

Weekly Update

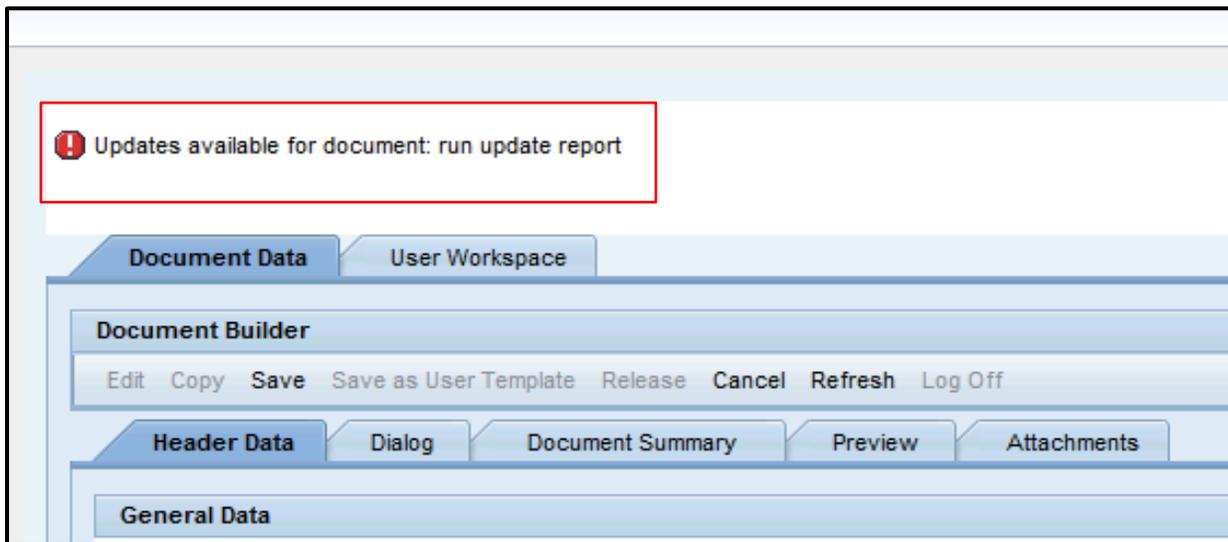
June 16, 2015

Subject: Update to SRM Document Builder Clauses Effective June 8, 2015

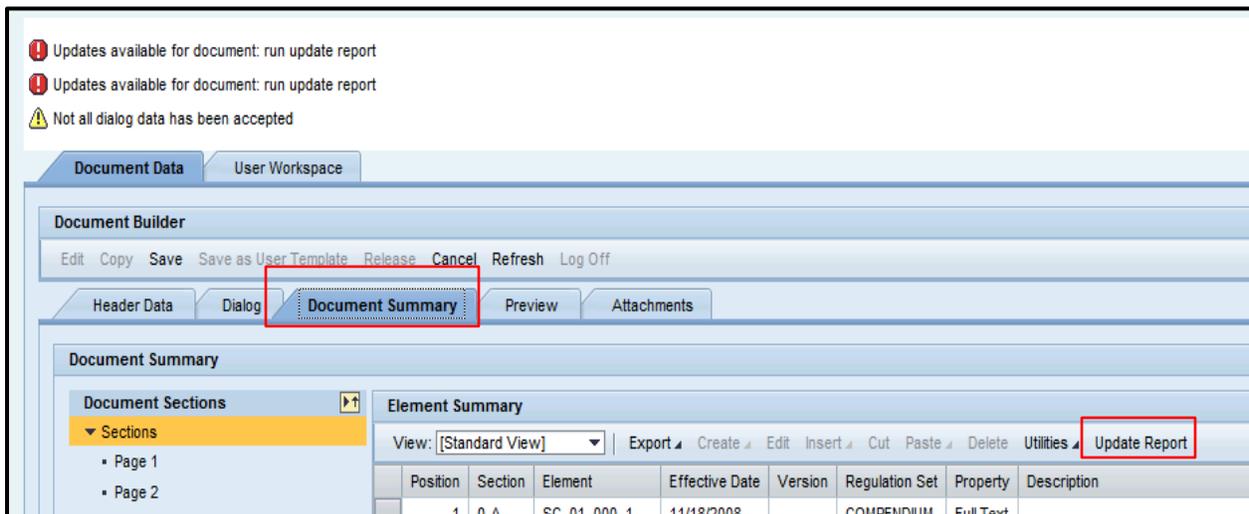
Audience: AST Leads, MM Directors, FI Directors

The SCEIS Materials Management Team is pleased to announce an update to Supplier Relationship Management (SRM) Document Builder Clauses effective June 8, 2015.

Please note that if an RFX was in a “Saved” status at or during the time the Document Builder clauses were updated and the dialog questions were not answered in Document Builder, the hard stop shown below will display. The hard stop must be cleared before proceeding.



