



# SAP for Me

## - Your digital companion

### Introduction, Governance support

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SAP Global Adoption & Experience CoE

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PUBLIC



# Combined GA&X Offering of specialized Services and general Data/Insights



- **GA&X Adoption Insights**
- Specialized Services, expert guidance
  - Deep dives, supporting major reviews or shifts, dedicated tools, customer adaption and expert support
  - Ensuring best possible setup; Great point of departure for use and governance
- Data in SAP for Me, self-service capabilities
  - Surfing on strong foundational data and tools to support general SAP customer Governance efforts
  - Monitoring capabilities; Progress review

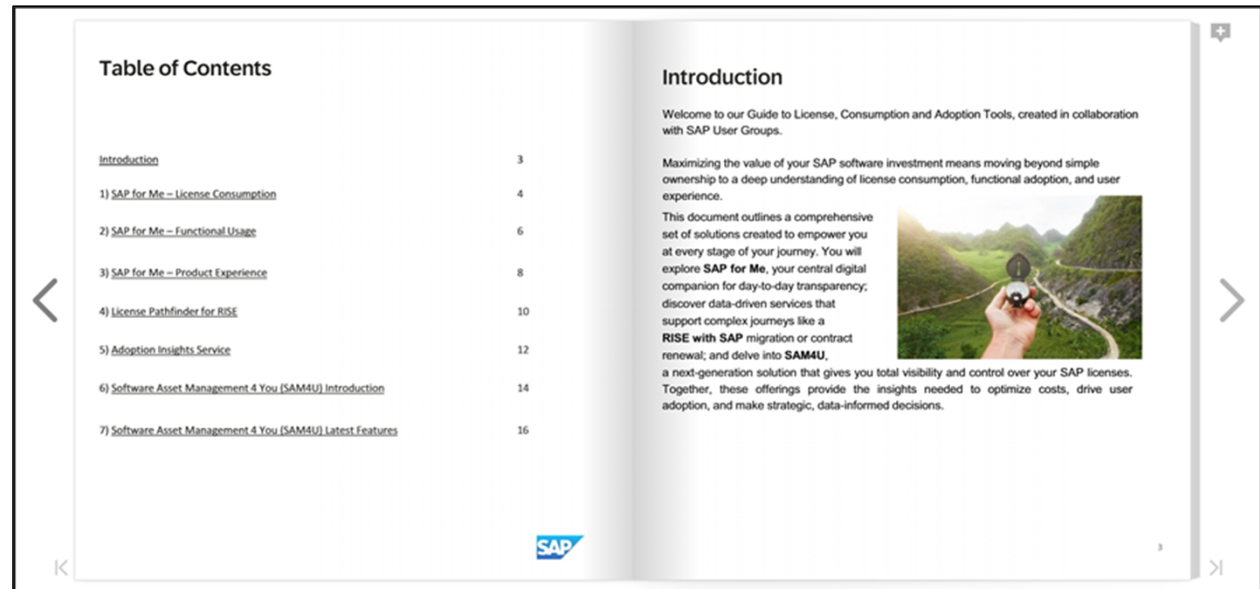


# GA&X Adoption Insights & Services – Overview and details



## Summary of enablement sessions; E-book prepared with SUGEN: “[Maximize Your SAP Investment A Guide to License, Consumption and Adoption Tools](#)”

Covering both GA&X specialized expert services for analysis and data and insights on SAP for Me for governance



# THE SAP Customer Portal for self-service solution governance

## CUSTOMER AREAS

**Finance & Legal**  
(Commercials: Orders, License Consumption, Balance Statements)



**Product & Portfolio**  
(Products, Onboarding, Functional Usage, Experience)



**Service & Support**  
(Cases / Get Support, Service Req., Notes)



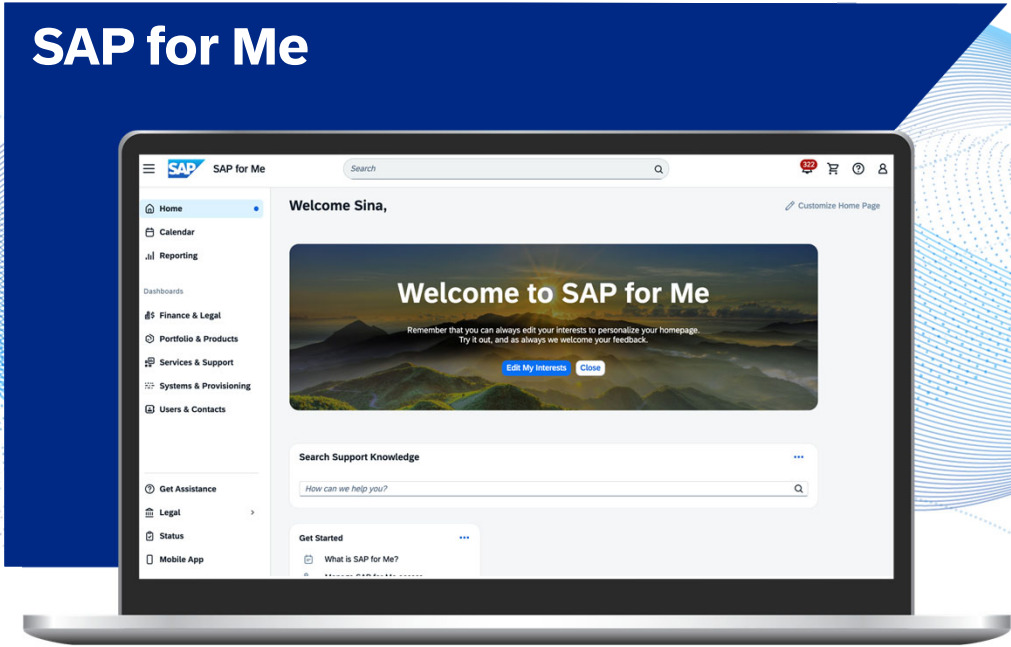
**Systems & Provisioning**  
Provisioning, Systems, License keys, Availability)



