What is SRM?

Supplier Relationship Management (SRM) is an SAP e-procurement product that uses a web-based platform. It is the University’s formal procurement system.

• Enables end users to procure goods and services via a “Shopping Cart” environment.

• Generates savings for the University through use of electronic Catalogs.

• Integrates with SAP functionality and processes.

• Functional responsibility for SRM is held with the Materials Management (MM) Team within the Enterprise Applications Group.
Who Should Receive SRM Shopper Training?

Any persons authorized to perform procurement functions for their department or area are required to complete Shopper training. This includes administrative/other staff or faculty conducting purchases on behalf of their departments or units.

Note: SRM is a phased implementation. It is currently utilized by all departments and areas within the academic campus sector. Phase II of implementation is forthcoming and will include the following areas:

- UK HealthCare
- College of Medicine
- Facilities areas using Plant Maintenance (PM)

The above areas continue to use SAP requisitions. Any person(s) within the above areas should take course MM_REQ_300 SAP Requisitions rather than the SRM Shopper course.

When is SRM used?

Being the formal procurement system for the University, SRM is used for the following purchases:

- Purchases, regardless of amount, for which the vendor does not accept the procurement card
- Any purchase, regardless of amount, that involves written agreements
- Commodities having special conditions or nature (i.e., personal service contracts, leases, licensed goods, etc.)
- Purchase of capital equipment (i.e., > $2000 cost, or > $1000 for computers)
- Highest volume suppliers to the University and for which there are electronic catalogs loaded
How SRM Differs from other Purchase Methods

SRM differs from other purchase methods for which departments have delegated authority.

1. **Procurement card** – Used for purchase of:
   - Most small dollar operational goods and services which are not available from SRM catalogs
   - Other orders with total cost < $5000
   - Equipment with item cost < $2000, computers < $1000 (Exception: Purchase of Dell computers is allowable for orders up to $5000 on procurement card)
   - Items involving no special conditions or written agreements

2. **Payment Request Document (PRD)** – Used for processing payments for select goods and services that are usually of a discretionary nature or for which little or no Purchasing policy applies, e.g., speaker fees, government fees, awards, patient reimbursements, etc.

Accounts Payable holds responsibility for the PRD program.

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How Do I Know SRM is the Right Method?

The Purchasing / AP Quick Reference dictates the correct method by commodity type and can be found on the Purchasing website at:

[http://www.uky.edu/Purchasing/docs/quickrefguide.pdf](http://www.uky.edu/Purchasing/docs/quickrefguide.pdf)
### SRM Roles

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

### 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.

<table>
<thead>
<tr>
<th>Similar Roles</th>
<th>Requisition</th>
<th>Approver</th>
<th>Receiver</th>
<th>Shopper</th>
<th>Approver</th>
<th>Goods Confirmer</th>
<th>Creator</th>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAP (R3/MM)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 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.
Training Requirements for SRM Departmental Roles

<table>
<thead>
<tr>
<th>Role</th>
<th>Training Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shopper</td>
<td>Shoppers are required to take and pass the SRM_SHO_300 SRM Shoppers course via the myUK Training module.</td>
</tr>
<tr>
<td>Approver</td>
<td>Approvers are required to take and pass the MM_APP_300 Combined Approvers course via the myUK Training module.</td>
</tr>
<tr>
<td>Goods Confirmer</td>
<td>Goods Confirmers are required to take and pass the SRM_CON_300 SRM Goods Confirmations course via the myUK Training module.</td>
</tr>
</tbody>
</table>

SRM Terminology

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shopping Cart</td>
<td>The tool utilized by Shoppers to purchase goods and/or services</td>
</tr>
<tr>
<td>Attributes</td>
<td>End user default components which flow into every Shopping Cart</td>
</tr>
<tr>
<td>POWL (Dashboard)</td>
<td>Personalized Object Work List, serves as the Shopper’s home or starting point and contains queries, document history, etc.</td>
</tr>
<tr>
<td>Punchout Catalog</td>
<td>Electronic catalogs located on external suppliers’ websites</td>
</tr>
<tr>
<td>Free Text</td>
<td>Used when items are not available from electronic catalogs; entered via freehand from a supplier quote</td>
</tr>
<tr>
<td>Workflow</td>
<td>Process by which documents route to users’ Inboxes within SRM</td>
</tr>
</tbody>
</table>
SRM General Process Flow (5 Steps)

