



Thailand Newsletter



SAP Go-Live: What to Expect on October 5

After months of preparations, the new SAP system will finally launch in Thailand on October 5. Prior to Go-Live, there will be an early access period in which only select applications will be made available to a limited number of users. This controlled startup will help ensure system stability before all SAP users in Thailand have full access to the system.

When you first log in to SAP, you will need to change your password. The steps for doing this can be found in the email you received from the Security Team with your SAP User ID and temporary password. We also have instructions and a video on changing your password available on the Sunrise Portal. If you are not able to log on to SAP through the SAP GUI on your first try, please contact [Samuch Ueajirakan](#), the Thailand Security Coordinator.

The Sunrise Portal is also where you go

for the latest updates about the status of the SAP system. Within the Sunrise Portal, there is a [Global Systems Status](#) page that lists all of the SAP applications and any issues that may exist with those applications. At the bottom of the page, there is also a section for system and user messages. This space will be used to provide system instructions to various user groups and alert users to any upcoming outages with the SAP system. The [Global Systems Status](#) page is updated regularly, so remember to check it often.

If you have any issues with the new SAP system or have questions about the new SAP tools and processes, remember to contact a member of the Sunrise User Support Team (SUST). A SUST member can also help you locate important reference materials on the [Sunrise Portal](#). We have the direct link to the Thailand SUST members in the *Important Reference Material* section.

Your New SAP User ID and Password

If you completed your required training, you will receive an email with the subject **Your New SAP User ID and Password** from Larry Taylor, a member of the MJN security team. It is important that you watch for this email; it will contain your SAP User ID and temporary Password.

If the team cannot find your MJN email account, they will send your SAP User ID and temporary password to your Manager who will print it and give it to you.

If you were part of the early access team, you will receive a reminder that you already have your access.

If you do not receive an email on October 5, check your "junk mail." We have had some situations where the email was bumped from an employee's inbox.

When you start SAP through the GUI for the first time, if you cannot login your first try, contact [Samuch Ueajirakan](#), the Security Coordinator for Thailand.

What to Do if You Have Issues or Problems

Remember, if you have questions, issues or problems at Go-Live or during Hypercare, contact one of your colleagues on the Sunrise User Support Team (SUST). Your SUST colleagues are here to help to resolve issues. If they cannot resolve the issue for you they will help you contact the MJN Service Desk. The number of the MJN Service Desk for Thailand is **001-800-852-6980**. When talking to an Agent, your SUST colleague will remind you to tell the Service Desk:

- That this is a Wave 4 issue.
- That you are calling from Thailand.
- Your office/department location.
- The worksteam where you encountered the issue.

It is important to note that the Service Desk is NOT a Help Desk. During Hypercare, Agents at the Service Desk collect data for issues that are then resolved by the project team. Your SUST colleagues reporting the issue will help define the priority. By providing the information listed above, you speed up the process of resolving your issue.

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Sunny will be right here for each issue of the Thailand Newsletter with a countdown to the Wave 4 SAP Go-Live.

There are only **7** days until the Wave 4 SAP Go-Live. To help you get ready for Go-Live, check out the important information in the Newsletter. Sunny also wants you to check out the important reference material available in the [Sunrise Portal](#).

Important Reference Material

You can find the following reference material on the [Sunrise Portal](#):

- [Installing the SAP GUI Written Instructions](#)
- [Installing the SAP GUI Video](#)
- [Procurement Planning Dates](#)
- [Logging into SAP for the First Time](#)
- [Changing Your SAP Password Video](#)
- [Thailand Sunrise User Support Team](#)
- [Running T&E Through a Standard Web Browser](#)
- [Adding Trip Number and Processing Status to T&E](#)
- [T&E Checklist](#)
- [Day 1 Checklist](#)

T&E Checklist

Want to make sure you process your T&E Expense Reports correctly the first time? Follow these steps...