**Get Assistance**  
(Issues, FAQs, tutorials, online help))

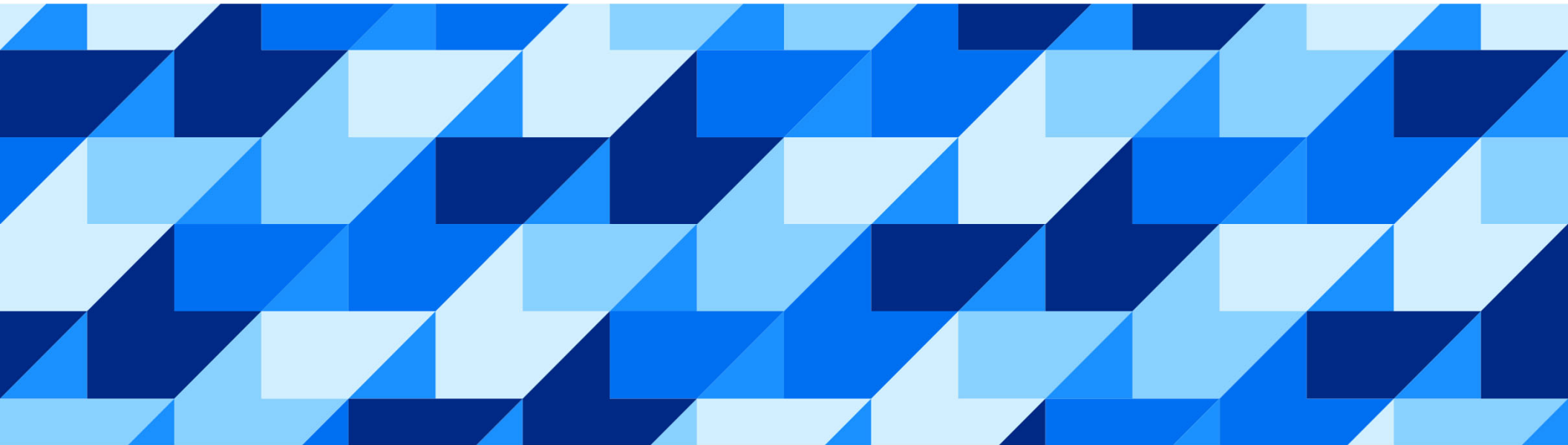


**Cross Capabilities**  
(Reporting, Calendar, Users, Authorizations)



# **Focus on License Consumption Governance**

Adoption Insights on SAP for Me



# Use of SAP solutions – what information is available on SAP for Me?

## Adoption Insights to support your solution governance process

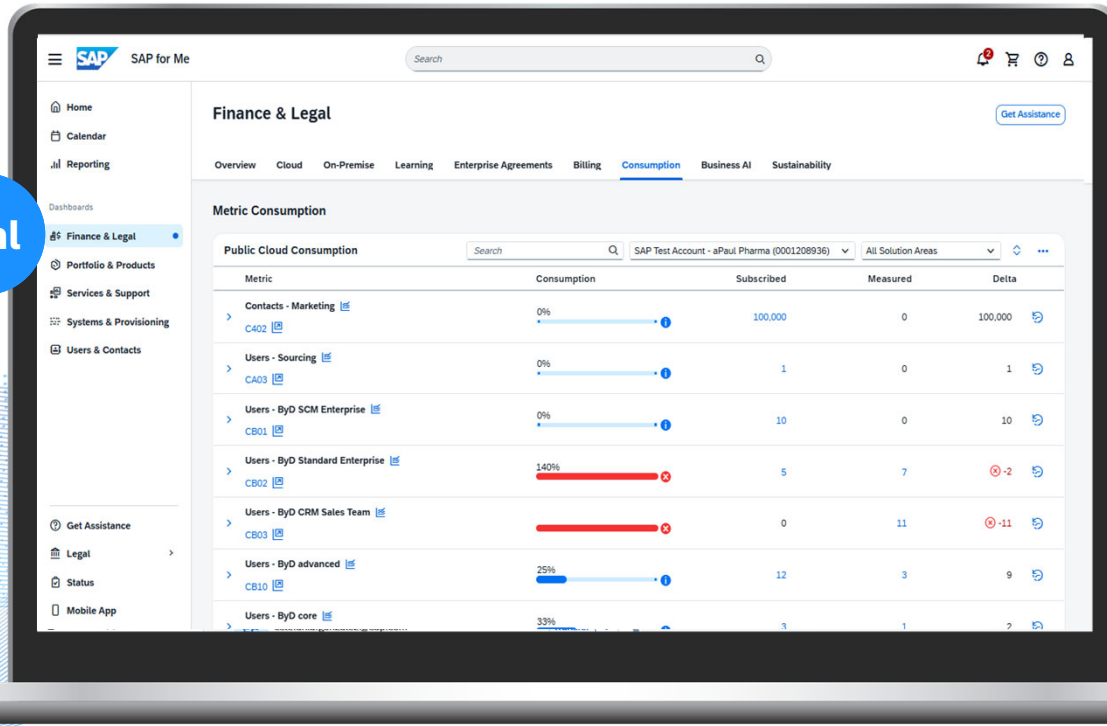


### Finance & Legal

“What licenses do we have, from which Orders?”

“How much have we consumed – and how much is left?”

