



pennsylvania

DEPARTMENT OF GENERAL SERVICES

SAP

Supplier
Relationship
Management

SRM 7.0

Creating & Maintaining
Purchase Orders



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Welcome!



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Introductions



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Course Objectives

Course Objectives

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

Agenda

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



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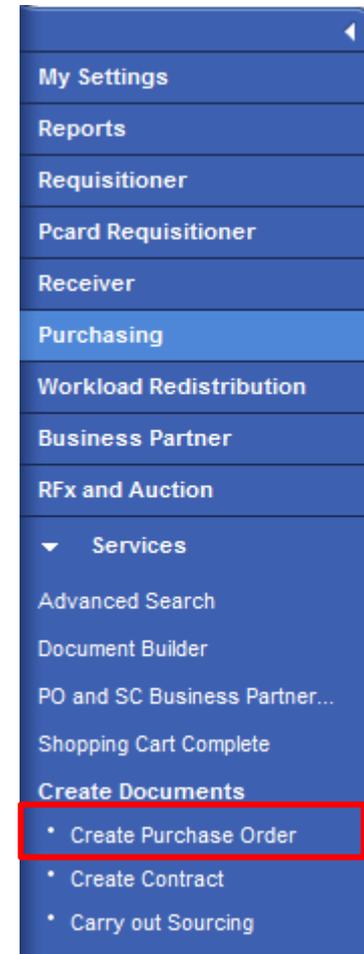
Stand-Alone Purchase Orders

Creating Stand-Alone Purchase Order

- Select **Purchasing**

Left navigation pane – Create Documents

- Select **Create Purchase Order**



Select Purchase Order Type

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

Select Purchase Order Type

Select the type of purchase order that you want to create.

<input type="checkbox"/>	Purchase Order Type	Purchase Order Type Description
<input type="checkbox"/>	ZDGS	DGS Created PO
<input type="checkbox"/>	ZEP	Emergency PO
<input type="checkbox"/>	ZEPI	EmergencyPO Ind Agcy
<input type="checkbox"/>	ZEPO	Emergency PO OA OIT
<input type="checkbox"/>	ZNB	Standard PO
<input type="checkbox"/>	ZNBI	Std PO Ind Agency
<input type="checkbox"/>	ZSBI	SoleSrc Supply IndA
<input type="checkbox"/>	ZSDI	SoleSrc Serv IndAgcy
<input type="checkbox"/>	ZSRM	Local Purchase Order
<input type="checkbox"/>	ZSSB	Sole Source Supply
<input type="checkbox"/>	ZSSD	Sole Source Service

Overview Tab

Overview Header Items Notes and Attachments Approval Tracking

General Header Data

Smart Number: 15 - Educational Books 8-25-15
 Smart Number is External

Purchase Order Number: 4300445788

PO Name: 6010 Training Resource Book

* Supplier: 103097 [GLOBAL KNOWLEDGE TRAINING LLC](#)

* Requester: 703389 [Cynthia Anderson](#)

* Recipient: 703389 [Cynthia Anderson](#)

* Location: 301375 [DGS Bureau of Procurement](#)

Ship-To Address: 1 [EXEC BRANCH](#)

* Purchasing Organization: COPA Purchasing Organization

* Purchasing Group: XO1-1504-DGS BOP SERV [Show Members](#)

Total Value (Net): 10,088.50

Note to Supplier: Delivery must be Monday - Friday, except State holidays, between the hours of 8:30 am and 4:00 pm.

Internal Note: Justification: Books are needed by the BOP staff to advance their knowledge. The Training Team will deliver the training. If the staff do not receive the training, they will not be able to perform their jobs at the level

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

Document Naming Convention

Naming Your Document

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

Overview Tab

Item Overview

Details Add Item Copy Paste Duplicate Delete Undo/Redo Propose Sources of Supply Add Condition Remove Condition Process All Items Filter Settings

Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Unit	Gross Price	Currency	Per	Net Price	Option Type	Order Type	Condition	Option Status	Delivery Date	Account Assignment Type	Account Assignment Number	
1		Material	1		Supply Chain Management Books	60103502	50.000	EA	201.77	USD	1	201.77					09/25/2015	Cost Center		
*		Material	0				0.000		0.00	USD	0	0.00								
*		Material	0				0.000		0.00	USD	0	0.00								
*		Material	0				0.000		0.00	USD	0	0.00								
*		Material	0				0.000		0.00	USD	0	0.00								
*		Material	0				0.000		0.00	USD	0	0.00								
*		Material	0				0.000		0.00	USD	0	0.00								
*		Material	0				0.000		0.00	USD	0	0.00								
*		Material	0				0.000		0.00	USD	0	0.00								
																		Total Value (Net)	10,088.50	USD
																		Total Tax	0.00	USD
																		Total Value (Gross)	10,088.50	USD

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

Items Tab – General Data

Details for Item 1: Supply Chain Management Books

General Data | Prices and Conditions | Account Assignment | Notes and Attachments | Approval Preview | Related Documents | Expanded PO History | Payment

Basic

Identification

Item Number: 1
 Item Type: Material
 Product ID:
 Description: Supply Chain Management Books
 Product Category: 60103502 GOVERNMENT ACTIVITY/
 Catalog:
 Contract / Item: 0

Further Properties

Supplier Product Number:

Currency, Value and Pricing

Quantity / Unit: 50,000 EA (0 EA is equivalent to: 0)
 Gross Price / Per: 201.77 USD 1 EA
 Net Value: 10,088.50 USD
 Net Price: 201.77 USD
 Tax Code / Amount: 0 A/P Sales Tax exempt 0.00 USD

Service and Delivery

Delivery Date: 05/25/2015
 Underdelivery/Overdelivery Tolerance: 0.00 % / 0.00 %
 Storage Location:

Status and Statistics

Item Deleted: No
 Closeout Status:
 Cancelled:

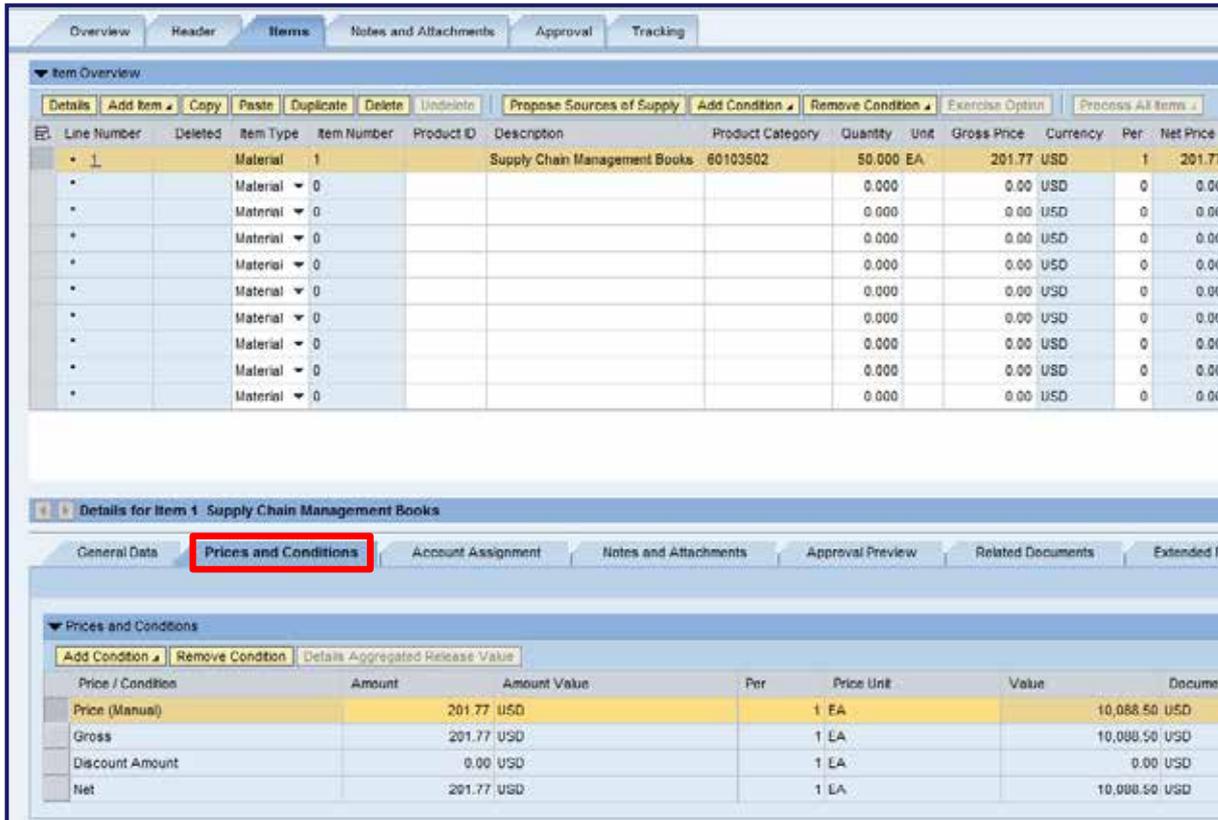
Partner

Details Add Send Email Edit Copy Filter Settings

Function	Number	Name
Requester	703389	Cynthia Anderson
Goods Recipient	703389	Cynthia Anderson
Ship-To Address	1	EXEC BRANCH
Location	301375	DGS Bureau of Procurement

- In the General Data sub-tab, data should default from the Item Overview
- Review the basic information such as quantity, unit of measure, price, product category, and delivery date to verify they are correct.
- Verify the information defaulted in the Partner section is correct

Items Tab – Prices and Conditions



The screenshot displays the 'Items' tab interface. At the top, there are navigation tabs: Overview, Header, **Items**, Notes and Attachments, Approval, and Tracking. Below these is the 'Item Overview' section, which includes a table with columns: Line Number, Deleted, Item Type, Item Number, Product ID, Description, Product Category, Quantity, Unit, Gross Price, Currency, Per, and Net Price. The first row shows Item 1, Material, with a quantity of 50,000 EA and a gross price of 201.77 USD. Below this is the 'Details for Item 1: Supply Chain Management Books' section, with sub-tabs: General Data, **Prices and Conditions** (highlighted with a red box), Account Assignment, Notes and Attachments, Approval Preview, Related Documents, and Extended PO. The 'Prices and Conditions' sub-tab shows a table with columns: Price / Condition, Amount, Amount Value, Per, Price Unit, Value, and Document. The table contains the following data:

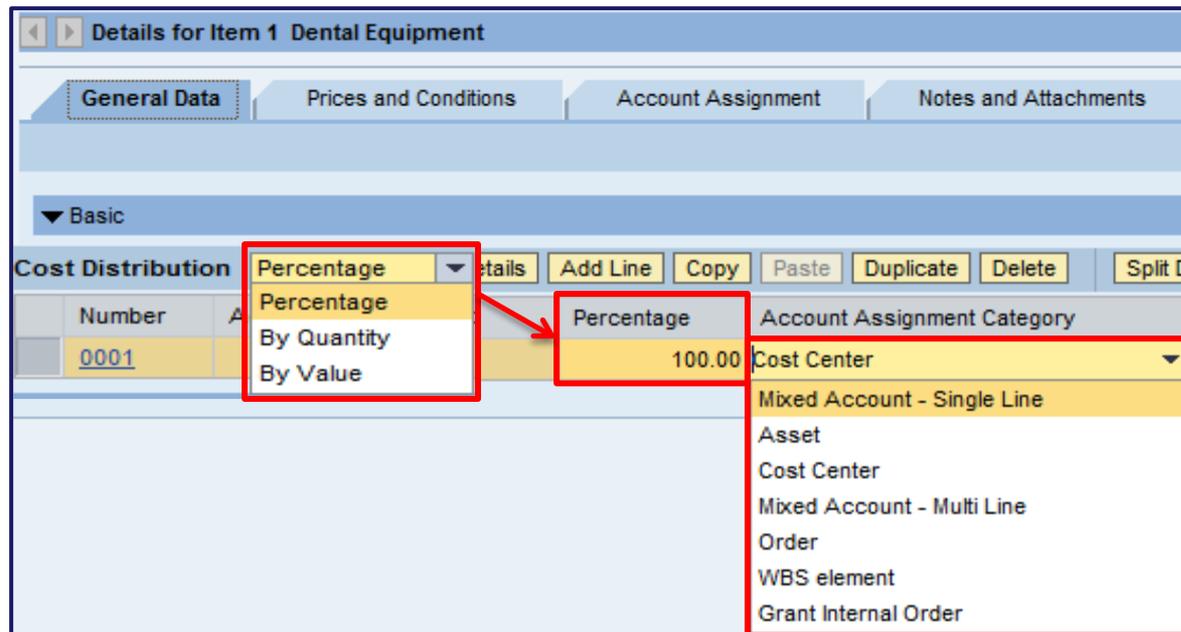
Price / Condition	Amount	Amount Value	Per	Price Unit	Value	Document
Price (Manual)	201.77 USD		1	EA	10,088.50 USD	
Gross	201.77 USD		1	EA	10,088.50 USD	
Discount Amount	0.00 USD		1	EA	0.00 USD	
Net	201.77 USD		1	EA	10,088.50 USD	

- Review the Prices and Conditions sub-tab to make sure the pricing data defaulted from the Item Overview is correct.
 - The ADD CONDITIONS button can be selected to change pricing or add discounts, if required.

Items Tab – Account Assignment

Select how the Account Assignment will be distributed by selecting the Cost Distribution dropdown menu.

- Choose either of the following:
 - Ø Percentage – splits it on a percentage basis (i.e. 50%/50% or 60%/40%)
 - Ø Quantity – splits it on a quantity basis (i.e. 50 ea./50 ea. or 60 ea. /40 ea.)
 - Ø Value – splits it on a value basis (i.e. \$50 / \$50 or \$60 / \$40)



Details for Item 1 Dental Equipment

General Data | Prices and Conditions | Account Assignment | Notes and Attachments

Basic

Cost Distribution: Percentage (dropdown menu open with options: Percentage, By Quantity, By Value)

Number	Percentage	Account Assignment Category
0001	100.00	Cost Center (dropdown menu open with options: Mixed Account - Single Line, Asset, Cost Center, Mixed Account - Multi Line, Order, WBS element, Grant Internal Order)

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

Items Tab – Account Assignment

Account Assignment Category
Cost Center
Mixed Account - Single Line
Asset
Cost Center
Mixed Account - Multi Line
Order
WBS element
Grant Internal Order

Type	Description
Mixed Account – Single Line	No cost distribution between cost centers, funds or G/Ls, but there is a need for additional cost elements (order or WBS element)
Asset	Fixed assets (materials) over \$25,000
Cost Center	State Funds
Mixed Account – Multi Line	Cost distribution by quantity or percentage using multiple cost centers, funds & G/Ls
Order	Non-Grant internal orders that are used to collect and monitor the actual costs of specific operations and tasks performed. Same as a Grant Internal Order, only it's for the agency use.
WBS element	Work Breakdown Structure -Model of the work to be performed during a project. A WBS combines WBS elements into a hierarchical organization.
Grant Internal Order	Internal Orders tied to Federal or State Grants

Items Tab

Details for Item 1 Supply Chain Management Books

General Data | Prices and Conditions | **Account Assignment** | Notes and Attachments | Approval Preview | Related Documents

Cost Distribution Percentage Details Add Line Copy Paste Duplicate Delete Split Distribution Change All Items Filter Settings

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description	General Ledger Account	General Ledger Description	Business Area
0001		100.00	Cost Center	1533030000	PROP ADMIN OFFICE	6361105	Publications	15

Details for Item 0001 : Cost Center

Basic Data

* Percentage: 100.00

Account Assignment Category: Cost Center

* Cost Center: 1533030000 PROP ADMIN OFFICE

Fund Center: 1533030000

Functional Area: 1310 Facil, Prop & Comm Mgt

Controlling Area: COPA

General Ledger Account: 6361105 Publications

Business Area: 15

Fund: 1007400000 Gen Govt Operations

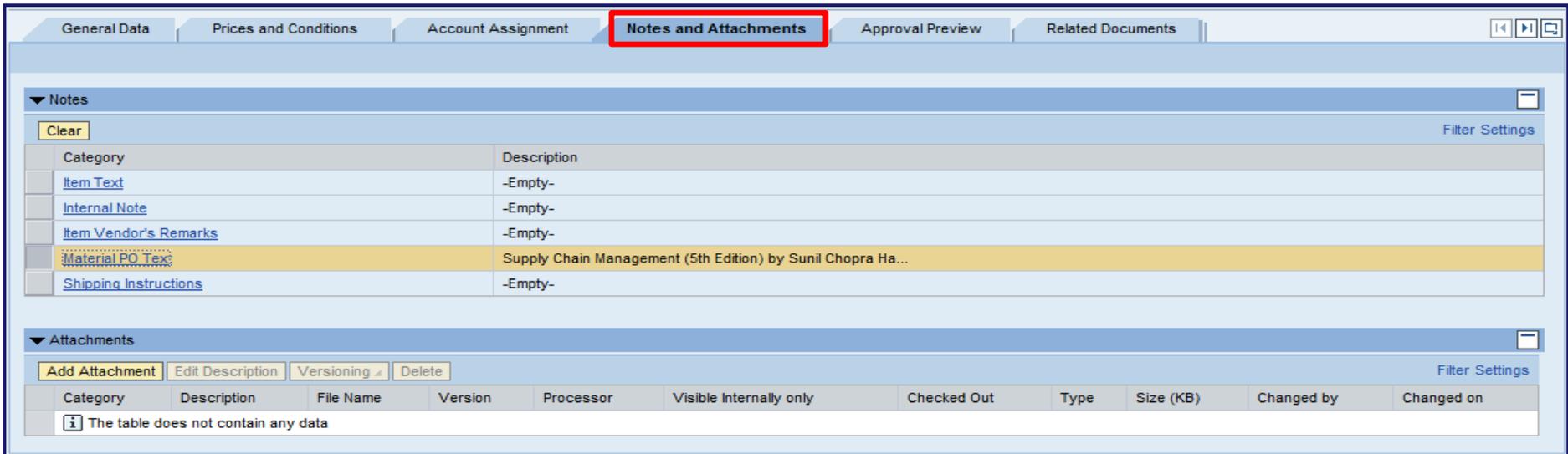
Budget Period: 2015

Commitment Item: 6361105 Publications

Unfunded Accounting Line:

- Enter users Account Assignment (i.e. Cost Center, Fund, General Ledger, Budget Period)
- All other fields will default based on the information entered
- Command buttons allow user to add line, copy/paste, duplicate, delete, split distribution, and change all items (at one time)

Items Tab – Notes and Attachments



General Data | Prices and Conditions | Account Assignment | **Notes and Attachments** | Approval Preview | Related Documents

▼ Notes

Clear Filter Settings

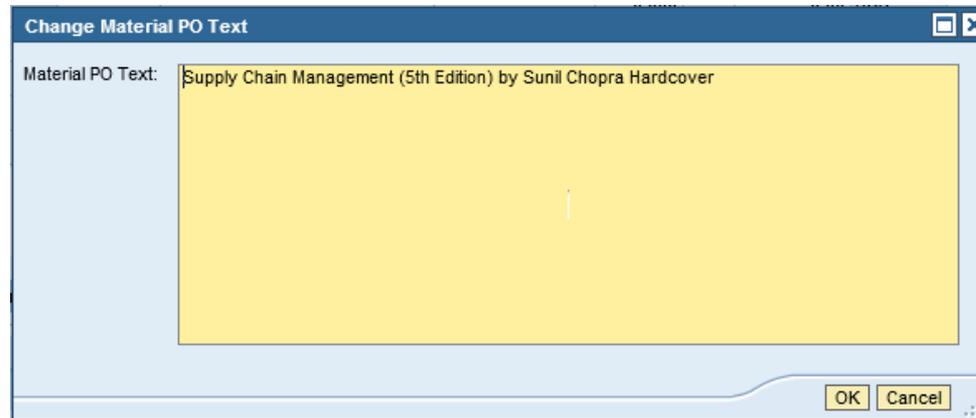
Category	Description
Item Text	-Empty-
Internal Note	-Empty-
Item Vendor's Remarks	-Empty-
Material PO Text	Supply Chain Management (5th Edition) by Sunil Chopra Ha...
Shipping Instructions	-Empty-

▼ Attachments

Add Attachment | Edit Description | Versioning | Delete Filter Settings

Category	Description	File Name	Version	Processor	Visible Internally only	Checked Out	Type	Size (KB)	Changed by	Changed on
i The table does not contain any data										

- Select the Notes and Attachments sub-tab to enter text
 - Nothing should be attached at the item level



Change Material PO Text

Material PO Text: Supply Chain Management (5th Edition) by Sunil Chopra Hardcover

OK Cancel

Items Tab – Approval Preview

General Data | Prices and Conditions | Account Assignment | Notes and Attachments | **Approval Preview** | Related Documents | Extended PO History | Payment

Current Status:
 Current Process Step:
 Currently Processed By:
 Approval Process Data: [Download as XML](#)

Item

Approval Status Details for Selected Item Settings

Sequence	Process Step	Level Status	Status	Processor	Received On	Processed On	Forwarded By	Agent Determination
• 001	SRM Purchase Order Approval	Valid (Can be Started)	Open (No Decision Made)	Tommy Young, Larry Krumer, Daniel Furoi, Shino, Gopinath				Agents for PO approval step
• 002	SRM Purchase Order Approval	Valid (Can be Started)	Open (No Decision Made)	P0067678, Cebrá, Chernicoff, Joseph, Mayana, Rita, Shaffer, Cebrá, Hoffmann, Jennifer, Sp				Agents for PO approval step
• 003	SRM Purchase Order Approval	Valid (Can be Started)	Open (No Decision Made)	Charles, Anderson, Pamela, Cross, Andrew, Clark, Erin, Verano, Mary, Fox				Agents for PO approval step

- Select the Approval Preview sub-tab to review the release strategy

Item Tab – Related Documents

Items tab – Related Documents

General Data | Prices and Conditions | Account Assignment | Notes and Attachments | Approval Preview | **Related Documents** | Extended PO History | Payment

Document Control

Purchase Order Response Invoice Expected
 Shipping Notification Confirmation-Based Invoice Verification
 Goods Receipt / Confirmation of Performance of Service Evaluated Receipt Settlement

Statistics

Goods Receipt / Confirmation of Performance of Service Invoice

Confirmed Quantity: EA Invoiced Quantity: EA
Confirmed Value: USD Invoiced Value: USD

No Further Confirmation: Yes No No Further Invoice: Yes No

History

View: United States Dollar Filter Settings

Document	Name	Document Number	Back-End Document Number	Status	Date	Quantity	Unit	Net Value	Currency
Purchase Order	Supply Chain Management Books	4300445736/1		Saved	09/25/2015	50.000	EA	10,000.50	USD
	Total					50.000	EA	10,088.50	USD

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

Item Tab – Extended PO History

Items tab

General Data Prices and Conditions Account Assignment Notes and Attachments Approval Preview Related Documents Extended PO History Payment													
Send To Records Management													Expand All Close All
Item/Header > Description	ObjectID in Back-End	Document Date	Quantity	Base Unit	Value in FM area	Currency in FM area	Value	Currency	Accounting Document	Clearing Document	Invoice Reference	Partial/Residual	Complete
▼ Item 1 / Supply Chain Management Books													<input type="checkbox"/>
▼ Total Value in Purchase Order			50.000	EA			10088.50	USD					<input type="checkbox"/>
▪ Value in Purchase Order	4300445788 / 0000000		50.000	EA			10088.50	USD					<input type="checkbox"/>

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

Header Tab – General Data

Change Purchase Order

Read Only | Order | Save | Print Preview | Check | Close | Delete | Related Links

Small Business Reserve indicator is required
No workplace details maintained for user account P00057678

Purchase Order Number: 430044788 | Purchase Order Type: Standard PO | Status: Saved | Document Date: 06/25/2015 | Total Value (Gross): 10,088.50 USD | Smart Number | Supplier: GLOBAL KNOWLEDGETRAINING LLC

Overview | Header | Items | Notes and Attachments | Approval | Tracking

General Data | Notes and Attachment | Output | Document Totals | Extended PO History | Payment | User-Specified Status

Basic

Identification

Smart Number: IS - Educational Books & PCs 14
 Smart Number is External

Purchase Order Number: 430044788
 PO Name: 6010 Training Resource Book

Corresponding Revision Purchase Order:
 Purchase Order Type: Standard PO

Organization

Purchasing Organization: COPA Purchasing Organization
 Purchasing Group: X01-1504-QGS BOP SERV [Show Messages](#)

Currency, Values and Pricing

Total Value (Net): 10,088.50
 Total Value (Gross): 10,088.50 USD
 Tax Value: 0.00 USD

Service and Delivery

Combinant Documents: Codes

Status and Statistics

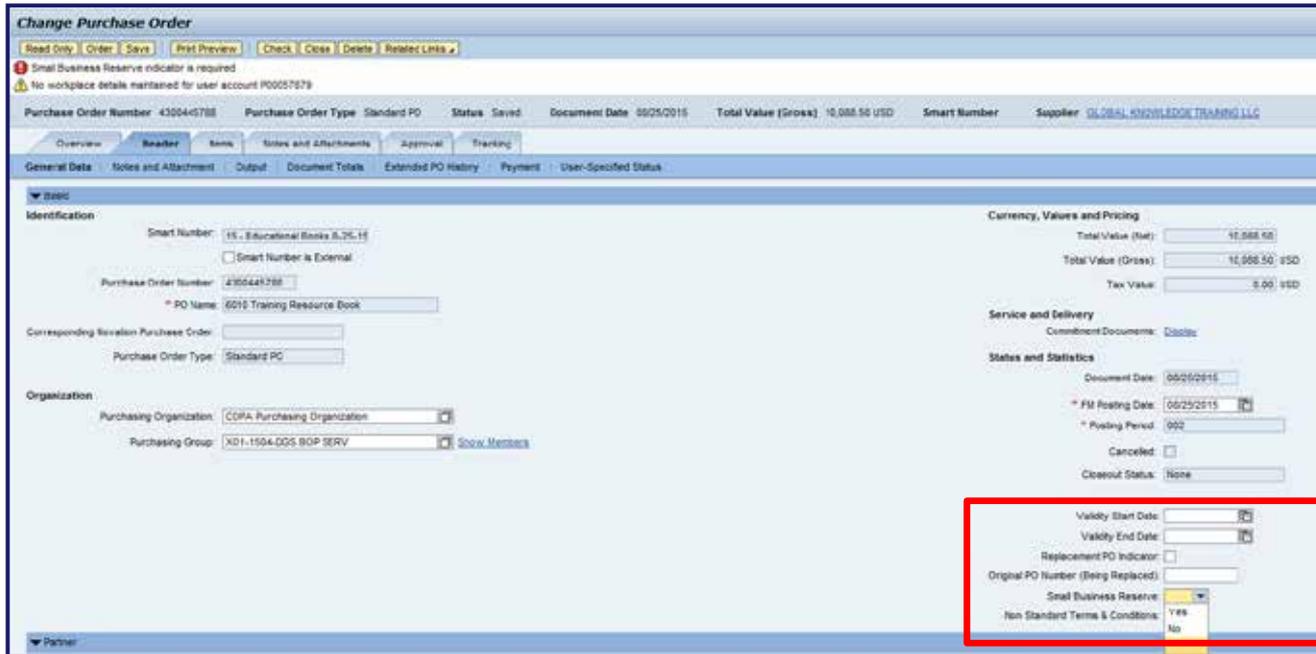
Document Date: 06/25/2015
 FM Posting Date: 06/25/2015
 Posting Period: 002
 Cancelled:
 Closeout Status: None

