

SRM – LANGUAGE COURSES KERN

Training documents

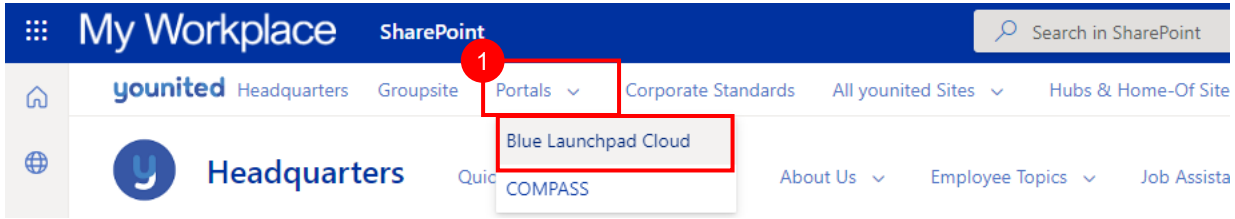
TACTICAL PROCUREMENT

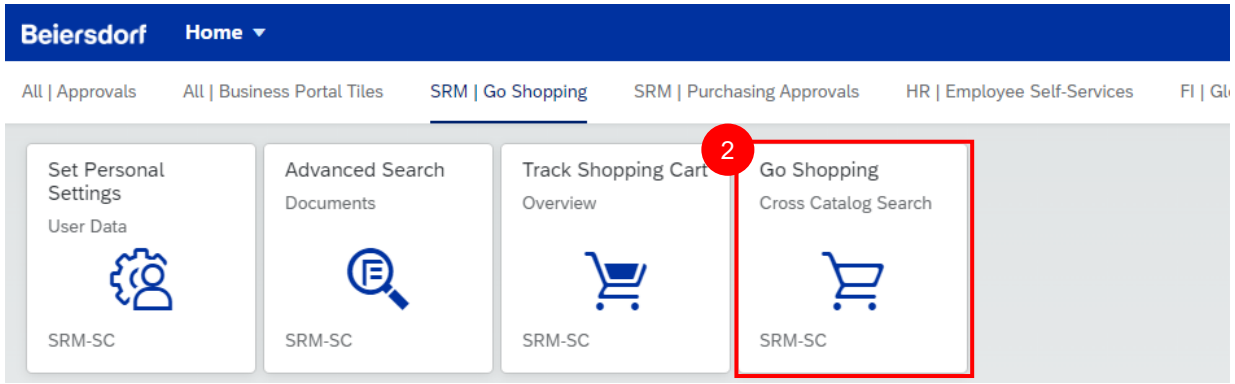
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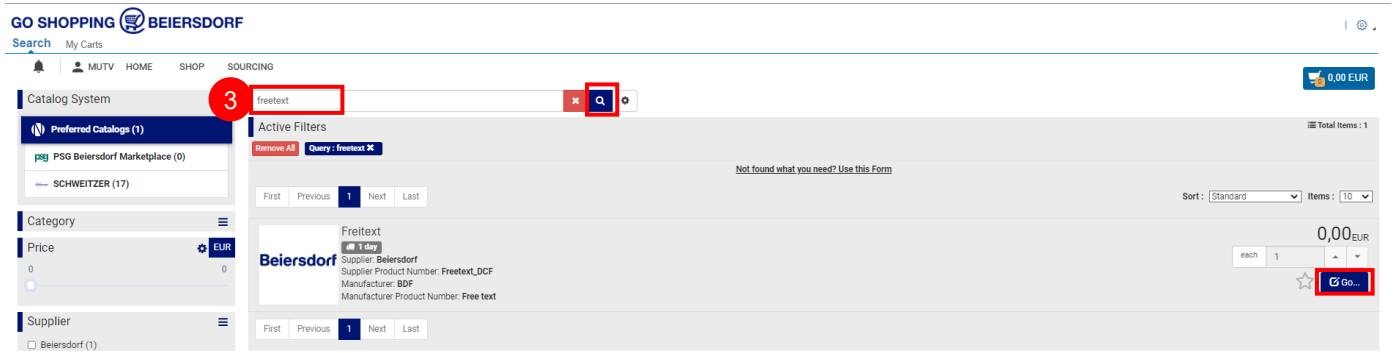
PLEASE NOTE

