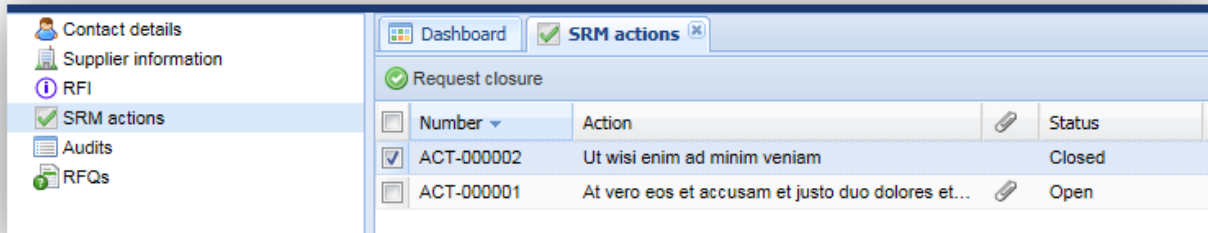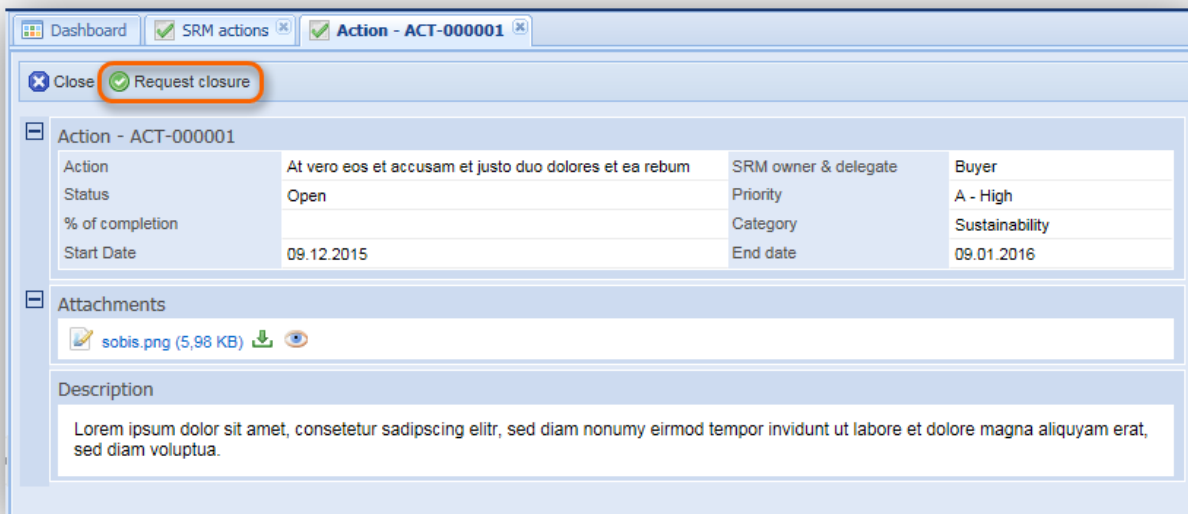# View SRM actions

The application allows for task to be assigned to you from within the internal application, mostly initiated by a buyer. These task documents are called "SRM actions".

To access the SRM actions that have been assigned to you select the section "SRM Actions" in the navigation pane. All your SRM actions will be listed within the content grid as illustrated in the screenshot below. In order to open a specific task, therefore accessing detailed information, double click the entry within the grid.

The selected SRM action will be opened in a new tab allowing you to view all important information regarding the assigned task.

Request closure

Once you have completed a task you can inform the responsible person who has assigned the SRM action to you (SRM owner / delegate) by clicking "Request closure" outlined orange in the screenshot above. The responsible user (SRM owner or SRM delegate) of the internal application will receive a notification e-mail and can mark the SRM action as closed if the task has been completed satisfactorily.

SUMO Portal - Request for closure of SRM action

Comments on closure:

Please enter a comment on closure...

Attachments

Drop files here to upload...

⊕ Add ✖ Delete

☐ File ▲

Send   Cancel

Request for closure cannot be modified after sending, but a new request for closure can be created:

⊟ Request for closure (2)

Date: 02.06.2016

Comments: second request for closure

Attachments:

New Code of Conduct Document for RFI.docx (35,46 KB) ⬇

Date: 02.06.2016

Comments: This is a comment.

Attachments:

attachment.jpg (4,88 KB) ⬇