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.

Read Only Order S	ave Print Pre	eview Check Close E	xport Import Delete	Related Links
Purchase Order Numb	ber internet	Purchase Order Type	SCEIS Standard PO	Status Saved
Overview	Header Item	Notes and Attachment	s Approval Tr	acking
General Header Data				N
Purchase Order Num	nber:			
Purchase Order Na	ame:	- 1		
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* Purchasing Organiza	tion:			
		Service Service TV	Show Men	nbers
Purchasing Organiza	oup:	2,208.00 USD	Show Men	nbers

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

Search Criteria				
Further Search Helps: Supplier	•			
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Search term 1	▼ ls			•
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Purch, Org. ID	▼ is	-	and the second s	•
			Maximum Number of Results:	500
Search Clear Entries Reset to I	Default			



3. 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.

Change Purchase Orde	er					
Read Only Order Save P	rint Preview Check Clos	e Export Import	Delete Related Links)		
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Search Criteria Further Search Helps Business Partner	: Supplier •	is	•			
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E-Mail Address DUNS Creditor Logical System Industry sector	•			V Maximum Nu	mber of Results:	500
Details Line Number	Deleted	Item Type	Item Number	Product ID	Description	Produ
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4. As seen in this screen shot, an operator field with a dropdown 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.

Change Pu	rchase Order						
Read Only O	rder Save Print Preview	Check Close	Export Import	Delete Related Links			
Purchase Orde	er Number	Purchase Order Type	SCEIS Standard	PO Status Saved	Document D	ite internet	Total Value (Gro
Overvie	W Header Items	Notes and Attachmer	nts Approva	Tracking			
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5. Users will enter data in the field on the far right column on the screen.

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Purch. Org. ID	▼ Is	-		•
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6. After users

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

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

Search Criteria								
Further Search Helps	: Supplier 👻							
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Purch. Organization	-	is	-	SCEIS	PURCHAS	NG ORGANIZATION	N	
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Search Clear En	tries) Reset to Default) are more than 500 results for	Supplier		R				0

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 <u>http://sceis.sc.gov/requests</u>).

Thank you, The SCEIS Team