Weekly Update
Week of January 8, 2018

Subject: New SRM Process: Restore PO Edit Button
Audience: Procurement Directors, Buyers

The SCEIS Materials Management Team is pleased to announce a new SRM process that allows **Buyers to restore the Purchase Order Edit button** without submitting a ticket to the SCEIS Help Desk, effective **January 8, 2018**.
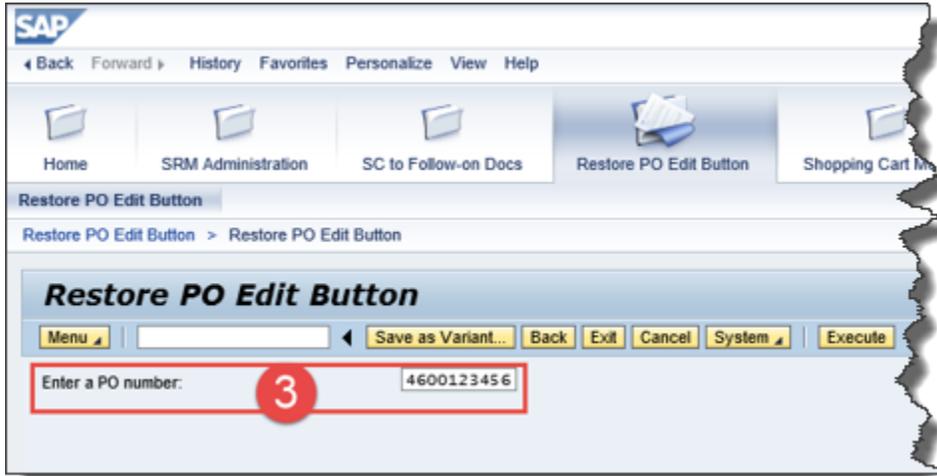
New Process:

After a Buyer edits a PO, selects the Check button, and the system does not render any hard-stops, the Buyer selects Order. The system then changes the PO's status to Awaiting Approval and, after a few seconds, the Buyer selects the Refresh icon.

1. If the PO's Edit button is not displayed after selecting the Refresh icon, then Close the PO and navigate to the new SRM Folder labeled **Restore PO Edit Button.**
2. After selecting the new folder, the **Restore PO Edit Button screen** will appear.
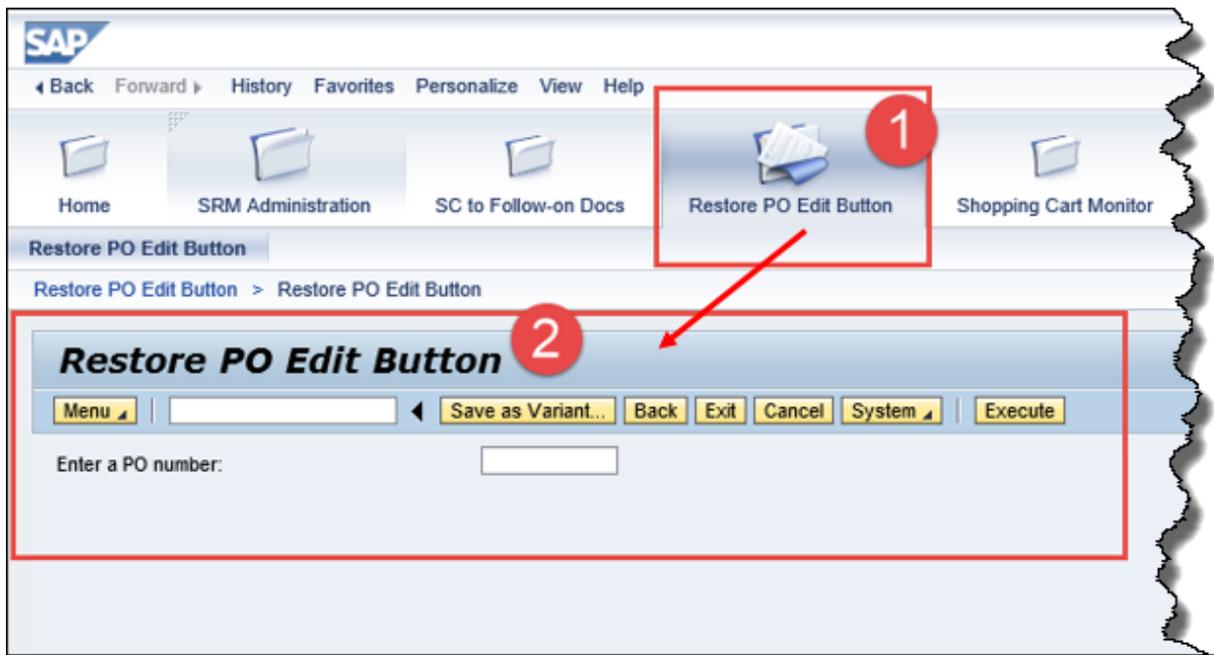
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3. Enter the PO number in the **Enter a PO Number field** to restore the PO's Edit button.

4. After entering the PO number, select the **Execute** button. It is not necessary to select any of the other yellow process buttons. A program will be executed, and there may be a few seconds of processing time. Then the system will restore the Edit button.

If you have questions about this information, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: http://www.sceis.sc.gov/requests/.