

Title:
Category 1 :
Category 2 :

Work Instruction

How to Register as a Supplier with Jefferson County (Step 2)

Purpose

Use this procedure to update your Supplier database record in Jefferson County's SRM system. Updating Product Categories and Contact information is mandatory. Other fields are optional.

Trigger

Perform this procedure after you receive an email notification that a User ID has been created for your organization and before submitting a bid in response to a Jefferson County Bid Invitation.

Prerequisites

- See "How to Register as a Supplier with Jefferson County (Step 1)"

Helpful Hints

None

Procedure

1.

After completing step 1 Supplier Registration, the Supplier should receive an email within 2 business days that looks like the example below:

Subject: Partner registration completed successfully
Attachments:

Dear Sir/Madam:

Your request to register as a bidder/vendor with Jefferson County has been accepted.

User:v1010054
Password:initpass

Please use the link below to log on to our system

<https://srm.jccal.org:8100/sap/bc/gui/sap/its/bbpvendor?sap-client=300&sap-language=EN>

Please log on as soon as possible to review and change any data that is no longer current. Pay particular attention to the contact information screen. The person listed should be the main contact at your organization for Jefferson County buyers. Next, list the product categories your organization sells. The product category we use is the 5-digit NIGP standard.

Detailed instructions can be found on the Jefferson County website document "How to Register as a Bidder for Jefferson County".

If any of your data changes in the future please make these updates in our system as soon as possible in order to keep current on our bid list.

In the future, if your password needs to be reset, please contact the Helpdesk at helpdesk@jccal.org or the Jefferson County Purchasing Department at 205-325-5381.

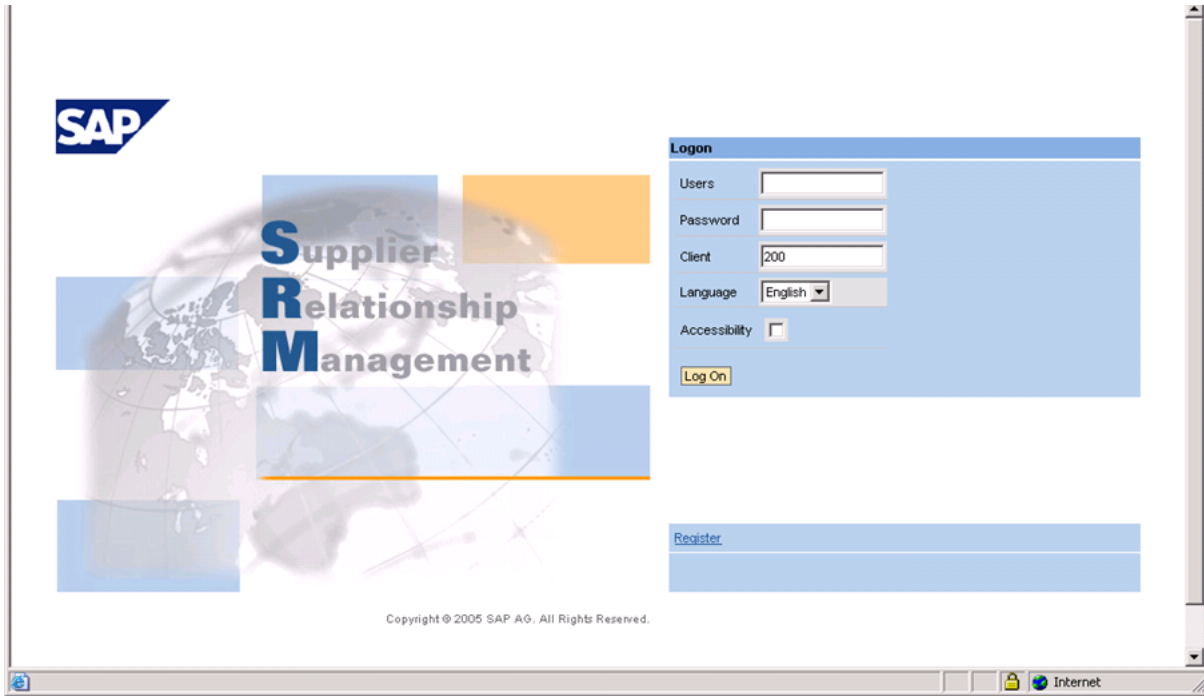
Best regards

Jefferson County Purchasing Department

Jefferson County is not responsible for any failure on any applicant's part to complete the process or any consequential problems as a result thereof.

