Post S/4 Go-Live Follow-Up Learning and Training – Procurement Requisition
Default Settings and Delivery Address Requirements

Summary to Date: SAP Procurement Progress Related to S/4 Transition

SRM 75 PO Document Cleanup	January through mid-year
SRM Decommissioning	May
Interim SAP Requisition Usage	Late May through mid-July
Conducted three online learning sessions, open attendance	Week 7/13/26
Transition to S/4 Procurement Go-Live	7/20/26
Conducted 10 online lab help sessions, open attendance	Week of 7/20/26 through 8/21/26

Additional items, May through August:

- Developed and placed onto website array of S/4 Procurement Quick Reference Cards (QRCs), including step-by-step support for completion of Default Settings and Delivery Addresses.
- Periodic direct-delivery email updates to all SAP Requisitioners/Approvers/Receivers campus-wide

Correct Completion of Default Settings and Delivery Addresses

- Current key issues on departmental requisitioning
- S/4 + Ariba + Suppliers require specific delivery components in specific fields
- ODP returned orders - $25/each return cost (ODP absorbed)
- Currently estimated ~10-12% (~60+ orders per week) completed incorrectly
- Result = Supplier + Requisitioner frustration, returned orders

Costs of Incorrect Delivery Address Usage

- Requisitioner time + effort
- Approver time + effort
- Process to PO + Supplier Order Fulfillment
- Shipment to destination
- Return shipment to supplier ($)
- Technical diagnosis + re-training
- Repeat order time and effort

1. Purchase Requisition Advanced - Requisition Default Settings (ME51N)

Reference Quick Reference Card on Procurement Services website Learning Page: ***A-02A T-Code ME51N Default Settings***

- Why Default Settings Are Important
  - Control/provide technical visual aspects within requisition
  - Determine number requisitions viewable within Document Overview panel
  - Save manual entries on Requisitions for key items, e.g., cost object type
  - Set USD as currency
  - Associate linkblue ID with your profile which some suppliers use for email confirmations

- Important to set prior to creating your first Requisition

- How to Set (Four Settings Locations) Use ***A-02A T-Code ME51N Default Settings***

  1. Menu Settings (top left)
  2. Personal Settings – Header (top right)
  3. Personal Settings – Line (middle section)
     - Should replicate from the header section and may/may not need altered
  4. Layout selection – (middle section)

- How Requisition Default Settings Relate to Some e-Catalog Supplier Order Confirmations
  - Requisitioner is key setting; your linkblue ID must be here.
  - Some suppliers use this value as your email to send order confirmations; important to enter only your linkblue ID.
  - Also required for data extraction/reports by user ID

2. How to Setup Requisition Delivery Address Correctly

Reference Quick Reference Card on Procurement Services website: ***A-02D T-code ME51N - How to Set Delivery Address***

