

### Setting User Attributes (Change Attributes)

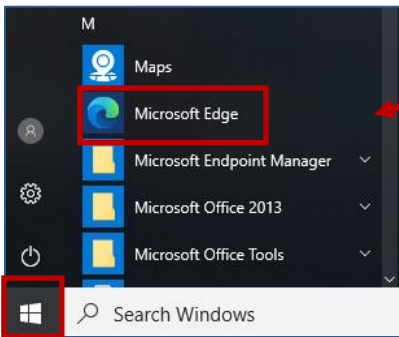
User Attributes (Change Attributes) is a system setting in SRM that Requisitioners **must first** establish before the creation of a shopping cart.

**NOTE: This procedure is used to ensure proper approval routing of the shopping cart, sourcing, and deliveries of the material/or service being ordered.**

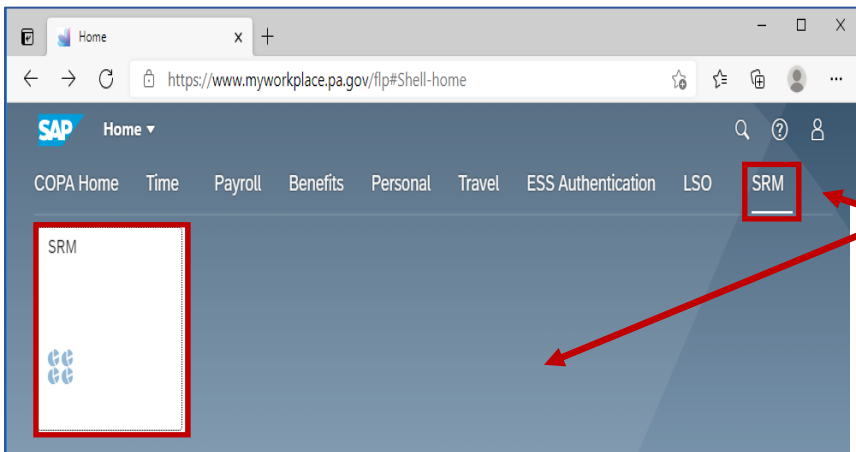
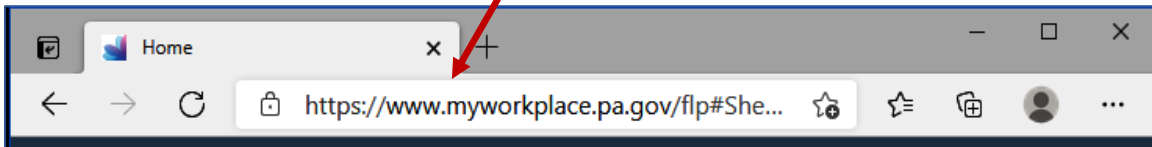
Setting User Attributes:

- ✓ Is a **mandatory** requirement and can **only** be set by a **Requisitioner**
- ✓ **Cannot** be set by a **Purchaser** or an **Approver**
- ✓ Initial setup is only required **once**

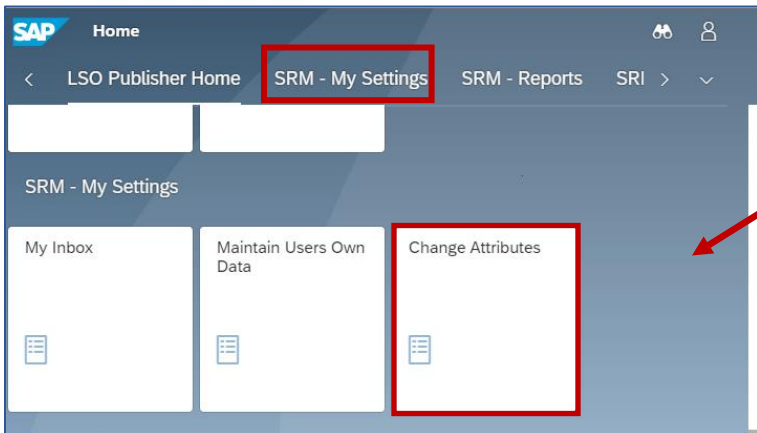
To **Set User Attributes (Change Attributes)**, the Requisitioner **must** first log into SRM.



