SAP SRM Common Issues, Definitions, and Process Flow.



The Procurement Process



Step One: Before You Begin

- •Check for Available Funds (Requisitioner)
- If funds are not available, the Fund Approver will perform a budget transfer.



Step Two: Create a Shopping Cart

• Create an Internal Catalog Shopping Cart

•Create a Free Text Shopping Cart



Step Three: Fund Approver Process

•The Fund Approver will approve by individual line items.



Step Four: Shopping Cart Processed into a Purchase Order

•Internal Catalog Shopping Carts - if the appropriate budget was used for the item purchased, the shopping cart request will be sent the the supplier. If the appropriate budget was not used and the Fund Approver released the shopping cart, the shopping cart will go to the HISD Procurement department for processing.

• Free Text Shopping carts - will automatically go to the HISD Procurement Department for process.



Step Five : Supplier will ship goods



Step Six: End User will Post a Confirmation

SAP Portal Business Process

07/18/2011

Reference Number: 1010

Welcome to SAP SRM[™] (Supplier Relationship Management) Training

About Your Training Manual



Our Sections are set up based upon *job function*. Each color represents a particular job function. Each section contains *reference numbers* for each type of transaction.

Conventions Used in This Book

The SAP SRM Management Manual uses these conventions to make it easier for you to understand the material:



Color Section	Job Function	Example
	(Gold) This section can be utilized by a Requisitioner and a Fund Approver.	How to Connect to SRM
	(Maroon) This section can be utilized by a Requisitioner.	Creating a Shopping Cart
	(Green) This section can be utilized by the Fund Administrator.	Approving a Shopping Cart
	(Purple) This section can be utilized by any SAP User. (Reports, Index)	Reports, SAP Licenses and Forms

Section One	e: SAP Portal Basics	Reference Number
	How to Connect to the SAP Portal - How to Log onto the SAP Portal - How to Log off the SAP Portal	1000
	SAP Portal Business Process - The Procurement Process - SAP Portal Terminology and Definitions	1010
	SAP Portal Basic Navigation	1020

SAP Portal Terminology and Definitions

Check for available funds	From the end user's perspective, this is the first step in the procurement process. You must do this before creating a shopping cart.
Shopping Cart	Virtual container used to designate the items a customer intends to purchase From the end user's perspective, this second step in the procurement process is a request for goods or services.
Catalog Shopping Cart	These items are on an annual contract and have material master data in SRM that contains a product category, product description, price and possibly a vendor source. This will also include items stored in one of HISD's warehouses.
Free Text Shopping Cart	These items have no material master data or vendor source , nor is there a contract governing these items. All information about the items must be entered into the SRM system when the shopping cart is created.
Plant	A four-digit number that identifies a specific school, facility, or work location.
Release a Shopping Cart	From the end user's perspective, this is the third step in the procurement process. The fund administrator must release (approve) the items in the shopping cart once it has been created.
Purchase Order	From the end user's perspective, this is the fourth step in the procurement process. This is an actual request to a vendor for a specific good or service. This document based on information provided in the shopping cart.
Confirmations	From the end user's perspective, this is the last step in the procurement process. After the goods or services have arrived, this document is created to document the movement of the goods. Once the end user has posted a confirmation, the vendor can be paid.
Product Category	A number that identifies a group of several related materials.
Supplier	A number that identifies a specific vendor in the SAP Portal.
Product ID	A number that identifies a specific item in SRM.
Universal Worklist	Folder containing all documents and resubmissions sent to a user. This is officially the SRM Inbox.
Queries	The conditions of a request for information available in the system.

These terms are used during the shopping cart process.

Short text	A brief description of a good or service.
Order Quantity	The amount (number) of a good or service being requested.
Unit	The descriptor that specifies how the quantity of an item is measured. For example, years, box, gallon, each.
Supplier Product Number	The specific part/product number of the item requested.

Correcting Errors within Shopping Carts

When you select the check button errors may appear at the top of your shopping cart.

Create Shop	Create Shopping Cart						
Number 2000001533	Document Name	Supplies for Art Class	Status In Process				
Une 1:: Please enter Unk	oading Point						
Line 1: No G/L account was entered; enter a G/L account							
Line 1: Enter a value in the mandatory field Cost Center in account assignment							
Line 1: Error in account assignment for item 1							
🔔 Line 1:: Recommended G	L is **6399 for Produ	uct Category 620-001					
Order Close Prin	t Preview Save	Check Delete					

The messages will indicate what line within your shopping cart that may have a problem. It may also indicate a recommended budget. You must then go to the specific row and correct the errors.

