

# **Supplier Relationship Management/ Catalog Content Manager Roles**

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**CCM Catalog Manager (DGS Only)**  
**SRM Agency Purchaser**  
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**SRM Surrogate Bidder (DGS Only)**  
**SRM Goods Acceptance Recipient Approver and Approver Backup**  
**SRM Procurement Document Approver**  
**SRM Purchase Order/ Contract Approver (OAG/ OGC)**  
**SRM Purchase Order/ Contract Approver (DGS Only)**  
**SRM Purchasing Card Coordinator**  
**SRM Receiver**  
**SRM Requisition Approver**  
**SRM Requisitioner**

# **CCM Catalog Manager (DGS Only)**

YRR>CCM\_CATMAN\_DGS

## **Purpose/Definition:**

The CCM (Catalog Content Management) Catalog Manager is responsible for creating new supplier IDs, new supplier catalogs and uploading vendor templates to create vendor catalogs in the material service contract catalog in CCM. This role also allows DGS to approve catalog content prior to publishing catalogs.

## **Role Mapping Rules:**

- Only positions located within DGS – Bureau of Procurement - can be assigned this role.
- Role assignments must be approved by the DGS Bureau of Procurement

## **Responsibilities:**

- Identify contracts that are suitable to be loaded into CCM as a catalog
- Create supplier ID, supplier catalogs
- Upload vendor template information into CCM

## **Required Knowledge, Skills, and Abilities:**

- Knowledge of Commonwealth purchasing policies and programs
- Knowledge of how contract items should be procured within SRM
- Knowledge of SRM shopping functionality
- Knowledge of SRM purchase order functionality

## **Tools:**

- SAP—CCM (Catalog Content Management)

## **Processes & Transactions Involved In:**

- Creating supplier catalogs in CCM

## **CCM Catalog Manager DGS – Training**

Training to be provided by DGS

# SRM Agency Purchaser

YRR>SRM\_PUR\_AGY\_COPA

## **Purpose/Definition:**

The SRM Agency Purchaser role is responsible for procuring materials and services on behalf of their specific agency based on thresholds defined by procurement policy.

## **Role Mapping Rules:**

Positions that receive the SRM Agency Purchaser role cannot receive any of the following roles:

- SRM Requisitioner
- SRM Receiver
- R/3 Receiver
- Invoice Entry Processor
- SRM Procurement Document Approver Role (all roles)
- SRM Purchase Order/Contract Approver Role (all roles)
- Agency Revenue Processor

Please review Management Directive 205.37 Role Assignment, Security, and Internal Control Maintenance for guidance on role mapping conflicts.

## **Responsibilities:**

- Receive items to be sourced based on dollar thresholds delegated to the agency
- Analyze and determine if contract is in place or if a solicitation is required
- Create purchase orders from DGS and/or agency contracts
- Create and edit IFBs, RFPs and RFQs in SRM
- Utilize document builder to appropriately build the solicitation
- Review proposals received from suppliers and enter responses if received in paper
- Create bid tabulations in SRM
- Evaluate and make award
- Create and edit award documents including contracts and purchase orders
- Create and analyze strategic and transactional procurement reports in Business Warehouse and in SRM
- Monitor contract expirations and usage
- Create emergency purchase orders and/or sole source RFQ's

## **Required Knowledge, Skills, and Abilities:**

- Broad knowledge of Commonwealth procurement policies and methods
- Broad knowledge of bidding, contracting, and purchase orders

- Broad knowledge of the Commonwealths criteria for disadvantaged business requirements
- Knowledge of standards and evaluation methods used to assess the quality and value of a wide variety of supplies and services.
- Knowledge of how information is referenced/carried forward into successive procurement documents without requiring data re-entry.
- Knowledge of vendor qualification, contract updating/management, requisition/shopping cart, and p-card payment.
- Knowledge of how to select appropriate account code to identify purchase orders over \$5k as fixed assets.
- Understanding of how to use order acknowledgement and shipping notification to plan inventory and track vendor delivery performance.
- Ability to create solicitations from approved shopping carts, enter vendor quotations online, and run price comparison function to award bid.
- Ability to change contracts and purchase orders, including conditions.
- Ability to use a periodic invoice plan (e.g. ERS) to make lease payments, including how to adjust payments due to CPI changes.
- Ability to generate and analyze purchasing reports to track contract status, vendor spend, and improve procurement performance.
- Ability to monitor GR/IR account to identify discrepancies between goods receipts and invoices.
- Ability to monitor data output to track workflow.
- Ability to establish and maintain effective working relationships with DGS, vendors, and customers, and coordinate with them online.

**Tools:**

- SAP—R/3 and SRM
- Business Warehouse

**Processes & Transactions:**

- Work list Management
- Document Builder
- Bidding Engine
- Bid Opening
- Bid Awards
- Contract/PO Creation
- Supplier Self-Service
- Base Reporting

**Training Prerequisites:**

The following knowledge is required before employees can enroll in SRM training. If an employee who will perform a To-Be role is not knowledgeable in any of the below areas, prerequisite training is available through the CTC.

