



SRM Inventory Requestor

Description - The SRM Inventory Requestor will use the SRM shopping cart functionality to reserve material kept in inventory

Tasks/Responsibilities

- Ability to Request Replenishment of Inventory via SRM

Related Processes

- Materials Management - Requisitioning
- Inventory Management - Requesting Inventory Material

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role may also be assigned the following roles:

- IM End User

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of SRM shopping cart (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

Total Training Hours: 1

Course Title: IM250 SCEIS Material RequesterDuration in Hours: 1



Material Planner Inventory Replenisher

Description

- The Material Planner 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.

Tasks/Responsibilities

- Ability to adjust MRP parameters to meet stock on hand requirements
- Ability to create, change, and display Reservations
- Ability to display and run inventory reports
- Ability to release Purchase Requisitions
- Ability to Request Replenishment of Inventory
- Conduct Material Requirement Planning (MRP) Runs
- Convert Planned Orders from MRP into Purchase Requisitions
- Create, change, and display Purchase Requisitions

Related Processes

- Inventory Management - MRP (Materials Requirement Planning)
- Inventory Management - Physical Inventory

Role Dependencies

Those assigned this role may also be assigned the following roles:

- SRM End User
- IM End User

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)
- Knowledge of SC Procurement Code as it relates to inventory

Expected Training Courses

Total Training Hours: 9

Course Title: IM240 SCEIS Material Reporting Duration in Hours: 2

Course Title: COR120 SCEIS SAP Enterprise Core Duration in Hours: 1
Component (ECC) Overview and Navigation

Course Title: IM100 SCEIS Inventory Management Duration in Hours: 1
Overview

Course Title: MM100 SCEIS Materials Management Duration in Hours: 1
Overview

Course Title: IM200 SCEIS Material Planner Duration in Hours: 4



Agency Inventory Display

Description - The Agency Inventory Display user will have the ability to display all inventory transactions and run reports for their agency.

Tasks/Responsibilities

- Ability to display and run inventory reports
- Ability to display Batches
- Ability to display Requisitions
- Ability to display Reservations
- Ability to display Serial Numbers and Serial Number Lists

Role Dependencies

Those assigned this role may also be assigned the following roles:

- SRM End User
- IM End User

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

Total Training Hours: 4

Course Title: COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation Duration in Hours: 1

Course Title: IM240 SCEIS Material Reporting Duration in Hours: 2

Course Title: MM100 SCEIS Materials Management Overview Duration in Hours: 1



Agency Inventory Administrator

- Description**
- The Agency Inventory Administrator 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
 - Manage inventory stock including using reorder point planning

Tasks/Responsibilities

- Ability to adjust MRP parameters to meet stock on hand requirements
- Ability to change custom tables specific to IM inside agency
- Ability to Create Physical Inventory Documents
- Ability to create, change, and display Batches
- Ability to create, change, and display Reservations
- Ability to create, change, and display Serial Numbers and Serial Number Lists.
- Ability to display and run inventory reports
- Ability to Enter Count for Physical Inventory
- Ability to Issue Materials from Inventory
- Ability to Post Physical Inventory Differences
- Ability to receive Materials into Inventory
- Ability to release Purchase Requisitions
- Ability to Request Replenishment of Inventory
- Conduct Material Requirement Planning (MRP) Runs
- Convert Planned Orders from MRP into Purchase Requisitions
- Create, change, and display Purchase Requisitions

Related Processes

- Inventory Management - Inventory Material Creation/Extension/Deletion
- Inventory Management - MRP (Materials Requirement Planning)
- Inventory Management - Requesting Inventory Material
- Inventory Management - Goods Receipt (GR) of Inventoried Material
- Inventory Management - Material Transfers
- Inventory Management - Material Scrapping
- Inventory Management - Goods Issue
- Inventory Management - Physical Inventory

Role Dependencies

Those assigned this role may also be assigned the following roles:

- IM End User
- SRM End User

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of Inventory Management policies for the State of South Carolina
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)
- Knowledge of SC Procurement Code as it relates to inventory

