SCEIS PURCHASING PROCESS
PR215

End User Training
Columbia, SC
SRM 7.2 Upgrade
Version 2 – October 16, 2013

Welcome and Introductions

Welcome to SCEIS Purchasing Process PR215

- Introductions
- Sign-in sheet
- Restrooms
- Breaks
- Parking Lot
- Complete course evaluation at end of class

Classroom Logistics

- Classroom etiquette
  - Cell phones off/silence
  - No side conversations
- Feel free to ask questions
- No email or internet usage during class except at breaks

Course Agenda

- **Lesson 1:** Navigation in Supplier Relationship Management (SRM) 7.2
- **Lesson 2:** Transaction Types and Document Numbers in SRM
- **Lesson 3:** Redistribute Workload
- **Lesson 4:** Create a Standard Purchase Order (PO)

Course Agenda

- **Lesson 5:** Create a Blanket Purchase Agreement and Blanket PO
- **Lesson 6:** Create a Framework Purchase Order
- **Lesson 7:** Additions to a Purchase Order
- **Lesson 8:** Edit a Purchase Order

Course Agenda

- **Lesson 9:** Manage No Further Confirmations and No Further Invoice
- **Lesson 10:** Print a Purchase Order
- **Lesson 11 :** Create a Standard Purchase Order with Retention at the Header and/or Line Item
- **Lesson 12:** Create an Inventory Purchase Order

Course Learning Objectives

- Upon completion of this course, you should be able to:
  - Navigate in SRM 7.2 and understand key terms and concepts
  - Understand the SCEIS SRM 7.2 purchasing process
  - Create various PO Transaction Types
  - Redistribute Workload
  - Make additions to and edit a PO

Course Learning Objectives cont.

- Upon completion of this course, you should be able to:
  - Print a PO
  - Understand Extended PO History
  - Create a PO with “Retention”
  - Understand the Inventory PO Replenishment Process

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LESSON 1: NAVIGATION IN SUPPLIER RELATIONSHIP MANAGEMENT (SRM) 7.2

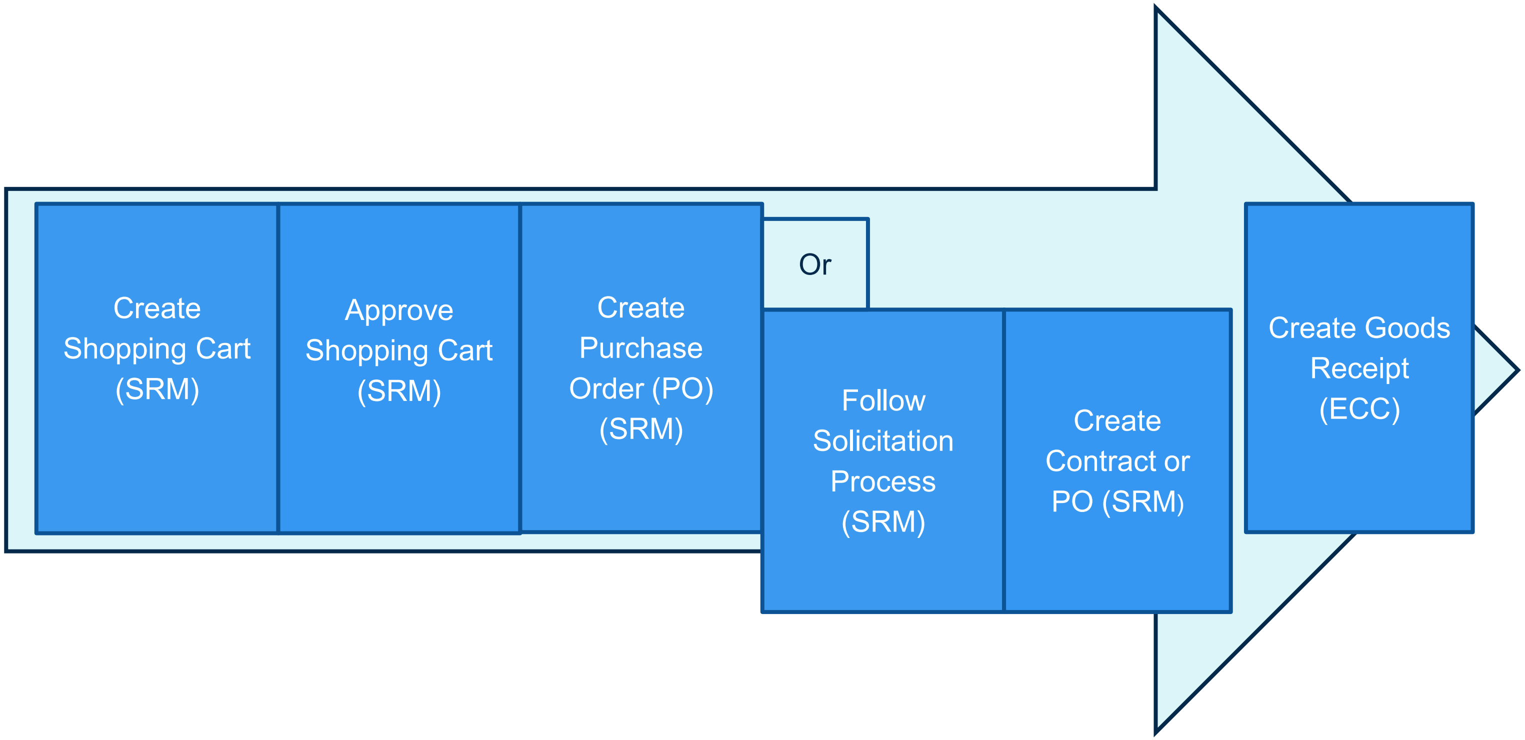
STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