Use the link to navigate to the following screen:

SRM - Enterprise Buyer Welcome!

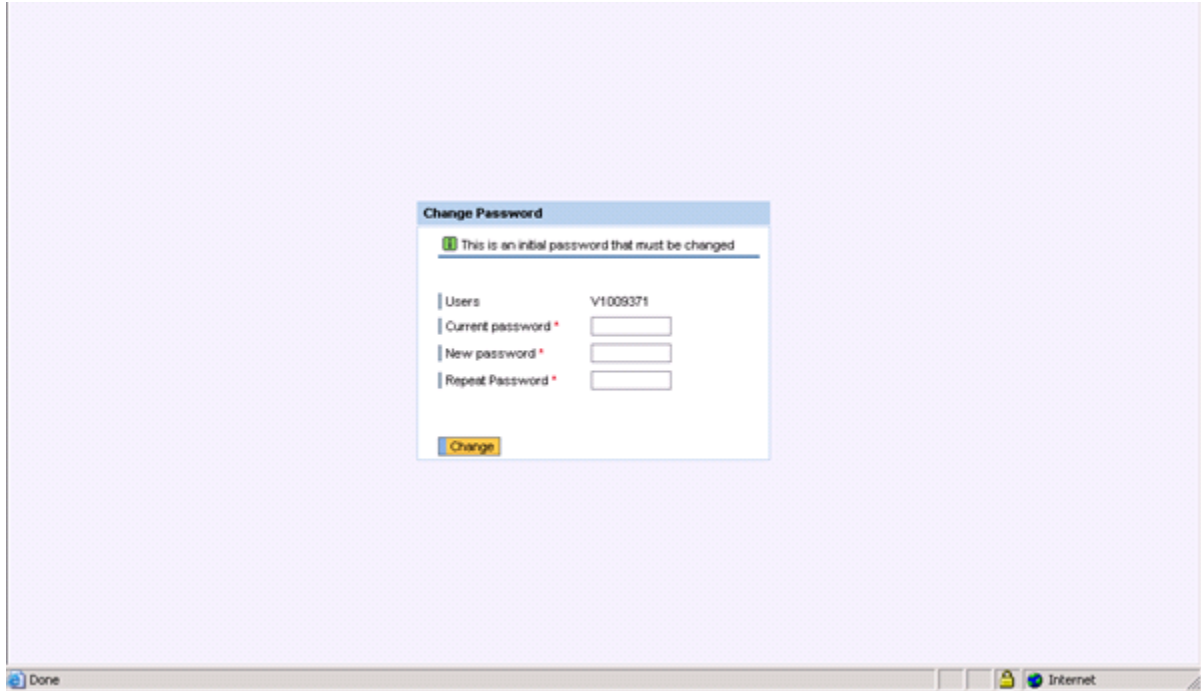


2. As required, complete/review the following fields:

R= required O= optional C= conditional

Field Name	R/O/C	Description
Users	R	Username (from notification email). Example: v1010054
Password	R	Description of the Password. Example: initpass
Client	R	Description of the Client. Example: 300

