Other System via RFC
☒ Create Users from Existing SU01 Users
☐ Import Users from an LDAP Directory

#1#2

#	Main activities	Tips / Best practices	Key points
1	Click on the option "Create Users from Existing SU01 Users"		
2	Click on "Execute Action" button		

Generate EBP Users from Existing SU01 Users

 Continue

Organizational Unit (ID)

Country

#1#2#3

#	Main activities	Tips / Best practices	Key points
1	Enter the "Organizational Unit ID" which user has to be assigned		The user can be assigned to: • "Customer Support Desk", for Customer Support Desk • "Delivery and Service Centers", for Back-office or Front-office • "Plants", for Requesters (to create shopping carts) • "Users for Approval Only – TO USE", for who will only approve shopping carts
2	Enter the country related to the Organizational Unit		
3	Press "Continue" button		

 Restriction of the user list

Here you can restrict the number of users that are offered for selection

☐ All users
☒ Area of users

#1#2

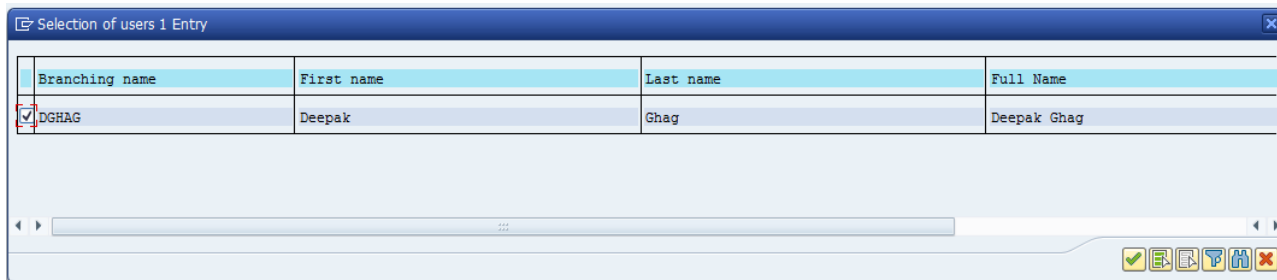
#	Main activities	Tips / Best practices	Key points
1	Select "Area of users"		
2	Press "Continue"		



A dialog box titled "User Selection" with a close button (X) in the top right corner. It contains a text field labeled "User" with the value "DGHAG" entered. Below the text field are two buttons: a green checkmark and a red X.

#1#2

#	Main activities	Tips / Best practices	Key points
1	Enter the user ID		
2	Press "Continue"		



A dialog box titled "Selection of users 1 Entry" with a close button (X) in the top right corner. It contains a table with the following columns: Branching name, First name, Last name, and Full Name. The table has one row with the following data: DGHAG, Deepak, Ghag, and Deepak Ghag. Below the table are two buttons: a green checkmark and a red X.

