Welcome!
Introductions
Course Objectives
Course Objectives

• After successfully completing this course, you will be able to:
  – Understand the special features of SRM 7.0
  – Perform the necessary functions to create a Purchase Order (PO)
  – Create and edit legal documents in Document Builder (DB)
  – Print a PO
  – Make necessary edits to a PO
  – Access a PO to delete individual line items or delete an entire order
  – Redistribute work to other sourcing professionals
  – Source a requirement and create a PO
  – Liquidate the balance of a PO when a partial Goods Receipt was done
  – Business Partner Update
Agenda

• SRM 7.0: Introduction and Overview
• Create a Stand-alone PO
• Create a DB Document
• Create a PO w/Reference to a Contract
• Print a fully executed PO
• Edit and Delete a PO
• Workload Redistribution
• Source a Requirement and Generate a PO
• Source an Inventory Requirement and Generate a PO
• Liquidate Commitments/Complete Shopping Cart
• Business Partner Update
SRM 7.0: Introduction and Overview
Overview of SRM 7.0

Logging In

The SAP/SRM Portal Desktop is accessible through www.myworkplace.state.pa.us
Overview of SRM 7.0

Portal Desktop Landscape

Header Area

Top-Level Navigation (Work Centers)

Navigation Area (Control Center)

Content Area
Overview of SRM 7.0

Navigating the User Interface

• Roles
  – Your user role(s) are assigned by position
  – Access to your role(s) are within the Control Center (e.g., left navigation pane)

• Transactions
  – Upon selection of a specific role, the associated activities and transactions display as Worksets in 7.0
Overview of SRM 7.0

Navigating the User Interface

• Worksets
  – Groups of role-specific activities and/or transactions which display when the corresponding role is selected
  – Multiple levels of Worksets are permitted in SRM 7.0

• Document Landscape
  – SRM 7.0 document landscapes have elements contained in both SRM 5.0 and SAP R/3
    • Examples will be shown throughout the course
Overview of SRM 7.0

Control Center in SRM 7.0

• Your user role is assigned to your position
• Access to your role is within the Control Center
• When a role is selected, Worksets assigned to the user are displayed
  – If applicable, an additional Workset is displayed below the initial result as shown in this screen capture
Overview of SRM 7.0

Personal Object Worklist (POWL)

- The POWL is located in the content area of the portal desktop.
Overview of SRM 7.0

Personal Object Worklist (POWL)

- It is a query-driven worklist containing procurement documents from your work area
  - The Active Queries displayed will vary depending upon the selected Workset
Overview of SRM 7.0

Personal Object Worklist (POWL)

- Display query fields by selecting the SEARCH CRITERIA button
Overview of SRM 7.0

Personal Object Worklist (POWL)

- Results of the selected query are displayed in a table format
- “One-Step” buttons are available at the top of each query
  - To make additional One-Step options available, choose a document to work with
Overview of SRM 7.0

Sample Document Landscape (PO)

This is an example of a document landscape. Displayed is the initial tab (Overview) upon creation or entry of a PO.
Overview of SRM 7.0

Sample Document Landscape (PO)

Title and Header Area

- Title and Header areas contain command buttons, and information about the document such as document number, document type, document date, total value, and supplier.

Tab Pages

Sub Tabs

- Various data is contained throughout each of the tabs and sub-tabs. For example, Notes and Attachments tab would contain text and attachments.
Overview of SRM 7.0

Sample Document Landscape (PO)

The area where data is entered is known as the Application Area.
Overview of SRM 7.0

Search Feature

- Select the match code icon to open a dialog box to input the search criteria.
- Use the dropdowns in the search criteria to filter by applicable criteria.
- Select the SEARCH button to display results.
Search Feature

- The chosen value is transferred into the applicable field
Overview of SRM 7.0

- Tips, Warnings, and Error messages are located at the top of the screen
Stand-Alone
Purchase Orders
Creating Purchase Orders

- Select **Purchasing**
  - Left navigation pane – Create Documents
- Select **Create Purchase Order**
Creating Purchase Orders

- Select the Purchase Order Type by selecting the *gray* block
- Select the CONTINUE button
Creating Purchase Orders

Create Purchase Order will open in the Overview tab.