1. Create Shopping Cart (Dept)
2. Approval (Dept / Unit / College)
3. Purchase Order Sent to Supplier (Purchasing)
4. Goods Confirmation (Dept)
5. Invoice Posting / Check Payment (Accounts Payable)

- The Shopper creates carts for items/services via catalog selection or free text entry.
- Approval is the next step; some types of carts have automatic approval.
- Purchasing processes and places the purchase order with the supplier. Purchase orders for catalog items are placed automatically by SRM.
- Along with the purchase order, goods confirmations and invoice postings complete the 3-way match and check payment releases. Some types of orders have automatic goods confirmations and invoices.
- Encumbrance (i.e., funds reservation) occurs when cart is approved.

Overview of SRM Shopping Types

There are two different types of Shopping within SRM:

**Punchout Catalogs** are used for the University’s highest volume suppliers. Shoppers “punch-out” to the suppliers’ external websites to order items. Approval is required for orders over $2,000. SRM immediately creates and transmits a purchase order to the supplier.

**Free Text orders** are used for any commodity listed in the Purchasing / AP Quick Reference Guide requiring Shopping Cart as the purchase method and for which there is not an electronic catalog loaded. After approval, Free Text carts arrive at Purchasing for manual processing based on established policies and procedures.

*Purchase orders are the transaction document issued for all Shopping.*

*SRM Shopping Carts do not utilize procurement card data in any way.*
Personal Settings

Personal Settings Overview

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

• Default information populates into this area based on data from Human Resources org structure.

• Personal Settings must be confirmed and setup for all roles during the first visit to SRM to ensure a successful Shopping experience.
Login to myUK

1. Click Link Blue from the UK Home Page
2. Click myUK from the Link Blue site
3. Login to myUK using your AD and password

Shopper Tab and Site Navigation

4. Select the Shopper tab
5. Click Settings
Personal Settings – Position Tab

6. Click Edit to begin changes

7. Form of address is required

8. Email address is the only data on the Position tab to be edited

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

Department Address within the Position tab is organizational data only and will always be the 322 Peterson Building address.

Note: None of the above items are edited within Personal Settings. If any of your organizational or functional assignment’s data appears to be incorrect or you have changed departments, please notify srmhelp@uky.edu.
Personal Settings – User Account Tab

1. Click User Account Tab

9. Edit date format if desired

10. Edit date format if desired

Set Building Delivery Address

The Building Delivery Address must also be set prior to using SRM. This designates the building to which purchased items will be delivered.

11. Select Building Delivery Address from Attributes drop down menu

The default building delivery address for all first-time Shoppers is 322 Peterson Service Building. It must be changed to your building address.

Note: If the building delivery address is not changed, any Shopping Cart orders you place will be delivered to the Peterson Building address.

12. Click the Possible Entries icon to search and choose your building delivery address
Finalize Building Delivery Address

13. Locate your building address based on postal speed-sort code. Highlight and click OK.

14. Click the Standard radio button

Save and Exit Personal Settings

15. Click Save when all settings are completed
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 SRM user
- Contains Active Queries, Quick Criteria Maintenance, and document history with active links.

Navigating to Personalized Object Work List

Click Shopping Cart within Site Navigation to activate the POWL

Note: You are still on the Shopper Tab
Personalized Object Work List Overview

The POWL is driven by pre-configured queries that display Shopping Carts and other documents that relate to your role(s).

Note: Shopping Carts are identified as a 10-digit number prefixed with 90.

Note: Many Shoppers also hold the Goods Confirmer Role. In this case their Goods Confirmations queries will also be available via the Shopper POWL.

Clicking any of the Active Queries at the top will display the relevant documents in the bottom section. Clicking the number will display the Shopping Cart in new window or tab.

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

Shopping Cart Overview

1. Start from the Shopper tab
2. Select Shopping Cart from Site Navigation to display the POWL
3. Click Create Shopping Cart
Shopping Cart Layout (three sections)

General Data (a.k.a. Header) Section (top)

Item Overview Section (middle)

Item Details Section (bottom)

Shopping Cart Layout – General Data (top)

Shopping Cart number automatically generates

Action Buttons

Naming convention populates automatically with your User ID and date/time stamp

Internal / Approval Note can be added (Does not print on purchase order.)