Validity Start Date:
 Validity End Date:
 Replacement PO Indicator:
 Original PO Number (Being Replaced):
 Small Business Reserve:

Non Standard Terms & Conditions

- Complete any applicable fields
- Note: Check the “Non Standard Terms & Conditions” checkbox when non-standard terms & conditions are used

Header Tab – General Data



Change Purchase Order

Read Only | Order | Save | Print Preview | Check | Close | Delete | Related Links

Small Business Reserve indicator is required

No workspace details maintained for user account P0007679

Purchase Order Number: 430044788 | Purchase Order Type: Standard PO | Status: Saved | Document Date: 08/25/2015 | Total Value (Gross): 10,000.00 USD | Smart Number: | Supplier: GLOBAL KNOWLEDGE TRAINING LLC

Overview | Header | Bank | Notes and Attachments | Approval | Tracking

General Data | Notes and Attachment | Output | Document Totals | Extended PO History | Payment | User-Specified Status

Basic

Identification

Smart Number: 15 - Educational Books A-ZC-15
 Smart Number is External

Purchase Order Number: 430044788
 PO Name: 6016 Training Resource Book

Corresponding Revision Purchase Order:
 Purchase Order Type: Standard PO

Organization

Purchasing Organization: COFA Purchasing Organization
 Purchasing Group: X01-1504-005 BOP SERV [Social Media](#)

Currency, Values and Pricing

Total Value (Net): 10,000.00
 Total Value (Gross): 10,000.00 USD
 Tax Value: 0.00 USD

Service and Delivery

Commitment Documents: [DocBook](#)

States and Statistics

Document Date: 08/25/2015
 FM Posting Date: 08/25/2015
 Posting Period: 002
 Cancelled:
 Closeout Status: None

Validity Start Date:
Validity End Date:
Replacement PO Indicator:
Original PO Number (Being Replaced):
Small Business Reserve: No
Non Standard Terms & Conditions:

The Small Business Reserve validation is excluded on the following Purchase Order transaction types:

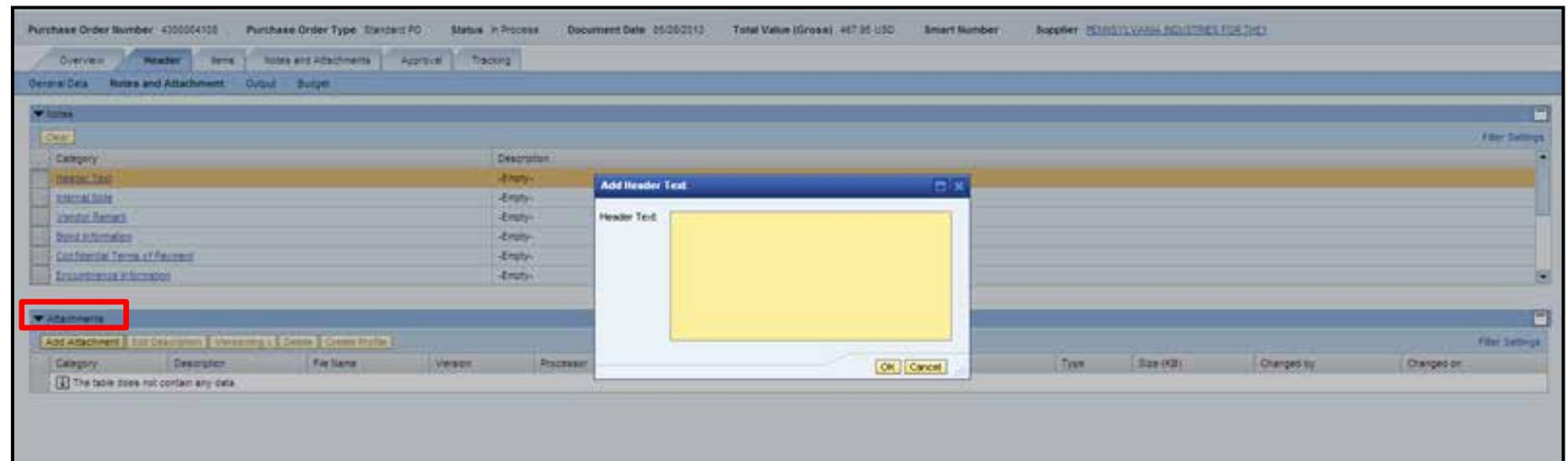
SRM: Emergency PO Types (ZEP, ZEPI, and ZEPO), Sole Source Service and Sole Source Supply POs (ZSBI, ZSDI, ZSSB, And ZSSD) and for future reference, when implemented, the Invoicing Plan (ZIP).

Note: Also exclude STO's from this validation.

R3 (SAP): Emergency PO document type (EP), Sole Source Service and Supply POs (SSB, SSBI and SSD), Stock Transport Orders (UB) and Periodic Invoicing Plan (IP).

- Validity Start & End Dates are available and will be required effect 1/1/17 for Service POs.
- Replacement # & original PO field are available
- Small Business Reserve is triggered on Create & Change modes
- If referencing Contract, should default to what contract has;
- If ITQ, should default to "NO"

Header tab – Notes and Attachment



Purchase Order Number: 4300004108 Purchase Order Type: Standard PO Status: In Process Document Date: 25/06/2013 Total Value (Gross): 467.35 USD Smart Number: Supplier: PENNSYLVANIA GOVERNMENT [JHE]

Overview Header Items Notes and Attachments Approval Tracking

General Data Notes and Attachment Output Budget

Notes

Category	Description
Header Text	-Empty-
External Data	-Empty-
Vendor Details	-Empty-
Good Information	-Empty-
Confidential Terms of Payment	-Empty-
Assessment Information	-Empty-

Attachments

Add Attachment Edit Description View Attachments Create Profile

Category	Description	File Name	Version	Processor	Type	Size (KB)	Changed by	Changed on
The table does not contain any data.								

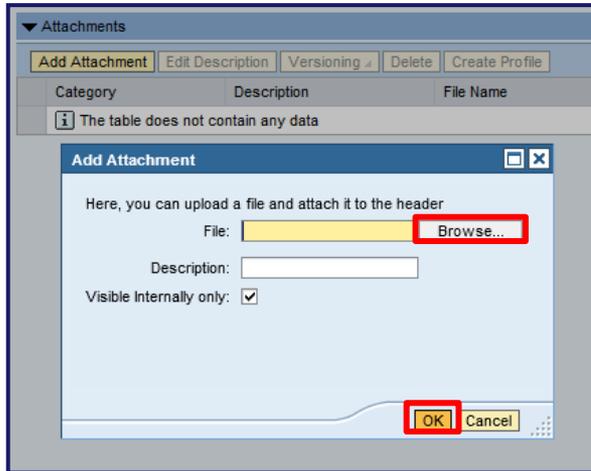
Add Header Text

Header Text

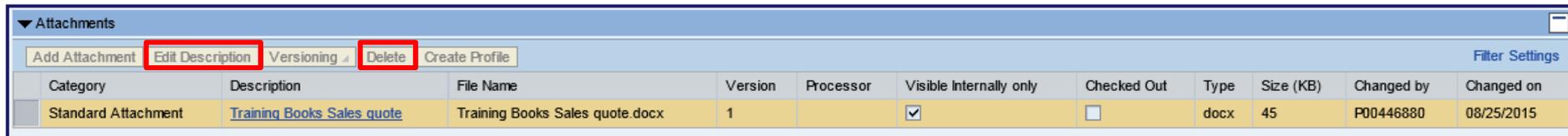
OK Cancel

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

Attachments



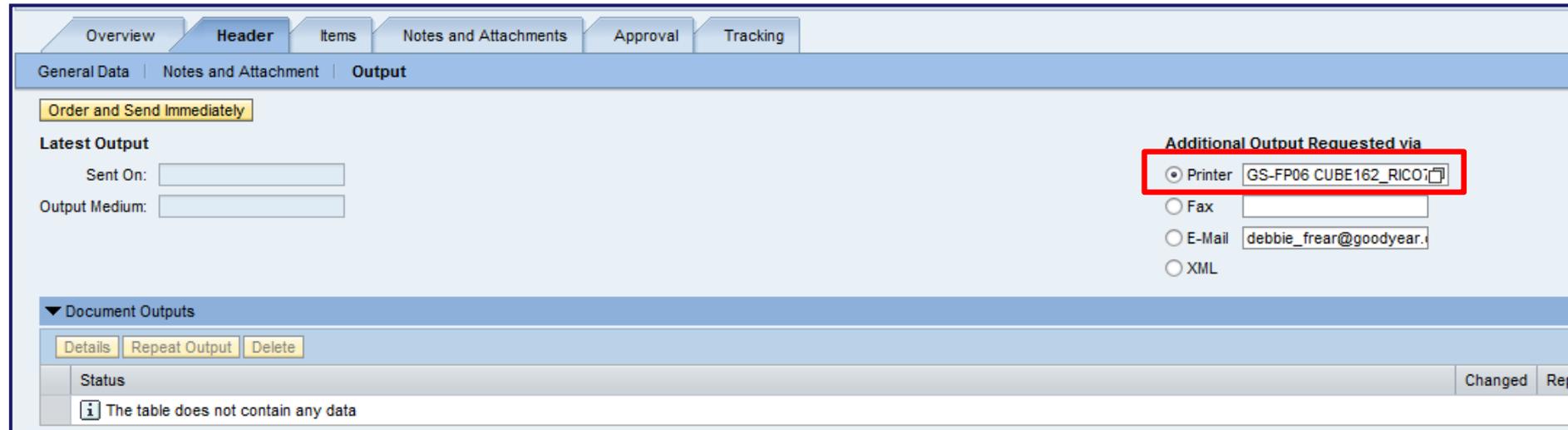
- Select the BROWSE button to search for files to upload
- Edit the name of the document in the Description field
- Check the box to make it visible only to COPA employees
- Select OK



Category	Description	File Name	Version	Processor	Visible Internally only	Checked Out	Type	Size (KB)	Changed by	Changed on
Standard Attachment	Training Books Sales quote	Training Books Sales quote.docx	1	Processor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	docx	45	P00446880	08/25/2015

- Document names can be changed with the EDIT DESCRIPTION button
- Files can be deleted with the DELETE button

Header Tab - Output



Overview | **Header** | Items | Notes and Attachments | Approval | Tracking

General Data | Notes and Attachment | **Output**

Order and Send Immediately

Latest Output

Sent On:

Output Medium:

Additional Output Requested via

Printer

Fax

E-Mail

XML

▼ Document Outputs

Details **Repeat Output** **Delete**

Status	Changed	Rep
The table does not contain any data		

- Only XML and Auto-POs are output automatically
- Purchasers must manually trigger the output of all other PO documents
 - Set-up a default printer using the end-user procedures in the DGS website – [Setting up a Default Printer in SRM](#)
- If an Auto PO, **do not** change transmission method. Must go electronically to supplier.

Header Tab - Output

Additional Output Requested via

Printer 

Fax

E-Mail

XML

- If the default printer is not functioning, use the following instructions to change the printer
 - Select the match code icon to search for the printer

Note: If user is having problems getting POs to print on their printer, provide their IT staff with the [Printer Setup SAP/SRM End-User Procedure](#) to remedy the issue. Do not use Print Preview.

Header Tab - Output

Search: Spool: Output device

Search Criteria Personal Value List Hide Search Criteria ?

Output Device is GS*

Short name is

Location is

Device type is

Search Clear Entries Reset to Default

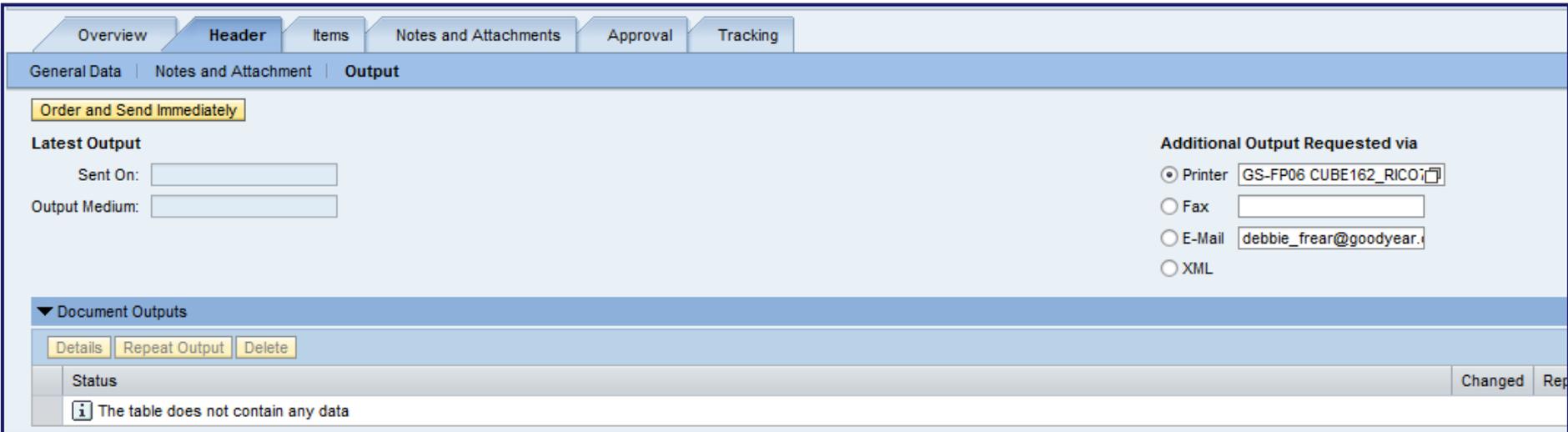
Results List: 62 results found for Spool: Output device

Output Device	Short name	Location/status
GS-1650PRINTSHOP_RIC2550	GS64	1650 Bobali Drive
GS-17TH GS_HPLJ2300PPS	GS01	Harrisburg, 110 S. 17th St.
GS-17TH PRINTSHOP_IMG5520	GS44	Harrisburg, 110 S. 17th St., PrintShop
GS-22ND RMG-5_RICOHAMP6001	GS59	"Harrisburg, 22nd & Forster Sts., Room G-5"
GS-22ND RMG1_HPLJ5SI	GS06	Harrisburg, 22nd & Forster Sts., Room G1
GS-22ND RMG10_HPLJ4050	GS03	Harrisburg, 22nd & Forster Sts., Room G10
GS-22ND RMG36_HPLJ8150_CHECK	GSQ1	Harrisburg, 22nd & Forster Sts., Room G36
GS-22ND RMG45_HPLJ5N	GS08	Harrisburg, 22nd & Forster Sts., Room G45
GS-22ND RMG48_HPLJ5N	GS40	Harrisburg, 22nd & Forster Sts., Room G48

- Enter the two-digit agency identifier followed by an asterisk (*)
- Select the SEARCH button
- Once the printer is located, select on the printer name to transfer the information back to the Output tab

Header Tab - Output

Header tab – Output sub-tab



- Remember you are still creating so you are not ready to print yet, but when you are:
 - If approvals are needed, the document cannot be output until all approvals are completed
 - If approvals are not required, you will need to select the REFRESH button  before attempting to print so that the REPEAT OUTPUT button is active and you have “Not Processed” in the Status field

Notes and Attachments Tab

Overview Header Items **Notes and Attachments** Approval Tracking

▼ Notes Filter Settings

Add Clear

Assigned To	Category	Text Preview
Document Header	Header Text	Delivery must be Monday - Friday, except State holidays,...
Document Header	Internal Note	Justification: Books are needed by the BOP staff to adv...
Item0000000001"Supply Chain Management Books"	Material PO Text	Supply Chain Management (5th Edition) 5th Edition by ...

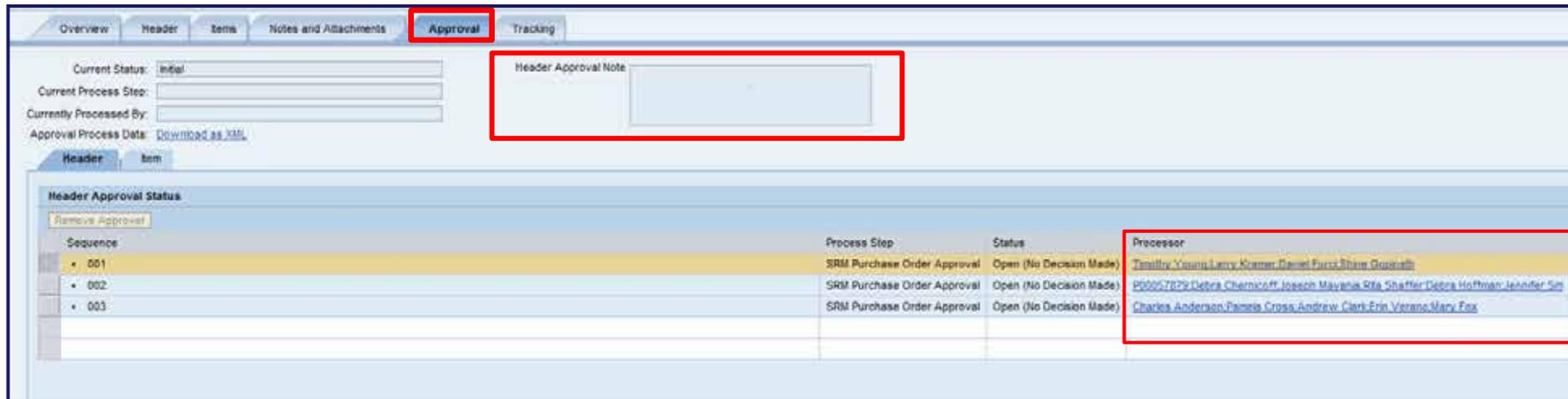
▼ Attachments Filter Settings

Add Attachment Edit Description Versioning Delete Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Processor	Visible Internally only	Checked Out	Type	Size (KB)	Changed by	Changed on
Document Header	Standard Attachment	Training Books Sales quote	Training Books Sales quote.docx	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	docx	45	P00446880	08/25/2015

- Notes and Attachments tab shows a summary of all Notes and Attachments from both the Header tab Notes and Attachments and the Item tab Notes and Attachments.
- Have the ability to Add or Clear text fields from the Notes and Attachments Tab
 - Be careful when using the CLEAR button as this will clear all text from a text field.

Approval Tab



Overview Header Items Notes and Attachments **Approval** Tracking

Current Status:
 Current Process Step:
 Currently Processed By:
 Approval Process Data: [Download as XML](#)

Header Approval Note:

Header Approval Status

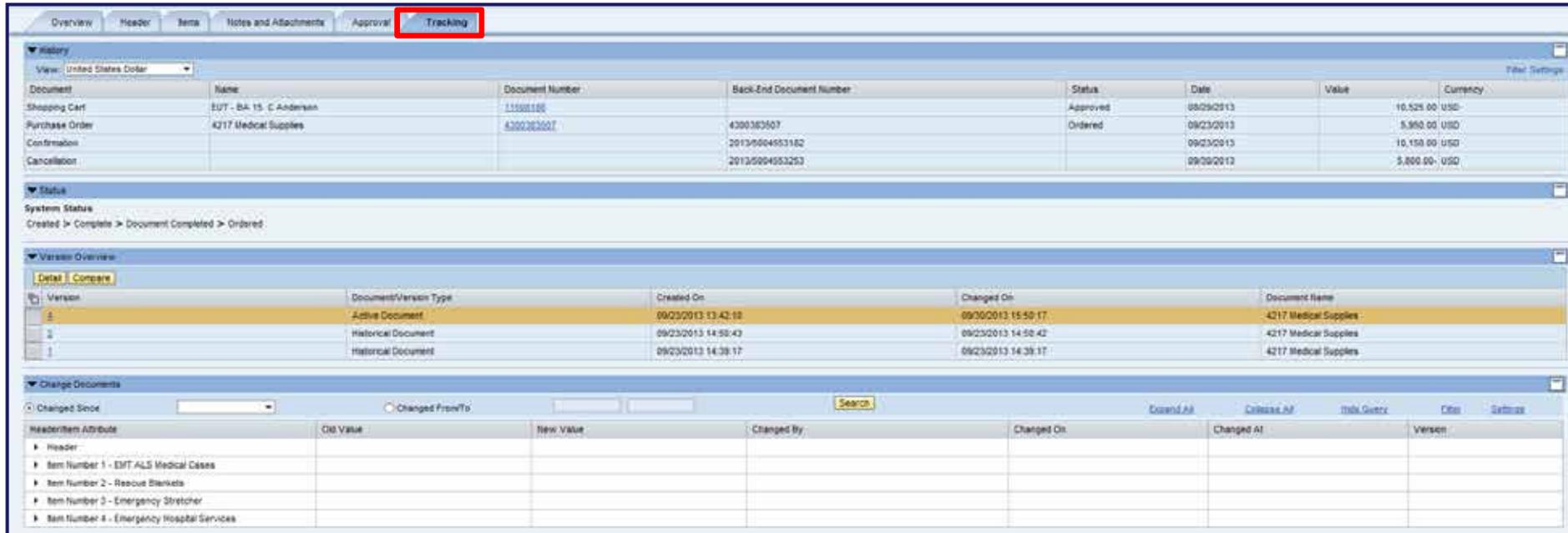
[Remove Approval](#)

Sequence	Process Step	Status	Processor
• 001	SRM Purchase Order Approval	Open (No Decision Made)	Timothy Young, Larry Krumer, Daniel Fucci, Brian Goswami
• 002	SRM Purchase Order Approval	Open (No Decision Made)	P00057829 Debra Chernickoff, Joseph Mayana, Rita Shaffer, Debra Hoffman, Jennifer Sin
• 003	SRM Purchase Order Approval	Open (No Decision Made)	Charles Anderson, Pamela Cross, Andrew Clark, Erin Verano, Mary Fox

- Approvers will add comments in the Header Approval Note if a document is rejected
- Select the hyperlink names in the Processor column to see a list of the approvers for each level
 - Only one individual will need to approve at each level

Tracking Tab

(this example is not from a Stand-Alone PO, it is only for training purposes to allow you to see what is viewable on the Tracking tab)



Tracking

View: United States Dollar

Document	Name	Document Number	Back-End Document Number	Status	Date	Value	Currency
Shopping Cart	107 - BA-15 - C Andersen	11500106		Approved	08/09/2013	10,525.00	USD
Purchase Order	4217 Medical Supplies	4300203007	4300303007	Ordered	09/23/2013	5,950.00	USD
Confirmation			2013/0904653182		09/23/2013	10,150.00	USD
Cancellation			2013/0904653253		09/09/2013	5,800.00	USD

Status
System Status
Created > Complete > Document Completed > Ordered

Version Overview

Version	Document/Version Type	Created On	Changed On	Document Name
1	Active Document	09/23/2013 13:42:10	09/09/2013 15:50:17	4217 Medical Supplies
2	Historical Document	09/23/2013 14:55:43	09/23/2013 14:55:42	4217 Medical Supplies
3	Historical Document	09/23/2013 14:39:17	09/23/2013 14:39:17	4217 Medical Supplies

Change Documents

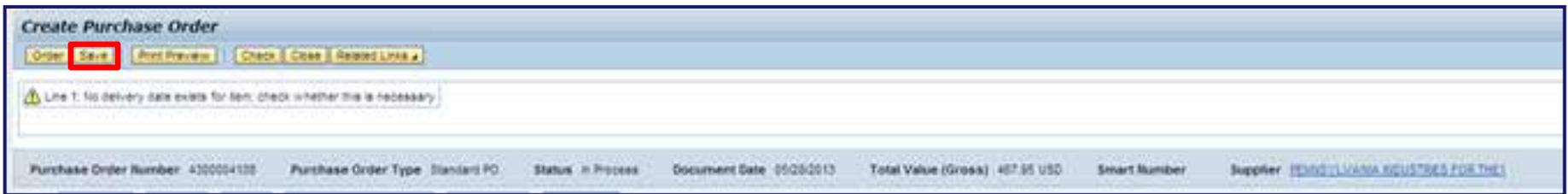
Changed Since: [] Changed From To: [] Search: []

Header/Item Attribute	Old Value	New Value	Changed By	Changed On	Changed At	Version
Header						
Item Number 1 - EMT/ALS Medical Cases						
Item Number 2 - Rescue Blankets						
Item Number 3 - Emergency Stretcher						
Item Number 4 - Emergency Hospital Services						

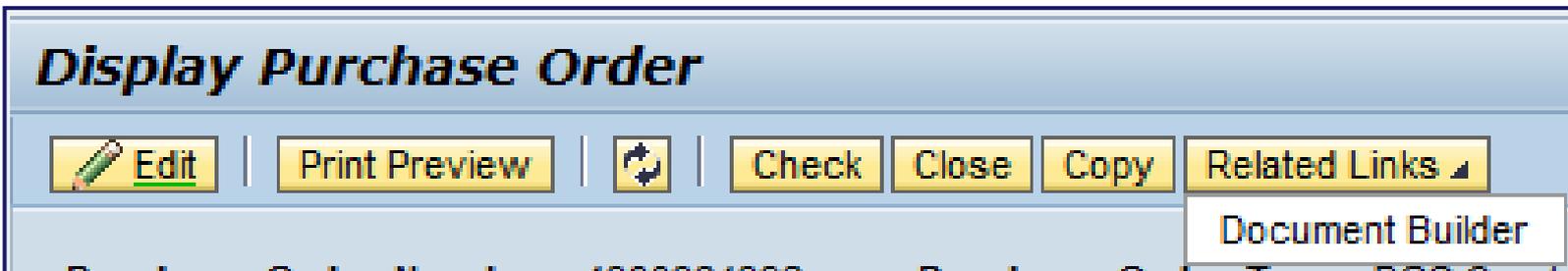
- Version information – all versions of the document; select COMPARE to compare versions
- History (follow-on documents) – Shopping Cart, Contract, PO Goods Receipt, Invoice
- Change documents – Changes to the document in Old Version/New Version, Changed by, Changed on, Changed at, and Version
- Status information – Created, Ordered, etc

Document Builder Preparation

At this point, since the document is not against a contract and will need to have Terms & Conditions, we will need to Save it so that we can generate Document Builder Documents.