1. Update your Personal Information including your Bank Account information.
2. Make sure there is an Expense Report Number (also called a Trip Number) under the bar code on your cover sheet.
3. When your expense report is complete, set the **Final Action** to **Save and Send for Approval** and then click the **Save and Send for Approval** button to route the expense report to your manager.
4. Scan all pages of your cover sheet and your hard-copy receipts into one pdf file and email the file to RAPID.
5. In your email to RAPID, make sure the PDF file attachment is in the **Attached** line directly beneath the **Subject** line.
6. To help match your cover sheet to your expense report, enter the Expense Report number as the email **Subject**.
7. Send your hard-copy expense receipts to your Financial team.
8. File the email confirmation email from RAPID to verify that RAPID has received your document.

New General Ledger Account Numbers

General Ledger account numbers are changing to allow for more efficient data organization and access. Although MJN will still leverage the Bristol-Myers Squibb standard chart of accounts, several account numbers will be modified in order for the organization to conform to current industry standards and ensure better accuracy in record keeping. The listings of the new General Ledger account numbers are available on the [Sunrise Portal](#).

New SAP Capital Project and Fixed Asset Modules

- Wave 4 SAP Go-Live will change how capital expenditure projects are managed, as well as how fixed assets are tracked and maintained. MJN will use the Fixed Asset and Capital Project module available in SAP to provide improved controls, fully integrate eBuy with capital projects and integrate the Fixed Asset (FA) Subsidiary Ledger to the General Ledger. This will eliminate many of the current manual processes required to track Capital Appropriation Requests (CARs) spending and maintaining the FA Subsidiary Ledger.
- The CAR form will change slightly to ensure consistency around the globe. CAR information will be entered into SAP, including the approved CAR budgeted amount. eBuy purchase requisitions will be made directly against the CAR (WBS element). The SAP Capital Projects System will provide additional controls where CAR expenditures cannot exceed the approved CAR budget.

T&E Updates

SAP T&E Available for Remote Users

- Following Go-Live, remote T&E users will be able to access SAP T&E through a standard URL from almost any location. To help you make the connection, there are a set of standard settings for you to follow. For more information, see *Running T&E through a Standard Web Browser* available on the Sunrise Portal.

Additional Information on My Trips Tab

- To help you better track your expense reports through SAP T&E, you can add Trip Number and Processing Status to the Expense Reports listed on the *My Trips and Expenses* tab within T&E. These new columns provide information that your Super Users can use when they are helping you with your T&E processing. You add the columns using the User Settings. We have the detailed steps on how to do this on the Sunrise Portal in the document *Adding Trip Number and Processing Status to T&E*.

T&E Processing Status

- Once you have the new Processing Status column on the My Trips and Expenses tab, you will know the stage your expense report is at for processing, approval or payment.

Once a capital project is complete, the CAR activity in the Capital Project System is transferred to the FA Subsidiary Ledger, where a final asset is created. All final assets are maintained in this FA Subsidiary Ledger. For better tracking, assets will be assigned a unique asset number. The FA Subsidiary Ledger also has various sets of Fixed Asset "Books", supporting the completion of the various statutory reporting requirements (for example, the Generally Accepted Accounting Principles (GAAP) from the United States).

The new system will also help in the ongoing maintenance of assets. Asset Tags will be used to identify and track assets and provide additional controls during fixed asset physical inventories. Depreciation expense will be calculated automatically for all of the various FA "Books" and recorded directly into the General Ledger. The system will also provide Disposal of Asset Requests (DARs) to control and manage assets that are to be sold or removed from service.

- **In Process** – You have saved your Expense Report but have not as yet submitted it for Approval.

- **Trip on Hold/To Be Settled** – You have submitted the Expense Report for Approval, but there is no cover sheet attachment available to match it to the Expense Report. Once RAPID processes the Expense Form and the information is updated in SAP, you see the Processing Status Released for Approval for this Expense Report.

- **Released for Approval** – All of the information has been submitted, matched and updated in SAP. At this point, your Expense Report is awaiting approval from your Manager.

- **Approved** – Your manager approved your Expense Report and it is ready for Financial Processing.

Change Button Deactivated

We are implementing a modification to the T&E Change button. Previously, even after you completed your Expense Report and clicked Save and Send for Approval you had the option to make additional changes. Starting immediately, once you have sent your Expense Report for approval, the Change button will be grayed out and you cannot make any further edits. This modification will help speed the processing of your expense reports. Please contact a T&E Super User if you have any questions.

