Course ID: SCM 101
Course: Supply Chain Management Fundamentals

Ground Rules

Be on time

Attendance

Turn off your cell phones when in class

Take breaks as needed

Participate actively in class; refrain from email and internet use

Feel free to ask questions

Course Overview

Course Description	This course provides a comprehensive review of the Supply Chain Management Fundamentals processes. This course consists of the following modules: • Module 1: Course Introduction • Module 2: Supply Chain Management Fundamentals • Module 3: SCM End-to-End Processes • Module 4: Integration points between SCM and Finance INFORMS modules • Module 5: Course Summary
Training Audiences	• All INFORMS end-users with SCM Related Roles
Prerequisites	• ERP 101 – Overview of INFORMS • ERP 102 – INFORMS Navigation, Reporting and Online Help
Estimated Duration	• 1 Hour and 30 Minutes

Course Outline

Content
Module 1: Course Introduction
Module 2: Supply Chain Management Fundamentals
• Lesson 1: INFORMS SCM Fundamentals
Module 3: SCM End-to-End Process
• Lesson 1: SCM End-to-End Process
○ Lecture 1: Strategic Sourcing Module End-to-End Process
○ Lecture 2: Supplier Contract Management Module End-to-End Process
○ Lecture 3: eProcurement Module End-to-End Process
○ Lecture 4: Procurement Reporting
Module 4: Integration points between SCM and Finance INFORMS Modules
• Lesson 1: Integration points between SCM and Finance INFORMS Modules
Module 5: Course Summary

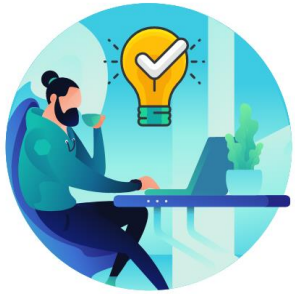
Module 1: Course Introduction

Module Topics
Course Administration and Logistics
Learning Objectives
Roles and Responsibilities
Navigation
Key Changes to the Business Process
Introduction to Demonstrations, Activities and Exercises

Course Administration and Logistics

To receive credit for completing this course, attendance must be recorded at the beginning and end of class

Actively participate in class



Ask questions to learn

Please turn off cell phones and refrain from checking email and the Internet while in class

Take Breaks at scheduled times

Be back from Breaks on time

Learning Objectives

- Understand the fundamentals of INFORMS Supply Chain Management (SCM)
- Understand the SCM end-to-end processes
- Understand the Integration points between SCM and Finance INFORMS modules

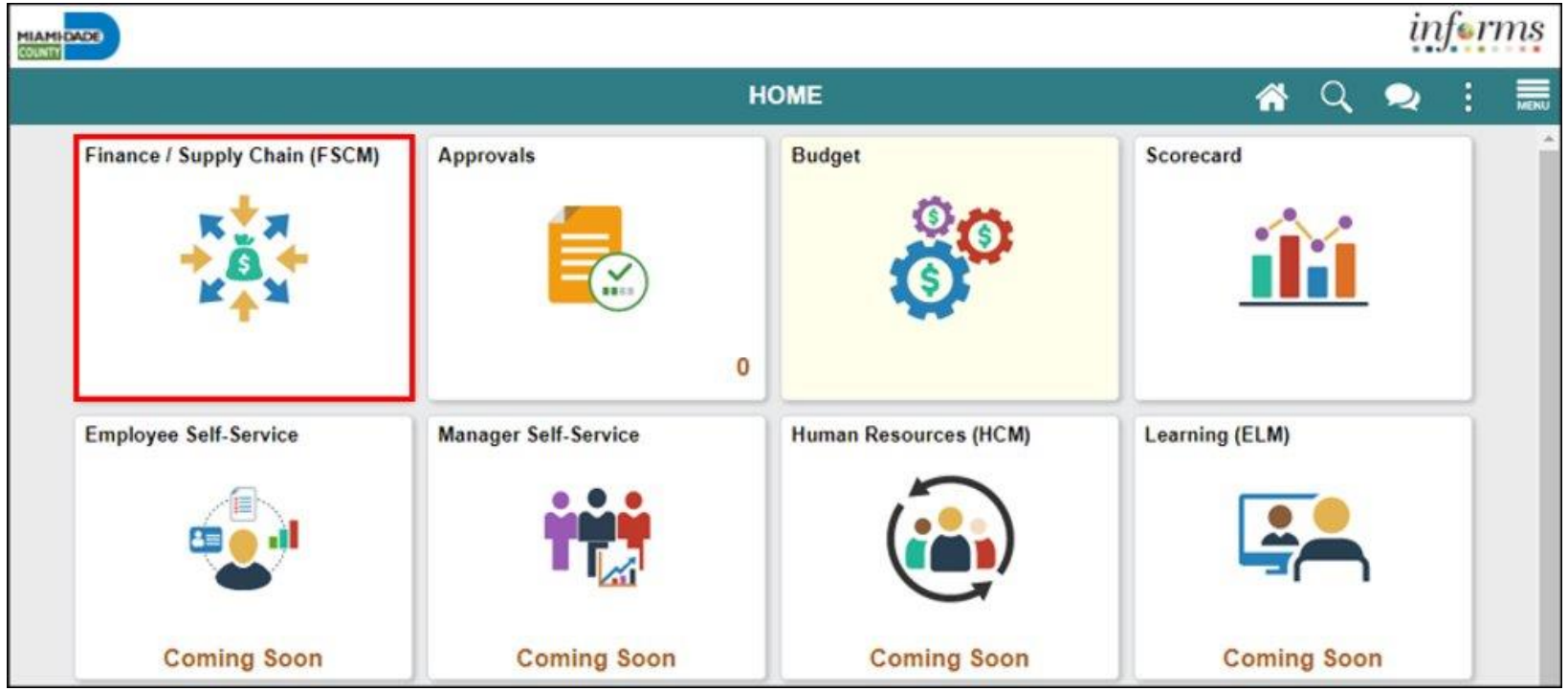
Roles and Responsibilities

- All INFORMS end-users with SCM related roles are required to take the SCM 101 – Supply Chain Fundamentals course prior to taking subsequent SCM courses

Navigation

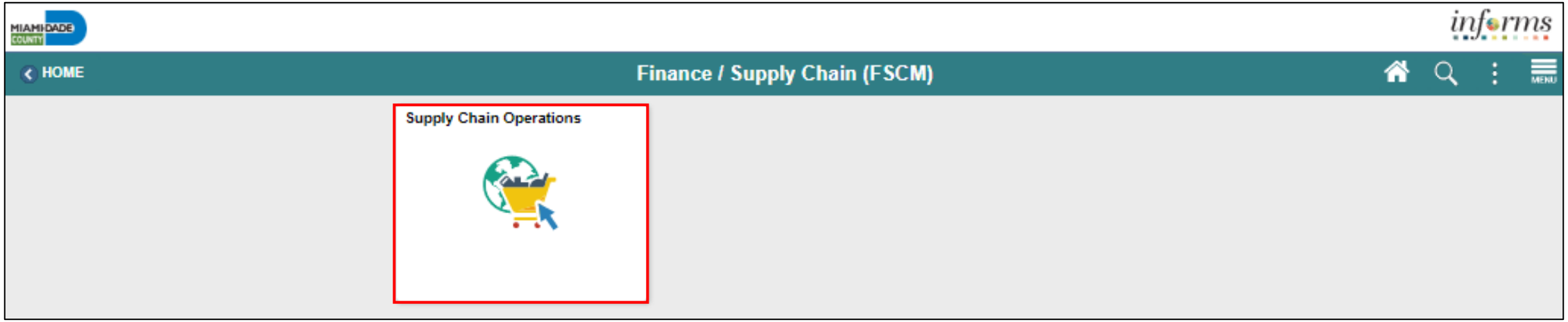
Below are the steps to navigate to Account Payables, which will be used for navigation in the rest of this course:

1. Login to INFORMS and select **Finance/ Supply Chain (FSCM)** from the home landing page below:



Navigation

2. Select **Supply Chain Operations**.



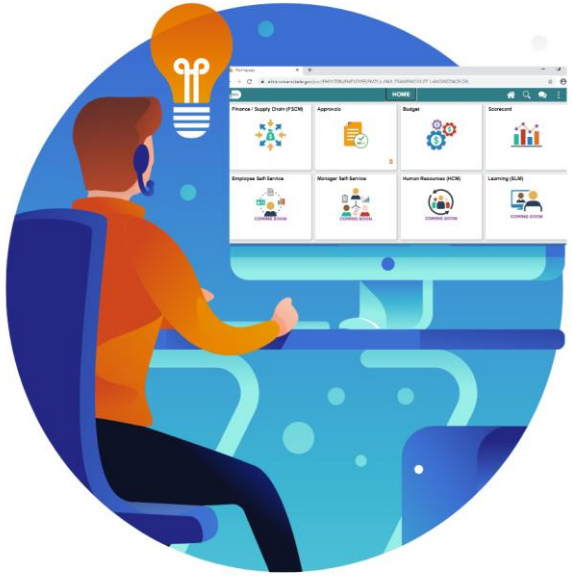
Key Changes to the Business Process

- The ability to manage the lifecycle of capital projects and the procurement of goods and services
- Provides the functionality to request, solicit, contract, procure, receive, and pay for goods, services

Introduction to Activities and Exercises

Participants will take part in two types of hands-on learning throughout this course

Training Activities



Training Exercises

Module 1: Course Introduction Summary

Module Topics
Course Administration and Logistics
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Roles and Responsibilities
Navigation
Key Changes to the Business Process
Introduction to Demonstrations, Activities and Exercises

Module 2: Supply Chain Management Fundamentals

Module Topics
Module Introduction
Lesson 1: INFORMS SCM Fundamentals

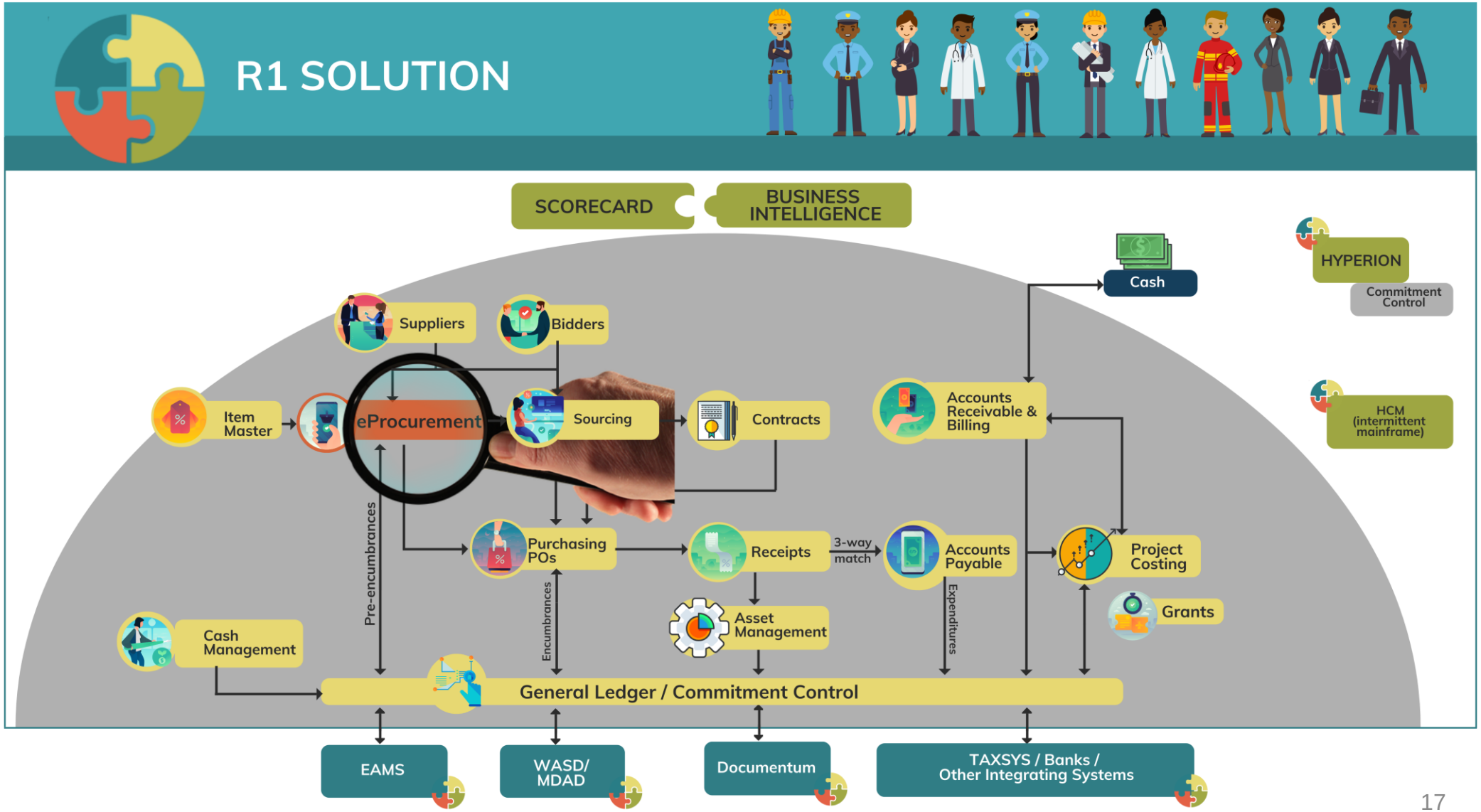
Lesson 1: INFORMS SCM Fundamentals

- Introduction to INFORMS SCM Fundamentals and its features and benefits

Lesson 1: INFORMS SCM Fundamentals

- INFORMS provides the ability to track and report on the goods and services purchased from County contracts across all agencies
- All assets and expenditures will be tracked and maintained in one central system

Lesson 1: INFORMS SCM Fundamentals



Lesson 1: INFORMS SCM Fundamentals

<u>eProcurement</u>

- Manage Items and Catalogs
- Manage Requisitions

This module initiates the procure-to-pay business process by providing the functionality to request goods and services for purchase. In this module user will create and maintain requisitions to include, integrating with the County's e-catalog to select items and process the items through the INFORMS requisition.

Lesson 1: INFORMS SCM Fundamentals

Supplier Contract Management

- Create Supplier Contracts
- Negotiate Supplier Contracts
- Approve Supplier Contracts
- Execute Supplier Contracts
- Manage Contract Deliverables
- Amend Supplier Contracts
- Manage Supplier Contract Standards

This module provides robust document management authoring capabilities to create and manage written contracts, sourcing events, purchase orders, and ad hoc documents using Microsoft Word. The module also provides a structured method to develop and manage a contract clause library and the document management life cycle.

Lesson 1: INFORMS SCM Fundamentals

Purchasing

- Manage and Record Purchase Orders
- Record Receipt of Goods & Services

This module is the center of the procure-to-pay process. It will streamline the purchasing process through the creation of Procurement contracts, purchase orders, and receipts.

Lesson 1: INFORMS SCM Fundamentals

Strategic Sourcing

- Manage Bidders
- Manage Sourcing

This module facilitates collaboration between procurement professionals in user departments and the suppliers of the goods and services. Users will use the Strategic Sourcing module to manage and execute the bidding process.

