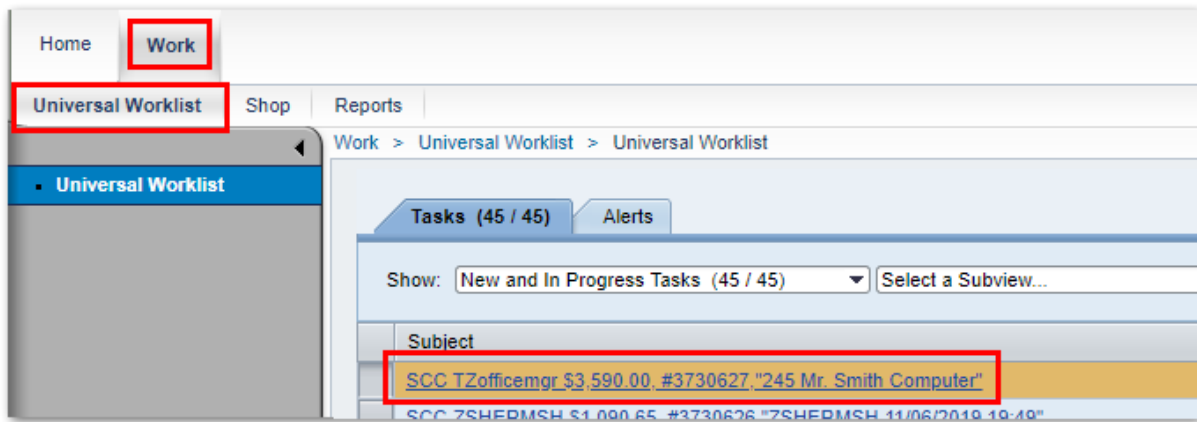


SRM 7.02 Non-Standard/Non-Support Approval Help Guide for Administrators and Departments

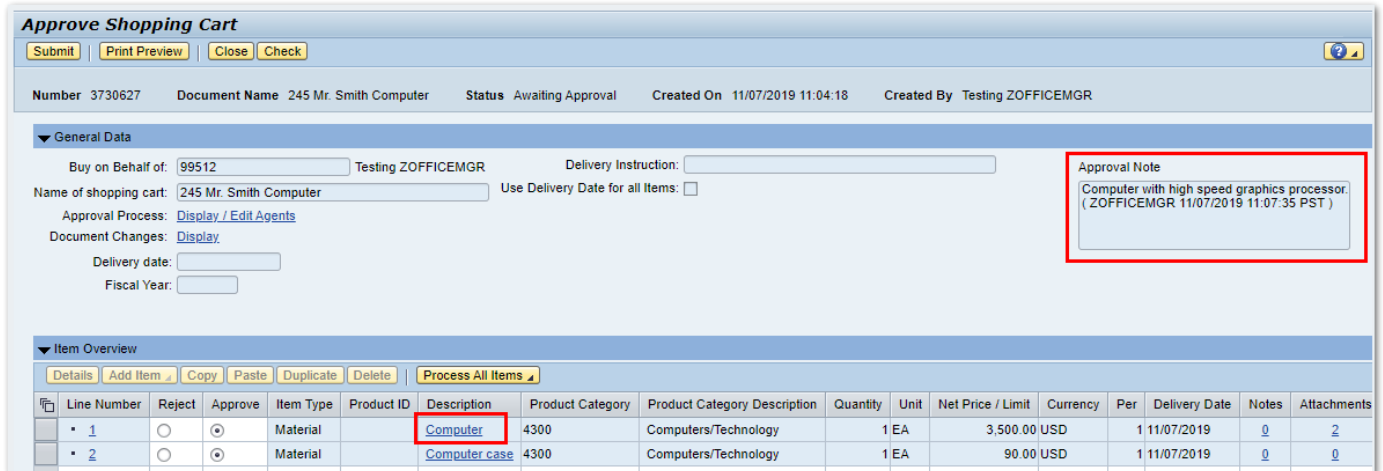
1. Log On and Open the Non-Standard/Non-Supported Shopping Cart

- Log into SAP Portal.
- Click **Work** > **Universal Worklist** tab.
- Click the shopping cart approval link to open and review.

