SRM DGS Auction Approver (DGS Only)

Purpose/Definition: The SRM DGS Auction Approver role is responsible for providing final approval to the results of the live auction process.

Role Mapping Rules

Positions that receive the SRM DGS Auction Approver role cannot receive any of the following roles:

- SRM Auction Processor

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

Responsibilities

- Approve or reject workflow from the SRM DGS Auction Processor indicating the final awarded supplier that resulted from the live auction process and analysis.
- Monitor auction process for compliance to Commonwealth policies and procedures

Required Knowledge, Skills, and Abilities

- Broad knowledge of sourcing process including market analysis
- Broad knowledge of bidding, contracting, and purchase orders
- 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
- Ability to use greater information to find best source and enter into more strategic supplier relationships
- All knowledge, skills and abilities associated with the DGS commodity specialist role

Tools

- SAP—R/3 and SRM
- Business Warehouse

Processes & Transactions

- final approval to the results of the live auction process

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
    - Windows

SRM DGS Auction Approver

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	6.00	ILT
	Create & Maintain Solicitations & Contracts	6.00	ILT
	Business Warehouse	6.00	ILT
Live Auction Cockpit Live Auctions (with Supplier)		1.00	ILT

20.30 total hours