1. Select the **Microsoft Window** and scroll down to select **Microsoft Edge**
  - Enter <https://www.myworkplace.pa.gov> and select the **enter** button



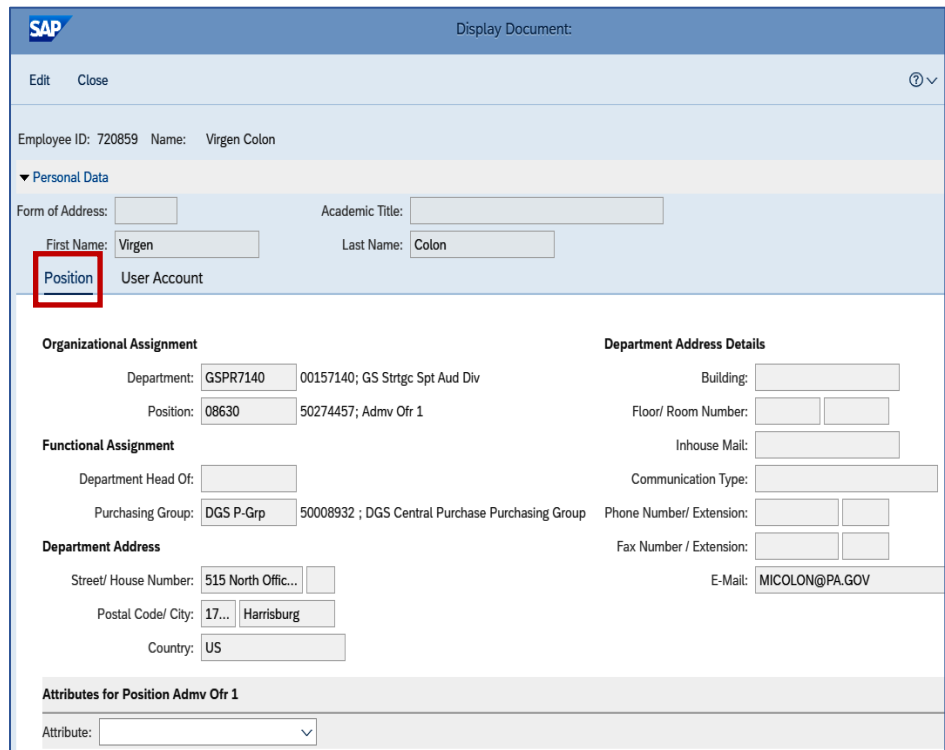
2. From the top SAP/COPA Home title bar;
  - Select the **SRM** link located in the far right of the screen then,
  - Select the **SRM** tile



3. Scroll down to **SRM-My Settings** section and
  - Select the **Change Attributes** tile

The **Display Document** screen appears defaulted to the personal data, position sub-tab:

- **NOTE:** The *position tab* reflects the Requisitioners Organizational/ Functional assignment including the agency’s Human Resource Office address and **cannot** be change due to SRM workflow purposes.



**Important:** There are **two (2) mandatory Attributes** that a Requisitioner **must** set. They are:

- **Plant** – If attribute is **not** set, the Requisitioner shopping cart line items to be sourced will workflow to DGS Central instead of the Agency (***the system-defaulted Plant for all Requisitioners is DGS Central***)
- **Delivery Address** – If attribute is **not** set, the Requisitioners order will be delivered to Dept. of Revenue instead of the Agency (***the system-defaulted Delivery Address for all Requisitioners is Dept. of Revenue Bureau of Audits 10<sup>th</sup> Floor Strawberry Square***)

4. **Setting Attributes:**

- From the Display Document screen select the **EDIT** button
- Scroll down to the Attributes section and,
  - Select the **Attribute** dropdown arrow to expand the Attribute menu options

SAP Display Document: Employee ID: 720859 Name: Virgen Colon

▼ Personal Data

Form of Address: Academic Title:

First Name: Virgen Last Name: Colon

Position User Account

**Organizational Assignment**

Department: GSPR7140 00157140; GS Strtgc Spt Aud Div

Position: 08630 50274457; Admv Ofr 1

**Functional Assignment**

Department Head Of:

Purchasing Group: DGS P-Grp 50008932 ; DGS Central Purchase Purchasing Group

**Department Address**

Street/ House Number: 515 North Offic... Postal Code/ City: 17... Harrisburg Country: US

**Attributes for Position Admv Ofr 1**

Attribute: [dropdown arrow]

5. Select the **Plant** link  
*(Remember Plant = Location)*

Account assignment category\* Attachment Cost Center Default printer\* Delivery address\* Flag: Forward Work Item\* Fund Grant Local Currency\* **Plant\***