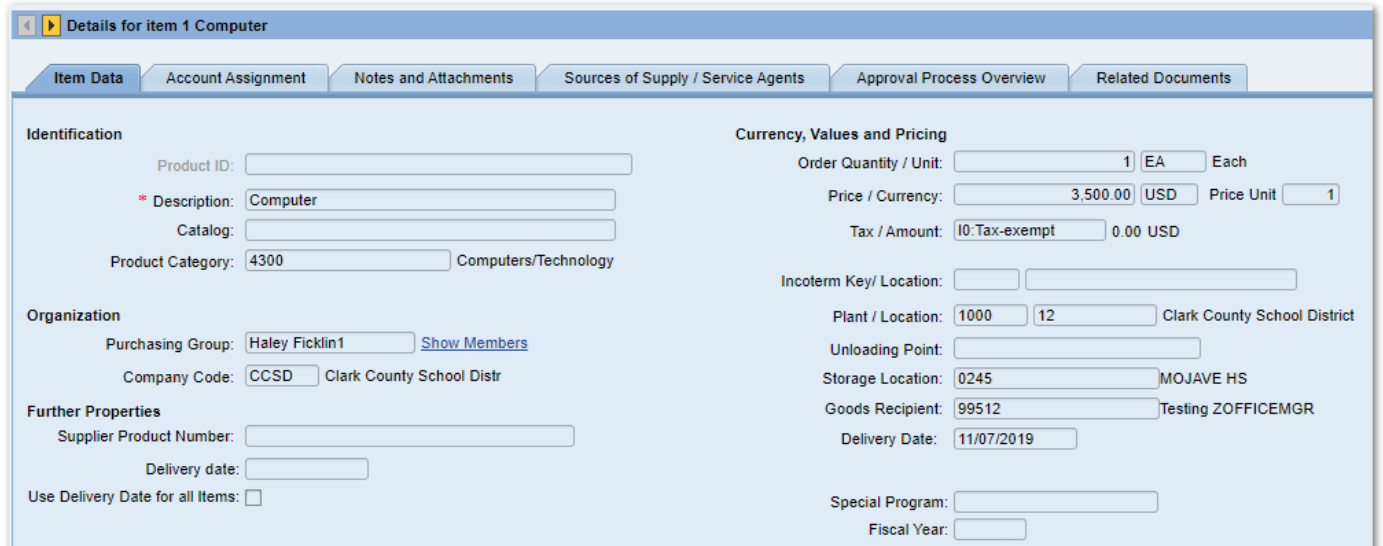


2. Review Details

- Read any Approval Notes.
- Click the Description to open the information about the requested item.



Details for item opens at bottom of window.



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- c. Click [Account Assignment](#) tab

The screenshot shows the 'Details for item 1 Computer' page with the 'Account Assignment' tab selected. Below the tabs, there is a text box: "You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres". Below this is a 'Cost Distribution' section with a 'Percentage' filter and a 'Details' button. A table displays the cost distribution data:

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assig
0001		100.00	Cost Center	9310001245	MOHS-Reg Ins

- d. Check additional information in attached documents.

In [Details for item 1](#), click [Notes and Attachments](#) tab.

The screenshot shows the 'Details for item 1 Computer' page with the 'Notes and Attachments' tab selected. The 'Notes' section is expanded, showing a 'Clear' button and a table with columns for 'Category' and 'Description'. The 'Attachments' section is also expanded, showing buttons for 'Add Attachment', 'Edit Description', 'Versioning', 'Delete', and 'Create Profile', and a table with columns for 'Category', 'Description', and 'File Name'.

- e. To open the attachment, click the Description (link).

