**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.*
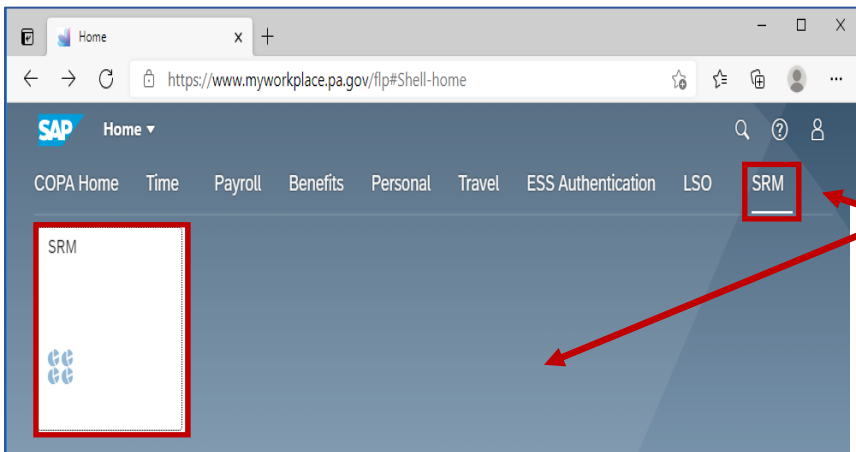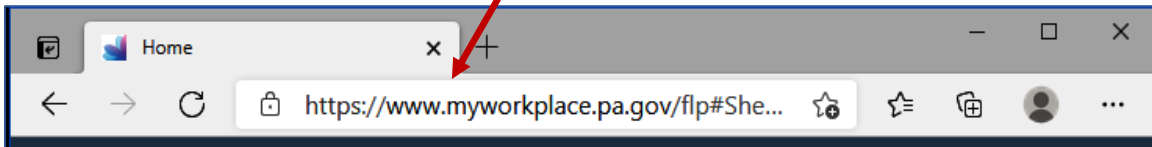
Setting User Attributes:

- ✓ 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.
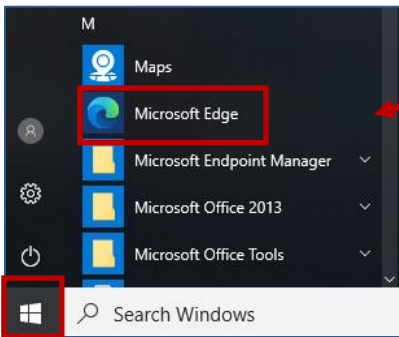


1. Select the **Microsoft Window** and scroll down to select **Microsoft Edge**

   - 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
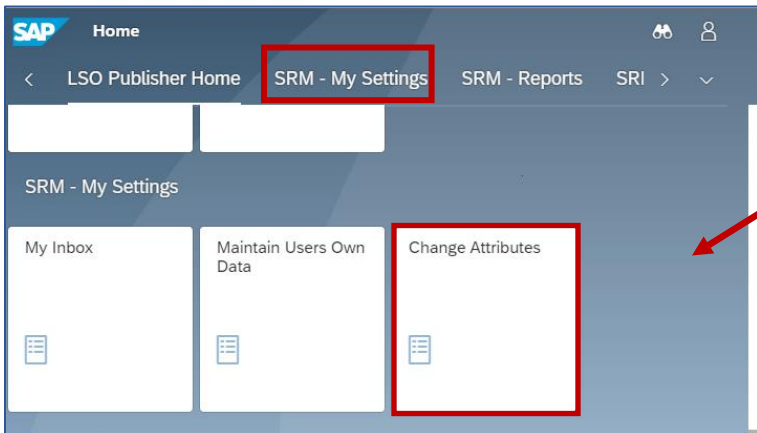
3. Scroll down to **SRM-My Settings** section and

- 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.
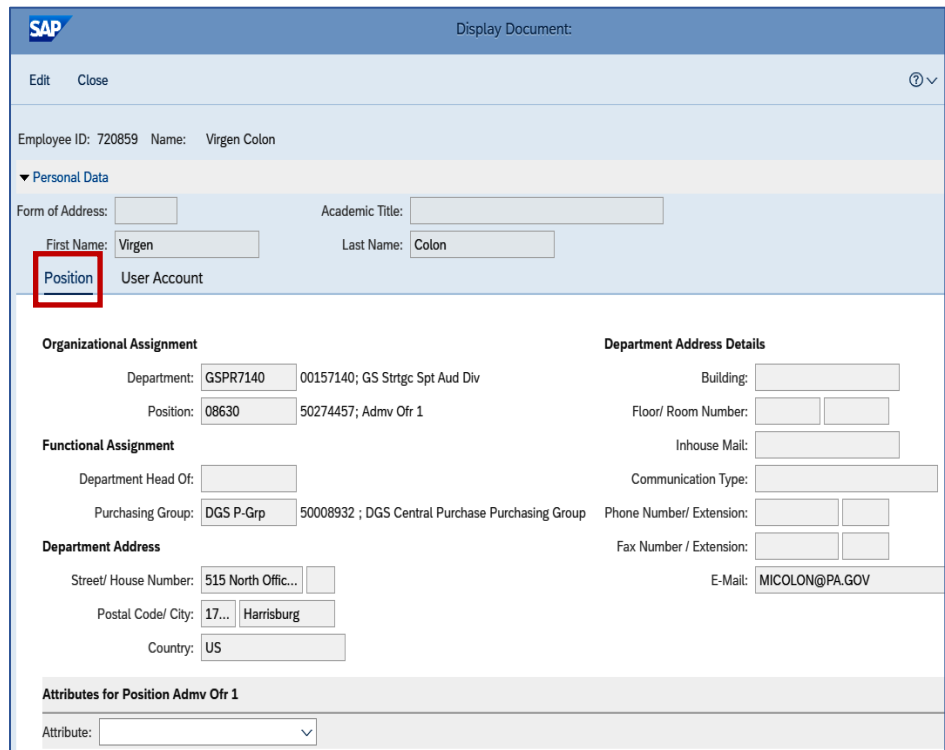


**Important:** There are **two (2) mandatory Attributes** that a Requisitioner **must** set. They are:

- **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 10th 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

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

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

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'.*



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)

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](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**



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*