Subject: PR215 Creating and Managing Purchase Orders Class (Abbreviated Version of PR217) Offered on **June 20**

Audience: AST Leads, Agency Training Coordinators, Buyers who create purchase orders

The PR215 Creating and Managing Purchase Orders class will be offered on June 20, 2018. PR215 is an abbreviated, one-day version of the two-day PR217 class. This course helps 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.

The SCEIS Team encourages all buyers who create purchase orders to register for this class today! **Please forward this message to appropriate staff members within your agency.**

PR215 Creating and Managing Purchase Orders – June 20, 2018 Details
Class Date: Wednesday, June 20, 2018
Class Time: 9:00 a.m. to 5:00 p.m.
Class Location:
SCEIS Training Room 202
1628 Browning Road, Columbia

Registration Instructions:
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 MySCCentral tab.
3. Click the "MySCLearning" tile.
4. In the "Find Learning" tile, use the search box to type in the course ID (PR215) and click "Go."
5. Find the course title and click "See Offerings."
6. Scroll down and click the "Offerings" tab to view class dates.
7. Find the class date you prefer, and click "Register Now."
8. At the Scheduled Offering box, click "Confirm."
9. Receive email confirmation; view details and instructions.

If you do not receive a confirmation email, please contact the SCEIS Help Desk. If you have any questions about this message, please email training.sceis@admin.sc.gov.