

Slide 1 - Title Slide

The slide features a dark blue background with a glowing network of white nodes and lines. Faint binary code (0s and 1s) is scattered across the background. A semi-transparent white rectangular box is centered on the slide, containing the following text and logo:

SRM Goods Confirmations (SRM_CON_300)

Presented by Enterprise Applications Training

 Information
Technology Services

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Course Content

Unit 1: Overview

Unit 2: Personal Settings, POWL, and Goods Confirmation Layout

Unit 3: Set Requestor Number Within Queries

Unit 4: Create Goods Confirmation

Unit 5: Supplementary Tasks

SRM Help Websites



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Unit 1: Overview



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What is SRM?

Supplier Relationship Management (SRM) is SAP's e-procurement interface and serves as the formal University's procurement system. It is web-based and integrates with SAP functionality, e.g., invoicing, accounting, reporting, etc.

SRM enables departments to procure goods and services using a "Shopping Cart" environment within myUK. It generates savings and streamlines procurement for the University through use of electronic catalogs and related processes.

Contractual components of the system (e.g., e-catalogs) are managed by the Purchasing Division while the Enterprise Applications – Materials Management (EA-MM) Team manages the functional and systems aspects.

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What is SRM Goods Confirmation?

SRM Goods Confirmation shows physical receipt of goods or services within a department or unit. Creation of the Goods Confirmation affirms that ordered items and quantities are correct, in good condition, and in accordance with requirements of the purchase order.

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Training Request Form Requirement

A Training Plan Request Form must be completed and approved to receive the Goods Confirmer role.

A How-To Guide to Establish Departmental Purchasing Roles can be found on the Purchasing website at: <http://www.uky.edu/Purchasing/>. The guide includes an overview of departmental roles, information on Role Combinations, and Steps to Request and Receive Training.

In addition to taking and passing this web-based course, the approved Training Plan Request Form must be provided to Enterprise Applications Training to receive the Goods Confirmation role. If you are taking this course without having completed the Training Plan Request Form, please be sure to complete this to receive the Confirmations role and myUK tab. The tab usually appears within 24 to 48 hours after completing both requirements.

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Who Should Receive Goods Confirmation Training?

Any persons authorized to perform confirmation/receiving tasks for their department or area are required to complete Goods Confirmation training.



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SRM Roles

Level	SRM Role	Role Description	Corresponding SRM document type
Department	Shopper	Responsible for creating a "Shopping Cart" to purchase goods and/or services from a particular supplier	Shopping Cart
Department / College / Unit	Approver	Approves Shopping Carts for their department or area	--
Purchasing	Buyer	Responsible for university-wide contracting processes for various commodities	Purchase Order
Department	Goods Confirmer	Confirms physical receipt of goods/services in satisfactory condition	Goods Confirmation
Accounts Payable	--	Posts invoices against purchase orders	Invoice Receipt

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Role Combinations

In order to maintain checks and balances there is a limit on the number and structure of roles any one person may hold. The following matrix shows all permissible combinations for various procurement roles within myUK.

SAP (R3/MM) SRM PRD	SIMILAR ROLES		
	REQUISITIONER	APPROVER	RECEIVER
SRM	SHOPPER	APPROVER	GOODS CONFIRMER
PRD	CREATOR	APPROVER	

	PRO CREATOR	SAP REQUISITIONER	SRM SHOPPER	SAP /SRM /PRD APPROVER	SAP RECEIVER	SRM GOODS CONFIRMER
OPTION 1	✓	✓	✓	✗	✓	✓
OPTION 2	✗	✗	✗	✓	✓	✓
OPTION 3	✗	✓	✓	✓	✗	✗

The same person is not required to hold all roles within any one option. The combinations reflect the maximum roles within each option any one person may hold.

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Training Requirements - SRM Departmental Roles

Role	Training Requirements
Shopper	Shoppers are required to take and pass a four-module SRM Shoppers course via <i>myUK Learning</i> .
Approver	Approvers are required to take and pass the MM_APP_300 Combined Approvers course via <i>myUK Learning</i> .
Goods Confirmer	Goods Confirmers are required to take and pass the SRM_CON_300 SRM Goods Confirmations course via <i>myUK Learning</i> .

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Goods Confirmation Overview

Creation of the Goods Confirmation performs the following:

- Confirms ownership of goods/services by the University
- Converts the encumbrance against the PO line item to an expense against the cost object
- Releases payment to the supplier

Failure to create a Goods Confirmation after items are delivered will result in a payment block. The supplier cannot receive payment until the Goods Confirmation is completed.

Goods Confirming should not be completed if items are damaged, incorrect, or non-satisfactory in any way.

If partial quantities of goods or services are received over time, partial Goods Confirmations can be completed to allow multiple payments.

If needed, contact the Category Specialist in Purchasing responsible for the purchase order for questions or guidance.

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SRM General Process Flow (5 Steps)



- The department creates Shopping Carts for goods and services, with approval(s) to follow.
- Purchasing processes and places the purchase order with the supplier.
- Along with the purchase order, Goods Confirmations and invoice postings complete a 3-way match and payment releases.
- Encumbrances occur along the way and are expensed at the creation of the Goods Confirmation.

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How to Identify PO Number

The purchase order number must be known prior to creating the Goods Confirmation. It can be found from any of the following sources:

- Packing list accompanying the goods / services
- Conduct search against the Shopping Cart number
- Many Goods Confirmers also hold the SRM Shopper role and thereby can identify the PO number from their Shopping Cart / Related Documents tab. In addition, Approvers commonly have access to purchase order records from within their Inbox.



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Unit 2: Personal Settings, POWL, and Goods Confirmation Layout



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Personal Settings Overview

Personal Settings relate to the user's *employee* data and are established via Site Navigation.

Default information populates into the Confirmer's settings based on data from the Human Resources organizational structure.

Personal Settings must be confirmed and setup for a role during the first visit to SRM to ensure correct functioning and successful Goods Confirming.

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Accessing the Personal Settings

1. Click on the **myUK** logo on the UK Home Page (www.uky.edu/UKHome)



2. Click on the **Log-In** button



Sign in with your linkblue account

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.....

3. Enter your linkblue account and password

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4. Click on the **Sign in** button

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Accessing the Personal Settings

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The screenshot shows the myITK University of Kentucky portal. The top navigation bar includes links for myReports, SLOM Validators, Faculty Services, Home, Payment Request, Strategic Procurement, and SRM System. A 'Confirmations' tab is highlighted in the top right. On the left, a 'Site Navigation' menu is visible, with 'Settings' highlighted under the 'Confirmation' section. A yellow callout box points to the 'Settings' link with the text '6. Click Settings'. Another yellow callout box points to the 'Confirmations' tab with the text '5. Select the Confirmations tab'. The main content area displays 'Purchase Orders - Confirmations pending' with a table of pending items.

