

Weekly Update

April 25, 2016

Subject: Seats Are Still Available for the May 4 IM315 Inventory Management and Procurement Contracts Class

Audience: Finance Directors, Procurement Directors, Inventory Directors/Staff

There are still seats available in the IM315 Inventory Management and Procurement Contracts class on Wednesday, May 4, 2016. The SCEIS Team encourages Agency Inventory Buyers, Agency Material Master Liaisons and Inventory Users who create purchase requisitions to register for this class today! **Note: This is the last scheduled IM315 class in 2016.**

This class examines the benefits of establishing contracts for inventory items, provides instructions on how to identify Material Master numbers not on existing contracts that should be, and how to add a contract number to a Material Master, Purchase Requisition, Purchase Order and Contract. 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.**

IM315 – Class Information

Class ID/Title: IM315 – Inventory Management and Procurement Contracts

Description: This class examines the benefits of establishing contracts for inventory items, provides instructions on how to identify Material Master numbers not on existing contracts that should be, and how to add a contract number to a Material Master, Purchase Requisition, Purchase Order, and Contract.

Target Audience: Agency Inventory Buyers, Agency Material Master Liaisons, and Inventory Users who Create Purchase Requisitions

Pre-requisites:

The following pre-requisite(s) MUST be completed prior to attending the classroom training. Completion of the pre-requisite(s) ensures that participants have the necessary knowledge for class. Material covered in pre-requisite courses will not be re-taught in classroom training.

- COR120 Enterprise Central Component (ECC) Navigation online class

IM315 – Section 02 – Spring 2016 Details

Class Date: Wednesday, May 4, 2016

Class Time: 1:00 p.m. to 4:00 p.m.

Class Location:

Room 202, SCEIS Office

1628 Browning Road, Columbia, SC

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Users may *request enrollment* in this class using the pre-registration survey at <https://www.surveymonkey.com/r/FXXKGN2>. Your survey completion is a request only. Registration is not complete until you receive an enrollment confirmation from SCEIS Training. The enrollment confirmation will provide you with instructions on how to complete any pre-requisite(s). Please review pre-requisites and schedules carefully.

If you have any questions about this message, please email them to training.sceis@admin.sc.gov.