6. Select **R3 Backend (R3 also known as SAP)** from the dropdown arrow next to Logical System the System

Attributes for Position Admv Ofr 1

Attribute: Plant\* Logical System: [dropdown arrow]

	Standard	Excluded	Changeable	Plant	PP2 Client SUS	Cor
					<b>R3 Backend*</b>	

7. Upon selecting the **Plant attribute**, a list of Agency's Bureau Deputate area appears (with a 4-digit plant number). Search for your area and,
- Select the **STANDARD** radio button beside your Plant (Location)/Bureau
    - **DO NOT** select the **ADD Line** button
  - Select the **SAVE** button located at the top left side of the screen
    - Upon selecting the **save** button, a **message displays 'Data for user Colon changed'**.

Employee ID: 720859 Name: Virgen Colon

**Organizational Assignment**  
 Department: GSPR7140 00157140; GS Strtgc Spt Aud Div  
 Position: 08630 50274457; Admv Ofr 1

**Functional Assignment**  
 Department Head Of:   
 Purchasing Group: DGS P-Grp 50008932; DGS Central Purchase Purchasing Group

**Department Address**  
 Street/ House Number: 515 North Offic...  
 Postal Code/ City: 17... Harrisburg  
 Country: US

**Department Address Details**  
 Building:   
 Floor/ Room Number:    
 Inhouse Mail:   
 Communication Type:   
 Phone Number/ Extension:    
 Fax Number / Extension:    
 E-Mail: MICOLON@PA.GOV

**Attributes for Position Admv Ofr 1**  
 Attribute: Plant\* Logical System: R3 Backend\*

Standard	Excluded	Changeable	Plant	Logical System	Company Code	Description	BusinessPartner
<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	1500	A1QCLNT110	COPA	DGS	300438
<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	1502	A1QCLNT110	COPA	DGS Administration	300440
<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	1504	A1QCLNT110	COPA	DGS Bureau of Procur...	301375
<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	1501	A1QCLNT110	COPA	DGS Property Manag...	300439
<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	1503	A1QCLNT110	COPA	DGS Public Works	300441

All  1

Data for user Colon changed

8. To set user attribute for the **Delivery address**. Return to the top of the **Display Document** screen and:
- Select the **Edit** button
  - Scroll down and select the **dropdown arrow** next to Attribute
  - Select the **Delivery address** link (Delivery Address = Ship to Address)

Employee ID: 720859 Name: Virgen Colon

**Attributes**  
 Attribute:

- Delivery address\*
- Flag: Forward Work Item\*
- Fund
- Grant
- Local Currency\*
- Plant\*

9. Select the **ADD Line** button

10. In the **Value** column, a 6–8-digit Delivery Address ID number must be entered (*this number can be found within the **Agency Ship to Address list** located in the **Agency Dashboard of DGS website***)

- Shown here is a snip-it of the **Agency Ship to Address list**

- Search the list to locate your agency address (*the ID number is found in Column A of the spreadsheet*).

- Important:** If the agency address is **not** on the list. Go to the Agency Dashboard of DGS website at (<https://www.dgs.pa.gov>). This site includes:

- Instructions to search, add or change ship to addresses,
- Agency Ship to Address List and,
- Ship to Address Change Form and more

	A	B	C	D	E
1	ADDRNUMB	BUILDING	NAME_CO	STREET	CITY1
2116	175357	8108 OA OIT	Services & Solutions	555 Walnut Street - 7th Floor Forur	Harrisburg
2119	175360	8108	IES - Attn Idalys Villafane	555 Walnut Street, 7th Fl Forum Pla	Harrisburg
2214	175370	8101 Office of the B	Office of Administrative Sen	555 Walnut Street - Forum Place -	Harrisburg
2229	175500	1500 - DGS PROCURE	BOP FOR PL	Forum Place 555 Walnut Street - 6th	Harrisburg
2237	175507	1500 - DGS PROCURE	BOP FOR PL	Forum Place 555 Walnut Street - 6th	Harrisburg
2237	175508	1500 - DGS PROCURE	BOP FOR PL	Forum Place 555 Walnut Street - 6th	Harrisburg

12. Enter the **6-8-digit Ship to Address ID number** in the **Value** column

- Select the **Standard** Radio button
- Select the **Save** button located top of the screen

11. A message displays **Data for user Colon Changed**