Purchase Order Number	Purchase Order Name	Item Number	Item Name
8800001542	Local Purchase Order3 NEMMO2 12/11/2014	1	Interpreting Serv
8800001542	Local Purchase Order3 NEMMO2 12/11/2014	2	Interpreting Serv
8800001542	Local Purchase Order3 NEMMO2 12/11/2014	3	Interpreting Serv
8800001542	Local Purchase Order3 NEMMO2 12/11/2014	4	Interpreting Serv

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Personal Settings: Position Tab

The screenshot shows the 'Edit Document' form for 'Personal Settings: Position Tab'. The form is divided into several sections: 'Personal Data', 'Position', 'Organizational Assignment', 'Functional Assignment', and 'Department Address'. The 'Position' tab is selected. Annotations highlight specific fields and actions:

- 7. Click Edit to begin changes:** Points to the 'Edit' button in the 'Display Document' window.
- 8. Form of Address is required:** Points to the 'Form of Address' dropdown menu in the 'Personal Data' section.
- 9. Phone, Fax, and E-Mail address are the only data on the Position tab to be edited:** Points to the 'Phone Number / Extension', 'Fax Number / Extension', and 'E-Mail' fields in the 'Communication Type' section.

The form contains the following data:

Section	Field	Value
Personal Data	Form of Address	Mr.
	First Name	Craig
	Last Name	Locke
Position	Department	3P057
	Position	P1448M5
Organizational Assignment	Department	3P057
	Position	P1448M5
Functional Assignment	Department Head Of	3P057
	Purchasing Group	3P057
Department Address	Street/House Number	322 Pelerson Se
	Postal Code/City	40506 Lexington
	Country	US
Communication Type	Phone Number / Extension	856-257-2064
	Fax Number / Extension	856-257-1951
	E-Mail	clocke@email.uky.edu

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Personal Settings: Position Tab (Continued)

Organizational and Functional Assignments populate automatically and relate to the employee's position.

Department Address on the Position tab is organizational data only and will always be the 322 Peterson Building address. It does not require editing.

Note: None of these items are edited within Personal Settings. If any of your Organizational or Functional Assignment data appears to be incorrect or you have changed departments, please notify SRMHelp@uky.edu.

Personal Data	
* Form of Address:	Mr.
* First Name:	Craig

Position User Account

Organizational Assignment	
Department:	3P057 31003477; M
Position:	P1448M5 51019365; Strategic sour

Functional Assignment	
Department-Head Of:	3P057 View All
Purchasing Group:	3P057 31003477; MM-Buyer-025 Crai Locke

Department Address	
Street/ House Number:	322 Peterson Se
Postal Code/ City:	40506 Lexington
Country:	US

Attributes for Position Strategic Sourcing Specialist

Attribute:

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Personal Settings: User Account Tab

Edit Document:

Save | Read Only | Check

Document ID: 22864 | Name: Mr. Craig Locke

Personal Data

Prefix of Address: Mr. | Academic Title: |

*First Name: Craig | *Last Name: Locke

Position: **User Account**

Standard Settings

*User ID: CLOCKE

*E-Mail: clocke@email.uky.edu

Time Zone: EST | Eastern Time (New York)

Language: English

Date Format: MM/DD/YYYY

Decimal Notation: 1,234,567.80

My Procurement Substitutes for Team Purchasing

Add Line | Remove | Settings

Name of Substitute	Start Substitution On	End Substitution On

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Personal Settings: Save & Exit

12. Click **Save** when all settings are completed

Edit Document

Save | Read Only | Check

Employee ID 22864 Name Mr. Craig Locke

Personal Data

*Form of Address: Mr. Academic Title:

*First Name: Craig *Last Name: Locke

Position | User Account

Organizational Assignment | Department Address Details

Department: 3P057 31003477; MM-Buyer-025 Craig Locke Building:

Position: P1448M5 51019365; Strategic Sourcing Specialist Floor/ Room Number:

Functional Assignment | Inhouse Mail:

Department Head Of: 3P057 [View All](#)

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Introduction to the POWL

SRM roles are tab-based with the Personalized Object Work List driving the user's work tasks.

Personalized Object Work List

- a.k.a., the POWL or “dashboard”
- Serves as home base for each user
- Contains Active Queries of purchase documents, Quick Criteria Maintenance searches, and document history with active links.

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Navigating to the POWL

Still on the Confirmations tab, click on the **Confirmations** link (1) in the **Detailed Navigation** section to activate the POWL.

The screenshot shows a web application interface with a top navigation bar containing 'Purchasing Admin', 'Confirmations', and 'App'. Below this is a 'Detailed Navigation' sidebar with a 'Confirmations' link highlighted by a red box and a red circle with the number '1'. The main content area displays 'Active Queries' with 'Confirmations pending (Refresh is running)' and a 'POWL' button. Below this is a table titled 'Confirmations - All' with columns for Confirmation Number, Item Number, Vendor, Status, Reference Document, and Product Description. The table contains 10 rows of data.

Confirmation Number	Item Number	Vendor	Status	Reference Document	Product Description
5600010133	1	Henry Sche	Posted in the Backend		SONNASOL
5600010775	1	OfficeMax	Posted in the Backend		Heavy-duty magnets/30plc.
5600020088	1	Avila Supr	Posted in the Backend		PhilosophySupersonreimbursement
5600027285	1	Hydrotech	Posted in the Backend		MAINTENANCE & REPAIR TO BULKHEAD
5600020760	1	Thomson Re	Posted in the Backend	91635684	Mutual Fund Ownership plig
5600011582	1	Michael Fr	Posted in the Backend		Gameday announcements
5600005264	1	OCLC Inc	Posted in the Backend	000077809	ILL and Cataloging Charges
5600031427	1	H&R Agri P	Posted in the Backend		Case IH 600 Silage Blower
5600012089	1	Griffin Pr	Posted in the Backend	2/2013-INV#1020	Training & Support of CoPs
5600010804	1	Guralp Sys	Posted in the Backend		STRONG MOTION ACCELEROMITORS

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POWL Overview

The POWL is driven by pre-configured queries that display Goods Confirmations and other documents relating to your role(s).

Clicking any query at the top will display the relevant documents in the bottom section. Clicking the **Confirmation Number** will display the confirmation in new window or tab.

Note: Goods Confirmations are identified as 10-digit numbers prefixed with 56.

POWL also shows line item contents of each confirmation, date created, status, etc.