### Create Purchase Order

**General Header Data**
- **Smart Number:** 99646660.10/1/2013 09:23
- **Purchase Order Number:** 4300384862
- **PO Name:** 2517 Tires
- **Supplier:** 181302
- **Requester:** 789309
- **Recipient:** 789389
- **Location:** 301375
- **Ship-To Address:** 1
- **Purchasing Organization:** GSA Purchasing Organization
- **Purchasing Group:** GSA Central Purchase Purchasing Group
- **Total Value (Net):** 20,868.00

**Item Overview**

<table>
<thead>
<tr>
<th>Line Number</th>
<th>Quantity</th>
<th>Gross Price</th>
<th>Net Price</th>
<th>Option Type</th>
<th>Order Type</th>
<th>Condition</th>
<th>Option Status</th>
<th>Delivery Date</th>
<th>Account Assignment Type</th>
<th>Account Assignment Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100.000</td>
<td>208.69 USD</td>
<td>0.000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>10/06/2013</td>
<td>1577101000</td>
<td></td>
</tr>
</tbody>
</table>

**Total Value (Net):** 20,868.00
**Total Value (Gross):** 20,868.00
Creating Purchase Orders

Overview tab

- In the General Header data, select the PO Name field and name the PO.
- Complete all required fields such as: Supplier, Requester, Recipient, Location, and Ship-To Address.
- If the Supplier Number is not known, a search can be performed:
  - Select the Supplier Name to view the details.
Naming Your Document

- There is a 40-character limit on the document’s name
  - Characters include letters, punctuation, and spaces
- The name must include:
  - 4-digit UNSPSC code (ref: www.unspsc.org)
  - Space or Dash
  - Noun that describes the item or Contract Title (no abbreviations)
- Example:
  - 2517 Radial Tires
Creating Purchase Orders

Overview tab

- In the Item Overview, continue data entry in the applicable fields
  - Enter as much of the information listed on the Item Overview as possible
- Access line item details by selecting the Item Number or the DETAILS button
Creating Purchase Orders

**Items tab**

- In the General Data sub-tab, data should default from the Item Overview
- Verify the information and add any additional information that is applicable
- Verify the information defaulted in the Partner section is correct
Creating Purchase Orders

Items tab

- In the Prices and Conditions sub-tab, data should default from the Item Overview
Creating Purchase Orders

Items tab

- The Account Assignment Category should default from the Item Overview
  - Cost Distribution can be by Percentage, Quantity, or Value
  - System allows for copying, pasting, and adding of additional line(s) of account assignments
Creating Purchase Orders

Items tab

- Enter your Account Assignment
  - i.e. Cost Center, Fund, General Ledger, Budget Period
- All other fields will default based on the information entered
Creating Purchase Orders

Items tab

- Select the Notes and Attachments sub-tab to enter text and attach documents
Creating Purchase Orders

Items tab

- Select the Approval Preview sub-tab to review the release strategy
Creating Purchase Orders

Items tab – Related Documents

- The Related Documents sub-tab houses the statistical information used when liquidating commitments
  - i.e.: No further confirmations; No further invoices
Creating Purchase Orders

Items tab

- Select the Extended PO History sub-tab to view the Goods Receipt and Invoice information for the PO
Creating Purchase Orders

Header tab – General Data sub-tab

- Complete any applicable fields
- Note: Check the “Non Standard Terms & Conditions” checkbox when non-standard terms & conditions are used
- Validity Start – Validity End Dates are now available
Creating Purchase Orders

Header tab – Notes and Attachment sub-tab

- Enter applicable text in the fields by selecting the appropriate text field link
- Add attachments by selecting the ADD ATTACHMENT button in the Attachments section
Creating Purchase Orders

Header tab – Output sub-tab

- Only XML and Auto-POs are output automatically
- Purchasers must manually trigger the output of all other PO documents
Creating Purchase Orders

Header tab – Output sub-tab

- Use the Header tab – Output sub-tab to print
- Select the match code icon to search for the printer
Creating Purchase Orders

Enter the two-digit agency identifier followed by an asterisk (*)

Select the SEARCH button

Once the printer is located, select on the printer name to transfer the information back to the Output tab
Creating Purchase Orders

