

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 to 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

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: 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 - Learning about the Requisitioner and the Approver Menu Tabs - Navigation Definitions - Important Icons	1020

SAP Portal Terminology and Definitions

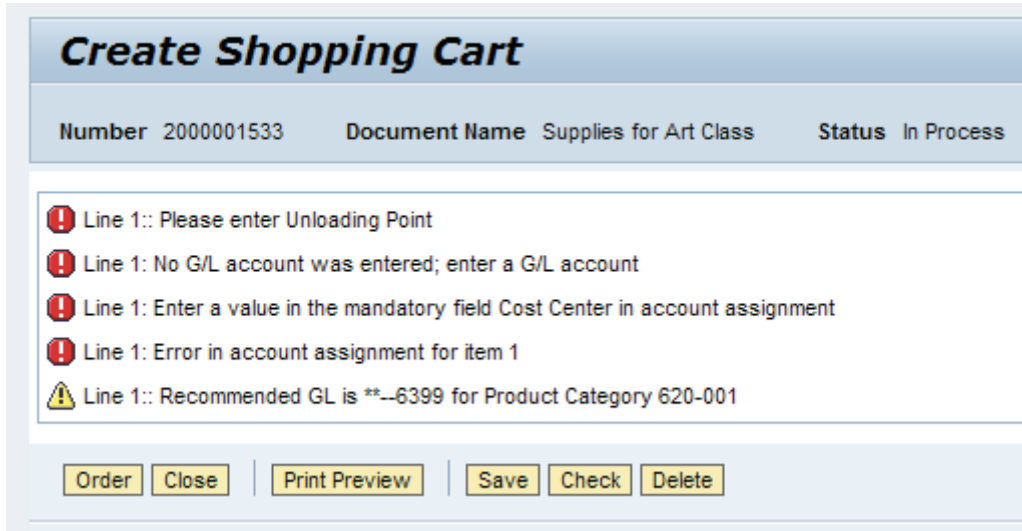
Check for available funds	From the end user's perspective, this is the first step in the procurement process. You must do this before creating a shopping cart.
Shopping Cart	Virtual container used to designate the items a customer intends to purchase From the end user's perspective, this second step 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.

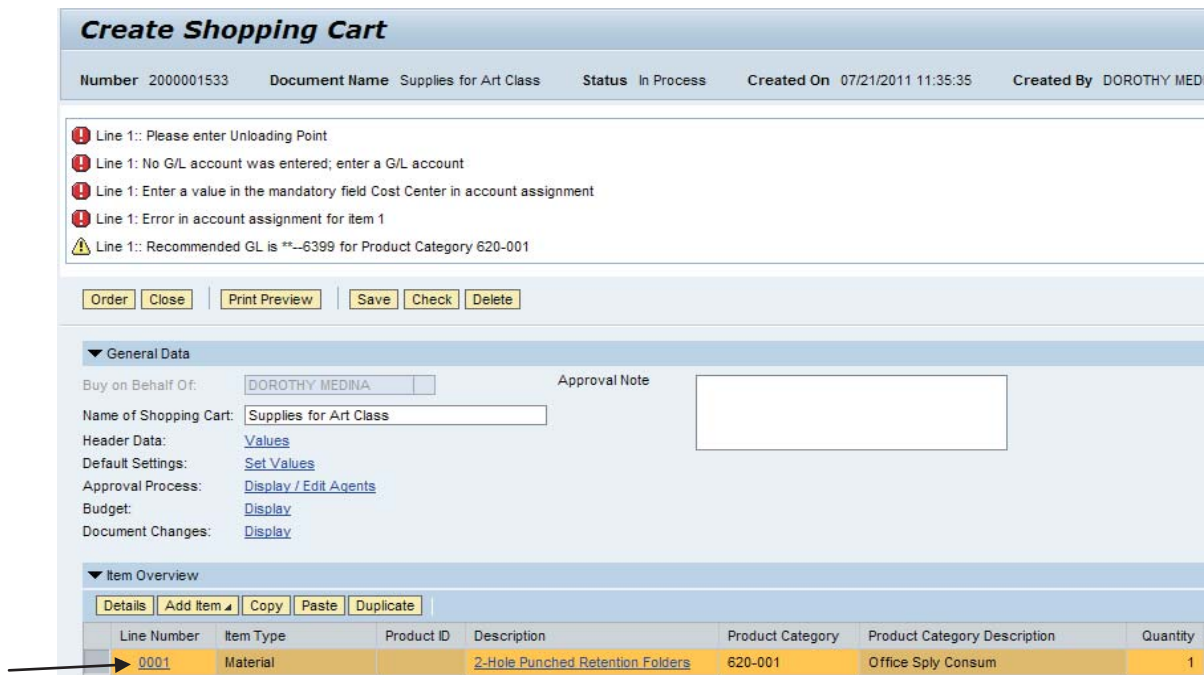
Short text	A brief description of a good or service.
Order Quantity	The amount (number) of a good or service being requested.
Unit	The descriptor that specifies how the quantity of an item is measured. For example, years, box, gallon, each.
Supplier Product Number	The specific part/product number of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

