

Weekly Update

Week of August 8, 2016

Subject: Three Sections of the PR217 Creating and Managing Purchase Orders Course Announced

Audience: Agency Training Coordinators, AST Leads, MM Directors, SRM Buyers

The SCEIS Training Team is pleased to offer three sections of the two-day course, PR217 Creating and Managing Purchase Orders. This instructor-led course will use knowledge checks and plenty of hands-on exercises to help buyers understand the procedures, tools, information and systems available for successful purchasing.

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

PR217 - Course Information

Course ID/Title: PR217 - Creating and Managing Purchase Orders

Description: This instructor-led course will use knowledge checks and plenty of hands-on exercises to help buyers understand the procedures, tools, information and systems available for successful purchasing. This course will cover the following:

- key terms such as master data, purchasing document types and contract values;
- key concepts such as
 - validating a shopping cart prior to perform sourcing,
 - creating contract and non-contract-based purchase orders,
 - making changes before rather than after a purchase order is “ordered”,
 - monitoring and tracking follow-on documents and changes to a purchase order,
 - adding attachments, notes, terms and conditions to purchase orders
 - Lock Line Item, No Further Invoice and No Further Confirmation; and
- understanding SRM messages and resolving errors.

Target Audience: Buyers who create purchase orders

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.

- SCEIS buyer role is required
- Completion of PR101 SCEIS Foundations of Procurement online course.

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PR217 - Section 06 – Fall 2016 Details

Class Date: Tuesday and Wednesday, September 20-21, 2016

Class Time: 9:00 a.m. to 5:00 p.m. each day

Class Location:

Room 202, SCEIS Office

1628 Browning Road, Columbia, SC

PR217 - Section 07 – Fall 2016 Details

Class Date: Monday and Tuesday, October 3-4, 2016

Class Time: 9:00 a.m. to 5:00 p.m. each day

Class Location:

Room 202, SCEIS Office

1628 Browning Road, Columbia, SC

PR217 - Section 08 – Fall 2016 Details

Class Date: Wednesday and Thursday, October 26-27, 2016

Class Time: 9:00 a.m. to 5:00 p.m. each day

Class Location:

Room 202, SCEIS Office

1628 Browning Road, Columbia, SC

Registration Instructions:

SCEIS has a new registration process using MySCLearning, your one-stop-shop for SCEIS training. You may have already completed courses in MySCLearning.

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscemployee.sc.gov>).
2. In the upper left area of the page, click the MySCLearning tab.
3. Beside the MySCLearning logo, click “Home” and select “Learning.”
4. In the “Find Learning” tile, use the search box.
 - a. Type in the course ID and click “Go.” Or -
 - b. Type in “SCEIS” to view all SCEIS courses.
5. Find a course title and expand “View Course Dates.”
6. Find the class date you prefer, and click “Register Now.”
7. At the Scheduled Offering box, click “Confirm.”
8. Watch for your confirmation email, with class details and instructions.

If you do not receive a confirmation email, please contact the SCEIS Help Desk using the ticket form found here: <http://www.sceis.sc.gov/requests/>.

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



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