

Weekly Update

Week of January 16, 2017

Subject: SRM200U SCEIS Requisitioning, Purchasing and Receiving Goods and Services Online Course

Audience: Agency Training Coordinators, MM Directors, Shopping Cart Users

The SRM200U SCEIS Requisitioning, Purchasing and Receiving Goods and Services online course is available in MySCLearning. Below you will find details about the online course.

SRM200U SCEIS Requisitioning, Purchasing and Receiving Goods and Services Online Course

Description: SRM200U is a collection of three online courses that presents the complete process of using the SCEIS SRM Shopping Cart system to purchase and track goods and services. Participants will become familiar with creation of a Shopping Cart, approval of a Shopping Cart, and recording receipt of the ordered goods or services. The courses are:

Course:	Description:	Audience:	Length:
Course 1 - Shopping Cart Creation	This course covers the process of creating a shopping cart to request the purchase of goods and services.	Shopping Cart User	1.5 hours
Course 2 - Shopping Cart Workflow Approval	This course covers the process of approving an SRM Shopping Cart.	Shopping Cart Approver	0.5 hour
Course 3 - Goods Receipts in ECC	This course covers the process of recording the delivery of ordered goods or services.	Goods Receiver	0.5 hour

Note: The times above are estimates. Participants are able to pause and jump to the previous or next slide in the course. Depending on the participant, the lesson times may be shorter or longer than those listed above.

Course Navigation: Within the course, participants can pause and jump to the previous or next slide in the course using the navigation tool at the bottom of the screen.



↑
↑
↑

Previous Pause/Play Next Slide
Button

Weekly Update

Week of January 16, 2017

Suggestions for Completing the Course: To get the best out of the SRM200U online course, the SCEIS Team suggests:

- Watching the course in sections followed by a break to absorb as much information as possible.
- Having paper available to take notes. Remember, you can pause the course to take notes or click the Last button to listen to a slide again.
- Printing the course script, if needed, in the “Course Documents” folder in MySCLearning.

Accessing the Course:

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. Click the “Learning” tile.
4. In the “Find Learning” tile, use the search box to type in the course ID (SRM200U) and click “Go.”
5. Click “Start Course.”
6. Review the “Start Here” document for additional instructions.

Note: You must complete each component of the course in the order in which it appears. Once you complete one component, the next component will be activated.

If you have any questions about this message, please email the SCEIS Training Team at training.sceis@admin.sc.gov.