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Overview

About the Document

This document details the features enabled by the SRM upgrade. The enhancement introduces new features and augmentations based upon observations made over the last two years with the goal of improving and simplifying the user experience.

Background and Context

The SRM upgrade introduces changes that will improve the creation of all SRM documents. Modern UI (User Interface) enhancements now allow for cutting and pasting from the Windows clipboard directly into SRM and the introduction of improved search parameters which now ease the creation of complex queries using natural language. Data elements that are frequently used will now display for selection as text is entered into SRM documents, allowing for auto-completion of entries, and reducing the overall number of searches needed. Descriptions and notes entered into SRM documents now support WYSIWIG formatting, which allows for improved documentation, and each text box can now be enlarged to provide more space while editing.

In the areas of Central Contracts and Shopping Carts, improved integration with Excel now allows for contract items and shopping cart items to be exported to Excel, updated, and imported back into SRM, simplifying the updating of large contracts. Shopping cart items rejected in SOCO will now allow for the buyer to record the reason for the rejection while automatically sending a notification to the requisitioner.

Maintenance of SRM documents has also been improved by enhanced filters now available to users, as a new selection screen improves data validation and reduces the time required to save updates. This update also introduces mass contract updates, which save time for the user by allowing them to apply changes to multiple contracts simultaneously within SRM. In addition, a list of SRM Document Types has been added to the POWL Query Screen, reducing the number of screens required to initiate an SRM document, and multi value search now grants the user the ability to select ranges for several categories.

1. General

A. Improved Search

User friendly improvements have been added to enhance searches in all SRM fields.

B. Progress Bar Display

When retrieving, refreshing, or saving a large SRM document a Progress Bar will be displayed to inform the user of the progress of their activity.

Note: This new feature is available for Contract, RFx and RFx Responses.

C. Enlarged Text Boxes

SRM Text Boxes can be enlarged to allow the user to view more text. Previously, the user was required to scroll to view all text in a document.

The screenshot shows the 'Create Purchase Order' form for order number 2300107780. The 'Internal Note' section is visible, showing a list of lines (Line 1 to Line 6) and an 'Enlarge' button. A red arrow points from the 'Enlarge' button to a smaller window below.

The screenshot shows the 'Change Internal Note' dialog box. It contains a list of lines (Line 1 to Line 6) and an 'Enlarge' button. A red arrow points from the 'Enlarge' button in the main form to this dialog box.

Click the **Enlarge** button

Note: The text boxes for the header of Purchase Order, Shopping Cart, RFX, and document Notes can be expanded to allow for a larger area to view descriptions and notes.

SRM shopping carts and purchase orders now support improved text formatting for all long text boxes. The following features are added to improve the readability:

- Add three types of header style
- Use alphabetical and non-alphabetical lists
- Indent texts to the right or the left of the page
- Bold or italicize text

The screenshot shows the 'Internal Note' section with a text box and a rich text editor toolbar. The toolbar includes buttons for Bold (B), Italic (I), Underline (U), Bulleted List (List), Numbered List (List), Indent Left (Left), Indent Right (Right), and three header styles (H1, H2, H3). An 'Enlarge' button is located at the bottom right of the text box.

D. Document Type Dropdown Box

From a SRM personal object worklist (POWL), click **Create Central Contract** button, the field with list of document types are in display and can be selected.

The screenshot shows the SRM interface with the 'Procurement' tab selected. The left sidebar contains a navigation menu with options like 'Work Overview', 'Contract Management', 'Strategic Sourcing', 'Purchasing', 'Services', 'Advanced Search', 'Create Documents', 'Contract', and 'Contract Template'. The main area displays 'Active Queries' for 'Central Contracts', 'Quota Arrangements', and 'Document Output'. Below this, the 'Central Contracts - All' section is visible, featuring a search form with fields for Number, Contract Type (set to 'Goods and Services'), Name, Status (set to 'Released'), Timeframe (set to 'Today'), Creation Date, Purchasing Group, Supplier, Product, Item Description, Product Category, Valid From, and Smart Number. The 'Create Central Contract' button is highlighted with a red box. Below the button, a dropdown list of document types is shown, including 'Air Charter', 'Transportation Serv.', 'Rations', 'Property Leases', 'MOU', 'Goods and Services', 'Fuel', and 'Blanket Purchase'. The bottom of the interface shows a table with columns for 'Central Contract Number', 'Central Contract Name', 'Status', 'Supplier', 'Valid From', and 'Valid To'.

