

Weekly Update

July 7, 2015

Subject: Revision to “SRM SPUR Create Blanket Agreement Purchase Order (ZBPO)” Business Process Procedures Now Available on uPerform
Audience: Procurement Directors, Finance Directors, Agency Training Coordinators

The SCEIS Team is pleased to announce a revised uPerform Business Process Procedures (BPP) in the area of SRM Purchase Order Creation:

- **SRM SPUR Create Blanket Agreement Purchase Order (ZBPO)**

Below is information on the revised BPP along with navigation instructions and the direct link to help users access the BPP.

- Use this procedure to create a Blanket Agreement Purchase Order to fill repetitive needs for goods and services with qualified Sources of Supply and meet the requirements of the South Carolina Consolidated Procurement Code and Regulations.

Direct Link:

<https://uperform.sc.gov/gm/folder-1.11.10809?originalContext=1.11.5878>

Navigation Instructions from the SCEIS Homepage (www.sceis.sc.gov):

1. Point your mouse to “Training” in the left-hand navigation bar, then select “SCEIS uPerform” from the menu that appears.
2. Once you reach the uPerform site, select “Business Process Procedures (BPPs).”
3. From the BPPs page, select “Supplier Relationship Management (SRM).”
4. From the SRM page, select “SRM Purchasing, Contracts and Bidding for Buyers.”
5. From the SRM Purchasing, Contracts and Bidding for Buyers page, select “SRM PUR Creating Purchase Orders.”
6. Choose the BPP: “SRM PUR Create Blanket Agreement Purchase Order (ZBPO).”

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