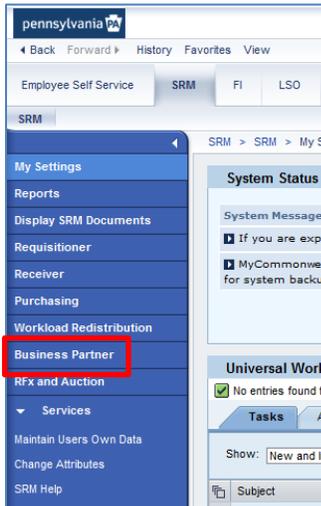


# Request to Replicate Vendor

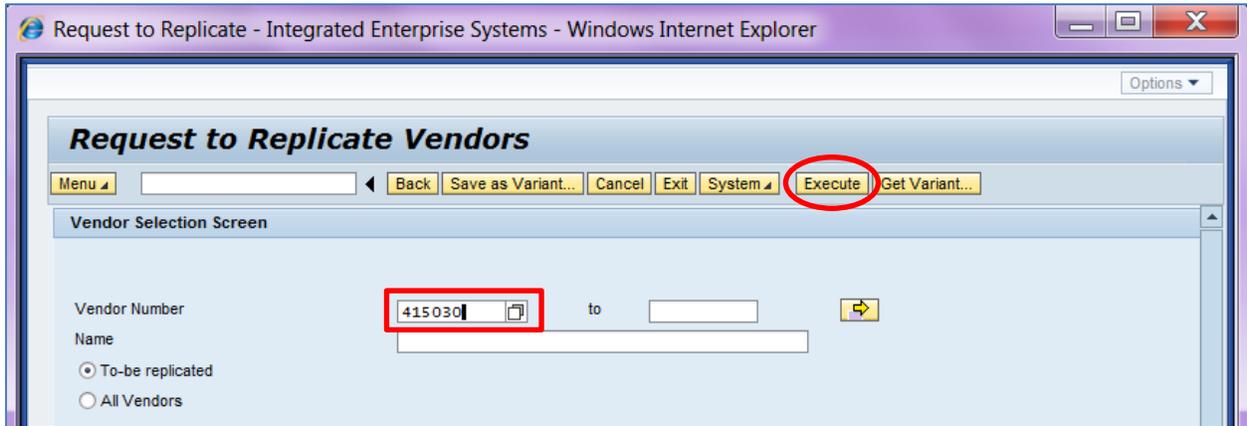
1. Log into SRM.
2. On the navigation pane, select the **Business Partner** link.



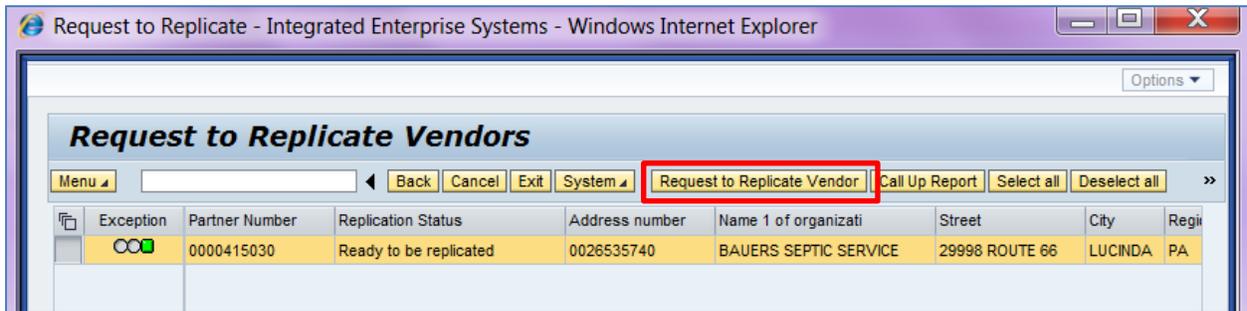
3. In the Workset, select the Request to Replicate link.



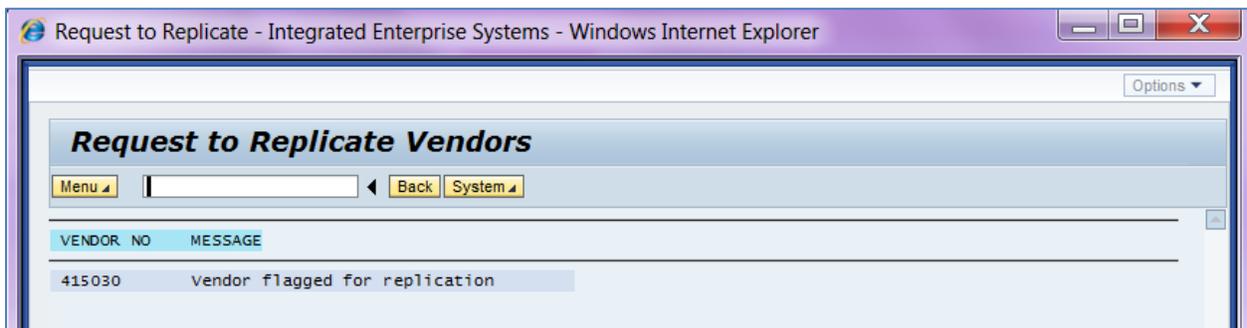
4. In the subsequent *Request to Replicate Vendors* screen, enter the applicable vendor number and select the **Execute** button.



5. When the result displays, highlight the row and select the **Request to Replicate Vendor** button.



6. A confirmation message displays stating that the vendor has been flagged for replication.



This is the end of the Agency Request for Replication process. Please see next page for additional information pertaining to Comptroller Operations' function of replicating the vendor to ECC.

Additional information pertaining to vendor replication:

When the Agency performs the Request to Replicate Vendor transaction, it triggers a notice to Comptroller's Payable Services:

**Vendor 415030 Bauers Septic Service Replication to ECC**  
OB, PSCSRMPORTAL

Extra line breaks in this message were removed.

Sent: Mon 12/2/2013 2:49 PM  
To: Eshleman, Angela

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-----Original Message-----

From: Angela Eshleman [<mailto:aeshleman@pa.gov>]  
Sent: Monday, December 02, 2013 8:16 AM  
To: OB, PSCSRMPORTAL  
Subject: Agency Request for Vendor replication to ECC

Agency has requested following vendors to be replicated to ECC system.  
Request made by : Angela Eshleman  
Vendor : 0000415030

Payable Services will review the request and, when applicable, execute the steps necessary to completion the replication process. Notices are generated and emailed to the person who originated the Request to Replicate:

**Vendor replication to ECC Completed**  
Barbara Yessel <[byessel@pa.gov](mailto:byessel@pa.gov)>

Sent: Mon 12/2/2013 1:49 PM  
To: Eshleman, Angela

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Vendor 0000415030 has been successfully replicated to ECC and can be awarded business.

**Vendor 415030 Bauers Septic Service Replication to ECC**  
OB, PSCSRMPORTAL

Extra line breaks in this message were removed.

Sent: Mon 12/2/2013 2:49 PM  
To: Eshleman, Angela

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Dear Ms. Eshleman,

Good day.

Per your request, Vendor 415030 Bauers Septic Service is Replicated to ECC.

Have a great day.

END