

# IDES@WEB



ADDON.IDESWEB

Release 4.6C



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## Icons

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax

## Typographic Conventions

Type Style	Description
<i>Example text</i>	Words or characters that appear on the screen. These include field names, screen titles, pushbuttons as well as menu names, paths and options.  Cross-references to other documentation
<b>Example text</b>	Emphasized words or phrases in body text, titles of graphics and tables
EXAMPLE TEXT	Names of elements in the system. These include report names, program names, transaction codes, table names, and individual key words of a programming language, when surrounded by body text, for example, SELECT and INCLUDE.
Example text	Screen output. This includes file and directory names and their paths, messages, names of variables and parameters, source code as well as names of installation, upgrade and database tools.
<b>Example text</b>	Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.
<Example text>	Variable user entry. Pointed brackets indicate that you replace these words and characters with appropriate entries.
EXAMPLE TEXT	Keys on the keyboard, for example, function keys (such as F2) or the ENTER key

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## IDES@WEB

### Consumer to Business

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[Sending and Receiving Messages via Intranet \[Page 47\]](#)

[The IDES Retail Store \(Purchasing via the Intranet\) \[Page 50\]](#)

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**Availability Information Via the Internet**

## Availability Information Via the Internet

### Purpose

In this process, an employee of a sales partner company uses the Internet to check the availability of a particular IDES hardware product.



To run this process, your browser used must be able to support Java (for example, Netscape Navigator > 3.0, or Microsoft Internet Explorer > 3.0). The browser must also be set up to permit the running of Java programs.

You can find more information about this process under [i](#) [Page 9].

### Process Flow

You can find the data for this process under [?](#) [Page 7].

1. [Checking Material Availability in the Internet](#) [Page 10]



---

**Data Used During This Process****Data Used During This Process**

Field	Data	Description
Password	Welcome	Password of the sales partner



## Additional Process Information

### Authorization

To facilitate access to availability information, we have created an *Internet user* in the IDES (R/3 System) for this sales partner (transaction SU05).

### Selecting Products Using the Java Applet

You select the products for the availability check using a Java Applet. A Java Applet is a small program. Just as with the HTML page, it is loaded on your PC and can then be executed.

At the beginning of this process, the Java Applet loads the contents of the product catalog that is used in the process *Displaying Product Information in the Internet*.

### Service Users

The availability information is provided for each plant and material. The plant is determined through the user fixed settings of *Service User ITS-SD-01*, which has been defined in IDES for this process.

## Checking Material Availability in the Internet

# Checking Material Availability in the Internet

## Prerequisites

To execute this process, your IDES system must have a connection to an Internet Transaction Server (ITS).

## Procedure

1. Switch to your Internet Browser (for example, Netscape Navigator or Microsoft Internet Explorer).
2. Call up the *IDES Homepage* then select the language you require.
3. Choose *Shopping World*.
4. On the *IDES Shopping World* screen, choose *Info Service* → *Availability Check*.

The *Available to Promise* screen appears:

5. Enter the following data:

Field	Data
Customer number	1960
Password	Welcome

6. Choose *Login*.

On the left side of the screen, you see a graphical overview of the available products. This is the product catalog described in the process [Displaying Product Information in the Internet \[Page 12\]](#).

7. Choose the *Hardware Shop* node.

You now see a list of the product groups assigned to the hardware shop.

8. Position your cursor on *Hardware Shop*, then choose *Products in selected area*.

You can now search for the product you require.

9. In the *Search products by* field, use the input help to select *Number*, then choose *New Search*.

You now see a list of all products assigned to the hardware shop.

10. Enter the following data:

Field	Data
Matching	DPC*

11. Choose *New Search*.

You see the results of the search.

12. Position your cursor on the first product in the list, then choose *Choose*.

The system displays the product number in the *Material No.* field.

13. Enter the following data:

## Checking Material Availability in the Internet

Field	Data
Date	End of the current month (MM.DD.YYYY)
Quantity	100




If you do not enter a delivery date, the system checks the availability of the material for today's date. If you do not enter a quantity, the system displays the ATP quantity for the delivery date. The ATP quantity is the quantity still available on the desired date after allowing for requirements that have already been confirmed.

14. Choose *Availability Information*.

On the right side of the screen, you see the results of the availability check.



The date refers not to the delivery date, but to the material staging date.

15. You could now check out the availability of other products.
16. Choose  *Exit* to return to the *Welcome to IDES Page*.

---

## Displaying Product Information in the Internet

# Displaying Product Information in the Internet

## Purpose

In this process, a prospective customer calls up information about specific IDES products in the Internet. The products are grouped using a product catalog, which you create in the IDES System.



The product catalog can be used as either:

- A pure product catalog (as described here) or
- As an online store with integrated sales order entry

## Process Flow

You can find the data for this process under [?](#) [Page 13].