- The order in SRM has to be done after consultation with the manager and identification of the appropriate language course through KERN
- If the order is placed by the team assistant, the name of the participant must be noted in the order.
- A SRM user account can be requested via **Service Request Catalogue** in **BITS.**
- In case of questions about SRM feel free to contact **Tactical Procurement:** Go Shopping @ Beiersdorf – Home (sharepoint.com)

SRM – GETTING STARTED







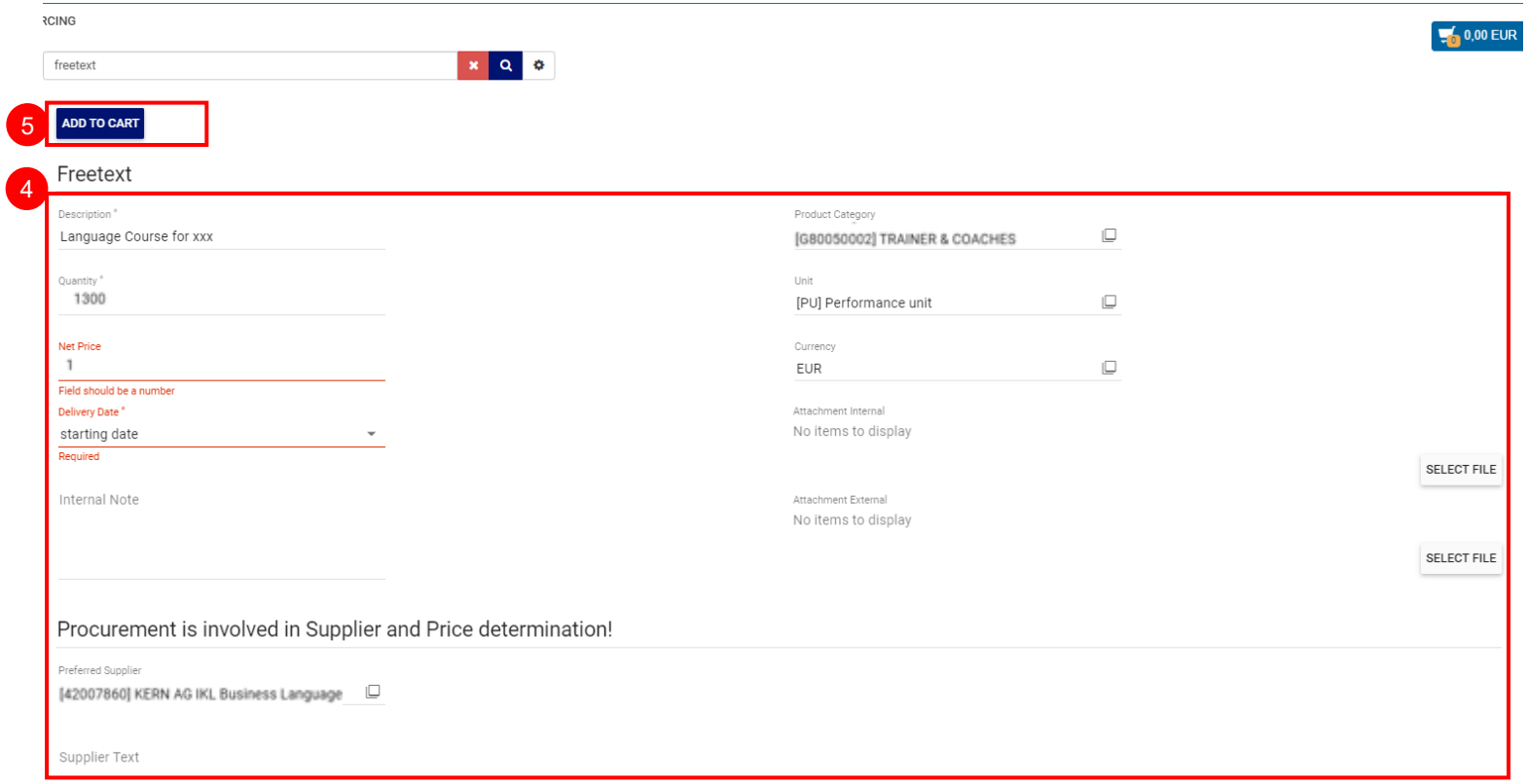
1. Open your **Blue Launchpad Cloud** on **younited** under Portals.

2. Click on „**Go Shopping**“. The SRM shopping area opens.

3. The order can **currently only** be created in SRM **as free text**. Therefore, search for Freetext or Freitext and click on “**Go**”.

