

Guided BUying / SRM Reports to Use to Answer Frequently Asked Questions

Report Key

PDL = Purchasing Document Lifecycle; BUS = BU Spend;
POS = Purchase Order Status; SCA = Shopping Cart Approval;
LOS = Limit Order Status

| Category | # | Question | Report Answers this Question | | | | |
|-------------|----|--|------------------------------|-----|-----|-----|-----|
| | | | PDL | BUS | POS | SCA | LOS |
| PR | 1 | Who created the Purchase Requisition (PR)? | X | X | X | X | X |
| PR | 2 | When was this PR created? | X | | X | X | X |
| PR | 3 | What were the contents of the PR? | X | | | X | |
| PR | 4 | What is the PO Number associated with this PR? | X | X | X | | X |
| PR | 5 | Which cost center was the PR charged to? | X | X | X | X | |
| PR | 6 | Which internal order was the PR charged to? | X | X | X | X | |
| PR | 7 | What was the PR number? (I didn't write it down) | X | | | X | |
| PR | 8 | What is the status of my PR? | X ² | | | X | |
| PR | 9 | Who approved this PR? | | | | X | |
| PR | 10 | Where is the PR in the approval process? | | | | X | |
| Limit Order | 11 | How much has been spent to date on the Limit Order? | | | | | X |
| Limit Order | 12 | How much is remaining on the Limit Order? | | | | | X |
| Limit Order | 13 | What is the PO number for this limit order? | | | | | X |
| Limit Order | 14 | Who created the SC for the Limit Order? | | | | | X |
| Limit Order | 15 | What is the end date of the Limit Order? | | | | | X |
| Limit Order | 16 | What vendor is associated with the Limit Order? | | | | | X |
| Vendor | 17 | What vendor was an item purchased from? | X | X | X | X | |
| Vendor | 18 | Has this vendor been paid? If so, when were they paid (what is the clearing date)? | X | X | | | |
| Vendor | 19 | How much have we spent with a particular vendor? | | X | | | |
| Invoice | 20 | Has an invoice been submitted for this PO? | X | X | | | X |
| Invoice | 21 | What is the vendor invoice number associated with this PR/PO? | X | X | | | X |
| PO | 22 | Is this PO closed? | X | | | | |
| PO | 23 | How much were the shipping costs? | | X | | | |

X¹: BUS only if invoice received and entered in system

X²: In PDL, by implication (if PO created then PR was approved, etc.)

IMPORTANT

SAP Ariba replaced Supplier Relationship Management (SRM) as the source system of record in August, 2020. After that date, the Purchase Order Status, Shopping Cart Approval and Limit Order Status reports are useful only for providing data entered prior to 8/3/20.