

**2001**

**ASUG Annual Conference & Vendor Fair**

# E-Commerce at the Oak Ridge National Lab

Session Code: 1911

Tracey Lawson  
UT-Battelle

May 20-23, 2001

Miami Beach Convention Center • Miami Beach, Florida





# About UT-Battelle

- Managing Contractor for the US Dept of Energy
- Responsible for the Oak Ridge National Lab (ORNL) in Oak Ridge TN
- Approx. 3500 employees
- SAP – MM, HR, PS, FI-CO, SD
  - Live with SAP 3.1H in October 1998
  - Upgraded to SAP 4.0B April 1999
  - Upgrading to SAP 4.6C in April 2002



# E-Commerce Drivers

- Improve user productivity
- Effectively manage the supply chain
- Reduce cycle time
- Provide relevant decision-making information in a timely manner
- Lower cost of operation
- Maintain audit log



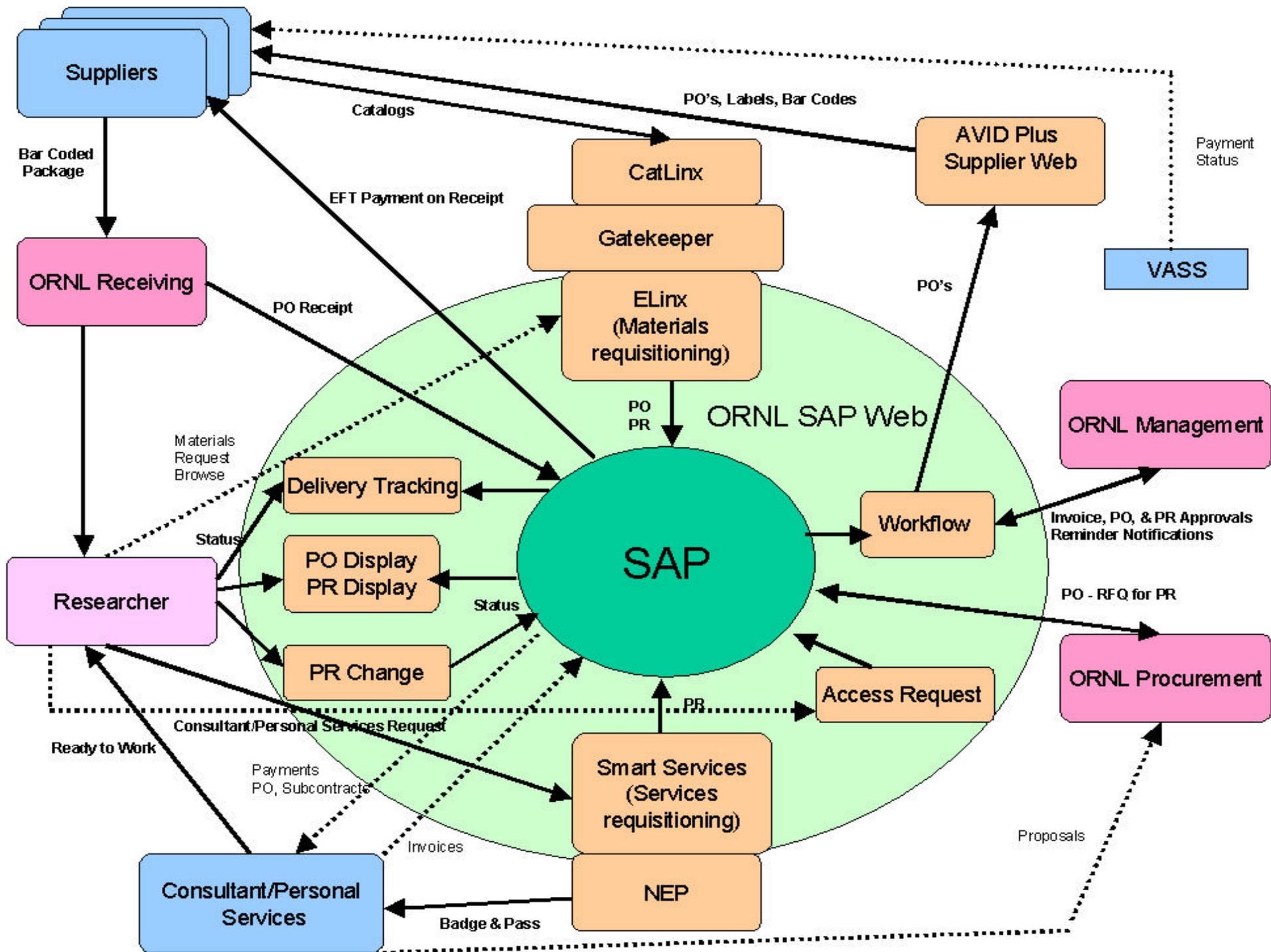
# Business to Business Applications

- Elinx (AVID Plus) & CatLinx
- AVID Plus Supplier Web
- VASS & Vendor Invoicing



# Business to Employee Applications

- ORNL SAP Web
- Elinx (AVID Plus)
- Smart Services
- Document Find/Display
- Requisition Change
- Access Requests
- Workflow Inbox
- Shipments>Returns
- ACE
- Employee Self-Service





# ORNL SAP Web

- Central web site to manage SAP-related web applications
- Organized to reflect SAP functional areas
- Forum to provide users with information on latest updates



**Access**

Request SAP Resource, Request Roles...

**Accounting**

ACECard, Display Invoice, Adjust & Transfer, Open Cost Center, Update Cost Center, Close Cost Object...

**Human Resources**

People - My Info, Search Organization Mgmt - Search, Structure, Roles Training- Training Catalog, Qual Catalog, Classes Nonemployee Processing - NEP, Access Req

**Materials Management**

Acquisition Center, AVID Plus, Smart Services, Display Purchase Reqs, Purchase Orders, Vendors...

**Reports**

WebReports, Batch Reports...

**Help**

Contacts, Script Selector, Developer Resources...