“Anything we need to address?”



Overview of Order Forms, entitlements acquired

Measurement / Metering of use of solutions, by commercial Metrics

Balance Statements for Enterprise Agreements

# Contracts in Finance & Legal – Contract Card - CLOUD



Understand which **contracts and licenses** my company has: <https://me.sap.com/financelegal/cloud>

The screenshot displays the SAP Finance & Legal Cloud interface. The left sidebar contains navigation options: Home, Calendar, Reporting, Dashboards, Finance & Legal (selected), Portfolio & Products, Services & Support, Systems & Provisioning, and Users & Contacts. The main content area is titled 'Contract Details' and is divided into two sections. The top section, 'Systems', shows a table with columns: SYSTEM, PRODUCT, SYSTEM ROLE, INSTALLATION NUMBER, MATERIALS, PROVISIONING STATUS, and MAIN URL. It lists two systems for 'SAP Business ByDesign' with installation numbers 90316619, one in 'Production' and one in 'Test' status. The bottom section, 'Contract Details (0000000000)', provides information for a specific contract, including SAP Order ID (0240502250), Vendor (SAP GERMANY), Solution Area (ERP for SME), Renewal Type (Auto Renewal), Contract Start/End dates (05.03.2024 to 04.03.2025), and Type (Cloud Contract). It also includes Billing, Payment, and Address details, and a table of materials within the contract.

SYSTEM	PRODUCT	SYSTEM ROLE	INSTALLATION NUMBER	MATERIALS	PROVISIONING STATUS	MAIN URL
No system provided yet	SAP Business ByDesign	Production	90316619	Materials	Open	
	SAP Business ByDesign	Test	90316619	Materials	Terminated	

Contract ID	SAP Order ID	Solution Area	Materials	Contract End	Renewal type	Actions
0000000000	0240502250	ERP for SME (B1, ByD)			Auto Renewal	Manage Contract
0000000000					Auto Renewal	Manage Contract
0000000000					Auto Renewal	Manage Contract
0000000000					Auto Renewal	Manage Contract
0000000000					Auto Renewal	Manage Contract
0000000000					Auto Renewal	Manage Contract
0000000000					Auto Renewal	Manage Contract
0000000000					Auto Renewal	Manage Contract
0000000000					Auto Renewal	Manage Contract
0000000000					Active Renewal	Manage Contract

# Contracts in Finance & Legal – Contract Card – ON PREMISE



Understand which **contracts and licenses** my company has: <https://me.sap.com/financelegal/onpremise>

The screenshot shows the SAP for Me interface for Finance & Legal. The 'On-Premise' tab is selected, displaying a table of materials. An orange box highlights a context menu with options: 'What is this card about?', 'Required Authorizations', and 'Export'. A red circle highlights the menu trigger icon (three dots) in the top right corner of the table.

Materials	Product	Customer	Orders	Quantity	Unit	Metric ID
<a href="#">SAP MaxDB (7002719)</a>	SAP MaxDB	SAP Test Account - aPaul Pharma 0001208936	1	1	Piece	
<a href="#">SAP Professional User (7003012)</a>	SAP ERP	SAP Test Account - aPaul Pharma 0001208936	22	104	Users	9070CB
<a href="#">SAP Developer User (7003013)</a>	SAP NetWeaver Application Server	SAP Test Account - aPaul Pharma 0001208936	19	19	Users	9070CA
<a href="#">SAP Application Ltd. Prof. User (7003014)</a>	SAP ERP	SAP Test Account - aPaul Pharma 0001208936	18	18	Users	9070CC
<a href="#">SAP Employee User (7003015)</a>	Personnel Administration (PA)	SAP Test Account - aPaul Pharma 0001208936	17	17	Users	9070CD
<a href="#">SAP Employee Self-Service User (7003016)</a>	Personnel Administration (PA)	SAP Test Account - aPaul Pharma 0001208936	18	18	Users	9070CE
<a href="#">ERP Component for ERP Package (7003233)</a>	ERP Products (other)	SAP Test Account - aPaul Pharma 0001208936	17	17	Unit	
<a href="#">SAP BusObj BI package (CPU) (7009696)</a>	SAP BusinessObjects Business Intelligence suite	SAP Test Account - aPaul Pharma 0001208936	1	1	Unit	86798680
<a href="#">SAP Financial Closing cockpit (7009814)</a>	SAP Financial Closing cockpit	SAP Test Account - aPaul Pharma 0001208936	2	6	Unit	9000N039
<a href="#">SAP Product Safety (7010170)</a>	SAP S/4HANA for product compliance	SAP Test Account - aPaul Pharma 0001208936	1	2	Unit	9000N062

# License Consumption in Finance & Legal – Card – LoB engines



Monitor the **license consumption** of subscription materials:

<https://me.sap.com/financelegal/Consumption>

**Finance & Legal Dashboard**

Overview Cloud On-Premise Learning Enterprise Agreements Billing Consumption Business AI

Search [ ] All Solution Areas [ ]

**CONSUMPTION** SUBSCRIBED

EUR Spend - Gross Merchandise Value - Commerce Professional Ed. (CC16) 5,654,436,621

SAP Cloud for Planning, Prof Ed. (8003661)

SAP AH for planning, Prof Ed. - Cloud (8005844)

USD Spend - Gross Merchandise Value - Commerce Professional Ed. (CC16) 2,654,436,621

Orders - Commerce Professional Ed. (CC17) 1,063,529,726 +1,590,906,895

Cloud SAP Analytics (CS04) 555,100,000 12,000

**Export Data**

Select the data you want to export:

- Current License Consumption
- Subscription Details
- Consumption Details

Export Cancel

**Detail View of Tenants: Orders - Commerce Professional Ed.**

TENANT ID	TENANT NAME	MEASURED
741215553	tenant741215553-2233010.eu10	50,000
741217200	tenant741217200-2233010.eu10	53,539
741217516	tenant741217516-2233010.eu10	150,000

Cloud SAP Analytics based on the maximum value

Months Last 12 Months

555,100,000 253,539 +554,846,461

12,000 12,150 -150

To find various agreement documents for cloud, software, and service offerings from SAP, please access the following link: [Cloud Services Documents](#) | [SAP Trust Center](#)

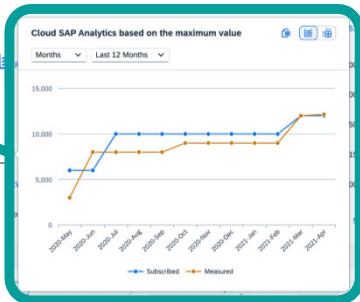
Contract ID	SAP Order ID	Order ID	Current PO Number	Material	From	To	Subscribed	Spend	Currency
8000000000	0240320445	0240504539		SAP Commerce Cloud, std ed, order.access (8011350)	2024-04-08	2025-04-07	10	n/a	EUR
8000000000	0240320445	0240504539		SAP Commerce Cloud, std ed, orders (8011351)	2024-04-08	2025-04-07	1	n/a	EUR
<b>Total</b>							<b>11</b>	<b>n/a</b>	

View metric info sheet

View respective materials

SAP Cloud for Planning, Prof Ed. (8003661)

SAP AH for planning, Prof Ed. - Cloud (8005844)



Contract ID	SAP Order ID	Order ID	Current PO Number	Material	From	To	Subscribed	Spend	Currency
8000000000	0240320445	0240504539		SAP Commerce Cloud, std ed, order.access (8011350)	2024-04-08	2025-04-07	10	n/a	EUR
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<b>Total</b>							<b>11</b>	<b>n/a</b>	

# License Consumption in Finance & Legal – Card – S/4 Users (Public & Private)



Monitor the **license consumption** of subscription materials:

<https://me.sap.com/financelegal/Consumption>

**Finance & Legal** Get Assistance

Overview Cloud On-Premise Learning Enterprise Agreements Billing Consumption

Metric Consumption

Public Cloud Consumption Search  Enterprise Management Public

METRIC	CONSUMPTION	ORDERS	SUBSCRIBED	MEASURED	DELTA
> Memory - S/4HANA Cloud (2SL) (C414)	<div style="width: 80%;"></div>	1 Order	150	130	+20
√ FUE - S/4HANA Enterprise Cloud (2) (CY48)	<div style="width: 100%;"></div>	1 Order	240	235	+5

Details available on tenant level

Detail View of FUE Measurement: FUE - S/4HANA Enterprise Cloud (2SL)

METRIC ID	DESCRIPTION	TENANT	SUBSCRIBED	MEASURED	DELTA
CY216	Users - S/4HANA Cloud, Advanced Use (FUE)	742333000	200		
<b>Total</b>					
CY217	Users - S/4HANA Cloud, Core Use (FUE)	742333000	170	5	34
<b>Total</b>					34
CY218	Users - S/4HANA Cloud, Self-Service Use (FUE)	742333000	18	30	0.6
<b>Total</b>					0.6
<b>OVERALL TOTAL</b>					<b>235</b>

