

## Ordering License Management Service material via Purchase Requisition

Use the following steps to order ABT Tools licenses, Desigo CC Engineering licenses, Desigo CC Demo licenses and any other License Management Server (LMS) type material from Siemens branch locations using a Purchase Requisition<sup>1</sup> and charged to a branch cost center.

As of May 1, 2017, ordering through an SAP Purchase Requisition was enhanced to recognize LMS type material numbers and provides two new LMS specific data fields to enter: **Customer Site ID**<sup>2</sup> and **email address** to receive the license (EntitlementID).

<sup>1</sup>Most DesigoCC material is still ordered via PO and charged to a project. This process has NOT changed. The change to the Purchase Requisition is for ordering/charging LMS material for internal/branch use and charged to local cost centers.

<sup>2</sup>See [Appendix A](#) for instructions on finding Customer Site IDs for your branch.

### Steps for user ordering LMS parts

- 1) Create Purchase requisition in SAP with t.code ME51N, enter the following information:
  - a. Input the material number (various LMS part numbers)
  - b. Quantity
  - c. Plant (B100)
  - d. Account assignment category (K in this case),
  - e. Fixed vendor details (10002419 - Siemens Buffalo Grove)
- 2) Press Enter. The system will validate the data that was entered.
- 3) Enter the required information to the Account Assignment tab as shown below in the bottom portion of the screen capture:
  - i. cost center value

The screenshot displays the SAP 'Create Purchase Requisition' interface. The 'Header' section shows a table with one item: Item 10, Material P55802-Y119-B200, Short Text CCA-1-CL-SUR, CC 1 CLIENT, Quantity 1, Unit PC, Delivery Date 26.04.20, Material Group QZA, and Plant B100. A red box highlights the 'Fixed Vendor' field, which is set to 10002419. The 'Item' section shows the 'Account Assignment' tab selected. A red box highlights the 'Account Assignment' fields: AccAssCat (K Cost center), Distribution (Single account assignm...), CoCode (4433 Sieme...), Unloading Point, G/L Account (60200000), CO Area (4433), and Cost Center (B30259). A red arrow points from the 'Fixed Vendor' field to the 'Siemens extension' tab, which is also highlighted with a red box.

- 4) Move to Siemens extension tab page and scroll down to find the LMS fields. IF this is an LMS type material, enter the two new fields:
  - a. CustomerSiteID: → Enter a valid CSID for your location. See [Appendix A](#) to determine the CSID for your branch/tool.

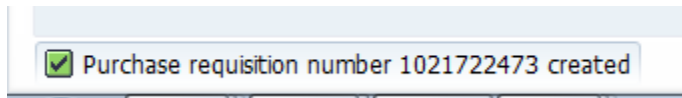
## Ordering License Management Service material via Purchase Requisition

- b. Entitlement **EmailID** → This email address is the email of the person to receive the license email directly from the LMS Server. Add multiple email addresses by separating each address with a semi colon and no spaces. (Note the PO will not be created if this is entered incorrectly.)

Note: If the email entered is undeliverable, the license is sent to the Sitekeys email address maintained in Buffalo Grove. If possible, the licenses will be forwarded.

The screenshot shows the SAP Purchase Requisition form with the 'Siemens extension' tab selected. The 'EntitlementEmailId' field is highlighted with a red box and contains the text 'test@testmail.com'. A red arrow points to the 'Siemens extension' tab.

- 1) Save the purchase requisition



### What happens next?

#### Auto-Purchase Order Creation

You can check to see if a PO was created the next day by checking your Purchase Requisition and seeing if a PO number was created. If not, please check to make sure all the information above was entered correctly.

If the PO is not generated that night, please double check the above information is all entered and correct. Valid CSID is entered; valid email addresses with semi-colon between addresses and no spaces; valid Fixed Vendor (10002419), valid Plant (100).

**PO Creation Support;** If the PO is still not generated after the first night please contact your regional purchasing agent for assistance. Note that the problem is usually invalid or incomplete data entered into the PR! Please double check steps 1-4 above.

**License Creation;** Once the Purchase requisition number is created, SAP automatically generates the PO and sends it automatically to ZUG SAP usually within the 24 hrs. The LMS License will be generated within the next 24hrs (48 hrs total) and sent to the email address entered in step 2b above.

**Ordering Support;** If you have not received your LMS License after 72hrs of creating the Purchase Requisition, please contact **SiteKeys** to track down the problem.

**License Support;** If you received the LMS License but are having technical problems installing the license or starting the tool, please contact **Technical Support** as customer service only handles the ordering and has no knowledge of licensing.

**Warning:** If you received the wrong license, DO NOT INSTALL the license on any PC or dongle. This starts the clock on the license and there is no way to return it.

## Ordering License Management Service material via Purchase Requisition

### Appendix A – Customer Site ID information

Appendix A describes how to find the correct Customer Site ID in the Siemens Cockpit, to enter into the purchase requisition for LMS type parts. If you don't find your office location, then you must add one for each of the 3 tools.

All LMS material requires a **Customer Site ID (CSID)**. CSIDs have been created for each branch/tool pair: **ABT** (CSID for both ABT Site and ABT Pro), **Designo Demo**, **Designo CC Engineering** license.

To find the correct CSID for you branch and tool, open the Siemens Cockpit and search for your branch and tool using the follow steps:

1. Open the cockpit. Link: → <https://lmscockpit.bt.siemens.com/>
2. Under **Information::Search** section (upper left), select the **Custom Site ID (CSID)** link.
3. Enter your branch **Zip/postal code** and **Location/city**. (This is the easiest way.)
  - a. Example (show in below screen capture): “Chicago” branch, located in **MOUNT PROSPECT IL**
4. Optional: Enter **Name1**. The Name1 field is used for the LMS license name. (Leave blank to display all the CSIDs for that location in the resulting query.) Enter one of the LMS licenses from below :
  - a. **ABT**
  - b. **Designo CC Engineering**
  - c. **Designo Demo**
5. Then press the “Search” button.
6. Retrieve the CSID from the resulting query (SiteID is shown as the query header) in the first column and enter it into step 2a in the Purchase Requisition workflow on the first page of this document. For the Chicago office, the CSIDs are:
  - a. ABT CSID is 7608
  - b. Designo CC Engineering CSID is 7607
  - c. Designo Demo CSID is 7606

Search Site ID Results

| SiteID | Ctry | Branch       | Name1                  | Name2 | Street name | Street no | Zip/Postal | Location/City  | State/Prov | Channel      | Building type    |
|--------|------|--------------|------------------------|-------|-------------|-----------|------------|----------------|------------|--------------|------------------|
| 7608   | US   | BIL2_Chicago | ABT                    |       |             |           | 60056      | Mount Prospect | Illinois   | Internal use | Siemens internal |
| 7607   | US   | BIL2_Chicago | DESIGNO CC ENGINEERING |       |             |           | 60056      | Mount Prospect | Illinois   | Internal use | Siemens internal |
| 7606   | US   | BIL2_Chicago | DESIGNO DEMO           |       |             |           | 60056      | Mount Prospect | Illinois   | Internal use | Siemens internal |