**Announcements**

- **April 2, 2001** **NEW** Nonemployee Processing "Who to Contact" list now available at the Nonemployee Processing page.
- **March 29, 2001** **NEW** The "Weekly PALS Update" trigger event has been activated in the SAP Batch Reports application.
- **March 27, 2001** **NEW** Enhancements to Smart Services including buttons at top and bottom of all pages and ability to copy other's requests.
- Previously Released Announcements



# Elinx (AVID Plus)

- Commercial application by ChanneLinx
- One-Stop Shopping
  - Web-based catalog and requisitioning application
  - Real-time interface with SAP
- Approximately 2000 users
- 27 supplier catalogs with > 117,000 supplier catalog items representing 28 commodity lines
- Implemented October, 1998



# Elinx (AVID Plus)

- ELinx Requester can
  - create POs for catalog items
  - create POs for non-catalog items with catalog suppliers
  - request price quotes from catalog suppliers for non-catalog items (email function)
  - create reservations for ORNL stock material
  - create requisitions for non-catalog items (to be purchased by Procurement)
- ELinx POs paid electronically based on receipt (using ERS)

- Home
- Search
- Quick Entry
- Shopping Lists
- Edit Basket
- Order Status
- Profile
- Administration
- Help
- Logoff

Welcome to eLinx, the Order Management System for Y-12

To begin ordering, start your [SEARCH NOW](#)

Web Site: [Y-12 National Security Complex](#)  
 Support: [kma@y12.doe.gov](mailto:kma@y12.doe.gov)



SEARCH OUR PRODUCTS THREE WAYS ...

1. [Click here for Category Search](#)
2. Description:
3. Part #:

**eLinx™** Search Categories Items

Enter text to begin searching or drill down the categories for a more specific search.

Categories	Items
All Categories	
Office Supplies	5101
Bearings & Accessories	1561
Chemicals	170
Coatings & Insulation	720
Construction	1758
Drilling/Down Hole	6459
Electrical	534
Fasteners	6776
Fire Fighting	2
Filtration	132
Gaskets/Packing/Seals	714
Hose/Fittings	261
Instrumentation	1091
Information Technology	727
Marketing	218
Mobile Equipment And Parts	3467
Machinery/Mechanical Plant	2461
Metal/Iron/Steel	574
Operating Supplies	417
Petroleum Products	225
Pipe/Tube/Fittings	2906
Safety, Shoes, Fire Fighting	1608
Transportation/Materials Handling	7276
Valve/Actuators	895
Workshop Supplies/Tools	13384
Internal Inventory (Be Use Only)	4903

Search Clear

Category: All Categories (\*)

Supplier: ELLIOTT'S BOOTS AND SHOES

Part #:

Mfg Name:

Text: wolverine and durashocks

Search

eLinx [TLPQA] - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Location: http://sapylpqa.y12.doe.gov/MainFrame.asp?b=catsearchframeset.asp&hp=BT\_CAT\_SEARCH

TLP QA TLP Prod TLP Dev PROCUREMENT Smart Services ORNL Workflow WebWHOS: Search SAPYTLP

Tuesday, May 01, 2001 · Basket Items 0 · Lawson, T O (AQ3) is buying for Y-12 PLANT

**eLinx™**

Home Search  Search Within Results Reset Sorted By: Unit Price

» Help Quick Entry Shopping Lists Edit Basket Order Status Profile Administration Help Logoff

Qty	UOM	Stock	Part #	Description	Supplier	Unit Price
<input type="checkbox"/>	PR		<a href="#">01408-10.5-B</a>	wolverine men's black 6" leather lace up boot durashock Slip Resistant Electrica ...	ELLIOTTS BOOTS AND SHOES	115.0000 / 1.0000 PR
<input type="checkbox"/>	PR		<a href="#">01408-10-D</a>	wolverine men's black 6" leather lace up boot durashock Slip Resistant Electrica ...	ELLIOTTS BOOTS AND SHOES	115.0000 / 1.0000 PR
<input type="checkbox"/>	PR		<a href="#">01408-11-EEE</a>	wolverine men's black 6" leather lace up boot durashock Slip Resistant Electrica ...	ELLIOTTS BOOTS AND SHOES	115.0000 / 1.0000 PR
<input type="checkbox"/>	PR		<a href="#">01408-10-EEE</a>	wolverine men's black 6" leather lace up boot durashock Slip Resistant Electrica ...	ELLIOTTS BOOTS AND SHOES	115.0000 / 1.0000 PR
<input type="checkbox"/>	PR		<a href="#">01408-8-E</a>	wolverine men's black 6" leather lace up boot durashock Slip Resistant Electrica ...	ELLIOTTS BOOTS AND SHOES	115.0000 / 1.0000 PR
<input type="checkbox"/>	PR		<a href="#">01408-13-B</a>	wolverine men's black 6" leather lace up boot durashock Slip Resistant Electrica ...	ELLIOTTS BOOTS AND SHOES	115.0000 / 1.0000 PR
<input type="checkbox"/>	PR		<a href="#">01408-13-E</a>	wolverine men's black 6" leather lace up boot durashock Slip Resistant Electrica ...	ELLIOTTS BOOTS AND SHOES	115.0000 / 1.0000 PR
<input type="checkbox"/>	PR		<a href="#">01408-12-B</a>	wolverine men's black 6" leather lace up boot durashock Slip Resistant Electrica ...	ELLIOTTS BOOTS AND SHOES	115.0000 / 1.0000 PR
<input type="checkbox"/>	PR		<a href="#">01408-11-E</a>	wolverine men's black 6" leather lace up boot durashock Slip Resistant Electrica ...	ELLIOTTS BOOTS AND SHOES	115.0000 / 1.0000 PR
<input type="checkbox"/>	PR		<a href="#">01408-7.5-EEE</a>	wolverine men's black 6" leather lace up boot durashock Slip Resistant Electrica ...	ELLIOTTS BOOTS AND SHOES	115.0000 / 1.0000 PR

Add To Basket |< << 1 to 10 of 73 >> >| Cancel Quick Entry

Document: Done



- Home
- Search
- » Help
- Quick Entry
- Shopping Lists
- Edit Basket
- Order Status
- Profile
- Administration
- Help
- Logoff

## Item Detail

### Supplier: ELLIOTTS BOOTS AND SHOES

**Manufacturer Name:** Wolverine

**Part Number:** 01408-10.5-B

**Description:**

Wolverine men's black 6" leather lace up boot Durashock Slip Resistant Electrical Hazard Composit (Plastic) Toe.  
Questions? Call Debbie (865)-524-1722 01408 10.5 Width B