Confirmation Number	Item Number	Item Description	Status	Created Date	Unit
5600013133	1	He			1 EA
5600013775	1	OfficeMax	Posted in the Backend		3 PAC
5600020088	1	Anita Supe	Posted in the Backend		1 LOT
5600027295	1	Hydrotech	Posted in the Backend		350 LOT
5600020780	1	Thomson Re	Posted in the Backend	91635694	1 EA
			the Backend		1 EA
			the Backend	000077809	
			the Backend		
			the Backend	2/2013-INV#1020	

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Goods Confirmation Layout

The screenshot shows the 'Display Confirmation' window with several callouts:

- Commonly used Action buttons:** A yellow callout pointing to the 'Print Preview', 'Close', and 'Cancel' buttons.
- SRM assigned Confirmation Number:** A yellow callout pointing to the 'Confirmation Number: 5600031947' field.
- Purchase Order Number against which Goods Confirmation was created:** A yellow callout pointing to the 'Purchase Order Number: 7500036801' field.
- Component tabs contain extended information if needed for review:** A yellow callout pointing to the 'Overview', 'Header', 'Item', 'Notes & Attachment', 'Approval', and 'Tracking' tabs.
- TIP: Purchase Orders are identified as 10-digit numbers prefixed with 75.** A blue callout box.

The interface includes a header with 'Confirmation Number: 5600031947', 'Purchase Order Number: 7500036801', 'Status: Posted in the Backend', and 'Confirmed Value'. Below this is a tabbed interface with 'Overview' selected. The 'Overview' tab shows 'Confirmation Name: Received per Dr. Kilgore', 'Reference Document: MACBOOKAIR/KILC', and '* Delivery Date: 08/19/2014'. An 'Item Overview' table is visible below:

Line Number	Description	Outstanding Quantity	Cl						
1	Macboo	128 GB	0	949	LOT	1.00	1	08/31/2014	

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Goods Confirmation Layout (Continued)

Overview information shows confirmation Delivery Date. Unique Confirmation Name and packing slip number can be added (optional).

Item Overview shows line items received within the confirmation

Display Confirmation
Print Preview | Close | Cancel | Return Delivery | System Info

Confirmation Number: 5600031947 | Purchase Order Number: 7500036801 | Posted in the Backend | Confirmed Value

Overview | Header | Item | Notes & Attachment | Approval | Tracking

Confirmation Name: Received per Dr. Kilgore | Reference Document: MACBOOKAIR/KILC
* Delivery Date: 08/19/2014

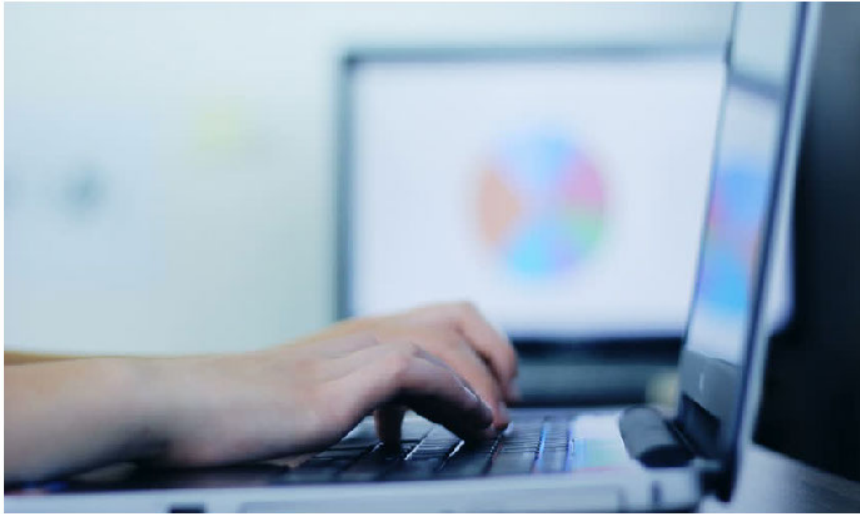
Item Overview
Details | Add Item | Copy | Paste | Duplicate | Delete | Copy All Outstanding Quantities

Line Number	Description	Outstanding Quantity	Confirm Quantity	Unit	Price	Per	Delivery Date
1	Macbook Air 13.3 inch: 128 GB	0	949	LOT	1.00	1	08/31/2014

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Unit 3: Set Requestor Number Within Queries



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Set Requestor Number in Queries

Each Goods Confirmer user is assigned a unique "Requestor" number. In order for your queries to reflect the correct documents, the Requestor number must be set within Quick Criteria Maintenance.

1. Click the **Confirmations All** query

2. Open Quick Criteria Maintenance

Purchase Orders Confirmations pending (Refresh is running)
Confirmations All (47840) Saved (215) Deleted (0)

Confirmations - All

Hide Quick Criteria Maintenance

Number: To

Confirmation Name:

Purchase Order Number:

Status:

Timeframe: Last 90 Days

Creation Date: To

Item Description:

Supplier Product Number:

Supplier:

Requestor: Possible Entries

Goods Recipient:

Document Date: To

Apply Clear

3. Click the **Possible Entries** icon for Requestor

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Set Requestor Number in Queries

(Continued)

The screenshot shows a search window titled "Search: Requestor". Under the "Search Criteria" section, there is a dropdown menu for "Further Search Helps" set to "Partners, General". Below this are four search criteria rows, each with a dropdown menu, a connector, and a text input field. The first row has "Name 1/last name" selected, the connector is "is", and the input field contains "*Leah*Nicholas*", which is highlighted with a pink box. The second row has "Name 2/First name" selected, the connector is "is", and the input field is empty. The third row has "Search term 1" selected, the connector is "is", and the input field is empty. The fourth row has a date selected, the connector is "is", and the input field contains "02/27/2015". At the bottom of the search criteria section, there is a checked checkbox for "Maximum Number of Results" set to "500". Below the search criteria are three buttons: "Search", "Clear Entries", and "Reset to Default". The "Search" button is highlighted with a pink box. A yellow callout box with the text "4. Enter your first and last names with asterisks (*) around both terms" points to the pink box around the search term. Another yellow callout box with the text "5. Click Search" points to the pink box around the Search button.