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



- Select the RELATED LINKS button
 - Select the Document Builder link from the dropdown menu

When to Use Document Builder - POs

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

- For Stand-Alone PO's that do not reference an RFX or Contract
 - Those POs that reference an RFX or Contract will already have Terms & Conditions (T&Cs) created via DB, therefore, no need to use DB again
 - Example of orders that would not use an RFX or Contract would be items that are exempt from the bidding process such as: periodicals, maps, etc.
(Procurement Handbook - Part 1, Chapter 1, Section C, Not Applicable)
- By using DB agencies will reduce the approval processing time since documents prepared in DB are pre-approved
 - The forms and clauses for preparing Contracts and POs listed on the DGS website are not pre-approved forms and their use will require an agency to obtain review and approval for form and legality by the Office of General Counsel (OGC), as applicable, and the Office of Attorney General (AG)

What is Document Builder?

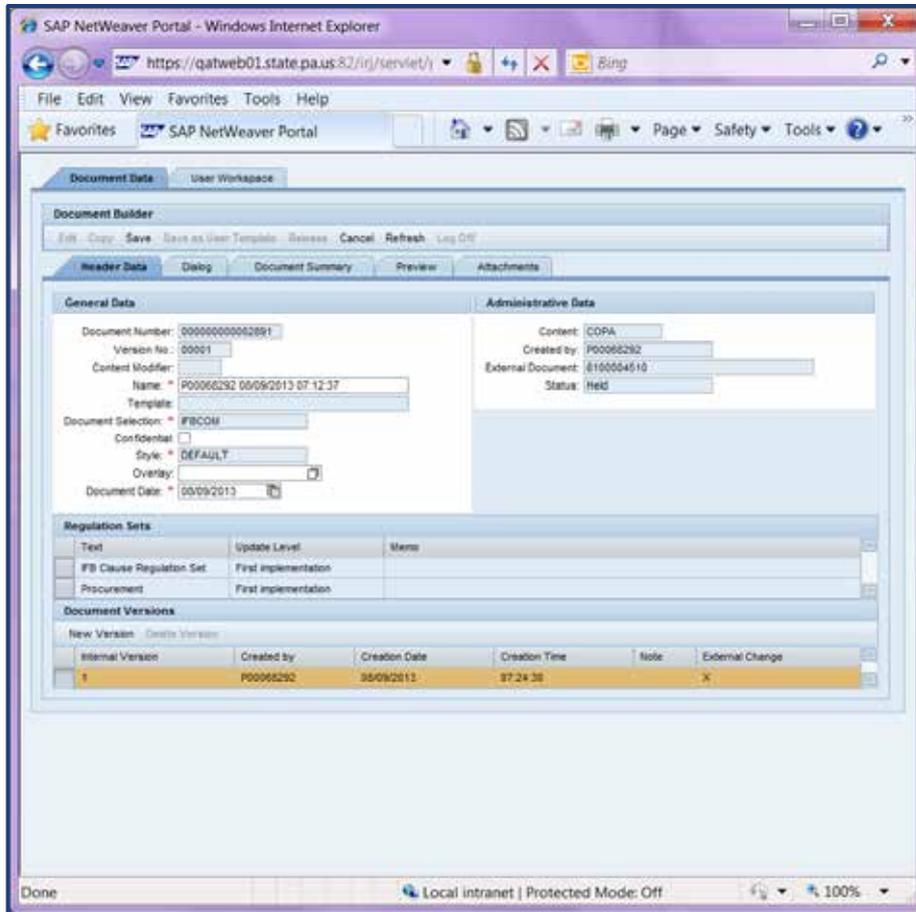
What is Document Builder (DB)?

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

Creating a Legal Document

- The questions that are answered in DB serve to build the legal document with T&Cs.
- Certain terms and conditions can be edited or removed; this is done under special circumstances and will be reviewed by Legal.
- A user can add terms and conditions as necessary for special terms.
 - Text may be cut and pasted into DB, but it must be in HTML format.
- Once a user adds, edits, or removes terms, it becomes Non-Standard Terms & Conditions and must be reviewed by Office of General Counsel and Office of Attorney General.
 - SRM automatically routes documents with Non-Standard T&Cs to identified approvers.
 - The Purchaser must check the Non-Standard T&Cs checkbox in order to have the document workflow to the proper approvers.

Document Builder



The screenshot shows the SAP NetWeaver Portal Document Builder interface. The main window is titled "Document Builder" and contains several tabs: "Header Data", "Dialog", "Document Summary", "Preview", and "Attachments". The "Header Data" tab is active, displaying two columns of information: "General Data" and "Administrative Data".

General Data:

- Document Number: 00000000002891
- Version No.: 00001
- Content Modifier: P0006292 00/09/2013 07:12:37
- Template: IFBCOM
- Document Selection: IFBCOM
- Confidential:
- Style: DEFAULT
- Overlay:
- Document Date: 00/09/2013

Administrative Data:

- Content: COPA
- Created by: P0006292
- External Document: 8100054510
- Status: Held

Regulation Sets:

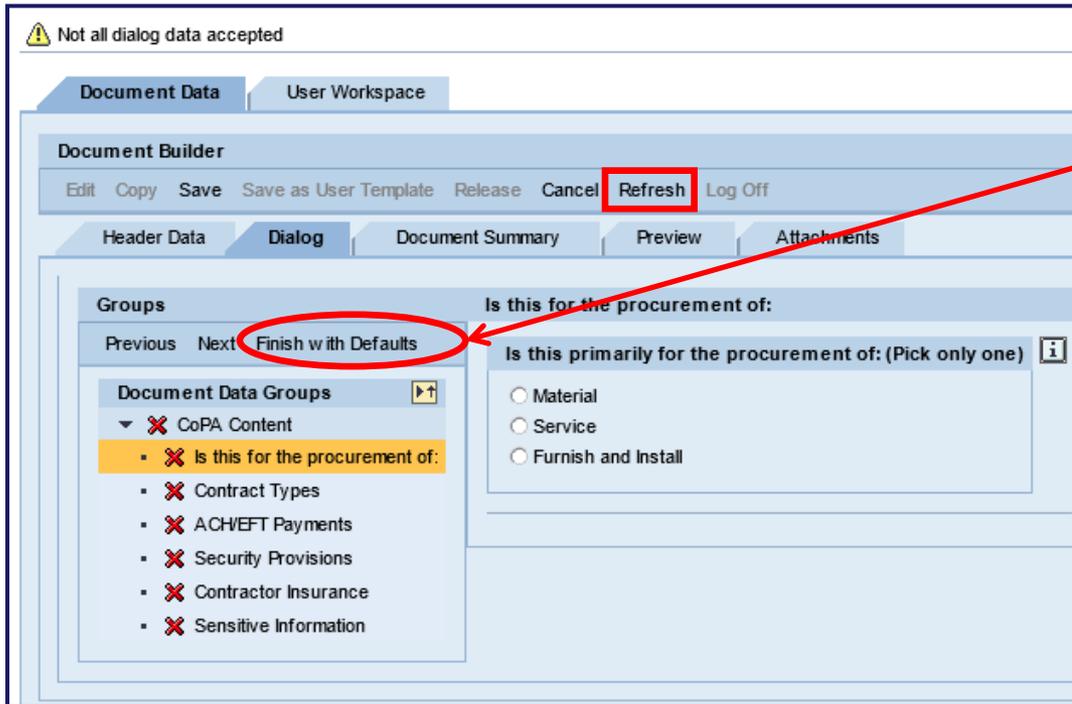
Text	Update Level	Menu
IFB Clause Regulation Set	First implementation	
Procurement	First implementation	

Document Versions:

Internal Version	Created by	Creation Date	Creation Time	Note	External Change
1	P0006292	30/09/2013	07:24:35		X

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

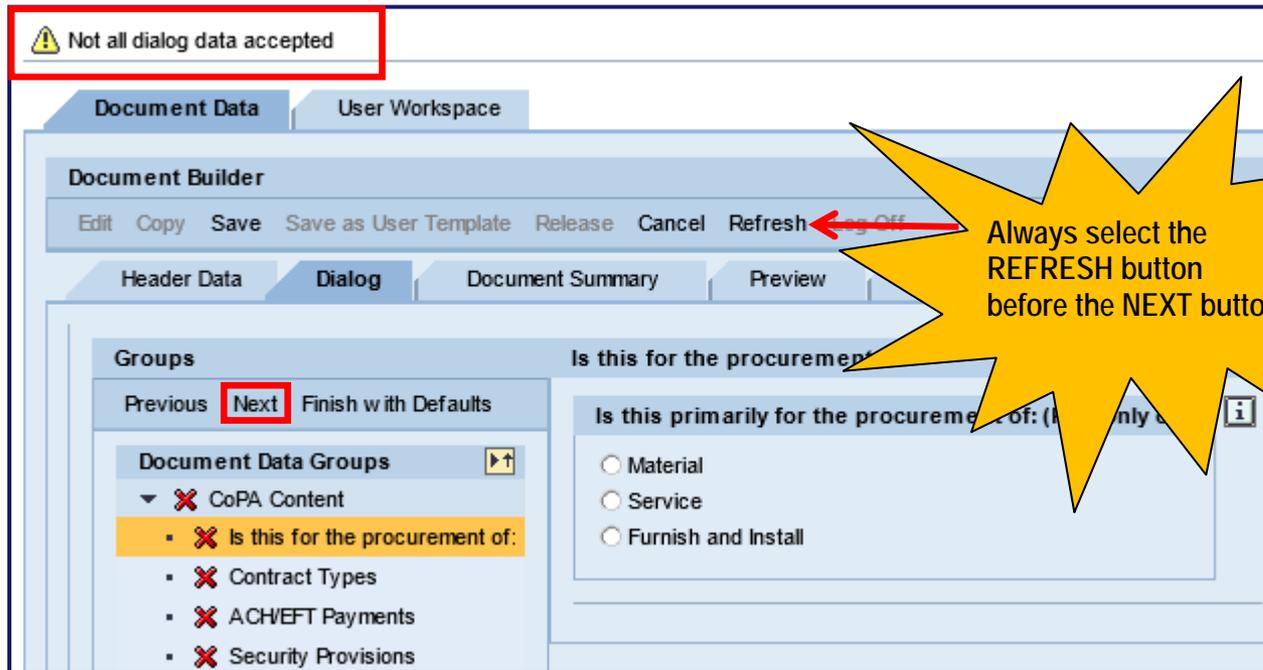
Document Builder



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

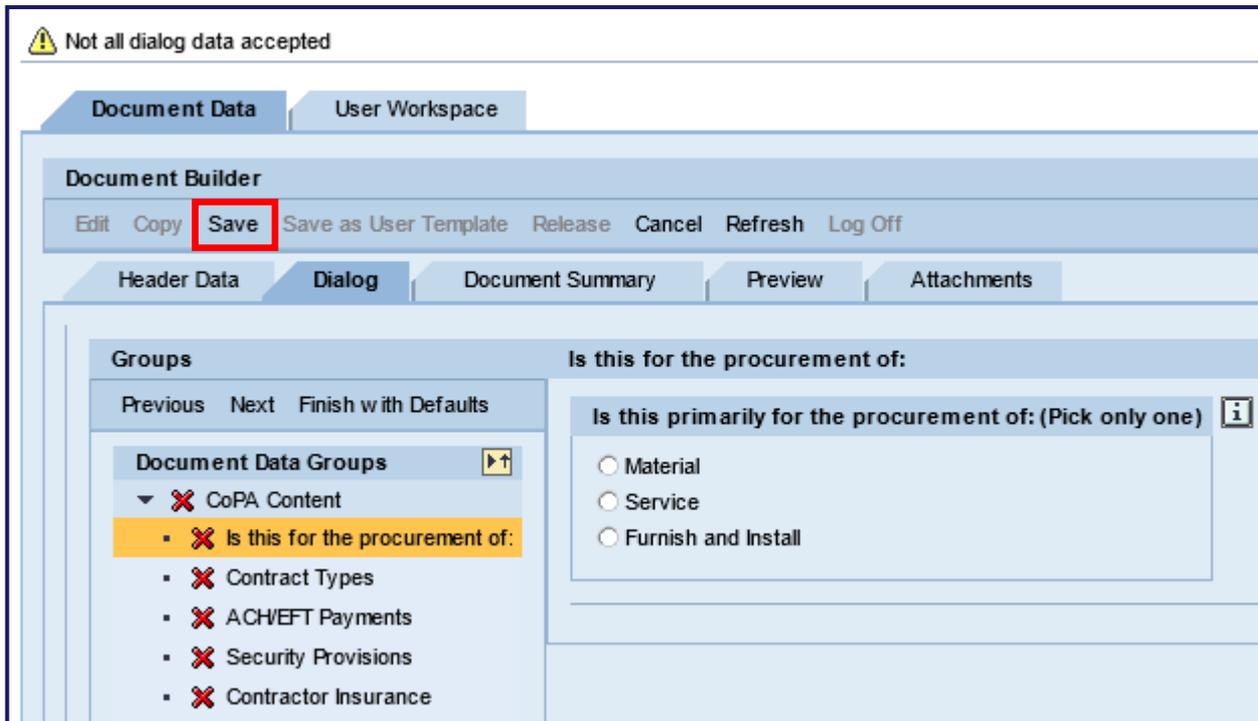
- On the Dialog tab, view each question and, when applicable, respond with an answer.
 - Select the REFRESH button after reviewing and/or responding to the question.

Document Builder



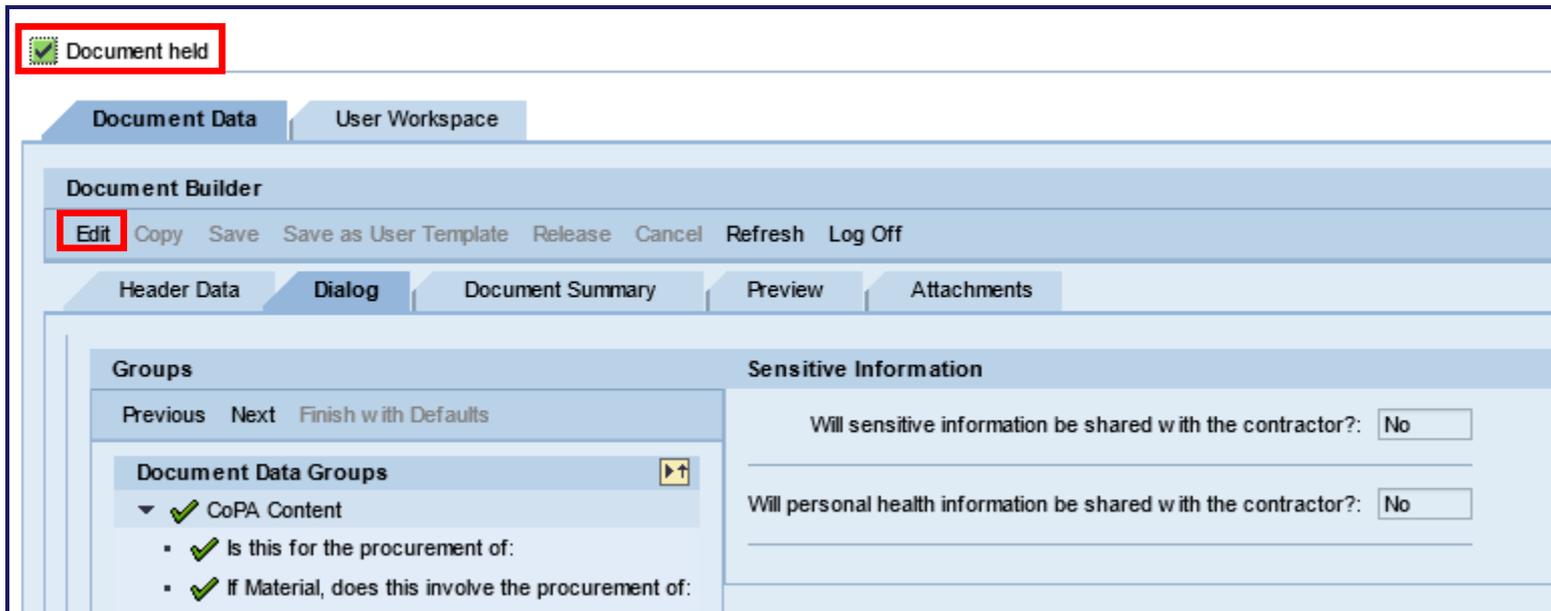
- The default warning message "Not all dialog data accepted" displays in the upper left corner until all questions have been viewed.
- Select the NEXT button to proceed to the next question.

Document Builder



- Select the SAVE button at any time to hold and protect your work

Document Builder



The screenshot shows the Document Builder interface. At the top left, a green icon with a checkmark and the text "Document held" is highlighted with a red box. Below this, the interface has tabs for "Document Data" and "User Workspace". The "Document Data" tab is active, showing a "Document Builder" header with a menu bar containing "Edit", "Copy", "Save", "Save as User Template", "Release", "Cancel", "Refresh", and "Log Off". The "Edit" button is highlighted with a red box. Below the menu bar are tabs for "Header Data", "Dialog", "Document Summary", "Preview", and "Attachments". The "Dialog" tab is active, showing a "Groups" section with "Previous", "Next", and "Finish with Defaults" buttons. Under "Document Data Groups", there is a "CoPA Content" group with a checkmark and two sub-items: "Is this for the procurement of:" and "If Material, does this involve the procurement of:". To the right of the "Groups" section is a "Sensitive Information" section with two questions: "Will sensitive information be shared with the contractor?" and "Will personal health information be shared with the contractor?", both with "No" buttons.

- The message "*Document held*" displays after saving
- Select the EDIT button to continue viewing/responding to questions

Document Builder

Document Builder

File Copy Save Save as User Template Release Cancel Refresh Log Off

Header Data Dialog Document Summary Preview Attachments

Document Summary

Document Sections

- Sections
 - TABLE OF CONTENTS
 - PO STANDARD TERMS & CONDITIONS

Element Summary

View: [Standard View] Export Create Insert Cut Paste Delete Utilities Finish with Defaults

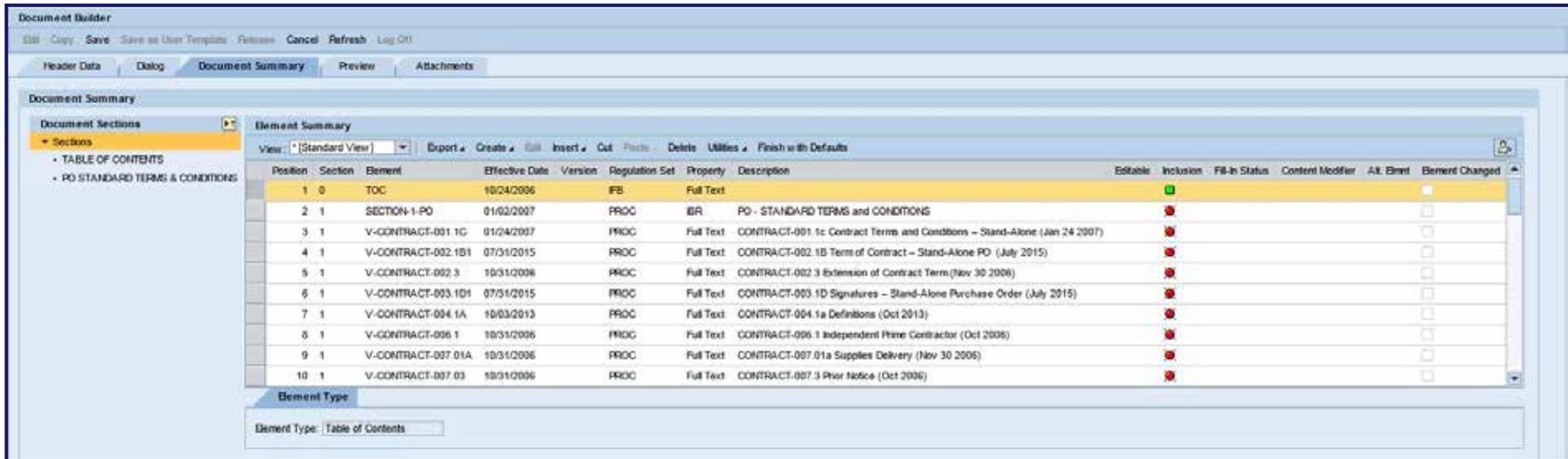
Position	Section	Element	Effective Date	Version	Regulation Set	Property	Description	Editable	Inclusion	Fill-in Status	Content Modifier	Alt. Ebrnt	Element Changed
1	0	TOC	10/24/2006		IFB	Full Text							<input type="checkbox"/>
2	1	SECTION-1-PO	01/02/2007		PROC	IBR	PO - STANDARD TERMS and CONDITIONS						<input type="checkbox"/>
3	1	V-CONTRACT-001 1G	01/24/2007		PROC	Full Text	CONTRACT-001 1c Contract Terms and Conditions - Stand-Alone (Jan 24 2007)						<input type="checkbox"/>
4	1	V-CONTRACT-002 1B1	07/31/2015		PROC	Full Text	CONTRACT-002 1B Terms of Contract - Stand-Alone PO (July 2015)						<input type="checkbox"/>
5	1	V-CONTRACT-002 3	10/31/2006		PROC	Full Text	CONTRACT-002 3 Extension of Contract Term (Nov 30 2006)						<input type="checkbox"/>
6	1	V-CONTRACT-003 1D1	07/31/2015		PROC	Full Text	CONTRACT-003 1D Signatures - Stand-Alone Purchase Order (July 2015)						<input type="checkbox"/>
7	1	V-CONTRACT-004 1A	10/03/2013		PROC	Full Text	CONTRACT-004 1a Definitions (Oct 2013)						<input type="checkbox"/>
8	1	V-CONTRACT-006 1	10/31/2006		PROC	Full Text	CONTRACT-006 1 Independent Prime Contractor (Oct 2006)						<input type="checkbox"/>
9	1	V-CONTRACT-007 01A	10/31/2006		PROC	Full Text	CONTRACT-007 01a Supplies Delivery (Nov 30 2006)						<input type="checkbox"/>
10	1	V-CONTRACT-007 03	10/31/2006		PROC	Full Text	CONTRACT-007 3 Prior Notice (Oct 2006)						<input type="checkbox"/>

Element Type

Element Type: Table of Contents

- The Document Summary tab contains a table which lists the clauses contained in the document; the inclusion or exclusion of clauses is based on your responses.
- A green icon in the Inclusion column indicates that the corresponding clause is optionally required; a red icon indicates that the clause is required or mandatory.
- A pencil in the Editable column indicates the wording in the clause can be edited.
- A checkmark in the Fill-in Status column indicates that the response field is a "Fill-in", although it does not indicate that a response was provided.

Document Builder



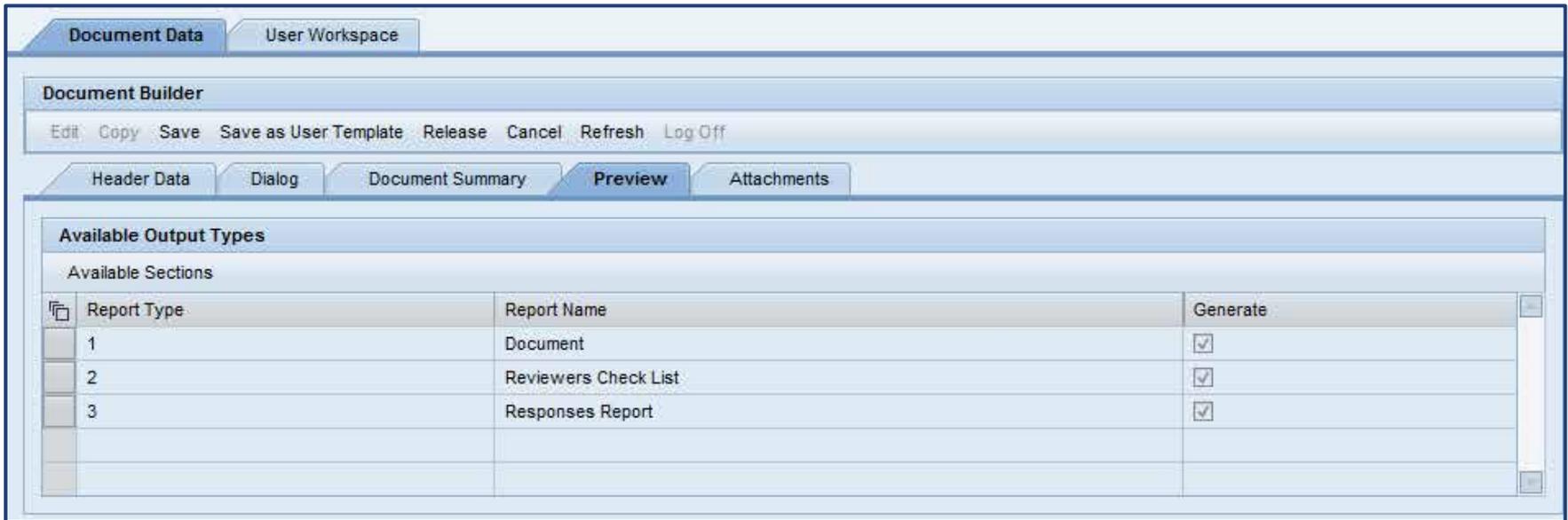
The screenshot shows the Document Builder application interface. The 'Document Summary' tab is active, displaying a table of document sections. The table has columns for Position, Section, Element, Effective Date, Version, Regulation Set, Property, Description, Editable, Inclusion, Fill-In Status, Content Modifier, Alt. Brnd, and Element Changed. The first row is highlighted in yellow, indicating it is selected.