Header tab – Output sub-tab

- If approvals are needed, the document cannot be output until all approvals are completed
Creating Purchase Orders

Notes and Attachments tab

- Edit text fields or add additional attachments
Creating Purchase Orders

Approval tab

- The Approval tab is functional in SRM 7.0
- Approvers will add comments in the Header Approval Note if a document is rejected
- Select the hyperlink names in the Processor column to see a list of the approvers for each level
Creating Purchase Orders

Tracking tab

- Contains version information, history (follow-on documents), change documents, and status information
Creating Purchase Orders

• Select the SAVE button to put the Purchase Order into a Saved status

• Select the RELATED LINKS button
  – Select the Document Builder link from the dropdown menu
Creating Purchase Orders

When would I use Document Builder (DB) for POs?

• For Stand-Alone PO’s that do not reference an RFx or Contract
  – Those POs that reference an RFx or Contract will already have Terms & Conditions (T&Cs) created via DB, therefore, no need to use DB again
  – Example of orders that would not use an RFx or Contract would be items that are exempt from the bidding process such as: periodicals, maps, etc. (Procurement Handbook - Part 1, Chapter 1, Section C, Not Applicable)

• By using DB agencies will reduce the approval processing time since documents prepared in DB are pre-approved
  – The forms and clauses for preparing Contracts and POs listed on the DGS website are not pre-approved forms and their use will require an agency to obtain review and approval for form and legality by the Office of General Counsel (OGC), as applicable, and the Office of Attorney General (AG)
What is Document Builder (DB)?

- DB is a software product that interfaces with SRM to create legal documents from Solicitations, PO, and Contracts.
- DB is used with paper or electronically submitted responses for the creation of Commonwealth procurement documents.
- The created SRM document is pulled into DB and, based on the document type and other inputs, the user answers a series of questions that builds a legal document.
- DB automatically creates the type of legal document from which DB was launched: RFP, PO, etc.
Creating Purchase Orders

Creating a Legal Document

• The questions that are answered in DB serve to build the legal document with T&Cs

• Certain terms and conditions can be edited or removed; this is done under special circumstances and will be reviewed

• A user can add terms and conditions as necessary for special terms
  – Text may be cut and pasted into DB, but it must be in HTML format

• SRM automatically routes documents with non-standard T&Cs to identified approvers
  – The Purchaser must check the Non-Standard T&Cs checkbox in order to have the document workflow to the proper approvers
Creating Purchase Orders

Document Builder (DB)

• It is a single “click” process to open DB from the solicitation

• Every question must be answered in DB
  – Do not select “Finish by Default”
Creating Purchase Orders

Document Builder (DB)

- DB opens in a new window, on the Header Data tab
  - Verify the information defaulted from SRM
  - Make any necessary additions or edits to required fields
Creating Purchase Orders

Document Builder

- On the Dialog tab, view each question and, when applicable, respond with an answer
  - Select the REFRESH button after reviewing and/or responding to the question

Caution: Never use FINISH WITH DEFAULTS; each question should always be responded to individually.
Creating Purchase Orders

Document Builder

- The default warning message “Not all dialog data has been accepted” displays in the upper left corner until all questions have been viewed

- Select the NEXT button to proceed to the next question
Creating Purchase Orders

Document Builder

- Select the SAVE button at any time to hold and protect your work
The message “Document held” displays after saving.

- Select the EDIT button to continue viewing/responding to questions.
The Document Summary tab contains a table which lists the clauses contained in the document; the inclusion or exclusion of clauses is based on your responses.
Document Builder

- The Preview tab contains three documents (reports) which are automatically generated as the questions on the Dialog tab are completed.
• The complete T&Cs for the solicitation document, in Adobe PDF format. This will need to have the title changed once it is in the procurement document.
Creating Purchase Orders