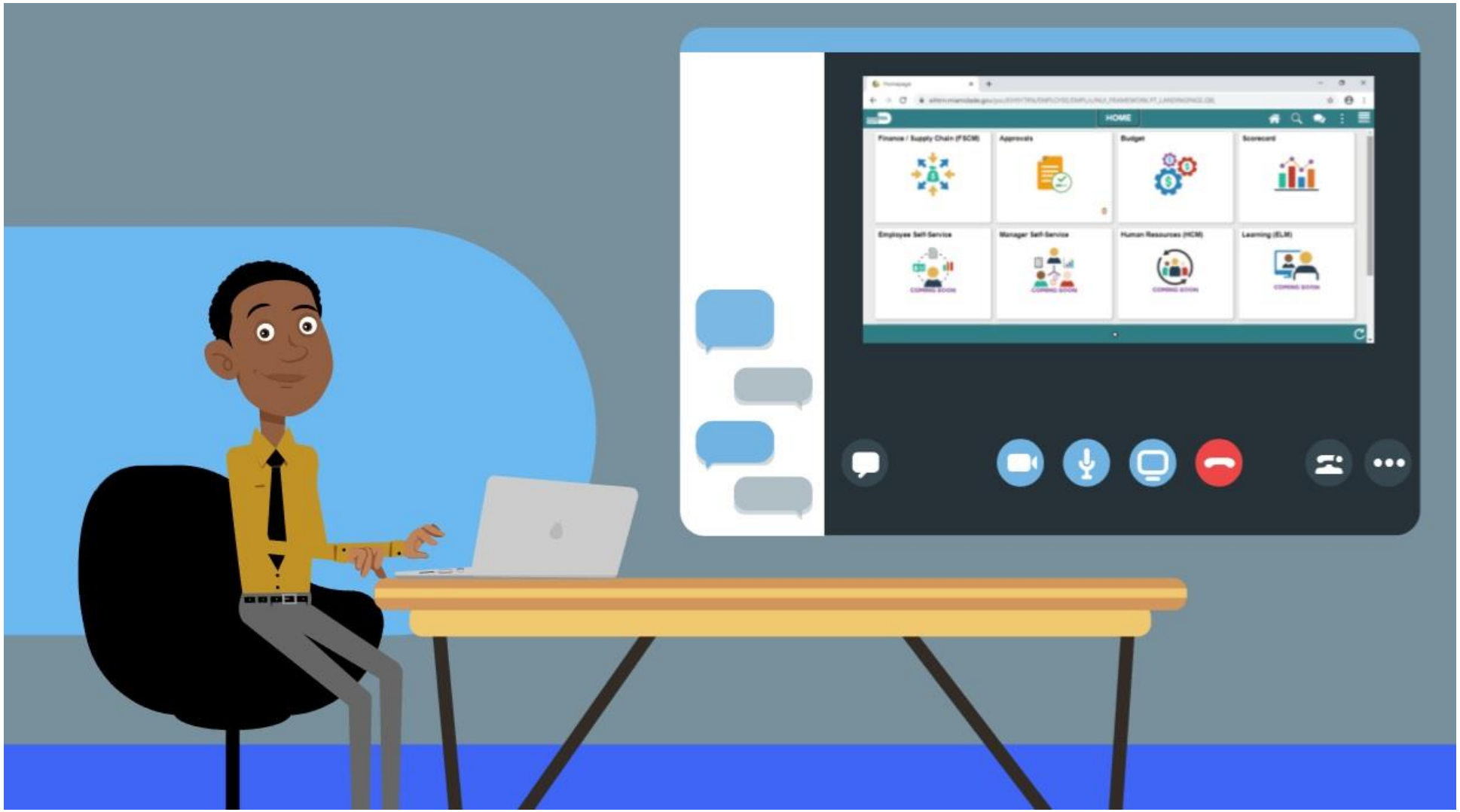
Lesson 1: INFORMS SCM Fundamentals

SCM Integration Across Business Processes

- During the SCM process, the SCM modules integrates information across business processes to complete the procure-to-pay life cycle which provides real-time visibility and transparency to data throughout the County.

	ePro	PO	SS	SC
eProcurement (ePro)		X	X	
Purchasing (PO)	X		X	X
Strategic Sourcing (SS)	X	X		X
Supplier Contract Management (SCM)		X	X	

Lesson 1: Activities and Exercises



Module 2: Supply Chain Management Fundamentals Summary

Module Topics
Module Introduction
Lesson 1: INFORMS SCM Fundamentals

Module 3: SCM End-to-End Processes

Module Topics
Module Introduction
Lesson 1: SCM End-to-End Processes

Lesson 1: SCM End-to-End Processes

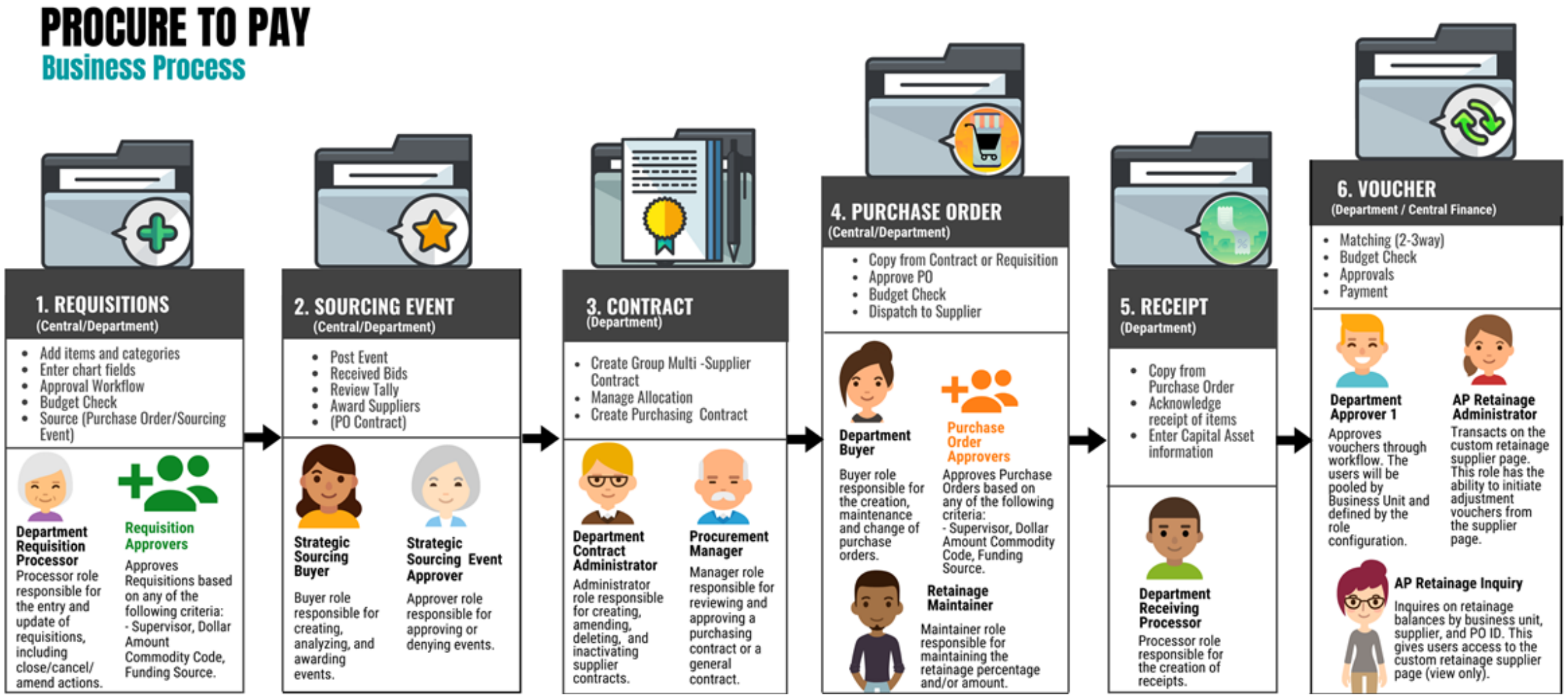
At the conclusion of this lesson, participants should:

- Understand the details of the SCM modules' end-to-end Processes

Lesson 1: SCM End-to-End Processes

The SCM modules support the business process of procuring goods and services from suppliers in order to continue business operations. Business processes include actions involving requisitions, purchase orders, change orders, receipts, procurement contract, sourcing events and creating supplier contract management documents.

