

From: sceis-ast@sceis.sc.gov

To: AST Leads, MM Directors, SCEIS Alert Recipients (All Live SCEIS FI/MM Agencies)

CC: Finance Directors, SCEIS EC&C Team, SCEIS MM Team, SCEIS Agency Advocates, SCEIS Service Desk,

Subject: Back dating SRM Goods Confirmation for a previous fiscal year PO

Attachment: 20100707--Instructions_for_Back_Dating_a_Goods_Confirmation_in_SRM.doc

Good Afternoon AST Leads, MM Directors, SCEIS Alert Recipients and Finance Directors:

The SCEIS Team has detected some cases in which Supplier Relationship Management (SRM) Shopping Cart Users have created goods confirmations for items received in FY2010 and back dated the confirmation to the previous year in the wrong field, or not back dated the goods confirmation at all. **To ensure that all SRM Shopping Cart Users in your agency are able to back date goods confirmations correctly, please forward the attached instructions to them.**

If you have any questions about back dating goods confirmations, please contact the SCEIS Service Desk at SCEISHelpDesk@sceis.sc.gov or (803) 896-0001 (select option 1 for SCEIS Help).

Thank you,
The SCEIS Team