

**Subject:** Two Sections of the PR215 Purchasing Process Class Announced

**Audience:** Agency Training Coordinators, AST Leads, MM Directors

The SCEIS Training Team is pleased to offer two sections of the class, PR215 Purchasing Process. This class provides participants with the skills to create and manage purchase orders, replenish inventory and carry out other purchasing tasks.

Below you will find details about the class, including the name, description, target audience, dates, location and registration information. **Please forward this message to appropriate staff members within your agency.**

### **PR215 - Class Information**

**Class ID/Title:** PR215 - Purchasing Process

**Description:** The instructor-led class is intended for students with the role of Buyer. This class covers, in detail, how to perform sourcing, draft and order purchase orders, edit purchase orders, add a supplier and add Information such as freight, notes and attachments to purchase orders. Additionally, participants will learn:

- Key terms such as purchase order document types and purchase order terms and conditions
- How to use their personal work lists
- Redistribute workloads
- Access Document Builder
- How to make decisions for successfully purchasing goods and services, such as indicating when No Further Invoice should be processed

Participants from agencies that manage inventory will also learn how to purchase items to replenish inventory, including creating source lists and agreements and how to assign material numbers.

**Target Audience:** Buyers who create purchase orders

**Pre-requisites:** SCEIS Buyer role is required. An understanding of the SC Procurement Code and Regulations is required. An understanding of the Policy for Use of Purchasing/Payment Document Types issued by the Comptroller General's Office is required. If a Buyer's job requires the creation of RFxs and contracts, those who complete this class might consider taking PR235 Bidding Process followed by PR250 Contract Management, in that order.

### **PR215 - Section 01 – Spring 2015 Details**

**Class Date:** Wednesday, January 21, 2015

**Class Time:** 9:00 a.m. to 5:00 p.m.

**Class Location:**

Room 202, SCEIS Office

1628 Browning Road, Columbia, SC



**PR215 - Section 02 – Spring 2015 Details**

**Class Date:** Monday, March 23, 2015

**Class Time:** 9:00 a.m. to 5:00 p.m.

**Class Location:**

Room 202, SCEIS Office

1628 Browning Road, Columbia, SC

Users may *request enrollment* in this class using the pre-registration survey at <https://www.surveymonkey.com/s/NMN3L9Y>. Your survey completion is a request only. Registration is not complete until you receive an enrollment confirmation from SCEIS Training. Please review pre-requisites and schedules carefully.

If you have any questions about this message, please email them to [training@sceis.sc.gov](mailto:training@sceis.sc.gov).