



	Last Name	First Name		
Search <b>eDirectory</b>	<input type="text"/>	<input type="text"/>	<input type="button" value="GO"/>	<input type="button" value="Advanced"/>
Search <b>eWeb</b>	<input type="text"/>		<input type="button" value="GO"/>	<input type="button" value="Advanced"/>

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**Buy Telco Supplies**  
**SAP - Request Form Instructions**  
**Supply Chain Integration - SAP**

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Note: You must have [SAP initial system access](#) first before using these instructions.

"SAP - Supplemental Access Requests Instructions" (Material Usage & Order On Behalf-Of request forms)

1. [Buy Telco Supplies Portal Access](#)
2. [Request Forms Login](#) ... (Material Usage & Order on-Behalf of request forms)
3. [Material Usage Code\(s\)](#) ... (Add Material Usage Codes to your Profile)
4. [Order On-Behalf Of Requests](#) ... (Add SOBO clients to your profile)
5. [Supervisor - Management Approval](#)
6. [Check Request Status](#)

**1. "Buy Telco Supplies" Portal Access**

- Access ["eWeb @ Digital Workplace"](#) to begin
- Enter your VZID and password and depress the GO button
- Select the "Work Tools" tab
- Select "Buy Telco Supplies"
  - Located in the left panel under "Administrative Tools"
- Buy Telco Supplies page displays

**2. Request Forms Login**

- From ["Buy Telco Supplies"](#) portal
- Select the SAP supplemental access requests link

- o "Buy Telco Supplies Request Forms" screen displays
  - o User enters VZID and password, system authenticates
- First time users
  - o Select "[Setup Access](#)" (On the right hand side of the screen under Reset Password)
  - o Enter your VZID in the "Enter VZID" field
  - o Depress the Search button
  - o Message displays: "You have been added to the access list. Enter your VZID as the User ID and select reset password."
  - o Depress the close button
  - o In the User ID field type in your VZID then depress the "Reset Password" button
  - o Message: A new password has been sent to your email on record
  - o Retrieve your new password
  - o Enter your VZID in the User ID field
  - o Enter your new password in the password field
  - o Depress GO
    - If you receive an AutoComplete window depress Yes button
  - o The "Buy Telco Supplies Request Form" screen displays
  - o Select Change Password button
  - o Enter a New Password
  - o Re-enter password in the Confirm Password field for verification
  - o Depress the Change Password button
  - o Message: "Your password has been changed"
- All Other Users - Request Forms page displays
  - o Material Usage Code
  - o Order On-Behalf Of

### 3. Material Usage Codes (Add Material Usage Codes to your Profile)

- Log into [Buy Telco Supplies Request Forms](#)
- Select the Material Usage Codes
  - o View [\(S01\) SRM Material Usage Codes](#) (Matrix - Old to New)
  - o To select multiple codes, press control+click record or shift+click records

**IMPORTANT NOTE:** All Material Usage Code (MU) assignments are determined by the organization you reside in and your job title.  
For example, an "I & M" employee cannot request for MU "COT" (Corp Tel) or "CPC" (Coin / Public Phone), etc.

Please make sure to select the correct MU codes and not ALL.

The SRM Administrators will review all requests submitted and not grant approval for incorrect codes selected.

- Select "Request Type" radio button: Add or Delete
- Depress Submit button
  - Message: "You have selected the following material types..."
  - **ADD** "...to be added to your SAP user profile"
  - **Delete** "...to be removed from your SAP user profile"
  - Review your selection (select OK or Cancel)
- Select OK
  - An email is sent to your supervisor for approval / denial
  - **If approved**, notification will be sent via email when SAP setup is completed
  - **If denied**, an email is sent to requestor notifying them of denial
- User is returned to Request Forms
- When finished, depress logout button and close browser

#### 4. Order On-Behalf Of (Shop On-Behalf Of - SOBO) (Add SOBO clients to your profile)

- Log into [Buy Telco Supplies Request Forms](#)
- ENTER VZID and PASSWORD (RIGHT SIDE OF DISPLAY)
  - First time users see step 2 above
- Select [Order On-Behalf Of](#) link - SOBO screen displays
- Select "Request Type" radio button: Add or Delete
- Depress "Select User" button
- Enter First Name & Last Name of person you want to Order On-Behalf Of
- **NOTE:** To narrow down search select State person is in from drop down menu.
- Depress Search button (please be patient)
- Search results displays
- Click on the name to add them to the request on the left hand side of the screen
  - Select "Search Again" to add additional SOBO names
  - Choose "Select User" to add additional SOBO names
  - Select "Done" to close search window
- Depress Submit
  - Request is routed for appropriate approval. If approved, notification will be sent via email when SAP setup is completed
- User is returned to Request Forms

- When finished, depress logout button and close browser

## 5. Supervisor - Management Approval

- Email has link for approval/denial (approver is not required to log into system to approve)
- **For approval**, once the APPROVE link is selected the request is routed to the SAP team. SAP team will process request to the user profile. When the profile is complete the requestor is notified via email.
- **For denial**, once the DENIAL link is selected in the email, a window opens with a comments box where an explanation can be added. When submitted, an email is sent to the requestor notifying of denial and includes the explanation.
- Denial request can be cancelled by simply closing the window without submitting comments.

## 6. Check Request Status

- Log into "Buy Telco Supplies Request Forms"
- Select "Check Request Status"
  - Past 30 days of Status displays
- Select date request submitted for Material Usage Code(s) or Order On-Behalf Of
  - Status displays in new window
- Material Usage Code(s) status
  - **Manager Approved** (SAP Team notifies via email once profile setup is completed)
  - **Still Pending Manager Approval** (Approver has 10 Business Day to approve / deny request, otherwise automatic withdrawal)
  - **Manager Denied** (email sent to requestor notifying them of denial and reason)
  - **Manager Denied Request Time Out** (10 Business Day automatic withdrawal)  
When no approval / denial is received requestor is notified via email of automatic withdrawal of request due to approver did not act within required time period. A new request must be submitted.
- Order On-Behalf Of status
  - **On-Behalf Approved** (SAP Team notifies via email once profile setup is completed)
  - **Still Pending On-Behalf Of Approval** (Approver has 10 Business Day to approve / deny request, otherwise automatic withdrawal)
  - **On-Behalf Denied** (email sent to requestor notifying them of denial and reason)
  - **On-Behalf Request Time Out** (10 Business Day automatic withdrawal)  
When no approval / denial is received requestor is notified via email of automatic withdrawal of request due to approver did not act within required time period. A new request must be submitted.

- When finished, depress logout button and close browser