Note: Purchase Order and RFx Documents support this feature.

E. Frequently used Entries

Entries which are frequently used in SRM are now displayed to allow auto-completion of text. By displaying frequently used entries, the number of lookups required when entering a document is reduced.

- Begin entering the value required to complete the entry. The application will prompt you with values that match your initial entry.

Create Purchase Order: 2300098144

Order Save Print Preview Check Close Export Import System Information Create Memory Snapshot Related Links

Number 2300098144 Smart Number FL1SABUY 25.07.2018 22:10 Type Direct PO- Low Value Status In Process Created On 25.07.2018 Total

Overview Header Items Notes and Attachments Approval Tracking

General Header Data

Smart Number: FL1SABUY 25.07.2018 22:10
☐ Smart Number is External

Purchase Order Number: 2300098144

* Supplier: 11
 * Requester: 1110053055
 Recipient: 1110040690
 Location: 1110000023
 Ship-To Address: 1110000106
 * Purchasing Organization: 1110001710
 * Purchasing Group: 1110000710
 Total Value (Net): 1110001278
 Default Settings: [More Values...](#)

Note to Supplier: B Z [Icons] H1 H2 H3

Internal Note: B Z [Icons] H1 H2 H3

2. Purchase Order

A. SOCO – Carry out Sourcing

i) Reason for Rejection of a Shopping Cart Item

The buyer can enter the reason for rejecting an item or items of a shopping cart or purchase requisition in the sourcing cockpit (SOCO).

Assign Sources of Supply: Step 1 (Select Requisition)

Previous Next Close System Info Create Memory Snapshot

1 Select Requisition 2 Assign Source of Supply (No Items) 3 Review Drafts (No Items) 4 Summary Screen (No Documents)

Search Criteria: Requisitions
 Search Variant: [Dropdown] Set as Default Delete

Number of Requisition: 1000416015 To [Field]
 Name of Requisition: [Field]
 Item Description: [Field]

Search Results
 Select All Expand Collapse Hide Subordinate Outlines All Categories Reject Items

Requisition / Item Number	Description	Category	Priority	Quantity	Unit	Requester	Delivery Date	Supplier Number	Supplier Name
1000416015/1	Autoclave	42280000		10	EA	Testuser FL1SAREQ	30.05.2018		

Reject Item
 Reject Selected Items?:
 B Z [Icons] H1 H2 H3
 Yes No

The requisitioner can view the name of the buyer and the reason for the rejected item or items from the Notes and Attachments tab in the shopping cart.

The screenshot displays the 'Display Document: 1000416015' interface. The document details include: Number 1000416015, Name FL1SAREQ 04.06.2018 22:39, Status Approved, Created On 04.06.2018 22:39:52, and Created By Testuser FL1SAREQ. The 'General Data' section shows 'Buy on Behalf of: 1110104201 Testuser FL1SAREQ', 'Name of shopping cart: FL1SAREQ 04.06.2018 22:39', and 'Header Data: Values'. The 'Item Overview' section shows a table with one item: Line Number 1, Item Type Material, Product ID 150000001, Description Autoclave, Product Category 42280000, Product Category Description MedSterilizationProd, Quantity 10 EA, Unit 100.00 USD, and Option Type. The 'Notes and Attachments' tab is selected, showing a 'Notes' section with a 'Rejection text' entry. A red arrow points from the 'Rejection text' entry to a pop-up window titled 'Show Rejection text'. The pop-up window displays the rejection text: 'Item Not Required for project ; User Name: Testuser FL1 SAREQ, Date: 25.07.2018'.

