

XML Process - Generic

1. XML is an “all or nothing” process with the vendor. This was originally decided by DGS and IES in the beginning of the implementation of SRM.
 - a. **All purchases must be XML for each XML vendor.**
 - b. Reason for “All or Nothing” is because of the confusion for the Comptroller’s Payable Services and the Treasury Department if there were manual and XML invoices coming in for the same vendor.
 - i. If both processes, then there would need to be manual validations within both departments to see whether or not the invoice was for a printed PO or an XML PO.
 - c. If the PO is not received by the vendor electronically in XML then an XML invoice is not possible from the vendor.
 - i. **If the invoice is not XML then Treasury will reject it without paying.**
 - ii. Treasury needs verification from Comptroller that the PO was not sent XML before they will accept a paper invoice for payment. This entails IES to check on the PO to see whether the PO was “Print” or “XML.”
 1. Email request from Comptroller.
 2. IES to check.
 3. Return email to Comptroller with verification.
 4. Copy of email sent to Treasury with invoice.
2. XML purchase orders are transmitted as SRM orders and can be transmitted as ECC 6.0 orders.
 - a. The most accurate orders are created from a catalogue in SRM.
 - b. Non-catalogue shopping carts (Describe Requirement) are also used to originate the SRM XML purchase order.
 - c. Stand alone SRM XML purchase orders can be created.
 - d. Functionally ECC 6.0 purchase orders can be created in XML.
 - i. ECC XML orders in the past were MRP inventory orders. Since inventory can be accomplished with SRM purchase orders, it would be a business process decision regarding ECC XML purchase orders.
 - ii. ECC 6.0 XML purchase orders should not have multiple “ship to” addresses within them.
3. All PO’s must contain a valid unique ship-to address number that the purchasers locate using applicable search functionality in SRM. This information can also be located on the DGS Web Site.
<http://www.dgs.pa.gov/Businesses/Materials%20and%20Services%20Procurement/Procurement-Resources/Pages/Agency-Dashboard.aspx>
4. All PO’s must contain a vendor product number.
 - a. Catalogue orders automatically generate the product number for the SRM PO.

12. The blocking of a posted XML invoice occurs under the same conditions as the blocking of a manually processed invoice.
 - a. The invoice will block either for quantity (goods receipt needed) or price (price is higher than the purchase order price).
 - b. When an XML invoice is blocked for quantity or price the agency is notified by an email of the blocking reason.
 - i. If price is the reason then the vendor will need to re-submit a corrected invoice with a new invoice number.
 - ii. If quantity is the reason, the agency needs to process a goods receipt.