Option to view number of users per type

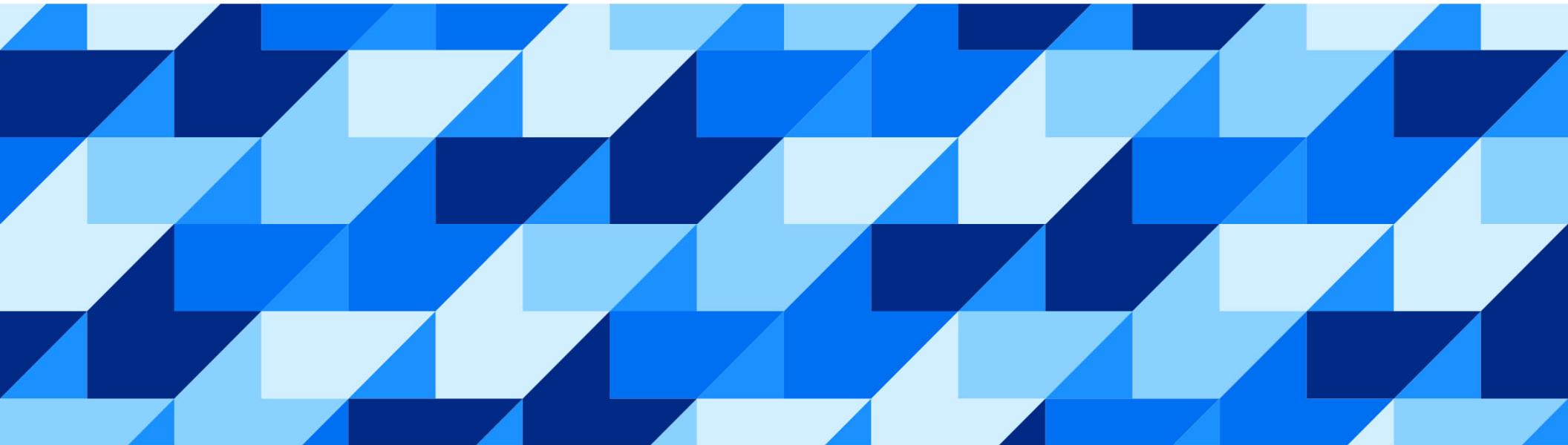
SAP S/4HANA Cloud FUEs, user break down

Ongoing improvements in card layout, per model

# How can SAP for Me support my governance process?

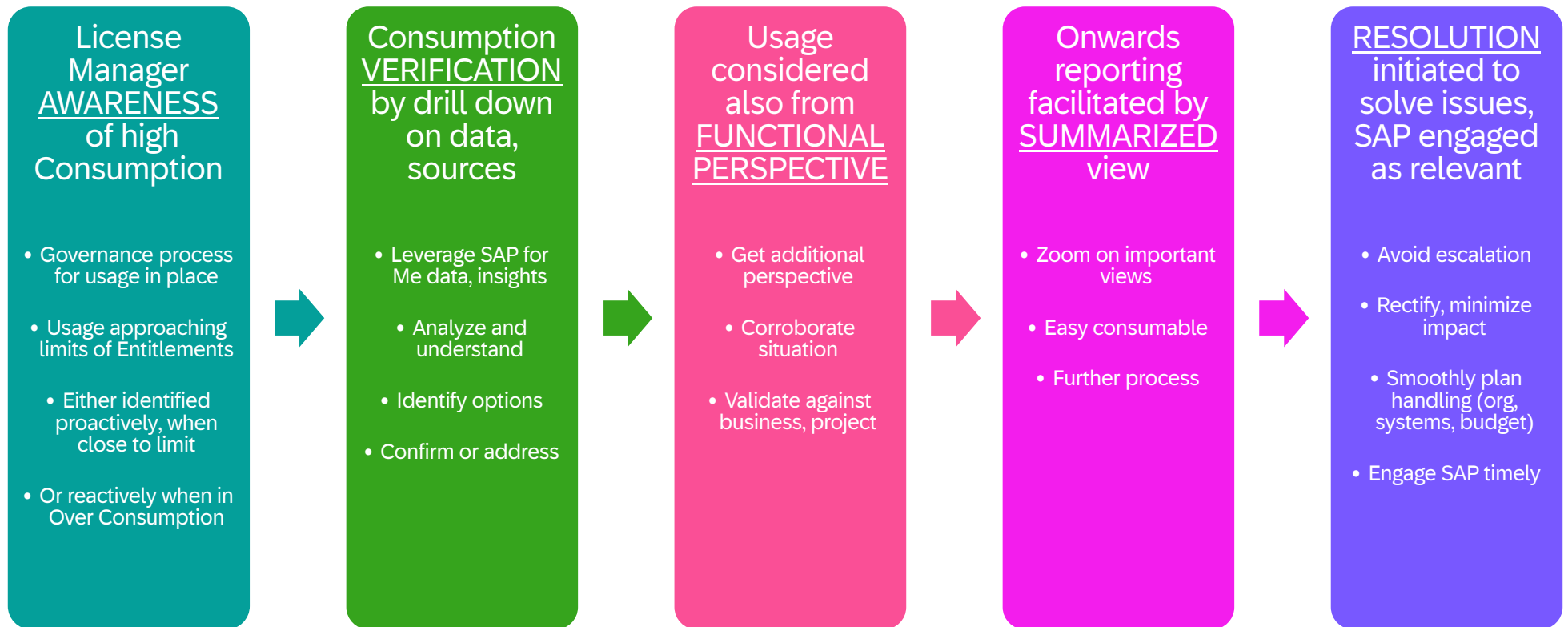
→ Use Adoption Insights to manage high Consumption levels

→→ Proactively on growth to avoid risk; Reactively in situation of Over Consumption



# Using Adoption Insights on SAP for Me to address scenario of high consumption

- Outlining recommended process for customer to engage, validate, resolve; Guidance to use portal, data



# Using Adoption Insights on SAP for Me to address situation of high consumption

License Manager  
**AWARENESS**  
of high  
Consumption

VERIFICATION

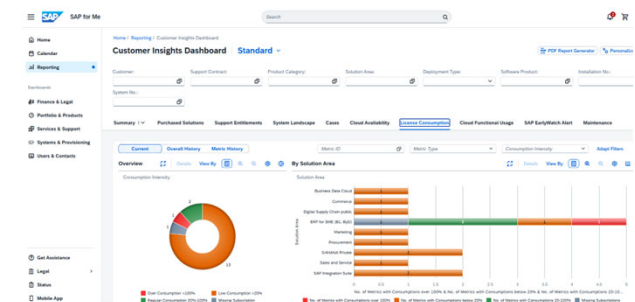
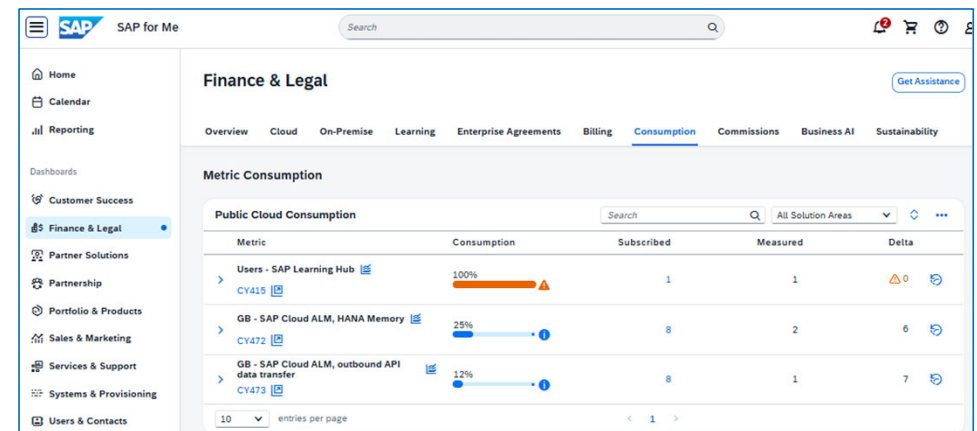
FUNCTIONAL PERSPECTIVE