- Upon clicking the **Reject Item** button, the buyer is to enter the reason in the Pop-up window.
- The Requisitioner can view the reason for the rejection. The buyer's Unite ID and date/time of the rejection are updated automatically.

Strongly Recommended: The Buyer of the shopping cart item should provide clear instructions for the reason for the rejection that will be available to the requisitioner.

ii) Search Shopping Cart Document by Range or Creating a Default Criteria

A Buyer in SRM can search for requisitions by entering a range of Shopping Cart document numbers. Frequently used searches performed by a buyer can be saved as a Search Variant.

- Search requisitions by entering the shopping cart number range or enter multiple SC numbers

Assign Sources of Supply: Step 1 (Select Requisition)

Previous Next Close System Info Create Memory Snapshot

1 Select Requisition 2 Assign Source of Supply (No Items) 3 Review Drafts (No Items) 4 Summary Screen (No Documents)

Search Criteria: Requisitions

Search Variant: Set as Default Delete

Number of Requisition: 1000416155 To 1000416160

Name of Requisition:

Item Description:

Product Category:

Product:

Multiple Selection

Option	From	To
1	1000416155	1000416160
2		
3		
4		

OK Cancel

- Save frequently used searches as a search variant by selecting **Save**

Assign Sources of Supply: Step 1 (Select Requisition)

Previous Next Close System Info Create Memory Snapshot

Variant 'UNFIL Procurement' saved

1 Select Requisition 2 Assign Source of Supply (No Items) 3 Review Drafts (No Items) 4 Summary Screen (No Documents)

Search Criteria: Requisitions

Search Variant: UNFIL Procurement Set as Default Delete

Number of Requisition: To

Name of Requisition:

Item Description:

Product Category: To

Product: To

Product Logical System:

Supplier: 1110000106

Requester:

Purchasing Organization: To

Purchasing Group: 50000005 To 50000009

Search Clear Save Search As: UNFIL Procurement Save

Search Results

Select All	Expand	Collapse	Hide Subordinate Outline	All Categories	Project Items	Requisition Item Number	Description	Category	Priority	Quantity	Unit	Requester	Delivery Date	Supplier Number	Supplier Name	Contract
						3000415438/1	Road Charter Serv. Res. StatRes.MGCo	78111803	100	EA	Test User FL1SAREQ	From 01.05.2018	1110000106	A TO Z SERVICES (Lebanon)	4700017402	
						3000415438/2	Air Charter Serv. Res. StatRes.MGCo	78110000	100	EA	Test User FL1SAREQ	From 01.05.2018	1110000106	A TO Z SERVICES (Lebanon)	4700017402	
						3000415438/3	Marinet	52120000	99	EA	FL1SAREQDRP	15.05.2018	1110000100	A TO Z SERVICES (Lebanon)	4700002462	
						3000415438/4	Autobus	47000000	5	EA	BAE/00888100	08.06.2018	4400000000	A TO Z SERVICES (Lebanon)	4700002462	

B. Purchase Order Items

i) Directly Access ECC Documents from SRM

Enable SRM Users to directly access financial documents in ECC when referenced in a SRM document from the Extended PO History tab.

- Inbound Delivery
- Goods Receipts
- Service Entry Sheet
- Invoices
- Purchase Order
- Accounting Document

Display Purchase Order

[Edit](#) [Print Preview](#) [Check](#) [Close](#) [Copy](#) [Export](#) [System Information](#) [Create Memory Snapshot](#) [Related Links](#)

Purchase Order Number: 2200093012 (Change Version) Purchase Order Type: Goods and Services Status: Saved Document Date: 18.01.2018 Total Value (Gross): 6,000.00 USD Supplier: A.T.O.Z. SRM/CBS (Lebanon)

Overview Header **Items** Notes and Attachments Approval Tracking

Item Overview

[Details](#) [Add Item](#) [Copy](#) [Paste](#) [Duplicate](#) [Delete](#) [Undo/Redo](#) [Propose Sources of Supply](#) [Add Condition](#) [Remove Condition](#) [Exercise Option](#) [Order as Direct Material](#) [Process All Items](#)

Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Unit	Gross Price	Currency	Per	Net Price	Option Type	Order Type	Condition
1		Material	1	1500000000	OLD_Audiometre	42180000	10	EA	100.00	USD	1	100.00			
2		Material	2	1500000001	Autoclave	42280000	20	EA	100.00	USD	1	100.00			
3		Material	3	1500000002	Warning Unit Blood	42190000	30	EA	100.00	USD	1	100.00			

Details for Item 1: OLD_Audiometre

General Data Prices and Conditions Account Assignment Notes and Attachments Approval Review Related Documents Delivery **Extended PO History** User-Specified Status Supplier

ItemHeader > Description	ObjectID in Back-End	Document Date	Quantity	Base Unit	Value in FMares	Currency in FMares	Value	Currency	Accounting Document	Clearing Document	Invoice Reference	Partial/Residual
Item 1 / OLD_Audiometre												
▼ Total Goods Receipt			10	EA			1000.00	USD				
101 GR for acct assignm	5000087931	18.01.2018	10	EA			1000.00	USD	5000087930			
▼ Total Purch Order Invoice			10	EA			1000.00	USD				
Purch Order Invoice	5100613970	18.01.2018	10	EA			1000.00	USD	5100613970			
▼ Total Inbound Delivery			10	EA			0.00					
Inbound Delivery	0180071708	18.01.2018	10	EA			0.00					
▼ Total Value in Purchase Order			10	EA			1000.00	USD				
Value in Purchase Order	2200093012 / 00001		10	EA			1000.00	USD				

Document Journal

FM Area 1000
 Year Commitment Item 2018
 Commitment Item
 Funds Center
 Fund
 Budget Period
 Layout 05APSTANDARD
 User DSR110DSE11D
 Date/Time 08.04.2018 00:15:57

RefDocNo	Item	Val.type text	Amt type	Prd	FM pstg d.	Commit bdgt	Pymt Bdgt	Cmmt Item	Funds Ctr	Fund	G/L Acc	CoCode	Customer	Vendor	Stat.Ind.	C/f level	F	Text
2200093012	1	Purchase Orders	0100	1	18.01.2018	0,00	1.000,00	77172510	10069	20OLA	77172510	1000		1110000106			X	OLD_Audio
			0200	1		0,00	1.000,00-	77172510	10069	20OLA	77172510	1000		1110000106			X	OLD_Audio
	2		0100	1		0,00	2.000,00-	77172510	10069	20OLA	77172510	1000		1110000106			X	Autoclave
			0200	1		0,00	2.000,00-	77172510	10069	20OLA	77172510	1000		1110000106			X	Autoclave
	3		0100	1		0,00	3.000,00-	77172510	10069	20OLA	77172510	1000		1110000106			X	Warning U
			0200	1		0,00	3.000,00-	77172510	10069	20OLA	77172510	1000		1110000106			X	Warning U

ii) Set Defaults for Purchase Order Lines

Users can set item defaults Account Assignment and Delivery Address for each line item, when creating a Purchase Order. This function was available prior for creating shopping cart line items.

The screenshot shows the 'Edit Purchase Order' interface for order 220008888. The 'General Header Data' section includes fields for Smart Number, Purchase Order Number, Supplier, Requester, Recipient, Location, and Ship-To Address. A red box highlights the 'Set Values' link under 'Default Settings'. A red arrow points from this link to a secondary window titled 'Change Default Settings'.

The 'Change Default Settings' window shows a table of default settings for the selected item. The table has columns for 'Number', 'Accounting Line Number', 'Percentage', 'Account Assignment Category', 'As Light Number', 'Account Assignment Description', 'General Ledger Account', and 'Date'.