Create Shop	oping Car	t					
Number 2000001533	Document Nam	e Supplies for Art Class	Status In Process	Created On 0	7/21/2011 11:35:35	Created By	DOROTHY MED
Line 1:: Please enter Un	loading Point						
Line 1: No G/L account	was entered; enter a	a G/L account					
Line 1: Enter a value in the second secon	the mandatory field C	ost Center in account assi	gnment				
Line 1: Error in account	assignment for item	1					
Line 1:: Recommended	GL is **6399 for Pro	oduct Category 620-001					
Order Close Pri	nt Preview Sav	ve Check Delete					
▼ General Data							
Buy on Behalf Of:	DOROTHY MEDINA		Approval Note			7	
Name of Shopping Cart:	Supplies for Art Clas	is	1				
Header Data:	Values						
Default Settings:	Set Values						
Approval Process:	Display / Edit Agents						
Document Changes:	Display Display						
▼ Item Overview		<u></u>					
Details Add Item .	Copy Paste Dup	olicate					
Line Number Iten	п Туре	Product ID Description		Product Category	Product Category D	escription	Quantity
0001 Mat	erial	2-Hole Punc	ched Retention Folders	620-001	Office Sply Consur	n	1
Double click the	op opific line	number	Line Number				
Correcting Errors wit	hin Shopping	Carts	07/	22/2011		Reference	e Number:

▼	✓ Item Overview									
	Details Add Item / Copy Paste Duplicate									
	Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency
	• <u>0001</u>	Material		2-Hole Punched Retention Folders	620-001	Office Sply Consum	1	EA	15.00	USD
	•	Undefined Item Type			DONOTUSE	Change to a Valid Product Category	1.000		0.00	USD
	•	Undefined Item Type			DONOTUSE	Change to a Valid Product Category	1.000		0.00	USD
	•	Undefined Item Type			DONOTUSE	Change to a Valid Product Category	1.000		0.00	USD
	•	Undefined Item Type			DONOTUSE	Change to a Valid Product Category	1.000		0.00	USD
	•	Undefined Item Type			DONOTUSE	Change to a Valid Product Category	1.000		0.00	USD
	•	Undefined Item Type			DONOTUSE	Change to a Valid Product Category	1.000		0.00	USD
	•	Undefined Item Type			DONOTUSE	Change to a Valid Product Category	1.000		0.00	USD
	•	Undefined Item Type			DONOTUSE	Change to a Valid Product Category	1.000		0.00	USD
	•	Undefined Item Type			DONOTUSE	Change to a Valid Product Category	1.000		0.00	USD

Item Data Account	t Assignment Notes and Attachments Sou	urces of Supply / Service Agents Approv	val Process Overview
Identification		Currency, Values, and Pric	cing
Item Type:	Material V	Order Quantity / Unit:	1 EA 🗇 each
Product ID:		Ordered Quantity / Unit .:	0.000
		Open Quantity / Unit::	1 EA
Description: *	2-Hole Punched Retention Folders	Price / Currency:	15.00 USD 🗇 Price Unit 1
Product Category:	620-001 Office Sply Consum	Not to Exceed Price:	
Subcontracting:		Goods Receipt:	
Company Code:	HISD D Houston Ind Sch. Dist.	Invoice Receipt:	
Supplier Product Number:		Goods Receipt Non-Valuated:	
Supplier Product Category:		Service and Delivery	
••••••••••••••••••••••••••••••••••••••		Delivery Date:	08/04/2011
Organization	Office Sup/Ath/Bus	Location / Plant:	10000003 D Austin High School
raronasing oroup.	Snow Members	Unloading Point: *	
		Storage Location:	0001 🗍 Main Storage
		Incoterm Key/Location:	

The **Details** section will drop down. Depending on the error message you receive, correct your errors. The Details Section has 5 sections.