SUMMARIZED

RESOLUTION

## License Manager **AWARENESS** of high Consumption

- ❑ SAP for Adoption Insights available to all SAP customers
  - ❑ SaaS data transparency, cloud tools
- ❑ Generally, advisable to establish a process and governance cadence for license management
- ❑ Familiarize and frequently review Dashboard Finance / Legal, Consumption
  - ❑ Also consider Reporting, License Consumption
- ❑ Identify solution Consumption level approaching limit
  - ❑ Best practice is to start process in 80-90% range
    - ❑ Avoid going Over, allow time for review, resolution, planning
- ❑ OR quickly observe going into status Over Consumption
  - ❑ See as soon as Measured level exceeds Subscribed



# Using Adoption Insights on SAP for Me to address situation of high consumption

AWARENESS

Consumption  
**VERIFICATION**  
by drill down  
on data,  
sources

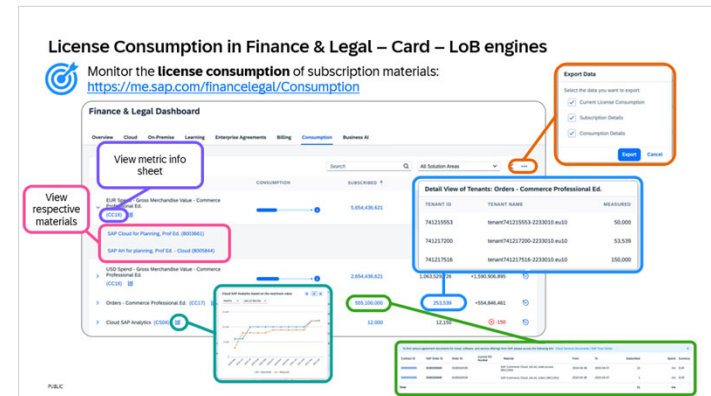
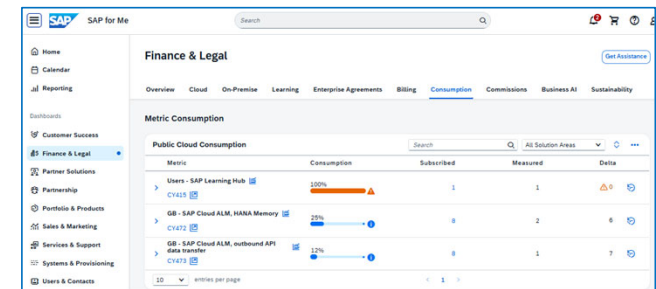
FUNCTIONAL PERSPECTIVE

SUMMARIZED

RESOLUTION

## Consumption VERIFICATION, by drill-down on data, sources

- ❑ Go to Finance & Legal / Consumption to verify the data points
  - ❑ Check Entitlement level. Verify which Order Forms make up the total
  - ❑ Check Measurement Level. See which individual Tenants generate the total.
- ❑ Understand the lead-up
  - ❑ Check Date stamp for when data was generated, if recent changes included
  - ❑ Check Historical View, to see if level is due to a jump or incremental.
    - ❑ Compare with events in company and project (roll-out, seasonality, growth, M&A)
- ❑ Confirm what is measured and how it is done
  - ❑ Check Customer Info Sheets for what is included / excluded in Measurement,
    - ❑ For PCE, see [SAP Private Cloud Metering Page](#). And also [Guideline SAP Private Cloud User Types](#)
  - ❑ See if in-solution verification report is available



# Using Adoption Insights on SAP for Me to address situation of high consumption

AWARENESS

VERIFICATION

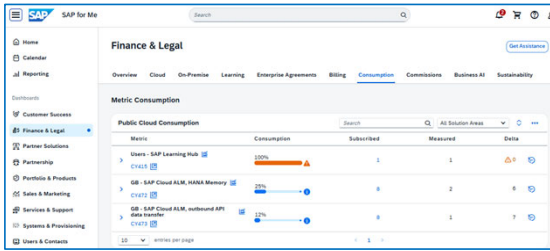
Usage considered also from **FUNCTIONAL PERSPECTIVE**

SUMMARIZED

RESOLUTION

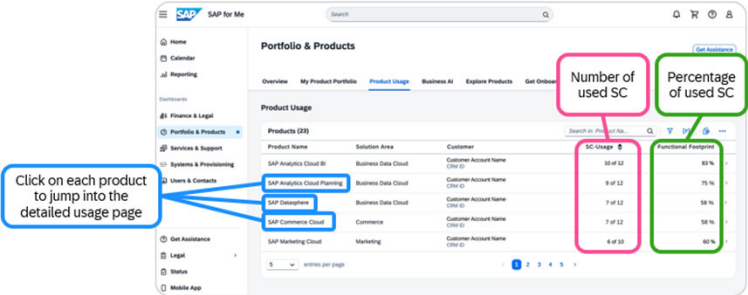
## Usage considered also from **FUNCTIONAL PERSPECTIVE**

- ❑ Go to Portfolio & Products / Product Usage, for additional perspective
  - ❑ Check if Usage levels matches Consumption and historical development – higher/lower than planned, than Consumed
    - ❑ (Note: Commercial and Functional not the same, can follow different paths)
  - ❑ Look at number of Solution Capabilities used, compared to plans
  - ❑ Look at Active Users of solution (where available)
  
- ❑ Keep in mind project status, deployment, if factors in:
  - ❑ Across entities, onboarding of users, organizational enablement
  
- ❑ **Also consider your recent business evolution and growth** and if have impacted scope of use
  - ❑ Adding employees, entities, volume, partners, integration, etc



## Functional Usage in Portfolio & Products – Usage Card

Understand which products offer **functional usage** data



# Using Adoption Insights on SAP for Me to address situation of high consumption

AWARENESS

VERIFICATION

FUNCTIONAL PERSPECTIVE

Onwards reporting facilitated by **SUMMARIZED** view

RESOLUTION

## Onwards reporting facilitated by **SUMMARIZED** view

Information also offered in summarized form as snapshot

### Adoption Report

Available under Reporting / PDF Report Generator.