Number	Accounting Line Number	Percentage	Account Assignment Category	As Light Number	Account Assignment Description	General Ledger Account	Date
10000	10000	100.00	Cost Center	10000	Cost Center		

Below the table, there are sections for 'Basic Data' and 'Details for Item 0001 - Cost Center'. The 'Basic Data' section includes fields for 'Percentage' (100.00), 'Account Assignment Category' (Cost Center), 'Cost Center' (10000), 'Fund Center' (10000), 'Order' (10000), 'WBS Element' (10000), 'Date Document' (10000), 'Item' (10000), 'Schedule Line' (10000), 'Release' (10000), 'Activity' (10000), 'Cost Object' (10000), 'Date' (10000), and 'Functional Area' (10000). The 'Details for Item 0001 - Cost Center' section includes fields for 'Percentage' (100.00), 'Account Assignment Category' (Cost Center), 'Cost Center' (10000), 'Fund Center' (10000), 'Order' (10000), 'WBS Element' (10000), 'Date Document' (10000), 'Item' (10000), 'Schedule Line' (10000), 'Release' (10000), 'Activity' (10000), 'Cost Object' (10000), 'Date' (10000), and 'Functional Area' (10000).

iii) Improvements in processing of Large Documents

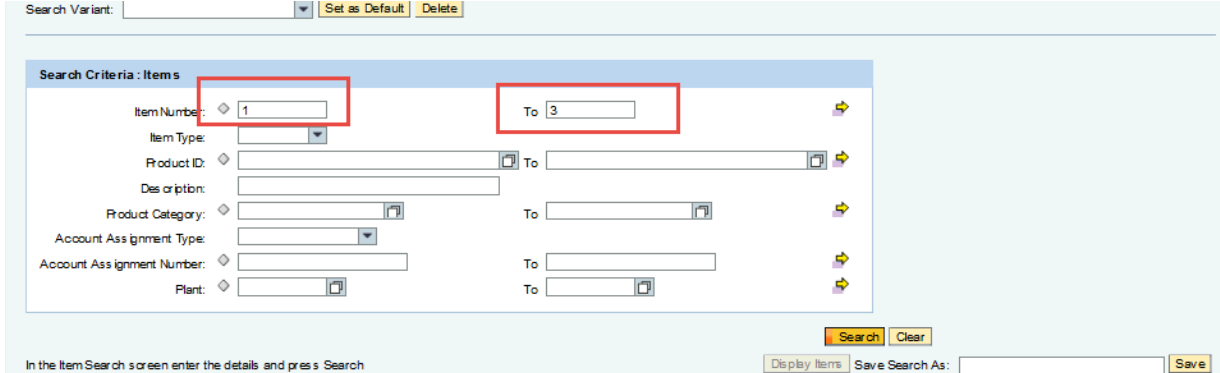
A purchaser can limit the number of items displayed while editing a purchase order when the document contains more than 20-line items. By limiting the number of items, the amount of time required to process a large document is reduced.

When a PO has more than 20 lines, an option to enter new search criteria appears.

The screenshot shows the 'Display Purchase Order' interface for order 220008888. The 'General Header Data' section includes fields for Number, Smart Number, Type, Status, Created On, Total Value (Gross), and Supplier. A red box highlights the 'Total no. of Items' field, which displays '22'.

Number	Smart Number	Type	Status	Created On	Total Value (Gross)	Total no. of Items	Supplier
220008888	GSC-REQ18-374386/SDS REPLENISHMENT	Goods and Services	Ordered	01.12.2017	1,181,618.70 EUR	22	Copenhagen Global A/S

The buyer can work on selected lines by entering the line item number in the Search Criteria Items.



