

**Subject:** New Materials Management Training Course, PR250 SCEIS Contract Administration, Offered in October

**Audience:** Agency Training Coordinators, Procurement Directors, AST Leads

The SCEIS Training Team is pleased to announce a new Materials Management training course, PR250 SCEIS Contract Administration, to be offered beginning in October.

Below you will find details about the course, including the name, description, target audience, date, location and a link where potential students can request registration.

**Important Note:** There are four total sections of the course offered. Two of these sections will include information specific to agencies that use SCEIS Inventory functionality, and two of the sections will be targeted to agencies that do not use inventory. Please ensure you register for a section of the course that is appropriate to your agency's use or non-use of inventory functionality.

**Please share this message with appropriate staff members in your agency to ensure they have an opportunity to take this important training.**

If you have any questions about the below SCEIS Training information, please email them to [training@sceis.sc.gov](mailto:training@sceis.sc.gov).

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### **PR250: Course Information**

**Course ID/Title:** PR250 – SCEIS Contract Administration

**Description:** This course covers the process of administering contracts in the Enterprise Core Component (ECC). The course material will cover how to create contracts, change contracts, and add any necessary attachments to contracts. The course will also review different types of contracts available, and reporting on contracts in ECC and Business Warehouse (BW). This course is intended to enable participants to understand the steps involved in managing contracts and to perform the associated transactions.

**Target Audience:**

- Agency Buyers and Contract Administrators

**Course Prerequisites:**

- COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation
- MM100 SCEIS Materials Management Overview
- PR210 SCEIS Managing and Submitting Bids – Complex Bidding and Managing Contracts (Instructor-led)

**Note:** The instructor-led pre-requisite course is not currently available. Participants who have not previously completed PR210 Bidding should consult with SCEIS Training ([training@sceis.sc.gov](mailto:training@sceis.sc.gov)) regarding registration.

## PR250 Sections for Inventory Agencies

### **PR250 - Section 004 Details**

**Audience:** Buyers and Contract Administrators with Inventory Agencies

**Course Date:** Tuesday, October 9, 2012

**Course Location:** Wade Hampton Building, Room B01-B, Columbia

**Driving directions:** Are available at: <http://sceis.sc.gov/location.aspx?id=2>

**Course Time:** 9:00 a.m. to 5:00 p.m.

To **request** registration, complete the form at the following link:

<https://www.surveymonkey.com/s/BZW72CB>

### **PR250 - Section 006 Details**

**Audience:** Buyers and Contract Administrators with Inventory Agencies

**Course Date:** Thursday, October 18, 2012

**Course Location:** Wade Hampton Building, Room B01-B, Columbia

**Driving directions:** Are available at: <http://sceis.sc.gov/location.aspx?id=2>

**Course Time:** 9:00 a.m. to 5:00 p.m.

To **request** registration, complete the form at the following link:

<https://www.surveymonkey.com/s/BZW72CB>

## PR250 Sections for Non-Inventory Agencies

### **PR250 - Section 003 Details**

**Audience:** Buyers and Contract Administrators with Non-Inventory Agencies

**Course Date:** Tuesday, October 2, 2012

**Course Location:** Wade Hampton Building, Room B01-B, Columbia

**Driving directions:** Are available at: <http://sceis.sc.gov/location.aspx?id=2>

**Course Time:** 9:00 a.m. to 5:00 p.m.

To **request** registration, complete the form at the following link:

<https://www.surveymonkey.com/s/BZW72CB>

### **PR250 - Section 005 Details**

**Audience:** Buyers and Contract Administrators with Non-Inventory Agencies

**Course Date:** Tuesday, October 16, 2012

**Course Location:** Wade Hampton Building, Room B01-B, Columbia

**Driving directions:** Are available at: <http://sceis.sc.gov/location.aspx?id=2>

**Course Time:** 9:00 a.m. to 5:00 p.m.

To **request** registration, complete the form at the following link:

<https://www.surveymonkey.com/s/BZW72CB>