Change Password - SAP Web Application Server



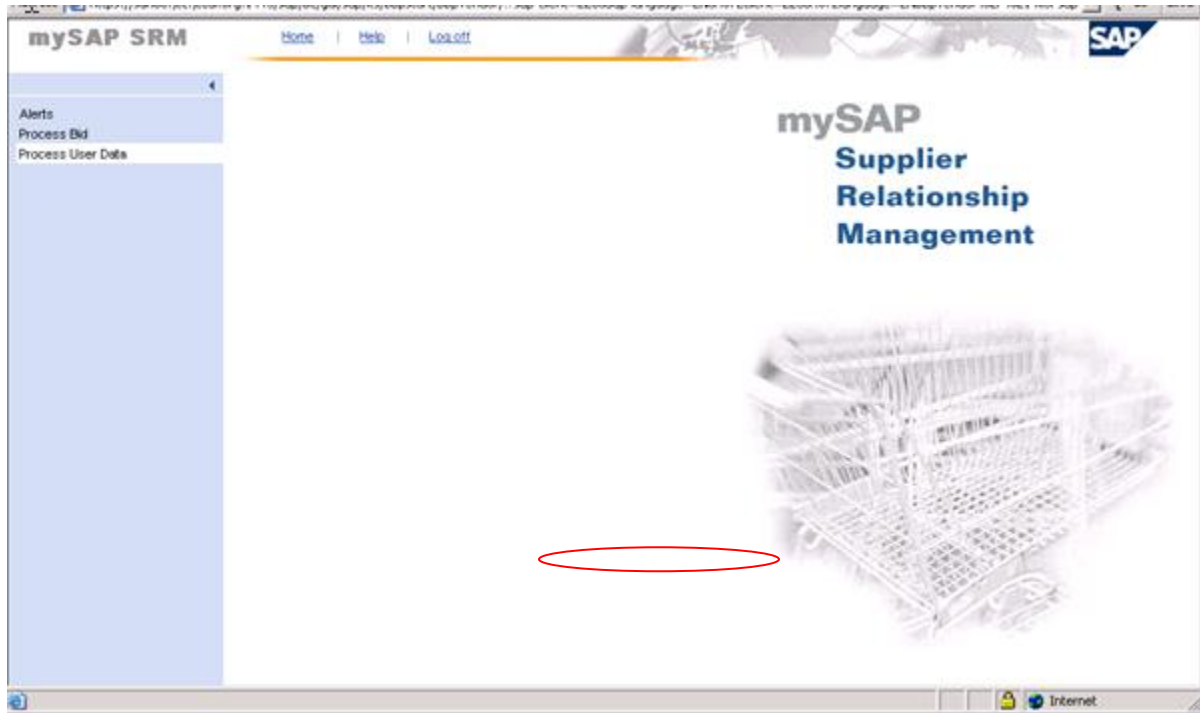
3. As required, complete/review the following fields:

Field Name	R/O/C	Description
Current password *	R	Current password *. Example: initpass
New password *	R	New password *. Example: demodemo
Repeat Password *	R	Repeat Password *. Example: demodemo

Note: in the example above, we are changing the default password, initpass, to a new password, demodemo.

Title:
Category 1 :
Category 2 :