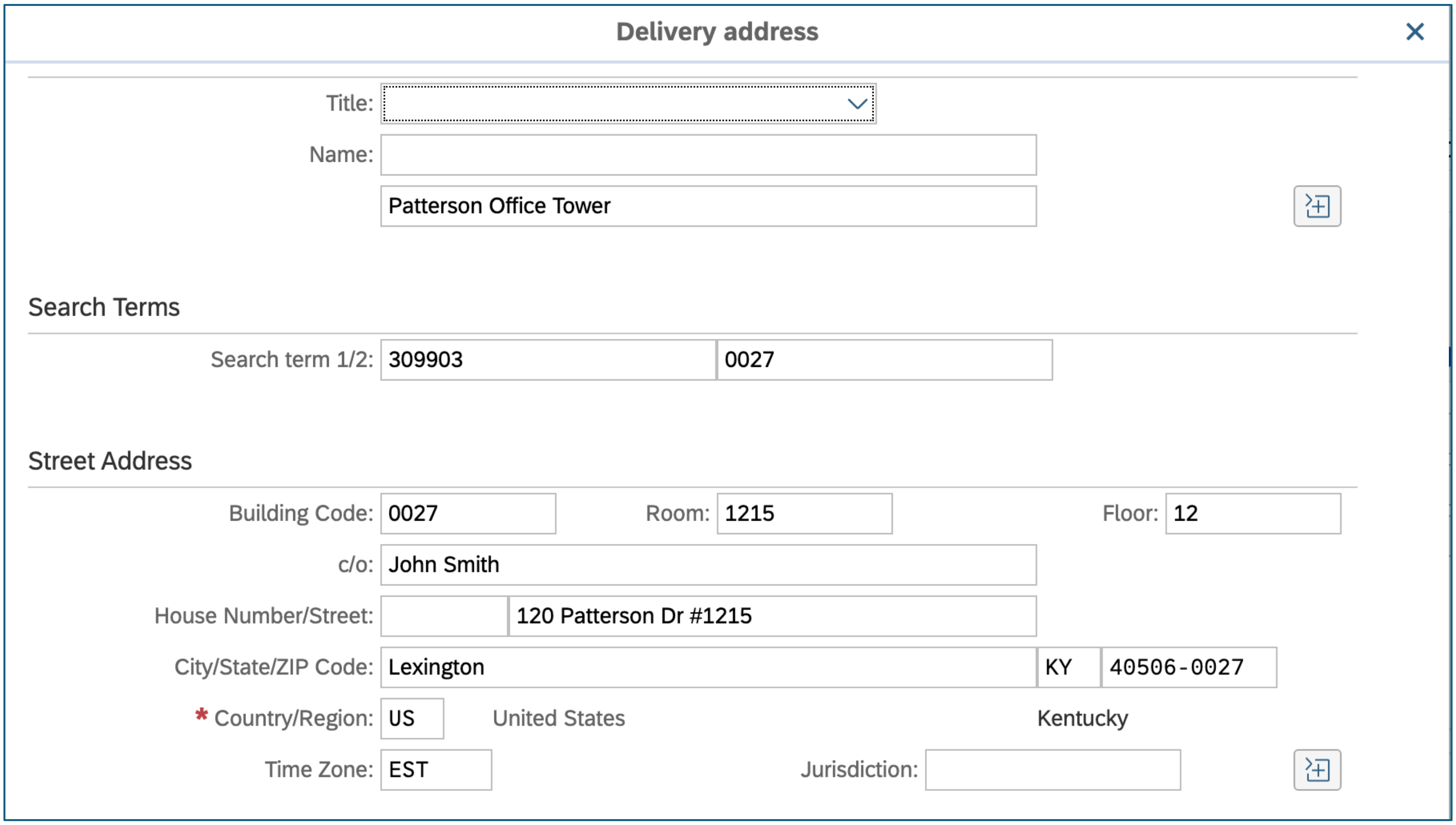
One Delivery Address Per Requisition

- **Important**: Create only one requisition for each planned delivery address.
- If you need items delivered to more than one delivery location, create multiple requisitions – one for each destination

How to Set Delivery Address Using QRC: ***A-02D T-code ME51N - How to Set Delivery Address***

- After completing purchase line items and account assignment, navigate to Delivery Address tab for line 1
- Click right side of Address box for search options
- Conduct search on Search Term 2 field for your building location code (usually = speed sort for campus locations)
- Select the SAP Address number to populate all address data on Requisition line 1
- Press Enter
- If you have multiple line items, answer Yes to use/replace this SAP Address number in all lines
- Click Address Details to open section
- Click [+] box on Street Address section to expand
    - Enter room number
    - Enter floor number
    - Enter the Deliver To person's name on the c/o line
    - Add room number also to end of street line
    - Add phone number in bottom section
    - Add email address in bottom section
- Click check mark to finish
- Click Yes if you receive a second prompt to update changes to multiple lines

