

Subject: SRM portal users to see Search Criteria screen changes beginning Monday, Dec. 7, 2020

Audience: All SRM Portal users

Procurement Directors: please forward this message to all SRM portal users - including Buyers, Shopping Cart Creators and Goods Receivers - to ensure they are aware of this system update.

Effective Monday, Dec. 7, 2020, SRM portal users will notice changes in Search Criteria screens associated with Match Code searches. This is a result of an SAP enhancement which offers a more modern design and streamlined approach to conducting match-code searches. Below is a summary of what users will see beginning Monday, Dec. 7.

1. Users will click on a match-code icon to conduct a search.

Change Purchase Order

Read Only | Order | Save | Print Preview | Check | Close | Export | Import | Delete | Related Links

Purchase Order Number: [blurred] Purchase Order Type: SCEIS Standard PO Status: Saved

Overview | Header | Items | Notes and Attachments | Approval | Tracking

General Header Data

Purchase Order Number: [blurred]
 Purchase Order Name: [blurred] **1**
 * Supplier: [blurred]
 * Requester: [blurred]
 Recipient: [blurred]
 Location: [blurred]
 Ship-To Address: [blurred]
 * Purchasing Organization: [blurred]
 * Purchasing Group: [blurred] [Show Members](#)
 Total Value (Net): 2,208.00 USD
 Default Settings: [Set Values](#)

2. The new Search Criteria screen will appear, which displays four default data fields on the far left side of the screen.