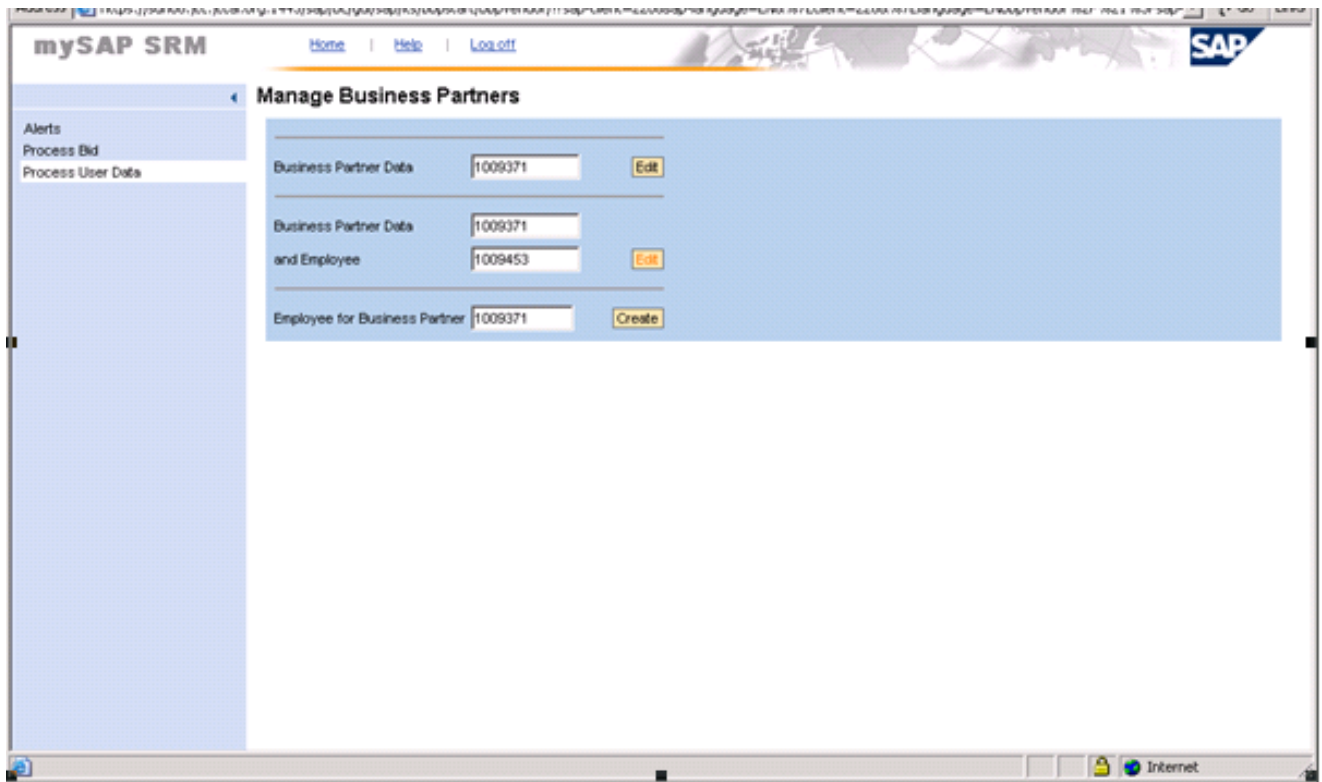
SRM - Enterprise Buyer



4. Click Process User Data .
Manage Business Partners



Title:
Category 1 :
Category 2 :



5. Click **Edit** (Note: this is the second "Edit" from the top).

Manage Organizational Data

mySAP SRM Home | Help | Log off

Manage Organizational Data

Display / Change Back to Initial Screen

Alerts
Process Bid
Process User Data

Company Data Personal Data Bidder Data Invoice Flag Vendor Data

Central Data for Business Partner

Name 1 My test company Name 2
D-U-N-S Number
Language * English Industry sector
Search term 1 Search term 2
Print Format

Address Data for Business Partner

c/o
City Morrisville District
Postal Code 27560 Company Post Code
Country * USA Region North Carolina
P.O. Box PO box postal code
PO Box Country PO Box Location
PO Box Without Number
Street Prefix
Street 123 Main Street
Street Suffix
House Number Building Code

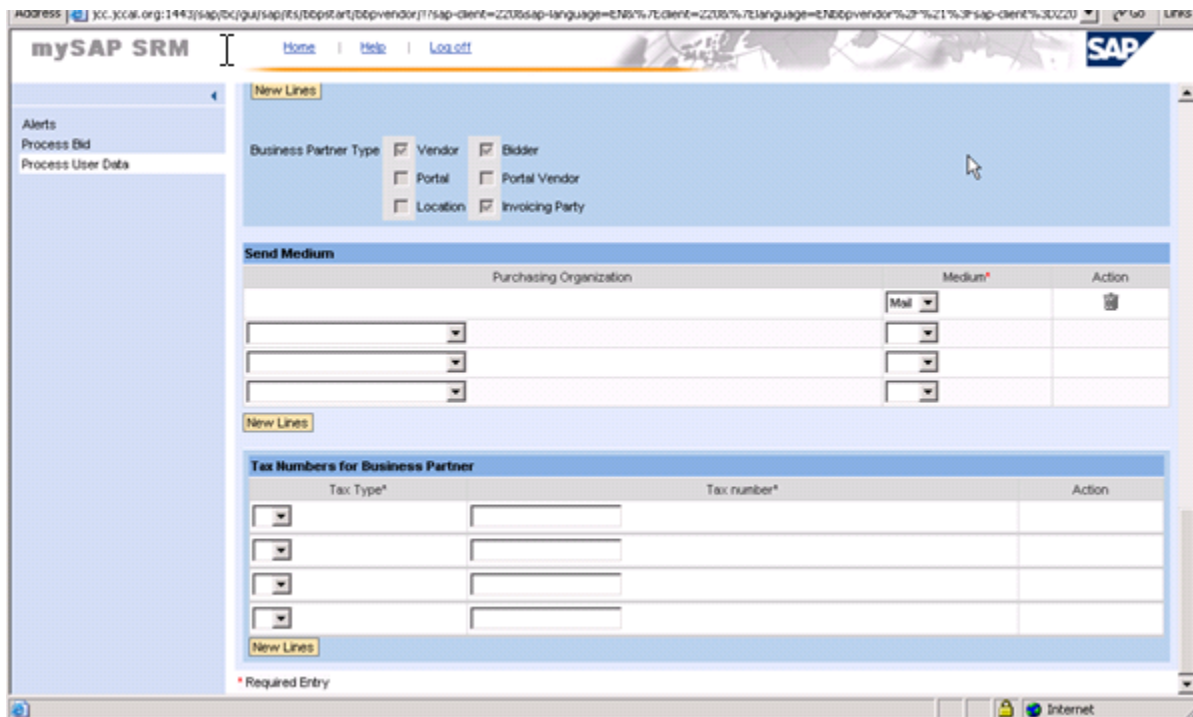
Internet

6. Click **Display / Change**

Update any fields that are not current. For example, if your telephone number has changed make this change now. In the future, as your contact information changes, remember to make these updates, as well.