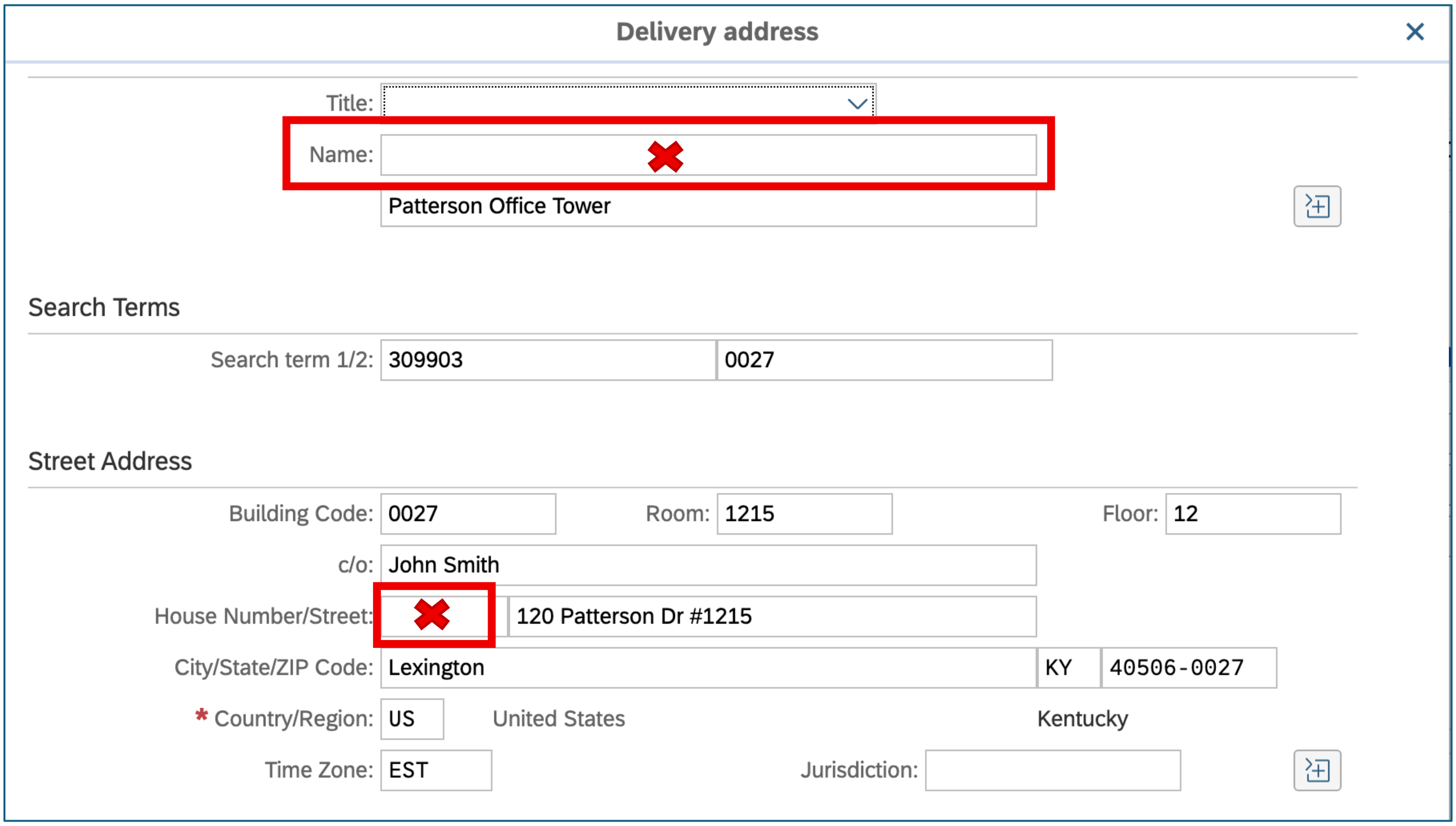
Correctly Completed Delivery Address – ME51N Purchase Requisition Advanced:



