

# SRM - Supplier Self-Service (SUS) Vendor - Self Service

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## Purpose/Definition

Within Supplier Relationship Management (SRM), the Supplier Self-Service (SUS) Vendor - Self Service role is responsible for select supplier self service functions (displaying purchase orders, entering invoices, and checking payment statuses).

## Mapping Guidance

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

## 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 - Supplier Self-Service (SUS) Bidder

## Responsibilities

- Monitor payment status.
- Post invoices in web portal.
- Process Bid Invitations.
- Retrieve Purchase Orders from Hopkins web portal.

## 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.)

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.