- PC and Windows User Fundamentals

- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

<b>Course Name</b>		<b>Hours</b>	<b>Del. Media</b>
Fundamentals	Intro to SRM Strategic Sourcing	0.30	WBT
	Foundation – Bids & Contracts	0.30	WBT
	Process Overview	0.30	WBT
Core Purchasing	Work list Management	18.50	ILT
	Document Builder		
	Bidding Engine		
	Bid Opening		
	Bid Awards		
	Contract/PO Creation		
	Supplier Self-Service (Overview)		
Base Reporting			
<b>Total hours</b>		<b>19.40</b>	

# SRM Agency Purchaser (DGS Only)

YRR>SRM\_PUR\_AGY\_1500

## **Purpose/Definition:**

The SRM Agency Purchaser - DGS role is responsible for procuring materials and services for multiple agencies or on behalf of a specific agency based on thresholds defined by procurement policy. This role is typically held by a DGS Commodity Specialist.

## **Role Mapping Rules:**

Positions that receive the SRM Agency Purchaser - DGS role cannot receive any of the following roles:

- SRM Requisitioner
- SRM Receiver
- R/3 Receiver
- Invoice Entry Processor
- SRM Procurement Document Approver Role (all roles)
- SRM Purchase Order/Contract Approver Role (all roles)

Please review Management Directive 205.37 Role Assignment, Security, and Internal Control Maintenance for guidance on role mapping conflicts.

## **Responsibilities:**

- Receive items to procure from agencies based on product categories associated with the individual
- Analyze and group potential procurements into single solicitations if possible
- Create and edit IFBs and RFPs in SRM
- Utilize document builder to appropriately build the solicitation
- Review proposals received from suppliers and enter responses if received in paper
- Create bid tabulations in SRM
- Evaluate and make award
- Create and edit award documents including contracts and purchase orders
- Create and analyze strategic and transactional procurement reports in Business Warehouse and in SRM
- Determine suppliers for use with punch out and within the eCatalog
- Validate and audit price data on website and in eCatalog load
- Identify suppliers for automation via XML or portal
- Monitor contract expirations and usage

## **Required Knowledge, Skills, and Abilities:**

- Broad knowledge of sourcing process including market analysis

- Broad knowledge of bidding, contracting, and purchase orders
- Knowledge of the Commonwealths criteria for disadvantaged business requirements
- Knowledge of Commonwealth procurement policies and methods
- Knowledge of standards and evaluation methods used to assess the quality and value of a wide variety of supplies and services.
- Knowledge of how information is referenced/carried forward into successive procurement documents without requiring data re-entry.
- Knowledge of eCatalogs, including vendor qualification, contract updating/management, requisition/shopping cart, and p-card payment.
- Knowledge of how to select appropriate account code to identify purchase orders over \$5k as fixed assets.
- Understanding of how to use order acknowledgement and shipping notification to plan inventory and track vendor delivery performance.
- Ability to use greater information to find best source and enter into more strategic supplier relationships.
- Ability to maintain material/service source lists for pre-determined sources and information records for vendor-specific conditions.
- Ability to maintain eCatalog, evaluating and resolving pricing and other discrepancies
- Ability to create solicitations from approved shopping carts, enter vendor quotations online, and run price comparison function to award bid.
- Ability to change contracts and purchase orders, including conditions.
- Ability to generate and analyze purchasing reports to track contract status, vendor spend, and improve procurement performance.
- Ability to monitor GR/IR account to identify discrepancies between goods receipts and invoices.
- Ability to establish and maintain effective working relationships with agencies, vendors, and customers, and coordinate with them online.

### **Tools:**

- SAP—R/3 and SRM
- Business Warehouse

### **Processes & Transactions:**

- Work list Management
- Document Builder
- Bidding Engine
- Bid Opening
- Bid Awards
- Contract/PO Creation
- Supplier Self-Service
- Base Reporting

### **Training Prerequisites:**

The following knowledge is required before employees can enroll in SRM training. If an

employee who will perform a To-Be role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

<b>Course Name</b>		<b>Hours</b>	<b>Del. Media</b>
Fundamentals	Intro to SRM Strategic Sourcing	0.30	WBT
	Foundation – Bids & Contracts	0.30	WBT
	Process Overview	0.30	WBT
Core Purchasing	Work list Management	18.50	ILT
	Document Builder		
	Bidding Engine		
	Bid Opening		
	Bid Awards		
	Contract/PO Creation		
	Supplier Self-Service (Overview)		
	Base Reporting		
	Catalog Content Management		
<b>Total hours</b>		<b>19.40</b>	

# SRM DGS Auction Approver (DGS Only)

YRR>SRM\_APR\_AUCT\_DGS\_AGY\_1500

## **Purpose/Definition:**

The SRM DGS Auction Approver role is responsible for providing final approval to the results of the live auction process.

## **Role Mapping Rules:**

Positions that receive the SRM DGS Auction Approver role cannot receive any of the following roles:

- SRM Auction Processor.

Please review Management Directive 205.37 Role Assignment, Security, and Internal Control Maintenance for guidance on role mapping conflicts.

