Instruction for

SAP-SRM

at University Hamburg

- Approval -
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Please contact us if you encounter problems or have questions!
Use the following link to login into SAP SRM: https://serviceportal.hamburg.de/HamburgGateway/Service/Entry/SAPS

Please use the german page version, the english is causing technical issues.

Enter here your Email and password and click on „Anmelden“ (login)
Login from science gateway

If you can’t remember your password, you can request a new one here.
Login from science gateway

Please enter your login email address here, and you will receive a one-time password.
Login from science gateway

Click for starting the tool: („Bestellplattform für die Hamburger Hochschulen“).
Login from science gateway

To login into SAP SRM please click on start. („Hier starten“).
SRM-home page for approval

Here you see all unapproved shopping carts which are on your work list.

With a click on the blue name of the shopping cart you open one for approval.
SRM-home page for approval

Here you see all unapproved shopping carts which are on your work list.

With Genehmigen and Ablehnen you can either approve or reject a shopping cart.

With a click on the grey area next to a shopping cart you select a whole shopping cart.
Approve or reject a shopping cart

The shopping cart will be opened for approval.

Please use this field for rejection notes.

Choose here for single line item approval or rejection.
Approve or reject a shopping cart

The shopping cart will be opened for approval.

Please use this field for rejection notes.

Decide here whether you wish to approve (Genehmigen) or reject (Ablehnen) each item.
### Review shopping cart

You can add (Position hinzufügen), copy (Kopieren), enter (Einfügen), duplicate (Duplizieren), and delete (Löschen) order items here.

All white fields are editable.
Wenn Sie durch die Reiter klicken, sehen Sie noch mehr Details, die Sie ändern können.

Alle weiß hinterlegten Felder sind änderbar.

In den Positionsdetails können Sie weitere Änderungen vornehmen.
Send shopping cart

Click on send to finish the shopping cart.
Setup a substitute

Click on Vertreter (substitute) to setup a substitute rule.

You find this button on the start page after login.
You can setup several rules for substitutes.

In the lower area you can see your own permission as a substitute of someone else.

Click on Regel anlegen (setup rule), to enter a substitute.
You will need to define a recipient (Empfänger) to represent you. Click on ☰ to search for their name. Enter their surname followed by an asterisk (*) in the Nachname (Surname) field, then click on Suche starten (Start search). Now select a recipient and click on OK to confirm.
Setup a substitute

You will need to define a recipient (Empfänger) to represent you. All suitable approvers are displayed in the search box.

• To set up the proxy for a defined period of time, select meine Aufgaben empfangen (Receive my tasks). All tasks will now no longer be sent to you, but rather exclusively and directly to the proxy.

• To enable the proxy to access your approval tasks in general and to cover for you in the event of unplanned absences, select für mich einspringen (Cover for me).

• Define whether the proxy should start immediately (Sofort) or on a set date (Am).

• Select Die Regel jetzt nicht aktivieren (Do not activate rule now) to prepare a proxy rule now for later activation.

Click on OK to save.
Setup a substitute

Once you have saved the criteria, the new rule will be shown in the list of Vertretungsansicht angezeigt.

Click on Deaktivieren (deactivate) to pause the rule without deleting it.

To accept the substitute rule of someone else, click on Übernehmen (accept).
The substitution is now setup for another approver.