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Set Requestor Number in Queries

(Continued)

Search: Requestor

Search Criteria Personal Value List Hide Search Criteria

Further Search Helps: Partners, General

Name 1/last name	is	*LEAH*NICHOLAS*
Name 2/First name	is	
Search term 1	is	
Valid On	is	02/27/2015

of Results: 500

Search Clear Entries Reset to Default

Results List: 3 results found for Requestor

Name 1/last nm	Name2/first nme	Search term 1	Search term 2	Partner c...	Vendor
LEAH NICHOLAS		LEAH		2	128279
LEAH NICHOLAS		NICHOLAS		2	140342
LEAH NICHOLAS	IRIS PROJECT	NICHOLAS		2	141522

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Set Requestor Number in Queries

(Continued)

TIP: It is a good idea to record your unique Requestor number for future reference.

The screenshot shows the 'Confirmations - All' interface. At the top, it displays 'Purchase Orders Confirmations pending (38298)' and 'Confirmations All (47840) Saved (215) Deleted (0)'. Below this is a 'Hide Quick Criteria Maintenance' button. The main area contains several search criteria fields: 'Number' (with a 'To' field), 'Confirmation Name', 'Purchase Order Number', 'Status' (dropdown), 'Timeframe', 'Creation Date' (with a calendar icon), 'Item Description', 'Supplier Product Number', 'Supplier', 'Requestor' (with a dropdown arrow), 'Goods Recipient', 'Document Date' (with a calendar icon), and another 'To' field. The 'Requestor' field is highlighted with a red box and contains the value '141522'. A yellow callout bubble points to this field with the text 'Requestor number populates into field'. At the bottom left, the 'Apply' button is highlighted with a red box, and a yellow callout bubble points to it with the text '7. Click Apply'. At the bottom right, there is a 'Clear' button and a 'Next' button.

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Unit 4: Create Goods Confirmation



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Begin Create Goods Confirmation

1. Click the Confirmation link under Create Documents

Confirmation Number	Item Number	Vendor	Product Description	Quantity Confirmed	Unit	Created by
5600034014	1	Richmond C	Storage charges	75	EA	Elizabeth Vice
5600034015	1	Commercial	Commercial Refrigeration Inv#94908438.12	438.120	LOT	Ms. Linda Pennington
5600034058	1	Dell Marke	Latitude E6540 (15.6"); Latitude E6540;	2	EA	Mr. Darin Poymer
5600034059	1	Dell Marke	Latitude 14 7000 Series # Pre-configured	1	EA	Mr. Darin Poymer
5600034050	1	Dell Marke	OptiPlex 9020 Mini Tower # Build Your O	1	EA	Mr. B Hagan

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Search for PO Number

Search Purchase Order

Continue

To create a confirmation, you must select a purchase order for reference.
Search for the required purchase order, then select from the search results below.

Purchase Order Number: Item Description:

Timeframe: Product ID:

Shopping Cart Number: Shopping Cart Name:

TIP: If the **Purchase Order Number** is unknown, you can determine it by performing searches on other criteria (e.g., Shopping Cart Number, etc.).

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Search for PO Number (Continued)

Search Purchase Order

Continue

To create a confirmation, you must select a purchase order as a reference.
Search for the required purchase order, then select it from the search results below.

Purchase Order Number: Item Description:

Timeframe: Product ID:

Shopping Cart Number: Shopping Cart Name:

...ing results; select the required purchase order as a reference and then create the confirmation

Search Results: Purchase Orders

Purchase Order / Item Number	Document Name / Item Name	Ordered Quantity	Ordered Value
▶ 7500042820	Local Purchase Order1 CLOCKE 02/27/2015		

4. Highlight the Purchase Order Number under Search Results

5. Click Continue

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Create Confirmation

The Goods Confirmation screen will open in a new window or tab showing all line items and quantities from the purchase order. If previous confirmations have been created for partial items or quantities, only remaining items will be shown.

6. If desired, enter a unique **Confirmation Name** (makes confirmations more recognizable within your POWL display).

Confirmation Name: Furniture for 3rd floor Reference Document: XDP-874I

*Delivery Date: 03/02/2015

To confirm: Update the "Confirm Quantity" field or select the "Last Delivery" checkbox and choose "Confirm".

	Outstanding Quantity	Confirm Quantity	Unit
1 drawer	10	0	EA
2 Bookcases, beige, 36"	5	0	EA
3 Chairs, Oesture, gray fabric	20	0	EA

7. Enter packing list number (optional)

Confirmation Delivery Date populates automatically

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Create Confirmation (Continued)

The screenshot shows the 'Create Confirmation' window. At the top, there are buttons for 'Confirm', 'Print Preview', 'Check', 'Close', 'Save', 'System Information', 'Create Memory Snapshot', and 'Related Links'. Below these, the 'Confirmation Number' is 5600036850, 'Purchase Order Number' is 7500042820, 'Status' is 'In Process', and 'Confirmed Value' is '0.00 USD'. The 'Overview' tab is active, showing 'Confirmation Name: Furniture' and 'Delivery Date: 03/02/20'. A 'Tracking' section shows 'Document: XDF'. A note below reads: 'To confirm: Update the "Confirm Quantity" field or select the "Last Delivery" box and choose "Confirm".' Below this is the 'Item Overview' section with a table:

Line Number	Description	Outstanding Quantity	Confirm Quantity	Unit	Price	Per	Delivery Date
1	Filing cabinets, 5 drawer	10	0	EA	200.00	1	03/04/2015
2	Bookcases, beige, 36"	5	0	EA	100.00	1	03/04/2015
3	Chairs, Gesture, gray fabric	20	0	EA	200.00	1	03/04/2015

Two yellow callout boxes are present: one pointing to the 'Outstanding Quantity' column with the text 'The Outstanding Quantity populates from the purchase order.', and another pointing to the 'Confirm Quantity' column with the text 'The Confirm Quantity automatically populates at 0.'.

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Create Confirmation (Continued)

The screenshot shows the 'Create Confirmation' window with the following details:

- Confirmation Number: 5600036850
- Purchase Order Number: 7500042820
- Status: In Process
- Confirmed Value: 0.00 USD

Callout 1: You can also create "partial" Goods Confirmations. Simply enter the reduced quantity that is being confirmed.

Callout 2: 8. The Confirmer must enter the quantity being received

Line Number	Description	Outstanding Quantity	Quantity	Unit	Price	Per	Delivery Date
1	Filing cabinets, 5 drawer	10	10	EA	200.00	1	03/04/2015
2	Bookcases, beige, 36"	5	5	EA	100.00	1	03/04/2015
3	Chairs, Gesture, gray fabric	20	12	EA	200.00	1	03/04/2015

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Goods Confirmation from POWL

9. Click **Check** to check for errors

10. Click **Confirm** to finish

11. Click **Close** to exit

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Display Goods Confirmation from POWL

Goods Confirmations are listed within the **Confirmations All** query.