Lesson 1 Learning Objectives

- Upon completion of this lesson, you should be able to:
  - Understand the procurement process in SCEIS SRM
  - Define SRM 7.2 PO Key Terms and Concepts
  - Log onto SRM using the portal
  - Navigate in SRM using the portal
  - Define the commonly used tool bar buttons
  - Change the “Settings” in step 1

Procurement Process in SCEIS SRM 7.2



SRM Key Terms and Concepts

Supplier Relationship Management (SRM)	An SAP module that facilitates the full cycle of procurement processes within agencies, and between agencies and suppliers.
Portal	Web-based interface by which users access Supplier Relationship Management (SRM) 7.2.
Perform Sourcing	Transactional process to select and source requests to purchase.
Personalized Object Work List (POWL)	A new feature in SRM 7.2, the POWL serves as home base for SRM users. It contains Active Queries, Quick Criteria Maintenance and document history allowing users to view detailed information about a Shopping Cart at a glance and “check status” of a Shopping Cart.
Active Queries	A predefined list of procurement documents accessible to the user.

SRM Key Terms and Concepts

Quick Criteria Maintenance	A method to filter your inbox and task lists in SRM 7.2.
Match Code	An icon that launches a search for valid values for a particular field.
Transaction Type	Dropdown of PO types which control the number ranges and lists the State's Document Types for selection.
RFx	A general term for the type of solicitation document a buyer sends out to a bidder (Invitation for Bid, RFP, etc.).

Log-on

1. Go to SCEIS.SC.GOV from your browser.
2. Click on "SCEIS Logins" button.
3. Click on the "Supplier-Relationship Management" link.

Log-on

4. Enter your User ID.
5. Enter your Password.
6. Click "Log On" button.

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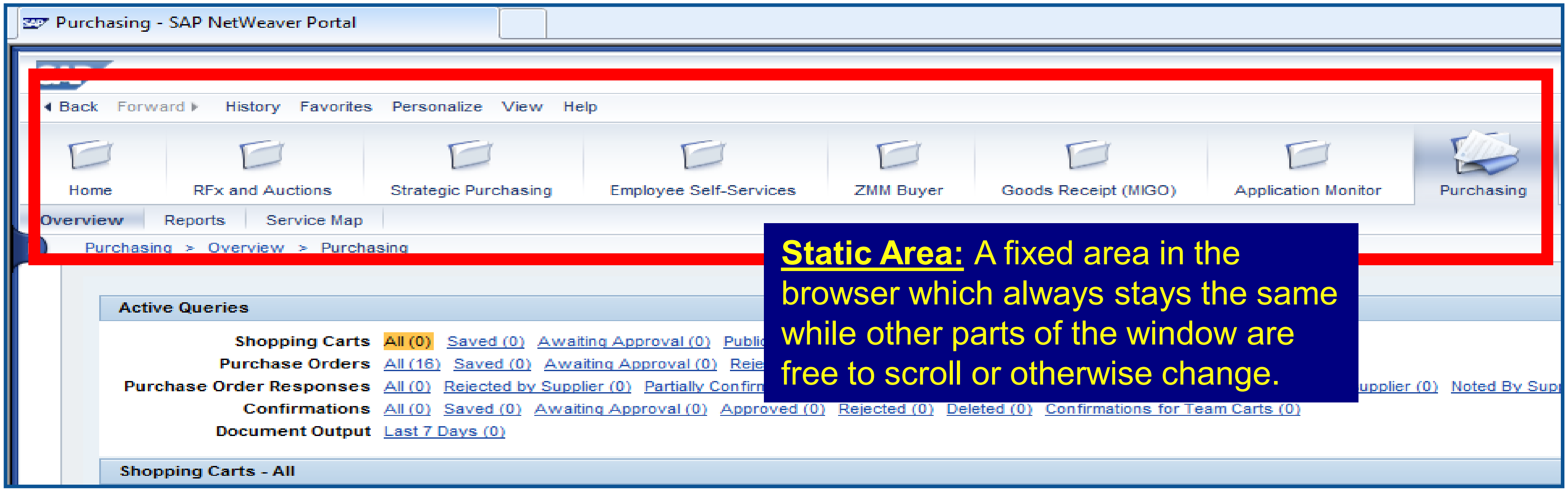
SRM Portal – Static Area