1. [Displaying a Product Catalog in the IDES System \[Page 14\]](#)
2. [Calling Up Product Information in the Internet \[Page 16\]](#)

## Data Used During This Process

Field	Data	Description
Advertising medium	WB00000001	Model product catalog

## Displaying the Product Catalog in the IDES System

### Displaying the Product Catalog in the IDES System

1. Call up the transaction as follows:

<b>Menu Path</b>	<i>Logistics → Materials Management → Product Catalog → Product Catalog → Display.</i>
<b>Transaction Code</b>	WWM3

2. On the *Display Product Catalog: Initial Screen*, enter the following data:

Field	Data
Catalog	WB00000001

3. Choose *Basic data*.

You now see, for example, the sales area to which the advertising material is assigned, a reference customer and a document scheme. All of these elements serve to determine the pricing procedure with which the advertising medium is to be priced.



Note that for this advertising medium two *variants* are defined to differentiate the language and currency (Germany: variant 001 / USA: variant 002). In IDES, you access the product catalog via the internet by selecting a *Language*. This selection determines which of the variants is to be used.

4. Choose *Layout*.

You see the first level nodes of the hierarchically-structured advertising medium.

5. Position your cursor on *WB00000001*, then choose .

The system expands the lower level nodes.

6. Double-click on *Hardware Shop*.

7. Choose *Texts*.

You now see the text (in two languages) that is displayed in the Internet when this node (*Hardware shop*) is selected. To display the whole of the text, double-click on the respective long text.


8. Choose  until the *Product Catalog: Display Hierarchy Layout Area* screen appears.

9. Choose *Documents*.

In the *Layout Area: Link to Documents* dialog box, you can see the key (*HARDWARE SHOP*) and the name of the screen (*Hardware Shop Screen*), which are displayed when you select this node in the Internet

10. Choose .

11. Choose  until the *Product Catalog: Display Initial Screen* screen appears.

12. Position your cursor on the *PC ensemble* node (on the second hierarchy level), then choose .


You can see the products allocated to this node.

---

Displaying the Product Catalog in the IDES System



Note that one text and one document (screen) is allocated to each item.

13. Choose  until the overview tree appears.

## Calling Up Product Information in the Internet

# Calling Up Product Information in the Internet

## Prerequisites

To execute this process, your IDES system must have a connection to an Internet Transaction Server (ITS).

## Procedure

1. Switch to your Internet Browser (for example, Netscape Navigator or Microsoft Internet Explorer).
2. On the *IDES Home Page* select language *english*.



If you do not know the internet address of the *IDES Home Page* ask your system administrator.



As a result of this selection, the system displays the product catalog variant for the USA. This variant not only determines the language in which the product catalog appears, but also the currency in which the product prices are displayed.

3. Choose *Shopping World*.
4. Choose *Catalogs* → *Computer Hard- and Software*.
5. On the *Product Catalog* screen, choose *Hardware*.  
You see a list of the product groups assigned to the hardware shop.
6. Choose *PC Systems*.  
You see various PCs(screen, product identification and price).
7. Choose the first PC (*Maxitec-R 375*).  
You now see an expanded view, as well as the specifications of the selected PC.
8. To search for another product in this group, in the *Hardware* screen area, choose *Search*.  
The system displays specific search fields.

9. Enter the following data:

Field	Data
Keyword	*Monit* (generic entry for monitors)
Price (from)	1000
Price (to)	1300

10. Choose *Find*.  
You see the results of the search.
11. On the *Product Catalog* screen, choose *Overview*.
12. In the *Go to shop* field, use the input help to choose *Software*.




---


**Calling Up Product Information in the Internet**

You see a list of the product groups offered in the software shop.

13. Choose *Word processing*.

You now see various products.

14. In the *Price* field, to sort the prices in ascending order, choose .

15. Choose  *Exit* to return to the *Welcome to IDES Page*.

---

## Entry of a Quality Notification Using the Internet

# Entry of a Quality Notification Using the Internet

## Purpose

Quality notifications can be created, for example, as a result of customer complaints. You can now create quality notifications on the Internet. Small sales departments and the external sales force will benefit from this in particular. This process shows you how to enter a notification on the Internet.

You can find more information about this process under [i](#) [Page 19].

## Prerequisites

You can only run this process, if your IDES system has a connection to an Internet Transaction Server (ITS).

## Process Flow

You can find the data for this process under [?](#) [Page 20].

[Entering the Quality Notification on the Internet \[Page 21\]](#)

## **Additional Process Information**

If a problem occurs with a product, complaints or information about the problem should be quickly and easily circulated within the company. This quality notification created on the Internet appears online in the R/3 System for further processing.

### **Prerequisites**

You must create an Internet user with the relevant authorization in your R/3 System for people creating notifications.

If you want to allow notifications to be created for a material on the Internet, a quality information record must exist for the corresponding material and customer.

---

**Data Used During This Process****Data Used During This Process**

<b>Field</b>	<b>Entry</b>	<b>Description</b>
Contact person number	129	Internet user
Password	welcome	
Material	AM2-750-A (etc.)	Material group

## Entering the Quality Notification on the Internet

1. Switch to your Internet Browser (for example, Netscape Navigator or Microsoft Internet Explorer).
2. Call up the *IDES Home Page* and choose the language you require.



