

CALSTRS

BusinessRenew

Business Partner Self Service



Business Partner Self Service

Registering as a Business Partner/Supplier

Business Partner Account Maintenance

Responding to an RFx (Bids)



CONTENTS





Business Partner Self Service

Business Partner Account Maintenance

Creating additional Business Partner contacts

Changing Business Partner Account Information



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Business Partner Self Service

Creating Additional Contacts



Business Partner Self Service Creating Additional Contacts

Creating Additional Contacts

At the time of registration on the CalSTRS Business Partner Self Service system, you are asked to enter information about the contact person within the organization. However after your registration is complete, you may at any time add another person as a point of contact within your organization.

Click the NEXT button to watch as we demonstrate the process for adding a contact on the CalSTRS Business Partner Self Service system.

Contract Information	
Contact Person Department	<input type="text" value="Sales"/>
Contact Person First Name	<input type="text" value="Mike"/>
Contact Person Last Name	<input type="text" value="Smith"/>
Contact Person Telephone No	<input type="text" value="9164141234"/>
Contact Person Fax Number	<input type="text"/>
Contact Person E-Mail Address	<input type="text"/>

Payment Information	
Payee Name (If different from Business name 1 above)	<input type="text"/>
Remit To Address - (If different from above)	
Street Number	<input type="text"/>
Street Name 1	<input type="text"/>
Street Name 2	<input type="text"/>
P.O. Box (If Applicable)	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value=""/>
Country	<input type="text" value="United States of Ameria"/>



Welcome Mr. Greg Earick [Help](#) | [E](#)

[Home](#) [RFx and Auctions](#) [Users Administration](#) [Own Administration](#) [Invoices and Credit Memos](#) [Messages](#) [Purchase Orders](#)

Overview | Personalization

Universal Worklist

Detailed Navigation

- Universal Worklist
 - Reports

Portal Favorites

Show: [New and In Progress T...](#) [All](#) [Create Task](#) [Show Fil](#)

Subject	!	From	Sent	Priority	📎	Due

Row : 0 of 0: [⏪](#) [⏩](#) [⏴](#) [⏵](#)

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Business Partner Self Service

Creating Additional Contacts

Welcome Mr. Greg Earick [Help](#) | [E](#)

Home | RFX and Auctions | **Users Administration** | Own Administration | Invoices and Credit Memos | Messages | Purchase Orders

Create Users | Find User | Own Data | Company Data | Customer List

Create Users

Portal Favorites

SAP SRM

[Home](#) | [Find](#) | [Help](#) | [FAQ](#) | [Log off](#)

Create User

Create User

The system updates the screen and displays the fields that are required to be completed to create an additional Business Partner contact.

- Partially Accepted by Customer
- Rejected
- Canceled by Customer
- Purchase Orders
 - New
 - Changed
 - In Process
 - Confirmed
 - All
 - Partially Confirmed
- Shipping Notifications

General User Information

- *User Name
- *Password
- *Confirm Password
- *FormOfAddr
- *First Name
- *Last Name

CONTENTS L2 A2

Create

Save

Data Privacy

CalSTRS I

http://www

Yes, the user has read the data privacy statement and agrees to the terms.

General User Information

*User Name: KJohnson

*Password: ●●●●●●

*Confirm Password: ●●●●●●

*FormOfAddr: Ms.

*First Name: Kenya

*Last Name: Johnson

*E-Mail Address: kjohnson@gmail.com

*Country: USA

Language: English

*Company: High Level Office Supply(3100000185)

Roles

Role	Description
ZCR SUCO SUPL USER	Composite - Supplier User

Trusted sites 100%

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Create User

Save

Data Privacy Statement

CalSTRS Internet Privacy Principles and P...

http://www.calstrs.com/HELP/PRIVACY/PI...

Yes, the user has read the data privacy sta...

General User Information

*User Name: KJohnson

*Password: [Redacted]

*Confirm Password: [Redacted]

*FormOfAddr: Ms.

*First Name: Kenya

*Last Name: Johnson

*E-Mail Address: kjohnson@gmail.com

*Country: USA

Language: English

*Company: High Level Office Supply(3100000185)

Roles

Role	Description
ZCR SUCO SUPL USER	Composite - Supplier User

Trusted sites 100%

CONTENTS L2 A2

Scroll down to access the lower section of the screen where more entries are required.

The next step in creating the additional Business Partner is to assign a role to the new contact. Two roles are available:

- **Supplier User** is the basic role that allows the contact to submit bids and create invoices.
- In addition to submitting bids and creating invoices, the **Supplier Administrator** can create new contacts and assign roles.

