

From: sceis@sceis.sc.gov

To: Identified SRM 7.2 Training Coordinators, Procurement Directors, Agency Training Coordinators

CC: AST Leads, SCEIS Agency Advocates, SCEIS MM Team, sceis@sceis.sc.gov

Subject: SRM 7.2 Data Request to be Distributed Next Week (Week of Sept. 9)

Good Afternoon:

As we near the training period for the SRM 7.2 upgrade, the SCEIS Team will need to collect data about users to be trained, including users in agencies that will train in-house via the train-the-trainer program, and users who will be trained by SCEIS. To gather the data we need, next week, we will distribute to each agency a customized email along with a spreadsheet listing all Materials Management users who were in the system as of August 14, 2013, with details and instructions on the information we need to collect from you.

This message will be sent to the following individuals in each agency:

- SRM 7.2 Training Coordinators (including those identified during our initial communications effort undertaken in May, and more recently identified by agencies participating in the train-the-trainer program)
- Procurement Directors
- Agency Training Coordinators
- AST Leads

In the message and spreadsheet, we will ask each agency to do the following, in a one-business-week timeframe:

- Carefully review the list of users attached to the email message and update it with the following:
 - Ensure the SCEIS Team receives **correct email addresses for all users** in the list. This will help ensure that users receive notices and information distributed via the Blackboard training management system.
 - Provide details on **any recent role additions, deletions or other changes** (made since August 14, 2013).
 - **Please note:** The SCEIS Communications and Training Team cannot make any role changes based on information submitted in the SRM 7.2 user lists. All role changes must be requested through the agency's data owner as normal.
 - Indicate **which SRM 7.2 instructor-led [training courses](#) will be needed by each of your agency's buyers:**
 - Purchase Order training only (PR215)

- Purchase Order, Contracts and Bidding training (PR215, PR235 and PR250)
- If you have not done so already, we will ask your agency to **submit the name and contact information for one individual to serve as the central SRM 7.2 training coordinator**, with the following:
 - Act as a central point of contact between the SCEIS Team and the agency for coordination of user training for SRM 7.2 specifically.
 - Provide answers to follow-up questions related to SRM 7.2 training for the agency's users.
 - Assist with additional training-related tasks such as ensuring SRM 7.2 training recipients sign up for the classes assigned to them, submitting agency questions to the SCEIS Team for follow up, etc.
 - Please Note: Central training coordinators in agencies conducting in-house training through the train-the-trainer program will have some additional duties, as communicated in a previous email message to them.

If you have any questions about this message, or about the activities described above, please email sceis@sceis.sc.gov. We look forward to working with all of you as we approach the SRM 7.2 Upgrade in November.

Note: This communication will be posted on the [SRM 7.2 Upgrade Microsite](#) for easy reference. We encourage you to check out the Microsite regularly for the latest information on the upgrade.

Thank you,
The SCEIS Team