If you do not know the address of the *IDES Home Page*, contact your system administrator.

3. Choose *Business Customers*.
4. On the *Business Customers* screen, choose *Customer Services* → *Quality Notification*.

The *Quality Notification* screen appears.

5. Enter the following data:

Field	Data
Contact person number	129
Password	welcome

6. Choose *Create Notification*.

The system lists the materials for which you can create a notification.


7. Select a material using the possible entries help.
8. Choose *Problem Description*.

9. Enter the following data:

Field	Data
Defects	###Select a defect using the possible entries help###
Defect location	###Select a defect location using the possible entries help###
Description	###Any###

10. Choose *Send*.

The system now displays your notification number and the information you have entered.

11. To display an overview of the accumulated notifications and their processing status, choose *Notification List*.
12. Choose *Back*.
13. Choose  *Exit*.

This takes you back to the *IDES Homepage*.

## Recruitment via Internet

### Purpose

In this process, an applicant applies via Internet for a vacant position at the IDES model company. The applicant uses an Internet interface to trigger the recruitment process in the R/3 System.

In the second part of the process, you consider the applicant's data from the point of view of the HR department.

You can find more information about this process under [i](#) [Page 23].

### Process Flow

You can find the data for this process under [?](#) [Page 24].

1. [Displaying Employment Opportunities in the Internet \[Page 26\]](#)
2. [Viewing Applicant Data \[Ext.\]](#)

## **Additional Process Information**

The applicant wants to apply for a specific vacancy at the IDES model company. To increase his or her chances of being hired, the applicant uses the R/3 System to provide extensive information, such as personal data, education, qualifications, and current employment.

## Data Used During This Process

## Data Used During This Process

The name of the vacancy in this process is:

Europe	North America
Sales employee 3 Gr. 100-F1	Clerk - Sales and Marketing

Application form: *Personal Data*

Field	Europe	North America
Form of address	Mr.	Mr.
First name	Paul	Paul
Last name	Gerhards	Gerhards
Date of birth	01.11.1970	11/01/1970
Nationality	English	English
Street	Viktoriastrasse 45	424 Madison Avenue
Postal code	76135	700
City	Karlsruhe	New York
Country	Germany	USA
Telephone number	0123456789	0123456789

Application form: *Qualifications*

Figure 1

Field	Europe	North America
Qualification	Diploma	Diploma MBA
Proficiency	Good	Good

Figure 2

Field	Europe	North America
Qualification	Marketing skills	Marketing skills
Proficiency	Very good	Good

Figure 3

Field	Europe	North America
Qualification	Leadership skills	Knowledge of English
Proficiency	Good	Fluent

Application form: *Education*

Field	Europe	North America
From	April 1989	April 1989



Data Used During This Process

To	September 1994	September 1994
Educational establishment	University	University
Institute/Location	Mannheim University	Mannheim University
Country	Germany	Germany
Certificate	Diploma	Diploma
Final mark	Good	B
Branch of study 1	Business administration	Business and Administration

Application form: *Employer*

Field	Europe	North America
From	October 1994	October 1994
To	April 2000	April 2000
Employer	Siemens AG	Siemens AG
City	Karlsruhe	Karlsruhe
Country	Germany	Germany
Activity key	Sales employee	Sales employee

## Displaying Employment Opportunities in the Internet

### Displaying Employment Opportunities in the Internet

1. Switch to your Internet Browser (for example, Netscape Navigator or Microsoft Internet Explorer).

2. Call up the *IDES Homepage*.



Your system administrator can tell you the Internet address of the *IDES Homepage*.

3. On the *IDES Homepage* choose *English*.



If you select language *English*, the R/3 System displays vacancies at IDES for all regions in North America. You can now select any of the Internet scenarios offered by IDES.

4. Choose *Business Customers*.
5. Choose *Job Opportunities* → *Online Application*.

The *Employment Opportunities* screen appears.



If you choose *Quit* in the header bar, the initial screen reappears. If you choose ? in particular situations, context-sensitive help appears.

6. In the left screen area, choose *Employment Opportunities* → *All regions* → *SD-CLERK* → *Clerk – Sales and Marketing*.
7. Select *Clerk – Sales and Marketing*.

A job description appears in the right screen area.

8. Choose *Apply*.

In the left screen area, you are asked whether you have applied before.

9. Choose *Germany* for the *Country* field.
10. Choose *Continue*.

An application form is displayed, with tab pages for *Personal Data*, *Qualifications*, *Education*, and *Previous employers*.