## **Responsibilities:**

- Approve or reject workflow from the SRM DGS Auction Processor indicating the final awarded supplier that resulted from the live auction process and analysis.
- Monitor auction process for compliance to Commonwealth policies and procedures

## **Required Knowledge, Skills, and Abilities:**

- Broad knowledge of sourcing process including market analysis
- Broad knowledge of bidding, contracting, and purchase orders
- Knowledge of Commonwealth procurement policies and methods
- Knowledge of standards and evaluation methods used to assess the quality and value of a wide variety of supplies and services.
- Ability to use greater information to find best source and enter into more strategic supplier relationships.
- All knowledge, skills and abilities associated with the DGS commodity specialist role

## **Tools:**

- SAP—R/3 and SRM
- Business Warehouse

## **Processes & Transactions:**

- Final approval to the results of the live auction process

## Training Prerequisites:

The following knowledge is required before employees can enroll in SRM training. If an employee who will perform a To-Be role is not knowledgeable in any of the below areas, prerequisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

<b>Course Name</b>	<b>Hours</b>	<b>Del. Media</b>
Fundamentals: Intro to SRM Strategic Sourcing	0.30	WBT
Foundation – Bids & Contracts	0.30	WBT
Process Overview	0.30	WBT
Live Auction Cockpit Live Auctions	1.00	ILT
<b>Total hours</b>	<b>1.90</b>	

# **SRM DGS Auction Processor (DGS Only)**

YRR>SRM\_AUCTION\_PROC\_AGY\_1500

## **Purpose/Definition:**

The SRM DGS Auction Processor role is responsible for determining procurement types to be used with the SRM Live Auction functionality.

## **Role Mapping Rules:**

Positions that receive the SRM DGS Auction Processor role cannot receive any of the following roles:

- SRM Auction Approver

Please review Management Directive 205.37 Role Assignment, Security, and Internal Control Maintenance for guidance on role mapping conflicts.

## **Responsibilities:**

- Receive items to procure from agencies based on product categories associated with the individual
- Analyze and group potential procurements into single solicitations if possible
- Create and edit IFBs and RFPs in SRM
- Make determine whether a live auction process can be conducted within the market
- Process bid into a live auction
- Determine suppliers to participate in auction
- Package all auction related materials and communications to suppliers
- Set up auction within SRM
- Conduct auction and monitor results
- Evaluate and make award
- Create and edit award documents including contracts and purchase orders

## **Required Knowledge, Skills, and Abilities:**

- Broad knowledge of sourcing process including market analysis
- Broad knowledge of bidding, contracting, and purchase orders
- Knowledge of the Commonwealths criteria for disadvantaged business requirements
- Knowledge of Commonwealth procurement policies and methods
- Knowledge of standards and evaluation methods used to assess the quality and value of a wide variety of supplies and services.
- Knowledge of how information is referenced/carried forward into successive procurement documents without requiring data re-entry.

- Ability to use greater information to find best source and enter into more strategic supplier relationships.
- All knowledge, skills and abilities associated with the DGS commodity specialist role

**Tools:**

- SAP—R/3 and SRM
- Business Warehouse

**Processes & Transactions:**

- Process SRM live auctions

**Training Prerequisites:**

The following knowledge is required before employees can enroll in SRM training. If an employee who will perform a To-Be role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

<b>Course Name</b>		<b>Hours</b>	<b>Del. Media</b>
Fundamentals	Intro to SRM Strategic Sourcing	0.30	WBT
	Foundation – Bids & Contracts	0.30	WBT
	Process Overview	0.30	WBT
Live Auction Cockpit	Live Auctions	1.00	ILT
		<b>Total hours 1.90</b>	

# **SRM Surrogate Bidder (DGS Only)**

YRR>SRM\_SUR\_BID\_1500

## **Purpose/Definition:**

The SRM Surrogate Bidder role is responsible for submitting surrogate bids on behalf of a registered supplier only when technical difficulties prohibit a supplier from submitting a bid response using the supplier portal. This role is held by staff not involved in the bid issuance or award process.

## **Role Mapping Rules:**

- This role YRR>SRM\_SUR\_BID\_1500 will be assigned to positions in DGS only.

Please review Management Directive 205.37 Role Assignment, Security, and Internal Control Maintenance for guidance on role mapping conflicts.

## **Responsibilities:**

- Determine if a technical difficulty prohibited a supplier from submitting a bid
- Coordinate with legal advisors and obtain approval to submit a proxy bid on behalf of a registered supplier
- Communicate with Commodity Specialists to request a bid extension to allow for the surrogate process
- After legal approval is received, enter surrogate bid(s) on behalf of the supplier

## **Required Knowledge, Skills, and Abilities:**

- Detailed knowledge of the supplier bid process
- Broad knowledge of bidding, contracting, and purchase orders
- Knowledge of Commonwealth procurement policies and methods
- Knowledge of how information is referenced/carried forward into successive procurement documents without requiring data re-entry.