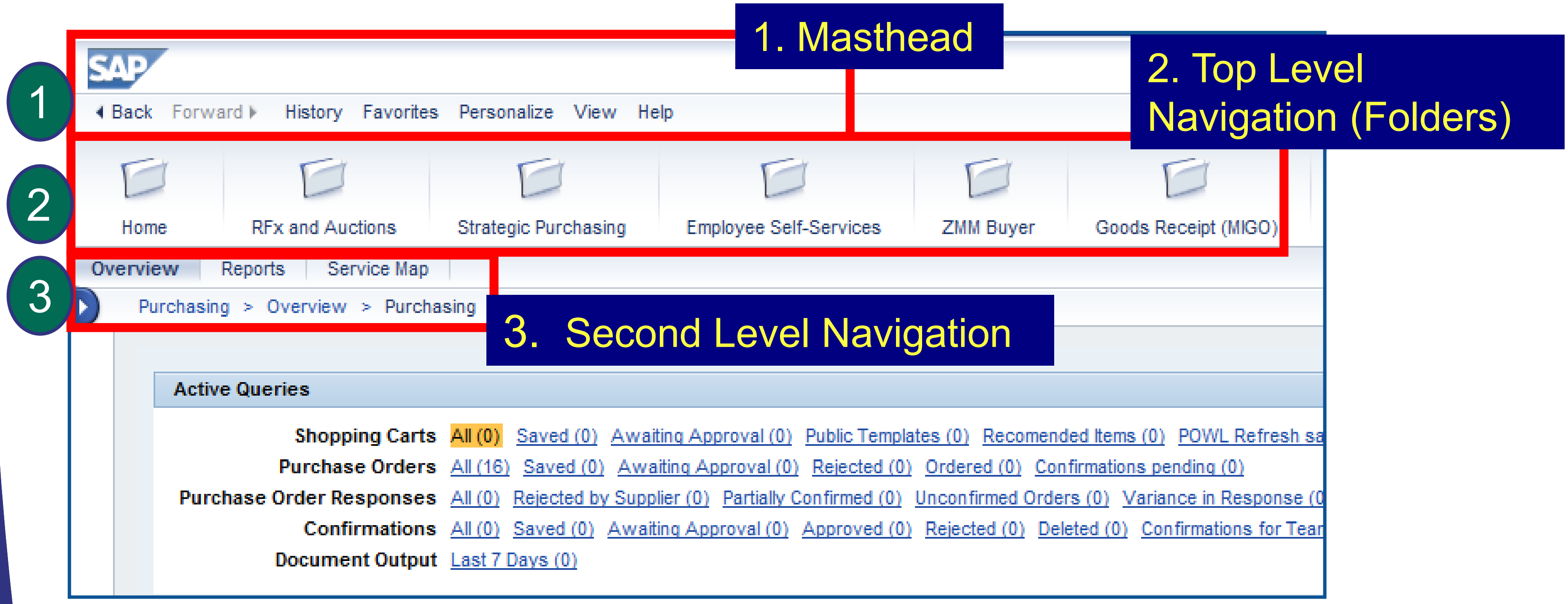
- The portal offers a single point of entry. Buyers will have access to procurement processes through the SRM portal, based on their security roles.



