



### MM Display / Reports

**Description** This role is designed for users who need the ability to run Purchasing related Reports. It will allow users to display all Purchasing Documents (PO's, Contracts, Goods Receipts) and all Purchasing Reports.

### Tasks/Responsibilities

- Display and verify vendors from vendor master file
- Display asset master records
- Display changes to asset master records
- Display contract
- Display goods receipt document
- Display purchase order
- Print purchase order
- Run materials management reports

### Related Processes

- Materials Management - Requisitioning
- Materials Management - Approval
- Materials Management - Bidding
- Materials Management - Purchasing
- Materials Management - Contracts
- Materials Management - Goods Receipt
- Materials Management - Sourcing

### Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

### Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

### Knowledge/Skills/Abilities

- Knowledge of procurement process

### Expected Training Courses

Total Training Hours: 2

Course Title: MM001 Basic MM Display: On-Line eLearning Simulation with a Quick Reference Guide      Duration in Hours: 1

Course Title: COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation      Duration in Hours: 1



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### Central Goods Receipter

**Description** This role is designed for users who will receive goods for their agency as a central receiving point.

Their primary responsibility is to create and verify goods receipt for their agency.

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### Tasks/Responsibilities

- Cancel Goods receipt
- Change Goods receipt document
- Create and verify Goods receipt
- Display and verify vendors from vendor master file
- Display goods receipt document
- Display purchase order

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### Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

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### Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

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### Knowledge/Skills/Abilities

- Basic knowledge of the purchasing process and how to receipt goods in accordance with the procurement law

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### Expected Training Courses

Total Training Hours: 2

Course Title: MM002 Basic Central Goods Receipter: On-Line eLearning Simulation with a Quick Reference Guide

Duration in Hours: 1

Course Title: COR120 SCEIS SAP Enterprise Core

Duration in Hours: 1