## **Tools:**

- SAP—R/3 and SRM
- Business Warehouse

## **Processes & Transactions:**

- Sourcing – Process Surrogate Bid

## **Training Prerequisites:**

The following knowledge is required before employees can enroll in SRM training. If an employee who will perform a To-Be role is not knowledgeable in any of the below areas, prerequisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word
  - Microsoft Excel
  - Microsoft Outlook

# **SRM Goods Acceptance Recipient Approver and Approver Backup**

YRR>SRM\_APR\_GOOD\_ACPT\_REC  
YRR>SRM\_APR\_GOOD\_ACPT\_REC\_BU

## **Purpose/Definition:**

The SRM Goods Acceptance Recipient Approver reviews a receipt entered from a supplier and verifies they are correct before approving the entry confirmation in SRM. If the approver doesn't approve the item within 48 hours, the SRM Goods Acceptance Recipient Approver Backup also gets the item for approval.

## **Role Mapping Rules:**

Positions that receive the SRM Goods Acceptance Recipient Approver role or Goods Acceptance Recipient Acceptance Recipient Approver Backup role cannot receive any of the following roles:

- Purchaser
- Invoice Entry Processor
- Account Code Custodian

Please review Management Directive 205.37 Role Assignment, Security, and Internal Control Maintenance for guidance on role mapping conflicts.

## **Responsibilities:**

- Approve supplier submitted confirmations for supplies and services
- Need access to approve confirmations, view confirmations and view PO associated with confirmation
- Users are typically recipient designated on PO

## **Required Knowledge, Skills, and Abilities:**

- Knowledge of how to process confirmations
- An understanding of the process impacts the Commonwealth's financial position in the areas of expense and accounts payable reporting as well as supplier relationships
- Ability to communicate with purchasing office on issues related to quality of material or services received and other related issues

## **Tools:**

- SAP—SRM

**Processes & Transactions:**

- Approval of supplier submitted confirmations for supplies and services

**Training Prerequisites:**

If an employee is not knowledgeable in basic computer skills, pre-requisite training should be requested through the agency’s training office.

- PC and Windows User Fundamentals

<b>Course Name</b>	<b>Hours</b>	<b>Del. Media</b>
Fundamentals Intro to SRM Strategic Sourcing	0.30	WBT
Foundation – Bids & Contracts	0.30	WBT
Process Overview	0.30	WBT
Approver Workflow	1.0	WBT
<b>Total hours</b>		<b>1.9</b>

# SRM Procurement Document Approver

## Purpose/Definition:

The SRM Procurement Document Approver role is responsible for approving and rejecting any and/or all of the following procurement documents in SRM:

- Solicitations including IFB, RFP and RFQ document types created by agencies or DGS
- Purchase Orders for agencies under the Governor’s jurisdiction, independent agencies and DGS purchase orders created on behalf of agencies including standard, emergency, sole source, independent and purchase off contract
- Contract documents of all types including SRM local, global outline agreements and ITQs for agencies or DGS

## Role Mapping Rules:

Positions that receive the SRM Procurement Document Approver role cannot receive the following roles:

- SRM Agency Purchaser
- SRM DGS Commodity Specialist
- SRM DGS Auction Processor
- SRM Requisitioner

Please review Management Directive 205.37 Role Assignment, Security, and Internal Control Maintenance for guidance on role mapping conflicts.

## Responsibilities:

- Based on role assignment, approvers will review, edit, and approve or reject procurement documents in SRM. See Approver Categories chart for a description of role responsibilities.

**Approver Categories Chart**

Approver Role – Agency	Responsibilities
General Purpose Plant Agency Head – Supplies	Approve procurement documents outlined above for supplies when: <ol style="list-style-type: none"> <li>1. the purchase order contains line items with multiple locations (plants) or no plants</li> <li>2. the contract type supplies is selected and multiple locations or no plant exists</li> <li>3. the bid document is for supplies</li> </ol>
General Purpose Plant Agency Head – Services	Approve procurement documents outlined above for supplies when: <ol style="list-style-type: none"> <li>1. the purchase order contains line items with multiple locations (plants) or no plants</li> <li>2. the contract type services is selected and multiple locations or no plant exists</li> <li>3. the bid document is for services</li> </ol>

Agency Head – Supplies	<p>Approve procurement documents outlined above for supplies when:</p> <ol style="list-style-type: none"> <li>1. the purchase order is plant specific and the line item is supply</li> <li>2. the contract is plant specific and the document type is supplies</li> <li>3. the bid document is for supplies</li> </ol>
Agency Head – Services	<p>Approve procurement documents outlined above for services when:</p> <ol style="list-style-type: none"> <li>1. the purchase order is plant specific and the line item is service</li> <li>2. the contract is plant specific and the document type is services</li> <li>3. the bid document is for services</li> </ol>
General Purpose Plant Agency Legal – Supplies	<p>Approve procurement documents outlined above for supplies when:</p> <ol style="list-style-type: none"> <li>1. the purchase order contains line items with multiple locations (plants) or no plants</li> <li>2. the contract type supplies is selected and multiple locations or no plant exists</li> <li>3. the bid document is for supplies</li> </ol>
General Purpose Plant Agency Legal – Services	<p>Approve procurement documents outlined above for supplies when:</p> <ol style="list-style-type: none"> <li>1. the purchase order contains line items with multiple locations (plants) or no plants</li> <li>2. the contract type services is selected and multiple locations or no plant exists</li> <li>3. the bid document is for services</li> </ol>
Agency Legal – Supplies	<p>Approve procurement documents outlined above for supplies when:</p> <ol style="list-style-type: none"> <li>1. the purchase order is plant specific and the line item is supply</li> <li>2. the contract is plant specific and the document type is supplies</li> <li>3. the bid document is for supplies</li> </ol>
Agency Legal – Services	<p>Approve procurement documents outlined above for services when:</p> <ol style="list-style-type: none"> <li>1. the purchase order is plant specific and the line item is service</li> <li>2. the contract is plant specific and the document type is services</li> <li>3. the bid document is for services</li> </ol>
Bid Invitation Ad Hoc Approver	<p>Approve bid invitations for supplies and services for the RFQ document type only. If you are already role mapped as an approver, you do not need this role, this is only for those individuals who may be ad hoc on an RFQ but not approving other documents.</p>