Role	Description
ZCR_SUCO_SUPL_USER	Composite - Supplier User
ZCR_SUCO_SUPL_ADMIN	Composite Role - Supplier Administrator

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Trusted sites 100%

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Business Partner Self Service Creating Additional Contacts

*Company: High Level Office Supply(3100000185)

Role	Description
<input checked="" type="checkbox"/> ZCR_SUCO_SUPL_USER	Composite - Supplier User
<input type="checkbox"/> ZCR_SUCO_SUPL_ADMIN	Composite Role - Supplier Administrator

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For this example, we are assigning this contact the **Supplier User role.**

Settings

Date Format: DD.MM.YYYY

Decimal Format: 12.345.687,90

Time Zone: Central Time (Dallas)

Save UI Settings

Trusted sites 100%

CONTENTS L2 A2

Continuing with the contact information, information regarding means of communication is required to be entered. Also required is information regarding date and decimal format, and time zone.

Role	Description
ZCR_SUCO_SUPL_USER	Composite - Supplier User
ZCR_SUCO_SUPL_ADMIN	Composite Role - Supplier Administrator

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Contact Information

Telephone

Fax

Position

Department

Settings

Date Format

Decimal Format

Time Zone

Save UI Settings

Trusted sites 100%

CONTENTS L2 A2



Business Partner Self Service Creating Additional Contacts

*Company: High Level Office Supply(3100000185)

Role	Description
ZCR_SUCO_SUPL_USEI	
ZCR_SUCO_SUPL_ADM	

Page 1 of 1

Contact Information

Telephone: 555-760-1215
Fax: 555-760-1217
Position:
Department:

Settings

Date Format: DD.MM.YYYY
Decimal Format: 12.345.687,90
Time Zone: Pacific Time (Los Angeles)
 Save UI Settings

Scroll back to the top of the screen to complete the entry for the additional Business Partner contact.

Trusted sites | 100%

CONTENTS | L2 A2

Create User

Save

Data Privacy Statement

CalSTRS Internet Privacy Principles and Policy

<http://www.calstrs.com/HELP/PRIVACY/PRIVANDCOPYRIGHT.ASPX>

Yes, the user has read the data privacy statement and accepts the terms.

General User Information

Company: [00185]

Roles

Role	Description
ZCR_SUCO_SUPL_USER	Composite - Supplier User

It is essential that the new contact understand and agree to the **CalSTRS Internet Privacy Principles and Policy**. Please share this information with the person you are about to designate as a contact and ensure his or her agreement before finishing the process of creating the new contact.

Click the check box to acknowledge that the new contact agrees to the terms of CalSTRS' Internet Privacy Principles and Policy.

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The screenshot shows a web application interface for creating a user. On the left is a navigation menu with categories like 'Purchase Orders', 'Shipping Notifications', and 'Confirmations'. The main content area is titled 'Create User' and includes a 'Data Privacy Statement' section with a 'Yes' checkbox. Below this is the 'General user information' form with fields for Username, Password, Confirm Password, Form Of Addr, First Name, Last Name, E-Mail Address, Country, Language, and Company. A 'Roles' table is also visible at the bottom of the form.

Save

Data Privacy Statement

CalSTRS Inter. Privacy Principles and Policy

http://v
 Yes

Click the **Save** button to save the entries made in creating the additional Business Partner contact.

General user information

*User Name: KJOHNSON
*Password:
*Confirm Password:
*FormOfAddr: Ms.
*First Name: Kenya
*Last Name: Johnson
*E-Mail Address: Kjohnson@gmail.com
*Country: USA
Language: English
*Company: High Level Office Supply(3100000185)

Role	Description
ZCR_SUCO_SUPL_USER	Composite - Supplier User

Trusted sites 100%

CONTENTS L2 A2

User:KJOHNSON

Process

General User Information

User Name: KJOHNSON

Language: English

Company: High Level Office Supply(3100000185)

Assigned Roles: Composite - Supplier User

Contact Information

Telephone: 555-760-1215

Fax: 555-760-1217

Position:

Department:

Settings

Date Format: DD.MM.YYYY

Trusted sites 100%

CONTENTS L2 A2

User : KJOHNSON

Save Cancel

General User Information

User Name: KJOHNSON
Password:
Confirm Password:
*FormOfAddr: Ms.
*First Name: Kenya
*Last Name: Johnson

Contact Information

Telephone: 555-760-1215

ZCR_SUCO_SUPL_ADMIN Composite Role - Supplier Administrator

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Trusted sites 100%

CONTENTS L2 A2



Business Partner Self Service

Business Partner Account Maintenance

Creating additional Business Partner contacts

Changing Business Partner Account Information



CONTENTS



Business Partner Self Service

Changing Account Information



Business Partner Self Service
Changing Account Information

Changing Account Information

If certain information about your account changes after you've registered as a CalSTRS Business Partner, the system allows you to correct and update the information you've entered.