Click **Refresh** to see latest status

Confirmation Number	Item Number	Vendor	Product Description	Quantity Confirmed	Unit	Created by	Posting Date	Reference Docum
5600036850	1	Office Res	Filing cabinets, 5 drawer	10	EA	Mr. Craig Locke	03/02/2015	XDP-874I
5600036850	2	Office Res	Bookcases, beige, 36"	5	EA	Mr. Craig Locke	03/02/2015	XDP-674I
5600036850	3	Office Res	Chairs, Gesture, gray fabric	12	EA	Mr. Craig Locke	03/02/2015	XDP-874I
5600033953		Apple Inc	Qty: 4 - iPad & AppleCare's	1,992	LOT	Dan O'Brien	10/01/2014	
5600033953			Qty: 2 iPad mini AppleCare's	1,893.900	LOT	Dan O'Brien	10/01/2014	

Contents of Goods Confirmation can be displayed any time by clicking the **Confirmation Number**

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Create Partial Goods Confirmation

If needed, Goods Confirmers can perform partial receiving against a purchase order. A Confirmation can be created against specific lines only or less than full quantities ordered within a line.

Line Number	Description	Outstanding Quantity	Confirm Quantity	Unit	Price	Per	Delivery Date
1	Filing cabinets, 5 drawer	10	10	E	200.00	1	03/04/2015
2	Bookcases, beige, 36"	5	5	E	100.00	1	03/04/2015
3	Chairs, Gesture, gray fabric	20	12	EA	200.00	1	03/04/2015

From the previous example, only 12 of the 20 chairs ordered were confirmed.

Description	Outstanding Quantity	Confirm Quantity	Unit	Pri
Chairs, Gesture, gray fabric	8	8		

When the second Confirmation is created for the remaining items, only the quantity yet to be confirmed populates.

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Partial Goods Confirmations Within POWL

Confirmation Number	Item Number	Vendor	Product Description	Quantity Confirmed	Unit	Posting Date	Confirmation Name
5600036850	1	Office Res	Filing cabinets, 5 drawer		EA	03/02/2015	Furniture for 3rd floor
5600036850	2	Office Res	Bookcases, beige, 36"		EA	03/02/2015	Furniture for 3rd floor
5600036850	3	Office Res	Chairs, Gesture, gray fabric	12	EA	03/02/2015	Furniture for 3rd floor
5600036860	1	Office Res	Chairs, Gesture, gray fabric	8	EA	03/03/2015	
5600033953		Apple Inc	Qty: 4 - Ipad & Applecare's	1,892	LOT	10/01/2014	

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Cancel Goods Confirmation: Overview

Occasionally it may be necessary to Cancel/Delete a Goods Confirmation. Reasons for cancellation could be:

- Incorrect quantity was entered or confirmed against incorrect PO number
- General error of any type made in the confirmation process

Goods Confirmers may cancel:

- All items on a Goods Confirmation
- Only specific lines on a Goods Confirmation

The quantity confirmed for a given line item cannot be altered. If a specific quantity is incorrect, the entire line must be canceled.

Canceled line items return to the purchase order.

Note: If items are to be returned to the supplier, use the Return Delivery process which follows this section.

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Cancel Goods Confirmation

2. Click Delete/Cancel

1. Highlight any line of the Goods Confirmation to be canceled from your POWL

3. Click Yes

Confirmation Number	Item Number	Vendor	Product Description	Quantity Confirmed	Unit	Posting Date
5600033956	1	4imprint I	Key Light w/ Bottle Opener	500	EA	10/01/2014
5600033956	2	4imprint I	Set Up Charge	1	EA	10/01/2014
5600033957	1	Anna Krist	KVEC	500	LOT	10/01/2014
		Thom Coffe	KVEC	1,000	LOT	10/01/2014
		David Hoff	David Hoff. Gypsy Moth Detection Survey	2,310	LOT	10/01/2014

Confirm

Really delete/cancel selected confirmation?

Yes No Cancel

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Cancel Goods Confirmation (Continued)

The document is entitled "Cancellation" with unique document number.

TIP: Multiple line items can be canceled by holding the CTRL button and selecting items.

The screenshot shows the 'Create Cancellation' window. At the top, there is a title bar and a menu bar with options like 'Confirm', 'Print Preview', 'Close', 'Save', 'System Information', 'Create Memory Snapshot', and 'Related'. Below the menu bar, the 'Cancellation Number' is 5600036661, and the 'Purchase Order Number' is 7500039011. The status is 'In Process' and the amount is 1,050.00 USD. The 'Overview' tab is selected, showing fields for 'Name of Cancellation' and 'Reference Document'. Below these is a date field for '* Canceled on: 03/03/2015'. A red box highlights the instruction: 'Select the line item that you want to cancel and click 'Confirm'. You can also select multiple line items by holding CTRL key and selecting the line items that you want to cancel.' Below this is an 'Item Overview' table with columns: Line Number, Description, Confirmed Quantity, Unit, Price, Per, Delivery Date, and Last Delivery. Two items are listed: Line 1 (Key Light w/ Bottle Opener) and Line 2 (Set Up Charge).

Line Number	Description	Confirmed Quantity	Unit	Price	Per	Delivery Date	Last Delivery
1	Key Light w/ Bottle Opener	500	EA	1.99	1	09/22/2014	<input type="checkbox"/>
2	Set Up Charge	1	EA	55.00	1	09/22/2014	<input type="checkbox"/>

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Cancel Goods Confirmation (Continued)

4. After highlighting items to be canceled, click **Check** for errors.

5. Click **Confirm** to finish.

Cancelation resides in your POWL with other documents.

Line Number	Description	Confirmed Quantity	Unit	Price	Per	Delivery Date	Last Delivery
1	Key Light w/ Bottle Opener	500	EA	1.99	1	09/22/2014	<input type="checkbox"/>
2	Set Up Charge	1	EA	55.00	1	09/22/2014	<input type="checkbox"/>

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Return Delivery: Overview

Occasionally it may be necessary to physically return items to the supplier. Reasons for Return Delivery could be:

- Damaged goods or incorrect item discovered after Confirmation created
- Department determined item was not needed

Goods Confirmers may perform Return Delivery for:

- All items on a Goods Confirmation
- Specific lines on a Goods Confirmation
- Partial quantity within a line item

Lines for return items return to the purchase order.

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Return Delivery

1. Highlight any line of the Goods Confirmation from your POWL to be returned

2. Click Return Delivery

Confirmation Number	Item Number	Vendor	Product Description	Quantity Confirmed	Unit	Created by
5600025925	1	Apple Inc	MacBook & Applecare & Adapter	2,725	LOT	Elizabeth Hill
5600026063	1	Thermo Fis	DRIVE UNIT	1	EA	Ms. Louvonna Dunn

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Return Delivery (Continued)

The document is entitled as a Return Delivery with a unique document number.

