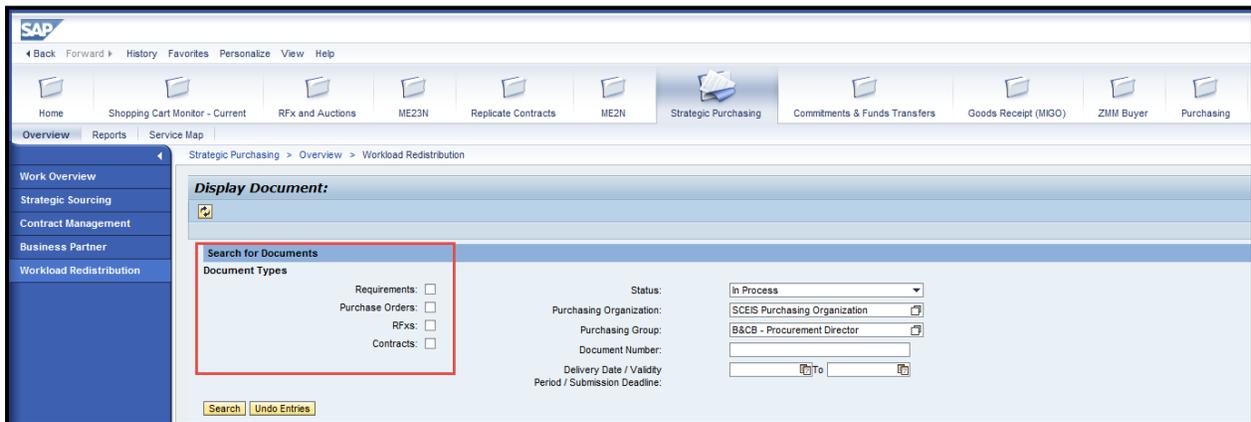


Subject: Revised Help Document: SRM Workload Distribution Expanded to Include Purchase Orders, RFxs and Contracts

Audience: MM Directors, SRM Users

SRM Workload Distribution Expanded to Include Purchase Orders, RFxs and Contracts (Note** Revision to February 2, 2015, SRM Weekly Update in RED)**

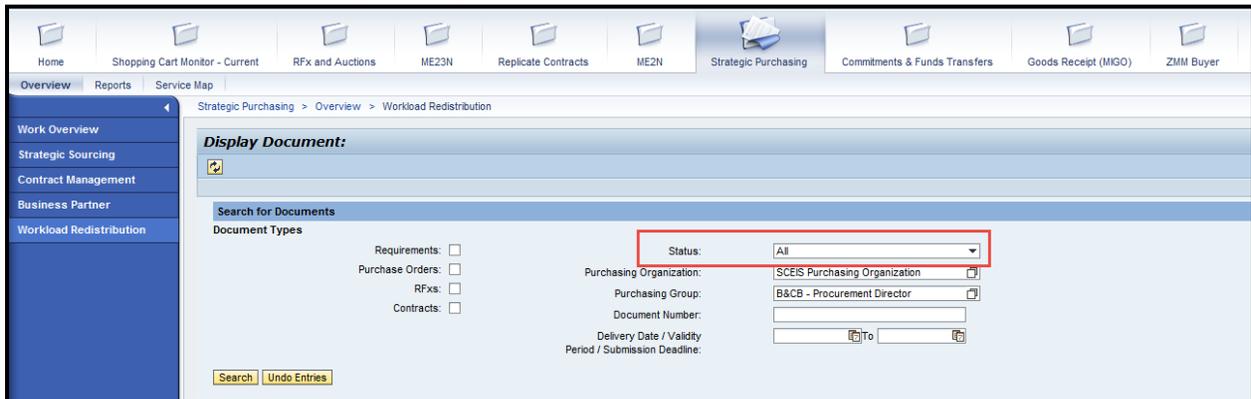
The SCEIS Team is pleased to announce that Workload Redistribution has been expanded to include Purchase Orders, RFxs and Contracts.