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FREETEXT-ORDER

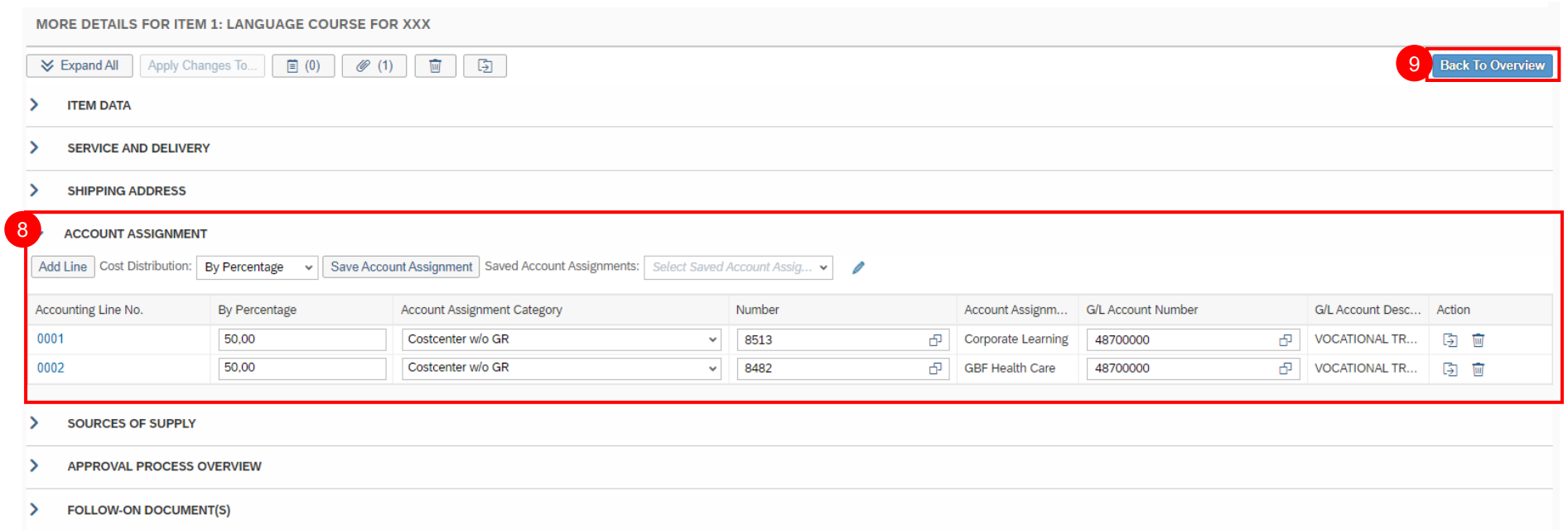




4. Fill in the fields accordingly and attach Kern's offer under "Attachment External".
   - Product Category: [G80050002] TRAINER & COACHES
   - Due to a staggered billing arrangement, the PO must be created with sufficient flexibility.
     - Quantity = Price (e.g. EUR 1,300)
     - Net Price = 1
   - Preferred Supplier: [42007860] KERN AG IKL Business Language
5. Click on „add to cart“.
6. Click on the total amount in the top right corner and then on „Review Cart“.
7. Click on "More Details“. Here, details can be checked and changes can be made.

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ACCOUNT ASSIGNMENTS



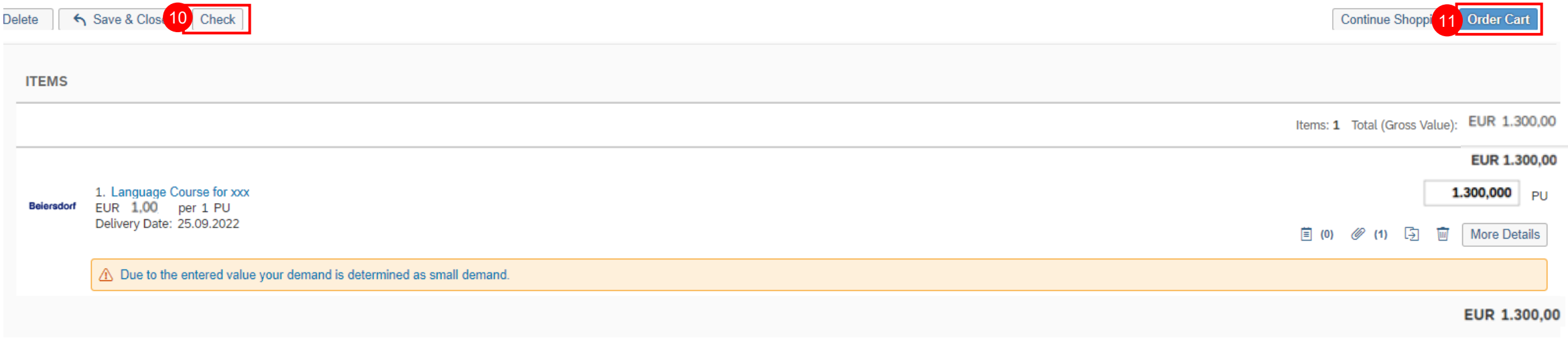
9. Click "**Back to Overview**" to return to the shopping cart overview