Search: Supplier

Search Criteria

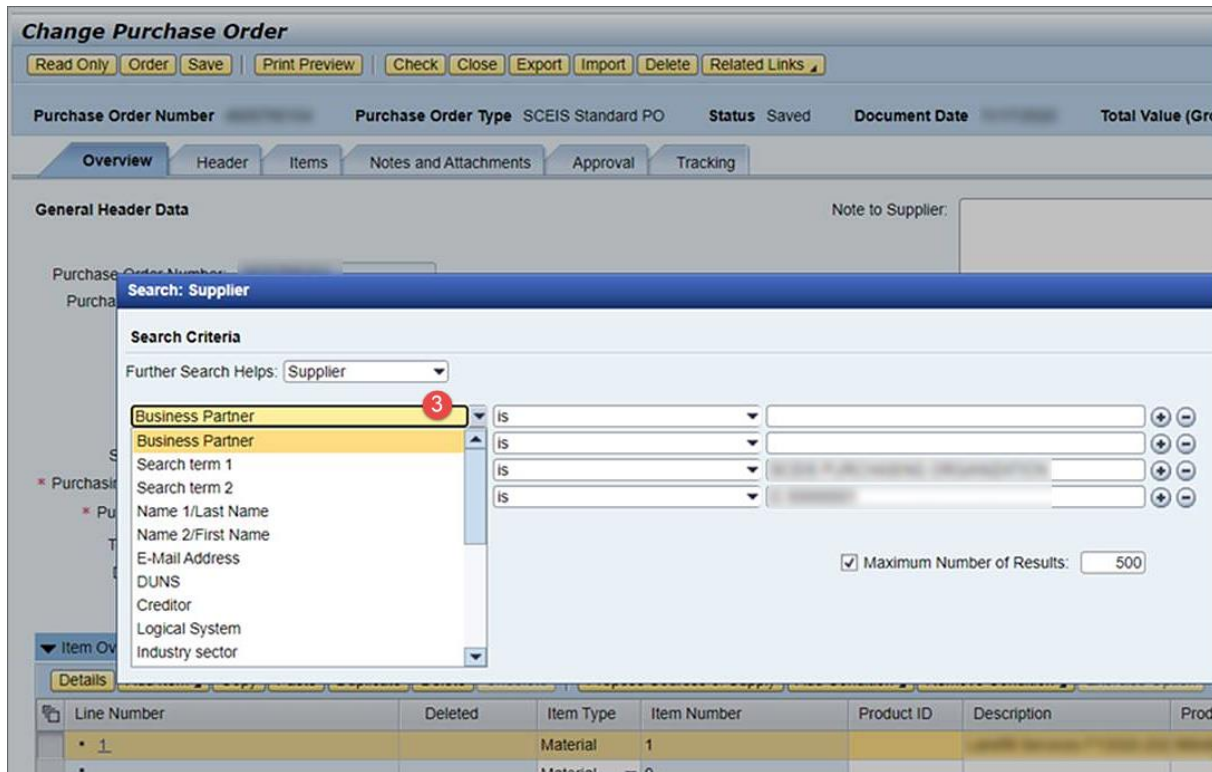
Further Search Helps: Supplier

Business Partner	is	[blurred]	
Search term 1	is	[blurred]	
Purch. Organization	is	SCEIS PURCHASING ORGANIZATION	
Purch. Org. ID	is	[blurred]	

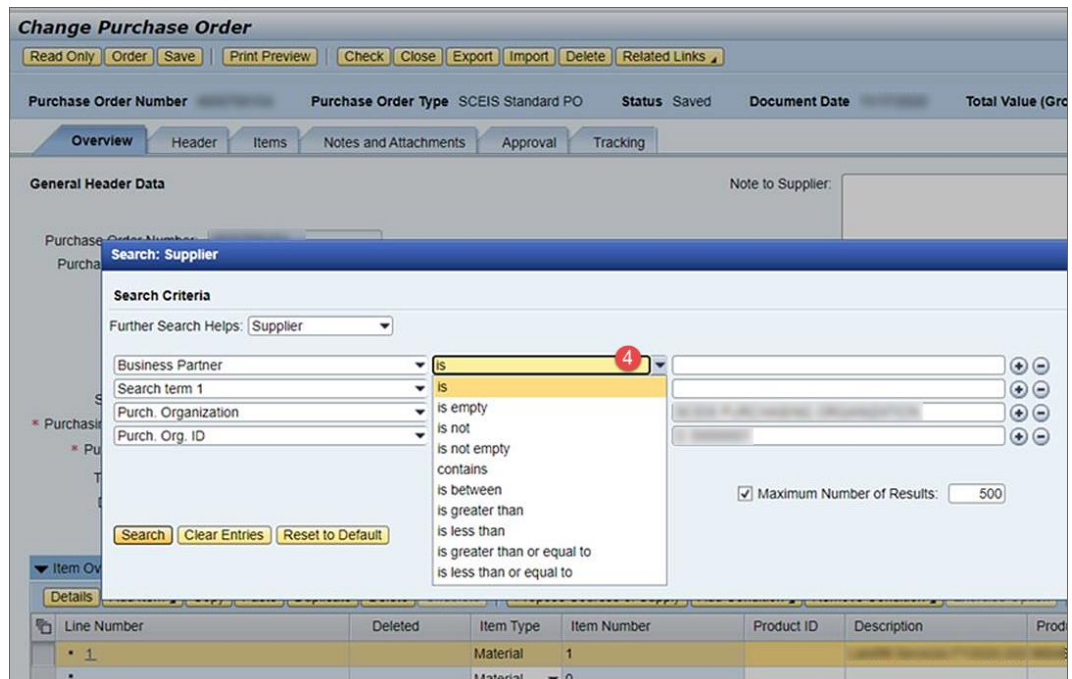
Maximum Number of Results: 500

Search | Clear Entries | Reset to Default

- The fields on the far left offer a drop-down menu. Users may select other fields from the drop-down menu when conducting searches, or they may use the four default fields that appear.



- As seen in this screen shot, an operator field with a drop-down menu allows users to search for information based on specific criteria matches, a range of information or other functions by using the operators that are available in the drop-down list.



5. Users will enter data in the field on the far right column on the screen.

6. After users complete their preferred search criteria fields, they will click on the Search button to complete the search.

7. A results page will display with options to:
- Select an item from the results line and complete the rest of their work.
 - Use the Clear Entries or Reset to Default button to conduct a new search.

A follow-up message will be sent in December to remind users of this change.

If you have questions, please Contact the SCEIS Help Desk (803-896-0001 and **select option 2** for SCEIS issues or visit <http://sceis.sc.gov/requests>).

Thank you,
The SCEIS Team