Help With Your First T&E Expense Report or eBuy Purchase

Need help creating your first expense report in SAP T&E? Contact one of the SUST T&E experts in Thailand:

Chotinuch Anantamongkol
Saweewan Boonyodom
Supreeya Charoenruengyuth
Thipsuda Chenyawanich
Chotiros Eiamsa - Ard
Uthaiwan Komkrichwarakool
Pimsiri Leksomboonchai
Supranee Maungmit
Chalida Petruchanun
Pakamon Phoyada
Suthirat Prathana
Phuping Punya
Benchamat Rattana
Pichayanant Satitpichayanont
Tanyalak Sukhapap
Pimdarin Thongruengrong
Daranee Vipoosirikup

These SUST eBuy experts in Thailand can help with your first eBuy Shopping Cart or entering your first goods receipt:

Varistha Ammartmoontree
Saweewan Boonyodom
Supreeya Charoenruengyuth
Thipsuda Chenyawanich
Chotiros Eiamsa - Ard
Uthaiwan Komkrichwarakool
Supranee Maungmit
Chalida Petruchanun
Pakamon Phoyada
Nittayarat Pipitawan
Suthirat Prathana
Phuping Punya
Benchamat Rattana
Pichayanant Satitpichayanont
Tanyalak Sukhapap
Pimdarin Thongruengrong
Daranee Vipoosirikup

SUST members will also be visiting your work areas to check if you need assistance. By working with the T&E and eBuy SUST members you will ensure your first experiences using these new tools will be a success.

SAP Default Settings

When you start SAP, the system will automatically be set to the following default setting formats:

- Decimal Notation:
1,234,567.89
- Date Format:
DD.MM.YYYY
- Time Format:
**24 Hour Format
(13:05:10)**

Thank You to Our Sunrise User Support Team

We want to give a special thank you to our Sunrise User Support Team (SUST). These Super Users and SMEs have already put in a lot of hard work to help make Project Sunrise a success in Thailand. Now, they are ready to support all their colleagues with the Wave 4 SAP Go-Live.

Varistha Ammartmoontree
Chotinuch Anantamongkol
Theerayuth Araksvanich
Worrawat Ari
Phattanachote Boonkittiwattana
Panatthaporn Boonphut
Saweewan Boonyodom
Supharoek Bunpradab
Paradee Chandee
Rachanee Chankheiw
Supreeya Charoenruengyuth
Thipsuda Chenyawanich
Thanitnuch Chewchongsanti
Sureeporn Dandeeum
Paisal Dangputtanapong
Chotiros Eiamsa - Ard
Oueng Habsuwan
Teerayut Homthong
Saithong Inson
Sikarin Kanoksikarin
Natcha Khampangpetch
Angsumalin Kinkasorn
Uthaiwan Komkrichwarakool
Wipula Kowitkanit
Apiporn Leabchantra
Anchalee Leelaviwat
Nirawit Lekkun
Pimsiri Leksomboonchai
Waraporn Lerkitakpanich
Jesada Lertchaikittipaisarn
Worapart Luangrojanagul
Bussarin Mabumrung
Supranee Maungmit
Wanchai Methakittiporn
Warattada Muithaisong
Nichada Ngiswara
Anchalaporn Noongam
Sunan Pakdechumpol
Pachuen Patamasiri
Suporn Patcharanarumol
Thaya Permpetch
Chalida Petruchanun
Pakamon Phoyada
Suphat Phurahong