Lesson 1: SCM End-to-End Processes



Lesson 1: Key Terms

Term	Definition
Agreements	Agreements, also called deliverables, provide a mechanism to define and manage internal and external agreements for the contract.
Bid	A submission of a response to an event.
Bidder	Organizations that are interested in doing business with the County and interested in responding to solicitations. Bidders are store separately from Suppliers. Bidder tables act as a holding place until the bidder is awarded with an event. Once an event is awarded to a registered bidder, they become a Supplier. Previously known as a Vendor.
Bind Variable	Variable definitions that enable a user to map source transactional values, such as a purchase order number to content within clauses, sections, and Microsoft Word templates. Enables a user to retrieve actual field values from a transaction's record or wizard response when the system processes the rule during document generation.

Lesson 1: Key Terms

Term	Definition
Budget Check	The process used to ensure that the expense transactions meet the requirements of the Appropriation Ledger based on Fund, Department and Account roll up as well as does not exceed the available budget amount.
Business Intelligence	Provides a full range of business intelligence capabilities that allows the user to collect up-to-date data from their organization, present the data in an easy-to-understand formats, such as tables and graphs, and deliver data in a timely fashion to the employees.
Buyer	A user that manages purchase orders and relationships with suppliers. All users with the Department Buyer role will have defaults established to streamline PO data entry as it defines the default information that appears on a PO for a Buyer.
Category Contact	Enable users to create a contract based on a category (NIGP code) of items. Category contracts are typically used to set up a percentage-off list price that applies to any item within the category. Using category contracts, user can also define items that can be excluded.

Lesson 1: Key Terms

Term	Definition
Collaboration	Collaboration is an optional function that may be used when creating contract documents to share and track edits to documents across internal and external collaborators.
Contract Document	A textual document created in INFORMS Supplier Contract Management that user can associate with a procurement contract, solicitation or a purchase order. Contract documents are signed agreements that bind buyers and suppliers to specific terms and conditions.
Database	A systematized collection of data that can be accessed immediately and manipulated by a data-processing system for a specific purpose.
Document Clause	The basic building block for a document, clauses can include the wording for contract terms and conditions stored, updated, and reused within a document.
Event Buyer	County/Department end-user that will have the ability to create, analyze, and award sourcing events.

Lesson 1: Key Terms

Term	Definition
Fixed Item Contract	Enable users to create a contract based on specific items referenced on the contract. User can also establish multiple contracts for the same item and supplier combination, as long as the beginning dates of the contracts do not overlap.
INFORMS Inquiry	INFORMS pages within each module that allow the user to review (lookup) existing information.
INFORMS Query	Run pre-defined specific queries to extract precise information.
Inspection	Purchasing transaction entered into the system to denote that received goods have been examined (inspected) to determine conformance to the purchase specifications.
Item	An Item represents a good that is purchased from the supplier. Unique identifiers may be established in the Item Master table for an item to reduce redundant data entry during requisition and purchase order processing.

Lesson 1: Key Terms

Term	Definition
Item Catalog	Facilitates selection of goods and services maintained in the Item Master table from a catalog during the creation of a requisition.
Open Item Contract	Enable users to create a contract which applies to any goods/services that are purchased from the supplier while the contract is in effect. Open-item contracts are typically used to set up a percentage-off list price that applies to any good/service that is purchased from the supplier. Both fixed items and open items can be established on an open item contract.
PO Close	The PO Close process occurs at the end of the INFORMS Purchasing transaction life cycle. The PO Close process will be run manually to close POs that have been fully liquidated or will no longer be used.

Lesson 1: Key Terms

Term	Definition
PO Dispatch	The PO Dispatch process sends purchase orders and change orders to suppliers. Options include print, email and phone. Purchase orders that are created from requisitions that were created with items from the County catalog.
Punch Out	The process of leaving a requisition to access the County catalog to pull the items into a requisition for processing and sourcing event to a purchase order.
Requestor	A user that needs to procure goods or services.
Requisitioner	A user that enters a requisition into INFORMS. Users with this role can create a requisition for themselves or on behalf of another Requestor within their department.
Report Manager	Provides a single place where the user can view previously run reports.