**Manufacturer Number:** 0  
**Customer Part Number:**  
**Alternate ERP Number:**  
**Previous Number:**  
**Category Code:** SF38BOO  
**Category Description:** Boot  
**Hazardous Y/N:** N  
[MSDS Rec ID:](#)  
**Recycled Material:**  
**Lead Time:** 4 D

**Unit Price:** \$115.0000 per Pair  
**Order Information:** 1 Pair = 1 PR  
**Price Information:** \$115.0000 / 1 PR  
**Price UOM:** PR  
**Min Order Qty:** 0  
**Order UOM:** PR

### Attachments

[Edit Attachments](#)

Type	Description	Location
P	Picture of Boot	<a href="http://sapylpqa.y12.doe.gov/attach/06-222-5099/01408a.jpg">http://sapylpqa.y12.doe.gov/attach/06-222-5099/01408a.jpg</a>

- Home
- Search
- Quick Entry
- Shopping Lists
- Edit Basket
- Order Status
- Profile
- Administration
- Help
- Logoff

### Quick Entry Screen

**Document Type:** Purchase Order \*

**Supplier:** APEX OFFICE SUPPLY \*

**Material Group:** Office Supplies, 75 \*

**Inspection Instructions:**

**Suggested Vendor/Remarks to Procurement (for PR Only):**

**Sole Source:**

[Special Requirements](#)

Supplier Part Number	Description	Requested Delivery Date	Unit Price	Order Unit	Quantity	Ext Price
123456879		5/6/2001	15.0000	Each	1	0.0000
	Franklin Planner Classic refill, 2002, size 5" x 8.5"					
		5/6/2001	0.0000		0	0.0000
		5/6/2001	0.0000		0	0.0000
		5/6/2001	0.0000		0	0.0000

Add To Basket Save As List More Lines Reset Calculate Totals

- Home
- Search
- Quick Entry
- Shopping Lists
- Edit Basket**
- Order Status
- Profile
- Administration
- Help
- Logoff

## Edit Basket

**Total: \$1,425.00 (3 lines)**

Your basket contains 3 items. If you change any quantities or remove items by checking the Delete checkbox, you must click the **Save Basket** button to update the basket. When you are finished, click the **Checkout** button to proceed.

**Requisition Origin:** New eLinx Requisition

**Instructions:**

**Tracking Number:**       **Goods Recipient:**

**Building:**       **Location/Control Area:**

**Requestor:**       **Ship To:** Y-12 PLANT

**Charge Type:**

GL Account:       Cost Center:

Part Number/Description	Requested Delivery Date	Unit Price	Qty	UOM	Ext Price	Item Detail	Emergency	Delete
<b>Purchase Order to ELLIOTTS BOOTS AND SHOES - Y-12 PLANT</b> <span style="float: right;">Edit Tax Code</span>								
<a href="#">01408-10.5-B</a> Wolverine men's black 6" leather lace up boot Durashock Slip Resistant Electrical Hazard Composit (Plastic) Toe. Questions? Call Debbie (865)-524-1722 01408 10.5 Width B	5/5/2001	115.00	1	PR	115.00	<input type="button" value="Edit Item"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Total:</b>			<b>1</b>		<b>115.00</b>			
<b>Purchase Order to APEX OFFICE SUPPLY - Y-12 PLANT</b> <span style="float: right;">Add Tax Code</span>								
<a href="#">123456879</a> Franklin Planner Classic refill, 2002, size 5" x 8.5"	5/5/2001	15.00	1	EA	15.00	<input type="button" value="Edit Item"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total:</b>			<b>1</b>		<b>15.00</b>			
<b>Requisition to AIR LIQUIDE - Y-12 PLANT</b>								
<a href="#">No P/N Entered</a> oxygen, 99.999 percent purity, with lab certifications	5/6/2001	259.00	5	CL	1,295.00	<input type="button" value="Edit Item"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total:</b>			<b>5</b>		<b>1,295.00</b>			
<b>Grand Total:</b>			<b>7</b>		<b>1,425.00</b>			



# Benefits of Elinx (AVID Plus)

- Reduced costs associated with maverick spending
- Reduced staffing requirements in Receiving and Procurement
- Effective supply chain management