What Not to Change or Enter in the Delivery Address Sections

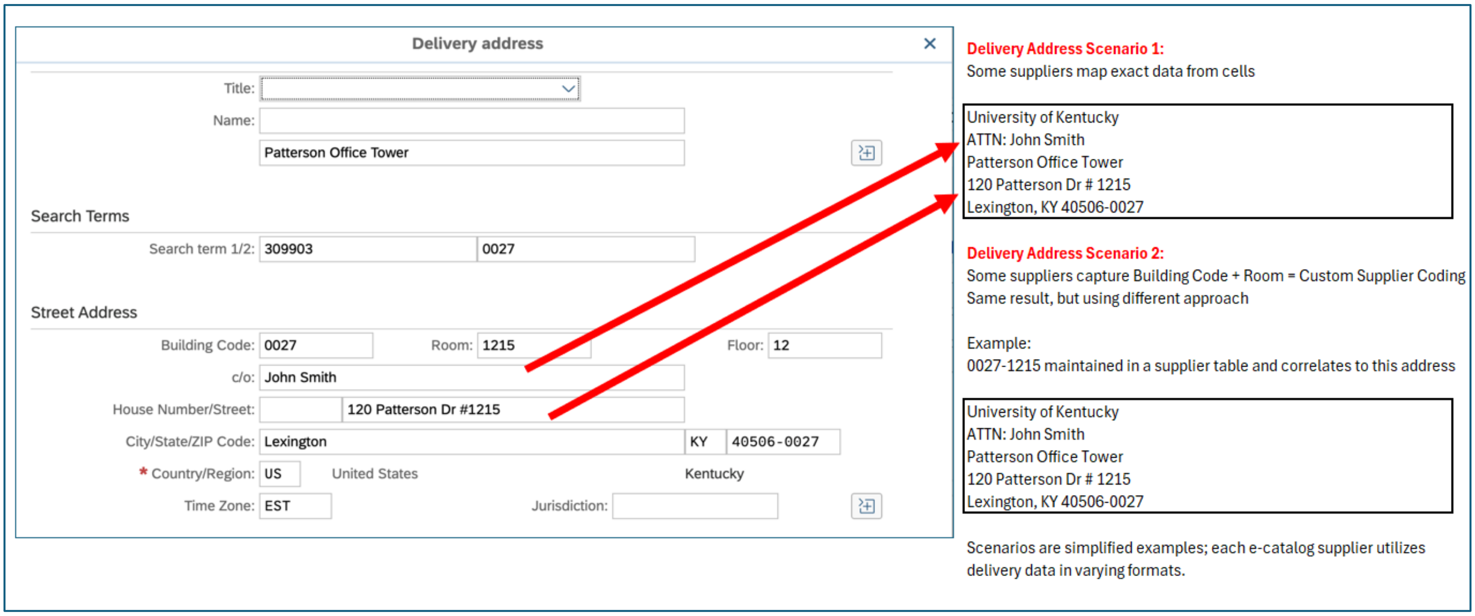
It's important not to change / delete / add data. This can disrupt data flows, alter data the supplier receives, and reduce options for supplier to utilize data to process order.

- Refrain from changing any master data entries from building location
- The top Name cell should remain blank
- The House Number cell should remain blank
- Refrain from moving segments of building address data to other cells



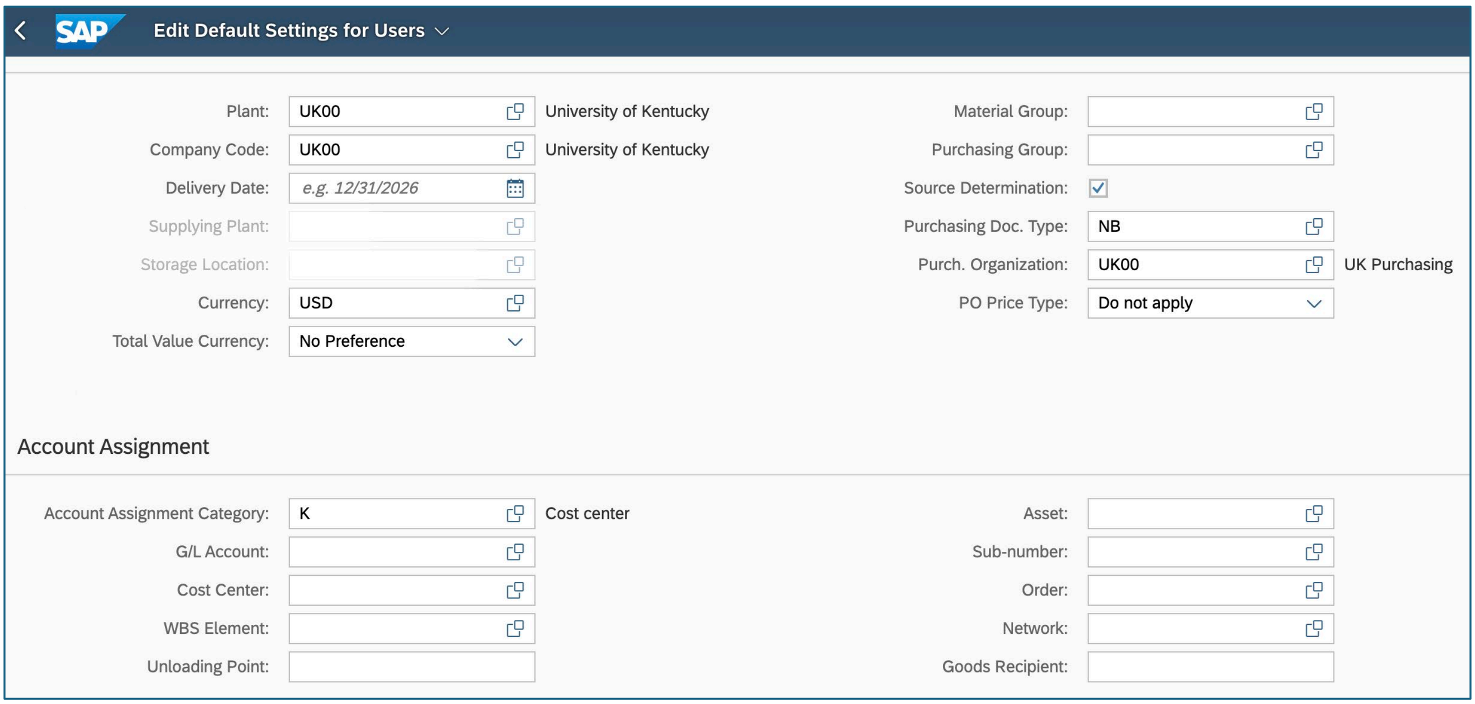
How Your Delivery Address Information Ties to Supplier Delivery Labels