Position	Section	Element	Effective Date	Version	Regulation Set	Property	Description	Editable	Inclusion	Fill-In Status	Content Modifier	Alt. Brnd	Element Changed
1	0	TOC	10/24/2006		IFB	Full Text		<input checked="" type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
2	1	SECTION-1-PO	01/02/2007		PROC	IBR	PO - STANDARD TERMS and CONDITIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>
3	1	V-CONTRACT-001.1G	01/04/2007		PROC	Full Text	CONTRACT-001.1c: Contract Terms and Conditions - Stand-Alone (Jan 24 2007)	<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>
4	1	V-CONTRACT-002.1B1	07/31/2015		PROC	Full Text	CONTRACT-002.1B Term of Contract - Stand-Alone PO (July 2015)	<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>
5	1	V-CONTRACT-002.3	10/31/2006		PROC	Full Text	CONTRACT-002.3 Extension of Contract Term (Nov 30 2006)	<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>
6	1	V-CONTRACT-003.1D1	07/31/2015		PROC	Full Text	CONTRACT-003.1D Signatures - Stand-Alone Purchase Order (July 2015)	<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>
7	1	V-CONTRACT-004.1A	10/03/2013		PROC	Full Text	CONTRACT-004.1a Definitions (Oct 2013)	<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>
8	1	V-CONTRACT-006.1	10/31/2006		PROC	Full Text	CONTRACT-006.1 Independent Prime Contractor (Oct 2006)	<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>
9	1	V-CONTRACT-007.01A	10/31/2006		PROC	Full Text	CONTRACT-007.01a Supplies Delivery (Nov 30 2006)	<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>
10	1	V-CONTRACT-007.03	10/31/2006		PROC	Full Text	CONTRACT-007.3 Prior Notice (Oct 2006)	<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>

Below the table, there is a 'Bement Type' section with a dropdown menu set to 'Table of Contents'.

- A user may access any of the clause details by selecting the row indicator.
 - A user will likely receive a security prompt after selecting the row indicator stating "The page contains both secure and non-secure items, Do you want to display the non-secure items?", and if so, always choose the YES button.
- Clause tabs will display for selection and review – Element Type, Full Text, Print Preview
 - Element Type tab displays the type and the effective date of the clause.
 - Full Text tab displays a preview pane, which allows a user to see the entire entry at one time.
 - Print Preview tab displays the contents of the clause in Adobe PDF format.

Document Builder



The screenshot shows the Document Builder interface with the 'Preview' tab selected. The interface includes a menu bar with options like 'Edit', 'Copy', 'Save', 'Save as User Template', 'Release', 'Cancel', 'Refresh', and 'Log Off'. Below the menu bar, there are tabs for 'Header Data', 'Dialog', 'Document Summary', 'Preview', and 'Attachments'. The 'Available Output Types' section contains a table with the following data:

Report Type	Report Name	Generate
1	Document	<input checked="" type="checkbox"/>
2	Reviewers Check List	<input checked="" type="checkbox"/>
3	Responses Report	<input checked="" type="checkbox"/>

- The Preview tab contains three documents (reports) which are automatically generated as the questions on the Dialog tab are completed.
- A user must select each report to generate it before they can Release it back to the Purchase Order.
 - Once a user selects each document, they should review them for accuracy.

Document Terms & Conditions

Table of Contents

SECTION-1-PO	2
1.1 CONTRACT-001.1c Contract Terms and Conditions – Stand-Alone (Jan 24 2007)	2
1.2 CONTRACT-002.1B Term of Contract – Stand-Alone PO (July 2015)	2
1.3 CONTRACT-002.3 Extension of Contract Term (Nov 30 2006)	2
1.4 CONTRACT-003.1D Signatures – Stand-Alone Purchase Order (July 2015)	2
1.5 CONTRACT-004.1a Definitions (Oct 2013)	3
1.6 CONTRACT-006.1 Independent Prime Contractor (Oct 2006)	3
1.7 CONTRACT-007.01a Supplies Delivery (Nov 30 2006)	3
1.8 CONTRACT-007.3 Prior Notice (Oct 2006)	3
1.9 CONTRACT-008.1a Warranty (Oct 2006)	4
1.10 CONTRACT-009.1c Patent, Copyright, and Trademark Indemnity (Oct 2013)	4
1.11 CONTRACT-009.1d Ownership Rights (Oct 2006)	4
1.12 CONTRACT-010.1a Acceptance (Oct 2006)	5
1.13 CONTRACT-010.2 Product Conformance (March 2012)	5
1.14 CONTRACT-010.3 Rejected Material Not Considered Abandoned (Oct 2013)	5
1.15 CONTRACT-011.1a Compliance With Law (Oct 2006)	5
1.16 CONTRACT-013.1 Environmental Provisions (Oct 2006)	6
1.17 CONTRACT-014.1 Post-Consumer Recycled Content (Dec 5 2006)	6
1.18 CONTRACT-014.3 Recycled Content Enforcement (Feb 2009)	6
1.19 CONTRACT-015.1 Compensation (Oct 2006)	6
1.20 CONTRACT-015.2 Billing Requirements (February 2012)	6
1.21 CONTRACT-016.1 Payment (Oct 2006)	7
1.22 CONTRACT-017.1 Taxes (Dec 5 2006)	7
1.23 CONTRACT-018.1 Assignment of Antitrust Claims (Oct 2006)	7
1.24 CONTRACT-019.1 Hold Harmless Provision (Nov 30 2006)	8
1.25 CONTRACT-020.1 Audit Provisions (Oct 2006)	8
1.26 CONTRACT-021.1 Default (Oct 2013)	8
1.27 CONTRACT-022.1 Force Majeure (Oct 2006)	9
1.28 CONTRACT-023.1a Termination Provisions (Oct 2013)	10
1.29 CONTRACT-024.1 Contract Controversies (Oct 2011)	10
1.30 CONTRACT-025.1 Assignability and Subcontracting (Oct 2013)	11
1.31 CONTRACT-026.1 Other Contractors (Oct 2006)	11

- The complete T&Cs for the solicitation document, in Adobe PDF format. This will need to have the title changed once it is in the procurement document.
 - Make sure each T&C is listed in its entirety and that none are missing sentences or paragraphs

Reviewer's Report

Reviewer's Checklist for P00446880 08/25/2015 10:58:21 on 2015.08.25 (version 1)

Number	Prescription	Source	Section	Name	Title	Changes	Fillins
0001			0	TOC			
0002			1	SECTION-1-PO			
0003			1	V-CONTRACT-001.1C	CONTRACT-001.1c Contract Terms and Conditions â€œ Stand-Alone (Jan 24 2007)		
0004			1	V-CONTRACT-002.1B1	CONTRACT-002.1B Term of Contract â€œ Stand-Alone PO (July 2015)		
0005			1	V-CONTRACT-002.3	CONTRACT-002.3 Extension of Contract Term (Nov 30 2006)		
0006			1	V-CONTRACT-003.1D1	CONTRACT-003.1D Signatures â€œ Stand-Alone Purchase Order (July 2015)		
0007			1	V-CONTRACT-004.1A	CONTRACT-004.1a Definitions (Oct 2013)		
0008			1	V-CONTRACT-006.1	CONTRACT-006.1 Independent Prime Contractor (Oct 2006)		
0009			1	V-CONTRACT-007.01A	CONTRACT-007.01a Supplies Delivery (Nov 30 2006)		
0010			1	V-CONTRACT-007.03	CONTRACT-007.3 Prior Notice (Oct 2006)		
0011			1	V-CONTRACT-008.1A	CONTRACT-008.1a Warranty (Oct 2006)		

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

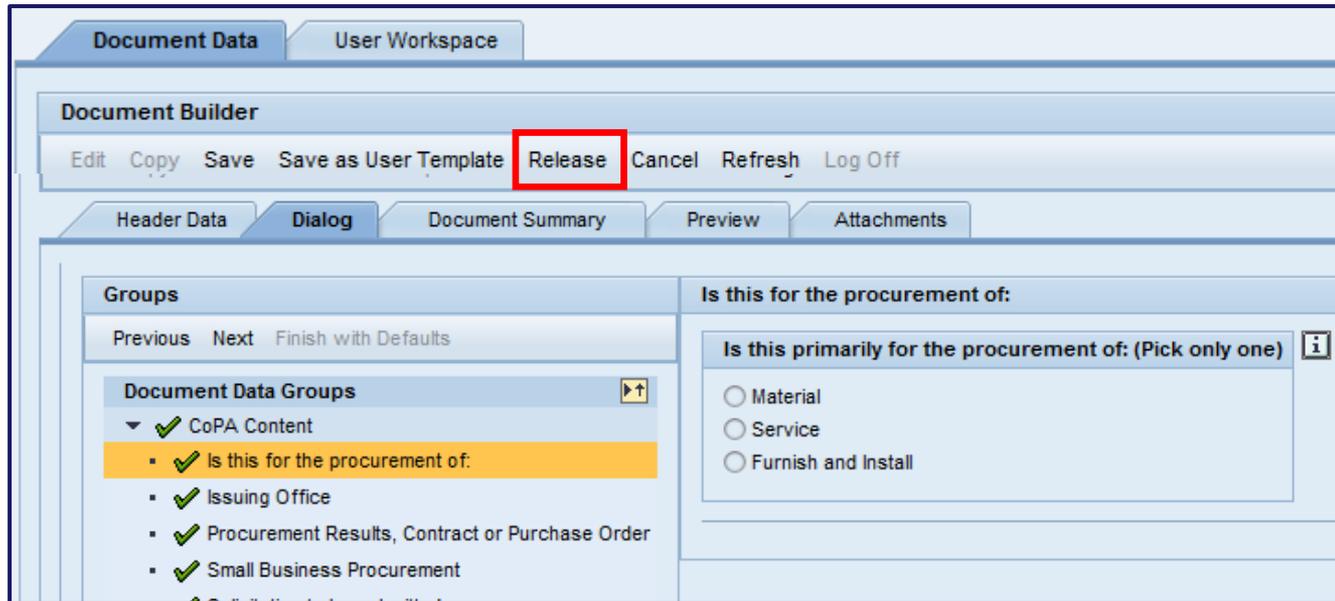
Responses Report

Responses Report for P00446880 08/25/2015 10:58:21 on 2015.08.25 (version 1)

Question	Response
Is this primarily for the procurement of (Pick only one)	M
Apparel	
Passenger Vehicles (Automobiles)	
Commercial Vehicles	
PennDOT	
Additional charge per vehicle	0.00
Printing	
Road Materials	
Paper or Paper Products	
Steel Products	
Prior Notification	X
On Pallets	
IT	
Laundering Services	
None of the above	
Is contract total cost over \$25,000?	
Is contract total cost over \$100,000?	
Insert type of equipment or system	
Deadline Date for submission of questions.	00/00/0000
Agency Website (URL)	www.emarketplace.state.pa.us
Proposal Response Date	00/00/0000
Proposal response time (enter time and AM/PM)	
Number of days the proposal must remain valid	000

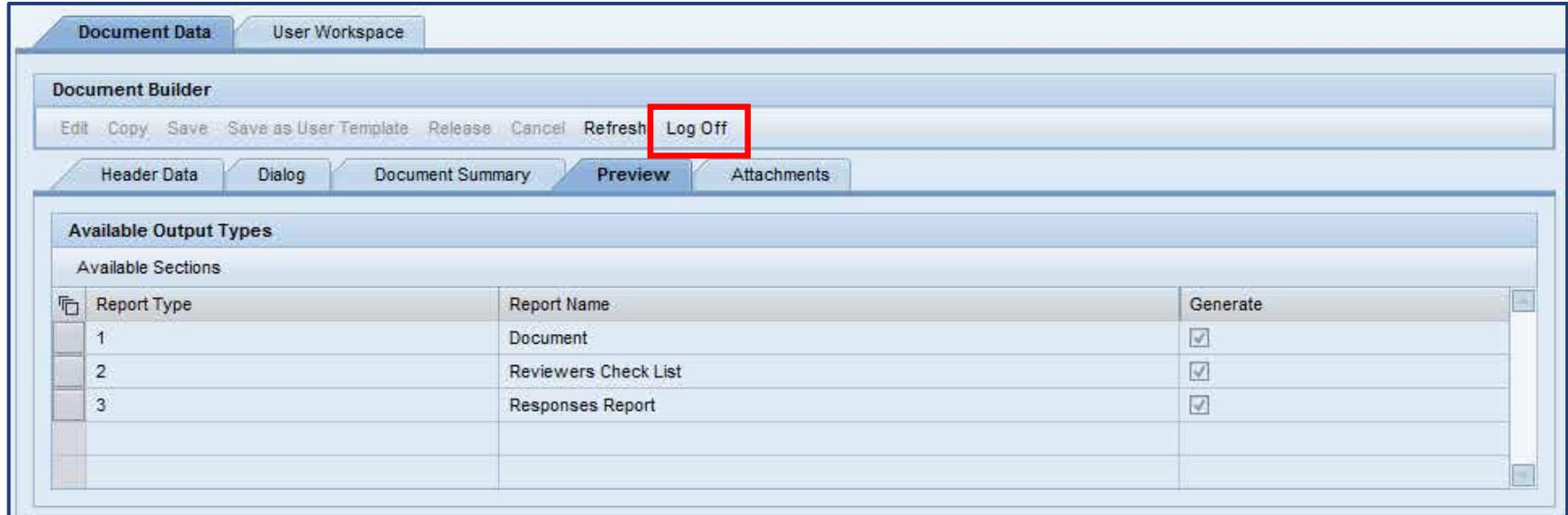
- Identifies, per field, the responses (or lack of) which were entered for each question

Document Builder



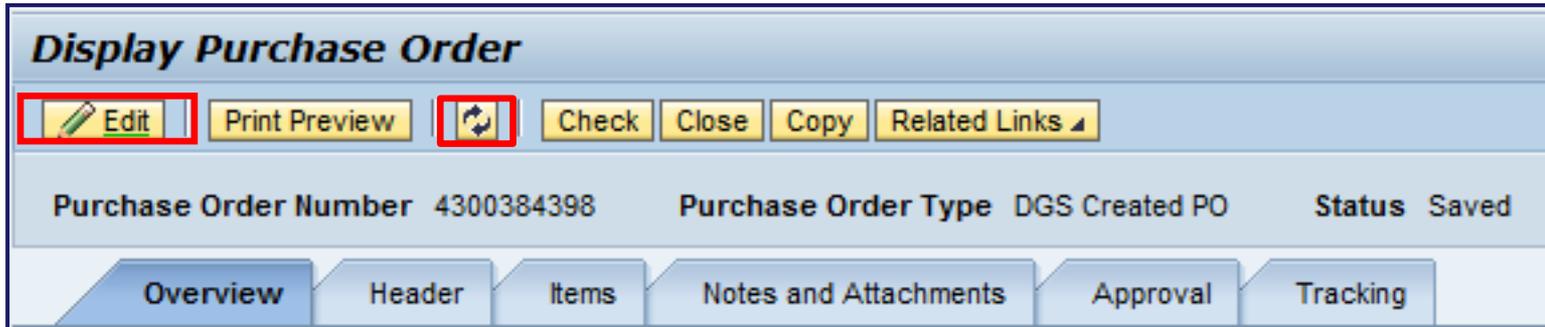
- The RELEASE button becomes available after all questions have been answered.
 - Select the RELEASE button to migrate the documents back to SRM so they become part of the procurement document (attachment).

Document Builder



- When the legal documents have been migrated into SRM, the RELEASE button is no longer available.
- Select the LOG OFF button to exit Document Builder (Do not X out of DB). The LOG OFF button must be used to exit.

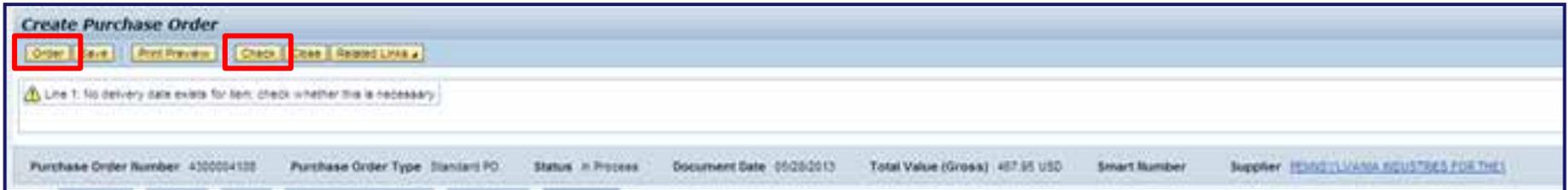
Document Builder



In order for the document to display in the procurement document, do the following steps:

- Select the EDIT button
- Select the Header tab – Notes and Attachments sub-tab
- If the documents are not visible, select the REFRESH button
 - Locate the attachment titled “Document” and change it to “Terms and Conditions” using the information provided earlier on “Edit Description” for Attachments.

Order Purchase Order



Create Purchase Order

Order Save Print Review **Check** Close Refresh Links

Line 1: No delivery date exists for item, check whether this is necessary

Purchase Order Number: 430004133 Purchase Order Type: Standard PO Status: In Process Document Date: 01-08-2013 Total Value (Gross): 487.85 USD Smart Number: Supplier: [PENNSYLVANIA INDUSTRIES FOR THE...](#)

- After all data entry in the PO has been completed, select the CHECK button to review and resolve any errors
- Select the ORDER button to submit the PO for approval and ordering

Exercise 1 – Stand-Alone Purchase Order

Exercise 1 – Stand-Alone Purchase Order.

<http://eniesrwd01.state.pa.us/gm/folder-1.11.97534?mode=EU>

- From the dropdown, select Simulation

When the Simulation dialog box opens,

- Select “Click Here for Interactive Tutorial”

This will start the interactive exercise.

Purchase Orders Referencing a Contract w/o a Requirement

Select Purchase Order Type

Select Purchase Order Type

Continue

Select the type of purchase order that you want to create.

	Purchase Order Type	Purchase Order Type Description
<input type="checkbox"/>	ZDGS	DGS Created PO
<input type="checkbox"/>	ZEP	Emergency PO
<input type="checkbox"/>	ZEPI	EmergencyPO Ind Agcy
<input type="checkbox"/>	ZEPO	Emergency PO OA OIT
<input checked="" type="checkbox"/>	ZNB	Standard PO
<input type="checkbox"/>	ZNBI	Std PO Ind Agency
<input type="checkbox"/>	ZSBI	SoleSrc Supply IndA
<input type="checkbox"/>	ZSDI	SoleSrc Serv IndAgcy
<input type="checkbox"/>	ZSRM	Local Purchase Order
<input type="checkbox"/>	ZSSB	Sole Source Supply
<input type="checkbox"/>	ZSSD	Sole Source Service

- Create the PO in the usual manner by choosing the transaction type and selecting the CONTINUE button

Overview Tab

Create Purchase Order

Order Save | Print Preview | Check Close Related Links ▾

Purchase Order Number 4300403892 Purchase Order Type Standard PO Status In Process Document Date 10/24/2014 Total Value (Gross) 0.00 USD

Overview Header Items Notes and Attachments Approval Tracking

General Header Data

Smart Number: P00446880 10/24/2014 08:24
 Smart Number is External

Purchase Order Number: 4300403892

PO Name: 4215 Dental Equipment

* Supplier:

* Requester:

Recipient:

Location:

Ship-To Address:

* Purchasing Organization: COPA Purchasing Organization

* Purchasing Group: DGS Central Purchase Purchasing Group [Show Members](#)

Total Value (Net): 0.00

Note to Supplier:

Internal Note:

- In the Overview tab, select the PO Name field and enter a name for the PO
 - If necessary, change Purchasing Org and/or Purchasing Group
 - Can enter Note to Supplier or Internal Note
 - Do not enter any other information into the General Header Data section at this time

Propose Source of Supply

Create Purchase Proposed Sources for Selected Items

Order Save Print Print

Deselect All Select Cheapest Offer(s) Group Table By: Item

Select	Requirement - Product > Supplier Name (Supplier Number)	Contract	Quantity	Unit	Price	Currency	Price Unit	Price Per Unit	Quota Arrangements	Variance	In Supplier List	Payment Terms
	4300403902/1		0.000		0.00			0		0.00		
<input type="checkbox"/>	HENRY SCHEIN INC (102074)	CTR-4400006467/2	1.000	EA	28,465.95	USD	1	EA		0.00		P001
<input checked="" type="checkbox"/>	HENRY SCHEIN INC (102074)	CTR-4400006467/3	1.000	EA	28,465.95	USD	1	EA		0.00		P001
<input type="checkbox"/>	HENRY SCHEIN INC (102074)	CTR-4400006467/1	1.000	EA	28,465.95	USD	1	EA		0.00		P001
<input type="checkbox"/>	DENTSERVE (173795)	CTR-4400006475/1	1.000	EA	28,465.95	USD	1	EA		0.00		P001
<input type="checkbox"/>	DENTSERVE (173795)	CTR-4400006475/2	1.000	EA	28,465.95	USD	1	EA		0.00		P001
<input type="checkbox"/>	DENTSERVE (173795)	CTR-4400006475/3	1.000	EA	28,465.95	USD	1	EA		0.00		P001

For Selected Items: **Assign Only** Cancel

Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Unit	Gross Price	Currency	Per	Net Price	Option Type	Order Type	Condition	Option Status	Delivery Date	Account Assignment Type
1		Material	1	42150000			1.000	EA	28,465.95	USD	1	28,465.95					11/25/2014	Cost Center

- If you select the PROPOSE SOURCE OF SUPPLY button, a dialog box will display showing Contract/Item options to choose from.
- Select the appropriate Contract/Item and select the ASSIGN ONLY button

or

Items Tab – General Data

Details for Item 1

General Data | Prices and Conditions | Account Assignment | Notes and Attachments | Approval Preview | Related Documents | Extended PO History | Payment

▼ Basic

Identification

Item Number:

Item Type:

Product ID:

Description:

Product Category:

Catalog:

Contract / Item:

Further Properties

Supplier Product Number:

Currency, Values and Pricing

Quantity / Unit: (is equivalent to:)

Gross Price / Per: USD

Net Value: USD

Net Price: USD

Tax Code / Amount: USD

Service and Delivery

Delivery Date:

Underdelivery/Overdelivery Tolerance: % / %

Status and Statistics

Item Deleted:

Closeout Status:

Cancelled:

- Enter the Contract number and Line Item number
 - Select the match code to search for the Contract/Item if the information is not known

Items Tab – General Data

Search: Contract / Item

Search Criteria Personal Value List Hide Search Criteria ?

Contract	is	4400006467	+ -
Contract Name	is		+ -
Supplier	is	102074	+ -
Terms of Payment	is	P001	+ -

Maximum Number of Results: 500

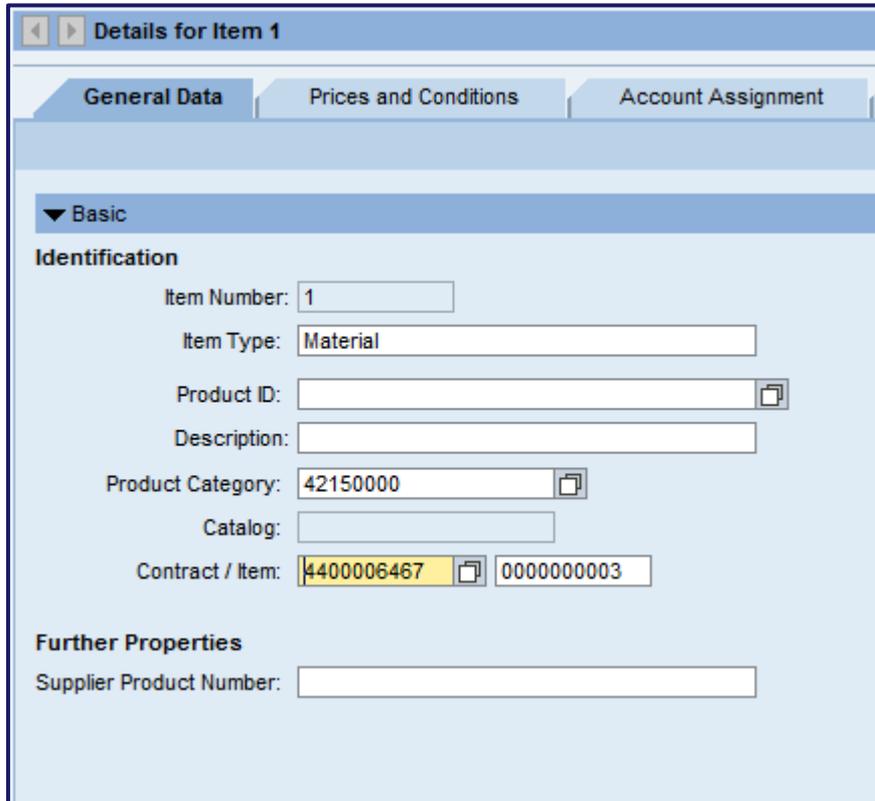
Search Clear Entries Reset to Default

Results List: 3 results found for Contract / Item

Contract	Contract Name	Item Number	Description	Product ID	Product Cat.	Supplier	Name 1/last nm	Pm...
4400006467	4215 Dental Supplies and...	0000000001	Dental Supplies -Core It...		42150000	102074	HENRY SCHEIN INC	P001
4400006467	4215 Dental Supplies and...	0000000002	Dental Supplies - Non-C...		42150000	102074	HENRY SCHEIN INC	P001
4400006467	4215 Dental Supplies and...	0000000003	Dental Equipment		42150000	102074	HENRY SCHEIN INC	P001

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

Items Tab – General Data



Details for Item 1

General Data | Prices and Conditions | Account Assignment

▼ Basic

Identification

Item Number: 1

Item Type: Material

Product ID:

Description:

Product Category: 42150000

Catalog:

Contract / Item: 4400006467 0000000003

Further Properties

Supplier Product Number:

- The Contract Number and Line Item Number will display as shown
- Select the CHECK button at the top of the screen to refresh the system and pull all information from the contract forward into the Purchase Order

Items Tab – General Data

Currency, Values and Pricing

Quantity / Unit: (is equivalent to:)

Gross Price / Per: USD

Net Value: USD

Net Price: USD

Tax Code / Amount: USD

Service and Delivery

Delivery Date:

Underdelivery/Overdelivery Tolerance: % / %

Status and Statistics

Item Deleted:

Closeout Status:

Cancelled:

- Enter the Unit, Gross Price, Delivery Date and any other necessary information

Items Tab – General Data

▼ Partner			
Details Add Send E-Mail Call Clear			
Function	Number	Name	
▪ Requester			
▪ Goods Recipient			
▪ Ship-To Address	1	EXP	
▪ Location			

- In the Partner section, enter the Requester by selecting the match code

Search for Requester

Search: Requester

Search Criteria Hide Search Criteria

Business Partner is

Name 1/last name is ANDERSON

Name 2/First name is CYNTHIA

Search term 1 is

Maximum Number of Results:

Search Clear Entries Reset to Default

Results List: 1 results found for Requester

Last name	First name	Org. Unit Name	BusinessPartner
Anderson	Cynthia	GSPR7140	703389

- In the search criteria, enter the last name and first name
- Select the SEARCH button
- The results will display
- Select the gray box or Last name to transfer the results back to the Partner section

Items Tab – General Data

▼ Partner			
Details Add Send E-Mail Call Clear			
Function	Number	Name	
▪ Requester	703389	CV	
▪ Goods Recipient			
▪ Ship-To Address	1	EX	
▪ Location			

- If the user knows who will be entering the Goods Receipt (GR), they can enter their name if they have an SRM Role. Otherwise, leave it blank.