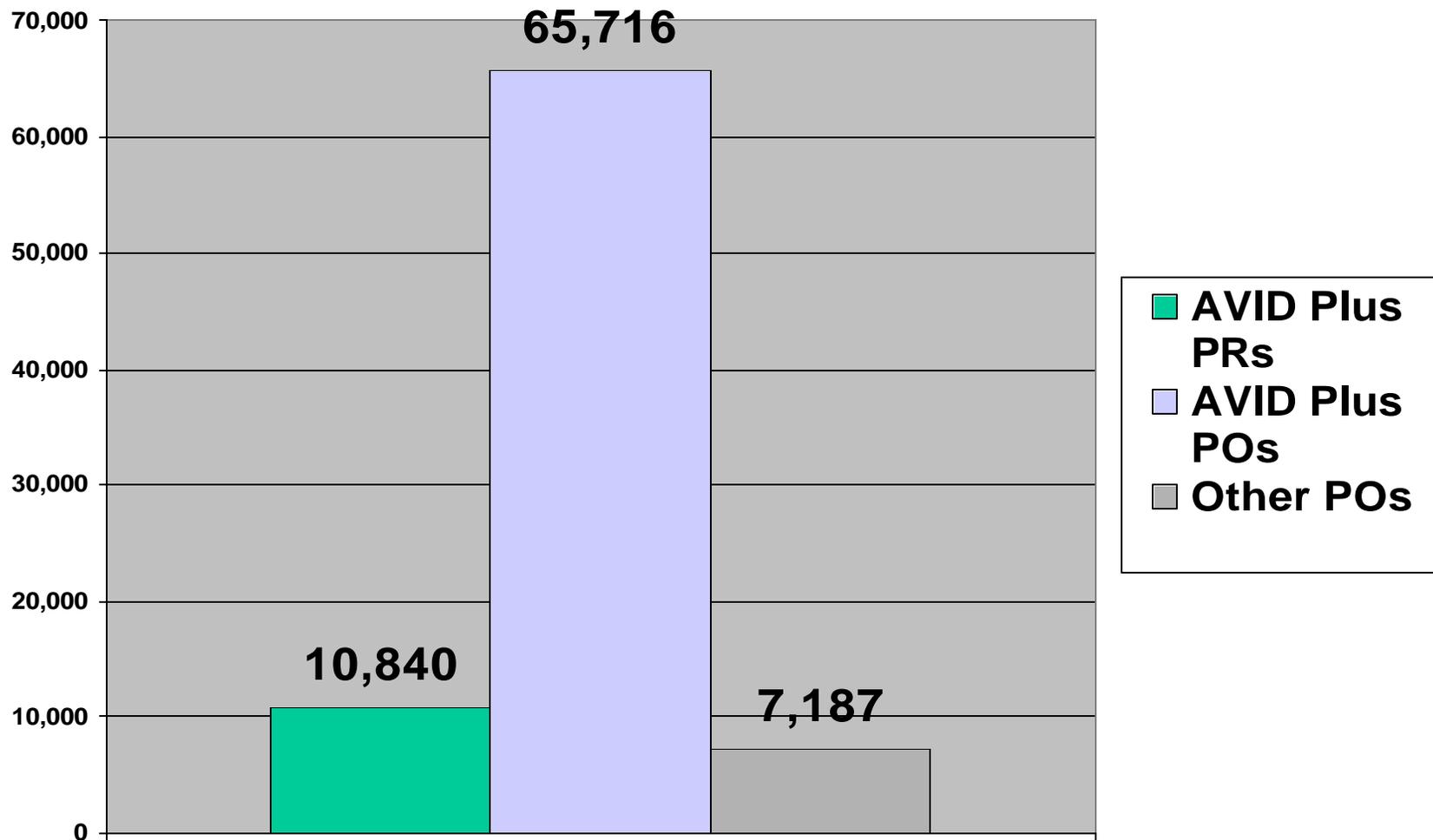


# Benefits of Elinx (AVID Plus)

- Support ORNL's Small Business, Small Disadvantaged Business and Woman-Owned Small Business Subcontracting goals
- Audit log maintained in SAP including release/approval process



# AVID Plus Transactions - FY2000



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# CatLinx & ORNL Gatekeeper

- Catalog content management tools
- CatLinx
  - COTS tool to load supplier catalog data to ELinx
  - Co-developed by ChanneLinx and ORNL
- ORNL Gatekeeper
  - Internally-developed application to coordinate reviews of catalog data



# AVID Plus Supplier Web

- Developed internally
- Suppliers download PO's and print PO's on label paper
  - Ability to interface download file to backend business systems
  - All packages barcoded
  - Receiving scans barcoded packages
    - creates goods receipt in SAP
    - segregates packages by unloading point
- FY2000 - approx. 88,000 barcoded packages received



# Smart Services

- Create requisitions for complex services
- Address both internal requirements and subcontracting requirements
- Approximately 500 users
- Implemented October, 1998



Decision Model Home Help Back

 *Edit Requests*
 *Create Subcontracting/Staffing Request*
 *Create Travel Reimbursement Request for Non-Employee*

 *Modify Subcontract*
 *Picture Badge / Visitor's Pass Request*
 *System Tips Admin*

Select Userid for Edit Request:

Request Options: List Other's Requests:

UserID:

	Userid	Request name	Type of Request	Date Created	Requisition Number
<b>Clicking on a Requisition Number will display it in a separate web browser window</b>					
<input type="radio"/>	AQ3	4/25/01 test	Subcontract	04-25-2001	
<input type="radio"/>	AQ3	test	Individual Subcontractor	04-23-2001	<a href="#">3400010150</a>
<input type="radio"/>	AQ3	Copy of Copy of Test Text for	Subcontract	04-19-2001	
<input type="radio"/>	AQ3	Copy of 1234567890123456789012	Individual Subcontractor	04-19-2001	<a href="#">3400010141</a>
<input type="radio"/>	AQ3	Copy of Test Text for Internal	Subcontract	04-19-2001	<a href="#">3400010152</a>
<input type="radio"/>	AQ3	1234567890123456789012345678901	Individual Subcontractor	04-19-2001	<a href="#">3400010140</a>
<input type="radio"/>	AQ3	4/3/01 test	Subcontract	04-03-2001	
<input type="radio"/>	AQ3	test	Employment - Term or Project Assignment <= 12 months	03-23-2001	
<input type="radio"/>	AQ3	test	Employment - Regular	03-23-2001	
<input type="radio"/>	AQ3	Copy of Test WBS Submit 3-5-01	Subcontract	03-21-2001	<a href="#">Click for List</a>
<input type="radio"/>	AQ3	3/21/01 test	Subcontract	03-21-2001	<a href="#">3400010107</a>
<input type="radio"/>	AQ3	bug fix test 3/21/01	Individual Subcontractor	03-21-2001	<a href="#">3400010105</a>
<input type="radio"/>	AQ3	test	Subcontract	03-20-2001	
<input type="radio"/>	AQ3	test	Individual Subcontractor	03-13-2001	<a href="#">3400010106</a>
<input checked="" type="radio"/>	AQ3	individual test	Individual Subcontractor	03-13-2001	<a href="#">Click for List</a>
<input type="radio"/>	AQ3	3/12/01 test	Individual Subcontractor	03-12-2001	<a href="#">3400010087</a>
<input type="radio"/>	AQ3	3/12/01 test	Subcontract	03-12-2001	<a href="#">3400010086</a>
<input type="radio"/>	AQ3	test	Travel Reimbursement	03-12-2001	000041
<input type="radio"/>	AQ3	IWO Test	Subcontract	02-15-2001	<a href="#">Click for List</a>
<input type="radio"/>	AQ3	BAPI Create Test	Subcontract	02-07-2001	<a href="#">Click for List</a>
<input type="radio"/>	AQ3	1/29/01 - submit test	Subcontract	01-29-2001	<a href="#">3400008093</a>
<input type="radio"/>	AQ3	1/12/01 mult charges test	Individual Subcontractor	01-12-2001	<a href="#">3400008092</a>
<input type="radio"/>	AO3	1/12/01 GL test	Subcontract	01-12-2001	<a href="#">Click for List</a>