If you are returning item and not expecting a replacement, click **Last Delivery** to close line item and encumbrance.

Process Return Delivery

Returns Number: 5900000431 Purchase Order Number: 7500029989 Status: In Process

Overview

Name of Return: Reference Document:

* Returned on: 03/20/2015

Line Number	Description	Outstanding Quantity	Confirmed Quantity	Return Quantity	Unit	Price	Per	Delivery Date	Last Delivery
1	MacBook & Applecare & Adapter	0	2,725	2,725	LOT	1.00	1	03/17/2014	<input checked="" type="checkbox"/>

If needed, the **Return Quantity** can be decreased facilitating a "partial quantity return".

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Return Delivery (Continued)

A Reason for Return Delivery must be selected under the Notes and Attachment's tab.

Select Add – Reason for Return Delivery

Display and Process Return Delivery

Confirm Return | Print Preview | Check | Close | Save | System Information | Create Memory Sn...

Returns Number: 5900000431 | Purchase Order Number: 7500029989 | Status: In Process

Overview | Header | Item | **Notes & Attachment** | Approval | Tracking

▼ Notes

Add | Clear

Supplier Text	Category	Text Preview
Supplier Text	Supplier Text	Proposal 2101211750L
Internal Note	Internal Note	To purchase new comp...
Reason for Return Delivery	Reason for Return Delivery	

Select reason from the Fixed Note drop-down, add Item Number, and then click Save.

Add Reason for Return Delivery [X]

Fixed Note: Goods Damaged

Item Number: 1

Save | Close

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Return Delivery (Continued)

After review, click **Check** for errors, and then click **Confirm Return** to finish.

Display and Process Return Delivery

Confirm Return Print Preview Check Close Save System Information Create Memory Snapshot Related Links

Returns Number: 5900000431 Purchase Order Number: 7500029989 Status: In Process Confirmed Value: 2,725.00 USD

Overview Header Item Notes & Attachment Approval Tracking

Name of Return: Reference Document:

*Returned on: 03/20/2015

Item Overview

Line Number	Description	Outstanding Quantity	Confirmed Quantity	Return Quantity	Unit	Price	Per	Delivery Date	Last Delivery
1	MacBook & Applecare & Adapter	0	2,725	2,725	LOT	1.00	1	03/17/2014	<input checked="" type="checkbox"/>

The Return Delivery document resides in the POWL with other documents. If a replacement item is received, create a new Goods Confirmation as normal.

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Create Goods Confirmation Against “Reverse” POs

Some types of purchase orders are in “reverse” format. Reverse orders are setup as one line item with a lump sum dollar amount for the entire order, regardless whether the quote has multiple lines.

Reverse format is usually used for complex orders such as furniture, computing items, printing, Personal Service Contracts, etc.



Reverse orders are also utilized to save data entry time for Shoppers and others in the purchasing process.

When Goods Confirmations are created against reverse purchase orders, the confirmed quantity must be for the dollar amount of the order, not the physical quantity of items.

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Example POs Using Reverse Format

Larger complex orders with multiple lines of components or extended descriptions

Description	Product Category	Quantity	Unit	Gross Price
KI Outdoor furniture per quote	56000000	1,632.420	LOT	1.00

Personal Service or other lump sum contracts with partial Confirmations over a period of time

Description	Product Category	Quantity	Unit	Gross Price
Web Services	81112103	4,275	LOT	1.00

Employee reimbursements completed in lump sum amounts

Description	Product Category	Quantity	Unit	Gross Price
Employee reimbursement, theatre supplies	30221007	61.460	LOT	1.00

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Create Goods Confirmation Against "Reverse" POs (Continued)

Create Confirmation

Confirmation Number: 560003662 Purchase Order Number: 7500042821 Status: In Process Confirmed Value

Overview

Purchase order data is in reverse format with number of dollars as quantity and Unit = LOT.

To confirm full amount, enter the matching number of dollars.

Item Overview

Line Number	Description	Outstanding Quantity	Confirm Quantity	Unit	Price	Per
1	Furniture for 1st floor lobby	4,560	4560	LOT	1.00	1

Note: Partial Confirmations can be created against reverse purchase orders. Simply enter the reduced number of dollars into the Confirm Quantity box.

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Unit 5: Supplementary Tasks



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POWL: Quick Criteria Maintenance

Quick Criteria Maintenance archives documents you create. When open it displays additional criteria allowing the Goods Confirmer to perform customized document searches. It can be hidden when not in use.

Active Queries

- Purchase Orders
- Confirmations per...
- Confirmations All (3564)** Saved (215)

Confirmations - All

Show Quick Criteria Maintenance

View: [Standard View] Create Conf...

Confirmation Number	Item Number	Ven			Unit	Posting Date
5600036850	1	Office Res	Filing cabinets, 5 drawer		10 EA	03/02/2015
5600036850	2	Office Res	Bookcases, beige, 36"		5 EA	03/02/2015
5600036850	3	Office Res	Chairs, Gesture, gray fabric		12 EA	03/02/2015
5600036860	1	Office Res	Chairs, Gesture, gray fabric		8 EA	03/03/2015
5600036861	1	4mprintI	KeyLight w/ Bottle Opener		500 EA	03/03/2015
5600036861	2	4mprintI	Set Up Charge		1 EA	03/03/2015

Click/highlight the query you would like to search for documents

After the query loads, click on Show Quick Criteria Maintenance.

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POWL: Quick Criteria Maintenance

(Continued)

The screenshot shows the 'Active Queries' section of the POWL interface. It includes a 'Purchase Orders' status bar with 'Confirmations pending (Refresh is running)' and 'Confirmations' counts: 'All (3564)', 'Saved (215)', and 'Deleted (0)'. Below this is the 'Confirmations - All' section with a 'Hide Quick Criteria Maintenance' button. The main area contains search criteria fields: 'Number' (with a range 'To'), 'Confirmation Name', 'Purchase Order Number', 'Status' (dropdown), 'Timeframe' (dropdown), 'Creation Date' (with a range 'To'), 'Description', 'Number', 'Supplier', 'Requestor', 'Goods Recipient', and 'Document Date' (with a range 'To'). At the bottom are 'Apply' and 'Clear' buttons. Two yellow callout boxes are present: one pointing to the 'Apply' button with the text 'Click Apply after entering search criteria', and another pointing to the search fields with the text 'Good Confirmers can enter one or more criteria to search for specific document(s)'.