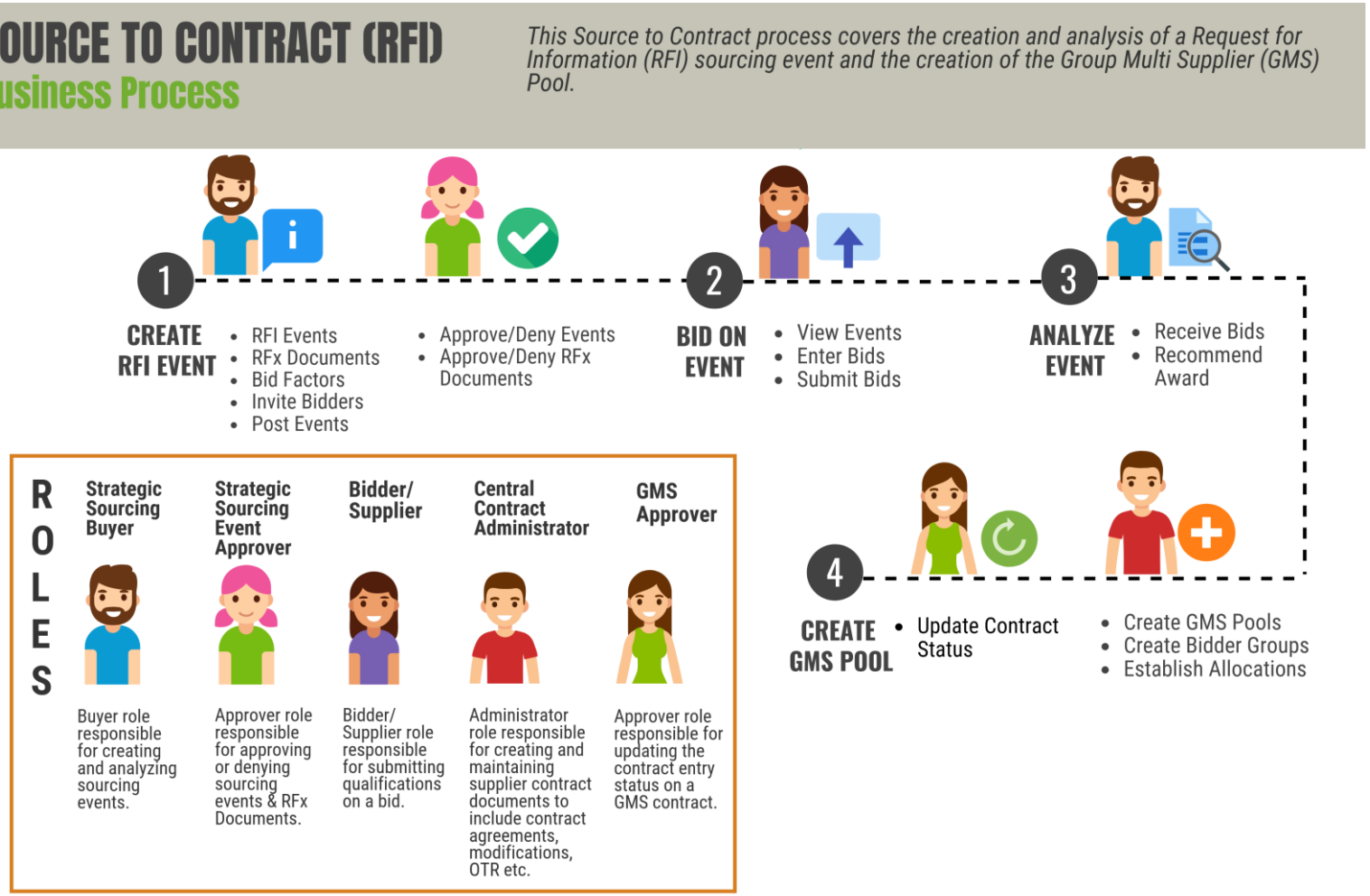
Lesson 1: Key Terms

Term	Definition
Return to Vendor (RTV)	Purchasing transaction entered into the system to denote details for goods being returned to the supplier as a result of being damaged, wrong goods received, etc.
RFx Event	RFIs, Simplified Bids, RFBs and RFPs are referred as an “RFx” in INFORMS.
Run Control ID	A database record that provides values for report settings. Instead of entering the same values each time the user runs a report, they create and save a run control with those settings. The next time they run the report, they select the run control, and the system fills in the settings.
Supplier	Organizations that are actively doing business or have done business in the past with the County, or otherwise receiving payments from the County. Supplier data is used in the following transactions: Sourcing Opportunities (RFPs, RFQs, etc.), contracts, requisition, purchase order entry, receiving/returning goods, voucher entry, payments for goods/services purchased.

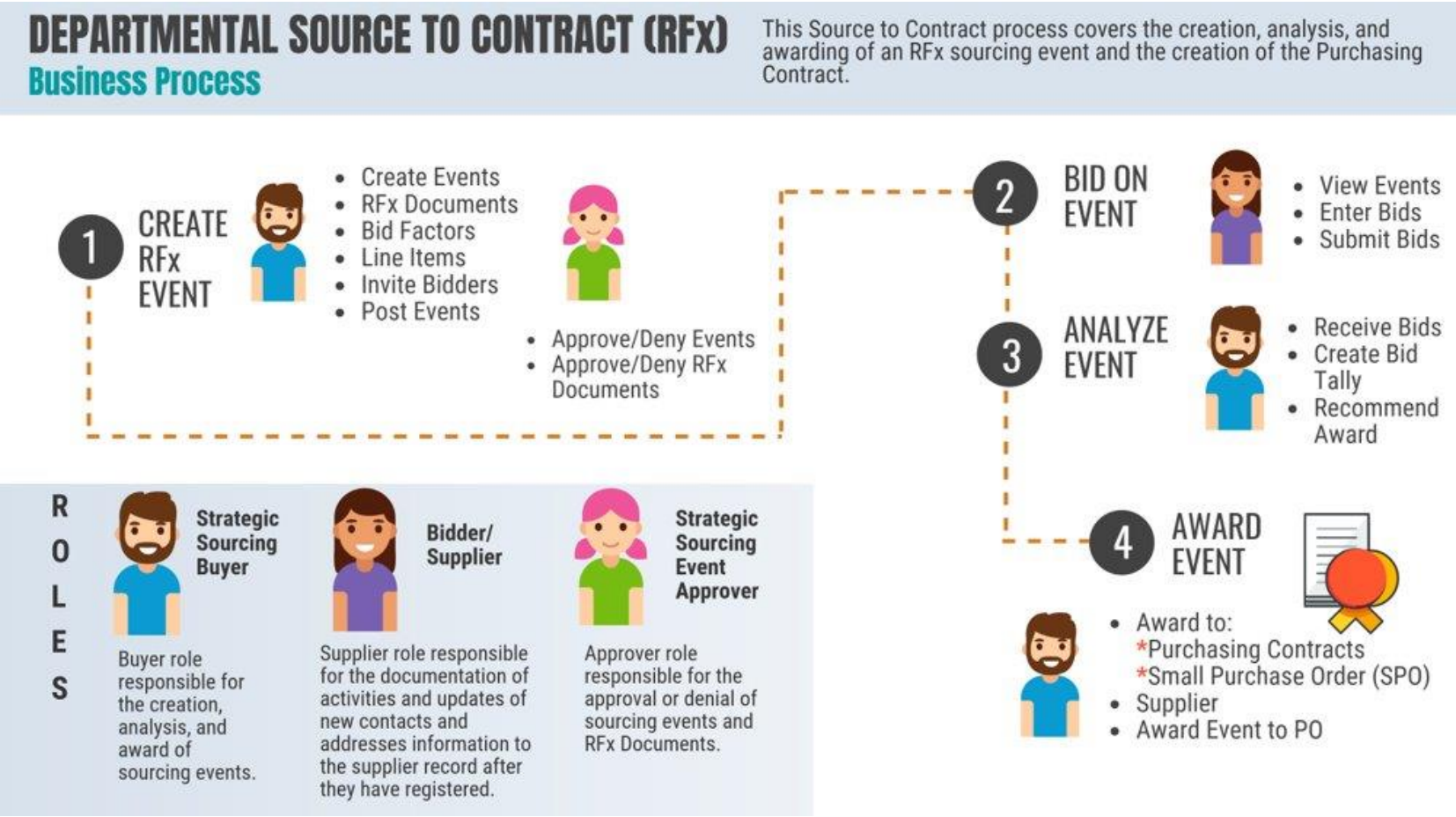
Lecture 1: Strategic Sourcing Module End-to-End Processes

- Strategic Sourcing facilitates collaboration between procurement professionals and suppliers of goods and services by gathering competitive pricing, analyzing bids, and awarding to the most qualified bidders.
- Strategic Sourcing will assist in standardizing the Request for Information, Simplified Bid, Request for Bid, and Request for Proposal business processes.
- Request for Bids and Request for Proposals are required to be entered in INFORMS while Simplified Bids are optional but recommended.

Lecture 1: Strategic Sourcing Module End-to-End Processes



Lecture 1: Strategic Sourcing Module End-to-End Processes



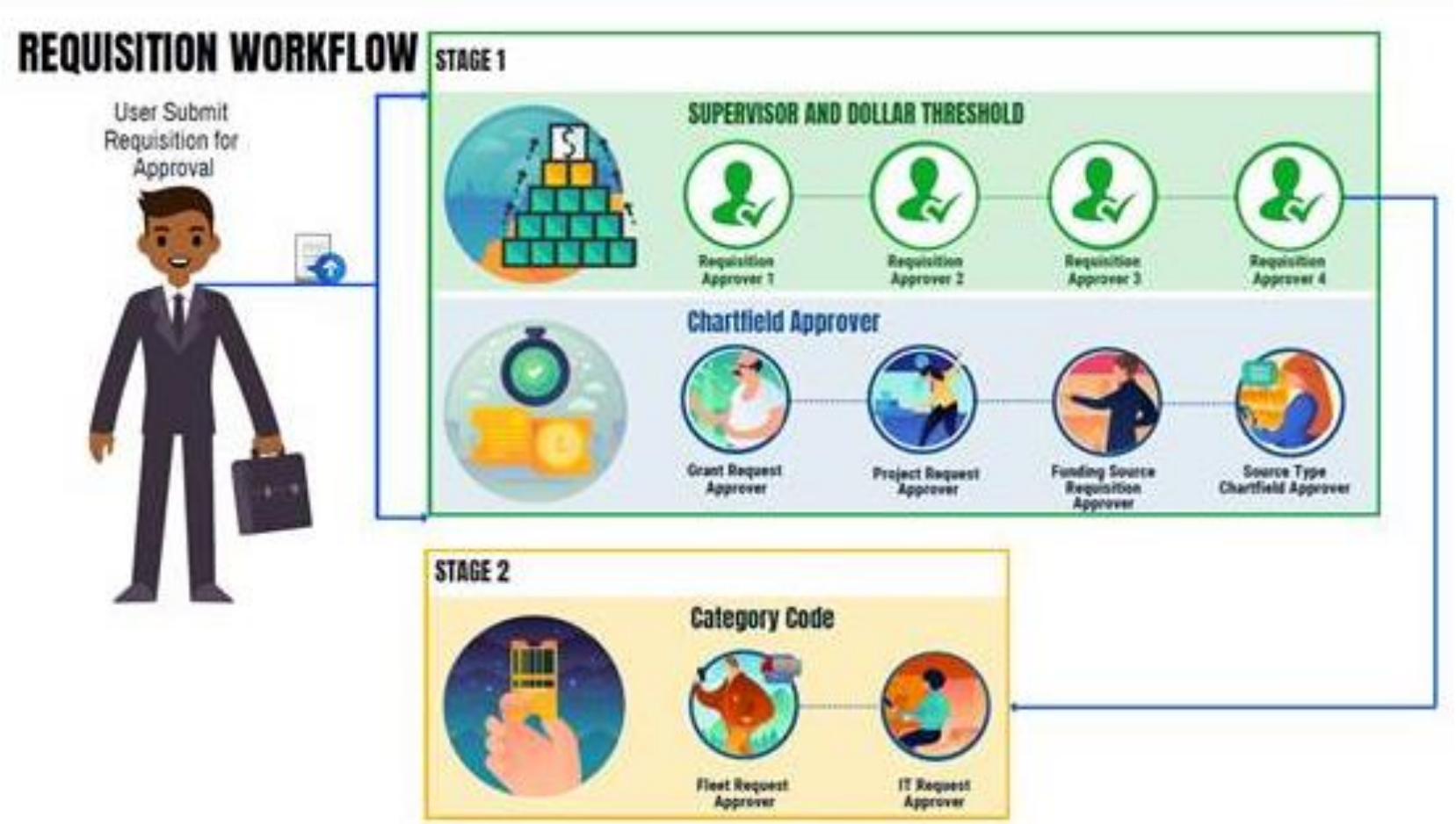
Lecture 2: Supplier Contract Management Module End-to-End Processes