<b>Approver Role – DGS</b>	<b>Responsibilities</b>
DGS Director of BOP – Supplies	<p>Approve procurement documents outlines above for supplies when:</p> <ol style="list-style-type: none"> <li>1. the purchase order is DGS generated on behalf of an agency and associated with the delegated threshold per policy</li> </ol>

	<ol style="list-style-type: none"> <li>2. the contract is DGS generated and the document type is supply</li> <li>3. the bid document is an IFB</li> </ol>
DGS Director of BOP – Services	<p>Approve procurement documents outlines above for services when:</p> <ol style="list-style-type: none"> <li>1. the purchase order is DGS generated on behalf of an agency and associated with the delegated threshold per policy</li> <li>2. the contract is DGS generated and the document type is service</li> <li>3. the bid document is an RFP</li> </ol>
SRM Agency PO/Contract Sole Source Service Commodity Mgr Appvr	<p>Approve service procurement documents outlined above and when:</p> <ol style="list-style-type: none"> <li>1. the Procurement is a sole source and the Source Justification Form (SJF) is attached to the procurement document</li> <li>2. the purchase order is generated by an agency using Sole Source Service document types and associated with the delegated threshold per policy</li> <li>3. the contract is DGS generated and the document types are Sole Source service or supply</li> <li>4. the bid document is an SPR</li> </ol>
DGS Legal – Supplies	<p>Approve procurement documents outlines above for supplies when:</p> <ol style="list-style-type: none"> <li>1. the purchase order is DGS generated on behalf of an agency and associated with the delegated threshold per policy</li> <li>2. the contract is DGS generated and the document type is supply</li> <li>3. no bid approval required for legal on an IFB</li> </ol>
DGS Legal – Services	<p>Approve procurement documents outlines above for services when:</p> <ol style="list-style-type: none"> <li>1. the purchase order is DGS generated on behalf of an agency and associated with the delegated threshold per policy</li> <li>2. the contract is DGS generated and the document type is service</li> <li>3. the bid document is an RFP</li> </ol>

Approver Role – Comptroller	Responsibilities
Comptroller Approver -0100 – Attorney General	<p>Approve procurement documents outlines above when:</p> <ol style="list-style-type: none"> <li>1. the purchase order is created as a standalone document or associated with a contract and over the thresholds defined by procurement policy</li> <li>2. the contract is agency generated, DGS generated and associated with the thresholds and activities defined by procurement policy</li> </ol>
Comptroller Approver -0200 – Central Services	<p>Approve procurement documents outlines above when:</p>

	<ol style="list-style-type: none"> <li>1. the purchase order is created as a standalone document or associated with a contract and over the thresholds defined by procurement policy</li> <li>2. the contract is agency generated, DGS generated and associated with the thresholds and activities defined by procurement policy</li> </ol>
Comptroller Approver -0300 – LCB	<p>Approve procurement documents outlines above when:</p> <ol style="list-style-type: none"> <li>1. the purchase order is created as a standalone document or associated with a contract and over the thresholds defined by procurement policy</li> <li>2. the contract is agency generated, DGS generated and associated with the thresholds and activities defined by procurement policy</li> </ol>
Comptroller Approver -0400 – LECS	<p>Approve procurement documents outlines above when:</p> <ol style="list-style-type: none"> <li>1. the purchase order is created as a standalone document or associated with a contract and over the thresholds defined by procurement policy</li> <li>2. the contract is agency generated, DGS generated and associated with the thresholds and activities defined by procurement policy</li> </ol>
Comptroller Approver -0500 – PennDOT	<p>Approve procurement documents outlines above when:</p> <ol style="list-style-type: none"> <li>1. the purchase order is created as a standalone document or associated with a contract and over the thresholds defined by procurement policy</li> <li>2. the contract is agency generated, DGS generated and associated with the thresholds and activities defined by procurement policy</li> </ol>
Comptroller Approver -0600 – PHHS	<p>Approve procurement documents outlines above when:</p> <ol style="list-style-type: none"> <li>1. the purchase order is created as a standalone document or associated with a contract and over the thresholds defined by procurement policy</li> <li>2. the contract is agency generated, DGS generated and associated with the thresholds and activities defined by procurement policy</li> </ol>
Comptroller Approver -0700 – PPR	<p>Approve procurement documents outlines above when:</p> <ol style="list-style-type: none"> <li>1. the purchase order is created as a standalone document or associated with a contract and over the thresholds defined by procurement policy</li> <li>2. the contract is agency generated, DGS generated and associated with the thresholds</li> </ol>

	and activities defined by procurement policy
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**Required Knowledge, Skills, and Abilities:**

- Broad knowledge of Procurement Code and Purchasing Policy.
- Broad knowledge of solicitation requirements.
- Knowledge of purchase order and contract workflow.
- Knowledge of approval criteria for appropriate document types associated with the role.
- Ability to use computer.

