

# SRM - Catalog & Content Manager

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## **Purpose/Definition**

Within Supplier Relationship Management (SRM), the Catalog & Content Manager role is responsible for all functions of Catalog and Content Management. This includes uploading, maintaining and publishing electronic catalogs and views.

## **Mapping Guidance**

This role must be mapped to positions within the Support Maintenance Organization.

## **Mapping Rules**

Positions that receive this role CANNOT be mapped with following role(s):

- AP - Invoice Entry Processor
- IMWM - IM Receiver
- IMWM - WM Receiver

Positions that receive this role MUST be mapped with following role(s):

- MD - Display
- SRM - Purchasing Display
- SRM - Requisitioner

## **Responsibilities**

- Create, edit/change, reject and display entries in Catalog Content Management.
- Maintain and publish views of catalogs.
- Maintain and upload electronic catalogs.
- Perform technical approval of catalog entries in Catalog Content Management.
- Serve as technical liaison to the Shared Services group for all supplier onboarding activities.

## **Tools**

- Internet Portal
- Intranet/Internet
- SAP Business Suite

## **Knowledge and Skills**

The following knowledge and skills are required prior to SAP End User Training:

- Read and write English sufficiently to complete the SAP Transactions.
- Use a PC or MAC and its operating system and browser to access a website on the Hopkins intranet.

Knowledge of:

- Using Excel to download financial and non-financial data and create customized spreadsheets for reporting utilizing basic excel formulas (adding, subtracting and

sorting).

- Requisition workflow.

Required knowledge and skills can be obtained from established training programs in JHU and JHHS.

NOTE: The HopkinsOne Project will provide SAP End User Training that includes training on:

- How to perform SAP transactions.
- How SAP transactions relate to the business process.
- How SAP transactions relate to the system as a whole.