Correcting Errors within Shopping Carts

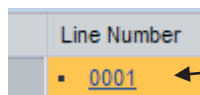
When you select the check button errors may appear at the top of your shopping cart.



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.



Double click the specific line 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
• 0001	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

Details for item 1 2-Hole Punched Retention Folders

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

Identification

Item Type: Material

Product ID:

Description: * 2-Hole Punched Retention Folders

Product Category: 620-001 Office Sply Consum

Subcontracting:

Company Code: HISD Houston Ind Sch. Dist.

Supplier Product Number:

Supplier Product Category:

Organization

Purchasing Group: Office Sup/Ath/Bus Show Members

Currency, Values, and Pricing

Order Quantity / Unit: 1 EA each

Ordered Quantity / Unit: 0.000

Open Quantity / Unit: 1 EA

Price / Currency: 15.00 USD Price Unit 1

Not to Exceed Price:

Goods Receipt:

Invoice Receipt:

Goods Receipt Non-Valuated:

Service and Delivery

Delivery Date: 08/04/2011

Location / Plant: 10000003 Austin High School

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:

The screenshot shows the 'Details for item 1 Red Pens' interface. It features several tabs: 'Item Data', 'Account Assignment', 'Notes and Attachments', 'Sources of Supply / Service Agents', and 'Approval Process Overview'. The 'Item Data' tab is active, displaying fields for Identification, Organization, Currency, Values, and Pricing, Service and Delivery, and Unloading Point. The 'Unloading Point' field is currently empty, which is the focus of the subsequent text.

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

This close-up screenshot focuses on the 'Service and Delivery' section. It shows the following fields and values:

- Delivery Date: 08/04/2011
- Location / Plant: 10000003 Austin High School
- Unloading Point: * (empty field, indicated by an arrow)
- Storage Location: 0001 Main Storage
- Incoterm Key/Location: (empty field)
- 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

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number
0001		100.00	Cost Center	

Clipboard

Percentage	Account Assignment Description	Account Assignment	General Ledger Account
100.00	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 Button.

You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres

Cost Distribution

Budget information will drop down.

Details for Item 0001 : Cost Center

Percentage: * Fund:

Account Assignment Category: Commitment Item:

Cost Center: *

Fund Center:

Grant:

Functional Area:

Controlling Area:

General Ledger Account:

Business Area:

Budget Information


Details for Item 0001 : Cost Center


Percentage: *	<input type="text" value="100.00"/>	Fund:	<input type="text"/>
Account Assignment Category:	Cost Center ▾	Commitment Item:	<input type="text"/>
Cost Center: *	<input type="text"/>		
Fund Center:	<input type="text"/>		
Grant:	DUMMY		
Functional Area:	<input type="text"/>		
Controlling Area:	HISD		
General Ledger Account:	<input type="text"/>		
Business Area:	<input type="text"/>		


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

Details for Item 0001 : Cost Center

Percentage: *	<input type="text" value="100.00"/>	Fund:	<input type="text" value="101"/>
Account Assignment Category:	Cost Center ▾	Commitment Item:	<input type="text"/>
Cost Center: *	<input type="text" value="001-10-s1"/>		
Fund Center:	<input type="text"/>		
Grant:	DUMMY		
Functional Area:	<input type="text"/>		
Controlling Area:	HISD		
General Ledger Account:	<input type="text" value="11-6399"/>		
Business Area:	<input type="text"/>		

Select the  button.

Repeat steps until you receive a  Shopping cart 2000005151 has no errors message.

Click the  Button.

Results

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 <https://www.houstonisd.org/portal/site/SAP> . If the error or problem persists, contact the Service Desk at 713-892-7378.