

Inventory Management Role Descriptions

Agency End User Roles

Area	User Role	Description
1. IM	Central Material Master Data Maintenance	<ul style="list-style-type: none"> • The Central Material Master Data Maintenance users will maintain the Material Master within the SCEIS solution. • They will be responsible for creating, changing and deleting of the Material Master record and ensuring the Material Masters conform to the agreed standards. • They will work closely with the Agency Material Master Liaisons to ensure that the respective agency needs are met for the creation and update of Material Masters.
2. IM	Agency Material Master Liaison	<ul style="list-style-type: none"> • The Agency Material Master Liaison will work with Central Material Master Maintenance users to ensure that the Agency needs are met for classifying inventory items with the NIGP coding structure. • Create and maintain agency-specific Material Master Data Records • Process requests for new or changed agency-specific Material Master Records • Coordinate changes to SAP R/3 Material Master Records
3. IM	Agency Inventory Issuer	<ul style="list-style-type: none"> • The Agency Inventory Issuer will be responsible for issuing goods and goods movements in SAP • Ability to pick, pack, check, and ship material for goods issue, stock transfer, or stock transport order • Count and recount physical inventory to support physical inventory in R/3
4. IM	Agency Inventory Receiver	<ul style="list-style-type: none"> • The Agency Inventory Receiver will be responsible for receiving goods into inventory • Print goods receipts as required
5. IM	Agency Inventory Administrator	<ul style="list-style-type: none"> • The Agency Inventory Receiver will be responsible for all the inventory functions within an agency. • They will have the ability to receive, issue, perform physical counts, perform inventory adjustments and run reports. • Create goods issues/returns and stock transfers/transport orders in R/3 • Manage inventory scrapping

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6. IM	Agency Inventory Display	<ul style="list-style-type: none"> The Agency Inventory Display user will have the ability to display all inventory transactions and run reports for their agency.
7. IM	MRP Controller / Inventory Replenisher	<ul style="list-style-type: none"> The MRP Controller will be responsible for the setting and maintenance of Material Re-order parameters. They will also be responsible for converting the planning proposals generated via MRP to requisitions or reservations In the event the agency does not use MRP for restocking, this role will be responsible for creating purchase requisitions to replenish inventory based on agency needs.
8. IM	SRM Inventory Requestor	<ul style="list-style-type: none"> The SRM Inventory Requestor will use the SRM shopping cart functionality to reserve material kept in inventory