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.

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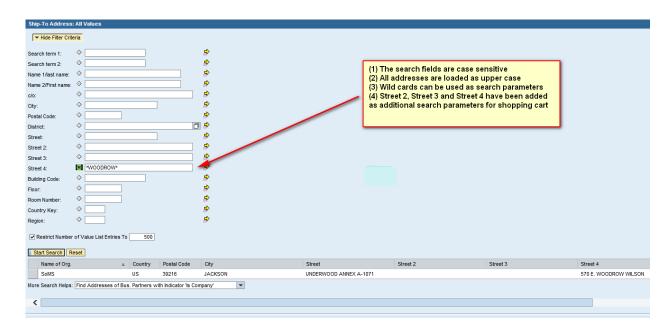


Delivery / Ship to / Invoice Address Search Enhancement

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:

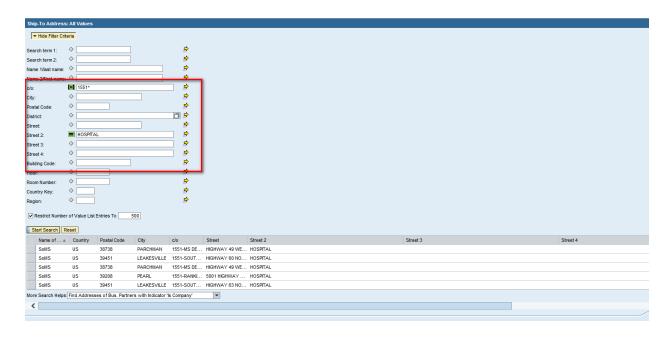


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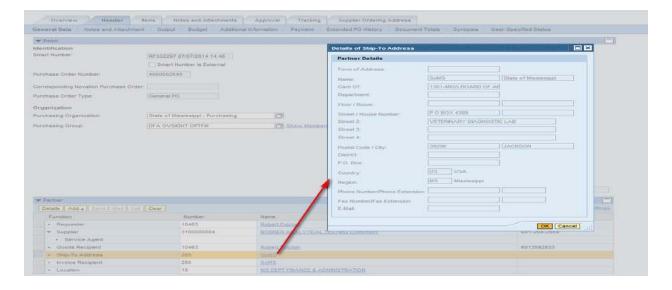


Purchase Order Enhancement for Ship-To-Address

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.



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.

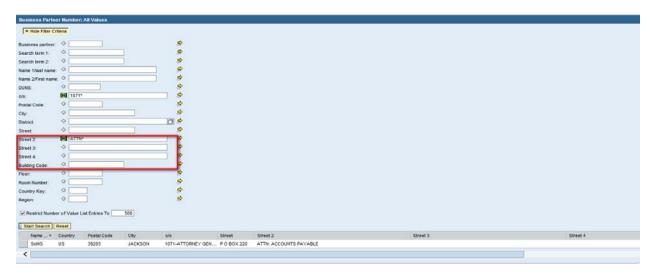


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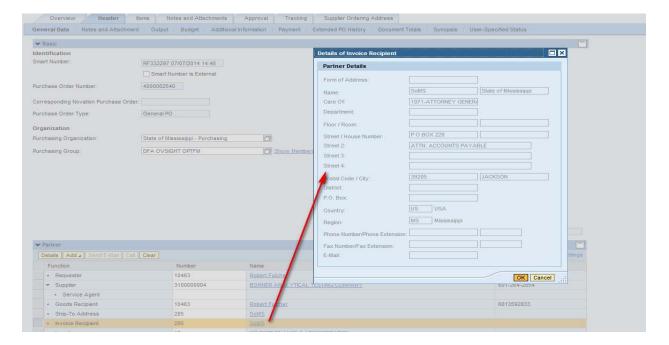


Purchase Order Enhancement for Invoice Recipient

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.



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.



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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%20 Alternate%20RemittanceOrdering%20Address%20Maintenance%20Form.pdf