Reviewer’s Report

<table>
<thead>
<tr>
<th>Number</th>
<th>Prescription</th>
<th>Source</th>
<th>Section</th>
<th>Name</th>
<th>Title</th>
<th>Changes</th>
<th>Fillins</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td></td>
<td>I</td>
<td>TOC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0002</td>
<td></td>
<td>I</td>
<td>PART_1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0003</td>
<td></td>
<td>I</td>
<td>I-IFB-001.1</td>
<td></td>
<td></td>
<td></td>
<td>PROJECT_TITLE =</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AGENCY_NAME =</td>
</tr>
<tr>
<td>0004</td>
<td></td>
<td>I</td>
<td>I-IFB-008.1C</td>
<td></td>
<td>IFB-008.1C No Pre-bid Conference (Oct. 2006)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0005</td>
<td></td>
<td>I</td>
<td>I-IFB-009.1</td>
<td></td>
<td>IFB-009.1 Questions (February 2012)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0006</td>
<td></td>
<td>I</td>
<td>I-IFB-010.1</td>
<td></td>
<td>IFB-010.1 Addenda to the IFB (Oct. 2006)</td>
<td></td>
<td>IFB_AGENCY_WEBSITE =</td>
</tr>
<tr>
<td>0007</td>
<td></td>
<td>I</td>
<td>I-IFB-024.1</td>
<td></td>
<td>IFB-024.1 Bid Protest Procedure (Oct 2006)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0008</td>
<td></td>
<td>I</td>
<td>I-IFB-029.1</td>
<td></td>
<td>IFB-029.1 Prices (Dec 6 2006)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0009</td>
<td></td>
<td>I</td>
<td>I-IFB-031.1</td>
<td></td>
<td>IFB-031.1 Alternates (Oct 2013)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0010</td>
<td></td>
<td>I</td>
<td>I-IFB-032.1</td>
<td></td>
<td>IFB-032.1 New Equipment (Nov 2006)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Identifies, per clause, all fill-in responses, as well as any edits that were made to the document language
Creating Purchase Orders

Responses Report

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is this primarily for the procurement of: (Pick only one)</td>
<td></td>
</tr>
<tr>
<td>Apparel</td>
<td></td>
</tr>
<tr>
<td>Passenger Vehicles (Automobiles)</td>
<td></td>
</tr>
<tr>
<td>Commercial Vehicles</td>
<td></td>
</tr>
<tr>
<td>PennDOT</td>
<td></td>
</tr>
<tr>
<td>Additional charge per vehicle</td>
<td>0.00</td>
</tr>
<tr>
<td>Printing</td>
<td></td>
</tr>
<tr>
<td>Road Materials</td>
<td></td>
</tr>
<tr>
<td>Paper or Paper Products</td>
<td></td>
</tr>
<tr>
<td>Steel Products</td>
<td></td>
</tr>
<tr>
<td>Prior Notification</td>
<td></td>
</tr>
<tr>
<td>On Pallets</td>
<td></td>
</tr>
<tr>
<td>IT</td>
<td></td>
</tr>
<tr>
<td>Laundering Services</td>
<td></td>
</tr>
<tr>
<td>None of the above</td>
<td></td>
</tr>
</tbody>
</table>

- Identifies, per field, the responses (or lack of) which were entered for each question
The RELEASE button becomes available after all questions have been answered.
Creating Purchase Orders

Document Builder (DB)

- When the legal documents have been migrated into SRM, the RELEASE button is no longer available
- Select the LOG OFF button to exit DB
Creating Purchase Orders

Document Builder (DB)

- Select the EDIT button in SRM
- Select the REFRESH button
  - The documents are attached to the Notes and Attachments sub-tab on the Header tab
  - Locate the attachment titled “Document” and change it to “Terms and Conditions”
Creating Purchase Orders

- After all data entry in the PO has been completed, select the CHECK button to review and resolve any errors.
- Select the ORDER button to submit the PO for approval and ordering.
Purchase Orders
Referencing a Contract w/o a Requirement
Creating Purchase Orders
Referencing a Contract w/o a Requirement

- Create the PO in the usual manner by choosing the transaction type and selecting the CONTINUE button.
• In the Overview tab, select the PO Name field and name the PO
  – Do not enter any other information into the General Header Data section at this time
Creating Purchase Orders
Referencing a Contract w/o a Requirement

Overview tab

- Enter the item’s basic information into the Item Overview: Quantity, Unit of Measure, and Price/Per (always allow the default “Material” to remain)
  - Select the PROPOSE SOURCE OF SUPPLY button to verify if the item is on Contract, or if the Contract is known, the Contract information can be entered directly on the Basic Data sub-tab in the item details
  - To access the line item details, select the DETAILS button or the Line Number
Creating Purchase Orders
Referencing a Contract w/o a Requirement