Note: “Header” notes apply to an entire Shopping Cart. Notes specific to individual line items are entered in the Item Details section.

Note to Supplier prints on the purchase order
Shopping Cart Layout – Item Overview (middle)

Section information includes line item description, quantity, UOM, price, and delivery date.

Action Buttons specific to Item Overview section

Ordered line items are reflected in the Items Overview Section

Shopping Cart Layout – Item Details (bottom)

Item Details Section includes information specific to each line item. Click the arrows to move between multiple line items.

Information in this section includes Account Assignment, Notes and Attachments, Source of Supply, etc.
Shopping Cart Initial Settings

Initial Shopping Cart Settings must be set prior to completion of your first Shopping Cart. Because these settings relate to carts themselves, they are set within your initial Shopping Cart, not Personal Settings.

- Not configuring Shopping Cart settings may result in errors or incorrect processing of carts.

![Shopping Cart](image)

1. Click Settings on far right side of screen of Item Overview section.
Shopping Cart Initial Settings – Remove from View

The Product ID and Supplier columns should be removed from view prior to creation of your first Shopping Cart. This only needs done once.

2. Under Basic Settings Tab, highlight Product ID and click Remove

3. Scroll down and highlight Supplier column and click Remove

4. Click OK to finish cart settings

Create Punchout Catalog Shopping Cart

Punchout catalogs are used for the University’s highest volume suppliers and are located on external websites. Pricing is pre-negotiated by Purchasing.

SRM automatically processes and transmits a purchase order to the supplier for punchout catalog orders.
Create Punchout Catalog Order – Set Delivery Room/Floor

The room address for delivery of goods must be confirmed/refined at the Shopping Cart level. This must be done for every Shopping Cart.

1. Click Set Values within Default Settings

2. If needed click the right arrow to expose all tabs

Delivery address information flows in from Personal Settings and reflects your building address only. The Shopper must add the specific floor and room number, contact person, etc. This must be completed on each cart and will populate to all line items in the cart.

3. Complete contact person, floor, room, etc.

4. Click OK
5. Click Add Item and select catalog choice. Shopper will leave SRM and enter supplier’s website.

6. Once at the punchout site, browse for needed items. To leave without ordering, click Cancel/Exit.

7. Enter quantities of items and click Add to Cart. Continue to add other items or proceed to Checkout.

Note: Punchout catalogs are customized for SRM use only. They do not retain information on Shopper’s personal orders or settings.
Punchout Catalog Order – Add Items from Site

8. Click Checkout when finished Shopping at punchout site

Note: Each punchout supplier’s catalog has a different appearance, but all operate similarly based on standard checkout-cart ordering.

Note: All product info transfers to SRM including quantity, price, UOM, and supplier name.

Selected items from punchout site transfer to the SRM Shopping Cart

Punchout Catalog Order – Details Section

9. Enter required Delivery Date

10. Click to open Details (bottom) section of Shopping Cart
Punchout Catalog Order – Details Section

**Note:** The lower section of the Shopping Cart is termed “Item Details”. It holds additional information relating to the purchase such as Account Assignment, Notes and Attachments, etc. and is edited on a line item basis, i.e., each line item can be assigned different accounting, etc. if desired.

Delivery Address information was already set at header level under Default Settings/Set Values. Thus, nothing needs entered or modified for this in Details section.

Cost Object information (funding source) can be found on the Account Assignment tab.

Notes and file attachments can be added by line item.

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Punchout Catalog Order – Account Assignment

The primary components of Account Assignment are Cost Center (or WBS Element) and General Ledger (GL) Account. Both must be completed on each cart line item.

11. Account Assignment Category and related entries can populate automatically if they were established within your Personal Settings (See Appendix). They can be entered or modified on a cart basis as needed.

A WBS Element (e.g., grant) can also be selected from the dropdown menu.
12. A suggested GL will populate automatically on many carts or can be entered/overwritten as needed. The Shopper should check the GL to ensure it is correct based on the nature of the particular purchase.

**TIP:** The General Ledger (GL) Account is an accounting component that relates to the description of the goods or services purchased.

If needed, click on the right side of the GL box to access a Possible Entries icon and search function.