Note: When creating POs from Shopping Carts, this information pulls from the Shopping Cart. The Requisitioner is usually the person that does the GR, unless an agency has a warehouse that handles all GR entries.

Item Tab – General Data

▼ Partner		
Details Add Send E-Mail Call Clear		
Function	Number	Na
▪ Requester	703389	C
▪ Goods Recipient		
▪ Ship-To Address	1	C
▪ Location		

- If attributes are set, ship-to address will default
- If not, ship-to address will need to be selected from established addresses by selecting the match code
 - The best options for searching are by Street and Building Code. Do not use abbreviations and always use an * before and after your search item.
 - Example of Street: *555 Walnut*; do not use St. or street because it is not known if it is spelled out or abbreviated
 - Example of Building Code: *15*; this is DGS Business Area it could represent 1500, 1504, etc.

Item Tab – General Data

▼ Partner			
Details Add Send E-Mail Call Clear			
Function	Number	Name	
▪ Requester	703389	Cyr	
▪ Goods Recipient	703389		
▪ Ship-To Address	1	EX	
▪ Location			

- Enter the Location by selecting the match code
 - Locations are plants, which may represent an organization breakdown by deputate, district, etc., and are used to drive workflow.
 - Each agency is its own plant. Some larger agencies are broken out into multiple plants.

Search Location

Search: Location

Search Criteria Personal Value List Hide Search Criteria

Business Partner	is		+ -
Search term 1	is		+ -
Logical System	is	PC1CLNT110	+ -
User Attrib. Search	is	X	+ -

Maximum Number of Results: 500

Search Clear Entries Reset to Default

Results List: 5 results found for Location

	Complete name	Street	City	C...	Busines...	Logical...	L...	Org Manag...	Compa...
	DGS	515 North Office B...	Harrisburg	US	300438	PC1CLN...	1...		COPA
	DGS Administration	515 North Office B...	Harrisburg	US	300440	PC1CLN...	1...		COPA
	DGS Bureau of Procurement	555 Walnut St, 6th ...	Harrisburg	US	301375	PC1CLN...	1...		COPA
	DGS Property Management	503 North Office B...	Harrisburg	US	300439	PC1CLN...	1...		COPA
	DGS Public Works	Room 100 18th & H...	Harrisburg	US	300441	PC1CLN...	1...		COPA

- Do not enter any criteria into the fields, just select the SEARCH button and your options will display
 - If a user's agency shows, along with DGS or the Governor's Office, then the user just has to select their agency. These show because of the way the user is role mapped.
- Select the *gray* box or complete name to transfer your selection back to the partner section

Items Tab – General Data

▼ Partner		
Details Add Send E-Mail Call Clear		
Function	Number	Name
▪ Requester	703389	
▪ Goods Recipient	703389	
▪ Ship-To Address	1	EXEC BRANCH
▪ Location	301375	DGS Bureau of Procurement

- The results will display as shown

Items Tab – Account Assignment

Details for Item 1 Dental Equipment

General Data | Prices and Conditions | **Account Assignment** | Notes and Attachments

▼ Basic

- Select the Account Assignment sub-tab

Cost Distribution

Number	A	Percentage
0001		Percentage
		By Quantity
		By Value

- Select how the Account Assignment will be distributed by selecting the Cost Distribution dropdown menu.
- Select the Cost Distribution – Percentage, Quantity, or Value

Cost Distribution Percentage

Details Add Line Copy Paste Duplicate Delete Split Di

Number	Accounting Line Number	Percentage	Account Assignment Category
0001		100.00	Cost Center
			Mixed Account - Single Line
			Asset
			Cost Center
			Mixed Account - Multi Line
			Order
			WBS element
			Grant Internal Order

- Select the Account Assignment Category

Items Tab – Account Assignment

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number
<u>0001</u>		100.00	Cost Center	

- Select the DETAILS button or the Number field to enter additional Account Assignment detailed information such as the Cost Center, Fund, Budget Year, General Ledger, etc.

Item Tab – Account Assignment

Details for Item 0001 : Cost Center

Basic Data

* Percentage:

Account Assignment Category:

* Cost Center: Strat Suprt & Aud Div

Fund Center: DGS Procurement

Functional Area: Facil, Prop & Comm Mgt

Controlling Area:

General Ledger Account: Medical Supplies

Business Area:

Fund: DGS Procurement

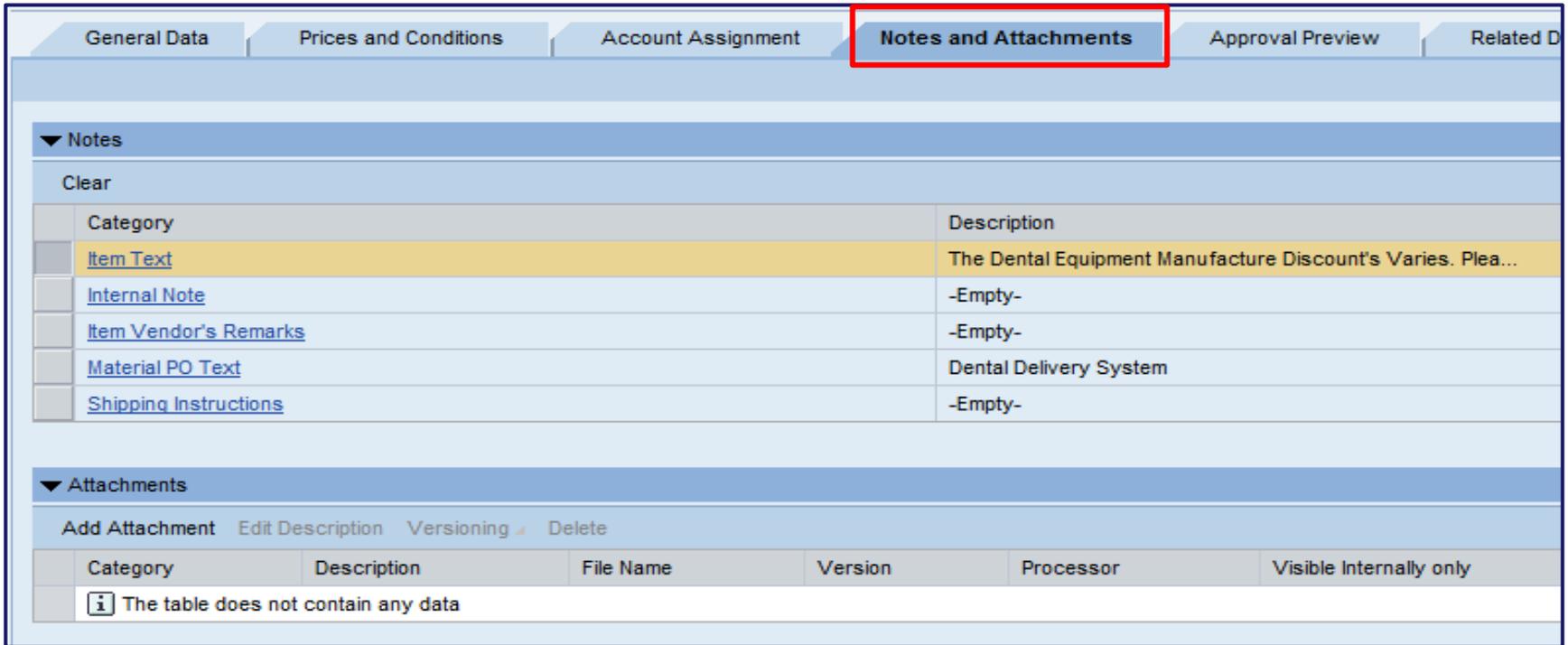
Budget Period:

Commitment Item: MedicalSupplies

Unfunded Accounting Line:

- Depending on the Account Assignment Category selected, additional information will need to be completed.
 - In the example shown, the Cost Center, Fund, Budget Period and General Ledger were entered.
 - The rest of the information will default based on the information entered.

Item Tab – Notes and Attachments



General Data | Prices and Conditions | Account Assignment | **Notes and Attachments** | Approval Preview | Related D

▼ Notes

Clear

Category	Description
Item Text	The Dental Equipment Manufacture Discount's Varies. Plea...
Internal Note	-Empty-
Item Vendor's Remarks	-Empty-
Material PO Text	Dental Delivery System
Shipping Instructions	-Empty-

▼ Attachments

Add Attachment | Edit Description | Versioning ▲ | Delete

Category	Description	File Name	Version	Processor	Visible Internally only
 The table does not contain any data					

- Select the Notes and Attachments sub-tab
- Enter any additional text into the appropriate fields
 - Information in this section may pull from a contract
 - See next slide for additional information on text fields
- Attachments should be added on the Header Tab, not the Item Tab

Header Tab – General Data

Overview | **Header** | Items | Notes and Attachments | Approval | Tracking

General Data | Notes and Attachment | Output | Document Totals | Extended PO History | Payment | User-Specified Status

▼ Basic

Identification

Smart Number:
 Smart Number is External
 New Serial Part for Smart Number

Purchase Order Number:
 * PO Name:

Corresponding Novation Purchase Order:

Purchase Order Type:
 Reason Code:

Organization

Purchasing Organization: 
 Purchasing Group:  [Show Members](#)

Currency, Values and Pricing

Total Value (Net):
 Total Value (Gross): USD
 Tax Value: USD

Service and Delivery

Commitment Documents: [Display](#)

Status and Statistics

Document Date:
 * FM Posting Date: 
 * Posting Period:
 Cancelled:
 Closeout Status:
 Validity Start Date: 
 Validity End Date: 
 Replacement PO Indicator:
 Original PO Number (Being Replaced):
 Small Business Reserve:
 Non Standard Terms & Conditions:

- Validity Start & End Dates are available for services and will be required effect 1/1/17
- The Small Business Reserve should default from the Contract; If ITQ, should default to "NO"

Header Tab – Notes and Attachments

Create Purchase Order

Order Save Print Preview Check Close Related Links

Purchase Order Number 4300403890 Purchase Order Type Standard PO Status In Process Document Date 10/23/2014 Total

Overview **Header** Items Notes and Attachments Approval Tracking

General Data **Notes and Attachment** Output Document Totals Extended PO History Payment User-Specified Status

▼ Notes

Clear

Category	Description
Header Text	Delivery should be made between the hours of 8:30 am and...
Internal Note	Justification: Denial Delivery System is needed for use...
Header Vendor's Remarks	-Empty-
Bond Information	Empty
Confidential Terms of Payment	-Empty-
Encumbrance Information	-Empty-

▼ Attachments

Add Attachment [Edit Description](#) [Versioning](#) [Delete](#) [Create Profile](#)

Category	Description	File Name	Version	Processor	Visible Internally only
The table does not contain any data					

- Select the Head Tab – Notes and Attachments sub-tab
- Enter any information to the supplier into the Header Text
- Enter any internal information such as the justification into the Internal Note
- Add all attachments to the Header – Notes and Attachments section

- Select the ADD ATTACHMENTS button to attach documents
- Select the EDIT DESCRIPTION button to change the name of the document
- Select the Document and the DETETE button to remove document
- To change a document, delete/change outside of SRM, then reloaded

Header Tab - Output

Overview | **Header** | Items | Notes and Attachments | Approval | Tracking

General Data | Notes and Attachment | **Output** | Document Totals | Extended PO History | Payment | User-Specified Status

Order and Send Immediately

Latest Output

Sent On:

Output Medium:

Additional Output Requested via

Printer

Fax

E-Mail

XML

▼ Document Outputs

Details Repeat Output Delete Filter Settings

Status	Changed	Repeated	Manually	Generated On	Generated At	Changed On	Changed At	Medium
<input type="checkbox"/> The table does not contain any data								

- Select the Output sub-tab
- Set-up printer, if required
 - Follow instructions to [set-up default printer](#) or if printer will not print PO, have your IT staff use instructions to [set-up printer for SAP/SRM](#).

Order Purchase Order

Create Purchase Order

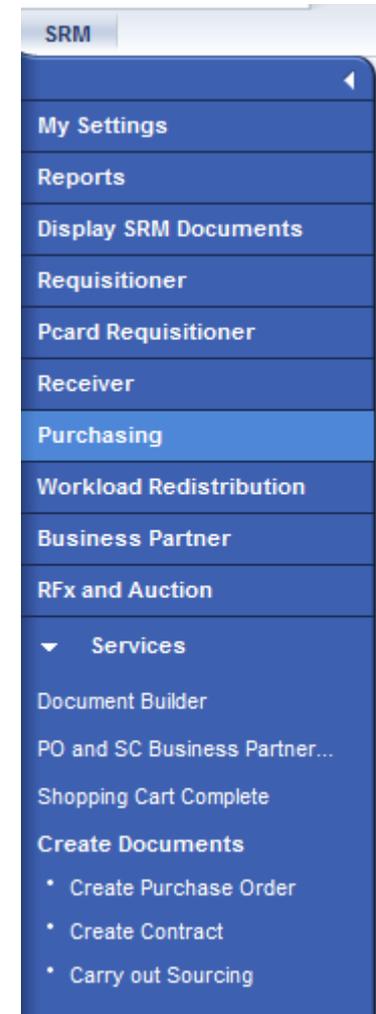
Order Save | Print Preview | Check Close Related Links ▾

- CHECK the PO and address for any errors that may occur
- If there is an issue, SAVE the PO and correct the issue.
- If there is no issue, or once the issue is resolved, select the ORDER button.

Print a Fully Executed Purchase Order

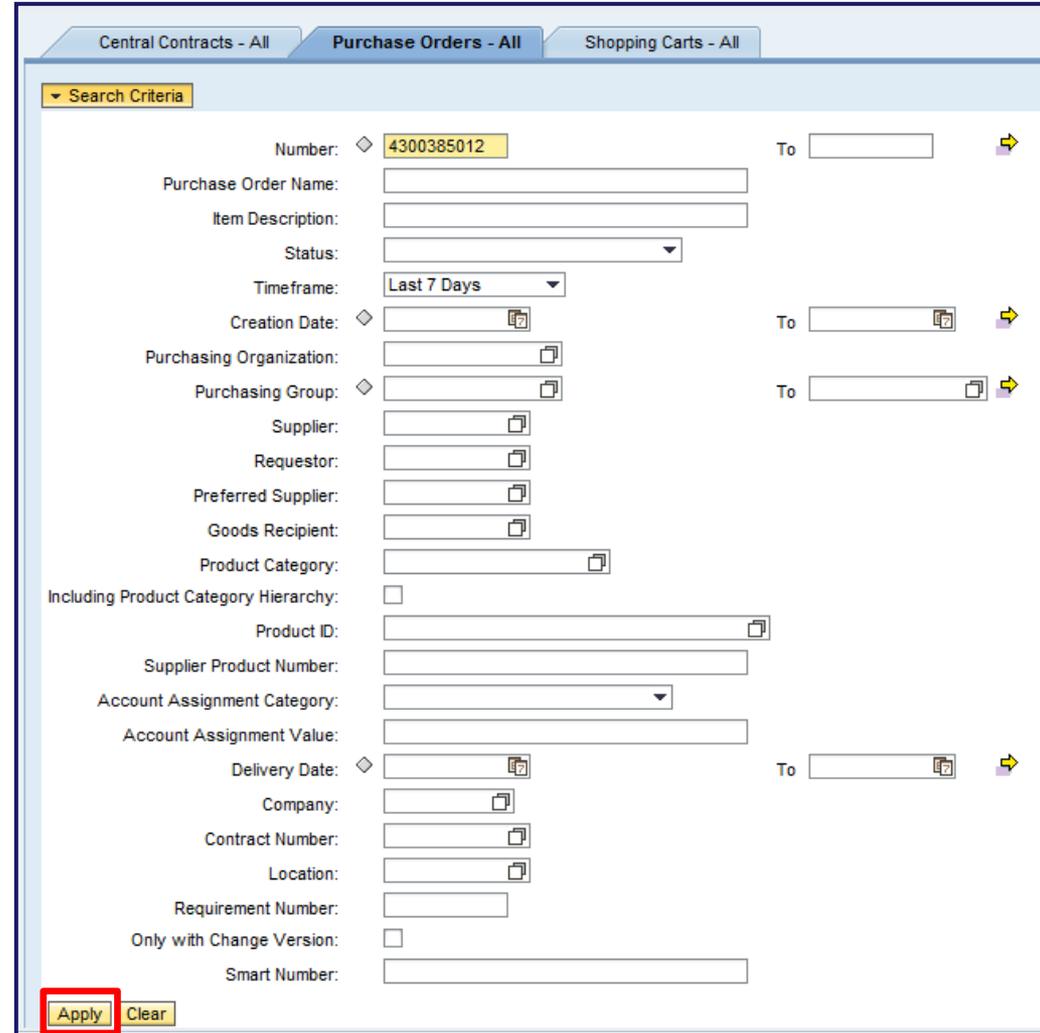
Print a Purchase Order

- Select **Purchasing**, which will open the Personal Object Worklist (POWL)



Print a Purchase Order

- Locate the PO through the proper search method
 - Select the applicable criteria
 - Select the APPLY button



Central Contracts - All **Purchase Orders - All** Shopping Carts - All

▼ Search Criteria

Number: ♦ 4300385012 To →

Purchase Order Name:

Item Description:

Status:

Timeframe: Last 7 Days ▼

Creation Date: ♦ To →

Purchasing Organization:

Purchasing Group: ♦ To →

Supplier:

Requestor:

Preferred Supplier:

Goods Recipient:

Product Category:

Including Product Category Hierarchy:

Product ID:

Supplier Product Number:

Account Assignment Category:

Account Assignment Value:

Delivery Date: ♦ To →

Company:

Contract Number:

Location:

Requirement Number:

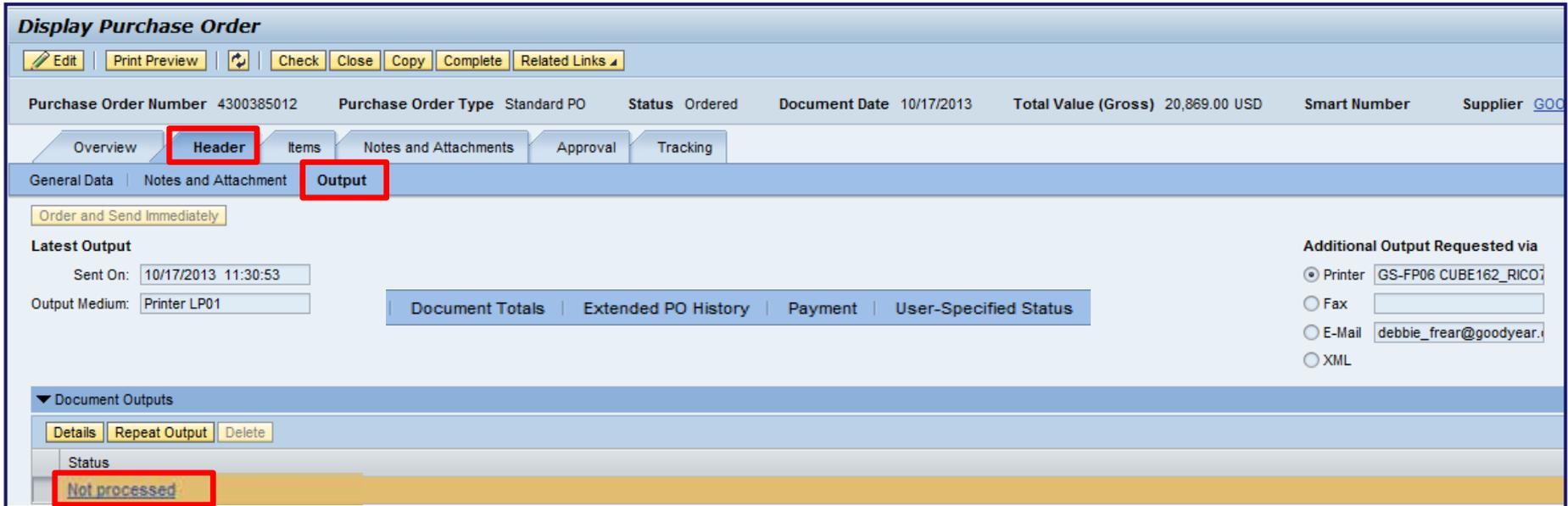
Only with Change Version:

Smart Number:

Apply Clear

Print a Purchase Order

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



Display Purchase Order

Edit | Print Preview | Check | Close | Copy | Complete | Related Links

Purchase Order Number 4300385012 | Purchase Order Type Standard PO | Status Ordered | Document Date 10/17/2013 | Total Value (Gross) 20,869.00 USD | Smart Number | Supplier [GOO](#)

Overview | **Header** | Items | Notes and Attachments | Approval | Tracking

General Data | Notes and Attachment | **Output**

Order and Send Immediately

Latest Output

Sent On: 10/17/2013 11:30:53

Output Medium: Printer LP01

Document Totals | Extended PO History | Payment | User-Specified Status

Additional Output Requested via

Printer: GS-FP06 CUBE162_RICO

Fax

E-Mail: debbie_freear@goodyear.