Expected Training Courses

Total Training Hours: 17

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Course Title: IM230 SCEIS Physical Inventory	Duration in Hours: 4
Course Title: IM240 SCEIS Material Reporting	Duration in Hours: 2
Course Title: IM200 SCEIS Material Planner	Duration in Hours: 4
Course Title: COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation	Duration in Hours: 1
Course Title: IM100 SCEIS Inventory Management Overview	Duration in Hours: 1
Course Title: MM100 SCEIS Materials Management Overview	Duration in Hours: 1
Course Title: IM220 SCEIS Goods Receiver/Issuer - Inventory Management	Duration in Hours: 4



Agency Inventory Receiver

Description - The Agency Inventory Receiver will be responsible for receiving goods into inventory
 - Print goods receipts as required

Tasks/Responsibilities

- Ability to create and display Reservations
- Ability to create, change, and display Batches
- Ability to create, change, and display Serial Numbers and Serial Number Lists
- Ability to make changes to goods movements
- Ability to receive Materials into Inventory (goods movement transactions)

Related Processes

- Inventory Management - Requesting Inventory Material
- Inventory Management - Goods Receipt (GR) of Inventoried Material
- Inventory Management - Material Transfers

Role Dependencies

Those assigned this role may also be assigned the following roles:

- SRM End User
- IM End User

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

Total Training Hours: 13

Course Title: IM230 SCEIS Physical Inventory	Duration in Hours: 4
Course Title: IM100 SCEIS Inventory Management Overview	Duration in Hours: 1
Course Title: MM100 SCEIS Materials Management Overview	Duration in Hours: 1
Course Title: IM240 SCEIS Material Reporting	Duration in Hours: 2
Course Title: COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation	Duration in Hours: 1
Course Title: IM220 SCEIS Goods Receiver/Issuer - Inventory Management	Duration in Hours: 4



Agency Inventory Issuer

Description - The Agency Inventory Issuer will be responsible for issuing goods and conducting 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

Tasks/Responsibilities

- Ability to create Physical Inventory Documents
- Ability to create Physical Inventory reports
- Ability to create, change, display Batches
- Ability to create, display, change Reservations
- Ability to display inventory reports
- Ability to display Serial Numbers and Serial Number Lists
- Ability to enter count for Physical Inventory
- Ability to Issue Materials from Inventory
- Ability to make changes to goods movements

Related Processes

- Inventory Management - Requesting Inventory Material
- Inventory Management - Material Transfers
- Inventory Management - Material Scrapping
- Inventory Management - Goods Issue
- Inventory Management - Physical Inventory

Role Dependencies

Those assigned this role may also be assigned the following roles:

- SRM End User
- IM End User

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

Total Training Hours: 13

Course Title: IM230 SCEIS Physical Inventory	Duration in Hours: 4
Course Title: IM220 SCEIS Goods Receiver/Issuer - Inventory Management	Duration in Hours: 4
Course Title: IM240 SCEIS Material Reporting	Duration in Hours: 2
Course Title: MM100 SCEIS Materials Management Overview	Duration in Hours: 1
Course Title :COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation	Duration in Hours: 1
Course Title: IM100 SCEIS Inventory Management Overview	Duration in Hours: 1



Agency Material Master Liaison

Description - 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

Tasks/Responsibilities

- Ability to change custom tables specific to IM inside agency
- Ability to classify inventory with proper NIGP codes
- Ability to complete Material Master Record Request (Enhancement) to request new record
- Ability to extend Material to their plant once created
- Design configurable products

Related Processes

- Inventory Management - Inventory Material Creation/Extension/Deletion

Role Dependencies

Those assigned this role may also be assigned the following roles:

- SRM End User
- IM End User

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of NIGP Classification Code
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

Total Training Hours: 6

Course Title: MML100 SCEIS Material Master Liaison	Duration in Hours: 4
Course Title: IM100 SCEIS Inventory Management Overview	Duration in Hours: 1
Course Title: COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation	Duration in Hours: 1



Material Master Record Requestor

Description The Material Master Record Requestor will be responsible for requesting new material master records to be generated for their plant.