- Supplier Contract documents will be created and managed in INFORMS through a streamlined process using standardized templates.
- SCM provides a process to standardize documents by providing robust document management authoring capabilities to create written contracts, solicitations, purchase orders, and ad-hoc documents using Microsoft Word.
- It also provides a structured method to develop and manage the contract document life cycle from creation to execution.

Lecture 3: eProcurement Module End-to-End Processes

- One system of record for requisitions
- Requisitions are used to define what is needed, when it is needed, and in what quantity
- Having entered, budget checked, and submitted a requisition, it will be routed for approval(s) and then sourced to a purchase order in the INFORMS Purchasing module
- Purchasing users will have the ability to create Purchase Orders directly online either with or without a requisition having been created prior

Lecture 3: eProcurement Module End-to-End Processes



Lecture 4: Procurement Reporting

Inquiry Pages

- Generates data based on desired search parameters as well as exports the operational data to an Excel spreadsheet

Standard Reports

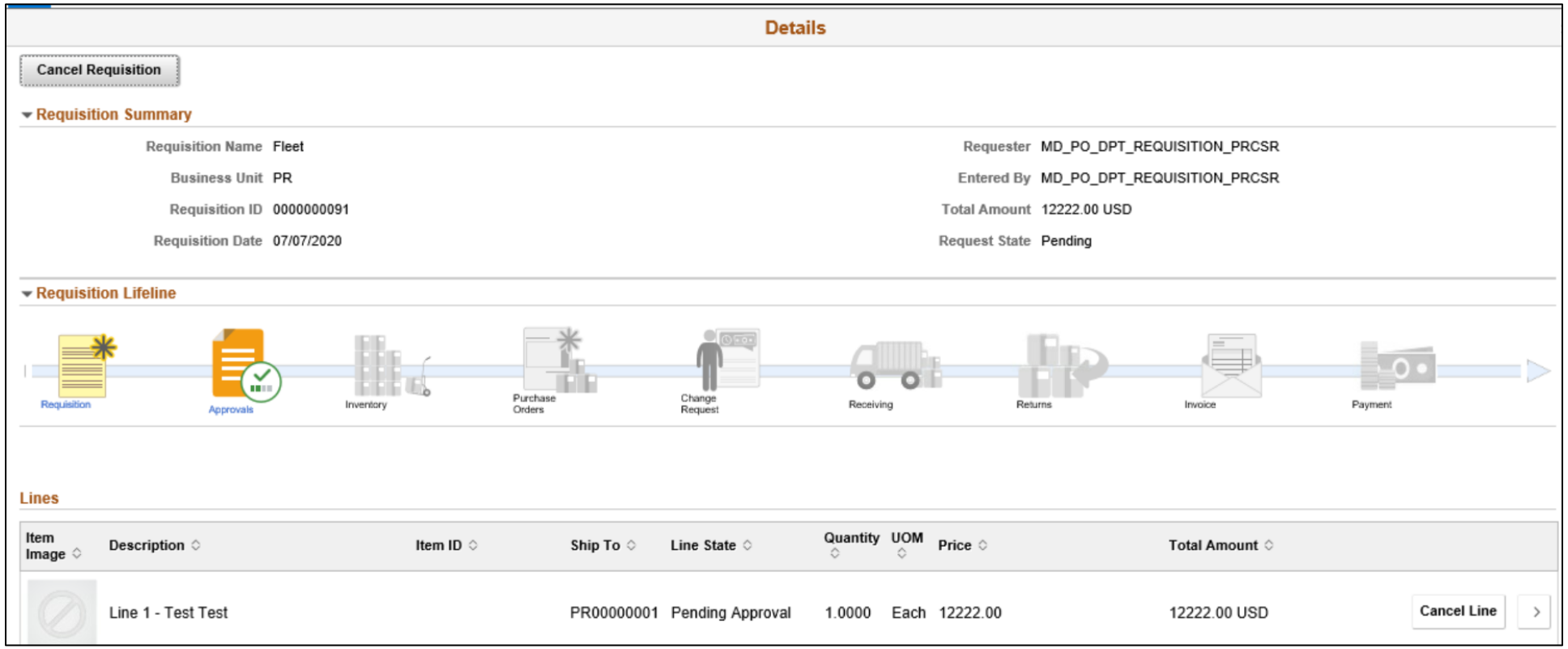
- Allows users to view, print, or save the data in the report format

Queries

- Reporting tools that allow users to extract precise information using visual representations of the data in the INFORMS database

Lecture 4: Procurement Reporting

Inquiry Page



Lecture 4: Procurement Reporting

Standard Report

Reports

Expediting Report
Provides purchase order details such as late days and due date sorted by buyer, supplier, or due dates.

PO Listing Report
Provides purchase order information sorted by purchase order date, supplier, buyer, or status.

PO Status Listings
Provides purchase order status information sorted by supplier or item.

PO Detail Listings
Provides detailed purchase order information sorted by purchase order date, supplier, or buyer.

PO Schedule Listings
Provides purchase order schedule information such as ship to and due date sorted by purchase order date, supplier, or buyer.

PO To Requisition Xref
Provides a cross reference between requisitions and the purchase orders created from those requisitions.

PO Item Category Usage
Provides purchase order item usage information by catalog or supplier.

Requisition To PO Xref
Provides information about selected requisitions and the purchase orders that were created from them.

Requisition Costing Summary
Provides GL business unit, account and department information summarized by requisition.

Requisition Cost Distribution Detail
Provides requisition cost distribution detail by business unit and date range.

Catalog Item Usage
Provides requisition item usage information for the specified catalog.