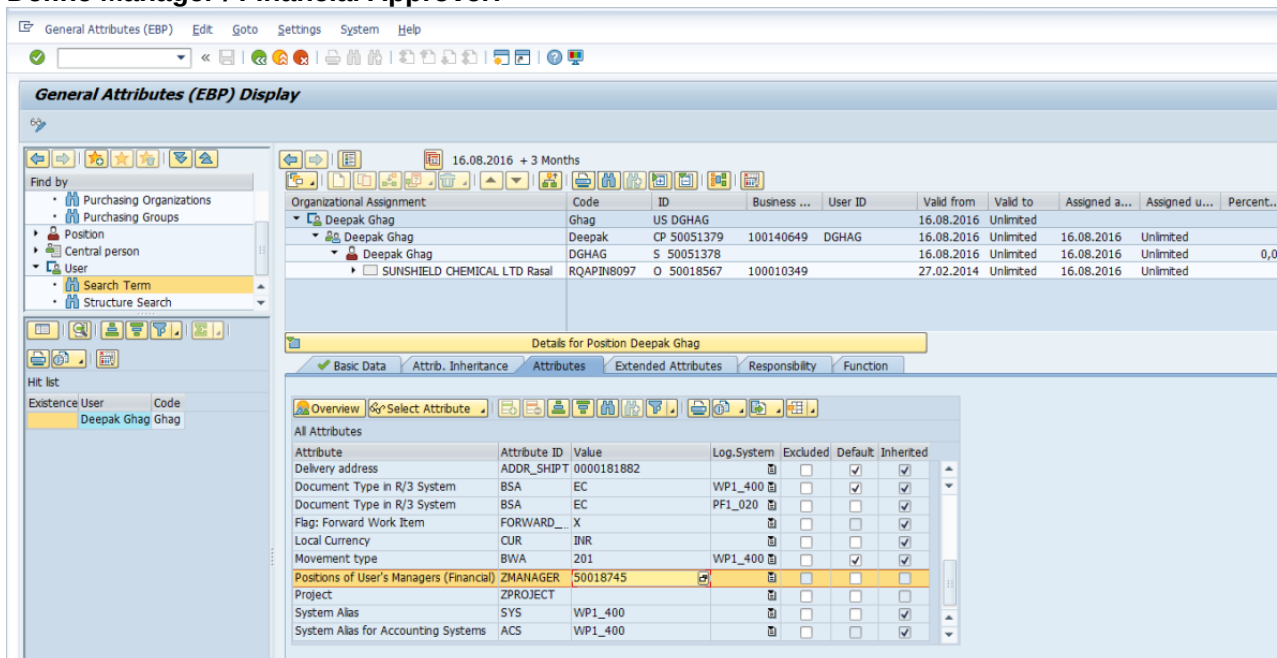
#1#2

#	Main activities	Tips / Best practices	Key points
1	Select the user line		
2	Press "Copy" button to validate		

Manage the requester attributes in the structure

Go to BP2, Tcode - PPOSA_BBP

Define Manager / Financial Approver:



A screenshot of the "General Attributes (EBP) Display" window. The window shows a tree view on the left with "User" selected. The main area displays a table of organizational assignments for "Deepak Ghag". The table has columns: Code, ID, Business, User ID, Valid from, Valid to, Assigned a..., Assigned u..., and Percent... The table contains three rows of data. Below the table, there is a section titled "Details for Position Deepak Ghag" with tabs for "Basic Data", "Attrib. Inheritance", "Attributes", "Extended Attributes", "Responsibility", and "Function". The "Attributes" tab is selected, showing a table of attributes with columns: Attribute, Attribute ID, Value, Log.System, Excluded, Default, and Inherited. The table contains several rows of data, including "Positions of User's Managers (Financial)" and "Project".

#1#2#3#

4#5#6

#	Main activities	Tips / Best practices	Key points
1	Search by user's ID		
2	Double click on user		
3	Double click on user's position		
4	Click on "Attributes" tab		
5	Click on the button to make changes		

6	Double click on "ZMANAGER" option	
---	-----------------------------------	--

General Attributes (EBP) Change

Find by: Companies, Purchasing Organizations, Purchasing Groups, Position, Central person, User, Search Term

Hit list: Existence User Code, Deepak Ghag

Organizational Assignment: Deepak Ghag, Code: Ghag, ID: US DGHAG, Business ...: CP 50051379, User ID: DGHAG, Valid from: 16.08.2016, Valid to: Unlimited

Details for Position Deepak Ghag

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

Overview | Positions of User's Managers (Financial)

All Values

ZMANAGER	Excluded	Default	Inherited
50018745	☐	☐	☐

#1#2#3#4

#	Main activities	Tips / Best practices	Key points
1	Enter manager's / financial approver position code		
2	Click on button "Overview" to return to all attributes		
3	Save changes		
4	Click on button to return to mode Display		

Provide access to catalogs to the user:

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

Overview | **Catalog ID**

All Values

Catalog ID	Excluded	Default	Inherited
50018745	☐	☐	☐

#1#2#3

#	Main activities	Tips / Best practices	Key points
1	Double click on "CAT" option on "Attributes" tab		
2	Click on "Add line"		
3	Insert the catalogs the user needs access to		Check if catalog is active and restrict / not restrict. (This information can be found on the list of e-catalogs)