Scroll to the bottom of the page and enter your Tax ID Number

Title:
Category 1 :
Category 2 :



Use the drop down arrow to chose the Tax Type. Chose the 3 dots (...) to see all the values.

Note: SSN and FEIN are located at the end of the list:

Tax Type*	Tax number*	Action
SE0	Sweden: VAT Registration Number	
SE2	Sweden: Organization Registration Number	
SG1	Singapore: GST Registration number	
SI0	Slovenia: VAT Registration Number	
SI1	Slovenia: Tax Number	
SK0	Slovakia: VAT Registration Number	
SK1	Slovakia: DIC Number	
SK2	Slovakia: ICO Number	
TH1	Thailand: Personal ID	
TH2	Thailand: Tax ID	
TR1	Turkey: Tax Office	
TR2	Turkey: Tax number	
TW1	Taiwan: GUI Registration Number	
TW2	Taiwan: Tax Registration Number	
UA1	Ukraine: INN	
UA2	Ukraine: EDRPOU Number or DRFO Number	
UA3	Ukraine: NDS Number	
US1	USA: Social Security Number	
US2	USA: Employer ID Number	
VE1	Venezuela: RIF Number	
VE2	Venezuela: NIT Number	
ZA1	South Africa: VAT Registration Number	
ZA3	South Africa: Income Tax Registration No	

Then enter the Tax Number

Note: If you click the Column Header "Category" or "Name" you bring US1 (SSN) and US2 (FEIN) to the top of the list.

7. Click **Personal Data** .

Title:
Category 1 :
Category 2 :

Employee Data

The screenshot shows the SAP mySAP SRM interface for the 'Employee Data' form. The form is titled 'Employee Data' and is for an employee named 'MTC Sales Rep' in the 'USA'. The form includes the following fields:

- Title *
- Academic Title
- First name * (MTC)
- Last name * (Sales Rep)
- Search term 1
- Search term 2
- Language * (English)
- Country * (USA)
- Time zone (Central Time (Dallas))
- Format name
- Building code
- Floor
- Room Number
- Company department
- Internal mail
- Print Format
- Employee Is Contact Person (checked)
- Employee Is Service Agent

8. As required, complete/review the following fields:

Field Name	R/O/C	Description
Title *	R	Contact's Title. Choose either Mr. or Ms. *. Example: Ms.
First name *	R	Description of the First name *. Example: Jill
Last name *	R	Description of the Last name *. Example: Taylor
Telephone No. *	R	Description of the Telephone No. *. Example: 507-938-2464

Title:
Category 1 :
Category 2 :

Manage Bidder Data

mySAP SRM Home Help Log off

Manage Bidder Data

Alerts
Process Bid
Process User Data

Display / Change Save Undo all Changes Back to Initial Screen

Company Data Personal Data Bidder Data Invoice Flag Vendor Data

Business Partner: 0001009371 My test company

Bidder Characteristics

Minority status To

Women-Owned To

Permit Proxy Bidding

Quality Management System

Standard To

Product Categories

Product Category	Action
Products	<input type="button" value=""/>
Services	<input type="button" value=""/>