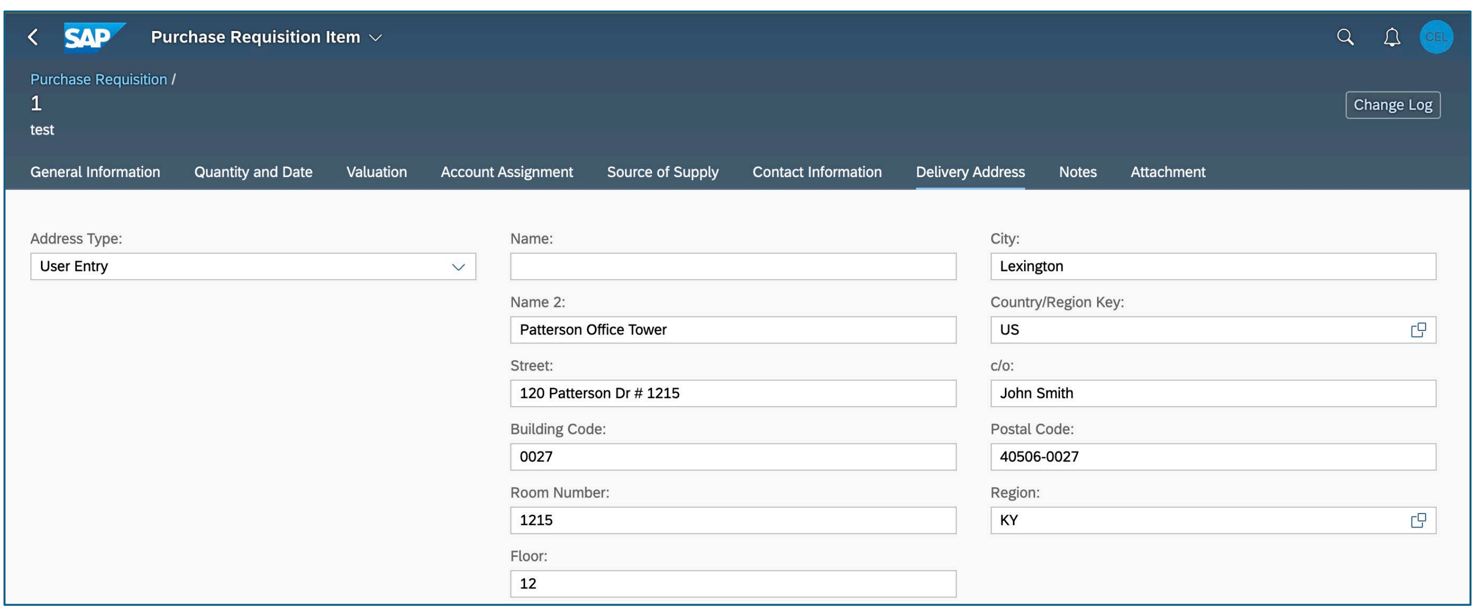
- Each component (cell) of the Delivery Address section transmits across Ariba Network to e-catalog suppliers through mapping scenarios.
- Process is typically touchless and software-automated
- Suppliers use various components of Delivery Address in different ways, e.g.,



