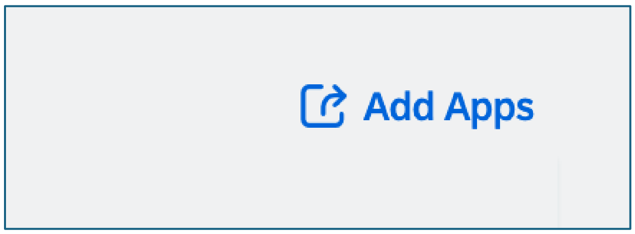
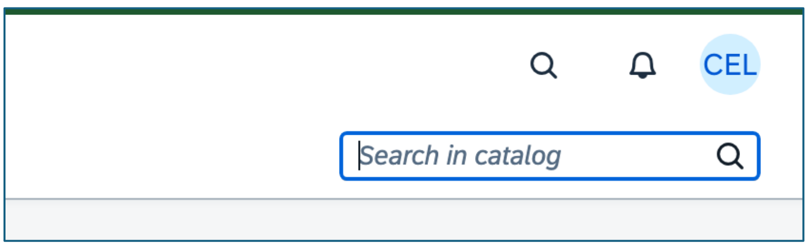
Learning and Training Information – Transition to SAP S/4 Procurement

➢ **User Action Items – July 20 – Day 1**

- This week: Your T-codes/favorites in your current SAP T-code listing will not transfer to S/4.
    - You will start with an empty screen
    - **Recommended:** Record or take screenshots of current SAP T-codes prior to COB July 16
- Monday: Using the Add Apps tool at the top right of your landing page, add Fiori Procurement apps or T-codes to your home landing screen.





- Suggested Procurement Apps to add:
    - Add traditional T-code ME51N if you plan to create basic requisitions as you do now for e-catalog or Free Text Orders
    - Add traditional T-code MIGO if you plan to create basic goods receipts

- Add new Fiori Procurement apps if you plan to use in lieu of traditional T-codes:
    - Default Settings for Users (only needed if you plan to use the app below to create requisitions)
    - Manage Purchase Requisition Professional (Creates requisitions)
    - Post Goods Receipt for Purchasing Document

Note: Both the standard T-code ME51 Requisition and the Fiori Manage Purchase Requisition Professional apps require setup of Default Settings prior to the initial usage of either.

- For ME51N, the default settings are completed inside of the T-code itself.
- For the Fiori Manage Purchase Requisition Professional app, the Default Settings are established via a complementary app identified as Default Settings for Users.

For both setup processes, Quick Reference Cards (QRCs) will be available on the Procurement Services website, Learning and Training Resources page.

- If you cannot find them under Add Apps use the top Search bar from the home page as alternate lookup source. Add other T-codes as needed.

    - You can also (and are encouraged to) add both traditional apps and new Fiori apps for Procurement tasks
    - During your first punch-out action to Ariba Network for e-catalog buying, ensure to click Allow Pop-Ups in order to reach the network. This is a one-time requirement for your first visit to Ariba Network.
    - When arriving at any e-catalog that has a cookies pop-up requirement, always click Accept All Cookies on each catalog.
    - Add My Inbox (All users) – Approvers will receive Requisitions into their inbox for review and approval or rejection. All others will receive system notices, etc.
    - Add Maintain Business Partners for vendor searches
        - Can also perform vendor lookups directly on the requisition (or PRD)

- Day 1 - Begin Procurement activities as needed utilizing the animated WalkMe functionality on each app to guide steps and/or needed Quick Reference Cards from Procurement Services Learning and Training Resources page

➢ **<u>Resources to Stay Up to Date:</u>**

- Open Help Sessions, twice per week, starting week of July 20, four total weeks, access schedule and Teams links on Procurement Services website, Departmental Resources page

- Procurement Services website: https://purchasing.uky.edu/
    - Learning and Training Resources page under revamp for all materials; section A will hold Quick Reference Cards (QRCs) and help resources for most common S/4 requisition and ordering needs.

- Support and Assistance – eprocurement@uky.edu
    - Requisitions (ME51N or Fiori Manage Purchase Requisition App)
    - Requisition Approvals (i.e., via S/4 Inbox)
    - Goods Receipts (MIGO or Fiori Post Goods Receipt for Purchasing Document App)
    - Ariba E-Catalog inquiries, General E-Procurement support

- Please forward inquiries regarding SAP S/4 Business Partners/Vendor Lookup to vendorhelp@uky.edu

- All inquiries managed by internal ticket system. You will receive a return ticket number for tracking purposes. Please use that same ticket email for any responses or any follow-up engagement.