

Value Management Center

Customer Instructions for Registration

May 25, 2011



Objectives

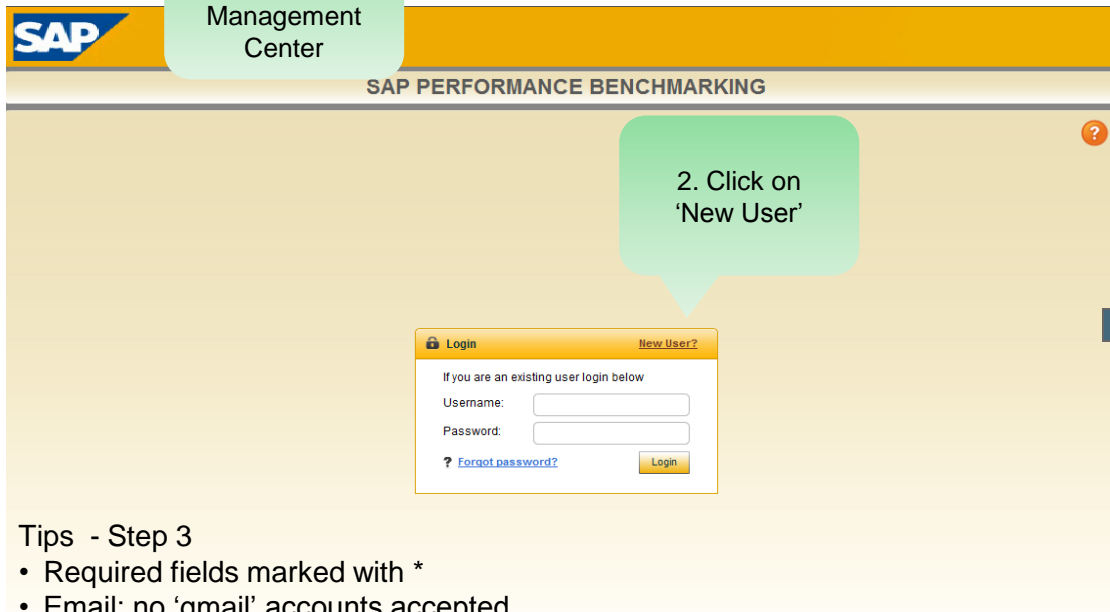
These instructions provide details on how to perform the three steps required to become enrolled in the SAP Awards of Excellence – Finance benchmarking survey and perform the two to complete the survey

1. Register
2. Create a project
3. Email our benchmarking team to complete enrollment
4. Complete the survey
5. Request validation

1. Register for VMC (one-time)

1. Open the Value Management Center

<https://valuemanagement.sap.com/>



2. Click on 'New User'

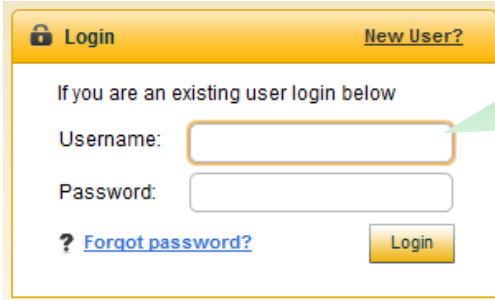
Tips - Step 3

- Required fields marked with *
- Email: no 'gmail' accounts accepted
- Password must be at least 8 characters long, include at least one uppercase and one lowercase letter, and at least one number
- If having difficulty reading the Word verification box, refresh by clicking on the button on the right
- If you are already registered, you will get a message that says "Email ID already exists"

The screenshot shows the 'New User Registration' form. The form is titled 'New User Registration' and has a link for 'Existing User' in the top right corner. The form contains several fields, each with a red asterisk indicating it is required. The fields are: First Name, Last Name, E-Mail, Confirm Email, Password, Confirm Password, Organization Name, Position and Title, Business Phone, Business Address, Country (with a dropdown menu), State (with a dropdown menu), City, Zip Code, Preferred Language (with a dropdown menu), Preferred Currency (with a dropdown menu), and Decimal Preference (with a dropdown menu). Below these fields is a 'Word Verification' section with a picture of the word 'KUBSZ' and a refresh button. Below the word verification is a checkbox for 'I have read and accept the Agreement Terms and Conditions for the SAP Benchmarking Surveys'. At the bottom of the form is a yellow 'Register' button. A green callout bubble points to the 'Register' button.