11. On the *Personal Data* tab page, enter the following data:

Field	Europe
Form of address	Mr.
First name	Paul
Last name	Gerhards
Date of birth	01.11.1970
Nationality	German

Displaying Employment Opportunities in the Internet

Street	Viktoriastrasse 45
Postal code	76135
City	Karlsruhe
Country	Germany
Telephone number	0123456789

12. Choose the *Qualifications* tab page.

13. Enter the following data:

Field	Europe
Qualification	Marketing skills
Proficiency	Very good

14. Choose *Next*.

15. Enter the following data:

16. Choose *Next*.

17. Enter the following data:

Field	Europe
Qualification	Leadership skills
Proficiency	Good

18. Choose the *Education* tab page.

19. Enter the following data:

Field	Europe
From	April 1989
To	September 1994
School type	University
Institute/Location	Mannheim University
Country	Germany
Certificate	Diploma
Final grade	Good
Branch of study 1	Business administration

20. Choose the *Previous employers* tab page.

21. Enter the following data:

Field	Data
From	October 1994
To	April 1998

**Displaying Employment Opportunities in the Internet**

Employer	Siemens AG
Location	Karlsruhe
Country	Germany
Job	Salesman

22. Choose *Send*.

On the *Confirmation* screen, you see your application number.

23. Make a note of your applicant number.

24. Enter the following data:

Field	Data
Please enter your new password	IDES
Please confirm your new password	IDES

25. Choose *Change password*.

A message appears informing you that the password has been changed.

26. Return to the *IDES Homepage*.

## Application Status in the Internet

### Purpose

In this process, you check the status of your Internet application for the position of *Clerk – Sales and Marketing* IDES Inc.

To be able to carry out this process, you must have successfully completed the [Recruitment via Internet \[Page 22\]](#) process.

### Process Flow

You can find the data for this process under [?](#) [Page 31].

1. [Checking the Application Status Using the Internet \[Page 32\]](#)
2. [Editing the Application Status \[Ext.\]](#)

---

**Additional Process Information****Additional Process Information**

To run this process, you must already have completed the IDES process Recruitment via Internet. You must also have noted your applicant number and password.

## Data Used During This Process

Field	Data
Your applicant number	As for <a href="#">Recruitment via Internet [Page 22]</a>
Your password	As for <a href="#">Recruitment via Internet [Page 22]</a>

---

**Checking the Application Status Using the Internet**

## Checking the Application Status Using the Internet

1. Switch to your Internet Browser (for example, Netscape Navigator or Microsoft Internet Explorer).
2. Call up the *IDES Homepage*.



Your system administrator can tell you the Internet address of the *IDES Homepage*.

3. On the *IDES Homepage* choose *English*.
4. Choose *Business Customers*.
5. Choose *Job Opportunities* → *Application Status*.
6. Enter the following data on the *Application Status* screen:

Field	Data
Your applicant number	As for <a href="#">Recruitment via Internet [Page 22]</a>
Your password	As for <a href="#">Recruitment via Internet [Page 22]</a>

7. Choose *Continue*.

The system displays an overview of the status of your application.

8. To return to the *IDES Homepage*, choose *Back*.



## Output of a Quality Certificate on the Internet

### Purpose

Customers often require a quality certificate for a particular batch. This Internet scenario describes how this document can be ordered and received within seconds using the Internet.

You can find more information about this process under [i \[Page 34\]](#).

### Prerequisites

To run this process, your IDES system must have a connection to an Internet Transaction Server (ITS).

A certificate template exists for this internet output. This template must be assigned to the related object (material/customer or material or material group) in the R/3 System.

### Process Flow

You can find the data for this process under [? \[Page 35\]](#)

[Output of a Quality Certificate on the Internet \[Page 36\]](#)

---

**Additional Process Information**

## **Additional Process Information**

This component enables customers to issue themselves the quality certificate for whichever batch of a product they require. The values are taken from the batch specification. The certificate is issued in the language defined in the customer master record. You can use USER EXITS to restrict batch selection for the customer.

The certificate is issued in PDF Format and can be displayed with the Acrobat Reader from ADOBE.

## Data Used During This Process

Field	Europe	North America
Login	7777	Internet user
Password	welcome	
Product group	CHEMICALS	Material group
Search string	Paint*	Short text, generic
Material short text	Paint, 1 liter can	Material with template allocation
Batches	C1, C2, C3, C7	Batches with certificate

## Output of a Quality Certificate on the Internet

### Output of a Quality Certificate on the Internet

1. Switch to your Internet Browser (for example, Netscape Navigator or Microsoft Internet Explorer).
2. Call up the *IDES Home Page* and choose the language you require.



If you do not know the address of the *IDES Home Page*, contact your system administrator.

3. Choose *Business Customers*.
4. On the *Business Customers* screen, choose *Customer Service* → *Quality Certificate*.

The *Quality Certificates* screen appears.

5. Enter the following data:

Field	Data
Your customer number	7777
Password	welcome

6. Choose *Login*.

7. Enter the following data:

Field	Data
Product group	Chemicals
Search string	Paint*

8. Choose *Find*.

In the results screen area, a list of materials and the batches associated with these materials appears.

9. Choose one of the following batches to see the corresponding quality certificate.

Product	Batch
Paint, 1 liter can	C1
	C2
	C3
	C7



If Acrobat Reader is not installed as a standard viewer for file types .pdf, a dialog box appears from the Internet Explorer. Confirm that you want to open the file with a program from your computer. From the list select ACROREAD. The Acrobat Reader displays the certificate on the screen as defined in the R/3 System.