8. Open the tab "**Account Assignment**" and enter them accordingly
   - Account Assignment Category: Cost center w/o GR
   - Number: Cost center of the participant
   - G/L Account Number: 48700000

If costs are incurred in different cost centers, you can allocate them on a percentage basis using the account assignment.
For doing this, add the appropriate number of different cost units via "**Add Line**".
With "**By Percentage**" you can define the percentage that is attributed to the individual cost centers.
Please note: This is always a percentage (in this example: 50% + 50% = 100%)

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ORDERING A SHOPPING CART

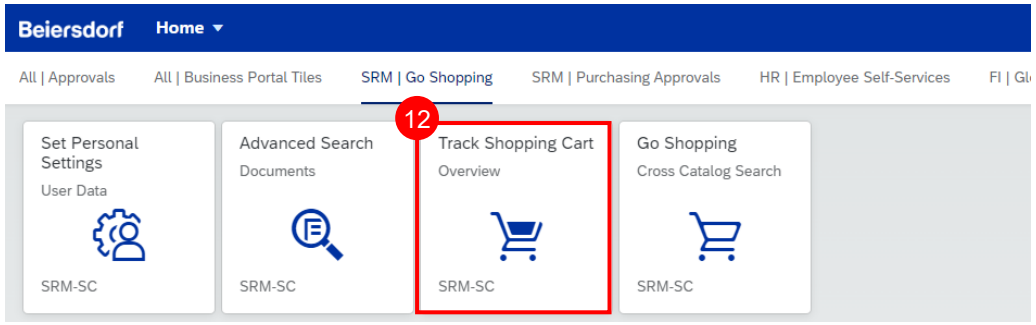


10. Click on „Check“ to examine if the shopping cart is error-free.

11. To send the shopping cart, click on "Order Cart". A pop-up message will appear, which should be confirmed by clicking on "Done".

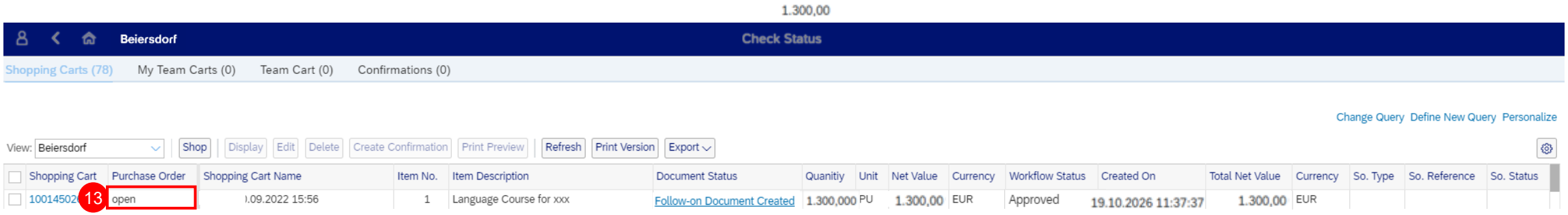
With the approval of this order by the manager, an order number is generated. This is usually sent to KERN automatically. If this does not happen, you will find an explanation on the next page where you can find your order number to share it with KERN manually.

SHOPPING CART OVERVIEW



12. Open your Blue Launch Cloud and click on **Track Shopping Cart.**

1. As soon as the order has been approved by the manager, a 10-digit number appears under “Purchase Order" and the status changes to "Approved". This number must be shared with KERN, should it not have happened automatically. The e-mail address is: beiersdorf@kerntraining.com



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