

SRM Goods Acceptance Recipient Approver and SRM Goods Acceptance Recipient Approver Backup

Purpose/Definition: The SRM Goods Acceptance Recipient Approver reviews a receipt entered from a supplier and verifies they are correct before approving the entry confirmation in SRM. If the approver doesn't approve the item within 48 hours, the SRM Goods Acceptance Recipient Approver Backup also gets the item for approval.

Role Mapping Rules: Positions that receive the SRM Goods Acceptance Recipient Approver role or Goods Acceptance Recipient Approver Backup role cannot receive any of the following roles:

- Purchaser
- Invoice Entry Processor
- Account Code Custodian

Please review Management Directive 205.37 Role Assignment, Security, and Internal Control Maintenance for guidance on role mapping conflicts.

Responsibilities

- Approve supplier submitted confirmations for supplies and services
- Access to approve confirmations, view confirmations and view PO associated with confirmation
- Users are typically recipient designated on PO

Required Knowledge, Skills, and Abilities

- Knowledge of how to process confirmations
- An understanding of the process that impacts the Commonwealth's financial position in the areas of expense and accounts payable reporting as well as supplier relationships
- Ability to communicate with purchasing office on issues related to quality of material or services received and other related issues

Tools - SAP—SRM

Processes & Transactions

- Approval of supplier submitted confirmations for supplies and services

Training Prerequisites

If an employee is not knowledgeable in basic computer skills, pre-requisite training should be requested through the Keystone Learning Academy.

- PC and Windows User Fundamentals
- Internet Browser

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Course Name	Course	Hours	Del. Media
Fundamentals	SRM Sourcing Fundamentals	1.00	WBT
Overview	SRM Navigation & Overview	0.15	WBT
Receiving	Receiving in MIGO	0.30	WBT
Approver	SRM 7.0 Procurement Document Approver	<u>1.0</u>	WBT
		2.45 hours total	