3. Complete the form and click on 'Register'

2. Login and Create a Project



Login [New User?](#)


If you are an existing user login below

Username:

Password:

? [Forgot password?](#)

1. Log in using your id and password



Welcome John Smith | Logout | ?

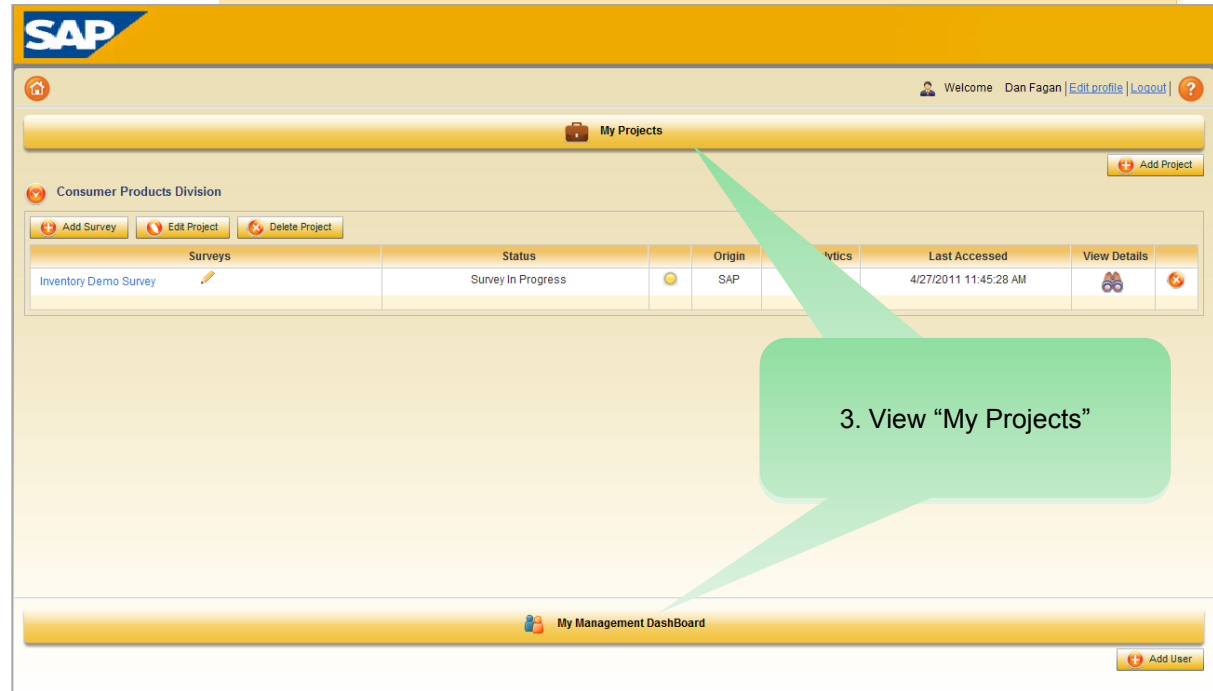
2. Go to My Projects

Tips-Step 1 :

- Access VMC:
<https://valuemanagement.sap.com/>

Tips – Step 2

- The “My Projects” section will be empty until you create a project



SAP

Welcome Dan Fagan | Edit profile | Logout | ?

