Materials Management
User Group Meeting
Friday, March 28, 2014

SRM - Tips and Reminders

Tips and Reminders

- Use the "Check" button before using the "Order" button on purchase order

- All PO created in ECC before COB November 8, 2013, will NOT be carried forward and will have to be recreated in SRM

- Before deleting the PO line item with an asset, remove the Asset Shell associated with that asset

Tips and Reminders

- ### Accessing Purchase Orders in SRM
  - "Purchasing" Folder
    - Use to access purchasing functions in SRM. As of November 25, 2013, all purchase orders have to created in SRM
  - "ME23N" Folder
    - Use to access purchase orders created in ECC before COB November 8, 2013.

- ### Inventory Purchase Order Account Assignment
  - "Unknown" account assignment is used for inventory purchase orders since it's a revolving account. Otherwise, you will receive the message "PO does not exist" when they try to create a GR.

Tips and Reminders

- Shopping Carts MUST be created using the "ESS" folder

- Purchase Orders cannot be created from the Contract tab

- POs still in ECC do not have "hard stop" on Target Value of Contract
  - SRM POs pointed to for "Central Contract" field whereas POs in ECC point to "Outline Agreement" field

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u-Perform Documents

- Recently Published
  - How to Create and Post a No Award (3/10/14)
  - How to Add Questions to an RFx (3/19/14)