Provide access to an additional delivery address:

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

Overview | **Delivery address**

All Values

Addr. no.	Excluded	Default	Inherited
52531	☐	☒	☐

#1#2#3

#	Main activities	Tips / Best practices	Key points
1	Double click on ADDR_SHIPT option on "Attributes" tab		
2	Click on "Add line"		
3	Insert the code of the address		

Provide access to other co-plants:

CoCode	Log.System	Excluded	Default	Inherited
6059	WV1_400	☐	☒	☒

#1#2

#	Main activities	Tips / Best practices	Key points
1	Double click on BUK option on "Attributes" tab		Check first if this other company already exists in procurement organization
2	Choose the back-end system of the company		In case the back-end system is not the correct one system will not give an error Be careful not to insert the wrong system to avoid that the setup is not correct

Partner ID	Plnt	Com...	Description	Src. System	Default	Deactivate	In...
0100009475	8026	6059	RHODIA SPECIALTY CHEMICA...	ECC6 WV1 c1...	☒	☐	☒

#1#2#3#4

#	Main activities	Tips / Best practices	Key points
1	Click on "Extended Attributes" tab		
2	Select "Locations"		
3	Inset the plant code of the plant the user needs access to		Check first if this other plant already exists in procurement organization
4	Choose the back-end system of the company and press Enter		Line will be added (partner ID and company associated)

Note: Extended Attribute "Output limit" (defined on "PO Value Limits") is inherited at users' level from the country department (self approval limit).

Self approval limit amount can be checked on "Financial Validation Thresholds" [table](#) (level 0).

Create user in Work Cycle

When a user receives access to SRM7, the user also needs to receive access to Work Cycle.

- If the user is a PF1 user, SRM7 Team will also create this access.
- If the user is a WP1 user, SRM7 Team doesn't need to do any action as the access will be automatically created.

In order to create the access, go to PF1_020 and access t-code /COCKPIT/WUM

WORK CYCLE User management

#3

Identification

Workflow processor MJSEONG

User data

Identification

Workflow processor MJSEONG

Communication

E-Mail Address Min-Jae.Seong@Solvay.com #4

Language EN

User data

Complete name Min-Jae Seong #4

Telephone

Department Logistic Administration #4

Administration data

☐ User locked

installed on

Password Policy

Security Policy *

#5

User data

SRM user name MJSEONG

SAP user name MJSEONG

First name Min-Jae

Last name Seong

Zone AP

#6

User data

Identification

Workflow processor

Communication

E-Mail Address

Language

User data

Complete name

Telephone

Department

Administration data

☐ User locked

installed on

Password Policy

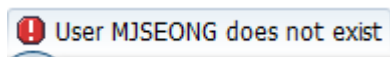
Security Policy *

#7

Information

 [User MJSEONG with initial password Webcycle9 created]

#	Main activities	Tips / Best practices	Key points
1	Insert the ID of the user		
2	Click on "Display"		To check if the user is already created. If the user is still not created, the following message will appear: 
3	Go back and after inserting the ID of the user select "Create User"		
4	Fill the necessary details in "User data"		Check user data in GRC
5	Click on "Customer fields" and fill information		
6	Select "Continue"		
7	Then "Continue"		A message will appear confirming that the user was created

REFERENCES

ATTACHMENTS

End of document

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Feb 26, 2020	Actor	Type	Activity	Version
Published	Patrícia Fonseca and Diane Kealy	Edit	multiple updates from  Patrícia Fonseca and  Diane Kealy	
	 Diane Kealy	State	changed state to Published at 5:04 pm	v4
To be approved	 Diane Kealy	State	gave <i>Approvers</i> approval at 5:04 pm	
	 Rui Cabrita	State	assigned approval <i>Approvers</i> to  Diane Kealy at 4:41 pm	
For Review	 Rui Cabrita	State	changed state to To be approved at 4:41 pm	v3
		State	gave <i>Reviewers</i> approval at 4:41 pm	