Item Data Account Assignment Notes and Attachments Sources of Supply / Service Agents	Approval Process Overview

Step One:

tem Type: Material Product D: Order Quantity / Unit: Description: * Red Pens Product Category: 620-001 620-001 Office Sply Consum Subcontracting: Invoice Receipt: Company Code: HISD HISD Houston Ind Sch. Dist. Supplier Product Category: Office Sup/Ath/Bus Supplier Product C	Identification		Currency, Values, and Pric	ing
Historian Ordered Quantity / Unit:: 0.000 Product D: Open Quantity / Unit:: 0.000 Description: * Red Pens Price / Currency: 10.00 Product Category: 620-001 Office Sply Consum Subcontracting:	tem Tune:	Matarial	Order Quantity / Unit:	EA 🗇 each
Product D: Description: * Red Pens Product Category: 620-001 Office Sply Consum Subcontracting: Company Code: HISD Houston Ind Sch. Dist. Supplier Product Category: Drganization Purchasing Group: Office Sup/Ath/Bus Show Members Location / Plant: 1000003 Austin High School Unloading Point: * Storage Location: 0001 Main Storage Incoterm Key/Location: Goods Recipient: 10034620 REQUISITIONER ONDER	tem Type.		Ordered Quantity / Unit::	0.000
lescription: * Red Pens roduct Category: 620-001 620-001 Office Sply Consum Subcontracting: Into Exceed Price: Goods Receipt: Invoice Receipt: Invoice Receipt: Invoice Receipt: Goods Receipt: Invoice Receipt: Supplier Product Category: Goods Receipt: Supplier Product Category: Delivery Date: Organization Unloading Point: * turchasing Group: Office Sup/Ath/Bus Show Members Unloading Point: * Invoice Receipen: Invoice Receipen: Invoice Receipt: Invoice Receipt: Invoice Receipt: Invoice Receip	roduct ID:		Open Quantity / Unit::	5 EA
Aroduct Category: 620-001 Goods Receipt: Subcontracting: Company Code: HISD Houston Ind Sch. Dist. Supplier Product Number: Supplier Product Category: Organization Purchasing Group: Office Sup/Ath/Bus Show Members Unloading Point: * Storage Location: 0001 Main Storage Incoter m Key/Location: Goods Recipient: 10000003 REQUISITIONER ONE	escription: *	Red Pens	Price / Currency:	10.00 USD C Price Unit
Subcontracting: Goods Receipt: Goods Receipt Non-Valuated: Delivery Contraction: Company Code: Office Sup/Ath/Bus Show Members Location / Plant: 10000003 Austin High School Unloading Point: * Contraction: Goods Receipte: Goods Receipt: * Storage Location: 0001 Main Storage Incoterr Key/Location: Goods Receipte: * Goods Receipt: * Good	Product Category:	620-001 Office Sply Consum	Not to Exceed Price:	
Job Contracting. Invoice Receipt. Company Code: HISD I Houston Ind Sch. Dist. Supplier Product Number: Goods Receipt Non-Valuated. Supplier Product Category: Service and Delivery Drganization Delivery Date: 02/28/2011 I D hurchasing Group: Office Sup/Ath/Bus Show Members Location / Plant: 10000003 I Austin High School Unloading Point: * Storage Location: 0001 I Main Storage Incoterrm Key/Location: Goods Recipient: 10034620 I REQUISITIONER ONE	ubcontracting:	_	Goods Receipt	
Supplier Product Number: Supplier Product Category: Organization Purchasing Group: Office Sup/Ath/Bus Show Members Unloading Point: * Storage Location: Incoderm Key/Location: Goods Receipt Non-Valuated:	Company Code:		Invoice Receipt:	
Supplier Product Number: Service and Delivery Supplier Product Category: Delivery Date: 02/28/2011 Drganization Location / Plant: 1000003 Austin High School Purchasing Group: Office Sup/Ath/Bus Show Members Unloading Point: * Image: Storage Location: 0001 Main Storage Incoterm Key/Location: Image: Storage Location: Image: Storage Location: <t< td=""><td>company code.</td><td></td><td>Goods Receipt Non-Valuated:</td><td></td></t<>	company code.		Goods Receipt Non-Valuated:	
Supplier Product Category: Delivery Date: 02/28/2011 Drganization Location / Plant: 10000003 Purchasing Group: Office Sup/Ath/Bus Show Members Location / Plant: 1000003 Unloading Point: * Image: Control of the supplication in the superior in the supplication in the supplication in	Supplier Product Number:			
Organization Location / Plant: 10000003 ① Austin High School Durchasing Group: Office Sup/Ath/Bus Show Members Unloading Point: * Storage Location: 0001 ① Main Storage Incoterm Key/Location: ① Goods Recipient: 10034620 ① REQUISITIONER ONE	Supplier Product Category:		Delivery Date:	02/28/2014
urchasing Group: Office Sup/Ath/Bus Show Members Location / Plant: 10000003 Plantin High School Unloading Point: *	rganization		bomory bate.	02/20/2011 07
Unloading Point: * Storage Location: 0001 Main Storage Incoterm Key/Location: Goods Recipient: 10034620 REQUISITIONER ONE	Purchasing Group:	Office Sup/Ath/Bus Show Members	Location / Plant:	10000003 D Austin High School
Storage Location: 0001 Incoterm Key/Location: Goods Recipient: 10034620 REQUISITIONER ONIT			Unloading Point: *	
Incoterm Key/Location: Goods Recipient: 10034620			Storage Location:	0001 Main Storage
Goods Recipient: 10034620			Incoterm Key/Location:	
			Goods Recipient:	10034620 REQUISITIONER ONE
			Delivery Priority:	00 🗗