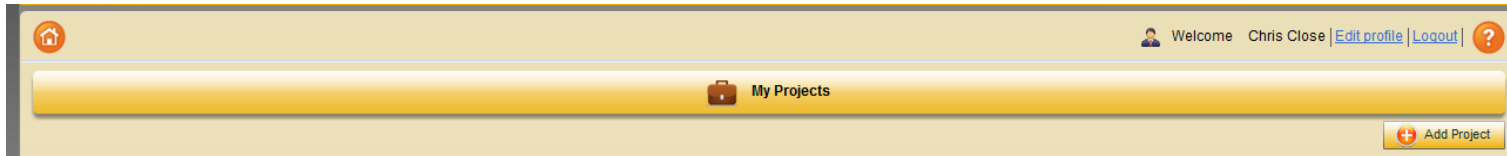
Consumer Products Division

Surveys	Status	Origin	Analytics	Last Accessed	View Details
Inventory Demo Survey	Survey In Progress	SAP		4/27/2011 11:45:28 AM	<input type="button" value="View Details"/> <input type="button" value="Delete"/>

My Management Dashboard

3. View “My Projects”

2. Create a Project



4. Select "Add Project"

A screenshot of the 'Create Project' form. The form has a yellow header with a question mark icon. The fields are as follows:

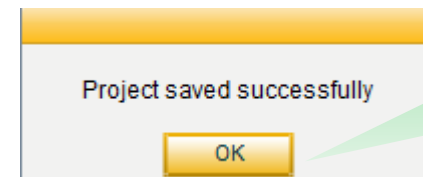
- Project Name: Awards Fin 2011 CC (with a green checkmark and 'Available' text)
- Region: Asia Pacific (dropdown)
- Country: Australia (dropdown)
- Scope of Project: Entire Company, Division / Regional Entity
- Industry: Consumer Products (dropdown)
- Sub Industry: Food (dropdown)
- Currency: Australian Dollar (dropdown)
- Revenue/Budget for Entity being assessed: 450,000,000
- Period End Date for Any Annual Survey Data Provided: 03/31/2011 (calendar icon)
- Period End Date for Any Quarterly Data Provided: 03/31/2011 (calendar icon)
- Type of Data Being Provided: Actual Data, Hypothetical

At the bottom, there are 'Save' and 'Cancel' buttons. A note at the bottom left says '* All fields required'.

5. Complete "Create Project" Form

Tips - Step 5

- The project name can be what you wish but it must be unique. If the name has already been used you will not receive the "Available" message. In that case please chose a new name



6. Select OK

3. Advise Benchmarking Team

- Once your project has been created please email the benchmarking team asking to be enrolled in the SAP ANZ AoE Survey. The survey will be attached to your project and you will receive an email confirming enrollment. This step is required because the survey has been setup as private as it will be available for a limited period only
 - Email: benchmarking@sap.com
- Once you have been enrolled you can proceed to complete the survey. Please log into VMC again and you will see your project now has the survey attached. Please refer to the following slides for further information

4. Customer View – My Projects

Project Created, Survey Associated Successfully

Reflects current survey status

For viewing results once online analytics is enabled

Gives high level project information

Possible Statuses	Details
Survey not Started	No responses have been provided yet
Survey in Progress	Responses provided and saved
Validation in Process	Validation e-mail request has been sent to the benchmarking team and data validation is in progress
View Analytics/PDF Enabled	Data validation completed and results are available to view
Project Information Changed	Project level info has been changed. Survey should be re-saved before viewing updated results

4. Customer View – Open a Survey

The screenshot shows the SAP Customer View interface. At the top left is the SAP logo. The top right shows a user profile for 'Joe Smith' with links for 'Edit profile' and 'Logout'. Below this is a 'My Projects' section with an 'Add Project' button. A dropdown menu is open for 'User Guide Dummy', showing options for 'Add Survey', 'Edit Project', and 'Add Survey'. Below the dropdown is a table of surveys. A green callout bubble points to the 'Manufacturing Survey' link in the table, with the text '1. Click here to open the survey'.