If you can not make a connection between the Internet Explorer and the Acrobat Reader, choose [Saving Certificates \[Ext.\]](#).



Close the Acrobat Reader.

10. Choose *Exit*.

You return to the *IDES Homepage*.

## Recording Measurement Readings and Counter Readings via Internet

### Purpose

For routine services, it should be possible to determine the next appointment for preventative maintenance. Counter readings or measurement readings can be reported directly to a service provider via Internet components.

You can find more information about this process under [i](#) [Page 39].

### Process Flow

For data about this process, see [?](#) [Page 40].

1. [Recording Measurement Readings and Counter Readings via Internet \[Page 41\]](#)
2. [Displaying Measurement Documents \[Ext.\]](#)

## Additional Process Information

The entry can be made by a field sales representative, or by the customer. The functions are offered by the maintenance system and refer to routinely maintained objects (functional locations and equipment). The measurement readings are entered in the Internet and passed on to the SAP System. In Plant Maintenance (PM) they are stored in measurement documents. You can then display and evaluate them.

For example, the cumulative output since the last inspection can determine when the next maintenance appointment is required for a pump.

### Prerequisites

You created an Internet user in your system for the counter-reader, who also has the corresponding authorization in the maintenance system.

---

**Data Used During This Process****Data Used During This Process**

Field	Data	Description
Measuring Point	10001, 10016, 10082	Measuring points defined in Plant Maintenance
Measurement Time	Default	Current date/time
Counter Reading	Any	Higher value than at last counter reading
Counter-Reader	ITSGLOBAL	Internet user



## Recording Measurement Readings and Counter Readings via Internet

### Prerequisites

You can only run this process, if your IDES system has a connection to an Internet Transaction Server (ITS).

### Procedure

1. Switch to your Internet Browser (for example, Netscape Navigator or Microsoft Internet Explorer).
2. Call up the *IDES Home Page* and choose the language you require.



If you do not know the address of the *IDES Home Page*, contact your system administrator.

3. Choose *Customers* → *Customer Services* → *Measurement Readings and Counter Readings*.
4. Enter the following data:

Field	Data	Description
Measuring Point	10001	Measuring point defined in Plant Maintenance

5. Choose *Add*.
6. Enter the following data:


Field	Data	Description
Measurement time	Copy	Current date/time
Counter Reading	Higher value than at last counter reading	In liters
Text	Any	User-defined
Read by	ITSGLOBAL	Internet user

7. Choose *Save*.

The SAP System displays the number of the measurement document created and its content.

8. To enter the next counter reading, choose *Next*.
9. Repeat steps 5 to 9 for the following counters:

Field	Data	Description
Measuring Point	10016, 10082	Measuring points defined in Plant Maintenance

10. Choose *Back*.
11. Choose  *Exit*.

---

**Recording Measurement Readings and Counter Readings via Internet**

You return to the *IDES Homepage*.

## Evaluations in the Intranet Using the Web Reporting Browser

### Prerequisites

You can only execute this process if you have an IDES system with a connection to an Internet Transaction Server (ITS).

### Displaying Sales Statistics of Sales Employees Via Intranet

In this scenario, the sales manager wants to analyze the sales figures of the sales employees. To achieve this, the sales manager does not access the R/3 System via the SAPGUI, but starts the appropriate report via the Internet Browser.

After checking the key figures, the sales manager wants to know more about one of the best-performing employees. This transaction is also processed via a web browser.

### Process Flow

You can find the data for this process under [?](#) [Page 44].



The processes which are performed in the Intranet are flagged: Their headers start with *'In Intranet..'*

1. [Calling Up a Sales Report in the Intranet \[Page 45\]](#)
2. [Displaying HR Data in the Intranet \[Page 46\]](#)

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**Data Used During This Process****Data Used During This Process**

<b>Web Reporting Fields</b>	<b>Content</b>	<b>Description</b>
Login:	User	R/3 User ID
Password	Password	Password
Sales org.	1000	Sales organization 1000 (DE)
Sales employee (from)	1000	
To	1999	
From month	for example, 200001	Year and start month
To month	for example, 200012	Year and start month
Job	SE*	Sales employee

## Calling Up a Sales Report in the Intranet

### Prerequisites

You can only execute this process if you have an IDES system with a connection to an Internet Transaction Server (ITS).

### Procedure

1. Switch to your Internet Browser (for example, Netscape Navigator or Microsoft Internet Explorer).
2. Call up the *IDES Home Page*, then choose your preferred language.



If you do not know the internet address of the IDES Home Page, ask your system administrator.

3. Call the transaction as follows:

<b>Menu Path</b>	<i>Internal Services → Management Services → Reporting → Reporting Browser</i>
<b>Transaction Code</b>	SA38

4. Enter your user and password to access the R/3 System.
5. Choose *Logon*.
6. Call up the menu path as follows:

<b>Menu Path</b>	<i>Report selection → Sales → Sales Employee → Sales → SIS: Employee Sales Selection</i>
------------------	--

7. Enter the following data:

Field	Content
Sales org.	1000
Sales employee (from)	1000
Sales employee (to)	1999
From month	200001 (year and start month)
To month	200012 (year and start month)

8. Choose *Execute report*. You see a list of all sales employees, the incoming orders, and their revenues. The lines indicated with stars are the results of the sales group manager.