- If you select the PROPOSE SOURCE OF SUPPLY button, a dialog box will display showing Contract/Item options to choose from.
- Select the appropriate Contract/Item and select the ASSIGN ONLY button or
Creating Purchase Orders
Referencing a Contract w/o a Requirement

**Items tab – General Data sub-tab**

- Enter the Contract number and Line Item number
  - Select the match code to search for the Contract/Item if the information is not known
Creating Purchase Orders
Referencing a Contract w/o a Requirement

Items tab – General Data sub-tab

- Enter the appropriate search criteria in the field
  - In the example, the contract number is entered
- Select the SEARCH button to display the results
- Select either the gray box or contract number to transfer the data back to the General Data tab
Creating Purchase Orders

Referencing a Contract w/o a Requirement

Items tab – General Data sub-tab

- The Contract Number and Line Item Number will display as shown
- Select the CHECK button at the top of the screen to refresh the system and pull all information from the contract forward into the Purchase Order
• Enter the Unit, Gross Price, Delivery Date and any other necessary information
In the Partner section, enter the Requester by selecting the match code.
Creating Purchase Orders
Referencing a Contract w/o a Requirement

- In the search criteria, enter the last name and first name
- Select the SEARCH button
- The results will display
- Select the gray box or Last name to transfer the results back to the Partner section
• Enter the Goods Recipient by repeating the same steps performed for the requester
Creating Purchase Orders

Referencing a Contract w/o a Requirement

Items tab – General Data sub-tab

- Enter the Location by selecting the match code
• Do not enter any criteria into the fields, just select the SEARCH button and your options will display
  – Your locations are your plants, which may represent an organization breakdown by deputate, district, etc., and are used to drive workflow

• Select the gray box or complete name to transfer your selection back to the partner section
Creating Purchase Orders

Referencing a Contract w/o a Requirement

Items tab – General Data sub-tab

- The results will display as shown
Creating Purchase Orders
Referencing a Contract w/o a Requirement

Account Assignment

• Select the Account Assignment sub-tab

• Select the Cost Distribution – Percentage, Quantity, or Value

• Select the Account Assignment Category
Account Assignment

- Select the DETAILS button or the Number field to enter additional Account Assignment detailed information.
• Depending on the Account Assignment Category selected, additional information will need to be completed
Creating Purchase Orders
Referencing a Contract w/o a Requirement

Notes and Attachments

- Select the Notes and Attachments sub-tab
- Enter any additional text into the appropriate fields
Creating Purchase Orders
Referencing a Contract w/o a Requirement

Header Tab – Notes and Attachments sub-tab

- Select the Head Tab – Notes and Attachments sub-tab
- Enter any information to the supplier into the Header Text
- Enter any internal information such as the justification into the Internal Note
- Add all attachments to the Header – Notes and Attachments section
Creating Purchase Orders
Referencing a Contract w/o a Requirement

**Header Tab – Output sub-tab**

- Select the Output sub-tab
- Set-up printer, if required
Creating Purchase Orders
Referencing a Contract w/o a Requirement

- CHECK the PO and address for any errors that may occur
- SAVE or ORDER the PO
Print a Fully Executed Purchase Order
Print a Purchase Order

- Select **Purchasing**, which will open the Personal Object Worklist (POWL)
Print a Purchase Order

• Locate the PO through the proper search method
  – Select the applicable criteria
  – Select the APPLY button
Print a Purchase Order

- The results will display, select the document number to display the PO
Print a Purchase Order

- Once the PO is displayed
- Select the Header tab; Output sub-tab
  - Your log will show “Not Processed”
Print a Purchase Order

- Select the REPEAT OUTPUT button to print your PO
  - Your log will now show “Successfully Processed”
Editing Purchase Orders
Select **Purchasing**, which will open the Personal Object Worklist (POWL)
• Locate the applicable PO through the proper search method
  – Select the applicable criteria
  – Select the APPLY button
**Editing Purchase Orders**

- Select the document number to open the document for editing
Editing Purchase Orders