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13. Click Check to confirm whether errors exist.

**Note:** Only click the SAVE button if the order is to be placed on HOLD. A Saved Shopping Cart resides in the Shopper’s POWL and does not move forward to the Approver.

14. Click Order to place order.

15. Click Close button to close window. Do not click the X in upper right window corner to close.
The Punchout Catalog Shopping Cart next moves to the Approver if order total is $2000 or greater. Once approved, a purchase order automatically transmits to the supplier for order placement.

Click Refresh to see Shopping Cart Status

Shopping Carts are listed in your POWL and can be accessed by clicking on the cart number

Special Notes on Punchout Catalog Shopping Carts

Special features are added to SRM for punchout catalog orders:

- Orders totaling $2000 or less from punchout catalog suppliers do not require approval. SRM automatically transmits a purchase order once a cart is created and ordered.

- Goods Confirmations are not required for punchout catalog orders.

- Upon shipment and invoicing of goods, the Shopper and their employment supervisor will receive an email confirmation of the order.
Create Free Text Shopping Cart

“Free Text” Shopping Carts are applicable for any commodity in the Purchasing / AP Quick Reference Guide requiring Shopping Cart as the purchase method and for which there is not an electronic catalog loaded.

Free Text Shopping Cart – Overview

The first step in creating a Free Text Shopping Cart is obtaining a quote from a supplier. As the name “Free Text” implies, the Shopper enters the line items directly into the cart via freehand rather than selecting from electronic catalogs. The supplier quote should be electronically attached to the cart.

All Free Text Shopping Carts require approval regardless of dollar amount. They route to Purchasing after approval and are processed on a case-by-case basis based on established policies and procedures.
Free Text Shopping Cart - Create

1. Begin on the Shopper Tab

2. From the POWL click Create Shopping Cart to begin

Create Free Text Order – Set Delivery Address Room/Floor

3. Click Set Values within Default Settings

If needed, click the right arrow to expose all tabs
Create Free Text Order – Set Delivery Address Room/Floor

Default delivery address flows in from Personal Settings and reflects your building address only. The Shopper must add the specific floor and room number, contact person, etc. This must be completed on each cart and will populate to all line items in the cart.

<table>
<thead>
<tr>
<th>Charge Default Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your data will be transformed to all new items. Items already in the shopping cart will be unchanged.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item Basic Data</th>
<th>Account Assignment</th>
<th>Internal Note</th>
<th>Delivery Address / Performance Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Name / Code</td>
<td>Patterson Office Tower</td>
<td>2007</td>
<td></td>
</tr>
<tr>
<td>c/o</td>
<td>ATTN. Shopper Streetman</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street / House Number</td>
<td>123 Patterson Dr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>District</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County</td>
<td>US</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>KY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>Lexington</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postal Code</td>
<td>40506-0007</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Region</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Default delivery address flows in from Personal Settings and reflects your building address only.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Complete contact person, floor, room, etc.

5. Click OK

Free Text Shopping Cart – Options to Enter Data

<table>
<thead>
<tr>
<th>Create Shopping Cart</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
</tr>
<tr>
<td>Document Name</td>
</tr>
<tr>
<td>Status</td>
</tr>
<tr>
<td>Created On</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approve Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is for the third floor lobby area</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note to Supplier</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>P.O. Type</th>
<th>Period of Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>From Free Catalog</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old Shopping Carts and Templates</td>
</tr>
<tr>
<td>OfficeMax Catalog</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Undefined Item Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undefined Item Type</td>
</tr>
</tbody>
</table>

6. Free Text line items are added via the Add Item drop down menu
Free Text Shopping Cart – Add Text Line

7. Enter General Description of the line item

Optional: Can enter an internal note if needed (will not print on the PO)

8. Enter Quantity and Unit of Measure

9. Enter unit price

TIP: Free text information is usually mirrored directly from the supplier quote.

10. Enter Delivery Required date

Free Text Shopping Cart – Adding Product Category

11. Click the Possible Entries icon to perform a search

12. Perform a wildcard search (*) on each end of keyword) for the category. You can also perform a wide-open search using no search criteria.

Note: The Product Category reflects the type of good or service being purchased and serves two functions – it routes the cart to the appropriate Purchasing buyer. It also automatically populates the suggested GL entry for many (but not all) types of goods/services.

