

Materials Management Training Schedule Spring 2024

<u>ID</u>	<u>Title</u>	<u>Date</u>	<u>Prerequisites</u>
PR217	Creating and Managing Purchase Orders (Register for one of the two available dates)	Feb. 14-15 April 9-10	PR101V
PR260	Strategic Purchasing and Contract Management	May 7-8	PR101V PR217 (<i>recommended</i>)
REP210	Reporting with BEx for Finance/Materials Management Users	March 6	SCEIS Validation
SPC200	Shopping Cart Workshop (Register for one of the two available dates)	March 25 May 22	SPC100V, SPC110V, SPC130V

Click on course title for additional information.

Registration Instructions

1. Log in to SCEIS Central.
2. Click the My Talent tile.
3. Click the View My Learning tile (first-time users create aPIN).
4. In the Find Learning tile, search by course ID or "SCEIS" and click "Search."

Online Courses

5. Find course title.
6. Click "Start Course."

Instructor-led Courses

5. Below the course title, click "See Classes."
6. Select class date and click "Register Now."*
7. At the Registration box, click "Register."
8. Receive email confirmation with details and instructions.

**You must "Register Now" to reserve a seat. "Assign to Me" does not register you.*

Online Courses 24/7 Access

BEX100V: Reporting with BEx

BOBJ100V: Intro to Reporting with BOBJ

ECC100V: ECC Basic Navigation

MML100V: Processes for Agency Material Master Liaisons

PR101V: Foundations of Procurement

SPC100V: Shopping Cart Process Overview

SPC110V: Shopping Cart Creation

SPC120V: Shopping Cart Approval

SPC130V: Shopping Cart Approval