SRM Agency Purchaser - DGS (DGS Only)

Purpose/Definition: The SRM Agency Purchaser - DGS role is responsible for procuring materials and services for multiple agencies or on behalf of a specific agency based on thresholds defined by procurement policy. This role is typically held by a DGS Commodity Specialist.

Role Mapping Rules
Positions that receive the SRM Agency Purchaser - DGS role cannot receive any of the following roles:
- SRM Requisitioner
- SRM Receiver
- R/3 Receiver
- Invoice Entry Processor
- SRM Procurement Document Approver Role (all roles)
- SRM Purchase Order/Contract Approver Role (all roles)

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

Responsibilities
- Receive items to procure from agencies based on product categories associated with the individual
- Analyze and group potential procurements into single solicitations if possible
- Create and edit IFBs in SRM
- Utilize document builder to appropriately build the solicitation
- Review proposals received from suppliers and enter responses if received in paper
- Create bid tabulations in SRM
- Evaluate and make award
- Create and edit award documents including contracts and purchase orders
- Create and analyze strategic and transactional procurement reports in Business Warehouse and in SRM
- Determine suppliers for use with punch out and within the eCatalog
- Validate and audit price data on website and in eCatalog load
- Identify suppliers for automation via XML or portal
- Monitor contract expirations and usage

Required Knowledge, Skills, and Abilities
- Broad knowledge of sourcing process including market analysis
- Broad knowledge of bidding, contracting, and purchase orders
- Knowledge of the Commonwealths criteria for disadvantaged business requirements
- Knowledge of Commonwealth procurement policies and methods
- Knowledge of standards and evaluation methods used to assess the quality and value of a wide variety of supplies and services.
- Knowledge of how information is referenced/carried forward into successive procurement documents without requiring data re-entry.
- Knowledge of eCatalogs, including vendor qualification, contract updating/management, requisition/shopping cart, and p-card payment.

- Knowledge of how to select appropriate account code to identify purchase orders over $5k as fixed assets.
- Understanding of how to use order acknowledgement and shipping notification to plan inventory and track vendor delivery performance.
- Ability to use greater information to find best source and enter into more strategic supplier relationships.
- Ability to maintain material/service source lists for pre-determined sources and information records for vendor-specific conditions.
- Ability to maintain eCatalog, evaluating and resolving pricing and other discrepancies
- Ability to create solicitations from approved shopping carts, enter vendor quotations online, and run price comparison function to award bid.
- Ability to change contracts and purchase orders, including conditions.
- Ability to generate and analyze purchasing reports to track contract status, vendor spend, and improve procurement performance.
- Ability to monitor GR/IR account to identify discrepancies between goods receipts and invoices.
- Ability to establish and maintain effective working relationships with agencies, vendors, and customers, and coordinate with them online.

Tools
- SAP—R/3 and SRM
- Business Warehouse

Processes & Transactions
- Workload Redistribution
- Bid Creation
- Document Builder
- Bid Opening
- Bid Awards
- Contract/PO Creation
- Creating Stand-Alone PO
- Sourcing Requirement/Create PO
- Editing/Deleting/Printing
- Supplier Self-Service
- Base Reporting

Training Prerequisites
The following knowledge is required before employees can enroll in SRM training. If an employee who will perform a To-Be role is not knowledgeable in any of the below areas, pre-requisite training is available through the Keystone Learning Academy.

- PC and Windows User Fundamentals
- Microsoft Software
    - Microsoft Word (Word Processor)
    - Microsoft Excel (Spreadsheet)
    - Microsoft Outlook (Email)
    - Internet Browsers

SRM Agency Purchaser - DGS

Course Name	Course	Hours	Del. Media
Fundamentals	SRM Sourcing Fundamentals	1.00	WBT
Overview	SRM Purchase Order Navigation & Overview	0.15	WBT
Overview	SRM Solicitations and Contracts Navigation & Overview	0.15	WBT
Core Purchasing	Create & Maintain Purchase Orders Create & Maintain Solicitations & Contracts Business Warehouse	18.00	ILT

19.30 hours total