

Weekly Update

January 27, 2016

Subject: One Section of the MML100 Material Master Liaison Class Announced

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

The SCEIS Training Team is pleased to offer one section of the full-day class, MML100 Material Master Liaison. This class is designed to prepare an agency's Material Master Liaison to accurately maintain their agency Material Master records, the foundation for inventory management, and coordinate activity with SCEIS Central Material Master Data Team.

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.**

MML100 – Class Information

Class ID/Title: MML100 – Material Master Liaison

Description: Participants will learn the terminology and concepts of inventory management, how to properly classify inventory items, how to extend and maintain agency-specific Material Master records, how to request new or changed agency-specific Mater Master records, and the use of Unit of Measure. Participants will engage in hands-on exercises as part of this class.

Target Audience: Agency Material Master Liaison for Inventory

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.

- COR120U Enterprise Central Component (ECC) Navigation online class

MML100 – Section 02 – Spring 2016 Details

Class Date: Monday, March 28, 2016

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

Class Location:

Room 202, SCEIS Office

1628 Browning Road, Columbia, SC

Users may *request enrollment* in this class using the pre-registration survey at <https://www.surveymonkey.com/r/BMXYDB6>. 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.



Weekly Update

January 27, 2016

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