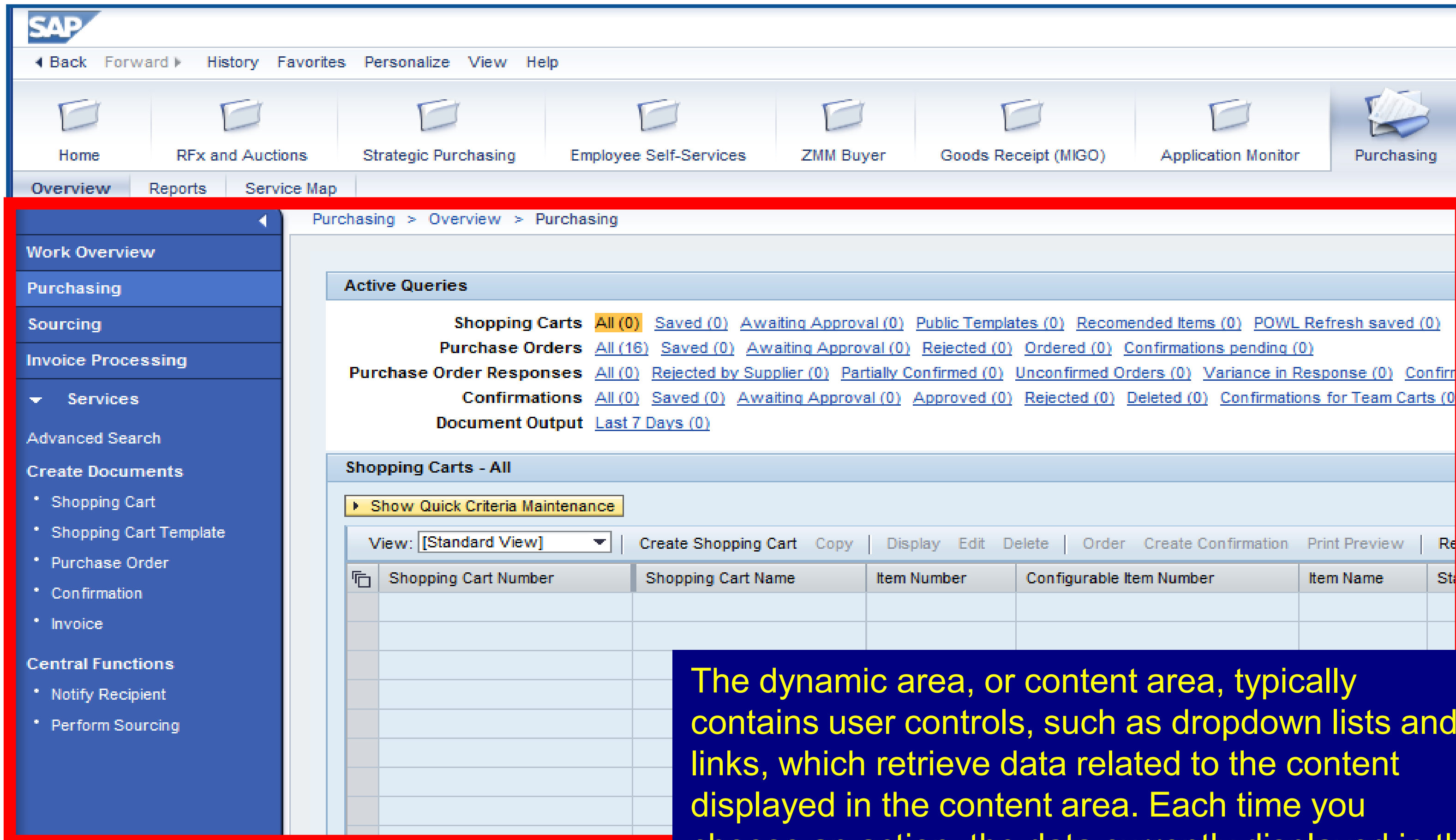
  - Two main areas in the Portal: dynamic and static.

SRM Portal – Static Area

- The distinct static areas are:

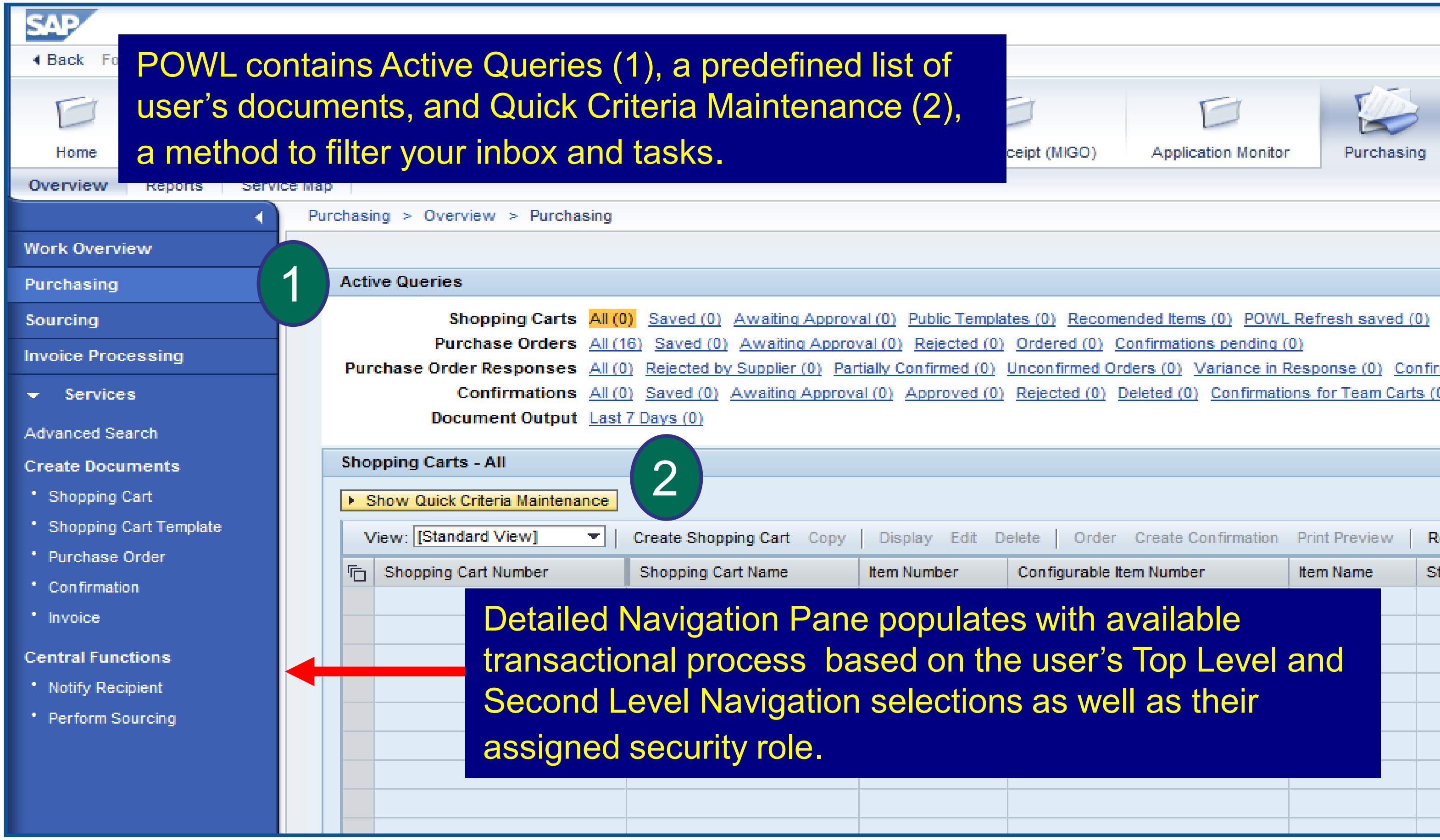


SRM Portal – Dynamic Area



The dynamic area, or content area, typically contains user controls, such as dropdown lists and links, which retrieve data related to the content displayed in the content area. Each time you choose an action, the data currently displayed in the portal content area change accordingly.

SRM Portal – Dynamic Area

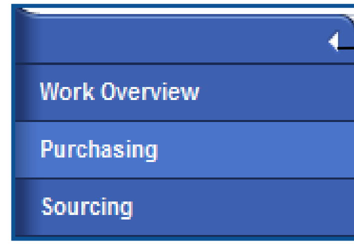


POWL contains Active Queries (1), a predefined list of user's documents, and Quick Criteria Maintenance (2), a method to filter your inbox and tasks.

Detailed Navigation Pane populates with available transactional process based on the user's Top Level and Second Level Navigation selections as well as their assigned security role.

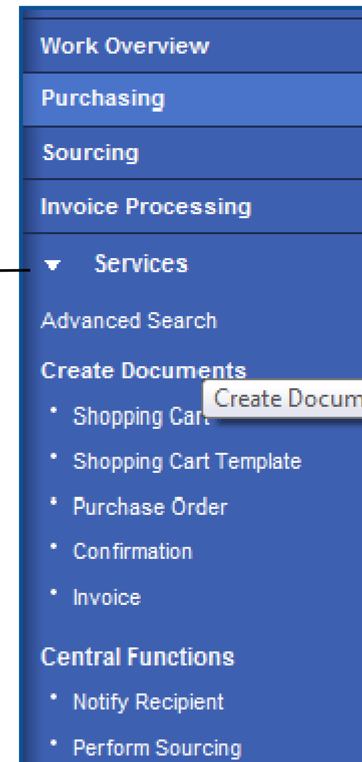
SRM Portal – Dynamic Area

Use the small arrow symbols to expand and collapse navigation details as needed.

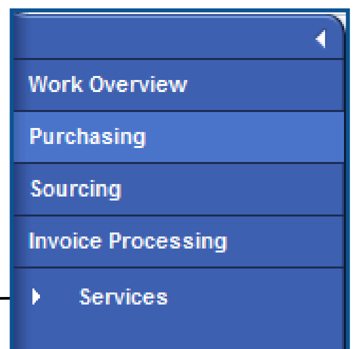


Collapse Navigation Window

Expand Navigation Window



Collapse Navigation Folder



Expand Navigation Folder

PO Navigation

- After logging into SRM, folders will appear at the top of the screen.
- The number and name of the folders you see will depend on the security roles you have been assigned by your agency.
- The transactions that appear on the navigation pane will correspond to the folder.
- To create Purchase Orders, the Buyer will use the “Purchasing” folder.