- PO will open in “Display” mode
- Select the EDIT button to begin making edits to the PO
Editing Purchase Orders

• PO changes that trigger a new approval workflow:
  – Changing from standard to non-standard terms and conditions
  – Deleting a contract reference
  – Increasing a PO’s total value
    • If the increase in value meets the guidelines for a new approval workflow, the PO must be approved by the approvers identified with the new workflow
  – Changing a product category
    • Changing from service to material initiates the material workflow
    • Changing from material to service initiates the service workflow
    • Documents containing both follow the service workflow

*Note: Any edits made prior to the PO being fully approved will start the approval process over
Editing Purchase Orders

• PO changes that trigger a re-release of the PO and approval by the Comptroller:
  – Changing the Account Assignment category
  – Changing the 1st two digits of the G/L (which changes the account)
  – Changing Fund digits 1 through 5 and/or 8 through 10
    • Example: Fund = 1 2 3 4 5 06 7 8 9
      Fund change = 2 2 3 4 5 06 7 8 9
  – Increasing the total value of the PO
    • If the increase in value falls within the current approval workflow, the PO must be approved by the Comptroller
Deleting Purchase Orders
Deleting Purchase Orders

Deleting an SRM PO which was never “Ordered”

• The PO was created in SRM and “Saved” (i.e., never “Ordered”)
  - PO replication to R/3 did not occur, and deletion at the Header level can be executed in SRM
Deleting Purchase Orders

• Verify that the PO does not exist in R/3

• Select the EDIT button to activate the “Edit” mode. Once this is done, the DELETE button will be available at the Header level.
Deleting Purchase Orders

• DELETE the SRM PO at the Header level
Deleting SRM PO after it was “Ordered”

- The PO was created in SRM and replicated to R/3 when it was “Ordered”
- Deletion of the PO will occur at the Line Item level
Deleting Purchase Orders

- Select the EDIT button to activate the “Edit” mode

- Select the line item(s) to be deleted and select the DELETE button

- Select the ORDER button to save the deletion and replicate the changes to R/3
Deleting Purchase Orders

- The line items deleted in SRM are replicated to R/3 and identified with TRASH CAN icons.

- The committed funds are unencumbered.
Workload Redistribution
Assigning Work

• Select **Workload Redistribution**
Assigning Work

If you are authorized to assign work to others:

• Use **Workload Redistribution** to assign requirements to specific groups or sourcing professionals
  
  – Sends the Requirements to Carry Out Sourcing

• This transaction is also used to reassign responsibility for:
  
  – RFx (Solicitations), Contracts, and POs
  
  – Sole Source Material carts to DGS Bureau of Procurement
Assigning Work

- In SRM, a shopping cart might contain more than one type of commodity
  - The line items are listed separately in the Workload Redistribution sourcing area
- Assign individual line items to a Purchaser
  - The Purchaser will later select the individual line items to process
Assigning Work

Finding Potential Assignments

- Use the checkboxes to identify what type(s) of document to view
  - Requirements, Purchase Orders, RFx (Solicitations), and Contracts are available options
Assigning Work

Finding Potential Assignments

- Use other criteria from dropdown menus to further refine the type of documents to be viewed
  - The Purchasing Group defaults to the buyer’s group, so it must be verified or changed
  - Select “In Process” from the Status dropdown menu
  - After selecting the desired search criteria, select the SEARCH button
Assigning Work

Making the Assignment

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Document Name</th>
<th>Type</th>
<th>Status</th>
<th>Purchasing Organization</th>
<th>Purchasing Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>0010005237/1</td>
<td>OptiPlex 760 Minitower; OptiPlex 760 Min</td>
<td>Completed</td>
<td>COPA Purchasing Organization</td>
<td>XC3 - DGS Cynthia K Anderson</td>
<td></td>
</tr>
</tbody>
</table>

- The Results List screen displays
- View a document by selecting its Document Number
Assigning Work

Making the Assignment

• Select a document by selecting the *gray* block to the left
• Select all documents by choosing the SELECT ALL button
Making the Assignment

- Use the match code to select the Purchasing Organization and Purchasing Group in which the work is to be assigned
- Select the GO button
- Do not use the ASSIGN AUTOMATICALLY button
Assigning Work

