



South Carolina Enterprise Information System

Replace Shopping Cart Approver Functionality in SCEIS



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- 🌀 When to Use Functionality
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- Replace Approver function is a standard SAP functionality that allows a shopping cart creator or approver to “replace” the original approver with a new approver .
- New Approver
 - Must have an approval role
 - Assumes or borrows the same level as the original or ‘replaced’ approver. (Shopping cart will not bypass a higher level approver.)
 - Can access (view/update/approve) a cart **only if** they have security access in terms of agency, purchasing group, cost center, etc., whichever is applicable.

- SCEIS system suggests all users available in the SRM organizational structure across all agencies.
 - Creator searches for the new approver by name.
- If new approver **does not** have access (agency, purchasing group, cost center) to a shopping cart, the cart will not flow until the creator replaces another approver who have access to the cart.

Scenario that depicts several possibilities when using ‘Replace Shopping Cart Approver’ functionality:

- Joe is the shopping cart creator.
- Jane is the first level approver with \$500 approval authority.
- Mike is the second and highest level approver with \$1,000 approval authority.

- Joe creates a shopping cart.
- Jane is out of the office and did not assign a substitute approver.

- Joe uses the ‘replace approver’ functionality and replaces Jane with Mary who is an approver in the agency with the same purchasing group security. With the replacement, Mary assumes the same \$500 dollar level of approval as Jane.

(scenario cont’d on next slide)

Scenario that depicts several possibilities when using ‘Replace Shopping Cart Approver’ functionality continued:

- Then Mary discovers that Mike, the highest level approver, is out of the office. She could replace herself for Mike or replace Mike with another approver within the agency who has the same purchasing group security. Whoever she decides to replace would assume the same \$1,000 approval authority as Mike.

- ☉ Examples of when to use Replace Approver functionality are if the original Approver:
 - Fails to add a Substitute approver before going out of the office
 - Is out with unexpected illness
 - Is terminated
- ☉ SCEIS receives an average of 2 service desk requests per week with above scenarios and the number increases during summer and holidays.

If SCEIS Disables the Functionality

- 🌀 Agency Data Owner must submit a Service Desk Request to replace the absent Approver with one who is available
- 🌀 SCEISM Team must make the change in SRM Organizational Structure
- 🌀 Creator must create a new cart (can use the old cart to copy)
- 🌀 Creator must delete the old cart
- 🌀 If/when original Approver returns, repeat first two bullets

If SCEIS Maintains the Functionality

- ☉ To monitor use of replace function
 - Use “Monitor Shopping Cart”
 - Search for all carts created by a particular user
 - If an original Approver has been replaced, the new Approver’s name is spelled out completely in the Approval Overview instead of the user id
 - Example:
 - Original Approver = “MAR12345”
 - New Approver = “Maria Snelgrove”

🌀 Live Demonstration of Replace Approver Functionality

Any Questions?