XML

▼ Document Outputs

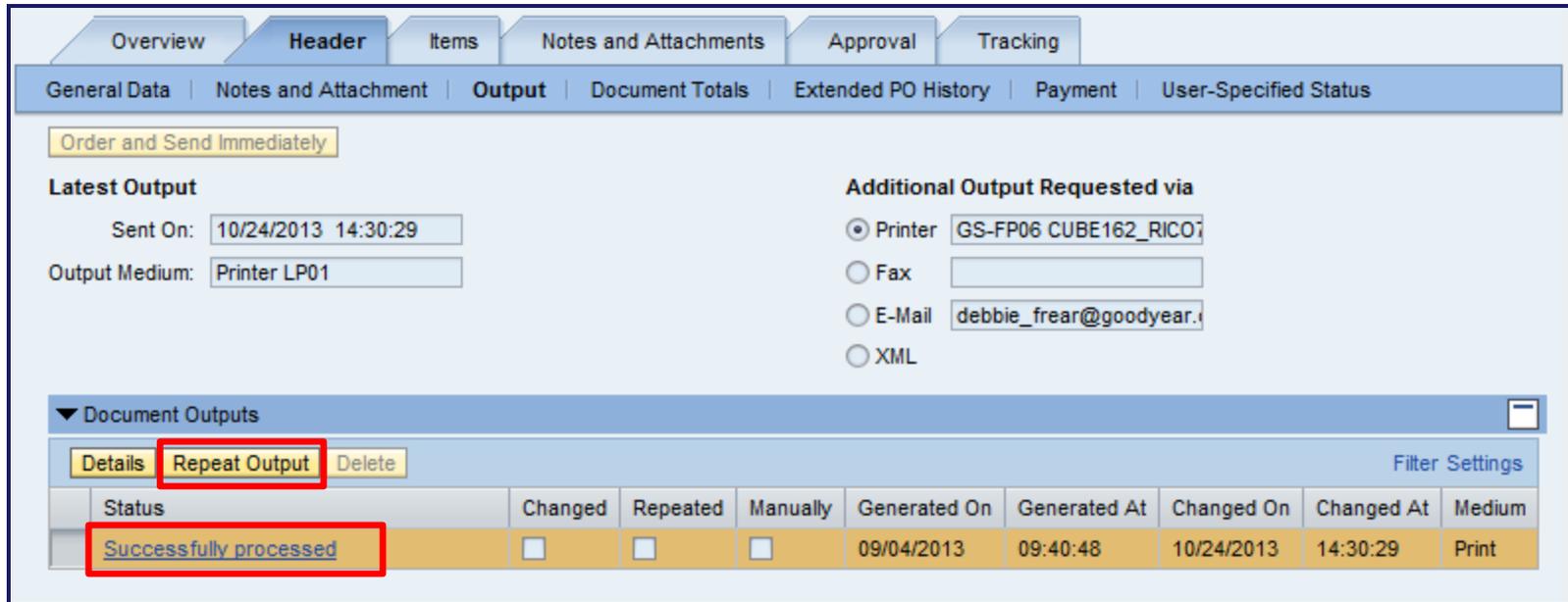
Details | Repeat Output | Delete

Status

Not processed

Print a Purchase Order

- Select the REPEAT OUTPUT button to print your PO
 - Your log will now show “Successfully Processed”



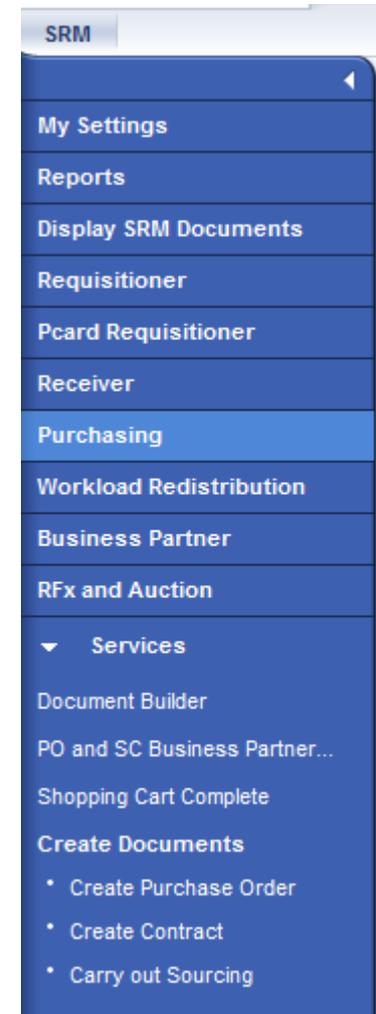
The screenshot shows a web application interface for managing purchase orders. The 'Output' tab is selected, displaying options for sending the document. The 'Document Outputs' section contains a table with the following data:

Status	Changed	Repeated	Manually	Generated On	Generated At	Changed On	Changed At	Medium
Successfully processed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/04/2013	09:40:48	10/24/2013	14:30:29	Print

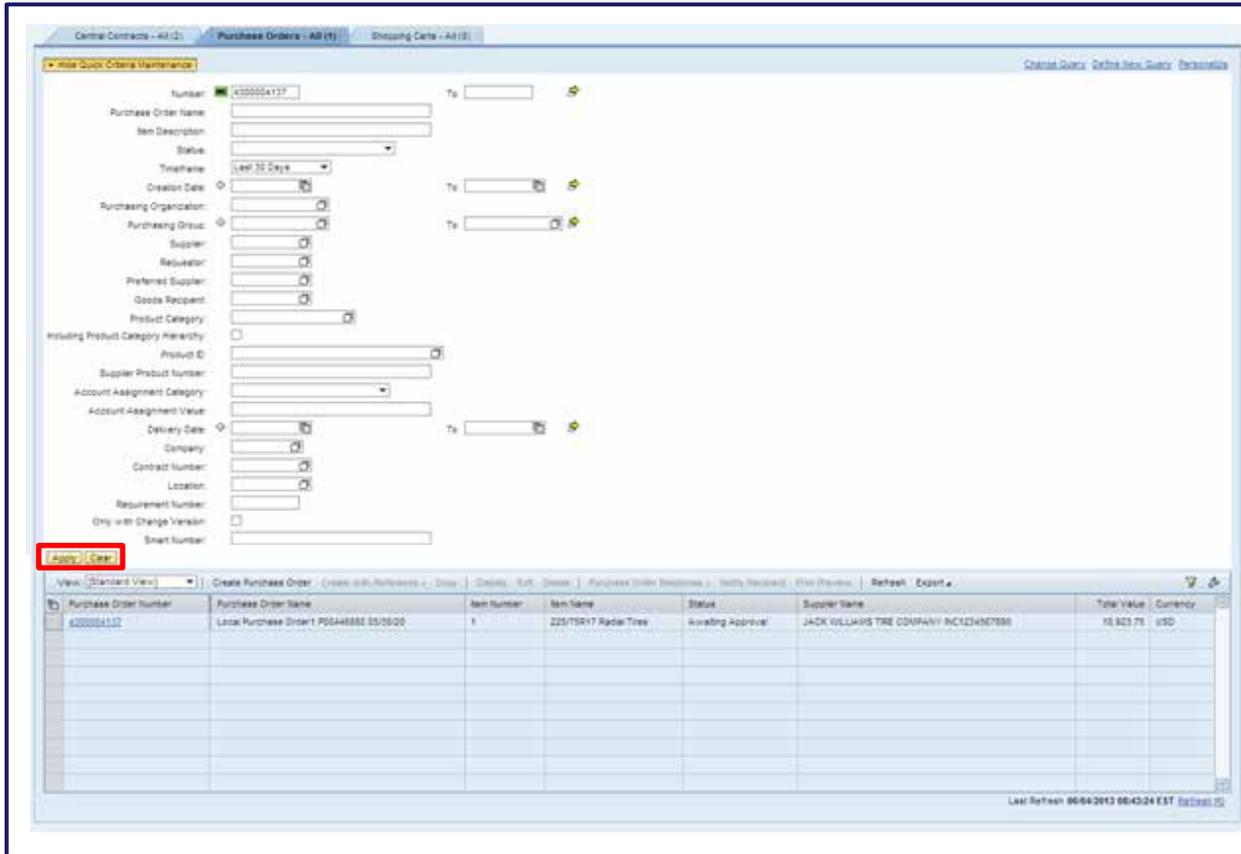
Editing Purchase Orders

Editing a Purchase Order

- Select **Purchasing**, which will open the Personal Object Worklist (POWL)



Editing Purchase Orders



Central Contracts - All (2) | Purchase Orders - All (1) | Shopping Carts - All (0)

Home | Order Entry Maintenance | Contract Query | Define Item Query | Backoffice

Number: 400004137 To: []

Purchase Order Name: []

Item Description: []

Status: []

Timeframe: Lead 30 Days

Creation Date: [] To: []

Purchasing Organization: [] To: []

Purchasing Group: [] To: []

Supplier: []

Requestor: []

Preferred Supplier: []

Goods Receipt: []

Product Category: []

Including Product Category Hierarchy: []

Product ID: []

Supplier Product Number: []

Account Assignment Category: []

Account Assignment Value: [] To: []

Delivery Date: []

Company: []

Contract Number: []

Location: []

Requirement Number: []

Smart Number: []

Apply | Clear

View: [Standard View] | Create Purchase Order | Create with References | Copy | Delete | Edit | Delete | Purchase Order Response | Notify Recipient | Print Preview | Refresh | Export

Purchase Order Number	Purchase Order Name	Item Number	Item Name	Status	Supplier Name	Total Value	Currency
400004137	Local Purchase Order P0048882 05/06/00	1	225/TSR17 Radial Tire	Awaiting Approval	JACK WILLIAMS TIRE COMPANY INC1234567890	10,923.75	USD

Last Refresh: 06/04/2013 08:43:24 EST | Logout

- Locate the applicable PO through the proper search method
 - Select the applicable criteria
 - Select the APPLY button

Editing Purchase Orders

Purchase Order Number	Purchase Order Name	Item Number	Item Name	Status	Supplier Name	Total Value	Currency
430000340	Local Purchase Order1 P00446880 04/15/20	1	Nitro Auto Darkening Welding Helmet	Ordered	ARBLL INDUSTRIES INC	10,681.73	USD
430000340	Local Purchase Order1 P00446880 04/15/20	2	Micromax RS CoolSuit Polypro Back Sz L	Ordered	ARBLL INDUSTRIES INC	10,681.73	USD
430000340	Local Purchase Order1 P00446880 04/15/20	3	Micromax RS CoolSuit Polypro Back Sz XL	Ordered	ARBLL INDUSTRIES INC	10,681.73	USD
430000340	Local Purchase Order1 P00446880 04/15/20	4	ARWave RS Disposable Respirator sz M/L	Ordered	ARBLL INDUSTRIES INC	10,681.73	USD
430000340	Local Purchase Order1 P00446880 04/15/20	5	DP4 Headgear Clear Visor Shade 5 Flip	Ordered	ARBLL INDUSTRIES INC	10,681.73	USD
430000340	Local Purchase Order1 P00446880 04/15/20	6	SafeBack Premium szXL back support	Ordered	ARBLL INDUSTRIES INC	10,681.73	USD
430000340	Local Purchase Order1 P00446880 04/15/20	7	Hycar apron black 34 in. x 48 in.	Ordered	ARBLL INDUSTRIES INC	10,681.73	USD
430000340	Local Purchase Order1 P00446880 04/15/20	8	fire extinguisher 20 lbs. 10-A 50-B 50-C	Ordered	ARBLL INDUSTRIES INC	10,681.73	USD

- Select the document number to open the document for editing
- For one-step processing, select the gray box, then select the EDIT button.

Editing Purchase Orders

Display Purchase Order

Purchase Order Number: 4300005340 Purchase Order Type: Standard PO Status: Ordered Document Date: 04/15/2013 Total Value (Gross): 10,681.73 USD Smart Number
 Supplier: [ASBELL INDUSTRIES INC](#)

Overview Header Items Notes and Attachments Approval Tracking

General Header Data

Smart Number: Local Purchase Order1 P00448
 Smart Number is External
 Purchase Order Number: 4300005340
 Supplier: 118249 [ASBELL INDUSTRIES INC](#)
 Requester: 326381 [Cynthia Anderson](#)
 Recipient: 326381 [Cynthia Anderson](#)
 Location: 90 [DIY Warehouse](#)
 Ship-To Address: 300001 [EXEC BRANCH](#)
 Purchasing Organization: COPA Purchasing Organization
 Purchasing Group: DGS Central Purchasing Group [Show Members](#)
 Total Value (Net): 10,681.73 USD

Note to Supplier:

Internal Note:

Item Overview

Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Unit	Gross Price	Currency	Per	Net Price	Option Type	Order Type	Condition
1		Material	1	40180000	Nlby Auto Darkening Welding Helmet	40180000	25.000	EA	206.89	USD	1	206.89			
2		Material	2	40180000	MicroMax NS CoolGut Polpro Back Sz L	40180000	5.000	CS	85.08	USD	1	85.08			
3		Material	3	40180000	MicroMax NS CoolGut Polpro Back Sz XL	40180000	5.000	CS	89.54	USD	1	89.54			
4		Material	4	40180000	AirWave N95 Disposable Respirator sz ML	40180000	20.000	BOX	14.90	USD	1	14.90			
5		Material	5	40180000	DP4 Headgear Clear Visor Shade 5 Flip	40180000	20.000	EA	55.82	USD	1	55.82			
6		Material	6	40180000	SafeBack Premium szXL back support	40180000	20.000	EA	20.81	USD	1	20.81			
7		Material	7	40180000	Hycar apron black 34 in. x 48 in.	40180000	21.000	EA	22.56	USD	1	22.56			
8		Material	8	40180000	fre extinguisher 20 lbs 10-A, 60-B 60-C	40180000	20.000	EA	116.58	USD	1	116.58			

- PO will open in "Display" mode
- Select the EDIT button to begin making edits to the PO
 - If the one-step process is used, the PO will open in the "Edit" mode.

Editing Purchase Orders

- PO changes that trigger a **new approval workflow**:
 - Changing from standard to non-standard terms and conditions
 - Adds Office of General Counsel & Attorney General to the approval process
 - Deleting a contract reference
 - Changes from just Comptroller approval to Agency Head, Comptroller, Agency Legal
 - Increasing a PO's total value
 - If the increase in value meets the guidelines for a new approval workflow, the PO must be approved by the approvers identified with the new workflow
 - Changing a product category
 - Changing from service to material initiates the material workflow
 - Changing from material to service initiates the service workflow
 - Documents containing both follow the service workflow

**Note: Any edits made prior to the PO being fully approved will start the approval process from the beginning.*

Editing Purchase Orders

- PO changes that trigger a re-release of the PO and approval by the Comptroller:
 - Changing the Account Assignment category
 - Example: Change from Cost Center to Grant Internal Order
 - Changing the 1st two digits of the G/L (which changes the account)
 - Example: Change from 63 GL (operating) to 64 GL (Fixed Assets) – Make sure appropriate funding is available for that commitment level.
 - Changing Fund digits 1 through 5 and/or 8 through 10
 - Example: Fund = 1 2 3 4 5 00 7 8 9
Fund change = 2 2 3 4 5 00 7 8 9
 - Increasing the total value of the PO
 - If the increase in value falls within the current approval workflow, the PO must be approved by the Comptroller. If it goes outside the current threshold, then it moves into another approval workflow.

Deleting Purchase Orders

Deleting Purchase Orders

Deleting an SRM PO which was never "Ordered"

From the POWL, review the Status of the PO(s)

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

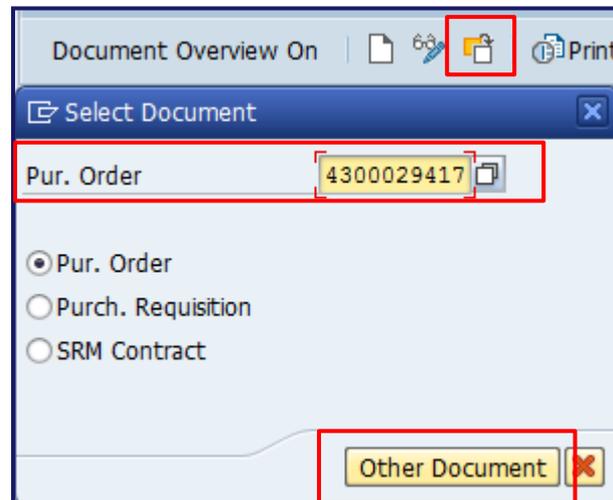
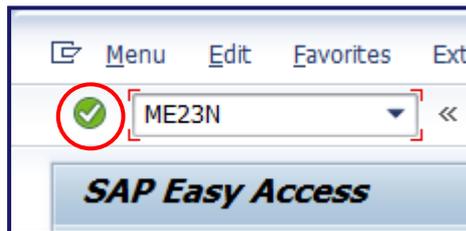
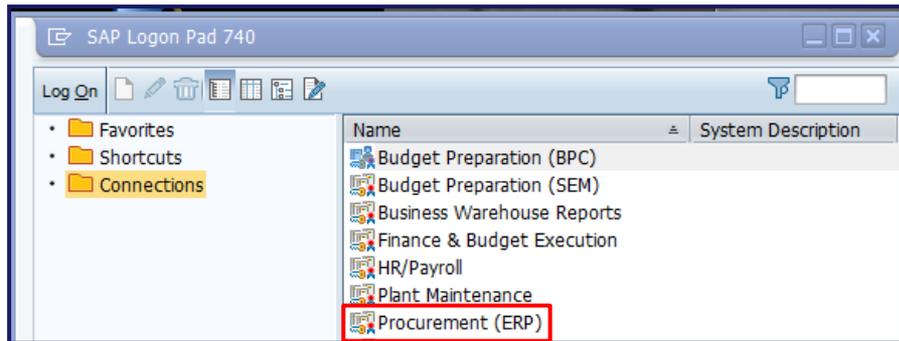
Purchase Order Number	Purchase Order Name	Item Number	Item Name	Status	Supplier Name	Total Value	Currency
4300005341	1234-1234-1234-1234-2517 TIRES	1	215/75R15 Radial Tires	Saved	BRIDGESTONE/FIRESTONE TIRE	9,385.00	USD
4300005341	1234-1234-1234-1234-2517 TIRES	2	225/70R17 Radial Tires	Saved	BRIDGESTONE/FIRESTONE TIRE	9,385.00	USD
4300005334	1234-{NEW}	1	Managerial Seating	Saved	HAWORTH FURNITURE COMPANY	565.95	USD
4300005330	Eshleman Test PO 4-11-2013	1	Test Cart Eshleman1 4-11-2013	Saved		550.00	USD
4300005329	Eshleman Test Purchase Order 1 4-11-2013	1	sadfsfsdf	Saved		99,999,994.00	USD
4300005325	1234-0024	1	TEST	Saved	ASAP SOFTWARE EXPRESS	30.00	USD
4300005254	P00029729 04/09/2013 14:06	1	DURA PC1604	Saved	SCHAEDLER YESCO DISTRIBUTION INC	113.88	USD
4300005254	P00029729 04/09/2013 14:06	2	DURA PC1604	Saved	SCHAEDLER YESCO DISTRIBUTION INC	113.88	USD
4300005209	P00029729 03/07/2013 11:42	1	test	Saved	EDWIN L HEIM CO	1,000.00	USD
4300005208	P00029729 03/07/2013 11:42	1	test	Saved	EDWIN L HEIM CO	1,000.00	USD

Last Refresh 04/18/2013 08:25:31 EST [Refresh](#)

Deleting Purchase Orders

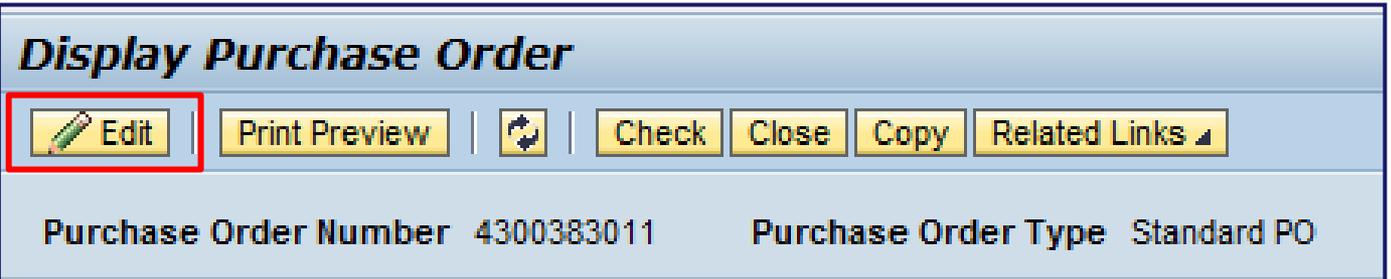
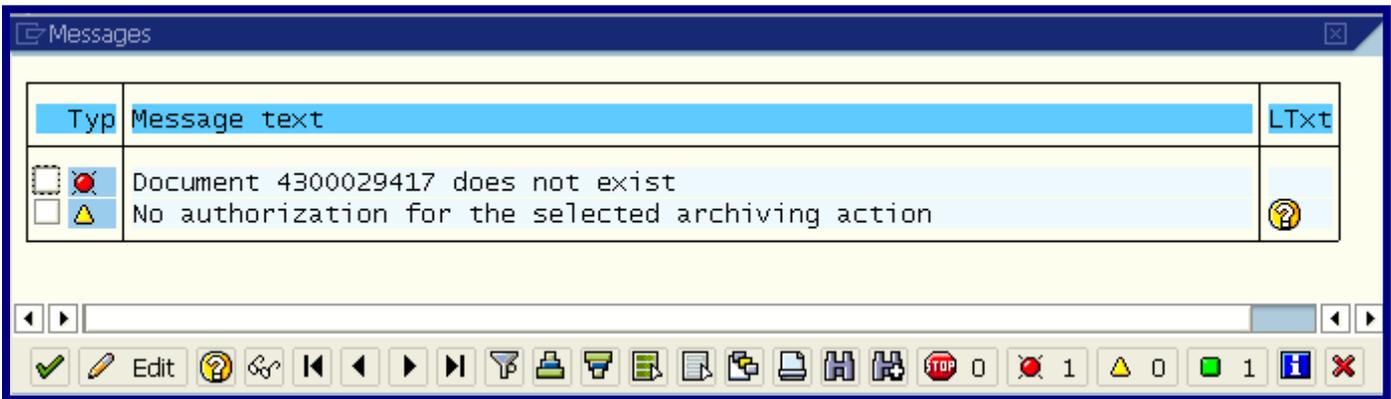


- Log into SAP
- Select Procurement
- Enter Transaction ME23N
- Select the Other Document icon
- Enter PO number in Pur. Order field and select OTHER DOCUMENT button



Deleting Purchase Orders

- Verify that the PO does not exist in SAP R/3



- In SRM, select the EDIT button to activate the "Edit" mode. Once this is done, the DELETE button will be available at the Header level.

Deleting Purchase Orders

- DELETE the SRM PO at the Header level
 - Once deleted at the Header level (prior to ordering), the PO is gone from the system.

Change Purchase Order

Read Only | Order | Save | Print Preview | Check | Close | **Delete** | Related Links ▾

Purchase Order Number 4300383011 Purchase Order Type Standard PO Status Saved

Deleting Purchase Orders

Deleting SRM PO after it was "Ordered"

From the POWL, review the Status of the PO(s)

- The PO was created in SRM and replicated to SAP R/3 when it was "Ordered"
- Deletion of the PO will occur at the Line Item level

Purchase Order Number	Purchase Order Name	Item Number	Item Name	Status	Supplier Name	Total Value	Currency
4300005340	Local Purchase Order1 P00446880 04/15/20	1	Nitro Auto Darkening Welding Helmet	Ordered	ARBILL INDUSTRIES INC	10,681.73	USD
4300005340	Local Purchase Order1 P00446880 04/15/20	2	MicroMax NS CoolSuit Polypro Back Sz L	Ordered	ARBILL INDUSTRIES INC	10,681.73	USD
4300005340	Local Purchase Order1 P00446880 04/15/20	3	MicroMax NS CoolSuit Polypro Back Sz XL	Ordered	ARBILL INDUSTRIES INC	10,681.73	USD
4300005340	Local Purchase Order1 P00446880 04/15/20	4	AirWave N95 Disposable Resperator sz M/L	Ordered	ARBILL INDUSTRIES INC	10,681.73	USD
4300005340	Local Purchase Order1 P00446880 04/15/20	5	DP4 Headgear Clear Visor Shade 5 Flip	Ordered	ARBILL INDUSTRIES INC	10,681.73	USD
4300005340	Local Purchase Order1 P00446880 04/15/20	6	SafeBack Premium szXL back support	Ordered	ARBILL INDUSTRIES INC	10,681.73	USD
4300005340	Local Purchase Order1 P00446880 04/15/20	7	Hycar apron black 34 in. x 48 in.	Ordered	ARBILL INDUSTRIES INC	10,681.73	USD
4300005340	Local Purchase Order1 P00446880 04/15/20	8	fire extinguisher 20 lbs 10-A 80-B 80-C	Ordered	ARBILL INDUSTRIES INC	10,681.73	USD

Last Refresh 04/17/2013 11:26:20 EST [Refresh](#)

Deleting Purchase Orders

- Select the EDIT button to activate the "Edit" mode
 - Deletion occurs at the line item level

Display Purchase Order

✎ Edit
Print Preview
↺
Check
Close
Copy
Related Links ▾

Purchase Order Number 4300383011 Purchase Order Type Standard PO

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

Item Overview															
Details Add Item ▾ Copy Paste Duplicate Delete Undo Propose Sources of Supply Add Condition ▾ Remove Condition ▾ Exercise Option Process All Items ▾															
Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Unit	Gross Price	Currency	Per	Net Price	Option Type	Order Type	Condition
1		Material	1		Nitro Auto Darkening Welding Helmet	46180000	25.000	EA	206.89	USD	1	206.89			
2		Material	2		MicroMax NS CoolSuit Polypro Back Sz L	46180000	5.000	CS	85.08	USD	1	85.08			
3		Material	3		MicroMax NS CoolSuit Polypro Back Sz XL	46180000	5.000	CS	89.54	USD	1	89.54			
4		Material	4		AirWave N95 Disposable Resperator sz M/L	46180000	20.000	BOX	14.90	USD	1	14.90			
5		Material	5		DP4 Headgear Clear Visor Shade 5 Flip	46180000	20.000	EA	55.82	USD	1	55.82			
6		Material	6		SafeBack Premium szXL back support	46180000	20.000	EA	20.81	USD	1	20.81			
7		Material	7		Hycar apron black 34 in. x 48 in.	46180000	21.000	EA	22.58	USD	1	22.58			
8		Material	8		fire extinguisher 20 lbs 10-A 80-B 80-C	46180000	20.000	EA	116.58	USD	1	116.58			
		Material ▾	0				0.000		0.00	USD	0	0.00			
		Material ▾	0				0.000		0.00	USD	0	0.00			

- Select the ORDER button to save the deletion and replicate the changes to SAP R/3

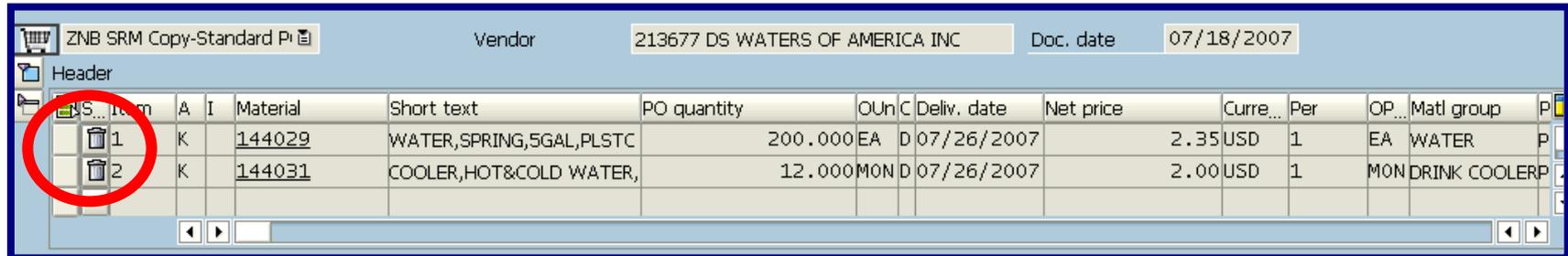
Change Purchase Order

Read Only
Order
Save
Print Preview
Check
Close
Delete
Related Links ▾

Purchase Order Number 4300383011 Purchase Order Type Standard PO Status Saved

Deleting Purchase Orders

- Verify the line items deleted in SRM have replicated to SAP R/3 by the TRASH CAN icons identified next to the line items in ME23N



Item	A	I	Material	Short text	PO quantity	OUN	C	Deliv. date	Net price	Curre...	Per	OP...	Matl group	P
1	K		144029	WATER,SPRING,5GAL,PLSTC	200.000	EA	D	07/26/2007	2.35	USD	1	EA	WATER	P
2	K		144031	COOLER,HOT&COLD WATER,	12.000	MON	D	07/26/2007	2.00	USD	1	MON	DRINK COOLERP	P