**Tools:**

- SAP—SRM

**Processes & Transactions:**

- Purchasing
  - Approval Processing

**Training Prerequisites:**

The following knowledge is required before employees can enroll in SRM training. If an employee who will perform a To-Be role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

<b>Course Name</b>		<b>Hours</b>	<b>Del. Media</b>
Fundamentals	Intro to SRM Strategic Sourcing	0.30	WBT
	Foundation – Bids & Contracts	0.30	WBT
	Process Overview	0.30	WBT
Approver	Workflow	1.0	WBT
<b>Total hours</b>		<b>1.9</b>	

# **SRM Purchase Order/ Contract Approver (Office of Attorney General and Office of General Counsel)**

**Purpose/Definition:**

The SRM Purchase Order/Contract Approver role is responsible for approving and rejecting any and/or all of the following procurement documents in SRM:

- Purchase Orders and Contracts for agencies under the Governor’s jurisdiction, independent agencies (Office of Attorney General only) and DGS purchase orders created on behalf of agencies when non standard Term and Conditions are applied
- Contracts and Purchase Orders for services over \$25,000 (Office of Attorney General only)

**Role Mapping Rules:**

Positions that receive the SRM Procurement Document Approver role cannot receive the following roles: (Attorney General and Office of General Counsel only)

- SRM Agency Purchaser
- SRM Requisitioner

Please review Management Directive 205.37 Role Assignment, Security, and Internal Control Maintenance for guidance on role mapping conflicts.

**Responsibilities:**

- Based on role assignment, approvers will review, edit, and approve or reject procurement documents in SRM. See Approver Categories chart for a description of role responsibilities.

**Approver Categories Chart**

<b>Approver Role- Attorney General</b>	<b>Responsibilities</b>
PO Approval – Attorney General Services	Approve purchase orders for services when: <ol style="list-style-type: none"> <li>1. the service is over \$25,000</li> <li>2. the non standard terms and conditions trigger is flagged</li> </ol>
PO Approval – Attorney General Supplies	Approve purchase orders for supplies when: <ol style="list-style-type: none"> <li>1. the non standard terms and conditions trigger is flagged</li> </ol>
Contract Approval – Attorney General Services	Approve contracts for services when: <ol style="list-style-type: none"> <li>1. the service is over \$25,000</li> <li>2. the non standard terms and conditions trigger is flagged</li> </ol>
Contract Approval – Attorney General Supplies	Approve contracts for supplies when: <ol style="list-style-type: none"> <li>1. the non standard terms and conditions trigger is flagged</li> </ol>

Approver Role- Office of General Counsel	Responsibilities
PO Approval – OGC Services	Approve purchase orders for services when: 1. the non standard terms and conditions trigger is flagged and the agency is under the Governor's jurisdiction
PO Approval – OGC Supplies	Approve purchase orders for supplies when: 1. the non standard terms and conditions trigger is flagged and the agency is under the Governor's jurisdiction
Contract Approval – OGC Services	Approve contracts for services when: 1. the non standard terms and conditions trigger is flagged and the agency is under the Governor's jurisdiction
Contract Approval – OGC Supplies	Approve contracts for supplies when: 1. the non standard terms and conditions trigger is flagged and the agency is under the Governor's jurisdiction

**Required Knowledge, Skills, and Abilities:**

- Broad knowledge of Procurement Code and Purchasing Policy.
- Knowledge of purchase order and contract workflow.
- Knowledge of approval criteria for appropriate document types associated with the role.
- Ability to use computer.

**Tools:**

- SAP—SRM

**Processes & Transactions:**

- Purchasing
  - Approval Processing

**Training Prerequisites:**

The following knowledge is required before employees can enroll in SRM training. If an employee who will perform a To-Be role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

<b>Course Name</b>		<b>Hours</b>	<b>Del. Media</b>
Fundamentals	Intro to SRM Strategic Sourcing	0.30	WBT
	Foundation – Bids & Contracts	0.30	WBT
	Process Overview	0.30	WBT
Approver	Workflow	1.00	WBT
<b>Total hours</b>		<b>1.9</b>	

# SRM Purchase Order/ Contract Approver (DGS Only)

## Purpose/Definition:

The SRM Purchase Order/Contract Approver role is responsible for approving and rejecting any and/or all of the following procurement documents in SRM:

- Purchase Orders created by DGS on behalf of agencies
- Purchase Orders for supplies on behalf of the sole source board
- Contracts for supplies and services including statewide header, statewide line item, multiple award hierarchical, reseller distributor hierarchical, global outline agreements and ITQs created by the Department of General Services
- Contracts for supplies over \$1,000,000

## Role Mapping Rules:

Positions that receive the SRM Purchase Order/Contract Approver role cannot receive the following roles:

- SRM Requisitioner
- SRM DGS Commodity Specialist

Please review Management Directive 205.37 Role Assignment, Security, and Internal Control Maintenance for guidance on role mapping conflicts.