External Services - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Location: http://www.dev.ornl.gov/cgi-bin/cgiwrap?user=extserv&script=main\_menu.cgi

TLP QA TLP Prod TLP Dev PROCUREMENT Smart Services ORNL Workflow WebWHOS: Search SAPYTLP

Smart Services  Individual Subcontractor Details

Decision Model Home Help Back

**Individual Subcontractor Options:**

Edit Sole Source Save Submit

- Requisitioner badge number:  Go to [Web Whos](#) to look up badge number
- Tracking Number:
- Service Type:  [Consultant](#)  [Personal Services](#)
- Information on the individual:
 

Name:

Social Security Number:

Address Information:

City:  State:  Zip:

Phone:

E-mail address:

FAX:

Former ORNL employee?  Yes  No

[Former government employee?](#)  Yes  No

Former military personnel?  Yes  No
- Citizenship Info:
 

Is this request for a U.S. Citizen?  Yes  No

If not a US Citizen, then provide citizenship:
- Work-related Information:
 

Expected Start Date (mm/dd/yyyy)

Expected End Date (mm/dd/yyyy)
- A) Does the subcontracted work meet one of the ORNL-SH-P33 exemptions?  
 Note:  
 1) The requester is responsible for ensuring that Environment,

Document: Done

Start SAPLPD... Who's C... SAP Log... Eudora ASUG 2... eLink [T... Purchas... E\_Com... PrtScr 2... Summar... Extern... 11:53 AM

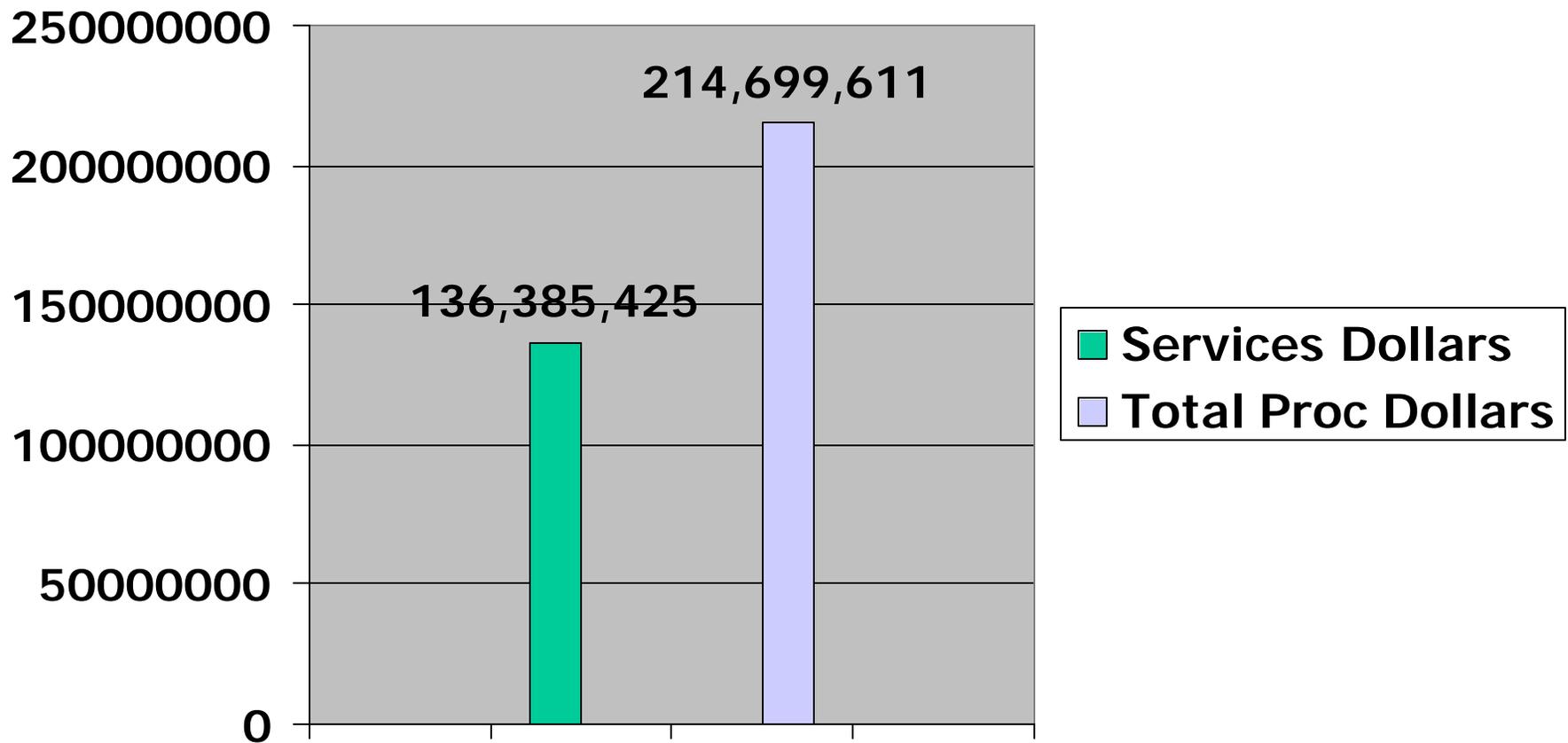


# Smart Services Benefits

- Prompts user for required information (internal and subcontracting requirements)
- Defaults information based on user responses
  - GL account for overhead allocation
  - Material group
- Assigns PR approval/release strategy based on user responses
- Audit log maintained in SAP



# Smart Services Activity – FY 2000





# Document Find/Display

- Find/ display SAP documents
  - Purchase Req, Purchase Order, RFQ, Contract, Invoices
  - Vendor search
- Implemented October, 1998 (PRs, POs only)

**OAK RIDGE NATIONAL LABORATORY**

ORNL SAP | Access | Accounting | HR | Workflow | **Materials Mgt** | Reports | Help

Search:  Shortcuts:

### Find Purchasing Documents

<b>Document Number</b> (see tip below):	<input type="text"/> - <input type="text"/>	Document Category:	<input type="text" value="Purchase Orders"/>
<b>Creation Date:</b>	<input type="text"/> - <input type="text"/>	Purchasing Group:	<input type="text"/>
<b>GL Account:</b>	<input type="text"/>	<b>Tracking Number:</b> *	<input type="text"/>
<b>Cost Object:</b>	<input type="text"/>	<b>Part Number:</b> *	<input type="text"/>
<b>Creator Badge/User ID:</b>	<input type="text"/>	<b>Item Status:</b>	<input type="text"/>
<b>Recipient Badge/UID:</b>	<input type="text"/>	<b>Release Status:</b>	<input type="text"/>
<b>Vendor Number:</b>	<input type="text"/>	<b>Deletion Status:</b>	<input type="text"/>
Maximum Records to Display:	<input type="text" value="500"/>	<i>*Wildcards are allowed in these fields.</i>	

Tip: You may omit the zeroes after the first two digits (e.g., enter 47123 for 4700000123).  
Note: The search will be *faster* if you specify at least one field labeled in green.

Find

# Purchase Order 400007753

<i>Total Value</i>	<i>Date Created</i>	<i>Creator</i>			
7,100.00	02/27/2001	018789	Candace H Meade		
<i>Vendor</i>	<i>Reference Note</i>	<i>Buyer</i>	<i>Buyer Phone</i>	<i>Buyer E-Mail</i>	
216396 AXIOM MACHINING		26 Candace Meade	865-574-9403	hmu@ornl.gov	

### Referenced Provisions

General Terms and Conditions - Commercial Items (CI Sep 2000)

### Item 1. Quadrupole search coil alignment mechani

<i>Requested Deliv Date</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Extended Price</i>	<i>Material Group</i>
04/06/2001	1.000 EA	7,100.00	7,100.00	0710 SNS Commodities-A/S
<i>GL Account</i>	<i>WBS Element</i>			
42000650	NB100073	1.10.2.4.6 OP-Magnet Msmt Matl/Tvl/Etc		
<i>Goods Recipient</i>	<i>Unloading Point</i>	<i>Tax Description</i>		
00038083 Robert W McBrien	701sca Rm. 3120	Non-Taxable		
<i>Tracking No.</i>	<i>Vendor Part No.</i>	<i>Requisition Item</i>		
		3400010412-00001		
<i>Qty Received</i>	<i>Value Received</i>	<i>Last Receipt Date</i>		
1.000	7,100.00	05/07/2001		
<i>Qty Invoiced</i>	<i>Value Invoiced</i>	<i>Last Invoice Date</i>		

### Item Text/SOW/Specification

Quadrupole search coil alignment mechanism stand assembly. Please call Robert McBrien prior to delivery at 241-9451.

### Item Note

Axiom Machining

105 Union Valley Rd.

Oak Ridge, TN 37830

Tel: 482-1944

Fax: 482-1945



# Requisition Change

- Change/update SAP requisition
- Implemented September, 2000
- Benefits
  - User can correct PR mistakes, add text, add/change account assignments, etc.
  - Audit log maintained in SAP

**SAP Purchase Requisition Change**

Requisition: 3400012067 Itemno: 00001

**Data Area:** Save Data Changes before working in the Text Area

Back Save Data Changes Delete Item Help

*Short Description*

*Date Created*  
 05/08/2001

*Req Deliv Date*

*Quantity*

*Tracking No.*

*Material Group*  
 80 Brush, Paint, Sealer

*Unit of Measure*  
 QUART, US LIQUID

*Buyer*  
 82 Mitzi Bailey

*Creator*  
 L6C Leesa K Laymance

*Requisitioner*  
 00031046 Leesa K Laymance

*Vendor Part#*

*Unit Price*

*Buyer Phone*  
 865-241-2402

*Extended Price*  
 35.00

*Buyer Email*  
 B7I@ORNL.GOV

*Charge Type*  
 P - Project

*Goods Recipient*  
 David L. Beshears

*Room/Control Area*

*Building*

ORNL

Y12

**Account Assignment Data**

Delete	Seq	GL Account	Project	Percent
<input type="checkbox"/>	01	42000650	34353398 NASA-HI TEMP SURFACE MEASUREMENTS	100.0
<input type="checkbox"/>	02			
<i>Total Percentage:</i>				100.0

Additional Charge Number/Recalculate

Save Data Changes



# Access Requests

- Manage SAP and other system access and access removal requests
- SAP Workflow manages approval/rejection of access requests
- Benefits
  - Central place for requesting system access and removal of system access
  - Audit log maintained in SAP

**Request Access Updates for Position S 50007456 SAP Specialist  
 Held by 034790 Tracey O Lawson**

Select another person, user, or position:

**Materials Mgt** | Project Mgt | HR | PALS | Travel | Non-Proc. Spending | Other

Add	Del	Role	Approver	Description
<input type="checkbox"/>		AVID Plus/Smart Services Requester (T 00000080)	Org Access Approver for Position	Individuals who can request/input requisitions through AVID Plus and Smart Services as well as automatic approval up to \$5000. This includes catalog orders, manual entry requisitions and purchase orders, store stock items and external services requests. Note: successful completion of on-line training MM-001A and MM-002A are required in order to receive access to AVID Plus. This training is available on the ORNL SAP Web Page under the Help tab or click on the following url: <a href="#">ORNL SAP On Line Training</a> . If your position already has authority for AVID Plus, but you have not taken the training, logon and complete the training to become fully authorized for AVID Plus.
<input type="checkbox"/>		PR/AVIDPlus Approver \$5K-100K & MOUs (T 00000012)	Org Access Approver for Position	Individuals who can approve requests for commodities and services charged to any cost object with authority for the range \$5K - \$100K. Workflow notifications are made by org unit for cost objects other than WBS elements. This authority is also associated with individuals who can approve MOU requests. This authority IS NOT for WBS element cost objects. WBS element cost object approval authority and workflow are assigned automatically to the WBS responsible person.
		For Org Unit: <input type="text"/>	<input type="text"/>	
<input type="checkbox"/>		PR/AVIDPlus Approver \$100K-1M (T 00000013)	Org Access Approver for Position	Individuals who can approve requests for commodities and services charged to any cost object with authority for the range \$100K - \$1M. Workflow notifications by org unit or WBS responsible person.
		For Org Unit: <input type="text"/>	<input type="text"/>	
<input type="checkbox"/>		Access to Medical Supplies (T 00000071)	Org Access Approver for Position	Individuals who can approve purchase of medical supplies from stores.
<input type="checkbox"/>		Access to Safety Shoes (T 00000072)	Org Access Approver for Position	Individuals who can approve purchase of safety shoes from stores.