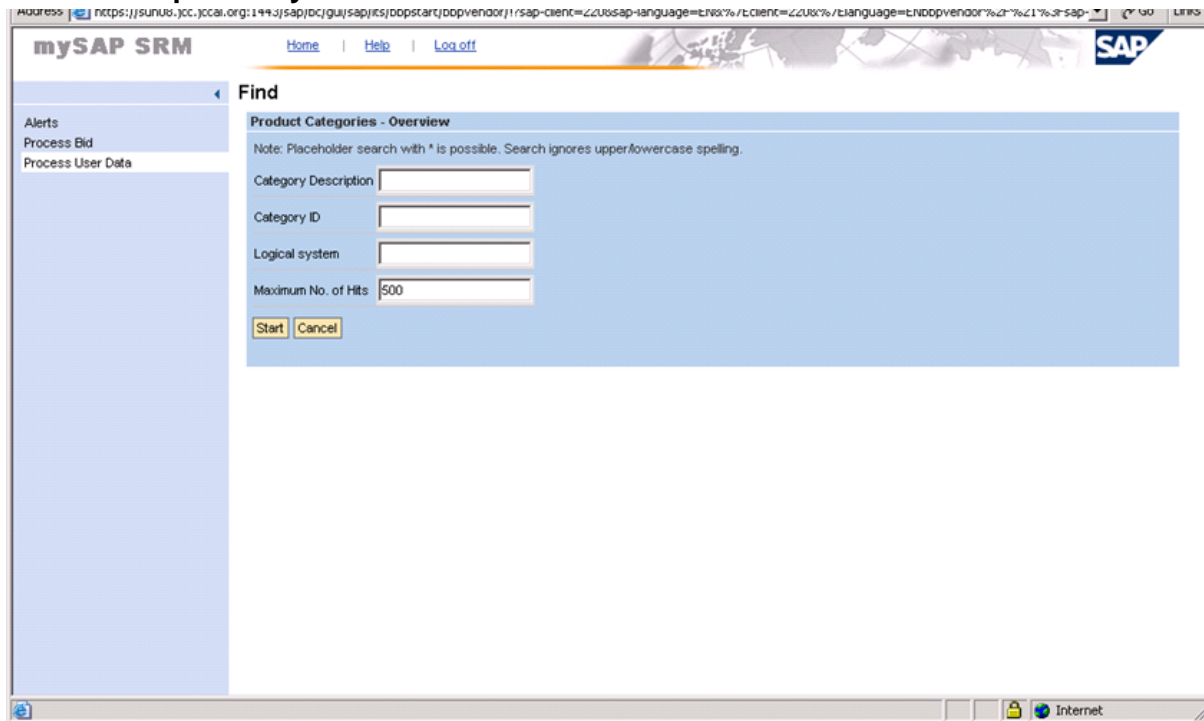
New Lines

Internet

9. To select your company's product categories, use the drop down arrow to get to the search screen shown below:

Title:
Category 1 :
Category 2 :

SRM - Enterprise Buyer



10. As required, complete/review the following fields:

Field Name	R/O/C	Description
Category Description	R	Description of the Category Description. Example: *electrical*

In this example, to find products categories dealing with “Electrical”, the search term is bracketed by asterisks (*). This tells the system to return results that have “electrical” anywhere in the description.

Search Result: 3 Entries	
<u>Category Description</u>	<u>Category ID</u>
<u>ELECTRICAL EQUIP MNT</u>	93625
<u>ELECTRICAL MAINT</u>	92838
<u>TAPE, ELECTRICAL</u>	83226

11. Double-click [ELECTRICAL EQUIP MNT](#).

Title:
Category 1 :
Category 2 :

SRM - Enterprise Buyer

mySAP SRM Home | Help | Log off

Alerts
Process Bid
Process User Data

Display / Change Save Undo all Changes Back to Initial Screen

Company Data Personal Data Bidder Data Invoice Flag Vendor Data

Business Partner: 0001009371 My test company

Bidder Characteristics

Minority status To

Women-Owned To

Permit Proxy Bidding

Quality Management System

Standard To

Product Categories

Product Category	Action
Products	
Services	
ELECTRICAL EQUIP MNT	
<input type="text"/>	

New Lines

Note: the values entered here will determine which bid invitations the County will mail to your company.

Continue entering the Product Categories that describe what your organization provides

12. Click **Vendor Data**.

Title:
Category 1 :
Category 2 :

Manage Vendor Data

Purchasing Data									
Purchasing Organization*	PO Currency*	Terms of Payment	Goods-Receipt- Based Invoice Verification	ERS	Invoice Receipt Expected	Indicator:GR Conf.Expected	POR Expected	ShipNotificatnExptd	Number at Vendor
Purchasing Organization Local	United States Dollar		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Purchasing Organization Backend	United States Dollar		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

es

Backend System	
Logical System*	
A System - 230	1009371

13. As required, complete/review the following fields:

Field Name	R/O/C	Description
Number at Vendor	O	Your organization's number for Jefferson County Example: JEF COUNTY004