Please note: It is important that once you've started the process of changing your account information through CalSTRS Business Partner Self Service, **you must complete the process or your company data may be lost.**

Click the NEXT button to view a demonstration of how to change your account information.

The screenshot shows a web interface for editing a user profile. At the top, there are navigation links: Home, Help, FAQ, and Logout. Below these are links for 'Own Data', 'Edit User', and 'Display User'. The main heading is 'User:HIGHLEVELLOS'. A green 'Process' button is visible. The form is divided into two sections: 'General User Information' and 'Contact Information'. The 'General User Information' section includes fields for User Name (HIGHLEVELLOS), Form of Address (Mr.), First Name (Greg), Last Name (Earick), E-Mail Address (Highlevel6officesupply@yahoo.com), Country (USA), Language (English), Company (High Level Office Supply3100000185), and Assigned Roles (Composite Role - Supplier Administrator). The 'Contact Information' section includes fields for Telephone (555-619-1212), Fax (555-760-1214), Position, and Department. A 'Settings' link is at the bottom of the form.





Business Partner Self Service Changing Account Information

The screenshot shows the CALSTRS Business Partner Self Service interface. At the top, a blue header contains the CALSTRS Business Renew logo and the title "Business Partner Self Service Changing Account Information". Below the header, a navigation bar includes tabs for "Home", "RFx and Auctions", "Users Administration", "Own Administration", "Invoices and Credit Memos", "Messages", and "Purchase Orders". The "Own Administration" tab is highlighted. A yellow callout box with a pointer to the "Own Administration" tab contains the following text:

To update your account information, log in to CalSTRS Business Partner Self Service using you user ID and password.

Once you are logged in, click the **Own Administration** tab on the Business Partner Self Service home page.

The interface also features a "Universal Worklist" section on the left with a "Detailed Navigation" menu and "Portal Favorites". The main content area shows a table with a "Show:" dropdown and a "Row : 0 of 0:" indicator. A "CONTENTS" button is visible at the bottom left, and navigation controls are at the bottom right.

The screenshot displays the SAP SRM Business Partner Self Service interface. The top navigation bar includes 'Home', 'Find', 'Help', 'FAQ', and 'Log off'. The left sidebar contains a menu with categories like 'Purchase Orders' and 'Shipping Notifications'. The main content area shows the user profile for 'User:HIGHLEVELLOS'. A yellow callout box highlights the 'Process' button and contains the text: 'To access your account for editing, click the Process button.' The user information is organized into sections: 'General User Information' (User Name: HIGHLEVELLOS, Language: English, Company: High Level Office Supply, Assigned Roles: Composite Role - Supplier Administrator), 'Contact Information' (Telephone: 555-760-1212, Fax: 555-760-1214), and 'Settings'.

SAP SRM Home | Find | Help | FAQ | Log off

Own Data > Edit User

User : HIGHLEVELOS

Save Cancel

General User Information

User Name	HIGHLEVELOS
Password	
Confirm Password	
*FormOfAddr	Mr.
*First Name	Greg
*Last Name	Earick
*E-Mail Address	Highlevel6officesupply@yahoo.com
*Country	USA
Language	English
Company	High Level Office Supply 3100000185

Contact Information

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The system updates the screen which allows you access to change any field entry that is not grayed-out.

SAP SRM Home | Find | Help | FAQ | Log off

Own Data > Edit User

User : HIGHLEVELS

Save Cancel

General User Information

User Name: HIGH
Password:
Confirm Password:
*FormOfAddr: Mr.
*First Name: Greg
*Last Name: Earick
*E-Mail Address: Highlevel6officesupply@yahoo.com
*Country: USA
Language: English
Company: High Level Office Supply|3100000185

Roles	
Role	Description
<input type="checkbox"/> ZCR_SUCO_SUPL_USER	Composite - Supplier User
<input checked="" type="checkbox"/> ZCR_SUCO_SUPL_ADMIN	Composite Role - Supplier Administrator

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Contact Information

Since we are demonstrating a change to the Business Partner's phone number, scroll down to access the contact information section of the screen.