13. Click Start Search
14. Locate and highlight the correct category from the search results.

15. Click Add to Item Overview to complete Free Text Entry.

16. Click OK.

Note: Product categories notated with “PRD” cannot be assigned to a Shopping Cart.

Data populates directly into the Shopping Cart line item.

17. Click Details to review and confirm Account Assignment, Delivery, etc.
Free Text Shopping Cart – Account Assignment

18. Default Cost Center or WBS Element will flow in from Personal Settings (if previously entered in Attributes - See Appendix). Enter or search for new assignment if overwriting default values.

19. A suggested GL populates automatically for many Free Text orders based on the Product Category. Overwrite if necessary.

Free Text Shopping Cart – Add Notes/Attachments

20. Add item text (prints on the PO) or Internal Note (does not print on the PO) from the Notes and Attachments tab

21. Attach electronic scan of the quote or other relevant document(s). (Steps to attach a document can be found in the Supplementary Tasks section.)
Free Text Shopping Cart - Add Source of Supply

The Preferred Supplier is assigned to Free Text Shopping Carts through the Sources of Supply tab.

22. Click Possible Entries icon to perform a search.

Important: If you have multiple lines, be sure to enter the supplier number on each line.

Free Text Shopping Cart – Supplier Search

23. Perform supplier keyword search using the Name 1/last name selection. Place (*) at both ends of the keyword and click Start Search.

24. Scroll through the results listing and highlight the correct supplier.

This selection should always be set to Supplier.

25. Click OK.
Free Text Shopping Cart – Finalize Supplier Selection

26. The Preferred Supplier number populates into the Shopping Cart

Remember: Be sure to repeat the Preferred Supplier number on each line item. The supplier number can be entered via free hand for each additional line.

Free Text Shopping Cart – Check and Order

27. Click Check for errors

Remember: Only click the SAVE button if the order is to be placed on HOLD. A Saved Shopping Cart resides in the Shopper’s POWL and does not move forward to the Approver.

28. Click Order to place order

29. Click Close button to close window. Do not click the X in upper right window corner to close.
The Free Text Shopping Cart next moves to the Approver regardless of dollar amount. Once approved the cart arrives at Purchasing for processing.

<table>
<thead>
<tr>
<th>Shop Cart Number</th>
<th>Shop Cart Name</th>
<th>Item Number</th>
<th>Configurable Item Number</th>
<th>Item Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>100003122</td>
<td>RSTBE2  11/6/2011 19:53</td>
<td>1</td>
<td>0001</td>
<td>Printing brochures</td>
</tr>
<tr>
<td>100003234</td>
<td>RSTBE2  11/5/2011 19:22</td>
<td>1</td>
<td>0001</td>
<td>Furniture Steelcase Dudes</td>
</tr>
<tr>
<td>100003269</td>
<td>RSTBE2  11/7/2011 18:36</td>
<td>1</td>
<td>0001</td>
<td>Mayline Four Post Shelving, Inc.</td>
</tr>
<tr>
<td>100002725</td>
<td>RSTBE2  11/2/2011 15:32</td>
<td>1</td>
<td>0001</td>
<td>Steam sterilizer</td>
</tr>
<tr>
<td>100002473</td>
<td>RSTBE2  10/28/2011 15:29</td>
<td>1</td>
<td>0001</td>
<td>Chairs, Aaron, Reman Miller</td>
</tr>
<tr>
<td>100002460</td>
<td>RSTBE2  10/28/2011 14:32</td>
<td>1</td>
<td>0001</td>
<td>Furniture, Beechcraft table</td>
</tr>
</tbody>
</table>

Editing Shopping Carts & Supplementary Tasks
Edit Shopping Cart Overview

Shopping Carts can be edited up to the point of approval. Shopping Carts cannot be edited after they are approved.

Shopping Carts can be edited by the original Shopper or an Approver.

Highlight the Shopping Cart within the POWL and click “Edit” to make changes as appropriate. Shoppers or Approvers can change, add, or delete line items; change cost assignment information; add attachments, etc.

Contact Purchasing if uncertain as to how changes may affect the Shopping Cart or its correlated purchase order.

Begin Shopping Cart Edit

1. From POWL, click Refresh to see an updated view of Shopping Carts and their status.
2. Highlight desired cart and click Edit.
3. Depending on the cart’s status, you may get a window like this. Click Continue.