- To view the accounting information, go to the Environment Menu, Document Item, AC Commitment Documents
- The committed funds are unencumbered

RefDocNo	Item	Amt type	FM pstg d.	Year	Fund	ΣPymt Bdgt	Cost Center	Cmnt It...	U/L Acc	Funds Center	WBS Elem.	Text	Vendor	BP
4300025587	1	Original	07/18/2007	2007	1036107000	470.00	3410102000	6361100	6361100	3410102000		WATER,SPRING,5GAL,PLSTC CONT,CRYSTAL SPR	213677	
4300025587		Change	07/19/2007	2007	1036107000	470.00-	3410102000	6361100	6361100	3410102000		WATER,SPRING,5GAL,PLSTC CONT,CRYSTAL SPR	213677	
	1					0.00								
4300025587	2	Original	07/18/2007	2007	1036107000	24.00	3410102000	6351500	6351520	3410102000		COOLER,HOT&COLD WATER,MTHLYRENT,OASIS	213677	
4300025587		Change	07/19/2007	2007	1036107000	24.00-	3410102000	6351500	6351520	3410102000		COOLER,HOT&COLD WATER,MTHLYRENT,OASIS	213677	
	2					0.00								
						0.00								



pennsylvania

DEPARTMENT OF GENERAL SERVICES

Workload Redistribution

Assigning Work

- Select **Workload Redistribution**



Assigning Work

If you are authorized to assign work to others:

- Use **Workload Redistribution** to assign requirements to specific groups or sourcing professionals
 - Sends the Requirements to Carry Out Sourcing
- This transaction is also used to reassign responsibility for:
 - RFX (Solicitations), Contracts, and POs
 - Sole Source Material carts to DGS Bureau of Procurement or OA/OIT Procurement

Assigning Work

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

Assigning Work

Finding Potential Assignments

Search for Documents

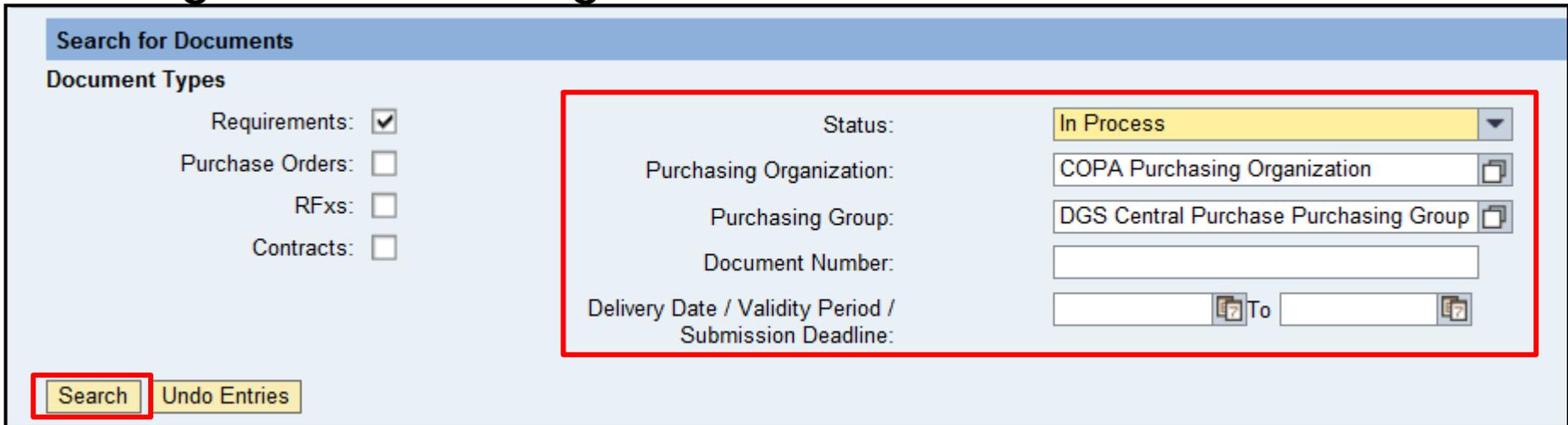
Document Types

Requirements: <input checked="" type="checkbox"/>	Status: <input type="text" value="In Process"/>
Purchase Orders: <input type="checkbox"/>	Purchasing Organization: <input type="text" value="COPA Purchasing Organization"/>
RFxs: <input type="checkbox"/>	Purchasing Group: <input type="text" value="DGS Central Purchase Purchasing Group"/>
Contracts: <input type="checkbox"/>	Document Number: <input type="text"/>
	Delivery Date / Validity Period / Submission Deadline: <input type="text"/> To <input type="text"/>

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

Assigning Work

Finding Potential Assignments



Search for Documents

Document Types

Requirements:

Purchase Orders:

RFxs:

Contracts:

Status: In Process

Purchasing Organization: COPA Purchasing Organization

Purchasing Group: DGS Central Purchase Purchasing Group

Document Number:

Delivery Date / Validity Period / Submission Deadline: To

Search Undo Entries

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

Assigning Work

Making the Assignment

Search Result : 11 Documents

Select All | Assign To: Go | Assign Automatically Refresh Messages Filter Settings

Document Number	Document Name	Type	Status	Purchasing Organization	Purchasing Group
0011723996 / 1	CARTON,RCRD,OPF,WLDECT,32/200# 15x12x10	Requirement	In Process	COPA Purchasing Organization	DGS Central Purchase Purchasing Group
0011781299 / 1	TOWEL, ROLL, 1000, 1PLY,1.5 CORE	Requirement	In Process	COPA Purchasing Organization	DGS Central Purchase Purchasing Group

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

Assigning Work

Making the Assignment

Search Result : 11 Documents

Select All Assign To: Go | Assign Automatically Refresh Messages Filter Settings

<input type="checkbox"/>	Document Number	Document Name	Type	Status	Purchasing Organization	Purchasing Group
<input type="checkbox"/>	0011723996 / 1	CARTON,RCRD,OPF,WLDECT,32/200# 15x12x10	Requirement	In Process	COPA Purchasing Organization	DGS Central Purchase Purchasing Group
<input type="checkbox"/>	0011781299 / 1	TOWEL, ROLL, 1000, 1PLY,1.5 CORE	Requirement	In Process	COPA Purchasing Organization	DGS Central Purchase Purchasing Group

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

Assigning Work

Making the Assignment

Search Result : 11 Documents

Select All | Assign To: COPA Purchasing Organization PLYB1-1504-GS Mtls Div Go ~~Assign Automatically~~ Refresh Messages Filter Settings

Document Number	Document Name	Type	Status	Purchasing Organization	Purchasing Group
0011723996 / 1	CARTON,RCRD,OPF,WLDECT,32/200# 15x12x10	Requirement	In Process	COPA Purchasing Organization	DGS Central Purchase Purchasing Group
0011781299 / 1	TOWEL, ROLL, 1000, 1PLY,1.5 CORE	Requirement	In Process	COPA Purchasing Organization	DGS Central Purchase Purchasing Group

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

Assigning Work

Making the Assignment

Processing of the documents has been completed

Search for Documents

Document Types

Requirements: Status:

Purchase Orders: Purchasing Organization:

RFxs: Purchasing Group:

Contracts: Document Number:

Delivery Date / Validity Period / Submission Deadline: To

Search Result : 11 Documents

Select All | Assign To: Go | Assign Automatically Refresh Messages [Filter Settings](#)

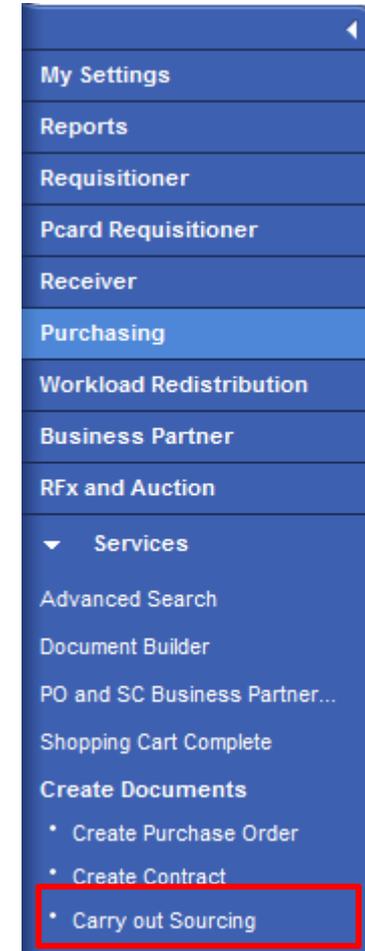
Document Number	Document Name	Type	Status	Purchasing Organization	Purchasing Group
0011723996 / 1	CARTON,RCRD,OPF,WLDECT,32/200# 15x12x10	Requirement	In Process	COPA Purchasing Organization	DGS Central Purchase Purchasing Group
0011781299 / 1	TOWEL, ROLL, 1000, 1PLY,1.5 CORE	Requirement	In Process	COPA Purchasing Organization	DGS Central Purchase Purchasing Group

- A message will display stating, "Processing of the documents has been completed", this means the document has been sent to the Carry Out Sourcing of the Purchasing Group it was assigned.

Sourcing a Requirement and Generating a Purchase Order

Sourcing a Requirement – Generate Purchase Order

- From the left navigation, select **Purchasing**
- Under – Create Documents, select **Carry Out Sourcing**



Carry Out Sourcing

Assign Sources of Supply: Step 1 (Select Requisition)

1 Select Requisition 2 Assign Sources of Supply (No Items) 3 Review Drafts (No Items) 4 Summary Screen (No Documents)

Search Criteria: Requisitions

Number of Requisition: 100147302 Name of Requisition:

Item Description: Product Category:

Product: Supplier:

Requester: External Requirement:

Purchasing Organization: Account Assignment Category:

Purchasing Group: Account Assignment Number:

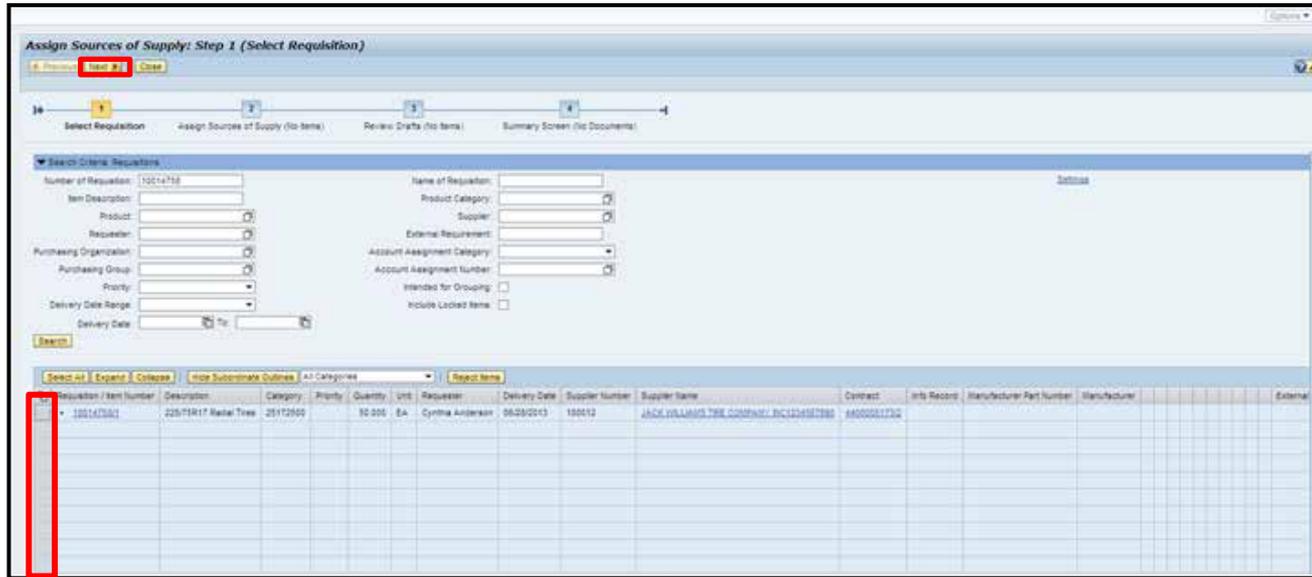
Priority: Intended for Grouping:

Delivery Date Range: To: Include Locked Items:

Requisition / Item Number	Description	Category	Priority	Quantity	Unit	Requester	Delivery Date	Supplier Number	Supplier Name	Contract	Info Record	Manufacturer Part Number	Manufacturer	External
100147302	22579R17 Real Trees	2512260	30 000	EA	Cynthia Anderson	06/29/2013	100012	JACK WILLIAMS TREE COMPANY, INC1234567890	86000017302					

- The Carry Out Sourcing screen displays all open assignments
- Search for requirements (Shopping Carts) using various criteria
- Select the SEARCH button

Carry Out Sourcing



Assign Sources of Supply: Step 1 (Select Requisition)

1 2 3 4
 Select Requisition Assign Sources of Supply (No Items) Review Drafts (No Items) Summary Screen (No Documents)

Search Criteria: Requisitions

Number of Requisition: 100147302
 Item Description: Name of Requisition:
 Product: Product Category:
 Requisition: Supplier:
 Purchasing Organization: External Requirement:
 Purchasing Group: Account Assignment Category:
 Priority: Account Assignment Number:
 Delivery Date Range: Intended for Grouping:
 Delivery Date: To: Include Locked Items:

Requisition / Item Number	Description	Category	Priority	Quantity	Unit	Requester	Delivery Date	Supplier Number	Supplier Name	Contract	Info Record	Manufacturer Part Number	Manufacturer	External
100147302	225/1817 Retail Ties	2512250		30 000	EA	Cynthia Anderson	06/28/2013	130012	JACK HILLMAN'S TIE COMPANY INC130487880	8600001730				

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

Carry Out Sourcing

Assign Sources of Supply: Step 2 (Assign Sources of Supply (1 Items))

Previous Next Save Close

1 Select Requisition 2 Assign Sources of Supply (1 Items) 3 Review Drafts (No Items) 4 Summary Screen (No Documents)

Select All Expand All Collapse All Change Refresh Propose Sources of Supply Create Draft Replace Item with Catalog Item Undo Replacement Submit to Grouping Remove Assign to My Purchasing Group

Requisition / Item Number	Document Name	Document Number	Draft Type	Item Number	Supplier	Configurable Item Number	Description	Variant	Category Description	Priority	Quantity	Unit	Delivery Date	Supplier Number	Supplier Name
10014258/1							225/75R17 Radial Tires		TIRES & TIRE TUBES		50.000	EA	09/28/2013	100012	JACK WILLIAMS TIRE COMPANY INC1214587680

Related Services
[Create New Supplier](#)

If at any point you realize you have made a mistake, select the line item(s) and select the REMOVE button. Then select the PREVIOUS button to take yourself back a step. You can continue to do this until you get to the point you need to be to fix the problem, then you can start over to move forward.

- Make sure each line has a supplier
- If multiple items, select the SELECT ALL button
- Select the CREATE DRAFT button to select the type of procurement document you wish to create
- Once you select your document type you will automatically move to the next step in the wizard

Carry Out Sourcing

Assign Sources of Supply: Step 3 (Review Drafts (1 Items))

Previous Next Process All Drafts Close Process Selected Drafts **Edit Selected Drafts**

1 Select Requisition 2 Assign Sources of Supply (No Items) 3 Review Drafts (1 Items) 4 Summary Screen (No Documents)

Created Drafts

Change Selected Draft To Remove

Draft Name	Draft Type	Supplier Number	Supplier	Transaction Type
Local Purchase Order1 P00446880 05/30/20	Purchase Order	100012	JACK WILLIAMS TIRE COMPANY INC1234567890	ZNB - Standard PO

Details of Selected Drafts Local Purchase Order1 P00446880 05/30/20

Remove Expand All Collapse All

Requisition / Item Number	Configurable Item Number	Description	Category	Quantity	Unit	Supplier Number	Supplier Name	Info Record	Net Price
10014759 / 1		225/75R17 Radial Tires	25172500	50.000	EA				242.75

- Highlight your Draft; in the Draft Name field, enter the name of your Draft
- Select the Transaction Type and a dropdown menu will display, select your PO type
- Select the EDIT SELECTED DRAFTS button

Note: Do not select the **PROCESS ALL DRAFTS** or **PROCESS SELECTED DRAFTS** buttons. This will cause your PO to go directly into the awaiting approval status; or in the situation of an Auto-PO, it will go directly to the supplier.

Exercise 2 – Source Requirement – Generate PO

Exercise 2 – Source Requirement – Generate Purchase Order.

<http://eniesrwda01.state.pa.us/gm/folder-1.11.97513?mode=EU>

- From the dropdown, select Simulation

When the Simulation dialog box opens,

- Select “Click Here for Interactive Tutorial”

This will start the interactive exercise.

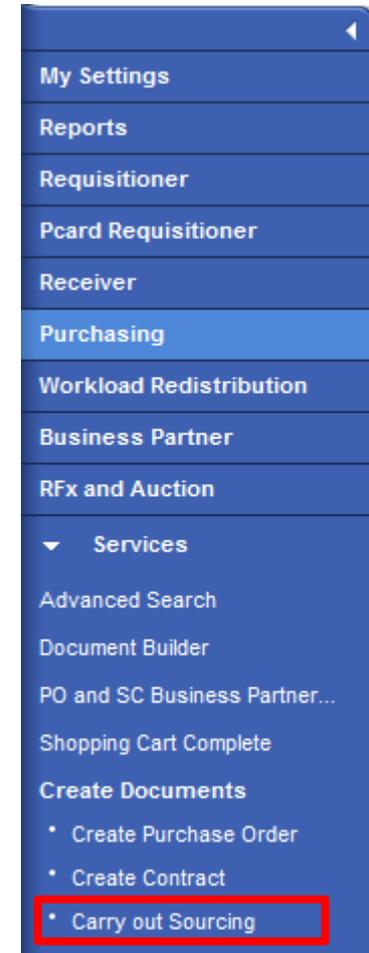
Source an Inventory Requirement and Generate a Purchase Order

Source an Inventory Requirement and Generate a Purchase Order

- Select **Purchasing**

Left navigation pane under – Create Documents

- Select **Carry Out Sourcing**



Carry Out Sourcing – Inventory (PDP)

- Select the Plan Driven Procurement (PDP) Cart number link to display the Shopping Cart.
 - PDP Carts are 10 digits; SRM Shopping Carts are 8 digits

Assign Sources of Supply: Step 1 (Select Requisition)

Previous Next Close

1 Select Requisition 2 Assign Sources of Supply (No Items) 3 Review Drafts (No Items) 4 Summary Screen (No Documents)

Search Criteria: Requisitions

Number of Requisition: Name of Requisition:

Item Description: Product Category:

Product: Supplier:

Requester: External Requirement:

Purchasing Organization: Account Assignment Category:

Purchasing Group: Corrections Central Purchasing Group Account Assignment Number:

Priority: Intended for Grouping:

Delivery Date Range: Include Locked Items:

Delivery Date: To:

Search

Select All Expand Collapse Hide Subordinate Outlines All Categories Reject Items

Requisition / Item Number	Configurable Item Number	Description	Category	Priority	Quantity	Unit	Requester	Delivery Date	Supplier Number	Supplier Name	Contract	Info Record	Manufacturer Part Number	Manufa
1000001270	0001	Clips, Black, Large	44110000		10.000	PAC	SRMRFCRV	06/14/2013						
1000002281	0001	Clips, Black, Large	44110000		0.000	PAC	SRMRFCRV	06/14/2013						
1000002282	0001	test pop vend	11110000		10.000	EA	SRMRFCRV	05/20/2013	100012	JACK WILLIAMS THE COMPANY INC523456789				
1000002791	0001	test pop lgth	11110000		40.000	EA	SRMRFCRV	05/10/2013						
100120541		test pgroup	31191504		10.000	EA	Jeannette Irwin	11/08/2012						
100120561		test pgroup	31191504		10.000	EA	Jeannette Irwin	11/08/2012						
100120311		CutPlex 7919 MT L11, DydPlex 7919 MT	43211507		1.000	EA	Teresa SRM-Phase2	11/05/2012	170579	DELL MARKETING LP1	4400020191		10161448277011	
100122820		PCH P/L SLENTONIGHT 1000PCHBX/80XCS	42000000		2.000	BOX	Herb Test	04/15/2011	984157	MCKESSON MEDICAL SURGICAL MINNESOTA	4400071791		108-PC1000	
100122820		LANCET 200 SFTV PRESS1000 100A-RV 15RV	42000000		2.000	BOX	Herb Test	04/15/2011	984157	MCKESSON MEDICAL SURGICAL MINNESOTA	4400071791		18-218-100	
100122820		CIP MED PLSTC 10Z 1009 100PK 50PKCS	42000000		1.000	CS	Herb Test	04/15/2011	984157	MCKESSON MEDICAL SURGICAL MINNESOTA	4400071791		18-8005	

• Can't locate carts using SRM cart number
 • Must enter SAP requisition number in External Requirement
 OR
 • Enter Purchasing Organization and Purchasing Group to pull in all carts

Carry Out Sourcing – Inventory (PDP)

- Display the Shopping Cart and review for accuracy
- Select the CLOSE button when done

Display Shopping Cart

Print Preview **Close** Refresh

Number: 1000000327 Document Name: SRURFCSR 06/11/2013 12:56 Status: Approved Created On: 06/11/2013 12:58:42 Created By: SRURFCSR

General Data

Buy on Behalf of: 320234 SRURFCSR Approval Note:

Name of shopping cart: SRURFCSR 06/11/2013 12:56

Header Data: Values

Approval Process: [Display / Edit Agents](#)

Budget: [Display](#)

Document Changes: [Display](#)

Item Overview

Details Add Item Copy Paste Duplicate Delete Process All Items Filter Settings

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per	Order Type	Delivery Date	Notes	Attachments	Item Status	Supplier
0001	Material	100470	Clips, Black, Large	44110000	OFFICE & DESK ACCESS	10.000	PAC	1.00	USD			1	06/14/2013			In Purchaser's Worklist	None

Total Value: 10.00 USD
Tax amount: 0.00 USD
Total Val. (Gross): 10.00 USD

Details for Item 1 Clips, Black, Large

Item Data Account Assignment Notes and Attachments Delivery Address/Performance Location Sources of Supply / Service Agents Approval Process Overview Related Documents User-Specified Status Subcontracting

Identification

Item Type: Material
Product ID: 100470
Description: Clips, Black, Large
Product Category: 44110000 OFFICE & DESK ACCESS
Order as Direct Material:

Organization

Purchasing Group: Corrections Central Purchasing Group [Show Members](#)
Company Code: COPA COMMONWEALTH OF PA

Further Properties

Currency, Values and Pricing

Order Quantity / Unit: 10.000 PAC Pack
Ordered Quantity / Unit: 0.000
Open Quantity / Unit: 10.000 PAC
Price / Currency: 1.00 USD Price Unit: 1

Goods Receipt:
Invoice Receipt:
Goods Receipt Non-Valuated:
Tax / Amount: 10.000 Sales Tax, exempt 0.00 USD
Service Master Record: [Display](#)

Service and Delivery

Carry Out Sourcing – Inventory (PDP)

- Select the *gray* block next to the Shopping Cart Number
 - If multiple items, select all items (all items must move forward at one time for each document PO, Bid, etc)
- Select the NEXT button

Assign Sources of Supply: Step 1 (Select Requisition)

← Previous **Next** → Close

1 Select Requisition 2 Assign Sources of Supply (No Items) 3 Review Drafts (No Items) 4 Summary Screen (No Documents)

▼ Search Criteria: Requisitions

Number of Requisition: Name of Requisition: Settings

Item Description: Product Category:

Product: Supplier:

Requester: External Requirement:

Purchasing Organization: Account Assignment Category:

Purchasing Group: Corrections Central Purchasing Group Account Assignment Number:

Priority: Intended for Grouping:

Delivery Date Range: To: Include Locked Items:

Delivery Date: To:

Search

Select As Expand Collapse Hide Subordinate Outlines All Categories Reject Items

Requisition / Item Number	Configurable Item Number	Description	Category	Priority	Quantity	Unit	Requester	Delivery Date	Supplier Number	Supplier Name	Contract	Info Record	Manufacturer Part Number	Manufa
1000000000001	0001	Clips, Black, Large	44110000		10.000	PAC	SRI/RFCSRV	08/14/2013						
1000000000001	0001	Clips, Black, Large	44110000		0.000	PAC	SRI/RFCSRV	08/14/2013						
1000000000001	0001	test pdp vend	11110000		10.000	EA	SRI/RFCSRV	05/20/2013	100012	JACK WILLIAMS THE COMPANY INC1204567890				
1000000000001	0001	test pdp lgth	11110000		40.000	EA	SRI/RFCSRV	05/10/2013						
100136541		test pgroup	31191504		10.000	EA	Jeannette Irwin	11/08/2012						
100136561		test pgroup	31191504		10.000	EA	Jeannette Irwin	11/08/2012						
100136311		QspFlex 7910 MT L1.1 QspFlex 7910 MT	43211507		1.000	EA	Teresa SRI-Phase2	11/05/2012	170579	DELL MARKETING L1	44000008191		10161445277011	
100122820		PCB P&L SILENTHOUGHT 1000PCBXL80VGS	42000000		2.000	BOX	Herb Test	04/15/2011	164157	MCKESSON MEDICAL SURGICAL MINNESOTA	44000011791		100-PC1000	
100122820		LANCET 260 SETV PRESS1000 100EA BX 15BX	42000000		2.000	BOX	Herb Test	04/15/2011	164157	MCKESSON MEDICAL SURGICAL MINNESOTA	44000011791		16-215-100	
100122821		CHIP MKR PL STD 10Z 100S 100PK 53PKCS	42000000		1.000	CS	Herb Test	04/15/2011	164157	MCKESSON MEDICAL SURGICAL MINNESOTA	44000011791		18-9505	

Carry Out Sourcing – Inventory (PDP)

- If no sources of supply exist, a supplier is known and the item doesn't have to be bid, you can select the match code in the Supplier Number field to search for a supplier and enter the supplier at this point.