## Responsibilities:

- Based on role assignment, approvers will review, edit, and approve or reject purchase orders and contracts described above in SRM. See Approver Categories chart for a description of role responsibilities.

**Approver Categories Chart**

Approver Role- DGS	Responsibilities
DGS Associate Commodity Manager	Approve purchase orders and contracts for supplies and services when: <ol style="list-style-type: none"> <li>1. the purchase order/contract is created by the commodity specialist</li> </ol>
DGS Commodity Manager	Approve purchase orders and contracts for supplies and services when: <ol style="list-style-type: none"> <li>1. the purchase order/contract is created by the commodity specialist, approved by the Associate Commodity Manager AND the dollar threshold is within that designed to the Commodity Manager</li> </ol>
Chief Procurement Office	Approve purchase orders and contracts for supplies and services when:

	1. the purchase order/contract is created by the commodity specialist, approved by the Associate Commodity Manager AND the dollar threshold is within that designed to the Chief Procurement Officer
Deputy Secretary for Procurement	Approve purchase orders and contracts for supplies and services when: 1. the purchase order/contract is created by the commodity specialist, approved by the Associate Commodity Manager AND the dollar threshold is within that designed to the Dep Secretary for Procurement
DGS Secretary	Approve purchase orders and contracts for supplies and services when: 1. the purchase order/contract is approved by all pre-requisite approvers and the dollar threshold is within that designed to the Secretary for General Services
Sole Source Board	Approve purchase orders for supplies following the approval by the sole source board.
Treasury	Approve contracts created by DGS for supplies over \$1,000,000

### **Required Knowledge, Skills, and Abilities:**

- Broad knowledge of Procurement Code and Purchasing Policy.
- Knowledge of purchase order and contract workflow.
- Knowledge of approval criteria for appropriate document types associated with the role.
- Ability to use computer.

### **Tools:**

- SAP—SRM

### **Processes & Transactions:**

- Purchasing
  - Approval Processing

### **Training Prerequisites:**

The following knowledge is required before employees can enroll in SRM training. If an employee who will perform a To-Be role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

<b>Course Name</b>		<b>Hours</b>	<b>Del. Media</b>
Fundamentals	Intro to SRM Strategic Sourcing	0.30	WBT
	Foundation – Bids & Contracts	0.30	WBT
	Process Overview	0.30	WBT
Approver	Workflow	1.00	WBT
<b>Total hours</b>		<b>1.9</b>	

# **SRM Purchasing Card Coordinator**

YRR>SRM\_PCARD\_COORD\_XXXX

## **Purpose/Definition:**

The Purchasing Card Coordinator creates and maintains p-card data for their agency's SRM P-Card Requisitioners. This role also has the responsibility for maintaining account information for cards.

## **Role Mapping Guidance:**

The Office of the Budget – Bureau of Financial Management (OB-BFM) is the business owner of this process.

Role assignments must be approved by the P-Card Administrator in OB-BFM.

## **Role Mapping Rules:**

This role may be assigned in combination with any other Finance role.

## **Responsibilities:**

- Creates and maintains p-card data for their agency's SRM P-Card Requisitioners
- Ensures p-card number is masked and secure
- Blocks p-cards when required to ensure p-card is not available for use if card has been cancelled, expired, compromised, or of the P-Card user is no longer an employee of the agency.

## **Required Knowledge, Skills, and Abilities:**

- Knowledge of Commonwealth purchasing policies and programs.

## **Processes & Transactions Involved In:**

- Purchasing Card Creation and Maintenance

## **Tools:**

- SAP SRM
- WORKS

## **Training Prerequisites:**

If an employee is not knowledgeable in basic computer skills, pre-requisite training should be requested through the agency's training office.

- PC and Windows User Fundamentals
- Microsoft Excel

**Purchasing Card Coordinator – Training:**

Provided by OB-BFM.

# SRM Receiver

YRR>SRM\_RCVR\_COPA

## Purpose/Definition:

The SRM Receiver enters confirmations in SRM.

## Role Mapping Rules:

Positions that receive the SRM Receiver role must also be assigned the corresponding R/3 receiver role. The assigned R/3 receiver role should include the appropriate business area extension:

- YBC>R\_3\_RCVR\_0000

Positions that receive the SRM Receiver role cannot receive any of the following roles:

- Purchaser
- Invoice Entry Processor
- Invoice Reconciler (due to conflicts with the R/3 Receiver role)

## Responsibilities:

- Create confirmations for materials and services in SRM at time of delivery or acceptance of service

## Required Knowledge, Skills, and Abilities:

- Knowledge of how to process confirmations
- An understanding of the process impacts the Commonwealth's financial position in the areas of expense and accounts payable reporting as well as supplier relationships
- Ability to communicate with purchasing office on issues related to quality of material or services received and other related issues

## Tools:

- SAP—SRM

## Processes Involved In:

- Confirmations

## Training Prerequisites:

If an employee is not knowledgeable in basic computer skills, pre-requisite training should be requested through the agency's training office.