Brief Overview-Related Information - Fiori Requisition App

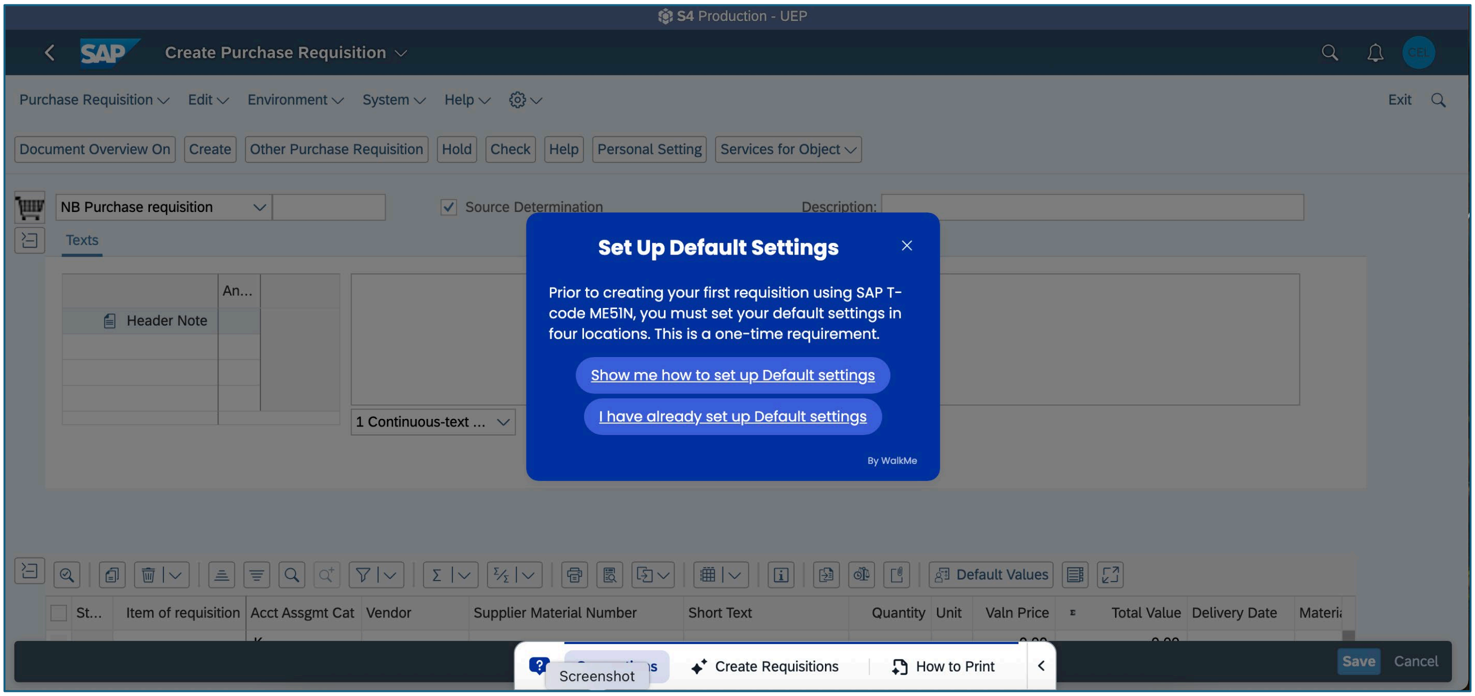
- If utilizing the Fiori Manage Purchase Requisitions Professional App, ensure Default Settings are established prior to first usage.
- Use Quick Reference Card from Procurement Services website: ***A-03A Fiori Manage Purchase Requisitions Professional App - Default Settings***
- Search for and run Default Settings for Users in Fiori Catalog
- All settings are on one screen; using the WalkMe app (deployment pending) will populate most Default Settings automatically.
- Requisitioners can also set a default cost center or default WBS Element-Grant using this app (if you use only one across all orders).
- No Delivery Address repeat option is currently available on Fiori Requisition; ensure each Delivery Address entry is identical for each line item.