# Workflow Inbox

- Manage SAP workflow tasks
- Users have access to
  - Own Inbox for pending workflow actions
  - Other's Inbox for pending workflow actions
  - Preferences for turning email notifications on or off, ex. User can turn on/off emails for PO awards and goods receipts



# Workflow Inbox Benefits

- Central place for user to manage approval tasks for SAP documents
  - Purchase orders
  - Purchase requisitions
  - Invoices (FI and MMIV)
  - Access requests
- Accessible by others (for backup purposes)
- Audit log maintained in SAP



### ORNL Workflow Inbox for 10507 Cary J Humphreys

Workflow Categories	Workitems
<a href="#">Purchase-Requisition Approvals</a>	5
<a href="#">Purchase-Order Approvals</a>	22
<a href="#">Invoice Approvals</a>	1
<a href="#">Access Requests</a>	1



# Employee Self-Service

- Employee reimbursement requests
- Types of Requests
  - Mileage reimbursements
  - Non-procurement reimbursements (petty cash, third party payments, etc.)
- Benefits
  - Significant reduction in AP workload
  - Reduction in errors



# VASS & Vendor Invoicing

- Provide suppliers with basic PO-related payment information
- Post invoices to SAP
- Benefits
  - Reduced number of supplier calls/emails to Accounts Payable and Procurement
  - Reduction in data entry errors



# VASS & Vendor Invoicing

- Status
  - SAP program to load invoice data in production
  - Web app to view PO payment information in production
  - Developing functionality to allow vendor to enter invoice via web and submit to SAP