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Business Partner Self Service Changing Account Information

- New
- Changed
- In Process
- Confirmed
- All
- Partially Confirmed
- Shipping Notifications
 - All
 - In Process
 - Sent
- Shipping Notifications
 - All
 - Sent
- Confirmations
 - In Process
 - All
 - In Process
 - Completion Reported
 - Partially Accepted
 - Rejected
 - Approved
 - Canceled
- Confirmations
 - All
 - In Process
 - Completion Reported
 - Accepted by Customer
 - Rejected by Customer

*Last Name: Earick

*E-Mail Address: Highlevel6officesupply@yahoo.com

*Country: USA

Language: English

Company: High Level Office Supply(3100000185)

Role	Description
<input type="checkbox"/> ZCR_SUCO_SUPL_USER	Composite - Supplier User
<input checked="" type="checkbox"/> ZCR_SUCO_SUPL_ADMIN	Composite Role - Supplier Administrator

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Contact Information

Telephone: 555-760-1212

Fax: 555-760-1214

Position:

Department:

Settings

Date Format:

Decimal Format:

Time Zone: Pacific Time (Los Angeles)

Save UI Settings

E-Mail Alert

Click into the Telephone field to change the contact's phone number.



Business Partner Self Service Changing Account Information

- New
- Changed
- In Process
- Confirmed
- All
- Partially Confirmed
- Shipping Notifications
 - All
 - In Process
 - Sent
- Shipping Notifications
 - All
 - Sent
- Confirmations
 - In Process
 - All
 - In Process
 - Completion Reported
 - Partially Accepted
 - Rejected
 - Approved
 - Canceled
- Confirmations
 - All
 - In Process
 - Completion Reported
 - Accepted by Customer
 - Rejected by Customer

*Last Name: Earick

*E-Mail Address: Highlevel6officesupply@yahoo.com

*Country: USA

Language: English

Company: High Level Office Supply|3100000185

Role	Description
<input type="checkbox"/> ZCR_SUCO_SUPL_USER	Composite - Supplier User
<input checked="" type="checkbox"/> ZCR_SUCO_SUPL_ADMIN	Composite Role - Supplier Administrator

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Contact Information

Telephone: 555-619-1212

Fax:

Position:

Department:

Settings

Date Format: MM/DD/YYYY

Decimal Format: 12,345,687.90

Time Zone: Pacific Time (Los Angeles)

Save UI Settings

E-Mail Alert

For this example, we are entering 555-619-1212 for the updated phone number.



Business Partner Self Service Changing Account Information

- New
- Changed
- In Process
- Confirmed
- All
- Partially Confirmed
- Shipping Notifications
 - All
 - In Process
 - Sent
- Shipping Notifications
 - All
 - Sent
- Confirmations
 - In Process
 - All
 - In Process
 - Completion Reported
 - Partially Accepted
 - Rejected
 - Approved
 - Canceled
- Confirmations
 - All
 - In Process
 - Completion Reported
 - Accepted by Customer
 - Rejected by Customer

*Last Name: Earick

*E-Mail Address: Highlevel6officesupply@yahoo.com

*Country: USA

Language: English

Company: High Level Office Supply(3100000185)

Role	Description
<input type="checkbox"/> ZCR_SUCO_SUPL_USER	Composite - Sup
<input checked="" type="checkbox"/> ZCR_SUCO_SUPL_ADMIN	Composite Role

Page 1 of 1

Contact Information

Telephone: 555-819-1214

Fax: 555-760-1214

Position:

Department:

Settings

Date Format: MM/DD/YYYY

Decimal Format: 12,345,687.90

Time Zone: Pacific Time (Los Angeles)

Save UI Settings

E-Mail Alert

Scroll back to the top of the screen to save your updates.

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SAP SRM Home | Find | Help | FAQ | Log off

Own Data > Edit User

User : HIGHLEVELOS

General User Information

*E-Mail Address: Highlevel6officesupply@yahoo.com
*Country: USA
Language: English
Company: High Level Office Supply(3100000185)

Roles	
Role	Description
<input type="checkbox"/> ZCR_SUCO_SUPL_USER	Composite - Supplier User
<input checked="" type="checkbox"/> ZCR_SUCO_SUPL_ADMIN	Composite Role - Supplier Administrator

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Contact Information

CONTENTS L2 B1

SAP SRM Home | Find | Help | FAQ | Log off

Own Data > Edit User > Display User

User:HIGHLEVELLOS

Process

General User Information

User Name: HIGHLEVELLOS
*FormOfAddr: Mr.
*First Name: Greg

Contact Information

Telephone: 555-619-1212
Fax: 555-760-1214
Position:
Department:

Settings

CONTENTS L2 B1

You have successfully completed updating your Business Partner contact information. Click the course contents button in the lower left corner of the screen to review another selection or click the NEXT button to proceed to the next lesson.