Additional viewing format for the same data points,

Suitable for easy inclusion in internal further reporting

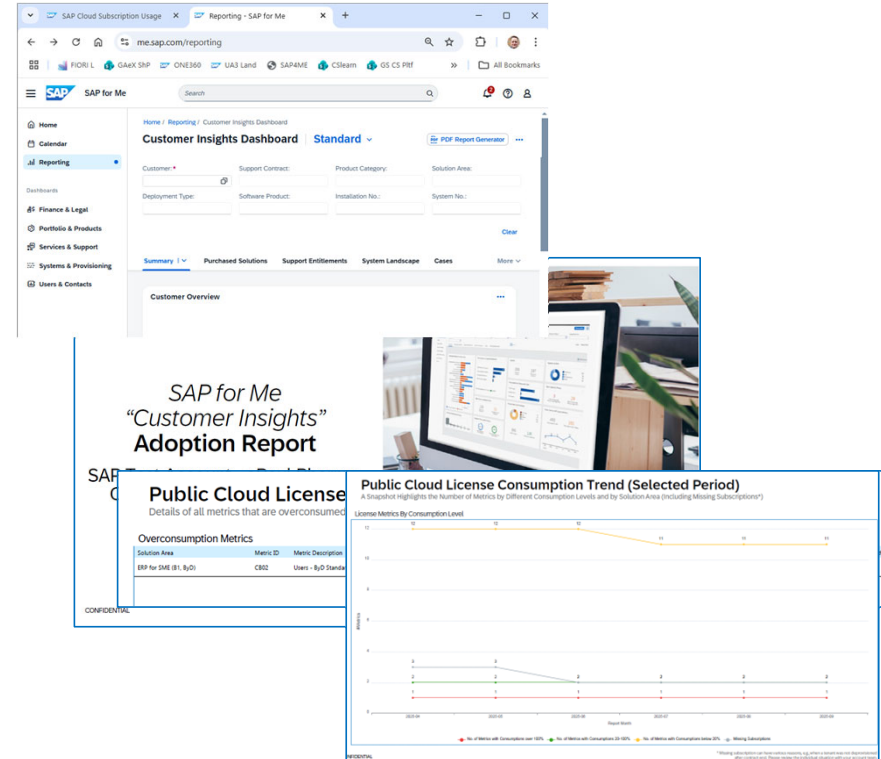
In this report, we recommend for this specific scenario to focus on

s1-3 confirming setup and coverage and

s4 for summary of usage levels across Solution Areas

s8 for view of solutions with sound activity levels, including those approach 100%

s12 and s13 for insights on usage levels



# Using Adoption Insights on SAP for Me to address situation of high consumption

AWARENESS

VERIFICATION

FUNCTIONAL PERSPECTIVE

SUMMARIZED

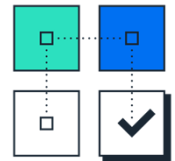
RESOLUTION

initiated to solve issues, SAP engaged as relevant

## **RESOLUTION initiated to solve issues, SAP engaged as relevant**

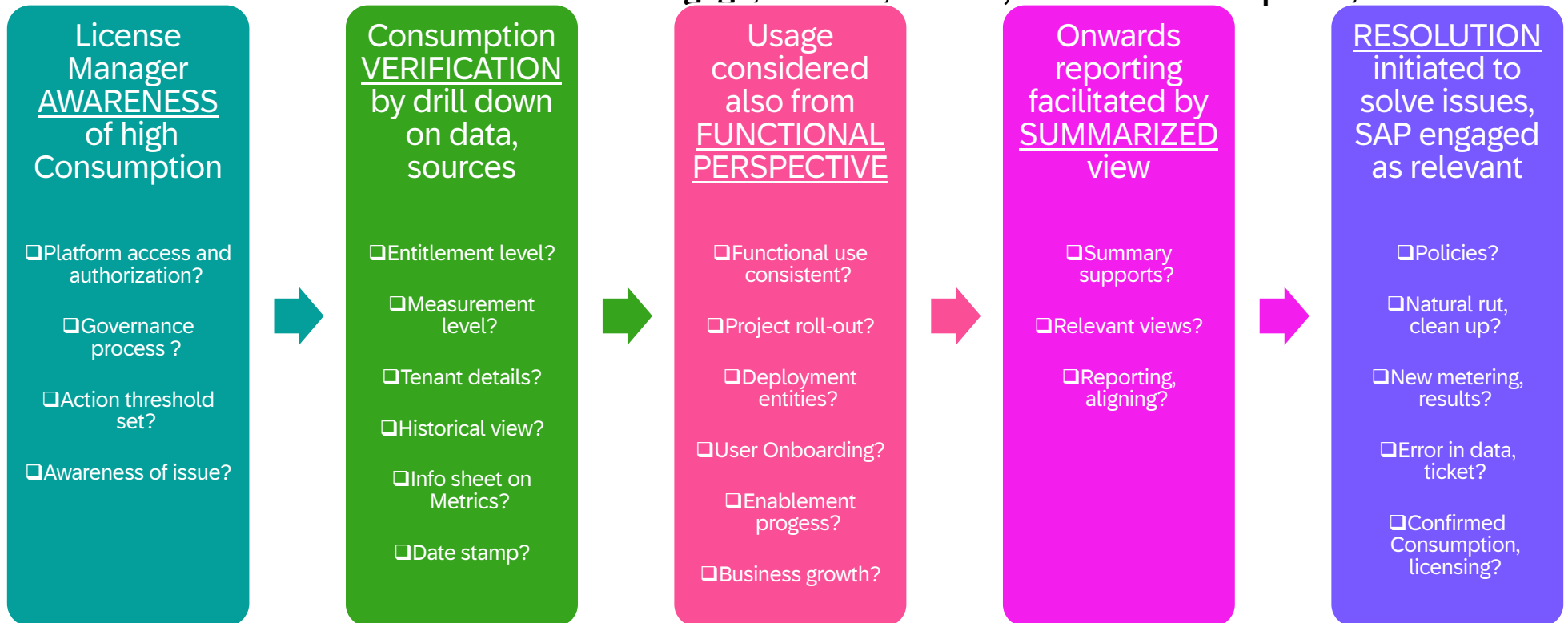
After reviews and verification, **license consumption continues to be high and near allowed levels, proceed to resolve situation:**

