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.

Contact details		📰 Dashboard 📝 SRM actions 🗵						
RFI	\bigcirc	🖉 Request closure						
SRM actions		Number 👻	Action	0	Status			
Audits		ACT-000002	Ut wisi enim ad minim veniam		Closed			
RFQs		ACT-000001	At vero eos et accusam et justo duo dolores et	Ø Open	Open			

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

Action - ACT-000001 Action	At vero eos et accusam et iusto duo dolores et ea rebum	SRM owner & delegate	Buver			
Status	Open	Priority	A - High			
% of completion		Category	Sustainability			
Start Date	09.12.2015	End date	09.01.2016			
Attachments						
📝 sobis.png (5,98 KB) 🛃	۲					
Description						
Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat sed diam voluptua.						

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.

comments on closure:				_
Please enter a comme	nt on closure			
Attachments				
	Drop files hei	re to upload	<i>I</i>	
💿 Add 🔀 Delete				
🔲 File 🔺				

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