Note the name of a particular successful employee.

9. Choose *Back*, until the *IDES Homepage* appears.

---

**Displaying HR Data in the Intranet**

## Displaying HR Data in the Intranet

1. Call up the menu path as follows:

<b>Menu Path</b>	<i>Internal Service → Management Services → Financials and Administration → Who is Who</i>
------------------	--

2. Enter the following data:

<b>Field</b>	<b>Content</b>
Job	SE*

3. Choose *Find*.

The system displays a list of all sales employees, with links.

If you select one of the employee names – for example of a particularly successful employee, on the right side of the screen, you can see a picture of the employee as well as some organizational data.

4. Choose the house in the top screen section to return to the IDES Homepage.

## Sending and Receiving Messages via Intranet

### Prerequisites

You can only execute this process if you have an IDES system with a connection to an Internet Transaction Server (ITS).

### Purpose

Company employees who do not work at the main business location, or who travel frequently, do not always have direct access to the SAP R/3 System. This has meant, until now, that these employees are often cut off from important information and decision-making processes within the company.

SAP now offers these employees the following possibilities via the Intranet:

- Displaying the SAPoffice inbox with incoming messages and work items,
- Reading folders and documents in shared folders
- Processing user decisions in workflows via the Internet.



The main focus of this IDES process is the use of SAP office functionality via Intranet. To see an example of processing workflow items via the internet, see *Procuring Consumable Materials Via Internet*.

### Process Flow

[Working With the Inbox in the Internet \[Page 48\]](#)

## Working With the Inbox in the Internet

# Working With the Inbox in the Internet

## Use

After logging on to the R/3 System via the Internet, an employer can display their Office Inbox and incoming mails, as well as the workflow work list. They can read documents in the inbox, download them to the PC and either edit them offline or delete them. Deleted documents can be recovered from the recycle bin. Work items implementing a user decision in a workflow can be processed via Internet. They can display folders and documents in the shared folders, or create and delete documents, if they have the corresponding authorization. Unlike the R/3 System, you can only create RAW type documents via Internet.

## Prerequisites

You can only execute this process if you have an IDES system with a connection to an Internet Transaction Server (ITS).

## Procedure

1. Switch to your Internet Browser (for example, Netscape Navigator or Microsoft Internet Explorer).
2. Call up the *IDES Home Page*, then choose your preferred language.



If you do not know the internet address of the IDES Home Page, ask your system administrator.

3. Choose *Internal Services* → *Management Services* → *Financials and Administration* → *Mail and Workflow Inbox*
4. Logon via your internet browser to the R/3 IDES system as user **WF-MM-1**, with password **WELCOME** and choose your desired language.
5. Choose *Office* → *Inbox*.
6. To see if there are any work items in your workflow inbox, choose *Workflow*.
7. Choose *Outbox*.
8. On the main screen area, choose *Short message*.
9. At the bottom of the screen, enter WF-MM-3 as the receiver, the name of the document and a short text.
10. Choose *Send*.

The system informs you that the document was sent successfully.

11. Return to the *IDES Homepage*.
12. Log on to your IDES system as user **WF-MM-3**, password **WELCOME**.

If a dialog box appears, choose .

13. Call the transaction as follows:




<b>Menu Path</b>	<i>Office</i> → <i>Workplace</i> → <i>Inbox</i> → <i>Unread Documents</i>
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## Working With the Inbox in the Internet

<b>Transaction Code</b>	SBWP
-------------------------	------

Create an answer for the message and send it to user **WF-MM-1**.

14. Select the document, then choose .
15. Choose *Reply*.
16. Enter your reply, then choose .
17. Choose  in the dialog box.
18. To check whether the message has been received via Internet; switch back to your *IDES Homepage*.
19. Choose a language and choose *Internal Service* → *Management Service* → *Finance and Administration* → *Mail and Workflow Inbox* again.
20. On the *ITS Information* screen, log on to the R/3 IDES System as user **WF-MM-1** with password **WELCOME** and choose your desired language.
21. Choose *Inbox* → *Documents*.
22. Read the reply that you sent to user WF-MM-1.
23. To delete the message, choose *Delete*.

The system informs you that the document has been deleted successfully.

24. To delete the document created earlier, choose *Outbox*.
25. Select this document.
26. Choose *Delete*.

The system informs you that the document has been deleted successfully.

27. Choose *Logoff* to return to the *IDES Homepage*.

---

## The IDES Retail Store (Purchasing via the Intranet)

# The IDES Retail Store (Purchasing via the Intranet)

## Purpose

In this IDES process, you create a purchase order for a retail store. In IDES we have set up a specially designed user interface based on the Internet Browser.