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Quick Criteria Maintenance: Search Examples

Search Example 1 –
Enter specific Confirmation by Number and click Apply. Document displays in lower section. Click Confirmation Number to display contents.

Confirmations - All
Hide Quick Criteria Maintenance

Number: 5600036506

Confirmation Name:

Purchase Order Number:

Status:

Timeframe:

Creation Date: To

Item Description:

Supplier Product Number:

Supplier:

Requestor:

Goods Recipient:

Document Date: To

Apply Clear

Confirmation Number	Vendor	Item Number	Product Description	Quantity Confirmed	Unit	Posting Date
5600036506	Progressiv	1	Paper Mate Sport White w/Lime	2,500	EA	12/04/2014
5600036506	Progressiv	2	Highlighters	500	EA	12/04/2014
5600036506	Progressiv	3	Set-up	1	EA	12/04/2014
5600036506	Progressiv	4	PMS Match + Set-up	1	EA	12/04/2014
5600036506	Progressiv	5	Paper Mate Sport White - Tourquoise	2,500	EA	12/04/2014
5600036506	Progressiv	6	PMS Match + Set-up	1	EA	12/04/2014

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Quick Criteria Maintenance: Search Examples (Continued)

Search Example 2 – Enter a specific Timeframe for documents and click Apply. Only related documents will display in lower section.

TIP: If a query returns erroneous results, open Quick Criteria Maintenance and confirm whether incorrect criteria may be entered.

Confirmation Number	Vendor	Item Number	Product Description	Quantity Confirmed	Unit	Posting Date	Status
5600036850	Office Res	1	Filing cabinets, 5 drawer	10	EA	03/02/2015	Approved
5600036850	Office Res	2	Bookcases, beige, 36"	5	EA	03/02/2015	Approved
5600036850	Office Res	3	Chairs, Gesture, gray fabric	12	EA	03/02/2015	Approved
5600036860	Office Res	1	Chairs, Gesture, gray fabric	8	EA	03/03/2015	Approved
5600036861	4imprint I	1	Key Light w/ Bottle Opener	500	EA	03/03/2015	Approved

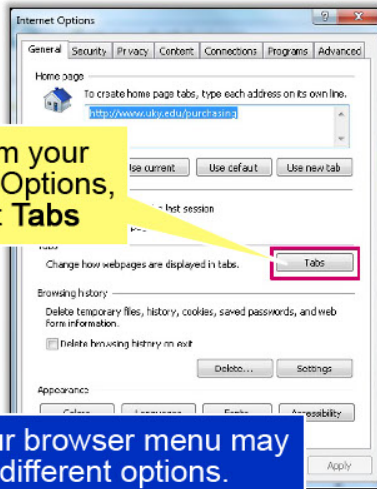
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Using Tabs Instead of Open Windows

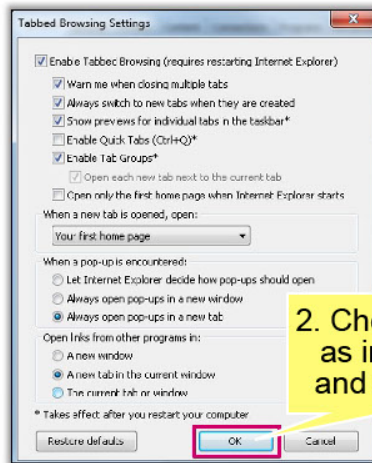
SRM tasks open in new browser windows by default. If desired, you can configure your browser to open new tabs within a single browser window.

1. From your Internet Options, select Tabs



Note: Your browser menu may offer different options.

2. Check boxes as indicated and click OK



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Obtaining Copy of Goods Confirmation

1. Highlight Confirmation

2. Click Print Preview

Confirmation Number	Vendor	Item Number	Product Description	Quantity	Commitment Unit	Posting Date	Status
5600036850	Office Res	1	Filing cabinets, 5 drawer	10	EA	03/02/2015	Approved
5600036850	Office Res	2	Bookcases, beige, 36"	5	EA	03/02/2015	Approved
5600036850	Office Res	3	Chairs, Gesture, gray fabric				
5600036860	Office Res	1	Chairs, Gesture, gray fabric				

Save or print .pdf copy as desired

If needed for records or auditing, a .pdf copy of the Goods Confirmation can be obtained via the Print Preview button within the POWL.

Supplier:
Curtis
Office Products Inc
1100 Broadway
LITTLE ROCK, AR 72204
USA

Product name: 50002802
Document number: Purchase for 2nd floor
Document description: 4110007
Entered by: 4110004
Entered on: 08/13/11 14:58

Goods receipt:
5003
MR. Roger D. Craig | sales
325 Poplar Avenue, Suite 300
LEWISTON, KY 40501
USA

Item	Product number	Description	Unit	Purchase order number/Item	Assigned to	Delivery date
1		File cabinets, 5 drawer		75099120271	Doc center	11/02/2015
	10	EA		30850 1001 EA	46280	03/02/2015
2		Bookcases, beige, 36"		75003428000	Doc center	11/02/2015
	5	EA		10000 1001 EA	41080	03/02/2015
3		Chairs, Gesture, gray fabric		75009120273	Doc center	11/02/2015
	10	EA		30850 1001 EA	46280	03/02/2015

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Add Attachments (Optional)

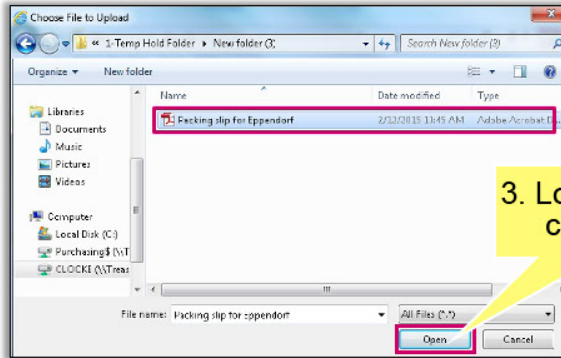
Attachments can be added to the Goods Confirmation if desired.

The screenshot shows the 'Create Confirmation' window with the 'Notes & Attachment' tab selected. A yellow callout box points to the 'Add Attachment' button in the 'Attachments' section, with the text: '1. Click Add Attachment from within the Notes & Attachment tab'. Another yellow callout box points to the 'Browse...' button in the 'Add Attachment' dialog box, with the text: '2. Click Browse'. The dialog box also shows fields for 'File:', 'Description:', and 'Assign To: General Data', along with a checked option for 'Keep this attachment internal'.