Assign Sources of Supply: Step 2 (Assign Sources of Supply (1 Items))

Previous Next Save Close

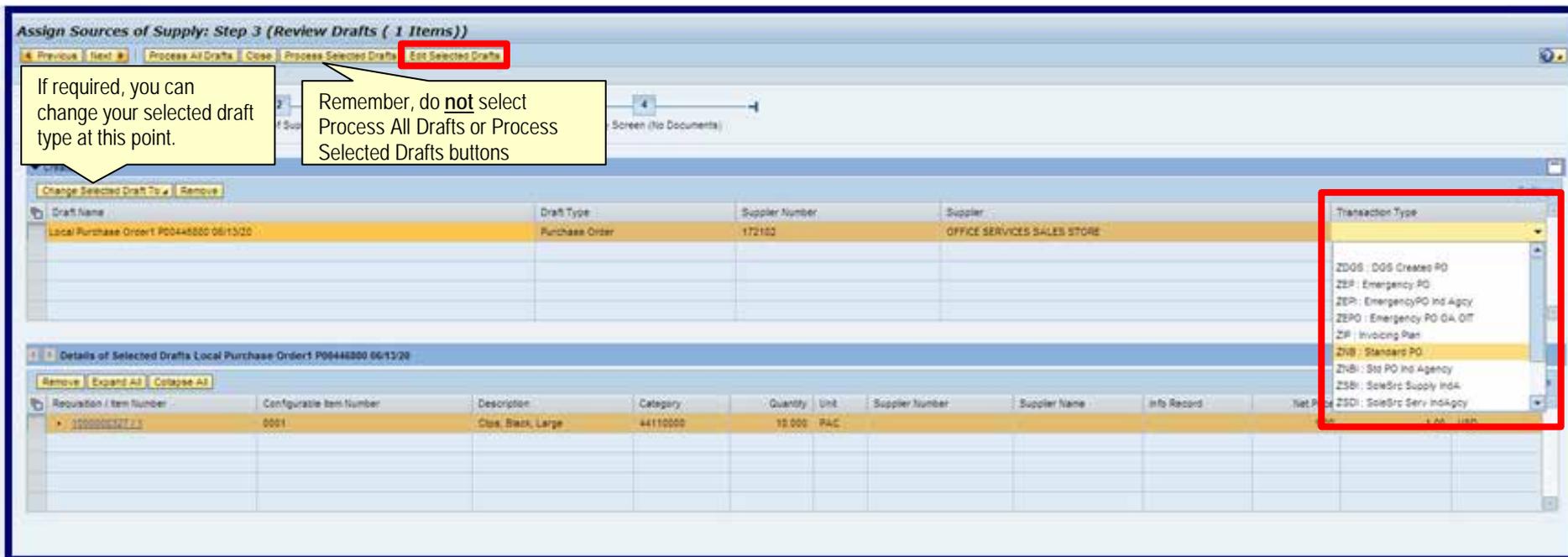
1 Select Requisition 2 Assign Sources of Supply (1 Items) 3 Review Drafts (No Items) 4 Summary Screen (No Documents)

Select All Expand All Collapse All Change Refresh Propose Sources of Supply Create Draft Replace Item with Catalog Item Undo Replacement Submit to Grouping Remove Assign to My Purchasing Group

Request / Item Number	Document Name	Document Number	Draft Type	Item Number	External Item Number	Configurable Item Number	Description	Variant	Category Description	Priority	Quantity	Unit	Delivery Date	Supplier Number	Supplier Name	Central Contract	Status
100000027711					001000094E	0001	Clip, Black, Large		OFFICE & DESK ACCESS		10.000	PAC	06/14/2013	172102	OFFICE SERVICES SALES STORE		

Carry Out Sourcing – Inventory (PDP)

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



Assign Sources of Supply: Step 3 (Review Drafts (1 Items))

Buttons: Previous, Next, Process All Drafts, Close, Process Selected Drafts, **Edit Selected Drafts**

Screen (No Documents)

Buttons: Change Selected Draft Type, Remove

Draft Name	Draft Type	Supplier Number	Supplier
Local Purchase Order# P00446800 06/13/20	Purchase Order	172102	OFFICE SERVICES SALES STORE

Transaction Type dropdown menu:

- ZDGS: DGS Creates PO
- ZEP: Emergency PO
- ZEPD: Emergency PO Ind Agency
- ZEPD: Emergency PO DA, OIT
- ZP: Invoicing Plan
- ZNB: Standard PO
- ZNB: Std PO Ind Agency
- ZSB: SoleSrc Supply IndA
- ZSD: SoleSrc Serv IndAgcy

Details of Selected Drafts Local Purchase Order# P00446800 06/13/20

Buttons: Remove, Expand All, Collapse All

Requisition / Item Number	Configurable Item Number	Description	Category	Quantity	Unit	Supplier Number	Supplier Name	Info Record	Net Price
• 100000032713	0001	Clas. Back, Large	44110000	10.000	PAC				

- As with Sourcing a Requirement – Generate a PO, the steps for this process are the same even though it is for inventory. The PO will open in the “Edit” mode for further processing.



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DEPARTMENT OF GENERAL SERVICES

Liquidating Commitments & Completing Shopping Carts

Liquidating Commitments

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

General Data | Prices and Conditions | Account Assignment | Notes and Attachments | Approval Preview | **Related Documents** | Extended PO History | Payment

▼ Document Control

Purchase Order Response Invoice Expected

Shipping Notification Confirmation-Based Invoice Verification

Goods Receipt / Confirmation of Performance of Service Evaluated Receipt Settlement

▼ Statistics

Goods Receipt / Confirmation of Performance of Service Invoice

Confirmed Quantity: 0.000 EA Invoiced Quantity:

Confirmed Value: 0.00 USD Invoiced Value:

No Further Confirmation Yes No No Further Invoice Yes No

▼ History

View: United States Dollar

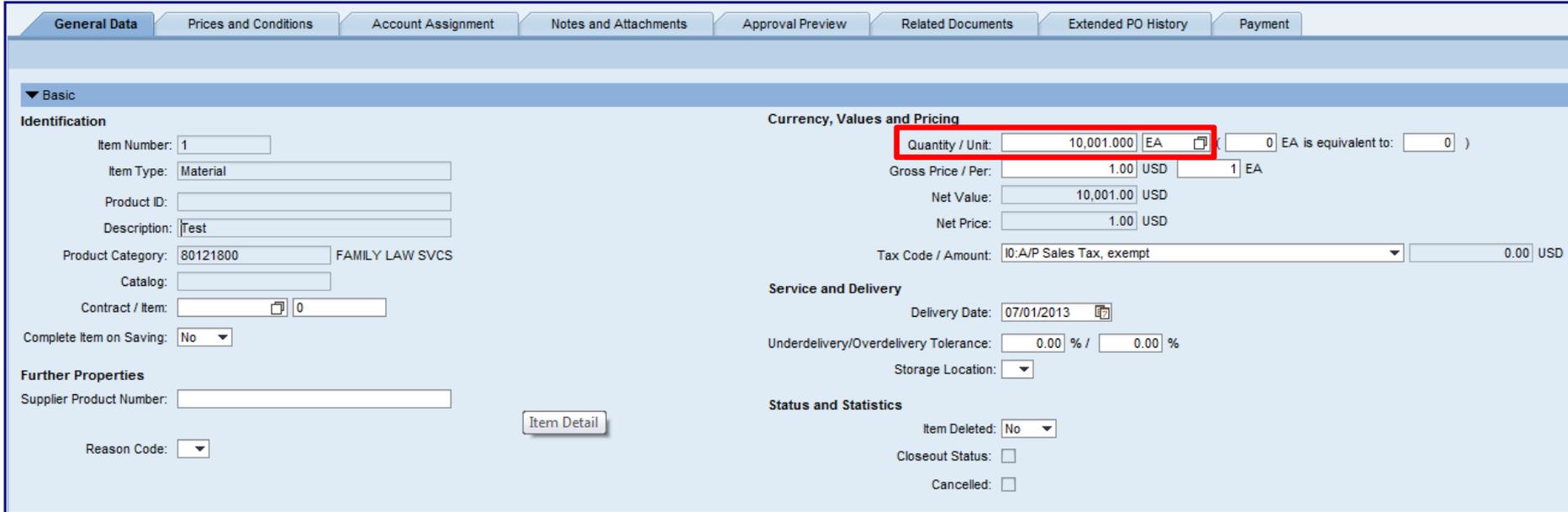
Document	Name	Document Number		
Shopping Cart	Rescue Blankets	11508186/2		
	Total			
Purchase Order	Rescue Blankets	4300383507/2	4300383507/2	Saved
	Total			
Confirmation			2013/5004553182/2	
	Total			

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

NOTE: Marking only the GR as final does not liquidate the SAP R/3 commitment.

Liquidating Commitments

- In the General Data sub-tab, reduce the line item's quantity to what was actually received.



General Data | Prices and Conditions | Account Assignment | Notes and Attachments | Approval Preview | Related Documents | Extended PO History | Payment

▼ Basic

Identification

Item Number: 1
 Item Type: Material
 Product ID:
 Description: Test
 Product Category: 80121800 FAMILY LAW SVCS
 Catalog:
 Contract / Item: 0
 Complete Item on Saving: No

Further Properties

Supplier Product Number:
 Reason Code:

Currency, Values and Pricing

Quantity / Unit: 10,001.000 EA
 Gross Price / Per: 1.00 USD 1 EA
 Net Value: 10,001.00 USD
 Net Price: 1.00 USD
 Tax Code / Amount: 10:A/P Sales Tax, exempt 0.00 USD

Service and Delivery

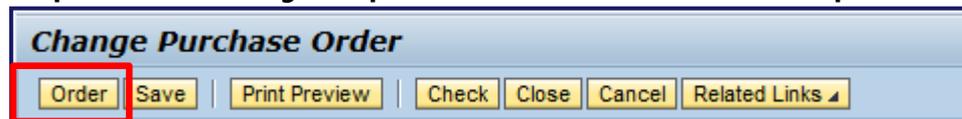
Delivery Date: 07/01/2013
 Underdelivery/Overdelivery Tolerance: 0.00 % / 0.00 %
 Storage Location:

Status and Statistics

Item Deleted: No
 Closeout Status:
 Cancelled:

Item Detail

- Select the ORDER button to liquidate the PO. This will release any leftover quantity back into the Shopping Cart and will require the Shopping Cart to be liquidated by a process called Complete Shopping Cart.



Change Purchase Order

Order | Save | Print Preview | Check | Close | Cancel | Related Links

- There are two methods to complete Shopping Carts:
 - Shopping Cart Complete link in the Purchasing *Workset*
 - Carry Out Sourcing using the REJECT ITEMS button
- These methods are illustrated in the following slides

Note: It is completely up to the agency which process to use.

Completing Shopping Carts

Shopping Cart Complete Link

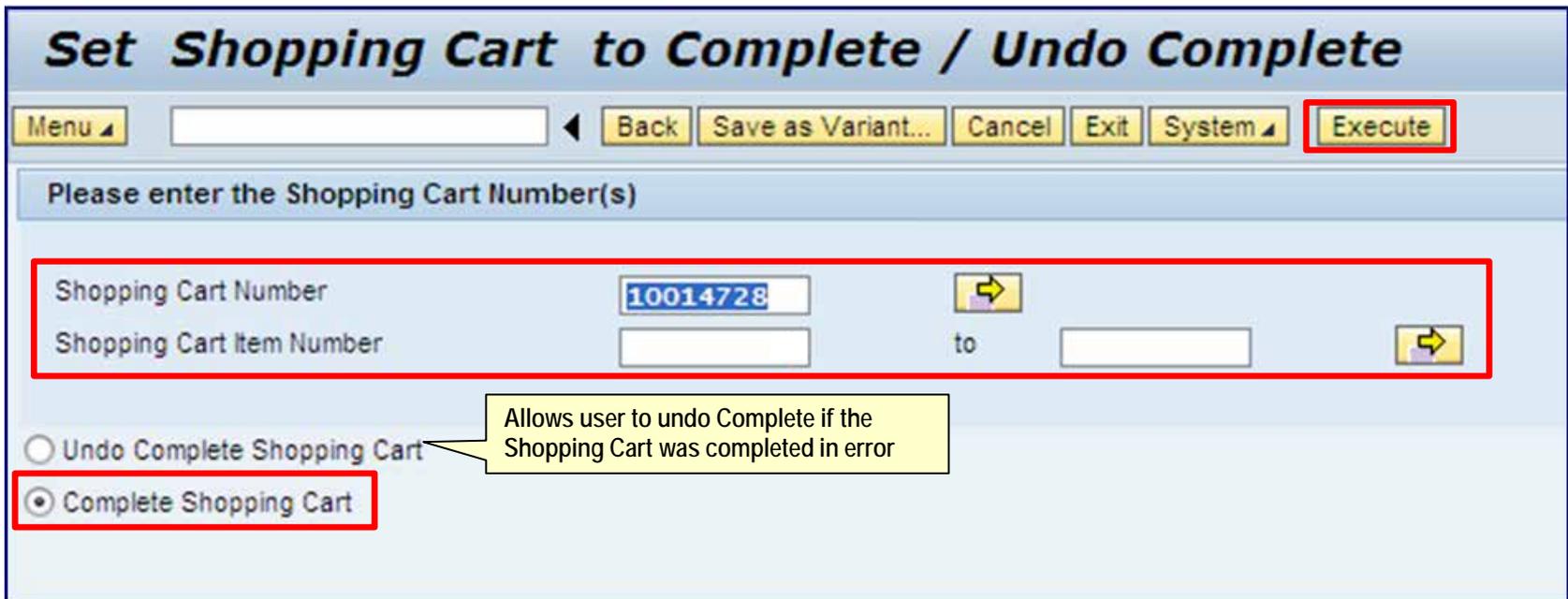
- From the left navigation, select **Purchasing**
- Under Create Documents, select **Shopping Cart Complete**



Completing Shopping Carts

To Complete the Shopping Cart:

- Enter the Shopping Cart Number from the PO
 - Do not enter the Line item number as the proper line item will be completed
- Select the Complete Shopping Cart radio button
- Select the EXECUTE button



Set Shopping Cart to Complete / Undo Complete

Menu ◿ [] ◀ Back Save as Variant... Cancel Exit System ◿ **Execute**

Please enter the Shopping Cart Number(s)

Shopping Cart Number →

Shopping Cart Item Number to →

Undo Complete Shopping Cart

Complete Shopping Cart

Allows user to undo Complete if the Shopping Cart was completed in error

Completing Shopping Carts

- Record updated message will display
 - This means the cart has been completed (liquidated)
- Select BACK button to complete additional Shopping Carts or EXIT button to leave the program.

Set Shopping Cart to Complete / Undo Complete

Menu ▾ ◀ **Back** Cancel **Exit** System ▾

SC Number	ITEM Number	MESSAGE
10014728	0000000001	Record updated

Completing Shopping Carts

Carry Out Sourcing Process

- After liquidating the PO, go to Carry Out Sourcing
- Locate the Shopping Cart through normal search criteria

Enter Cart Number

Select Search

Results Display

Assign Sources of Supply: Step 1 (Select Requisition)

Previous Next Close

1 2 3 4
 Select Requisition Assign Sources of Supply (No Items) Review Drafts (No Items) Summary Screen (No Documents)

Search Criteria: Requisitions

Number of Requisition: 10014721

Item Description:

Product:

Requester:

Purchasing Organization:

Purchasing Group:

Priority:

Delivery Date Range: To:

Delivery Date: To:

Name of Requisition:

Product Category:

Supplier:

External Requirement:

Account Assignment Category:

Account Assignment Number:

Intended for Grouping:

Include Locked Items:

Search

Select All Expand Collapse Hide Subordinate Outlines All Categories Reject Items

Requisition / Item Number	Description	Category	Priority	Quantity	Unit	Requester	Delivery Date	Supplier Number	Supplier Name
100147211	22575R17 Radial Tires	25172500		25.000	EA	Cynthia Anderson	06/26/2013	100012	JACK WILLIAMS THE COMPANY INC12245678

Completing Shopping Carts

- Select the Shopping Cart
 - For multiple items, hold down the Ctrl key and select the *gray* block
- Select the REJECT ITEM button

Assign Sources of Supply: Step 1 (Select Requisition)

Previous Next Close

1 Select Requisition 2 Assign Sources of Supply (No Items) 3 Review Drafts (No Items) 4 Summary Screen (No Documents)

Search Criteria: Requisitions

Number of Requisition: 10014721 Name of Requisition:

Item Description: Product Category:

Product: Supplier:

Requester: External Requirement:

Purchasing Organization: Account Assignment Category:

Purchasing Group: Account Assignment Number:

Priority: Intended for Grouping:

Delivery Date Range: To: Include Locked Items:

Delivery Date: To:

Search

Select All Expand Collapse Hide Subordinate Outlines All Categories **Reject Items**

Requisition / Item Number	Description	Category	Priority	Quantity	Unit	Requester	Delivery Date	Supplier Number	Supplier Name
100147211	22579R17 Radial Tires	25172600		25.000	EA	Cynthia Anderson	06/26/2013	100012	JACK WELLS TIRE COMPANY #1012345678

Select Gray Box

Select Reject Item

Completing Shopping Carts

- A dialog box will display asking if you want to “Reject Selected Items?”
 - Select the YES button to complete the Shopping Cart.
 - In this process, there is no way to undo the completion once the YES button is selected. You would need to go back into the other process.



Purchase Order and Shopping Cart Business Partner Update

Business Partner Update

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

 No address found for partner function type 0002

 No address found for partner function type 0013

 Address data has changed - [Display Help](#)

Business Partner Update

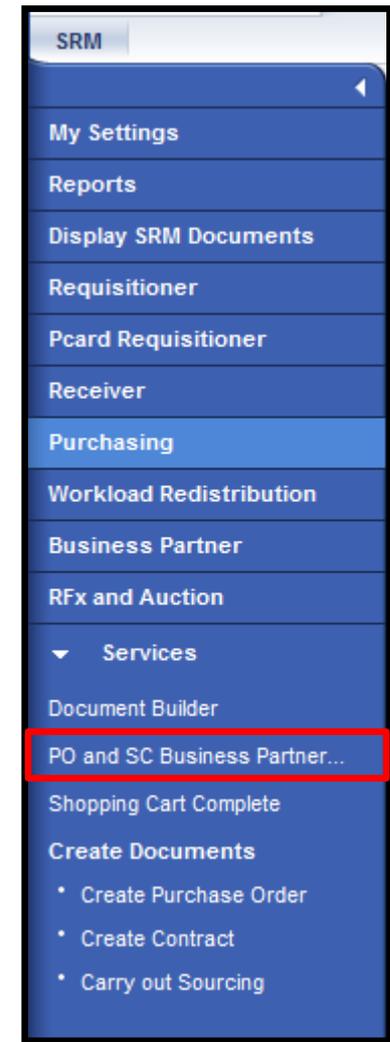
- The following slides will provide instructions for executing a new transaction that provides purchasing agents with the ability to change the retired business partner to another active partner within the organization.
- The updates should be made to the Purchase Order and, where applicable, to the associated Shopping Cart.
- The business partner update transaction has been added to the SRM Purchase Role.

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

Business Partner Update

- From the left navigation, elect **Purchasing**
- Under – Services, select **PO and SC Business Partner Update**

The update program requires a document number and the new business partner.



Business Partner Update

Change Business Partner in SRM Documents

Menu ▾ [] ◀ Back Save as Variant... Cancel Exit System ▾ Execute

Document Number [*] to [] ▶

Object Type [*]

New Business Partner [*]

Test Run

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

Business Trans. Cat. (1)

Restrictions

Trans. Cat.	Trans. Type Descr.
BUS2000113	Contract
BUS2121	Shopping Cart
BUS2200	RFx
BUS2201	Purchase Order
BUS2202	Supplier Quote
BUS2203	Confirmation
BUS2205	Incoming Invoice
BUS2206	Supplier List
BUS2208	Auction
BUS2209	Purch. Order Response
BUS2210	Invoice Default
BUS2230	SUS Purchase Order
BUS2231	Shipping Notif.
BUS2232	SUS PO Confirmation
BUS2233	SUS Confirmation
BUS2234	SUS Invoice

Business Partner Update

New Business Partner

Test Run

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

Business Partner Number (1)

Partners by address | Partners, General | Partners by BP Role | Partners by bank details

City:

Postal Code:

Street:

House Number:

Country Key:

Name 1/last name:

Name 2/First name:

Search term 1:

Search term 2:

Business Partner:

Valid On:

Maximum No. of Hits:

Business Partner Number (1)

Partners by address | Partners, General | Partners by BP Role | Partners by bank details

Country ...	Name 1/last name	Name 2/First name	Search ter...	Search ter...	Partner
US	ESPELAND	VALERIE	ESPELAND	VALERIE	707319
US	ESPELAND	VALERIE	ESPELAND	VALERIE	707319
US	ESPELAND	VALERIE	ESPELAND	VALERIE	707319
US	ESPELAND	VALERIE	ESPELAND	VALERIE	707319

Business Partner Update

- Select the TEST RUN checkbox at the bottom
- Select the EXECUTE button

Change Business Partner in SRM Documents

Menu ▾ ◀ Back Save as Variant... Cancel Exit System ▾ **Execute**

Document Number to 

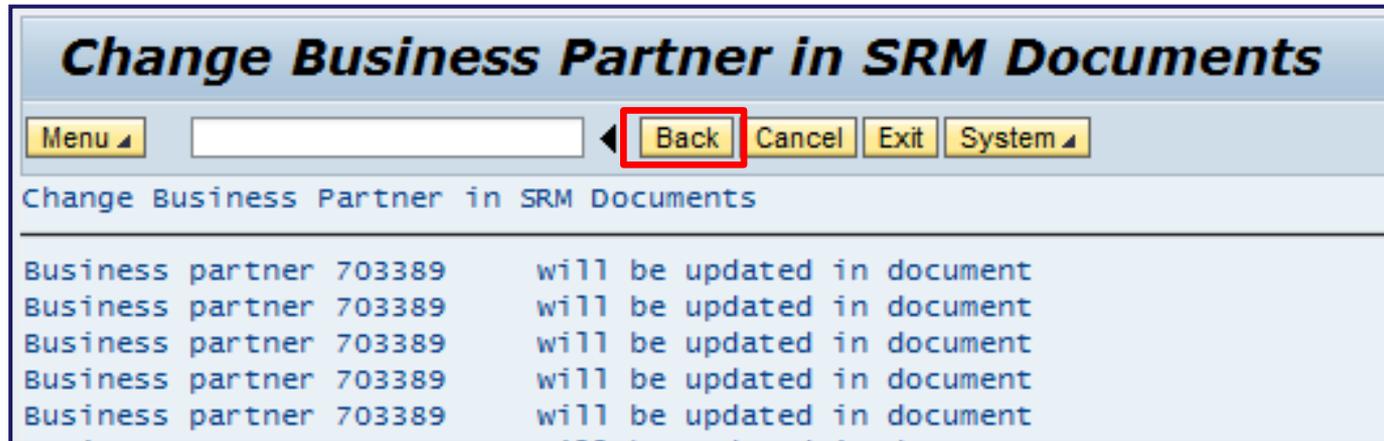
Object Type

New Business Partner

Test Run

Business Partner Update

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



Change Business Partner in SRM Documents

Menu ◿ ◀ Back Cancel Exit System ◿

Change Business Partner in SRM Documents

Business partner 703389	will be updated in document
Business partner 703389	will be updated in document
Business partner 703389	will be updated in document
Business partner 703389	will be updated in document
Business partner 703389	will be updated in document

- Select the BACK button

Business Partner Update

- Deselect the TEST RUN checkbox
- Select the EXECUTE button

Change Business Partner in SRM Documents

Menu ▾ ◀ Back Save as Variant... Cancel Exit System ▾ **Execute**

Document Number to 

Object Type

New Business Partner

Test Run

Business Partner Update

- Business partner has been successfully updated:

Change Business Partner in SRM Documents

Menu ▾ ◀ Back Cancel Exit System ▾

Change Business Partner in SRM Documents

703389	has been changed

Business Partner Update

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

```
Program to Update BP
-----
Active version of Document does not have reference to partner 305389
```



- Select the BACK button and enter the correct business partner number
- If the document is awaiting approval, you will need to make a small text change and “order” to retrigger the zero-step workflow
- If that fails, please submit an online remedy ticket

Summary

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

- Perform the necessary functions to create a PO
- Create and edit legal documents in Document Builder (DB)
- Print POs
- Make necessary edits to POs
- Access POs to delete individual line items or delete an entire order
- Redistribute work to other sourcing professionals
- Source a requirement and create a PO
- Liquidate the balance of a PO when a partial Goods Receipt is done

Knowledge Check

1. Where would you find the Partner Info?
 - a. Basic Data sub-tab
 - b. Approval sub-tab
 - c. General Data sub-tab

Knowledge Check

2. Can you split the Cost Distribution by Value?
 - a. Yes
 - b. No

Knowledge Check

3. Where would you find the Text fields?
 - a. Documents and Attachments
 - b. Notes and Attachments
 - c. Documents
 - d. Document Builder

Knowledge Checks

4. All attachments should be at the Header level.
 - a. True
 - b. False

Knowledge Check

5. A Contract can be entered one of two ways, either by using the Propose Source of Supply button, or if the number is known, by entering the number directly on the General Data sub-tab in the Item details.
 - a. True
 - b. False

Knowledge Check

6. A PO that was never ordered, therefore never replicated to SAP R/3, must be deleted at Header level.
 - a. True
 - b. False

Knowledge Check

7. If you have a partial quantity, should you reduce the quantity on the PO to what was actually received when you liquidate it?
 - a. Yes
 - b. No

Knowledge Review

8. Are you permitted to use Print Preview to print POs?
 - a. Yes
 - b. No

Knowledge Review

9. Changing from Standard to Non-Standard Terms and Conditions will trigger a new approval workflow.
 - a. True
 - b. False

Knowledge Review

10. When should a Business Partner be updated?
- a. Upon separation from an organization
 - b. Retirement
 - c. All of the above



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DEPARTMENT OF GENERAL SERVICES

SAP

Supplier
Relationship
Management

SRM 7.0

Creating & Maintaining
Purchase Orders

Thank you!