PO - Folder and Transaction Navigation

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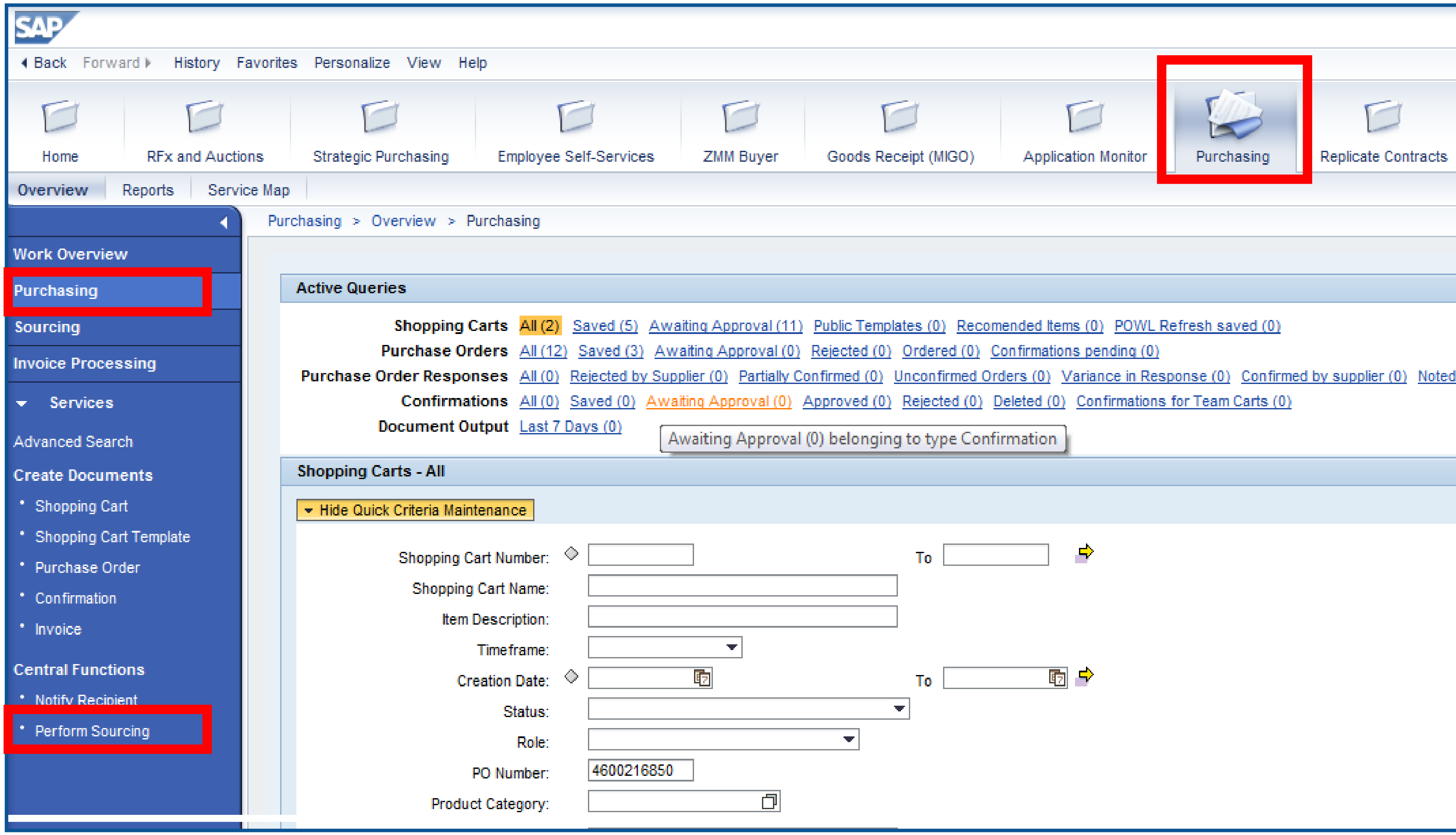
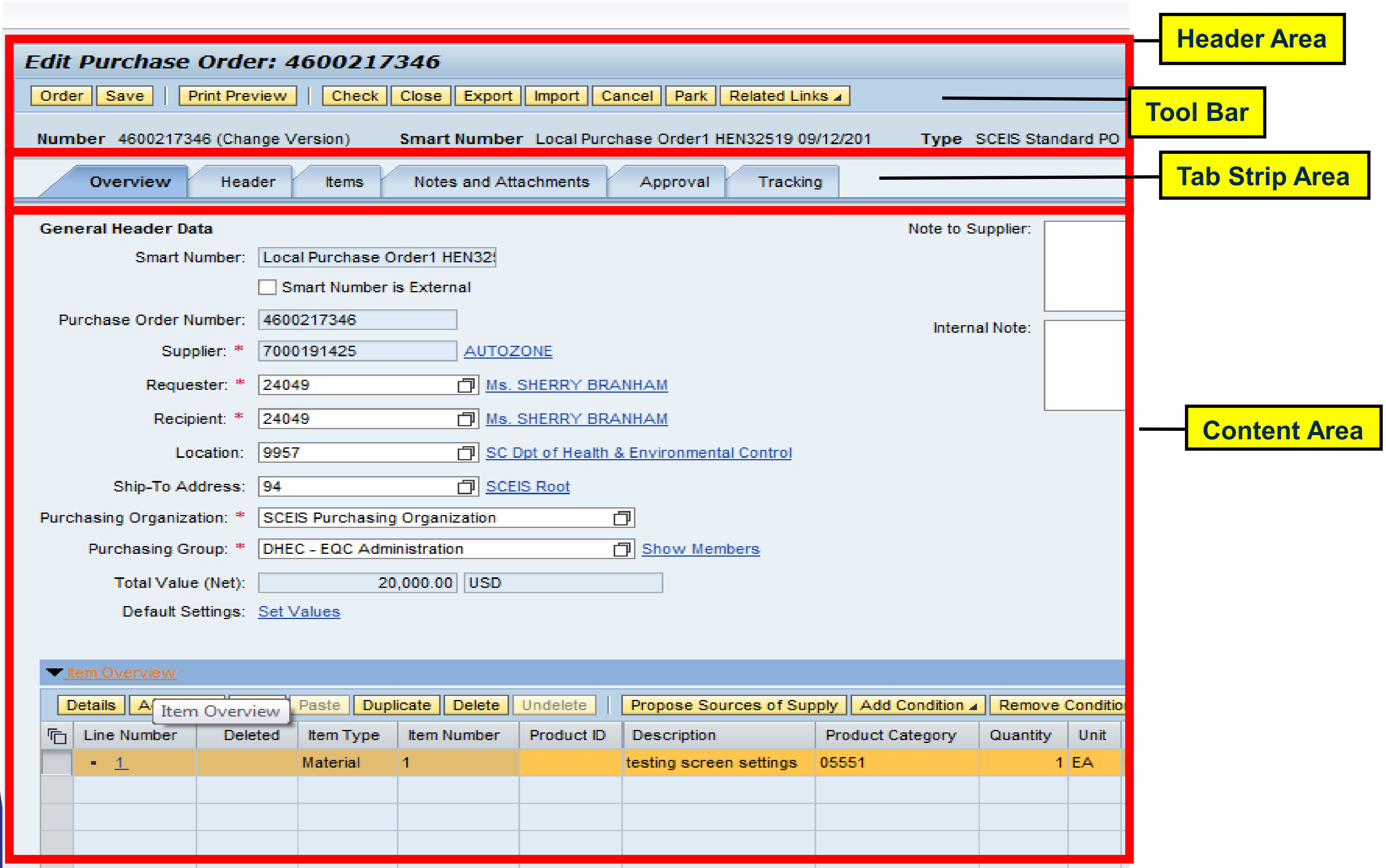
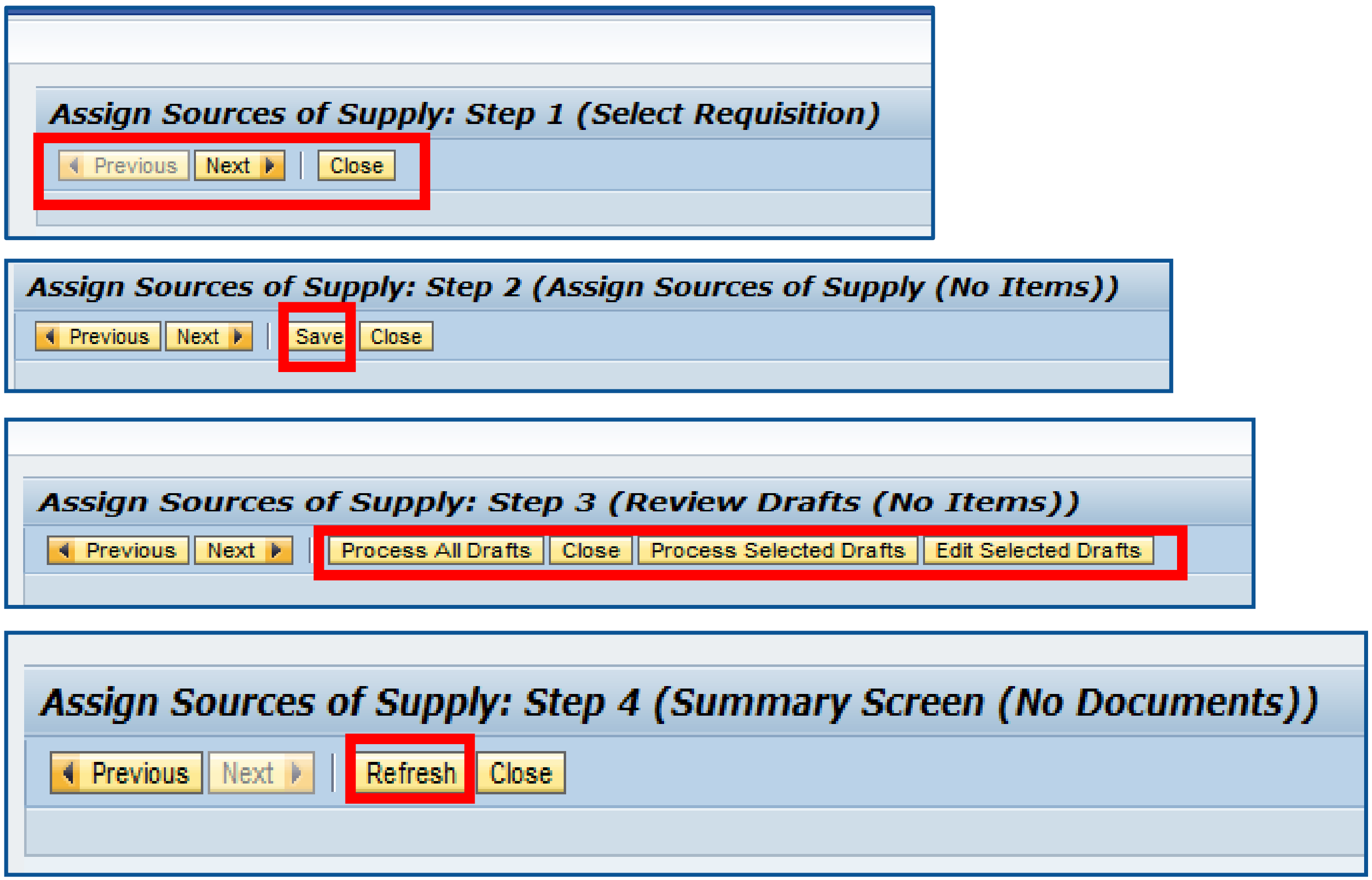