Title:
Category 1 :
Category 2 :

SRM - Enterprise Buyer

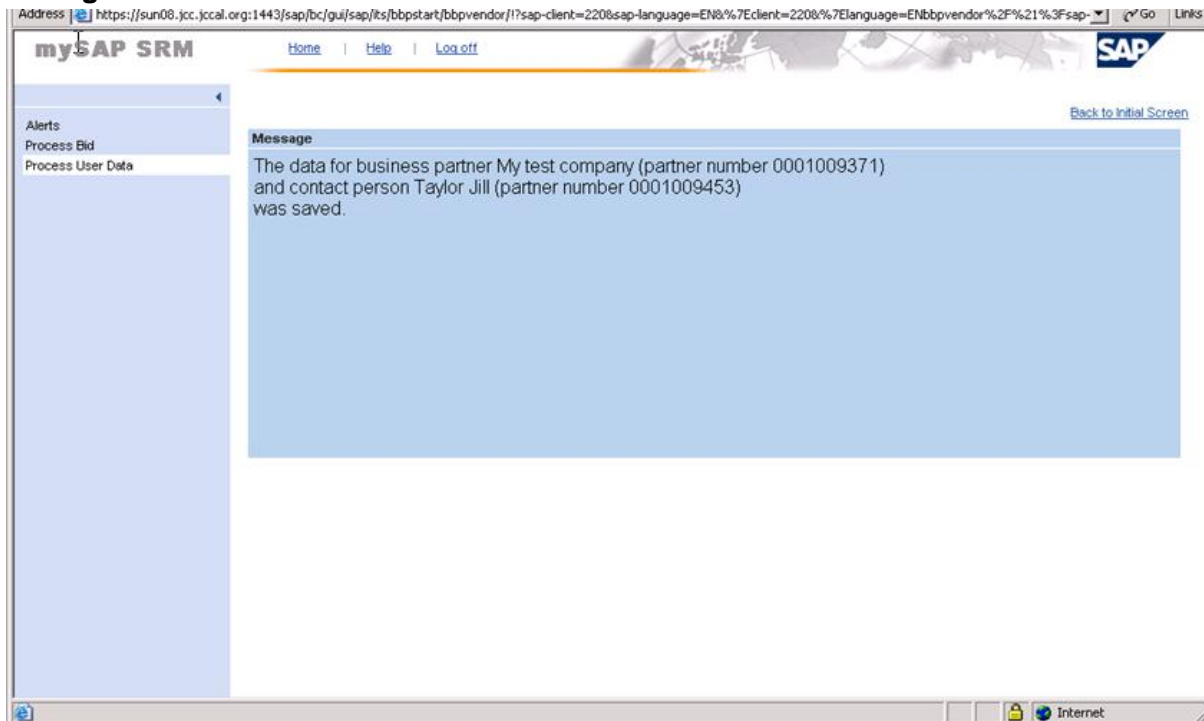
The screenshot shows the mySAP SRM web interface. The browser address bar contains the URL: <https://sunub.jcc.jccai.org:1443/sap/bc/gui/sap/its/bspstart/bspvendor?sap-client=220&sap-language=EN&client=220&language=EN&opvendor%27%21%3F-sap->. The page title is "mySAP SRM". There are navigation links for "Home", "Help", and "Log off". A "Back to Initial Screen" link is also present. The left sidebar contains "Alerts", "Process Bid", and "Process User Data". The main content area displays a table with the following columns: "Indicator:GR of Expected", "POR Expected", "ShipNotificatrExptd", "Number at Vendor", "Incoterm", "Incoterm Loc", and "Action". The first row of data has the value "JEFCOUNTY004" in the "Number at Vendor" column. The "Action" column contains a trash icon.

Indicator:GR of Expected	POR Expected	ShipNotificatrExptd	Number at Vendor	Incoterm	Incoterm Loc	Action
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JEFCOUNTY004			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

14. Click **Save** .

Title:
Category 1 :
Category 2 :

Manage Vendor Data



The system displays the message, "The data for Business Partner XXX and Contract Person YYY was saved".

15. You have completed this transaction.

Result

You have updated your Supplier's database record at Jefferson County with Product Categories, a current Point of Contact, and any other information that is out of date.

Comments

Title:
Category 1 :
Category 2 :

This page is intentionally left blank.