

SRM - Supplier Self-Service (SUS) Bidder

Purpose/Definition

Within Supplier Relationship Management (SRM), the Supplier Self-Service (SUS) Bidder role is responsible for receiving and processing Hopkins' bid invitations and entering vendor bid responses in SRM via Internet access.

Mapping Guidance

This role must be mapped to select external vendors of Johns Hopkins.

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):

- None

Responsibilities

- Ability to establish and maintain effective working relationships with Hopkins Buyers and coordinate with them online.
- Act as vendor primary point of contact for Hopkins questions regarding online vendor bids.
- Formulate and submit online vendor bids through SRM.
- Review and process bid invitations.
- Review notification of Hopkins' online bid events.

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:

- Hopkins procurement policies and methods (e.g. publishing formal bids on website and supplier pre-qualification.)
- Publishing formal bids on website.
- Supplier pre-qualification.

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.