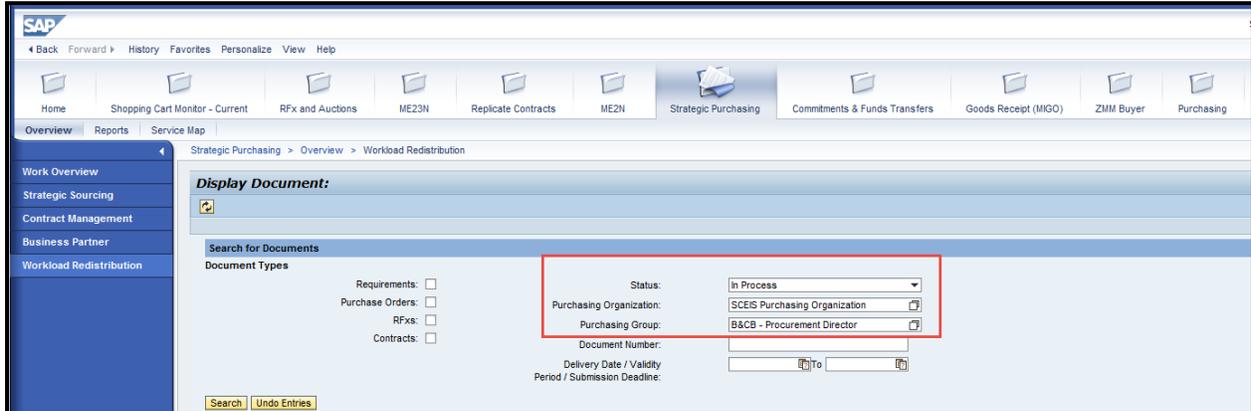
A status of **“In-Process”** for Purchase Orders, RFxs and Contracts will return a search result of any document that has a status of **“Saved”** or **“Awaiting Approval.”**

To redistribute Purchase Orders, RFxs and Contracts with a status of **“Ordered,” “Published,”** or **“Released”** select the status of **“All.”**

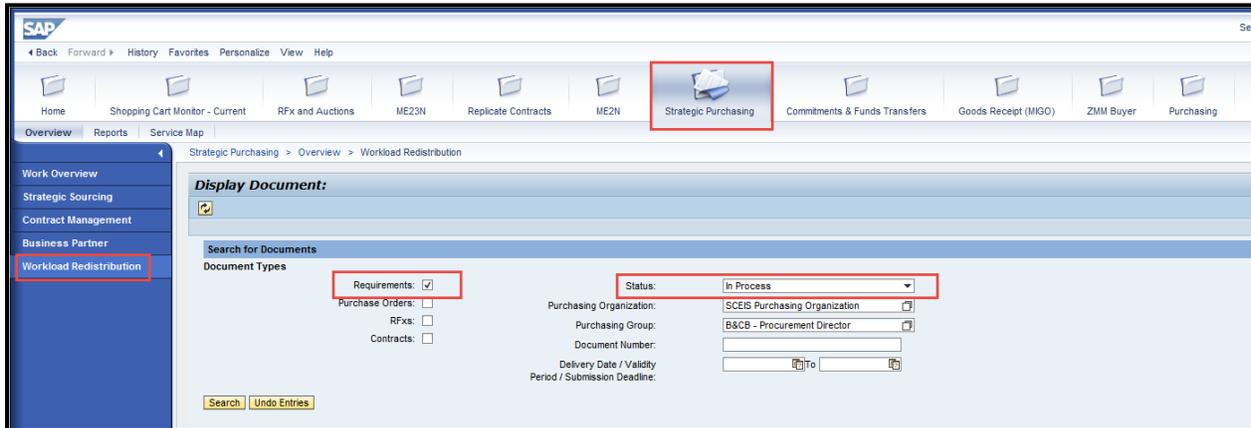
****Note** RFxs that have already been awarded will not be able to be redistributed. The system does not allow any change to these documents.**



As a best practice, please make sure that you have selected a Purchasing Organization as well as a Purchasing Group before searching for any document that needs to be redistributed.



When selecting the status of **“In-Process”** for Requirements the system will only return search results of any Shopping Cart that is currently **“Approved”** and in **“Perform Sourcing”** to be sourced.



If you have questions about this information, 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/>.