Your purchase order is processed further in the distribution center of the R/3 Retail System.

You then carry out the goods receipt in the retail store. This is also executed via the intranet.

You can find more information about this process under [i \[Page 51\]](#).

## Prerequisites

You can only execute this process if you have an IDES system with a connection to an Internet Transaction Server (ITS).

## Process Flow

You can find the data for this process under [? \[Page 52\]](#).

1. [Creating a Purchase Order in the Intranet \[Page 53\]](#)
2. [Delivering the Stock Transfer Order \[Page 55\]](#)
3. [Displaying the Follow-On Document Status and Posting the Goods Receipt in the Intranet \[Page 58\]](#)

## Additional Process Information

### SAP Retail Store

#### Purpose

The SAP Store provides you with a user interface based on the internet browser that has been tailored to meet the exact requirements of the retail store. This means that you can present the specially created or adapted SAP Retail functions to the entire store personnel.

The interface combines the intuitive usability of a WEB browser with the new, stored-based transactions of the central SAP Retail System. This means that even relatively new part-time workers or support staff will find these functions easy to learn and fun to use.

#### Implementation Considerations

The SAP Store component is a separate product that builds on SAP Retail and can be implemented in your retail stores..

At the time you access the component, there must be a data connection to the central R/3 System. To communicate with the central systems, the retail stores require ISDN connections.

The screens perform at their best if you are using a 17" screen.

Bear in mind that the SAP Store business functions do not support the following Browser functions:

- Back
- Print
- Forward

You should therefore set the Browser settings so that when you start the functions the menu bar does not appear. The R/3 transactions provide you with comprehensive navigational options.

#### Integration

SAP Store belongs to the area *Distributed Retailing* within SAP Retail.

The software package is run in the central system on a SAP Retail application server. It starts when you call up the retail stores on the R/3 System. An ITS (Internet Transaction Server) is used to provide you with the necessary functions via the IACs (Internet Application Components). This ITS communicates on the one side with the R/3 System via BAPIs (Business Application Program Interfaces), and on the other side with your retail stores via your own intranet or via the internet with standard WEB browsers.

#### Constraints

Before you can access the SAP Store, you first need to log on to the initial screen. You require both of these screens for navigation and for the transfer of general parameters, such as store numbers. This means that you can access all of the functions for the SAP Store from the Browser, via the initial screen, and then via the menus.

---

**Data Used During This Process****Data Used During This Process**

Field	Data	Description
Article	R100011	Basketball <i>Professional</i>
Article	R100012	Skateboard <i>Hells Bells</i>
Store	R310	GM Store R310
Vendor	R300	DC

## Creating a Purchase Order in the Intranet

### Use

In this process, you order various articles via an intranet distribution center. You play the role of the retail store employee who places this order via the intranet.

### Procedure

1. Switch to your Internet Browser (for example, Netscape Navigator or Microsoft Internet Explorer).
2. Call up the *IDES Home Page* , then choose your preferred language.



If you do not know the internet address of the IDES Home Page, ask your system administrator.

3. Choose *Internal Service*, then *Retail Store*.
4. Enter the following data:

Field	Data
Password	IDES
Store	R310

5. Choose *LogOn*.

You have now logged on to the system for retail store R310 with User ID **its-rt-02**. On the overview screen, you see the SAP Retail functions for this retail store.

6. In the *Purchasing* application, choose *Store order*.
7. On the left side of the screen, choose *Hardware* → *Sport*.
8. Choose *Sport*.

On the right side of the screen, you see information about the stock/price/PO unit of measure, and so on, for the selected articles.

9. Enter the following data:

Field	Data
Quantity (R100011)	20
Quantity (R100012)	20

10. In the upper screen area, enter the following data:

Field	Data
Vendor	Vendor is determined by the system
Your order ID	Retail Store R310

11. Choose *Post order list*.
12. Note your document number.

**Creating a Purchase Order in the Intranet**


13. Choose *Menu*.

14. In the *Purchasing* area, choose *Store order follow-on documents*.

You can now check the purchase orders created for your store and examine their statuses.

15. Enter the following data:

Field	Data
Store number	R310
Purchase order date (from)	Today's date
Purchase order date (to)	Today's date + 2 working days

16. Choose .

Find your purchase order in the list.

17. Select your purchase order.

The system displays an overview of the individual items with corresponding purchase order histories. At this time, both items are still waiting for the complete quantities to be delivered, and no goods issue has been posted yet. No calculations are made, because this is a stock transfer order between two sites within the same company code.

18. Choose  three times.

## Delivering the Stock Transfer Order

### Use

The purchase order you have created in the retail store via the intranet must now be processed in the distribution center. You now play to the role of an employee at the distribution center. Switch to your R/3 Retail application.


### Procedure

1. Call up the transaction as follows:


<b>Menu Path</b>	<i>Logistics → Retailing → Purchasing → Purchase Order → Purchase Order → Display</i>
<b>Transaction Code</b>	ME23

2. Enter the following data:

Field	Data
Purchase order	Your PO number from the Intranet

3. Choose .

The purchase order is displayed.


