

## Ordering Inventory Items via Internal Goods/Services Catalog in SRM

This EUP is for requisitioning/ordering inventory items via the “Internal Goods/Services” Catalog.

**Agencies which are ordering “inventoried items” must follow the process stated below:**

Note: If ordering “inventoried items”, the **Requisitioner** will access the SRM System through the “**Internal Goods/Services**” link to create the Shopping Cart. At this point the unit of measure will default to the base unit of measure (which is derived from the material master) and can’t be changed, this will need to be changed by the Purchasing Agent. After receiving the Shopping Cart in the Buyer’s Worklist, the **Purchasing Agent** will create a **Purchase Order** in the SRM System. If the base unit of measure does not match the contract UOM, at this point it needs to be changed.

While the procedure to create the *Internal Goods/Services* shopping cart is almost the same as other orders, there are a few steps that are unique, which are noted below under Part 1.

### Requisitioner Process

#### PART 1: Create the Shopping Cart (Requisitioner)

**IMPORTANT: ORDER QUANTITY NEEDS TO BE IN TERMS OF THE UNIT OF MEASURE IDENTIFIED ON THE CONTRACT. AT THIS POINT THE REQUISITIONER WILL SEE THE UOM AS THE BASE UNIT OF MEASURE AS DEFINED BY THE MATERIAL MASTER. THIS UOM WILL BE CHANGED TO THE CORRECT UNIT OF MEASURE AS IDENTIFIED BY THE CONTRACT AND CAN ONLY BE CHANGED BY THE PURCHASING AGENT.**

From the SRM Detailed Navigation, select Requisitioner and Shopping Cart Wizard.



1. Create an *Internal Goods/Services* type shopping cart for the desired product(s).
2. Select the *Internal Goods/Services* link:

**Step 1: Select Goods/Service**

You can add items to the shopping cart using the following methods:

Search in Individual Catalogs:

- [Old Purchase Orders and Templates](#)
- [Internal Goods/Services](#)
- [CI WEBSITE - VIEW ONLY](#)
- [COPA INTERNAL ECATALOG DGS - 1500](#)

- a. In the *Find Product* area, enter product number or product description to search for the inventory material and select *Start*.

**Find**

**Find Product**

Note: Placeholder search with \* is possible. Search ignores upper/lowercase spelling.

Product ID

Product Description

Language Key

Category ID

Product Type

Logical System

Maximum No. of Hits

Search by Product ID or Product Description

- b. Select the *Product ID* number.

**Search Result: 1 Entry**

Product ID	Product Description	Category ID
209811	GLOVES, LATEX,POWDERFREE,XL (BX=PK)	52141800

- c. Enter information into internal note, the **quantity in terms of the unit of measure identified in the Contract, and the required on date.**

**Add Internal Goods / Services**

Enter the quantity and, if necessary, change the requested delivery date.

Description: GLOVES, LATEX,POWDERFREE,XL (BX=PK) (Max. 40 Characters)

Internal Note: [Empty text area]

Product: 209811

Quantity/unit: 2 **Box**

Required on: 08/15/2012

Buttons: Add to Shopping Cart, Cancel

**Unit of measure defaults from the Material Master in SAP R/3. This must be changed to the unit of measure defined in the Contract by the Purchasing Agent upon purchase order creation.**

- d. Add the item to the cart. Enter **price equivalent to the unit of measure as defined by the Contract. (At this point, the unit of measure field will still not match the unit of measure you ultimately want.)**

Items in Shopping Cart						
Good / Service	Description	Category	Required on	Quantity		Price / Limit
209811	GLOVES, LATEX,POWDERFREE,XL (BX=PK)	LABORATORY & SCIENTI	08/15/2012	2,000	BOX	USD Per 1 BOX
Total Value (Net) :						0.00 USD
Tax Amount :						0.00 USD
Total Value (Gross) :						0.00 USD

- e. On the *Basic Data* screen, enter all applicable information.

**Basic Data**

You can change basic data. Changes are accepted automatically.

Description: GLOVES, LATEX,POWDERFREE,XL (BX=PK)

Product ID: 209811

Product Category: OTHER DOMESTIC HOUSE

Order as Direct Material

**Select only if material is going into inventory and is not a non-valuated material.**

**Reminder:** Do not maintain account *assignment information* for inventory. The only exception is for non-valuated materials.

3. Complete and Order the shopping cart following the standard shopping cart process.

## Purchasing Agent Process

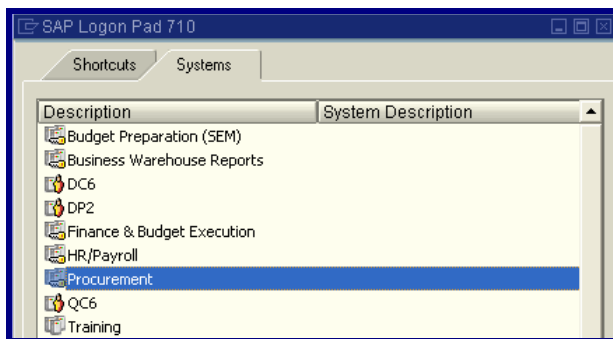
**Note:** Before you begin your order, go to SAP transaction MM03 and follow the procedures listed below to verify that the desired alternate unit of measure exists for the material(s). If the unit of measure does not show, contact the Commodity Specialist to have the unit of measure added to the material master.