Lecture 4: Procurement Reporting

Queries

Reports Main

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name — begins with: MD_

Search

Advanced Search

Search Results

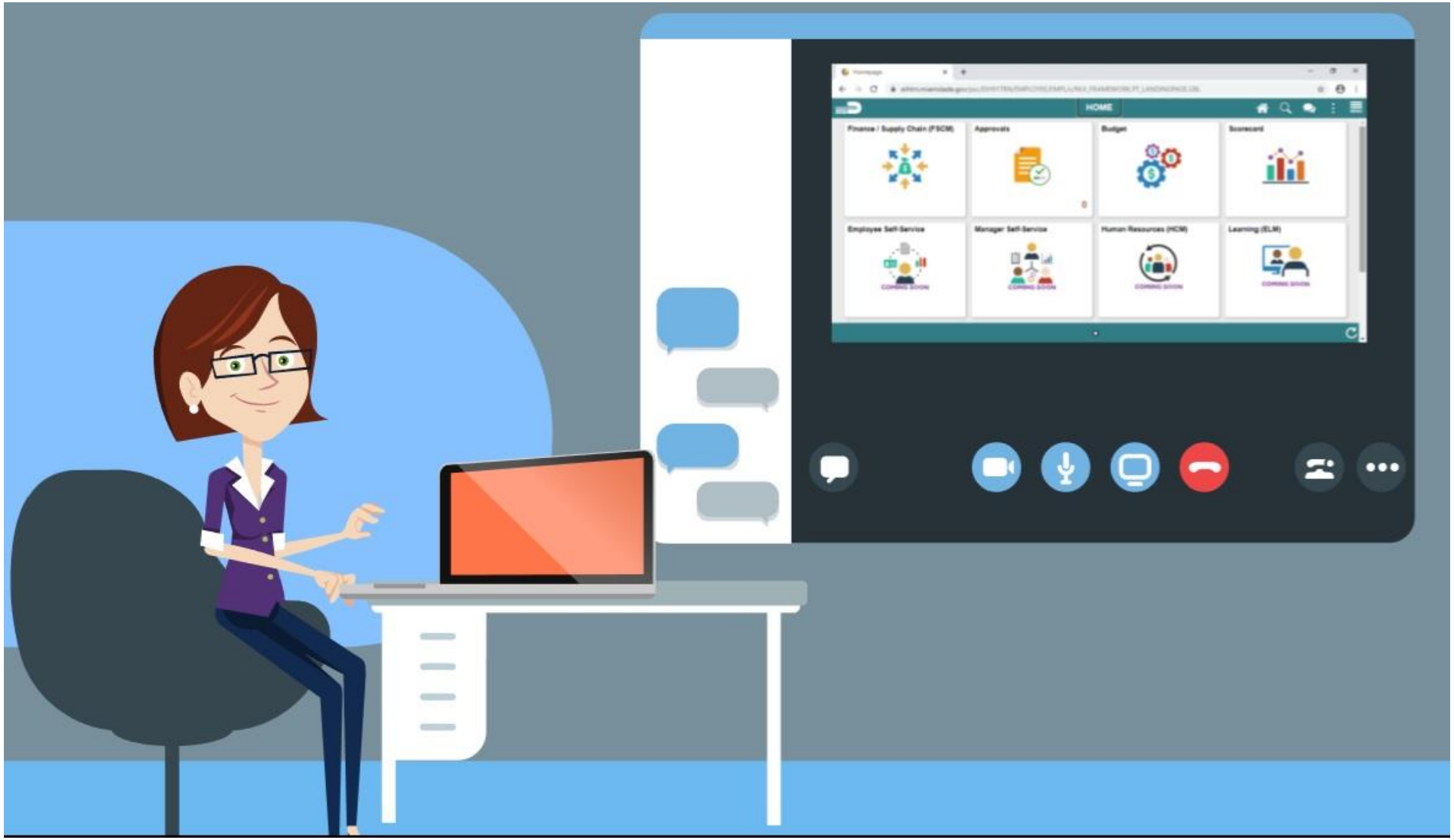
*Folder View: -- All Folders --

Query

1-5 of 5 | View All

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
MD_APR222_PROCUREMENT_REPORT	For Procurement Card Reports	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
MD_EPRO201_ALL_REQUISITIONS	Show all Requisitions	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
MD_PO0208_PO_RECEIPT_INQUIRY	PO Receipt Inquiry	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
MD_PO0232_ITEM_USAGE_INQ	Item Last Used On A Purchase O	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
MD_PO0233_PURCHASE_ORDERS	List All POs based on Date	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Lesson 1: Activities and Exercises



Module 3: SCM End-to-End Processes Summary

Module Topics
Module Introduction
Lesson 1: SCM End-to-End Processes

Module 4: Integration Points between SCM and Finance INFORMS Modules

Module Topics
Module Introduction
Lesson 1: Integration Points between SCM and Finance INFORMS Modules

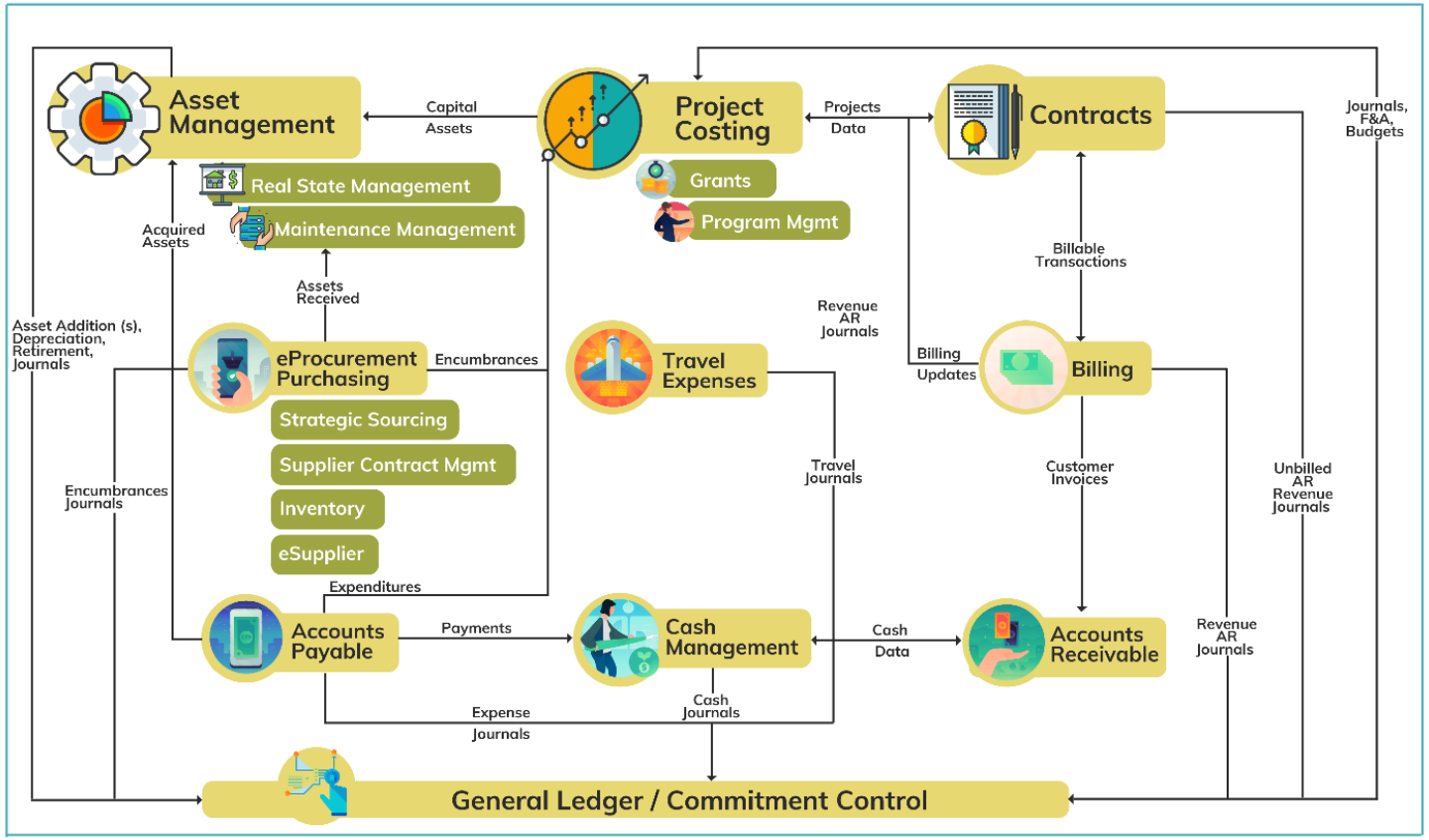
Lesson 1: Integration Points between SCM and Finance INFORMS Modules

At the conclusion of this lesson, participants will:

- Understand the integration points between SCM and Finance INFORMS modules within Commitment Control, Asset Management, and Project Costing
- Understand the matching process

Lesson 1: Integration Points between SCM and Finance INFORMS Modules

Some of the other SCM modules also integrate with Finance modules. Enterprise-wide reporting will be timely, accurate, and efficient.