- They will have the ability to request material master records for new materials that have not yet been created in SCEIS.

- They will have the ability to request material master records for materials that are in SCEIS but not yet extended to their plant.

Role Conflict: Central Material Master Data Team

Tasks/Responsibilities

- Ability to classify inventory with proper NIGP codes
- Ability to complete Material Master Record Request (Enhancement) to request new record
- Ability to display and run inventory reports
- Ability to request material master records

Related Processes

- Inventory Management - Inventory Material Creation/Extension/Deletion

Role Dependencies

Those assigned this role may also be assigned the following roles:

- SRM End User
- IM End User

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of Pricing conditions and Sales and Distribution Processes (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

Total Training Hours: 3

Course Title: IM240 SCEIS Material Reporting Duration in Hours: 2

Course Title: COR120 SCEIS SAP Enterprise Core Duration in Hours: 1
Component (ECC) Overview and Navigation



Inventory Adjuster

Description The Inventory Adjuster will be responsible for conducting inventory quantity adjustments, scrapping and price changes within an agency.

- They will have the ability to perform inventory adjustments and run reports.
- Manage inventory scrapping
- Manage inventory price adjustments

Role Conflicts:

- Central Material Master Data Team
- Agency Inventory Administrator

Tasks/Responsibilities

- Ability to display and run inventory reports
- Ability to Issue Materials from Inventory
- Ability to make price adjustments to inventory on hand
- Ability to Post Physical Inventory Differences
- Ability to receive Materials into Inventory

Related Processes

- Inventory Management - Goods Receipt (GR) of Inventoried Material
- Inventory Management - Goods Issue
- Inventory Management - Material Scrapping

Role Dependencies

Those assigned this role may also be assigned the following roles:

- SRM End User
- IM End User

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)
- Knowledge of SC Procurement Code as it relates to inventory

Expected Training Courses

Total Training Hours: 13

Course Title: IM240 SCEIS Material Reporting Duration in Hours: 2

Course Title: COR120 SCEIS SAP Enterprise Core Duration in Hours: 1
Component (ECC) Overview and Navigation

Course Title: IM100 SCEIS Inventory Management Duration in Hours: 1
Overview

Course Title: IM220 SCEIS Goods Receiver/Issuer - Duration in Hours: 4
Inventory Management

Course Title: MM100 SCEIS Materials Management Duration in Hours: 1
Overview

Course Title: IM230 SCEIS Physical Inventory Duration in Hours: 4



Purchase Requisition Releaser

Description The Purchase Requisition Releaser will be responsible for approving and releasing purchase requisitions so that the procurement process may move forward.
 - They will have the ability to review purchase requisitions.
 - They will have the ability to approve and release purchase requisitions

Role Conflict: Central Material Master Data Team

Tasks/Responsibilities

- Ability to release Purchase Requisitions
- Create, change, and display Purchase Requisitions

Related Processes

- Inventory Management - Inventory Material Creation/Extension/Deletion

Role Dependencies

Those assigned this role may also be assigned the following roles:

- SRM End User
- IM End User

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)
- Knowledge of SC Procurement Code as it relates to inventory

Expected Training Courses

Total Training Hours: 4

Course Title: MM100 SCEIS Materials Management Overview	Duration in Hours: 1
Course Title: IM100 SCEIS Inventory Management Overview	Duration in Hours: 1
Course Title: IM210 SCEIS Requisition Approval	Duration in Hours: 1
Course Title: COR120 SCEIS SAP Enterprise Core	Duration in Hours: 1



Material Revaluation

Description This role will have the ability to manually change the value of Inventory Materials via SAP Transaction

Tasks/Responsibilities

- Ability to reevaluate materials

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English

Expected Training Courses

SCEIS Inventory Management Overview -This course will be a high level overview of inventory management functions, roles and processes.

SCEIS IM Finance 101 - This course will provide an overview of how finance is impacted by various inventory management functions. This course deals with receipt and issue of inventory items only.

SCEIS Material Reporting (Recommended but not required) - This course will cover standard reports available in SAP for inventory material management.