

SRM Address Enhancements & Supplier Updates



This job aid outlines enhanced search capabilities for addresses in the Shopping Cart and Purchase Order functions of SRM. In addition, this document provides information concerning changes to the way supplier details are updated and a link to the form agencies will use to request changes to supplier details.

Contents

Delivery / Ship to / Invoice Address Search Enhancement.....	2
<i>Shopping Cart Enhancement for Delivery Address</i>	2
<i>Purchase Order Enhancement for Ship-To-Address</i>	3
<i>Purchase Order Enhancement for Invoice Recipient</i>	4
Supplier Details Updates.....	5

SRM Address Enhancements & Supplier Updates



Delivery / Ship to / Invoice Address Search Enhancement

The address searches in SRM were enhanced for an improved user experience. When searching for various addresses in Shopping Cart and Purchase Order functions, users can now search for Street 2, Street 3, and Street 4.

Shopping Cart Enhancement for Delivery Address

When users search for their delivery address, they can also search by Street 2, Street 3, and Street 4. These additional parameters are also displayed in the search results:

Ship-To Address: All Values

▼ Hide Filter Criteria

Search term 1:

Search term 2:

Name 1/last name:

Name 2/first name:

c/o:

City:

Postal Code:

District:

Street:

Street 2:

Street 3:

Street 4:

Building Code:

Floor:

Room Number:

Country Key:

Region:

Restrict Number of Value List Entries To

Name of Org.	Country	Postal Code	City	Street	Street 2	Street 3	Street 4
SoMS	US	39216	JACKSON	UNDERWOOD ANNEX A-1071			570 E. WOODROW WILSON

More Search Helps:

SRM Address Enhancements & Supplier Updates



Purchase Order Enhancement for Ship-To-Address

This enhancement is applicable to Ship-To-Address when it is selected on header or at line level of a Purchase Order. Buyers will now be able to search with Street 2, Street 3, and Street 4 or any combination as seen below in the screenshot on the Ship-To-Address Partner.

Name of ...	Country	Postal Code	City	c/o	Street	Street 2	Street 3	Street 4
SoMS	US	38738	PARCHMAN	1551-MS DE...	HIGHWAY 49 WE...	HOSPITAL		
SoMS	US	39451	LEAKESVILLE	1551-SOUT...	HIGHWAY 60 NO...	HOSPITAL		
SoMS	US	38738	PARCHMAN	1551-MS DE...	HIGHWAY 49 WE...	HOSPITAL		
SoMS	US	39208	PEARL	1551-RANK...	5001 HIGHWAY ...	HOSPITAL		
SoMS	US	39451	LEAKESVILLE	1551-SOUT...	HIGHWAY 63 NO...	HOSPITAL		

Additionally, once the buyer has selected the Ship-To-Address, the buyer can click on the hyperlink next to Ship-To-Address to see the entire address if they need to verify it before placing the Purchase Order. This is shown in the screenshot below.

Details of Ship-To Address

Form of Address: [Dropdown]

Name: SoMS [State of Mississippi]

Care Of: 1301-MSB BOARD OF AD

Department: [Text]

Floor / Room: [Text]

Street / House Number: P.O. BOX 4389

Street 2: VETERINARY DIAGNOSTIC LAB

Street 3: [Text]

Street 4: [Text]

Postal Code / City: 39208 JACKSON

District: [Text]

P.O. Box: [Text]

Country: US USA

Region: MS Mississippi

Phone Number/Phone Extension: [Text]

Fax Number/Fax Extension: [Text]

E-Mail: [Text]

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Purchase Order Enhancement for Invoice Recipient

Invoice Recipient on a Purchase Order equates to where the Supplier should send the invoices. The C/O field will contain the agency number for Delivery Addresses, Ship-To-Addresses, and Invoice Recipient addresses. Therefore, a buyer can search using various combinations of parameters as seen below, including Street 2, Street 3, and Street 4.

Name	Country	Postal Code	City	c/o	Street	Street 2	Street 3	Street 4
SoMS	US	39205	JACKSON	1071-ATTORNEY GEN...	P O BOX 220	ATTN: ACCOUNTS PAYABLE		

Once a buyer has selected the Invoice Recipient address, the buyer can then click on the hyperlink next to invoice recipient to see the entire address, if necessary to validate prior to placing the Purchase Order.

Function	Number	Name
Requester	10483	Robert Fuchs
Supplier	3100000004	BONNER ANALYTICAL TESTING EQUIPMENT
Service Agent		
Goods Recipient	10463	Robert Fuchs
Ship-To Address	285	SoMS
Invoice Recipient	285	SoMS

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Supplier Details Updates

The Supplier Details have now been made non-editable; therefore, buyers cannot change supplier details on the fly for a given PO. If Supplier's information needs to be changed (i.e. Supplier's Name or Address), these changes will have to be made by DFA OFM via the address change form posted on the Logistics webpage.

<http://www.mmrs.state.ms.us/imported/docs/lib/DFA/MMRS%20Applications/MAGIC/LO/Supplier%20Vendor%20Alternate%20RemittanceOrdering%20Address%20Maintenance%20Form.pdf>

A screenshot of a web application window titled "Currency, Values and Pricing" with a sub-window titled "Details of Supplier". The sub-window contains a "Partner Details" form with the following fields:

Further Addresses:	HATTIESBURG-US/
Form of Address:	
Name:	BONNER ANALYTICAL TE
Care Of:	
Department:	
Floor / Room:	
Street / House Number:	2703 OAK GROVE RD
Street 2:	
Street 3:	
Street 4:	
Postal Code / City:	39402 HATTIESBURG
District:	
P.O. Box:	
Country:	US USA
Region:	MS Mississippi
Phone Number/Phone Extension:	601-264-2854
Fax Number/Fax Extension:	601-264-4443
E-Mail:	BONNER@TESTING.COM

At the bottom right of the form are "OK" and "Cancel" buttons.