TIP: If you have trouble moving a cart into Edit mode, click Show My Tasks button at the top to unlock the document.
4. Shopping Cart will open in edit mode (white screen). Make changes to description, quantity, price, Account Assignment, delivery address, etc. as needed.

Remember to click Details to open the Line Item Details section.

5. Click Check for errors

6. Click Order to complete
Minimum Browser Requirements

Since SRM operates within SAP, the following specific browser versions are required to ensure proper operation:

- Firefox >= 2.0
- Microsoft Internet Explorer = 5.5 thru 8
- Opera >= 7.0
- Safari >= 3.0

For more information or if you have problems that may relate to browser requirements visit: [http://www.uky.edu/ukit/eag/desktop-information](http://www.uky.edu/ukit/eag/desktop-information).

For additional assistance contact Enterprise Applications Group (EAG) email: irismain@email.uky.edu.

POWL – Quick Criteria Maintenance

Quick Criteria Maintenance is an extension of the highlighted query in the upper section of the POWL. Opening it will display additional search criteria allowing the Shopper to perform customized document searches. It can be hidden when not in use.

- Check “Including Completed Shopping Carts” to return an entire listing of all carts you have created. Not checking this selection will return only your carts that are in process.
- Only check Team Carts if you serve in a substitute relationship with other Shopper(s) (See Appendix).
Quick Criteria Maintenance – Search Examples

Search Example 1 – Enter specific cart by number and click Apply. Shopping Cart displays in lower section. Click into number to display contents.

Search Example 2 – Enter status of Saved and click Apply. Saved Shopping Cart(s) only will display in lower section.

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

Manage and Maximize POWL

Shoppers can personalize how their POWL handles and displays documents for improved visual feel and navigation.

Queries can be customized for specific document searches

Search terms within Quick Criteria Maintenance can be added or removed.

Number of columns and visible rows can be configured for better workspace layout

A Quick Reference Card for Managing and Maximizing the POWL is available from the Purchasing SRM website at: http://www.uky.edu/Purchasing/srmquickrefcards.htm
Using Tabs Instead of Open Windows

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

Select Tools from your browser menu and choose Internet options.

Check boxes as indicated and click OK.

Note: Graphics shown are from IE 8.0 — Your browser menu may offer different options.

Working with “Reverse” Shopping Carts

Some types of orders perform better in “reverse” format. Reverse orders are entered 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 or printing. It may also be used for orders that span a length of time and require monthly payments, e.g., equipment rental.

Reverse Shopping Carts are entered as one line for the entire order. Enter the total dollar amount in the quantity column, LOT as the unit of measure, and 1.00 in the Net Price box.

Contact the responsible buyer in Purchasing if you are unsure whether a specific Shopping Cart you plan to enter might work best in a reverse format.
Obtaining Hard Copy of Shopping Cart

If needed for records or auditing, a hard copy of the Shopping Cart can be obtained via the Print Preview button within the POWL.

Highlight cart and click Print Preview

Save or print .pdf hard copy as desired (document includes cost assignment info)

Split Account Assignment

Account Assignment for any line item can be distributed across multiple Cost Centers or WBS Elements.

1. Select distribution to be based on percentage, quantity, or value

2. Click Split Distribution to create multiple lines

3. Enter multiple Cost Centers or WBS Elements with their associated GL's and the percentage (or quantity, or value) you would like assigned to each.
Adding Notes/ Attachments

If specific to a given line, Item Text and Internal Notes should be entered for the line to which they apply.

Note: Item Text will print on the purchase order to the supplier. Internal Notes is not seen by the supplier.

Enter text as desired and click OK

Adding Attachments

1. Click Add Attachment

2. Click Browse
Adding Attachments

3. Locate file and click Open

4. Add file Description, and then click OK

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 Shopping Cart attachments:

• PDF, XLS, XLSX, DOC, DOCX, TXT, TIF, BMP, GIF, HTML
### Approvers and Approval Status

After a Shopping Cart is created and refreshed, Approver information can be viewed on the Approval Process Overview tab in the Details section.

Information reflects full history including Approver(s) and dates/times of approval(s).