Surveys	Status	Origin	View	Last Accessed	View
Manufacturing Survey	Survey Not Started	SAP			

4. Complete Survey, Save Responses

2. Click on tabs to answer questions (KPIs/Best practices)

SAP

Welcome Tushar Gulhane | [Edit profile](#) | [Logout](#) | ?

Page: 1 Page: 2 Page: 3

Manufacturing: Survey Ins

Welcome to the Manufacturing su

Survey structure:

The survey has three pages:

- Page 1 includes general instructions
- Page 2 includes participant profile, i
- Page 3 includes a series of best pra

Navigation:

- Click on the "Page" tab to navigate t
- Click on the "Save" button to save t
- Click on the "Cancel" button to exit t
- Click on the "Request Help" button i
- Click on the "Request Validation" bu
- benchmarking personnel will get back
- Click on the "Show Results" button

Glossary:

An online glossary is in place to addre

1 SRM: Participant Profile

Please provide the following basic financial information (based on most recent annual figures - preferably rolling 12 months. ONLY for the divisions/ geographies in scope):

Metric	Answer
Operating Income (in selected currency)	75000000.00

2 SRM: Key Metrics

Please provide the total number of active suppliers your organization does business with:

[\[Help\]](#)

3 What is your "Total Annual Spend" ? (In selected currency) (Note: Should be sum of "Total Annual Spend" column in question 4)

4 Please provide information on your organization's spend as required below:

Spend Category	Total Annual Spend (in selected currency)	Less: Spend That is "Uncontrollable" (in selected currency)	Equals: Controllable Spend (in selected currency)
Direct Materials	500000000		500000000.00
Indirect Materials	5000000	500000	4500000.00
Services	30000000		30000000.00

[\[Help\]](#)

* Mandatory Fields

3. Save the responses

Tips :

- Page 1 – Instructions, Page 2 – KPIs, Page 3 – Best Practices
- You can complete the survey in multiple sessions, don't forget to save the responses after every session
- Online glossary is in place to address the most common questions. Glossary can be accessed by clicking on 'Help' button at the bottom of the question
- When you change pages, survey automatically saves your work. Cancel only cancels that page changes; still recommend to Save Frequently

4. Request Help or Request Validation

The screenshot shows the SAP Manufacturing Survey Instructions page. At the top, there is a navigation bar with a home icon, a user profile for 'Joe Smith', and links for 'Edit profile' and 'Logout'. Below the navigation bar, there are three tabs labeled 'Page: 1', 'Page: 2', and 'Page: 3'. The main content area is titled 'Manufacturing: Survey Instructions' and contains a welcome message, a 'Survey structure' section, and a 'Navigation:' section. At the bottom of the page, there are five buttons: 'Save', 'Cancel', 'Request Help', 'Request Validation', and 'Show Results'. Two callout boxes are present: one pointing to the 'Request Help' button and another pointing to the 'Request Validation' button. The 'Request Validation' callout box also points to an 'Email' form on the right side of the page, which is pre-filled with recipient and subject information and contains a validation request message.

5. Click here to send a data validation request to benchmarking team & survey managers

4. Click here to send a help request to benchmarking team & survey managers

Email

To: benchmarking@sap.com

Cc: aone_test@yahoo.com

Subject: Validation: Finance

Body: Please validate my survey to assure its accuracy, completeness and consistency with how other organizations have provided their answers. Once determined to be so, please enable the online results view for this survey.

Send Cancel

Save Cancel Request Help Request Validation Show Results

Tips :

- Validation request should be sent only after completing the survey
- Help request can be sent at any stage of the survey completion
- You can view results only after the data validation is complete and the corresponding project manager has activated 'Online Analytics'
- To: field will always be benchmarking@sap.com; CC: will be the VE manager.

5. Results

- Once your survey has been completed and validated we will provide access to view the results online, we will send instructions on how to do this
- The results you will see will be a comparison to a nominated peer group and not to the other survey respondents for the Awards of Excellence

Thank you for participating in this Awards Survey