Complete information needed under the Item Detail tab such as Unloading Point.

Service and Delivery Delivery Date:	08/04/2011
Location / Plant:	10000003 🗇 Austin High School
Unloading Point: *	
Storage Location:	0001 🗇 Main Storage
Incoterm Key/Location:	
Goods Recipient:	10004569 DOROTHY MEDINA
Incremental Funding Active:	
Delivery Priority:	00 🗇

Step Two:

Go to the next tab, Account Assignment:

Details for item 1 2-Hole Punched Retention Folders									
Item Data Account Assignment Notes and Attachments Sources of Supply / Service Agents Approval Process Overview									
You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres Cost Distribution Percentage Details Add Line Copy Paste Duplicate Delete Split Distribution Change All Items									
Number Accounting Line Number Percentage Account Assignment Category Assign Number									
0001	100.00 Cost Center 🗸								
Clipboard									
Delete Clipboard Content									
Percentage Account Assignment Description Account Assignment General Ledger Account									
100.00 Cost Center	Cost Center 001-10-S1 11-6399								

Select how you would like to distribute your funds. The system will default to percentage. Use the **default - percentage**.

Select the Details Button.				
You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres				
Cost Distribution Percentage				

Budget information will drop down.

Details for Item 0001 : Cost	Center		
Percentage: *	100.00	Fund:	
Account Assignment Category:	Cost Center 💌	Commitment Item:	
Cost Center: *	ı d		
Fund Center:			
Grant:	DUMMY		
Functional Area:			
Controlling Area:	HISD		
General Ledger Account:	D		
Business Area:			

Budget Information

Details for Item 0001 : Cost	Center		
Percentage: *	100.00	Fund:	D
Account Assignment Category:	Cost Center 💌	Commitment Item:	
Cost Center: *			
Fund Center:			
Grant:	DUMMY		
Functional Area:			
Controlling Area:	HISD		
General Ledger Account:			
Business Area:			

Account Assignment Category: Cost Center	Verify that Cost Center is selected for the Account Assignment Category .
Cost Center: *	Enter the Cost Center of the budget to be used for this shopping cart. Ex: 001-10-S1
General Ledger Account:	Enter the General Ledger Account (G/L Account No.) of the budget to be used for this shopping cart. Ex : <i>11-6399</i>
Fund:	Enter the Fund of the budget to be used for this shopping cart. Ex : 101

******		Fund	404
ercentage: **	100.00	Fund:	101
Account Assignment Category:	Cost Center 💌	Commitment Item:	
Cost Center: *	001-10-s1		
und Center:			
Grant:	DUMMY		
unctional Area:			
Controlling Area:	HISD		
General Ledger Account:	11-6399		
Business Area:			

Correcting Errors within Shopping Carts

07/22/2011

Reference Number: 1055

Select the Check button.	
Repeat steps until you receive a	message.
Click the Order Button.	
Kesults	

You have successfully corrected errors within your shopping cart.

If you were unsuccessful when attempting the steps to complete this transaction, please double check your entries, and review the online documentation and **Frequently Asked Questions** found on the SAP Web portal department site at <u>https://www.houstonisd.org/portal/site/SAP</u>. If the error or problem persists, contact the Service Desk at 713-892-7378.