**Note:** If cart has not been approved, the tab will reflect the Approvers’ mailboxes in which it resides.

### Related Documents Tab

The Related Documents 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. Clicking into the PO number will display the purchase order.

Shows status of each document related to the Shopping Cart.
**Determine Shopping Cart Status via POWL**

The status of each Shopping Cart can be found in the POWL (remember to click Refresh for latest information). Status options can include Awaiting Approval, Saved, Approved, Rejected, In Purchaser’s Worklist, etc.

- Click Refresh Button for latest information
- Column shows status of Shopping Carts

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**How Determine Assigned Purchasing Buyer**

The Purchasing Buyer is automatically assigned to every Shopping Cart as soon as it is ordered. Free Text orders move to the responsible buyer after approval.

- The assigned buyer can be found in the Details section on the Item Data tab
Remove Remaining Encumbrance on Shopping Cart

Shopping Carts that are Rejected by Purchasing or for which the PO was canceled may carry an associated encumbrance. This encumbrance must be released in order to reconcile accounting ledgers.

1. Highlight Shopping Cart or specific cart line within POWL
2. Click Delete to remove encumbrance

Shoppers can identify whether encumbrances exist against their Shopping Carts using SAP Transaction Code GR55 or BI/BW reports. This task is only applicable if an invalid encumbrance is showing within SAP reports.

Diagnosing Process Problems

1. Create Shopping Cart (Dept)
2. Approval (Dept / Unit / College)
3. Purchase Order Sent to Supplier (Purchasing)
4. Goods Confirmation (Dept)
5. Invoice Posting / Check Payment (Accounts Payable)

As an SRM order evolves through the process, the Shopper’s POWL will reflect the status in which it currently resides (e.g., Approved, in Purchaser’s worklist, etc.). Problems can be frequently diagnosed based on the order status in the process.

Example: With the purchase order being in place, completion of the Goods Confirmation and the Invoice Posting complete a “3-way match” allowing the check payment to release. Common problems relate to one or more of these tasks not being completed.
Diagnosing Process Problems

1. To check whether Goods Confirmations and Invoices are posted, click Display Purchase Order from within Site Navigation.

2. The SAP Display Purchase Order screen will appear. Click on Purchase Order / Other Purchase Order to enter the PO number.

3. After PO displays, select Purchase Order History tab within Details section.

4. Goods confirmations and invoice postings are posted and match, allowing check payment. If either is missing, or there is a mismatch, the check will not process.

Reports

Reports are available within the Related Links area below Site Navigation.

Shopping Cart Report returns cart-based data on criteria such as Cost Center, WBS Element, created on date, GL Account, Shopping Cart number, etc.

Business Analysis Report offers higher-level data relating to business areas, catalogs, purchase orders, suppliers, etc.
Inbox Overview

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

Different types of communications can be found among various tabs.

Messages can be managed using various display menus.

Access your Inbox through Site Navigation.

Inbox – Filter Settings

Filters can be used to better manage messages or find specific documents.

Select from various search criteria to locate or manage specific messages.

Can also search messages based on specific text.

Link shows or hides Filters as desired.
Handling Rejected Shopping Carts

A Shopping Cart rejected by an Approver returns to the Shopper’s Inbox for disposition.

Rejected documents can be found in the Inbox

Drilling into the Shopping Cart shows the cart was rejected

1. Click Edit to make changes and re-order. Modified Shopping Cart returns to the Approver, or –
2. Click Accept to accept the rejection. Shopping Cart may be copied to another cart in the future, or –
3. Click Delete to remove Shopping Cart from workflow and terminate.

If edit is selected, make needed changes and click Proceed to finish and return the cart to the Approver’s Inbox.
Closing Open Windows or Tabs

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

**Note:** Don’t click X to exit an open window or tab

Fix Query Lock

If a window or tab is closed using the X in the upper right hand corner, it is possible to be locked out of the system.

1. To correct, scroll to bottom of screen and click Fix Query Lock

2. Click any Active Query from the top of your POWL to continue working

You may receive this message in your POWL if locked out of the system
Sign Off

Remember: Be sure to click the “Sign Off” link when exiting SRM to close all applications.

Appendix - Substitute Shoppers and Attributes
Designate Substitute Shoppers

Optional: Substitute Shoppers are persons allowed to set-up, view, and respond on behalf of another Shopper.