4. Note the order date.
5. Choose  until the overview tree appears.
6. Call up the transaction as follows:

<b>Menu Path</b>	<i>Logistics → Retailing → Merchandise Logistics → Logistics Execution → Outbound Process → Goods Issue for Outbound Delivery → Outbound Delivery → Create → Collective Processing of Documents Due for Shipment → Purchase Orders</i>
<b>Transaction Code</b>	VL10B

7. Enter the following data:

Field	Data
Shipping point/Receiving pt	R300
Deliv.creation date	Your noted delivery date
Ship-to party	Empty
Sales organization	R300

8. Choose .



9. Select your purchase order, then choose  *Background*.

The system informs you that you should see the log about creating deliveries.


10. Choose .

**Delivering the Stock Transfer Order**

The system generates a new session.

11. Position your cursor on the line, then choose *Documents*.
12. Make a note of the delivery number generated by this run.
13. In the *SalesDoc.* column, select the delivery number, then choose  *Disp. doc.*
14. Select the first item, then choose .
15. Choose the *Picking* tab page.




Note the item category and the WM status. A WM transfer order is required in the form of a picking order, as storage location 0001 of distribution center R300 is linked to storage number 030 (Lean WM). This also applies to the second item.

16. Choose *System* → *End session*.
17. Choose  until the overview tree appears.
18. Call up the transaction as follows:

<b>Menu Path</b>	From the <i>Logistics Execution</i> node, choose <i>Outbound Process</i> → <i>Goods Issue for Outbound Delivery</i> → <i>Picking</i> → <i>Create Transfer Order</i> → <i>Single Document</i>
<b>Transaction Code</b>	LT03

19. Enter the following data:

Field	Data
Warehouse number	030
Delivery	Your delivery number

20. Choose .
21. Choose .
22. Note the number of the transfer order.
23. Choose  until the overview tree appears.
24. Call up the transaction as follows:

<b>Menu Path</b>	From the <i>Outbound Process</i> node, choose <i>Goods Issue for Outbound Delivery</i> → <i>Picking</i> → <i>Confirm Transfer Order</i> → <i>Single Document</i> → <i>In One Step</i>
<b>Transaction Code</b>	LT12


25. Enter the following data:

Field	Data
Transfer order no.	Number of the generated transfer order
Warehouse number	030
Process Flow	Background
Adopt pick.quantity	2




---

**Delivering the Stock Transfer Order**

26. Choose .

The transfer order has now been confirmed and the delivery posted as a goods issue.

27. Choose  until the overview tree appears.

## Displaying the Follow-On Document Status and Posting the GR in the Intranet

# Displaying the Follow-On Document Status and Posting the GR in the Intranet

## Use

You now carry out the shipping tasks for your purchase order in the distribution center. To do this, you take the role of the retail store employee who receives the ordered merchandise in your store.

## Procedure

1. Switch to your Internet Browser (for example, Netscape Navigator or Microsoft Internet Explorer).


If necessary, see [Creating a Purchase Order in the Intranet \[Page 53\]](#) to log on again.

2. In the *Purchasing* area, choose *Store order follow-on documents*.

You can now check the purchase orders created for your store and examine their statuses.

3. Enter the following data:

Field	Data
Store number	R310
Purchase order date (from)	Today's date
Purchase order date (to)	Today's date + 2 working days

4. Choose .

Find your purchase order in the list.

5. Choose your purchase order number.

The system displays an overview of the individual items with corresponding purchase order histories. At this time, both items are still waiting for the complete quantities to be delivered, and the goods issue has already been posted.

6. Choose  three times.

7. In the *Inventory Management* application, choose *Goods receipt*.

8. Enter the following data:

Field	Data
Reference document ID	For purchase order
Reference document	Your PO number

9. Choose *Edit/display items*.

10. Enter the following data:

Field	Data
GR qty (Item 10)	20

**Displaying the Follow-On Document Status and Posting the GR in the Intranet**

GR qty (Item 20)	20
------------------	----

11. Choose *Post*.

The system informs you that document number XXXX has been posted. Make a note of the number of the material document.

12. Choose *Menu*.


Optional:

1. You now switch to your R/3 Retail System and check the created material document.
2. Call up the transaction as follows:

<b>Menu Path</b>	From the <i>Merchandise Logistics</i> node, choose <i>Inventory Management</i> → <i>Material Document</i> → <i>Display</i>
<b>Transaction Code</b>	MB03

3. Enter the followin data.

Field	Data
Material doc.	Noted material document number

4. Choose .

5. Switch to your *Retail Store*.

6. In the *Purchasing* application, choose *Store order follow-on documents*.

7. Enter the following data:

Field	Data
Store number	R310
Purchase order date (from)	Today's date
Purchase order date (to)	Today's date + 2 working days

8. Choose .

Find your purchase order in the list.

9. Select your purchase order.

The system displays an overview of the individual items with corresponding purchase order histories. You have now delivered all items and the process is closed.

10. Choose  three times.

11. Choose *Log off*.