- PC and Windows User Fundamentals

<b>Course Name</b>	<b>Hours</b>	<b>Del. Media</b>
SRM Overview	1	WBT
SRM Requisitioner & Receiver	3.5	ILT
<b>Total Hours:</b>	<b>4.5</b>	

# SRM Requisition Approver

## Purpose/Definition:

The SRM Requisition Approver is responsible for editing and approving shopping carts in SRM.

## Responsibilities:

- Based on role assignment, approvers will review, edit, and approve or reject shopping carts in SRM. See Approver Categories chart for a description of role responsibilities.

**Approver Categories Chart**

Approver Role	Responsibilities
Pcard Approver	Approve shopping carts created with P-Card
Agency Training Officer Approver	Approves carts created for Training services & materials.
Agency Telecommunication Officer	Approves carts created for Communication Equipment (telephones, PBX systems, etc)
Agency Restricted Materials Approver	Approves carts created for materials defined by the agency as restricted.
Agency Radio Comm Officer Approver	Approves carts created for Communication Equip/2-Way Radios.
Agency Press Office Approver	Approves carts created for Professional Services/Executive Office Media & Advertising.
Agency IT Director Approver	Approves carts created for IT related purchases (hardware, software, services, programming, etc).
Division Chief/Records Admin Approver	Approves carts for Microfilm Machinery/Services
DGS-CWOPA Media Services Approver (DGS Only)	Approves carts created for Photographic Equip/Studio Quality Equip.
Agency Head or Designee	Approves carts for Professional Services/Memberships (Organizations/Clubs) per Management Directive 205.15.
Agency Director Of Admin Services	Approves carts for filing cabinets per Management Directive 210.6.
SRM Additional Approver	Additional approvals on carts created by Department of Military and Veterans Affairs. For assignment only by DMVA.
Shopping Cart Level 1 Approver	1st Level Monetary Approver -Level of approvals and thresholds based on agency approval strategy
Shopping Cart Level 2 Approver	2nd Level Monetary Approver -Level of approvals and thresholds based on agency approval strategy

Shopping Cart Level 3 Approver	3rd Level Monetary Approver -Level of approvals and thresholds based on agency approval strategy
AdHoc Approver	Approver - used as needed by agency or for substitutes.

**Agency-Specific Limits & Approvals available online at:**

<http://www.ies.state.pa.us/srm/cwp/view.asp?a=3&Q=199657&PM=1>

**Required Knowledge, Skills, and Abilities:**

- Broad knowledge of shopping cart workflow, including how document is carried forward into successive procurement documents
- Knowledge of approval rules based on agency policy and procedures, including designated monetary thresholds
- Understanding that some shopping carts, upon final approval, have the ability to system generate purchase orders that are automatically issued to selected suppliers

**Tools:**

- SAP—SRM (Shopping Cart)

**Processes Involved In:**

- Approval of shopping carts

**Training Prerequisites:**

If an employee is not knowledgeable in basic computer skills, pre-requisite training should be requested through the agency’s training office.

- PC and Windows User Fundamentals

Course Name	Hours	Del. Media
SRM Overview	1	WBT
SRM Approver	1	WBT
<b>Total Hours:</b>	<b>2</b>	

# SRM Requisitioner

YRR>SRM\_REQUIS\_COPA

## **Purpose/Definition:**

The SRM Requisitioner is responsible for creating shopping carts. Approved shopping carts become either a Stock Transport Order to an internal warehouse, a requisition (requirement) assigned to the purchasing office, or a system generated purchase order automatically issued to selected suppliers.

## **Role Mapping Rules:**

Positions that receive the SRM Requisitioner role cannot receive the following roles:

- Purchaser
- Invoice Entry Processor

Positions that receive the SRM Requisitioner are encouraged to receive the SRM Receiver Role (RV0180).

## **Responsibilities:**

- Identify purchasing need and search sources for desired product/service
- Create/edit shopping carts in SRM

## **Required Knowledge, Skills, and Abilities:**

- Broad knowledge of how shopping cart is carried forward into successive procurement documents.
- Knowledge of SRM shopping functionality,
- Knowledge of agency approval process.
- Knowledge of how to assign carts to the appropriate agency account codes, in including those that are defined as fixed assets.
- Ability to search sources (e.g. eCatalog and supplier catalogs), select desired product/service, and designate additional approvers if required.
- Ability to effectively coordinate with requisition approvers, agency and central purchasing staff, and administrative personnel.

## **Tools:**

- SAP—SRM (Shopping Cart)

**Processes Involved In:**

- Shopping

**Training Prerequisites:**

If an employee is not knowledgeable in basic computer skills, pre-requisite training should be requested through the agency's training office.

- PC and Windows User Fundamentals

<b>Course Name</b>	<b>Hours</b>	<b>Del. Media</b>
SRM Overview	1	WBT
SRM Requisitioner & Receiver	3.5	ILT
<b>Total Hours:</b>	<b>4.5</b>	