



Supplier Relationship Management

Supplier User Guide

Use the 9 dot “waffle” to navigate to other modules – and select SRM

The screenshot displays a user interface for Supplier Relationship Management. On the left, a dark sidebar contains navigation links: Sourcing, Dashboard, Projects, Quick Quotes, and Help & Support. A 3x3 grid menu is open, showing icons for Procurement (P2P), Sourcing (eS), and SRM. A red arrow points to the SRM icon. The main dashboard area features a header with a welcome message, a 'Customise Dashboard' link, and an 'Edit Quicklinks' option. Below the header, there are several widgets: 'All Projects' (a blue button), 'Event Summary' (showing 'No events'), 'Event Management' (with unread messages and quick quotes notifications), and an 'Involvement Calendar' for November 2020. The calendar shows dates from 26 to 6, with the 4th highlighted.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Configure your dashboard or use the menu on the left to see the requests for Meetings, Questionnaires, or Data

Hi Percy, welcome back

POST OFFICE

SRM

- Dashboard
- Repository
- Daily Activities
- Administration

Manage Meeting Actions

Respond to Questionnaires

My Meetings

« November 2020 »

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Customise Dashboard

Edit Quicklinks

Header	Total
Questionnaire Responses	2
Repository Data Requests Pending	0

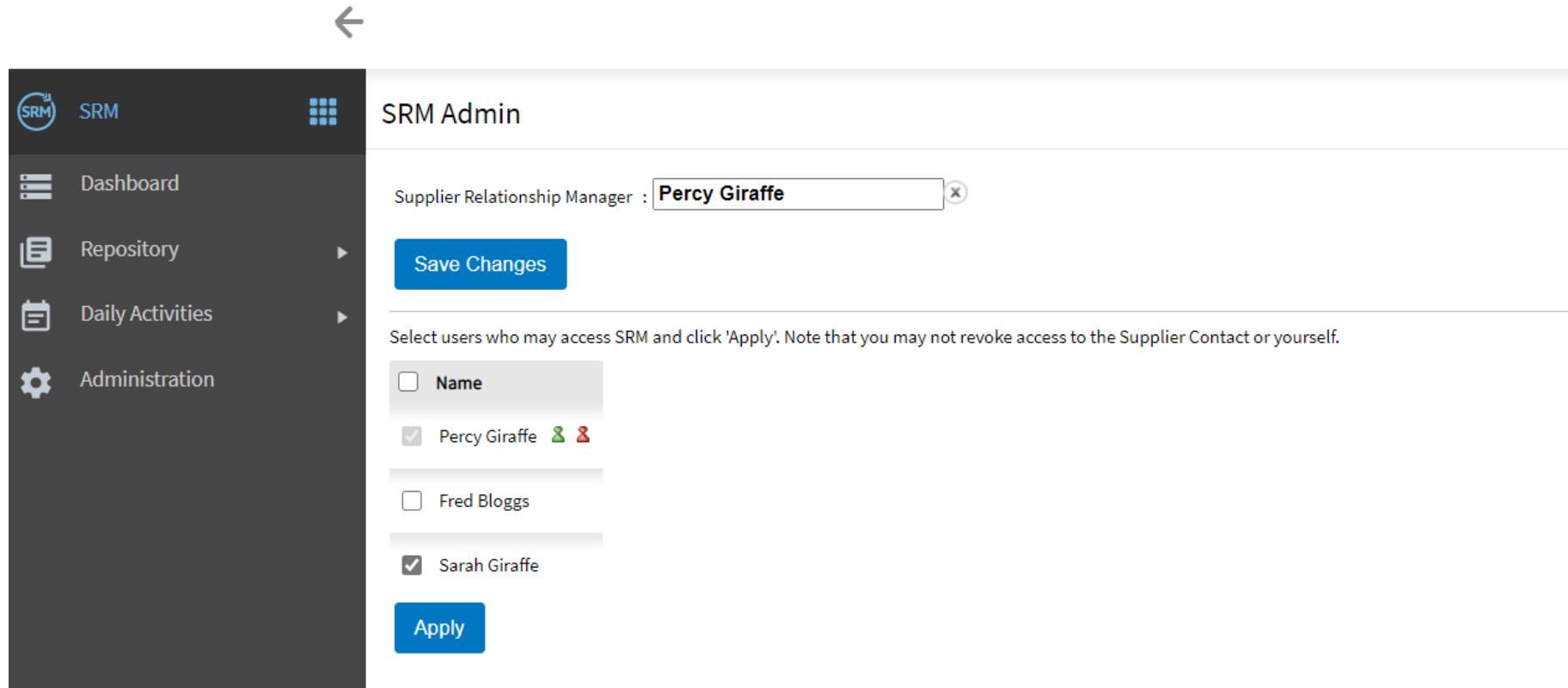
Meetings

You have no meetings to attend this week

Actions

You have no actions due this week

The Administration allows you to select which members of your team can access the SRM module to take part in activities



The screenshot shows the SRM Admin interface. On the left is a dark sidebar with the SRM logo and menu items: Dashboard, Repository, Daily Activities, and Administration. The main content area is titled 'SRM Admin' and features a 'Supplier Relationship Manager' dropdown menu currently set to 'Percy Giraffe'. Below this is a blue 'Save Changes' button. A horizontal line separates this from a section with the instruction: 'Select users who may access SRM and click 'Apply'. Note that you may not revoke access to the Supplier Contact or yourself.' This section contains a list of users with checkboxes: 'Name' (unchecked), 'Percy Giraffe' (checked with a green status icon), 'Fred Bloggs' (unchecked), and 'Sarah Giraffe' (checked). A blue 'Apply' button is at the bottom of this list.