

## Weekly Update

January 27, 2016

**Subject:** Three Sections of the PR217 Creating and Managing Purchase Orders Class 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 class, PR217 Creating and Managing Purchase Orders. This instructor-led class 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 class, including the name, description, target audience, dates, location, and registration information. **Please forward this message to appropriate staff members within your agency.**

### **PR217 - Class Information**

**Class ID/Title:** PR217 - Creating and Managing Purchase Orders

**Description:** This instructor-led class 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 class 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. *(This course is currently being developed. Registrants will be notified when it is available to view.)*

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### **PR217 - Section 01 – Spring 2016 Details**

**Class Date:** Monday and Tuesday, March 21-22, 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 04 – Spring 2016 Details**

**Class Date:** Wednesday and Thursday, April 13-14, 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 05 – Spring 2016 Details**

**Class Date:** Wednesday and Thursday, May 18-19, 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

Users may *request enrollment* in this class using the pre-registration survey at <https://www.surveymonkey.com/s/NMN3L9Y>. 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](mailto:training.sceis@admin.sc.gov).