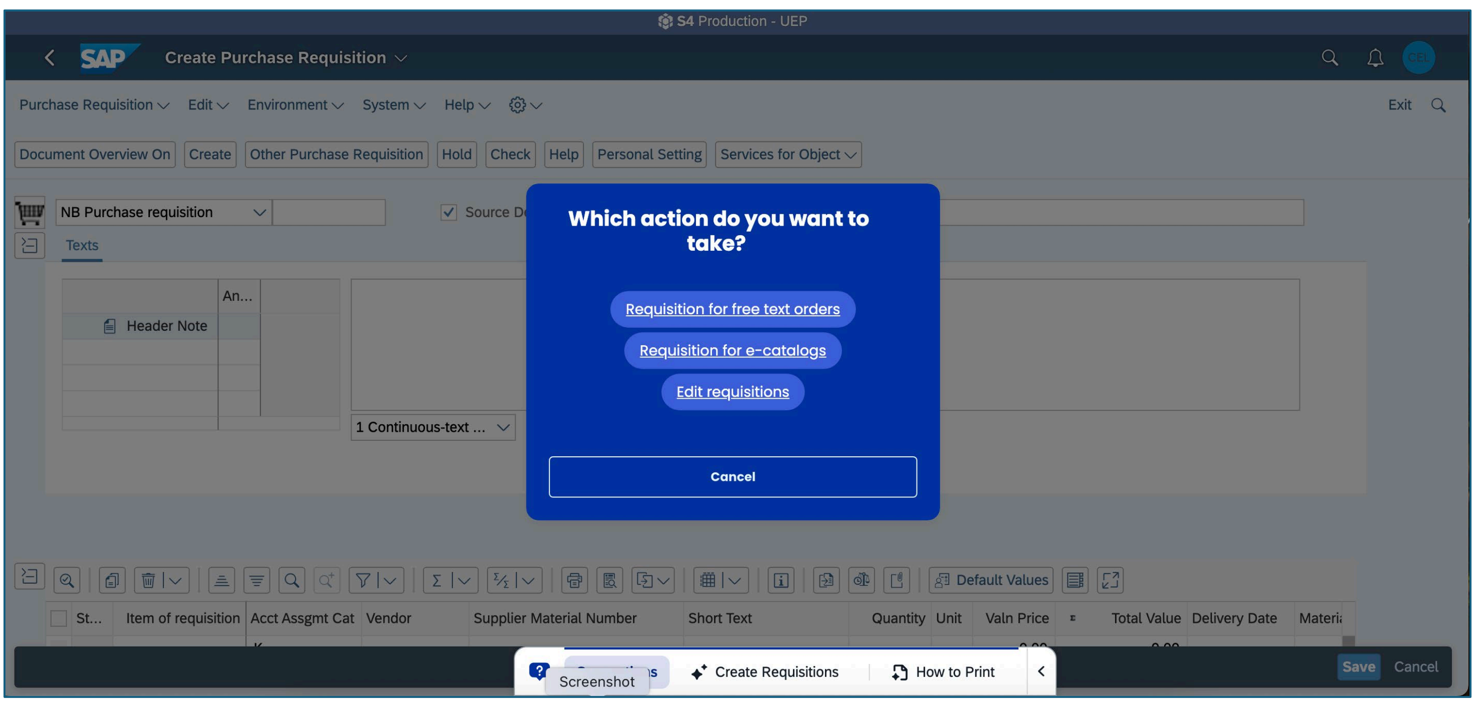




WalkMe Animated On-App Help Guides

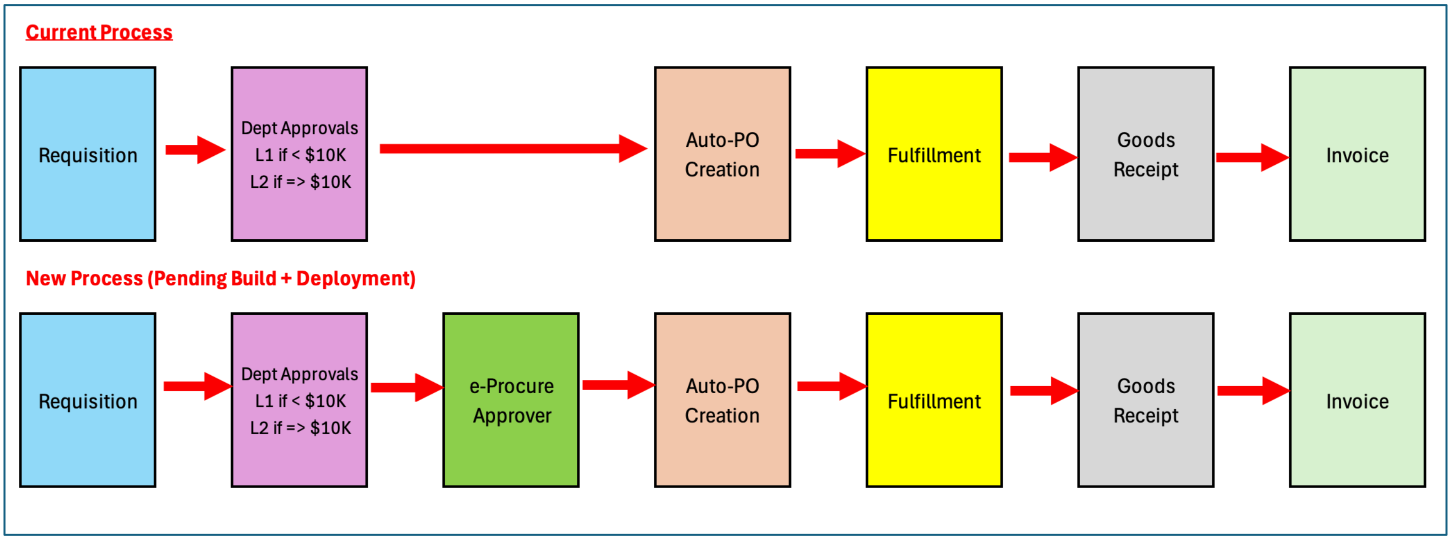
- Activated via WalkMe bar at bottom of screen, when available
- Guide user through each process step
- Available on ME51N Requisition, MIGO Goods Receipts, etc.
- Soon available for Fiori Requisition, Fiori Post Goods Movement, Fiori Default Settings for Users, etc.





New Additional Workflow in Progress

- Additional Workflow in process for e-catalog procurement stream
- All e-catalog orders will pass through Procurement Services Workflow to validate delivery address correct
- Other aspects of orders will be verified also, requisitioner linkblue ID
- Planned review/approval – same or next business day provided correct entries
- Build timeline + deployment date pending, marked as critical priority



Additional TIPS:

- The Requisition only needs to have the Delivery Address established on line 1
  - If the Requisition has multiple lines, a pop-up box will prompt to repeat to other line items; answer Yes.
- Record your 2XXXXXX number for your Delivery Address once you determine it; you can enter it into the Address box on future requisitions to save search steps.
- If needed, full listing of all Delivery Locations available on Procurement Services website, document E-03
- Ensure to use factual room numbers rather than nominal references, e.g., refrain from using Mailroom, Conf Room, etc. Use 202, A512, etc.
- **Key TIP:** If an order fails or you learn of delivery issues, reference help guides or request service ticket assistance; it's important to refrain from simply changing approach on next order without consultation.

Support:

- Procurement Services Learning and Training Page Help Guides and Videos
  - Visit purchasing.uky.edu
  - Login at top with linkblue; return to home page
  - Navigate to Learning and Training Resource tile
  - Reference Section A for key S/4 Procurement QRCs and resources

- WalkMe On-App Help Guidance
  - Currently available on ME51N Purchase Requisition Advanced
  - Soon to be available-Fiori Purchase Requisition Professional + Default Settings for Users apps

- Additional Support Available – eprocurement@uky.edu