

## HOW TO SEARCH FOR A VENDOR IN SRM (SHOPPING CART) – a QUICK GUIDE

To search for a vendor in the SRM vendor field, start by going to the Sources of Supply / Service Agents area.

The screenshot shows the SRM Shopping Cart interface. At the top, there is a navigation bar with the following tabs: Welcome, R/3 Enterprise, BW Report Center, **Go Shopping**, Settings, Internal Service Provider Ordering, and Online Payment Request. Below this is a secondary navigation bar with: Alerts | **Shop** | Check Status | Approval | Confirm Goods/Services.

The main content area contains a form with the following fields:

- Vendor Product Number: 18107
- Goods Recipient: Nancy Rose (dropdown)
- Manufacturer Part Number: (empty)
- Lot Number: (empty)
- Document Type: LVPO (with binoculars icon)
- Order From: EXTERNAL
- Additional Approval Required:

Below the form are several expandable sections:

- ▶ Cost Assignment
- ▶ Documents and Attachments
- ▶ Ship-To Address/Performance Location
- ▶ Sources of Supply / Service Agents (highlighted with a red arrow)

Once found, open up Sources of Supply to find the preferred vendor field. Click the binoculars and a window opens.

The screenshot shows the SRM Sources of Supply / Service Agents interface. At the top, there is a navigation bar with the following tabs: Welcome SCPURCV1, R/3 Enterprise, Workload Distribution, **Go Shopping**, Settings, Internal Service Provider Ordering, R/3 Inbox, SRM GUI, SUS GUI, SRM Buyer Professional, and Sourcing. Below this is a secondary navigation bar with: **Shop** | Check Status | Approval | Confirm Goods/Services.

The main content area contains a form with the following fields:

- Manufacturer Part Number: 6860142
- Lot Number: (empty)
- Document Type: ECPO (with binoculars icon)
- Order From: EXTERNAL
- Additional Approval Required:

Below the form are several expandable sections:

- ▶ Cost Assignment
- ▶ Documents and Attachments
- ▶ Ship-To Address/Performance Location
- ▼ Sources of Supply / Service Agents (expanded)

Under the expanded Sources of Supply / Service Agents section, the following text is displayed:

No vendor assigned  
No vendors/contracts/info records exist  
If you want to suggest another vendor to the purchasing department, enter your preferred vendor:  
Preferred Vendor: (input field with binoculars icon)

A red arrow points to the binoculars icon next to the Preferred Vendor input field. Below the input field is a button labeled "Area Sources of Supply / Service Agents".

At the bottom of the section is an expandable section: ▶ Availability

The vendor name search should be conducted using the NAME 1 / LAST NAME field as follows:

In the below example, when searching for TED PELLA, search on \*PELLA\*, and use the wildcards on both sides of the word. “\*” is a wildcard search that will allow any text to be in place of that \*.

Find Preferred Vendor

Preferred Vendor: Vendor

Note: Placeholder search with \* is possible. Search ignores upper/lowercase spelling.

Business partner: \*

Search term 1:

Search term 2:

Name 1/last name: \*PELLA\*

Name 2/First name:

E-Mail Address:

DUNS:

Vendor:

Logical system:

Industry sector:

PCard co.:

Purch. Organization:

Purch. Org. ID: 0 10000001

Postal Code:

City:

Once you have entered some search data, hit the “Start” button at the bottom of the screen. Search results will appear at the bottom of the screen as seen here:

Start Cancel

Search Result: 2 Entries

Name.org.	City	POrg Desc.	BusPartner
TED PELLA **DUP USE 1010453**	REDDING	Johns Hopkins University	1010452
TED PELLA INC	REDDING	Johns Hopkins University	1010453

If you see a vendor name listed with text \*\*DUP USE XXXXXXX\*\* , DO NOT select that vendor for your shopping cart. Select the vendor associated with the number in the \*\*DUP USE\*\* message. The vendor number is listed to the right under “BusPartner”. In this example, the correct vendor number for Ted Pella, Inc is 1010453.

At this point, select the preferred vendor by clicking on the vendor's name. If multiple results look similar, utilize the BW "Vendor Listing" report to get more detailed vendor information, or use XK03 in the R/3 SAP System if you have access, or use the FV60 drop box to find the vendor number you wish to use. You may also contact Supply Chain Shared Services for assistance, 443-997-5600.

**Note - Only vendors starting with a "1" can have purchase orders created against them.**

### *Helpful Hints*

1. Try to limit your query information by using only the first 4 letters of the first 2 words of the vendor name. (ex. JOHNSON CONTROLS type in query JOHN\*CONT\*)
2. When searching for vendors be aware that punctuation marks are not used (e.g., & is found as AND)
3. Vendors names that begin with "THE" will not include "THE" in the name. (e.g., THE SNACK SHACK will be entered as SNACK SHACK)
4. The following abbreviations are be used in the vendor file:

ACADEMY	ACAD
AMERICAN	AM
ASSOCIATE	ASSOC
ASSOCIATED	ASSOC
ASSOCIATES	ASSOCS
ASSOCIATION	ASSN
BALTIMORE	BALT
COLLEGE	COL
DEPARTMENT	DEPT
FOUNDATION	FDTN
INSTITUTE	INST
INTERNATIONAL	INTL
JOURNAL	JRNL
MOUNT	MT
NATIONAL	NATL
SAINT	ST
SOCIETY	SOC
UNIVERSITY	UNIV
USGOVERNMENT	US (NAME OF AGENCY OR DEPT)

If the vendor cannot be found after various wildcard searches, then the vendor needs to be setup by Purchasing Shared Services. The New/Change Vendor Request form may be found at the following link.

<http://ssc.jhmi.edu/supplychain/forms.html>

Users may request vendors be setup, however it is helpful to gather as much information on the forms, including gathering a W-9 from the vendor, to expedite this vendor process. Missing or incomplete data may slow the process of creation. These forms can be faxed to the Purchasing Shared Services for entry, after which the vendor will be ready for usage.