Nittayarat Pipitawan
Sirirat Polpakdee
Phattaraporn Pongsopa
Sorada Porussamee
Suthirat Prathana
Chanatip Premjaisook
Chakkrapong Puangsombat
Phuping Punya
Nimitr Pupha
Warintip Puprasert
Sumalee Purachaka
Charassi Ratanamahasukul
Benchamat Rattana
Suree Ruampanthong
Natthawut Sanasen
Somchai Sandee
Pichayanant Satitpichayanont
Treepob Sawangkhaon
Sukanya Siangjong
Pitcha Silakhup
Tanakrit Srianujata
Poramate Sripongyai
Vorasilp Srisornkompon
Tanyalak Sukhapap
Nuttapong Suksomboon
Dissaphon Sunthornpradit
Punpen Suthaporn
Sittidach Tansongcharoen
Kuntida Thamawanta
Munthana Theppinta
Jarugree Thiengtham
Pimdarin Thongruengrong
Naluemol Tiangchaiyaphum
Kanita Tonkam
Samuch Ueajirakan
Naiyana Viboonphan
Daranee Vipoosirikup
Siripan Watthanarat
Prapasri Wiyaporn
Kittima Wongkalasin
Narudee Wongkasems
Wilairat Wongpukdee
Artid Wongrod

You can access the Thailand SUST contact list containing more detailed information from the [Sunrise Portal](#). We will also be emailing the SUST Contact List out to all employees in Thailand so that it will be handy at Go-Live. Watch your inbox for your copy of the SUST Contact List.

MJN Passwords

As a reminder, here are the MJN passwords rules – the password standards set by the MJN security team. All passwords used by MJN employees must meet these requirements:

- Be 6 or more characters long.
- Entered in English letters (Latin characters).
- Must contain at least one number (0-9).
- Start and end with a letter (a-z or A-Z).
- Be different from your last 12 passwords.

What will use for your normal password? You want to pick something easy enough for you to remember that you do not have to write it down. Maybe this can be your street name, school or pet. You want to make it simple enough – but still meet the password rules.

Here are samples of bad passwords that **do not meet** the MJN security requirements:

- ⊗ **BigDog1** – 6 or more characters, but does not start and end with a letter.
- ⊗ **1RedFish** – 6 or more characters, but does not start and end with a letter
- ⊗ **GreenFrog** – 8 or more characters, but does not contain at least one number
- ⊗ **K345k** – Starts and ends with a letter, contains at least one number, but not 6 or more characters long

Here are passwords that **do meet** the MJN security requirements:

- ✓ **K2345k**
- ✓ **Yellow1a**
- ✓ **Big8dog**

Whatever you choose for your password, remember to have a plan for what you will use before you need it at the Go-Live on October 5.

Go-Live Day 1 Checklist

Use this checklist to track all the steps for a successful Go-Live.

- I have installed my SAP GUI (not required for remote Travel & Expense (T&E) Users).
- I have completed all required training.
- I can access the SAP System Status on the Sunrise Portal.
- I have received an email with my SAP User ID and Temporary Password.
- I know that I will use my Temporary Password the first time I access an SAP system and have to change it to my "normal" password.
- I know what I am going to use as my "normal" password.
- I know that if I cannot log into SAP through the SAP GUI on my first try, I should contact my Security Coordinator.
- If I have access to Travel & Expense (T&E) or eBuy, I know how to access these systems through the MJN Global Portal.
- If I am a remote Travel & Expense (T&E) User, I know how to access T&E using the URL.
- If I am a Travel & Expense (T&E) User, I have updated my Personal Information – including Bank Data – in T&E.
- If needed, I know how to change my SAP Default Settings in SAP ECC through the SAP GUI.
- I can access the Sunrise Portal for the most current information.
- I can access my training materials, Work Instructions (WI) and Standard Operating Procedures (SOPs) for information regarding the use of SAP functions.
- I know who the Sunrise User Support Team members are for my department and how to find their contact information on the Sunrise Portal.
- I know to contact a member of the Sunrise User Support Team if I have a question or need help.
- I know that a member of the Sunrise User Support Team will help me contact the MJN Service Desk for any system issues.*
- I know that there might be interruptions in the SAP system during the days following Go-Live and all functions might not be available during the controlled start-up.
- I know that the important information will continue to be distributed after Go-Live and I should continue to check and read my email.
- I know that becoming an expert in the new technology and business processes will take time and I have to be patient.

*The MJN Service Desk collects issues but does not resolve them.

You can get a printable version of the SAP Go-Live Checklist from the [Sunrise Portal](#).