### Locating an Alternate Unit of Measure:

1. Log into SAP using the *SAP Logon-Pad* icon located on your desktop.



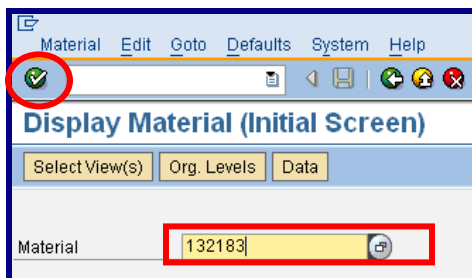
2. On the *SAP Logon-Pad* double-click on Procurement.



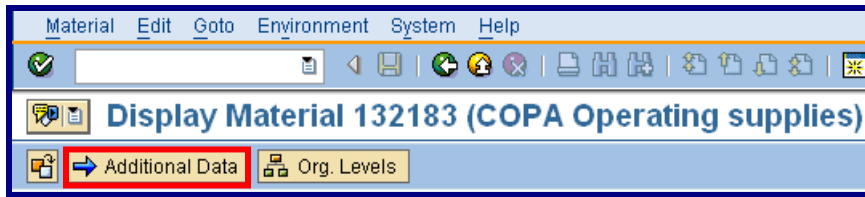
3. On the *SAP Easy Access* screen enter **MM03** in the transaction field, to Display Material. Select the Enter icon. (green circle with the checkmark)



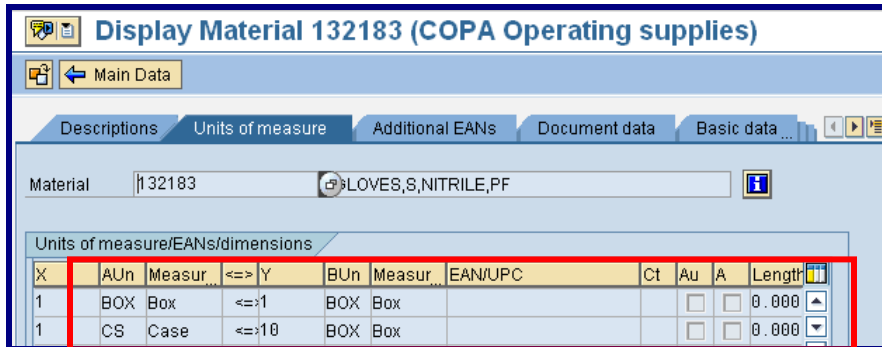
4. On the *Display Material initial screen*, enter the Material Number, i.e. 132183, and select Enter to continue.



5. Select the *Additional Data* button.

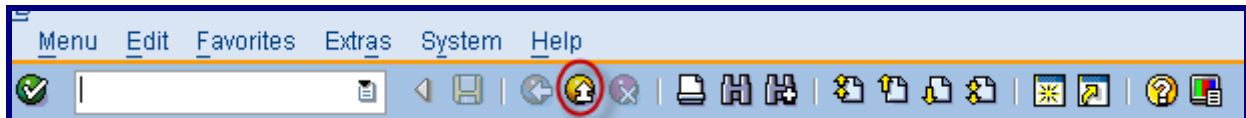


6. Select *Units of Measure* tab. In the example below the base unit of measure is BOX and the Alternate *unit* of measure is CASE. The alternate unit of measure is always greater than the base unit of measure. **Verify that the Contract unit of measure is available.**



**NOTE:** If the Alternate Unit of Measure you need is not listed, contact the Commodity Specialist and Quality Assurance Section of the DGS Bureau of Procurement for assistance at [ra-material@state.pa.us](mailto:ra-material@state.pa.us).

7. Select Exit, the yellow circle with the up arrow, to log off and then select the (X) in the upper right hand corner to *Close*. A message will appear asking, do you want to log off, select Yes. Close the SAP Logon-Pad.



**PART 2: Generate Purchase Order from Requirement(s) (Purchaser)**

1. In Sourcing, add the shopping cart to the work list. Enter the Supplier Number and Contract Number on the cart line item(s). Follow the standard Purchase Order process, however keep in mind not to hit the **Enter**.

**Caution: Do not select Enter until you have entered the Contract Number, Supplier Number and changed unit of measure to the unit of measure as identified in the Contract. If you select Enter prior to entering these three fields the correct unit of measure will revert back to the ordering unit of measure defined by the material master.**

Description	Category	Quantity	Requester	Supplier	Name of Vendor	Gross Price	Net Price	Requirement	Contract Description
GLOVES, LATEX, POWDERFREE, XL	OTHER DOMESTIC HOUSE	20,000 Box	Beth Procopio	171910	VWR INTERNATIONAL LLC	48.50 USD Per 1 Box	48.50 USD Per 1 Box	1115575421	4400007118 /0

2. Enter the order Quantity as it relates to the unit of measure identified in the Contract. At this point the purchasing agent will **change the UOM from the base unit of measure** using the dropdown menu and selecting the correct unit of measure as identified in the Contract.

Item	Item Cat.	Description	Product	Product Category	Quantity	Gross Price
1	Material	GLOVES, LATEX, POWDERFREE, XL	209811:52141600		2 CS Case	48.50 USD Per 1

3. On the Basic Data tab, complete the *Vendor Product Number* field with the appropriate vendor product number.

Vendor Product Number

4. Complete the Purchase Order process following standard procedures.
5. Receiver enters Goods Receipts for inventory material in SAP using the MIGO transaction.

**END**