Making the Assignment

- A message will display stating, “Processing of the documents has been completed”
Sourcing a Requirement and Generating a Purchase Order
Sourcing a Requirement – Generate Purchase Order

• Select **Purchasing**
Left navigation pane under – Create Documents

• Select **Carry Out Sourcing**
Sourcing a Requirement – Generate Purchase Order

- The Carry Out Sourcing screen displays all open assignments
- Search for requirements using various criteria
- Select the SEARCH button
Sourcing a Requirement – Generate Purchase Order

- Select the items to be sourced. If selecting multiple items, use any of the following options:
  - SELECT ALL button; or
  - Hold down the Shift key, and choose the consecutive rows; or
  - Hold down the Ctrl key, and choose various row(s)

- Select the NEXT button
• Make sure each line has a supplier

• If multiple items, select the SELECT ALL button

• Select the CREATE DRAFT button to select the type of procurement document you wish to create

• Once you select your document type you will automatically move to the next step in the wizard
• Highlight your Draft; in the Draft Name field, enter the name of your Draft
• Select the Transaction Type and a dropdown menu will display, select your PO type
• Select the EDIT SELECTED DRAFTS button

Note: Do not select the PROCESS ALL DRAFTS or PROCESS SELECTED DRAFTS buttons. This will cause your PO to go directly into the awaiting approval status; or in the situation of an Auto-PO, it will go directly to the supplier.
The Change Purchase Order screen displays. If necessary, enter any additional data into the applicable sub-tabs on the Overview, Header, and Items tabs.
• When data entry is complete, select the CHECK button to view and resolve any errors. Then select the ORDER button to send the PO through approval workflow.
Source an Inventory Requirement and Generate a Purchase Order
Source an Inventory Requirement and Generate a Purchase Order

• Select **Purchasing**

Left navigation pane under – Create Documents

• Select **Carry Out Sourcing**
Source an Inventory Requirement and Generate a Purchase Order

- Select the Shopping Cart number link to display the Shopping Cart
Source an Inventory Requirement and Generate a Purchase Order

- Display the Shopping Cart and review for accuracy
- Select the CLOSE button when done
Source an Inventory Requirement and Generate a Purchase Order

• Select the *gray* block next to the Shopping Cart Number
  – If multiple items, select all items
• Select the NEXT button
Source an Inventory Requirement and Generate a Purchase Order

- Select Propose Source of Supply and a dropdown menu will appear, from the dropdown menu, select Contract and Info Record to see if a Contract exists.
Source an Inventory Requirement and Generate a Purchase Order

- A dialog box will display with either a list of suppliers/contracts or “No sources of supply found”
- Select the CLOSE button
Source an Inventory Requirement and Generate a Purchase Order

- If no sources of supply exist, select the match code in the Supplier Number field to search for a supplier
Select the CREATE DRAFT button, and a dropdown menu will appear, from the dropdown menu select the appropriate document type (i.e. Purchase Order)
Source an Inventory Requirement and Generate a Purchase Order

- Select the Transaction Type and a dropdown menu will appear – select the appropriate PO type from the dropdown menu
- Select the EDIT SELECTED DRAFTS button

- At this point, the PO will open in the “Edit” mode for further processing
Liquidating Commitments & Completing Shopping Carts
Liquidating Commitments & Completing Shopping Carts

• A Shopping Cart was created, and a follow-on PO was created for an equal quantity. After the partial receipt, it is decided that there is no longer a requirement of deliveries and/or services from the supplier.

In Edit PO, on the Items tab, Related Documents sub-tab, select the radio buttons to mark the PO for final receipt and final invoice to liquidate the open items and open commitment.

