**NOTICE OF SUPPLIER RELATIONSHIP MANAGEMENT CUTOVER PERIOD**

SCEIS is implementing an upgrade to the Supplier Relationship Management (SRM) system from SRM 5.0 to SRM 7.2. The upgrade will take effect on November 25, 2013.  Before the go-live, a cutover, or “freeze period”, is necessary to validate and finalize data to be loaded into SRM 7.2. The cutover period for SRM 7.2 will begin at 5:00PM on Friday, November 8, and end at 8:30AM on Monday, November 25, 2013. Vendors are encouraged to download any and all documentation you might need during the freeze before 5:00PM, November 8.

During the cutover period, vendors:

* Will not have access to view or enter solicitations.
* Will not have access to vendor registration.
* Who hold state contracts will experience diminished orders from SCEIS agencies.
* Will be able to contact state agencies and the Procurement Services Division as normal.
* Are invited to attend auditorium-style training on the SRM 7.2 upgrade (See Notice below for details.)

Following the cutover period, all vendor functions will return to normal. Vendors will not have to alter vendor registration, bidding practices, or contract practices following the cutover.  On-line access to training documents on the new system will be available.

**NOTICE OF VENDOR TRAINING FOR SRM 7.2**

Training for vendors on how to respond to solicitations using SCEIS SRM 7.2 will be held on Wednesday, November 20, 2013, and Thursday, November 21, 2013 at Midlands Technical College, Northeast Campus, 151 Powell Road, Columbia, SC, in Conference Room 105.  Two classes will be held each day: one from 10:00AM to 11:00AM and one from 1:00PM to 2:00PM.  Vendors who wish to understand how to respond to bid invitations on-line using SRM 7.2 should attend. To assist us with planning, we ask that you pre-register for these training sessions at <https://www.surveymonkey.com/s/MRBY7HL>.

The training agenda will include the status of the SRM Upgrade project, a comparison of the current SRM 5.0 system functions to the SRM 7.2 system functions, and a demonstration of how vendors will respond to and change a bid in SRM 7.2.

For vendors who cannot attend any of the vendor training sessions, SCEIS Vendor Guides will be available after the training in the form of simulations at

<http://procurement.sc.gov/PS/vendor/PS-vendor-submitting-offers.phtm>

The following link provides directions to Midlands Technical College’s Northeast Campus.

<http://www.sceis.sc.gov/location.aspx?id=18>