Lesson 1: Integration Points between SCM and Finance INFORMS Modules

The main integration between Purchasing and Finance occurs in the Accounts Payable module. Once purchase orders have been dispatched and received, the invoice will be processed through the Accounts Payable module in the form of a voucher.

	ePro	PO	INV	SS	SCM
Asset Management		X			
Accounts Payable		X			
Commitment Control	X	X			
Project Costing		X			

Lesson 1: Integration Points between SCM and Finance INFORMS Modules

Once entered, vouchers will be “matched” with purchase orders and receipt information.

There are three options for the matching process:

1. A 2-way match will match the purchase order to the voucher
2. A 3-way match will match the purchase order and receipt to the voucher
3. A 4-way match will match the purchase order, receipt, and inspection to the voucher

After Matching, vouchers are approved, budget checked, posted and paid.

Lesson 1: Integration Points between SCM and Finance INFORMS Modules

The Matching Process

2-Way

- Matches the purchase order to the voucher

3-Way

- Matches the purchase order and receipt to the voucher

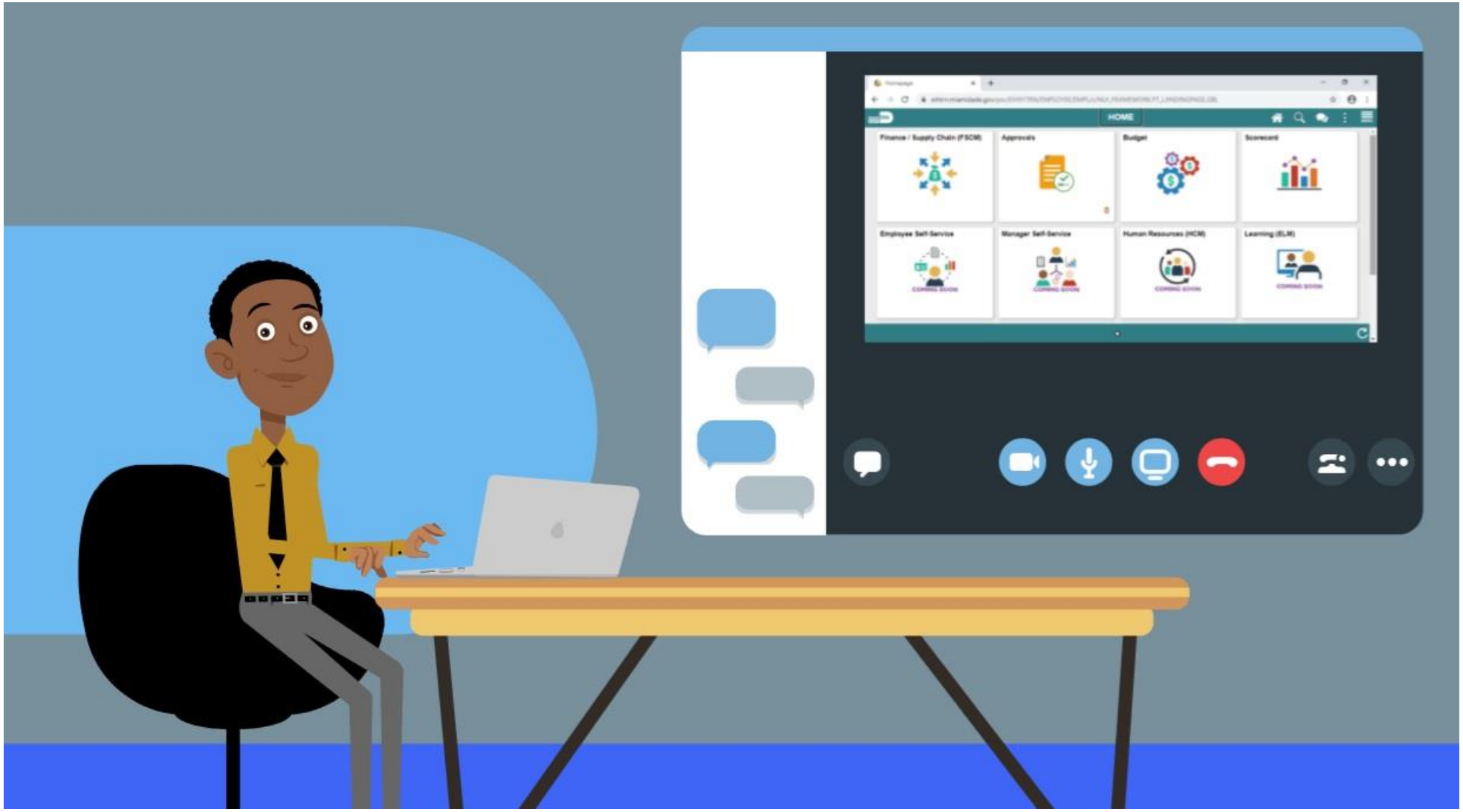
4-Way

- Matches the purchase order, receipt, and inspection to the voucher

Lesson 1: Key Terms

Term	Definition
Commitment Control	Budgeting process to enforce spending limits. There are multiple ledgers, annual appropriations and multiyear Capital Projects and GO Bonds.
Matching	An automated process of comparing values found in different business documents: Voucher, Purchase Order, Receiver, if applicable, and inspection (if applicable) prior to approving a Voucher for payment. This process provides assurance that the products listed on a supplier invoice were requested and received at the appropriate price and in the appropriate quantity.
2-Way Matching	Two-way matching compares vouchers and purchase orders if the Receiving Required option for the purchase order is Do Not Receive or Optional.
3-Way Matching	Three-way matching compares vouchers, purchase orders, and receipts if the Receiving Required option is Required and the Inspection Required option is not selected for the receiver.
4-Way Matching	Four-way matching compares vouchers, purchase orders, receivers, and inspections if receiving is required and inspection is required

Lesson 1: Activities and Exercises



Module 4: Integration points between SCM and Finance INFORMS Modules Summary

Module Topics
Module Introduction
Lesson 1: Integration Points between SCM and Finance INFORMS Modules

Module 5: Course Summary

Module Topics
Course Content Summary
Additional Training and Job Aids
Course Summary

Course Content Summary

Participants have completed the Miami-Dade Supply Chain Management Fundamentals course. Participants now should:

- Understand the fundamentals of INFORMS Supply Chain Management (SCM)
- Understand the SCM end-to-end processes
- Understand the Integration points between SCM and Finance INFORMS modules

Additional Training and Job Aids

Users may be eligible to take the following training courses based on their INFORMS role:

- SCM 201 – Manage and Record Requisitions
- SCM 202 – Manage and Record Purchase Orders
- SCM 203 – Record Receipt of Goods and Services
- SCM 205 – Departmental Supplier Contract Management
- SCM 206 – Grantor Management
- SCM 301 – Central Supplier Contract Management
- FIN 303 – Central Supplier Management

Additional Training and Job Aids

Users also have the following resources available:

User Productivity Kits

- N/A

Job Aids

- N/A

For additional information, be sure to visit

- Miamidade.gov/informs

Congratulations on successfully completing the *Supply Chain Fundamentals* Course!

SCM 101 – Supply Chain Management Fundamentals