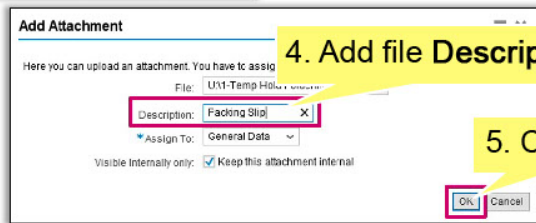
Next

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Add Attachments (Optional) (Continued)



3. Locate file and click Open



4. Add file Description

5. Click OK

Next

Naming Convention for Attachments

When creating attachments, refrain from inserting special characters, such as @, #, \$, *, \, ', +, etc. into the filename.

Filenames should also not include spaces between words nor underscores. Files should be named with a purely alphanumeric format.

Examples of suitable filenames:

- Medtechquote1001.pdf
- Furniturelayout.doc

Examples of unsuitable filenames:

- API Printing Quote.pdf (filename includes spaces)
- Fisher+incubator \$1000.doc (filename includes special characters)

Only the following file formats are acceptable as attachments:

- PDF, XLS, XLSX, DOC, DOCX, TXT, TIF, BMP, GIF, HTML

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Tracking Tab & Related Documents

The screenshot shows the 'Create Confirmation' window with the 'Tracking' tab selected. A table lists related documents:

Document	Name	Document Number	Status	Date
Shopping Cart	CLOCKE 03/03/2015 10:47	9000089391	Approved	03/03/2015
Purchase Order	Local Purchase Order1 CLOCKE 03/03/2015	7500042830	Ordered	03/03/2015

The **Tracking** tab shows other documents that are part of the purchase transaction, some with drill-down functionality (PO, Goods Confirmation, etc.).

Shows related documents including PO number. Drill into the number to display the documents.

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TIP: Set Last Delivery Indicator

If completing a partial Confirmation and the remaining quantity is no longer needed, the **Last Delivery** Indicator can be set to release the remaining encumbrance and close the line item.

The screenshot shows the 'Create Confirmation' window. At the top, there are buttons for 'Confirm', 'Print Preview', 'Check', 'Close', 'Save', 'System Information', 'Create Memory Snapshot', and 'Related Links'. Below these are fields for 'Confirmation Number: 5600036871', 'Purchase Order Number: 7500042831', 'Status: In Process', and 'Confirmed Value: 240.00 USD'. The 'Overview' section includes a 'Header' area with 'Confirmation Name' and 'Delivery Date: 03/03/2015'. A note says 'To confirm: Update the "Confirm Quantity" field or select the "Last Delivery" indicator and choose "Confirm".' Below this is an 'Item Overview' table with columns: Line Number, Description, Outstanding Quantity, Confirm Quantity, Unit, Price, Delivery Date, and Last Delivery. The first row shows '1', 'Imprinted T-shirts', '25', '20', 'EA', '12.00', '03/09/2015', and a checked 'Last Delivery' box. Two yellow callout boxes point to the 'Confirm Quantity' field (containing '20') and the 'Last Delivery' checkbox, with instructions: '1. Enter the partial amounts to confirm' and '2. Check Last Delivery to close line(s)'.

Note: If confirming on the full quantity of a line item, SRM automatically sets the Last Delivery Indicator. It is only set manually if you are confirming less than a full quantity and do not plan to confirm the remaining quantity.

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Changes to PO Quantities

Occasionally changes may need made to a purchase order quantity.

- Example: A department orders 1000 imprinted ink pens; the supplier ships and invoices 1025 pens as result of the manufacturing process.

To facilitate the over-run, the purchase order must be increased to the new quantity before the Goods Confirmation is completed. If the Goods Confirmation is not created for the correct amount, the 3-way match will not complete and payment will not process.

Contact the responsible Purchasing buyer for any orders which may include over-runs or need the quantity adjusted for other reasons.

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Inbox Overview

All SRM users have Inboxes. Document-related messages and other communications move throughout Workflow to users' Inboxes.

Access your **Inbox** through Site Navigation

Messages can be managed using various display menus

ID	Subject	From	Sent Date	Priority
	Accept Decision / Adjust Shopping Cart Number 800008368	Locke, Craig E	Today	Medium
	Approve Shopping Cart 9000089388 with Value 3,750.00 USD	Locke, Craig E	Today	Medium
	Approve Shopping Cart 8000089367 with Value 4,560.00 USD	Locke, Craig E	Today	Medium
	Process Leave Request by Employee	Locke, Craig E	Aug 29, 2014	Medium

Various types of communications can be found among the tabs

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Close Open Windows or Tabs

Users should always click the **Close** button to exit an open window or tab.

The screenshot shows a software window titled "Display Cancellation". At the top, there are several buttons: "Print Preview", a refresh icon, "Close" (highlighted with a red box), "System Information", and "Create Memory Snapshot". Below these buttons, there are fields for "Cancellation Number: 5600036861", "Order Number: 7500039011", "Status: Approved", and "Confirmed Value". The main content area is divided into sections: "Overview" (with a "Head" sub-section), "Tracking", and "Item Overview". A yellow callout box with the text "Remember: Click Close button to exit an open window or tab" points to the "Close" button. The "Item Overview" section contains a table with columns for "Line Number", "Description", "Unit", "Price", "Delivery Date", and "Last Delivery".

Line Number	Description	Unit	Price	Delivery Date	Last Delivery
1	Key Light w/ Bottle Opener	EA	1.99	09/22/2014	<input type="checkbox"/>
2	Set Up Charge	EA	55.00	09/22/2014	<input type="checkbox"/>

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Log Off

Important: Be sure to click the "Log Off" link when exiting SRM to close all applications.

Click Log Off to end myUK session

Confirmation Number	Confirmation Name	Item Number	Vendor	Status	Reference Document	Product ID	Product Description
5600036850	Furniture for 3rd floor	1	Office Res	Approved	XDP-874I		Filing cabinets, 5 drawer
5600036850	Furniture for 3rd floor	2	Office Res	Approved	XDP-874I		Bookcases, beige, 36"
5600036850	Furniture for 3rd floor	3	Office Res	Approved	XDP-874I		Chairs, Gesture, gray fabric

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SRM Help Websites

MM/Purchasing myHelp website: <http://myHelp.uky.edu/rwd/HTML/MM.html>

- Contains Quick Reference Cards (QRCs) and printable course manuals

Purchasing website: <https://purchasing.uky.edu>

- After logging in, contains links on How to Buy, AP Quick Reference Guide, etc.

SRM Assistance Email: SRMHelp@uky.edu

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The End

Congratulations, you have successfully completed this training course!



You may now close this course window and return to your myUK Learning Home page. The course should be listed in your "Learning History" tile, which contains all successfully completed courses.