- Only Shoppers may designate, in their Personal Settings tab, their own Substitute Shoppers.
- Substitute Shoppers must have the Shopper role before they can be designated.
- Unless a Substitute Shopper is designated, no one will be able to create or view the Shopper’s Shopping Carts.

Note: You are on the User Account tab within Personal Settings.

1. Click the Possible Entries icon to locate and add a Substitute Shopper.
Designate Substitute Shoppers

2. To conduct a search enter last and first name of Substitute Shopper, and then click OK.

3. Highlight correct selection from search results.

4. Click OK.

5. Enter date on which substitute role is to begin.

6. Enter date on which substitute role is to end or 12/31/9999 for indefinite assignment.

Note: If you are designated as a Substitute by another Shopper, that information will appear in the bottom section.

Note: For best results, Substitute Shoppers should designate each other as a Substitute.
Managing Substitute Shopping

Designating your Substitute Shoppers within Personal Settings sets permissions for you to participate in “Team Shopping”.

With Team Shopping, two or more shoppers can have access to each other’s carts. A Substitute Shopper can view, edit, or delete a Shopping Cart created by a team member.

For more information a Quick Reference Card entitled “Substitute Shoppers and Manage Team Carts” is available from the Purchasing SRM website at: http://www.uky.edu/Purchasing/srmquickrefcards.htm

Attributes Overview

Attributes are default components which populate into every Shopping Cart to facilitate a more efficient Shopping experience.

The following attributes can be set as defaults:
• Account Assignment Category
• Cost Center
• WBS Element

Setting attributes within Personal Settings is optional. Not setting attributes will require manual entry of components for every Shopping Cart.
Attribute – Account Assignment Category

The Account Assignment Category determines which type of account assignment will default into each Shopping Cart.

1. Start on Position tab
2. Select Account Assignment Category as the Attribute type

Attribute – Account Assignment Category

Note: This task only selects the “type” of account assignment to default into each Shopping Cart. The actual Cost Center or WBS Element numbers are entered on the following screens.

3. Determine which type of Cost Assignment Category you most frequently use and click the Standard radio button. Cost Center will be the most common selection for most Shoppers.

Important: Be sure not to check Deactivate for any selections.
Attribute – Cost Center

1. Select Cost Center from the drop down menu to assign a default Cost Center number

2. Select Logical System (there is only one selection)

3. Click Add Line

4. Enter the Cost Center number that you will use for most purchases

5. Click the Standard radio button

If needed a search feature is available through the Possible Entries icon
Attribute – WBS Element

If you frequently purchase goods or services charged to a WBS Element, you can also set a default WBS Element to flow into your Shopping Carts.

1. Select WBS Element from the Attribute dropdown menu

2. Select Logical System from the drop down list (there is only one selection)

3. Click Add Line

Note: A WBS Element is a type of cost object for grants and capital projects.

4. Enter the WBS Element number that you will use for most purchases

5. Click the Standard radio button

6. Click Check for errors

7. Click Save when finished editing all Attributes

If needed a search feature is available through the Possible Entries icon.
SRM Help Web Sites

- SRM Resource Page on Purchasing web site:
  http://www.uky.edu/Purchasing/srm.htm

- myHelp – MM & Purchasing Help web site:
  http://myHelp.uky.edu/rwd/HTML/MM.html

Both sites contain Quick Reference Cards, updated and printable course manuals, Reference Manual, etc.

- SRM Assistance Email: SRMHelp@uky.edu

Printing Course Manual (Optional)

If desired, a printable (Adobe PDF) version of this course manual is available for your convenience.

To access and print the manual:
1. Click on the printer (the manual will open in a separate browser window)
2. Print the course manual
3. Close the separate browser window
4. Return to this course window
5. Click on the green Continue button below

To proceed without printing, click on the green Continue button below.
Check for Understanding

In order to receive full credit for the SRM Shoppers course, you must now successfully complete the Check for Understanding – a quiz covering the main concepts presented in this course.

Course Completion

To complete this WBT, click on the yellow Log off button in the lower corner of this window.

Note: This window will close, and you should be returned to the main, myTraining page for this WBT. The main page will refresh (usually within 30 seconds, depending on network traffic), and you should receive a green, system message confirming your participation.

Your participation in this course has been completed.

You may then safely navigate away from the main page.