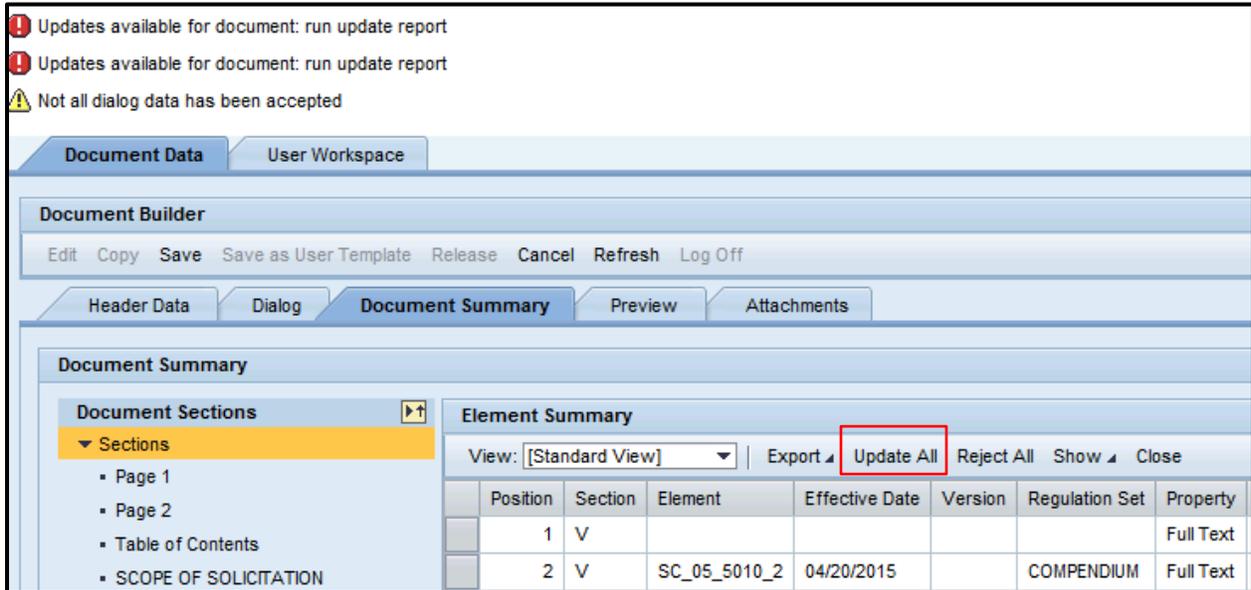
To clear the hard stop, click the “**Document Summary**” tab and select “**Update Report.**”



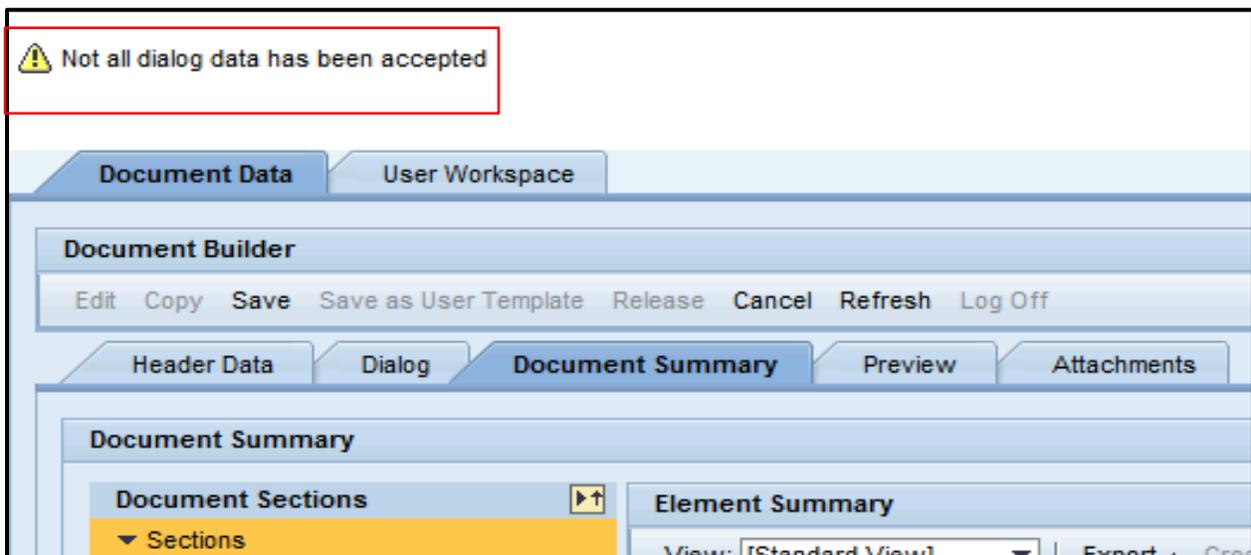
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Update Report selection will disappear and you must select **“Update All.”** This will update the RFX with the new clauses and the hard stop message will disappear.



A caution message that “Not all dialog data has been accepted” will appear, since you have not answered the dialog questions. Proceed to answer all of the dialog questions, click **“Release”** and log off of Document Builder.



If you have questions about using this functionality, please contact the SCEIS Help Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at <http://www.sceis.sc.gov/requests/>.