

## Weekly Update

Week of August 15, 2016

**Subject:** PR101V - SCEIS Foundations of Procurement Online Course

**Audience:** Materials Management Users

The SCEIS Team would like to remind users that the PR101V - SCEIS Foundations of Procurement online course is available in MySCLearning. PR101V offers SCEIS Buyers a strong foundation in SC Public Procurement, introducing key terms, concepts, people, tools, and resources for learning and getting help with the SC Procurement Code and Regulations and the SCEIS Procurement system. Below, you will find details about the online course including course navigation and instructions on how to register and start the course in MySCLearning.

### PR101V SCEIS Foundations of Procurement Online Course

**Description:** PR101V covers the following:

- the state government entities related to South Carolina public procurement such as the SC Consolidated Procurement Code and Regulations, the SC Chief Procurement Officers and Procurement Services Division, and the related central government offices, including the offices of the Comptroller General and State Treasurer;
- key concepts related to public procurement such as
  - using document types for acquiring goods and services and for reporting;
  - establishing business rules that support standard processes and best practices;
  - ensuring controls in procurement such as master data, security roles, purchasing limits, and segregation of duties; and
  - locating tools and resources for performing successful procurement;
- the procurement process, including
  - the sub-processes - shopping, approving, purchasing, soliciting/contracting, and receiving/processing follow-on documents;
  - the registration process used by suppliers of goods and services;
  - understanding Contracts and Purchase Orders as the tools of procurement;
  - understanding workflow, suppliers and National Institute of Governmental Purchasing (NIGP) Codes; and
  - understanding the interactions in procurement among people and electronic systems.

### Course Modules and Timing:

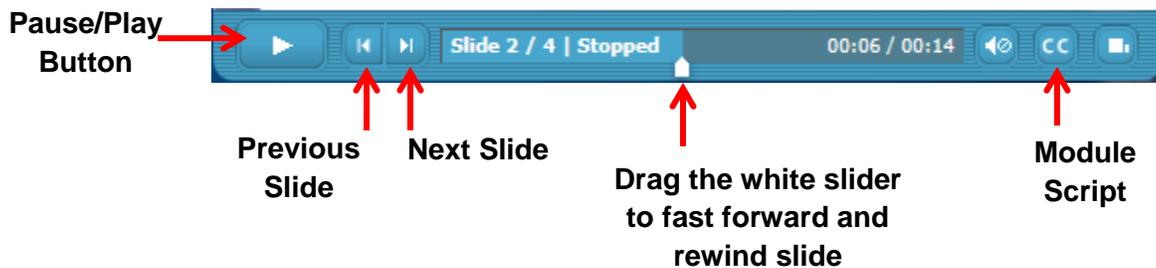
Module:	Length of Module in Minutes:
Welcome	(1:39)
Module 1 - Introduction to Procurement	(9:57)
Module 2 - South Carolina Public Procurement	(9:13)
Module 3 - Agency Business Rules	(5:43)
Module 4 - MM Standards for SC Procurement Processing	(6:40)
Module 5 - Procurement Process Flow	(7:01)
<b>Total:</b>	<b>41 Minutes (40:13)</b>

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Note: The times above are estimates. Participants are able to pause, fast forward and rewind the course. Depending on the participant, the lesson times may be shorter or longer than those listed above.

**Course Navigation:** Within each module, participants will be able to fast forward, rewind and pause by using the navigation tool at the bottom of the screen. To view the module script, click the closed caption button .



### Accessing the Course:

Participants may now access SCEIS online courses in MySCLearning, your one-stop-shop for SCEIS training. You may have already completed courses in MySCLearning.

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. Beside the MySCLearning logo, click "Home" and select "Learning."
4. In the "Find Learning" tile, use the search box.
  - a. Type in the course ID and click "Go."
5. Hover over the title of the course and 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](mailto:training.sceis@admin.sc.gov).