

Subject: One Updated and Two New Business Process Procedures for Materials Management Now Available on uPerform

Audience: Procurement Directors, Finance Directors, Agency Training Coordinators

The SCEIS Training Team is pleased to announce two new and one updated uPerform Business Process Procedure (BPP) in the areas of Materials Management. Below, we have provided information on the topics of the new and updated BPPs, navigation instructions and links to help users access them.

Materials Management

- **New BPP instructions** are now available for the following Materials Management procedures:
 - SRM Process Bid: How Vendors Change a Response to a Bid Invitation
 - SRM Process Bid: How to add a Contract Number to a Purchase Order
- **Updated BPP instructions** are now available for the following Materials Management procedure:
 - ME23N Change Purchase Order: How to Add a Contract Number to a PO

SRM Process Bid BPPs

Direct Link to: <https://uperform.sc.gov/gm/folder-1.11.11626>

Navigation Instructions from the SCEIS Homepage (www.sceis.sc.gov):

1. Point your mouse to “Training” in the left-hand navigation bar, then select “SCEIS uPerform” from the menu that appears.
2. Once you reach the uPerform site, select “Materials Management (MM)” from the Areas list.
3. From the Materials Management (MM) page, select “Vendor Information.”
4. When you reach the Vendor Information page, scroll down choose the BPP you need: “SRM Process Bid (How Vendors Change a Response to a Bid Invitation)” or “SRM Process Bid (How Vendors Respond to a Bid Invitation).”

ME23N Change Purchase Order BPP

Direct Link: <https://uperform.sc.gov/gm/folder-1.11.20198?originalContext=1.11.11390>

Navigation Instructions from the SCEIS Homepage (www.sceis.sc.gov):

1. Point your mouse to “Training” in the left-hand navigation bar, then select “SCEIS uPerform” from the menu that appears.
2. Once you reach the uPerform site, select “Materials Management (MM)” from the Areas list.
3. From the Materials Management (MM) page, select “Procurement.”
4. From the Procurement page, select “Purchase Order.”
5. When you reach the Purchase Order page, scroll down choose the BPP you need: “ME23N Change Purchase Order (How to add a Contract Number to a PO).”



Weekly Update

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If you have any questions about this message, 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/>.