

# SRM - Shopping Cart Approver

---

## **Purpose/Definition**

Within Supplier Relationship Management (SRM), the Shopping Cart Approver role is responsible for editing and approving Shopping Carts.

## **Mapping Guidance**

This role must be mapped to any Central/Departmental/Divisional positions responsible for editing and approving shopping cart items. Approvers may include financial managers, department supervisors, other management personnel, and delegated personnel. Also, this role must be mapped to positions within the Shared Services and the Support Organization needing to perform this function.

## **Mapping Rules**

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

- None

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

- SRM - Requisitioner

## **Responsibilities**

- Review, edit and approve/ disapprove shopping carts.
- Understand the downstream effect for timely and accurate approval of shopping carts.
- Use email to edit and approve/ disapprove shopping carts.

## **Tools**

- 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:

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.