The screenshot shows the 'Notes and Attachments' tab with the 'Attachments' section expanded. The 'Description' column of the attachment table is highlighted, showing a link to 'signed NSERF'. The table data is as follows:

Category	Description	File Name	Version
Standard Attachment	signed NSERF	2118.2-new-19-Non-Stand-Non-Supp-Form.pdf	1
Standard Attachment	Computer Quote	Computer Quote.pdf	1

3. Add Comments

- a. Once you've reviewed the shopping cart and attachments, enter any additional comments in the [Approval Note](#) in the [General Data](#) section at the top of the shopping cart.
- b. Click [Add Comment](#). (Click in the [Approval Note](#) field if it is blank.)

The screenshot shows the 'General Data' section of the SRM interface. It includes fields for 'Buy on Behalf of', 'Testing ZOFFICEMGR', 'Delivery Instruction', 'Name of shopping cart', '245 Mr. Smith Computer', 'Use Delivery Date for all Items', 'Approval Process', 'Display / Edit Agents', 'Document Changes', 'Display', 'Delivery date', and 'Fiscal Year'. The 'Approval Note' field is highlighted, containing the text: "Computer with high speed graphics processor. (ZOFFICEMGR 11/07/2019 11:07:35 PST)". An 'Add Comment' button is visible next to the field.

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- c. Enter additional comments.

Approval Note

Add comment to approval note

The following comment will be added to the approval note. In addition user and timestamp will be added automatically for tracking:

My comments about this shopping cart.

Add **Cancel**

4. To approve, make sure Approve radio buttons are chosen, click Submit.

Approve Shopping Cart

Submit **Print Preview** **Close** **Check**

Number 3730627 Document Name 245 Mr. Smith Computer Status Awaiting Approval Created On 11/07/2019 11:04:18 Created By Testing ZOFFICEMGR

General Data

Buy on Behalf of: 99512 Testing ZOFFICEMGR Delivery Instruction:

Name of shopping cart: 245 Mr. Smith Computer Use Delivery Date for all Items:

Approval Process: [Display / Edit Agents](#)

Document Changes: [Display](#)

Delivery date:

Fiscal Year:

Item Overview

Details **Add Item** **Copy** **Paste** **Duplicate** **Delete** **Process All Items**

Line Number	Reject	Approve	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency
1	<input type="radio"/>	<input checked="" type="radio"/>	Material		Computer	4300	Computers/Technology	1	EA	3,500.00	USD
2	<input type="radio"/>	<input checked="" type="radio"/>	Material		Computer case	4300	Computers/Technology	1	EA	90.00	USD

5. If you choose to reject the cart

- a. Add a note with your reasoning in the *Approval Note* section
- b. Click the Reject radio buttons for each item.
- c. Click *Submit*.

Approve Shopping Cart

Submit **Print Preview** **Close** **Check**

Number 3730627 Document Name 245 Mr. Smith Computer Status Awaiting Approval Created On 11/07/2019 11:04:18 Created By Testing ZOFFICEMGR

General Data

Buy on Behalf of: 99512 Testing ZOFFICEMGR Delivery Instruction:

Name of shopping cart: 245 Mr. Smith Computer Use Delivery Date for all Items:

Approval Process: [Display / Edit Agents](#)

Document Changes: [Display](#)

Delivery date:

Fiscal Year:

Approval Note

Reason for rejecting: (ZAPPROVER1 11/07/2019)
Computer with high speed

Item Overview

Details **Add Item** **Copy** **Paste** **Duplicate** **Delete** **Process All Items**

Line Number	Reject	Approve	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Per	Delivery Date
1	<input checked="" type="radio"/>	<input type="radio"/>	Material		Computer	4300	Computers/Technology	1	EA	3,500.00	USD		11/07/2019
2	<input checked="" type="radio"/>	<input type="radio"/>	Material		Computer case	4300	Computers/Technology	1	EA	90.00	USD		11/07/2019