### SRM Inventory Requestor

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

<table>
<thead>
<tr>
<th>Tasks/Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Ability to Request Replenishment of Inventory via SRM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Related Processes</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Materials Management - Requisitioning</td>
</tr>
<tr>
<td>- Inventory Management - Requesting Inventory Material</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Role Conflicts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:</td>
</tr>
<tr>
<td>- None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Role Dependencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Those assigned this role may also be assigned the following roles:</td>
</tr>
<tr>
<td>- IM End User</td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th>Expected Training Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Training Hours: 1</td>
</tr>
</tbody>
</table>

Course Title: IM250 SCEIS Material Requester
Duration 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 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: 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**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Duration in Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation</td>
<td>1</td>
</tr>
<tr>
<td>IM240 SCEIS Material Reporting</td>
<td>2</td>
</tr>
<tr>
<td>MM100 SCEIS Materials Management Overview</td>
<td>1</td>
</tr>
</tbody>
</table>
### 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**

Expected Training Hours: 17

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Tuesday, November 03, 2009
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Duration in Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IM230 SCEIS Physical Inventory</td>
<td>4</td>
</tr>
<tr>
<td>IM240 SCEIS Material Reporting</td>
<td>2</td>
</tr>
<tr>
<td>IM200 SCEIS Material Planner</td>
<td>4</td>
</tr>
<tr>
<td>COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation</td>
<td>1</td>
</tr>
<tr>
<td>IM100 SCEIS Inventory Management Overview</td>
<td>1</td>
</tr>
<tr>
<td>MM100 SCEIS Materials Management Overview</td>
<td>1</td>
</tr>
<tr>
<td>IM220 SCEIS Goods Receiver/Issuer - Inventory Management</td>
<td>4</td>
</tr>
<tr>
<td><strong>Agency Inventory Receiver</strong></td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>- The Agency Inventory Receiver will be responsible for receiving goods into inventory</td>
</tr>
<tr>
<td></td>
<td>- Print goods receipts as required</td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Description</th>
<th>Duration in Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IM230 SCEIS Physical Inventory</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>IM100 SCEIS Inventory Management Overview</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>MM100 SCEIS Materials Management Overview</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>IM240 SCEIS Material Reporting</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>IM220 SCEIS Goods Receiver/Issuer - Inventory Management</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Duration in Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MML100 SCEIS Material Master Liaison</td>
<td>4</td>
</tr>
<tr>
<td>IM100 SCEIS Inventory Management Overview</td>
<td>1</td>
</tr>
<tr>
<td>COR120 SCEIS SAP Enterprise Core Component (ECC)</td>
<td>1</td>
</tr>
</tbody>
</table>

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### 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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Duration in Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IM240 SCEIS Material Reporting</td>
<td>2</td>
</tr>
<tr>
<td>COR120 SCEIS SAP Enterprise Core Component (ECC)</td>
<td>1</td>
</tr>
<tr>
<td>Overview and Navigation</td>
<td></td>
</tr>
</tbody>
</table>
### 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

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>IM240 SCEIS Material Reporting</td>
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<tr>
<td>COR120 SCEIS SAP Enterprise Core Component (ECC)</td>
<td>1</td>
</tr>
<tr>
<td>Overview and Navigation</td>
<td></td>
</tr>
<tr>
<td>IM100 SCEIS Inventory Management Overview</td>
<td>1</td>
</tr>
<tr>
<td>IM220 SCEIS Goods Receiver/Issuer - Inventory</td>
<td>4</td>
</tr>
<tr>
<td>Management</td>
<td></td>
</tr>
<tr>
<td>MM100 SCEIS Materials Management Overview</td>
<td>1</td>
</tr>
<tr>
<td>IM230 SCEIS Physical Inventory</td>
<td>4</td>
</tr>
</tbody>
</table>
### 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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Duration in Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM100 SCEIS Materials Management Overview</td>
<td>1</td>
</tr>
<tr>
<td>IM100 SCEIS Inventory Management Overview</td>
<td>1</td>
</tr>
<tr>
<td>IM210 SCEIS Requisition Approval</td>
<td>1</td>
</tr>
<tr>
<td>COR120 SCEIS SAP Enterprise Core</td>
<td>1</td>
</tr>
</tbody>
</table>
### Material Revaluation

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

<table>
<thead>
<tr>
<th><strong>Tasks/Responsibilities</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to revaluate materials</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Role Conflicts</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:</td>
<td>None</td>
</tr>
</tbody>
</table>

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<tr>
<th><strong>Role Dependencies</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Those assigned this role may also be assigned the following roles:</td>
<td>End User &amp; FI End User Roles</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Knowledge/Skills/Abilities</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge of a computer and the ability to read and write English</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Expected Training Courses</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SCEIS Inventory Management Overview - This course will be a high level overview of inventory management functions, roles and processes.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>SCEIS Material Reporting (Recommended but not required) - This course will cover standard reports available in SAP for inventory material management.</td>
<td></td>
</tr>
</tbody>
</table>