- Respect relevant terms and policies throughout
- For identified “noise” from unintended system setup, missing system maintenance
  - Carry out relevant and natural administration tasks to ensure data correctness in systems
    - Take care not to disrupt your set up and its support of users and processes
- Allow for new Metering run, see if results change or Measurement levels remain consistent
- If data issues not resolved per above, if you have any questions or need additional info,
  - Open a ticket via SAP for ME or contact your sales responsible
- If measurement is validated and indicate high level of consumption,
  - Start planning for acquiring more license to match needed future usage levels
  - Initiate relevant internal alignment steps (scheduling, budgeting, procurement)
  - Seek timely engagement of SAP representatives to facilitate needed transactions



# Using Adoption Insights on SAP for Me to address scenario of high consumption

- Basic checklist for actions for customer to engage, validate, resolve; Guidance to use portal, data



# SAP for Me – Get Started

[SAP for Me Introduction Video](#) for SAP for Me

## ACCESS

Access to [SAP for Me](#)

Get the App  
[IOS](#) / [Android](#)

Visit the [@SAP Community](#)  
(incl. One-Pagers per section)

## LEARN

SAP for Me [Webcasts](#)

Support Portal [News](#)

SAP for Me [Release Notes](#)

SAP for Me [Short Videos](#)

## SUPPORT

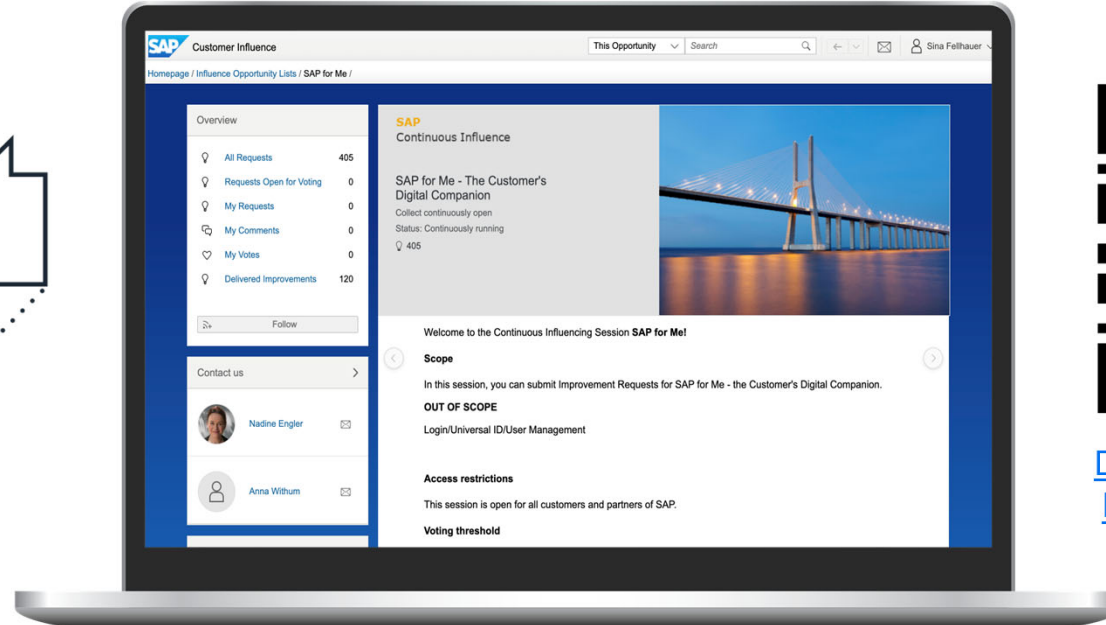
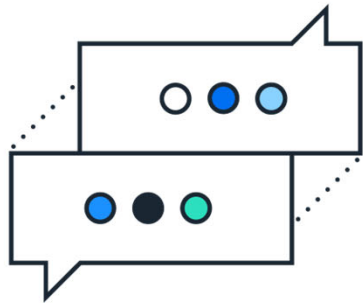
[Get Assistance](#)

SAP for Me [Help & Documentation](#)

Integrated SAP Companion provides inline help

# SAP for Me – How to Influence Your Customer Portal

## SAP Influence



[Direct Link to "SAP for Me" in SAP Influence](#)



# Thank you.

Contact information:

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Adoption Product Manager

SAP Global Adoption & Experience CoE

 **Bring out your best.**