NOTE: Marking only the GR as final does not liquidate the R3 commitment.
• In the General Data sub-tab, reduce the line item’s quantity to what was actually received

• Select the ORDER button
There are two methods to complete Shopping Carts:

- Shopping Cart Complete link in the Purchasing Workset
- Carry Out Sourcing using the REJECT ITEMS button

These methods are illustrated in the following slides
Shopping Cart Complete Link

- Select **Purchasing**
  Left navigation pane under – Create Documents
- Select **Shopping Cart Complete**
Liquidating Commitments & Completing Shopping Carts

- Completing the Shopping Cart
  - Enter the Shopping Cart Number(s)
  - Enter the Shopping Cart Item Number(s)
  - Select the Complete Shopping Cart radio button
  - Select the EXECUTE button
Liquidating Commitments & Completing Shopping Carts

- Record updated message will display
- Select BACK button to complete additional Shopping Carts or EXIT button to leave the program
Liquidating Commitments & Completing Shopping Carts

**Carry Out Sourcing Process**

- After liquidating the PO, go to Carry Out Sourcing
- Locate the Shopping Cart through normal search criteria
Liquidating Commitments & Completing Shopping Carts

• Select the Shopping Cart
  – For multiple items, hold down the Ctrl key and select the gray block

• Select the REJECT ITEM button
A dialog box will display asking if you want to “Reject Selected Items?”

- You will need to select the YES button to complete the Shopping Cart.
Liquidating Commitments & Completing Shopping Carts

- The Shopping Cart will no longer appear in the Carry Out Sourcing
Purchase Order and Shopping Cart Business Partner Update
Business Partner Update

• If the Commonwealth business partner associated with the Purchase Order or Shopping Cart has retired or has been separated from the organization, end users receive a “No Address Found” hard stop

<table>
<thead>
<tr>
<th>Issue Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>No address found for partner function type Goods Recipient</td>
</tr>
<tr>
<td>No address found for partner function type Requester</td>
</tr>
<tr>
<td>User does not exist</td>
</tr>
<tr>
<td>Partner 0000318230 is blocked</td>
</tr>
</tbody>
</table>
Business Partner Update

- The following slides will provide instructions for executing a new transaction that provides purchasing agents with the ability to change the retired business partner to another active partner within the organization.

- The updates should be made to the Purchase Order and, where applicable, to the associated Shopping Cart.

- The business partner update transaction has been added to the SRM Purchase Role.

**Important Note:** If the Purchase Order is in a “Held” status, it must be returned to an “Ordered” status before updating the business partner. If the business partner is updated on a “Held” document, the business partner will not update properly.
Business Partner Update

• Select **Purchasing**

Left navigation pane under - Services

• Select **PO and SC Business Partner Update**

The update program requires a document number and the new business partner
Business Partner Update

- Enter the Document Number – a Purchase Order or Shopping Cart number
- Enter the Object Type (this is the document type such as Purchase Order, Shopping Cart, Solicitation, or Contract)
Business Partner Update

- Enter the New Business Partner Number (different from the employee number) – if unknown, this can be found by using the search functionality.
Business Partner Update

- Select the TEST RUN checkbox at the bottom
- Select the EXECUTE button
Business Partner Update

• Receive message that document can be updated with new business partner:

![Change Business Partner in SRM Documents]

• Select the BACK button
Business Partner Update

- Deselect the TEST RUN checkbox
- Select the EXECUTE button
Business Partner Update

- Business partner has been successfully updated:

![Change Business Partner in SRM Documents](image)
Business Partner Update

- If the document is unable to be updated, the message may look something like this:

  ![Image showing error message]

  **Active version of Document does not have reference to partner 305389**

- Select the BACK button and enter the correct business partner number.

- If the document is awaiting approval, you will need to make a small text change and “order” to retrigger the zero-step workflow.

- If that fails, please submit an online remedy ticket.
Summary

This completes your lesson, you should now be able to:

- Understand the special features of SRM 7.0
- Perform the necessary functions to create a PO
- Create and edit legal documents in Document Builder (DB)
- Print POs
- Make necessary edits to POs
- Access POs to delete individual line items or delete an entire order
- Redistribute work to other sourcing professionals
- Source a requirement and create a PO
- Liquidate the balance of a PO when a partial Goods Receipt is done
1. Where would you find the Partner Info?
   a. Basic Data sub-tab
   b. Approval sub-tab
   c. General Data sub-tab
2. Can you split the Cost Distribution by Value?

   a. Yes

   b. No
3. Where would you find the Text fields?
   a. Documents and Attachments
   b. Notes and Attachments
   c. Documents
   d. Document Builder
4. A PO that was ordered must be deleted at the line item level.
   a. True
   b. False
Thank you!