Search Variant:

Search Criteria : Items

Item Number: To

Item Type:

Product ID: To

Description:

Product Category: To

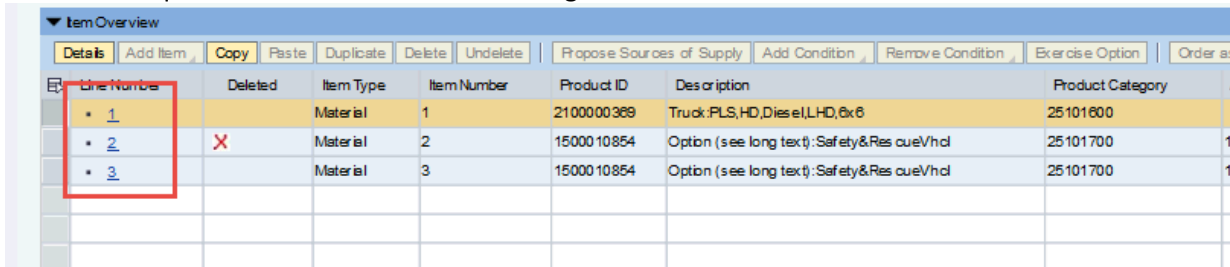
Account Assignment Type:

Account Assignment Number: To

Plant: To

In the Item Search screen enter the details and press Search

The items requested will be available for editing.



Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category
* 1		Material	1	2100000369	Truck:FLS,HD,Diesel,LHD,6x6	25101600
* 2	X	Material	2	1500010854	Option (see long text):Safety&RescueVhcl	25101700
* 3		Material	3	1500010854	Option (see long text):Safety&RescueVhcl	25101700

Note: This function will be enabled for Contracts in a future release.

3. Contract Management

A. Updates to Contracts

i) Copy Multiple Contracts

A Buyer can copy multiple contracts from the personal object worklist (POWL) and set common attributes to each contract. The contract will be available as a saved contract for review before publishing. A background job runs for the creation of copied contracts. When the selected contracts are copied, the purchaser receives an e-mail notification regarding the successful creation of copied contracts.

- Creating new contracts by copying existing contracts.

Central Contracts - Released

Hide Quick Criteria Maintenance

Number: 4800000164 To 4800000166

Contract Type: [Dropdown]

Name: [Text Box]

Status: Released

Timeframe: Last 12 Months

Creation Date: [Date Picker] To [Date Picker]

Purchasing Group: [Text Box]

Supplier: [Text Box]

Product: [Text Box]

Item Description: [Text Box]

Product Category: [Text Box]

Valid From: [Date Picker] To [Date Picker]

Smart Number: [Text Box]

Apply Clear

View: UN View Create Central Contract Copy Display Edit Mass Change Display Hierarchy Data Exchange Print Preview Refresh Export

Central Contract Number	Central Contract Name	Status	Supplier
4800000166	AETNA HEALTH INSURANCE	Released	AETNA U.S. HEALTHCARE
4800000164	UNITED HEALTHCARE GLOBAL ASSIST	Released	UnitedHealthcare Global Assistance

- Notification is submitted to the requester's inbox.

Display Document: Mass Copy Of Contracts : Mail Intimation

Doc. contents Attributes Recipient list

Mass Copy Of Contracts : Mail Intimation

Created Testuser FL1SABUY

Following Contracts are created successfully :

Contract ID - Short Description

4800000611 - Copy of Contract 4800000166

4800000612 - Copy of Contract 4800000164

ii) Mass Changes to Contracts

Mass change of contracts allows for common attributes to be updated when selecting multiple contracts.

After selecting multiple contracts, select **Mass Change** to update an Attribute to be set for each contract selected.

Procurement > Overview > Contract Management Full Screen Options

Active Queries

Central Contracts [All \(2\)](#) [Released \(0\)](#) [Draft \(0\)](#) [Expired \(0\)](#) [Templates \(0\)](#) [Rejected \(0\)](#) [Hierarchies \(0\)](#)

Quota Arrangements [All \(0\)](#) [Released \(0\)](#)

Document Output [Last 7 days \(0\)](#)

Central Contracts - All Change Query Define New Query Personalize

Hide Quick Criteria Maintenance

Number: To:

Contract Type:

Name:

Status:

Timeframe:

Creation Date: To:

Purchasing Group:

Supplier:

Product:

Item Description:

Product Category:

Valid From: To:

Smart Number:

View:

Contract Number	Central Contract Name	Status	Supplier	Valid From	Valid To
4000000155	Aetna Health Insurance	Expired	AETNA U.S. HEALTHCARE	01.07.2017	30.06.2018
4000000154	UNITED HEALTHCARE GLOBAL ASSIST	Expired	UnitedHealthcare Global Assistance	01.07.2017	30.06.2018

- *Changes are applied and the document is submitted for approval.*

Apply Mass Changes: Step 4 (Apply Mass Changes)

1 Contract for Mass Changes 2 Define Mass Changes 3 Simulate Mass Changes 4 **Apply Mass Changes**

Current Status Of Mass Changes

You have selected 2 contract(s)
You specified change parameters for Validity Period on Header Data
Mass change status: Apply Changes Completed

Mass Changes Result

Contract Number	Status	Description	Level	Mass Changes Parameter	Mass Changes Status of Parameters	Message Type
4000000154	Awaiting Approval	UNITED HEALTHCARE GLOBAL ASSIST	Header	Validity Period	Change successful	
4000000155	Awaiting Approval	Aetna Health Insurance	Header	Validity Period	Change successful	

View:

Contract Number	Central Contract Name	Status	Supplier	Valid From	Valid To
4000000155	Aetna Health Insurance	Awaiting Approval	AETNA U.S. HEALTHCARE	01.07.2017	30.07.2018
4000000154	UNITED HEALTHCARE GLOBAL ASSIST	Awaiting Approval	UnitedHealthcare Global Assistance	01.07.2017	30.07.2018

B. Upload Data from Excel

SRM users can download and upload Contract or Purchase Order data from Microsoft Excel to update SRM documents. Excel support for Shopping Carts will be enabled in a future release.

- In SRM, create the header and at least one line
- Click **Export** button to export the contract to excel to a local drive
- Edit excel file following pre-defined formatting and save it in local drive
- In SRM, click **Import** button and locate the saved excel file to upload

Display Document: 4800000166

[Close](#)
[Show my Tasks](#)
[Release](#)
[Edit](#)
[Copy](#)
[Check](#)
[Send E-Mail](#)
[Print Preview](#)
[Export](#)
[System Information](#)
[Create Memory Snapshot](#)
[Related Links](#)

Number 4800000166 (Change Version) Smart Number Aetna Health Insurance Type Health & Life Ins. Status Awaiting Approval Supplier 1900003991

Overview

Header

Items

Notes and Attachments

Conditions

Authorization

Approval

Tracking

General Header Data

Contract Number: 4800000166

Contract Name: Aetna Health Insurance

Contract Type: Health & Life Ins.

Contract Owner: 1110058188 [Elma WITHERSPOON](#)

Smart Number: Aetna Health Insurance

Target Value/ Currency: 4,200,000.00 USD

☐ Smart Number is External

Release Value: 4,184,776.32 USD

* Supplier: 1900003991 [AETNA U.S. HEALTHCARE](#)Basic Contract: ☐

* Valid From / To: 01.07.2017 - 30.07.2018

Status: Awaiting Approval

* Purchasing Organization: UN Purchasing Organization

* Purchasing Group: Health & Life Insurance

[Show Members](#)

RowType	Document	Change Of	Item Number	Product	Revision	Description	ID of logical	Item Category	Description	Product Type	Description	Category II	Description	Catalog	Vendor Product	External m	Mfr Part N
ITEMH	4800000166		000000000	000000000		Insurance	D5RCLNT		Normal	02	Service	84130000					
ITEMD	4800000166		000000000	000000000		Insurance	D5RCLNT		Normal	02	Service	84130000	Ins&retire				
ITEMD	4800000166		000000000	000000000		Insurance	D5RCLNT		Normal	02	Service	84130000	Ins&retire				
ITEMD	4800000166		000000000	000000000		Insurance	D5RCLNT		Normal	02	Service	84130000	Ins&retire				
ITEMD	4800000166		000000000	000000000		Insurance	D5RCLNT		Normal	02	Service	84130000	Ins&retire				