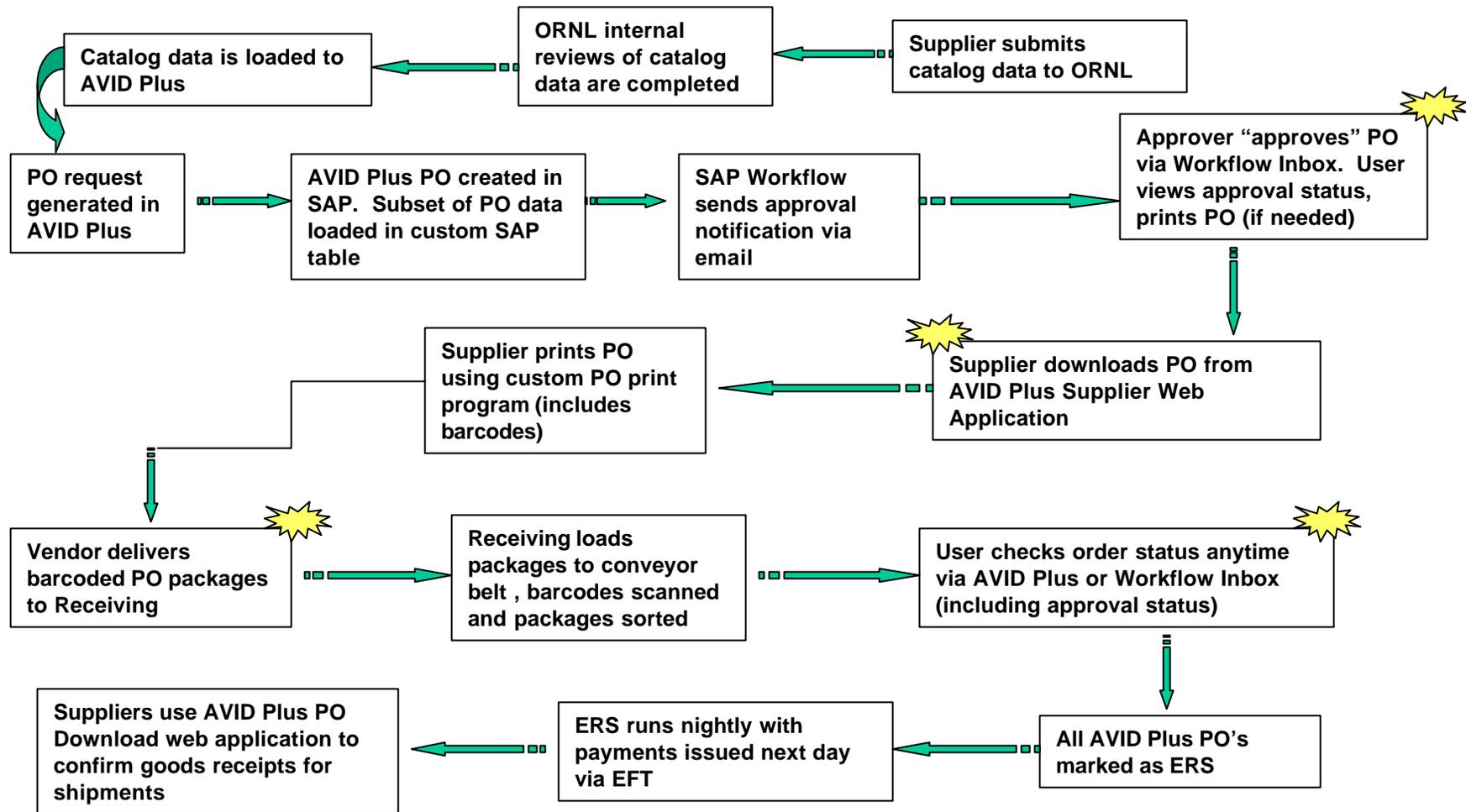


# Process Flows

- AVID Plus PO - Supply Chain Management
- AVID Plus Purchase Requisition



# AVID Plus PO



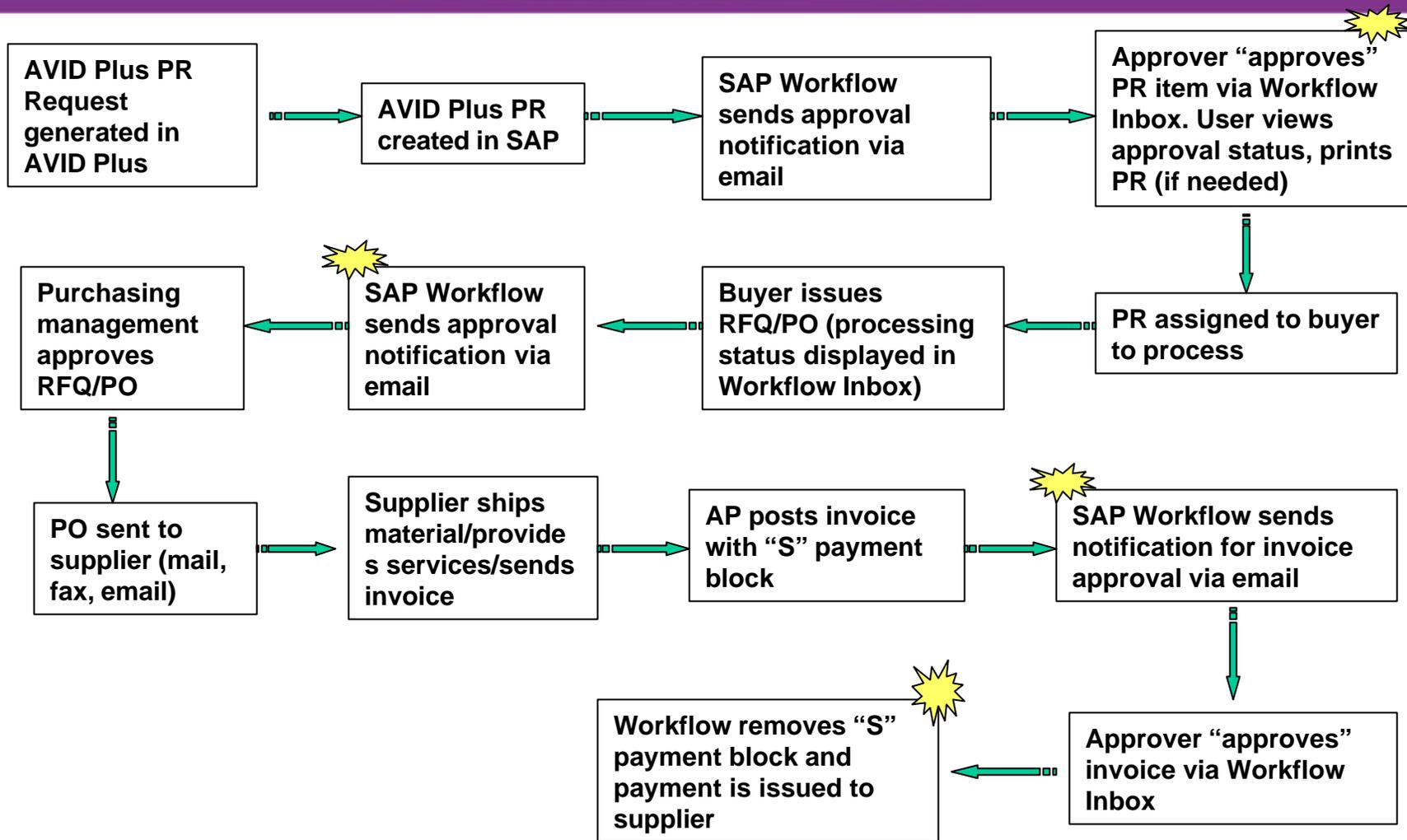
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# AVID Plus Purchase Req





# Initiatives

- Reviewing capabilities and future direction of SAP's EBP Release 2.0 and SAP's Employee Self-Service
- Web invoice formats for
  - fixed-price subcontract invoices
  - cost-type subcontract invoices
  - consultants and personal services invoices
- Electronic RFQs/solicitations and proposals



# Initiatives

- 'Subcontract Modification Request' function in Smart Services
- Consolidation of web screens to simplify system required information
- Migrate to central workplace for users
  - Build default screens based on user's SAP profile (i.e project manager, finance officer, etc.)
  - Provide user capability to configure screens



# Initiatives – Elec. Catalog

- Tools for Suppliers to manage and update catalog content
- Punch out to internet catalogs
- More user defaults
- Improved searching capabilities and catalog content
- Quick entry for known part numbers



# Initiatives – Elec. Catalog

- Price quote request (RFQ) function
- Items on non-catalog POs automatically added to catalog database



# Lessons Learned

- Develop an overall e-commerce strategy
  - Business to Business applications
  - Business to Employee applications
  - Technical Architecture
- Minimize duplicate functionality



# Lessons Learned

- Start Early
  - Document your business rules
  - Be flexible in implementation (realize some business rules may get “reengineered”)
  - Build user community support through early and ongoing communication



# Lessons Learned

- Build management support by documenting time and cost savings
  - Reduced cost per transaction
  - Reduced system maintenance costs
  - Time savings (moving from paper-based to electronic process)
  - Automated approvals and electronic approval record (audit trail)



# Lessons Learned

- Properly evaluate catalog content management needs
  - Third party catalog content management
  - Internal catalog content management with third party tools
  - Internal catalog content management with internally-developed tools



# Lessons Learned

- Don't overestimate the quality of supplier data
  - Test ability to find items (using EC team, users, suppliers)
  - Review content quality
    - description consistencies
    - key words
    - minimal use of abbreviations
  - Emphasize need for pictures



# Lessons Learned

- Don't underestimate the need for training
  - Web-based
  - Hands on
  - Training manual
  - Regular Q&A sessions
  - On-line help



# Lessons Learned

- Don't underestimate implementation time
  - Content suffers
  - Training suffers
  - User acceptance suffers



# Lessons Learned

- Allow user community to assist in pilot testing
  - Builds user acceptance
  - Helps identify specific training needs
  - Helps identify any outstanding application bugs (that EC team may overlook)



# Lessons Learned

- Test, test, and test some more
  - Make sure your business rules are working properly and as expected
  - Fine tune where needed
  - Identify any outstanding bugs



# Questions

# Questions

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