Navigation in SRM PO

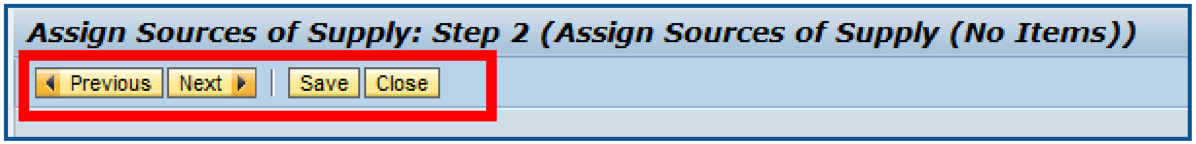


Commonly Used Buttons in SRM



Commonly Used Buttons in SRM

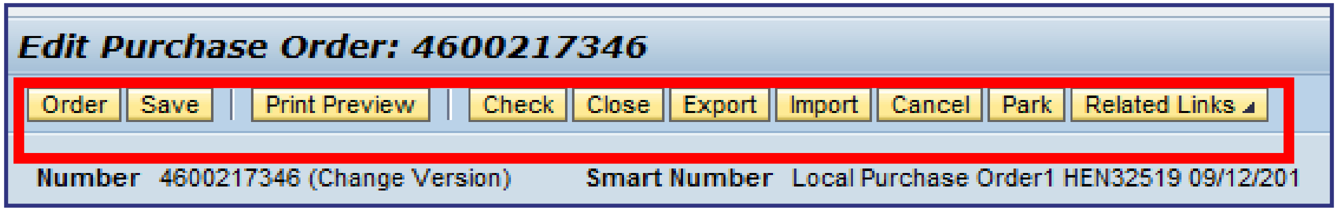
There are buttons located in the **Tool Bar Area** for each of the 4 steps to create a Purchase Order. Each step will have it's set of buttons.



- **Previous:** Commonly used to navigate back to the screen just before the current one (not available in all steps).
- **Next:** Use this button to navigate to the next screen.
- **Save:** Click the "Save" button to save the document before completion.
- **Close:** Always use this button to close a screen after data entry.

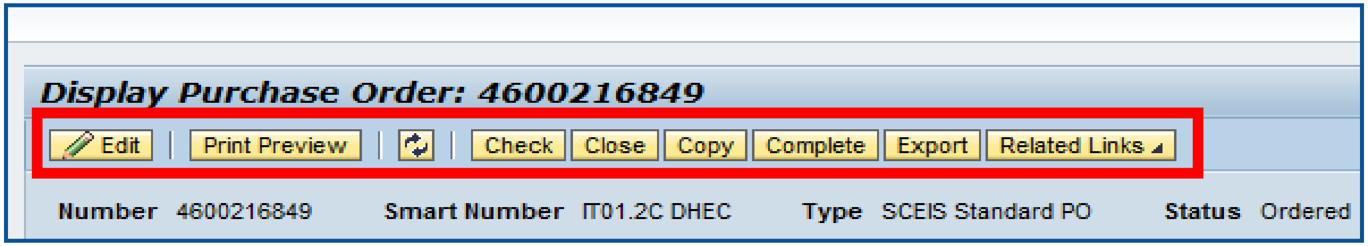
Important Note: If you do not see the word "Close," then use the red X to close a PO screen in SRM 7.2. Otherwise, do not use the red X to close a PO screen in SRM 7.2.

Commonly Used Buttons in SRM



- **Order:** Use this button to advance when the PO is complete and ready to send to the vendor.
- **Print Preview:** Click this button to view the PO as it will appear when printed out.
- **Check:** Click here to refresh the screen and check for errors.
- **Export:** Clicking this button allows you to export data into an Excel output of PO lines and modify data or add any additional lines.
- **Import:** Use this button to upload data in an Excel file and import it into a PO.
- **Cancel:** This button cancels line item(s) in a PO and sets the PO to deleted.
- **Park:** Use this option to save incomplete documents.
- **Related Links:** This button opens a dropdown menu for “Document Builder”, allowing users to add Terms and Conditions to a PO.

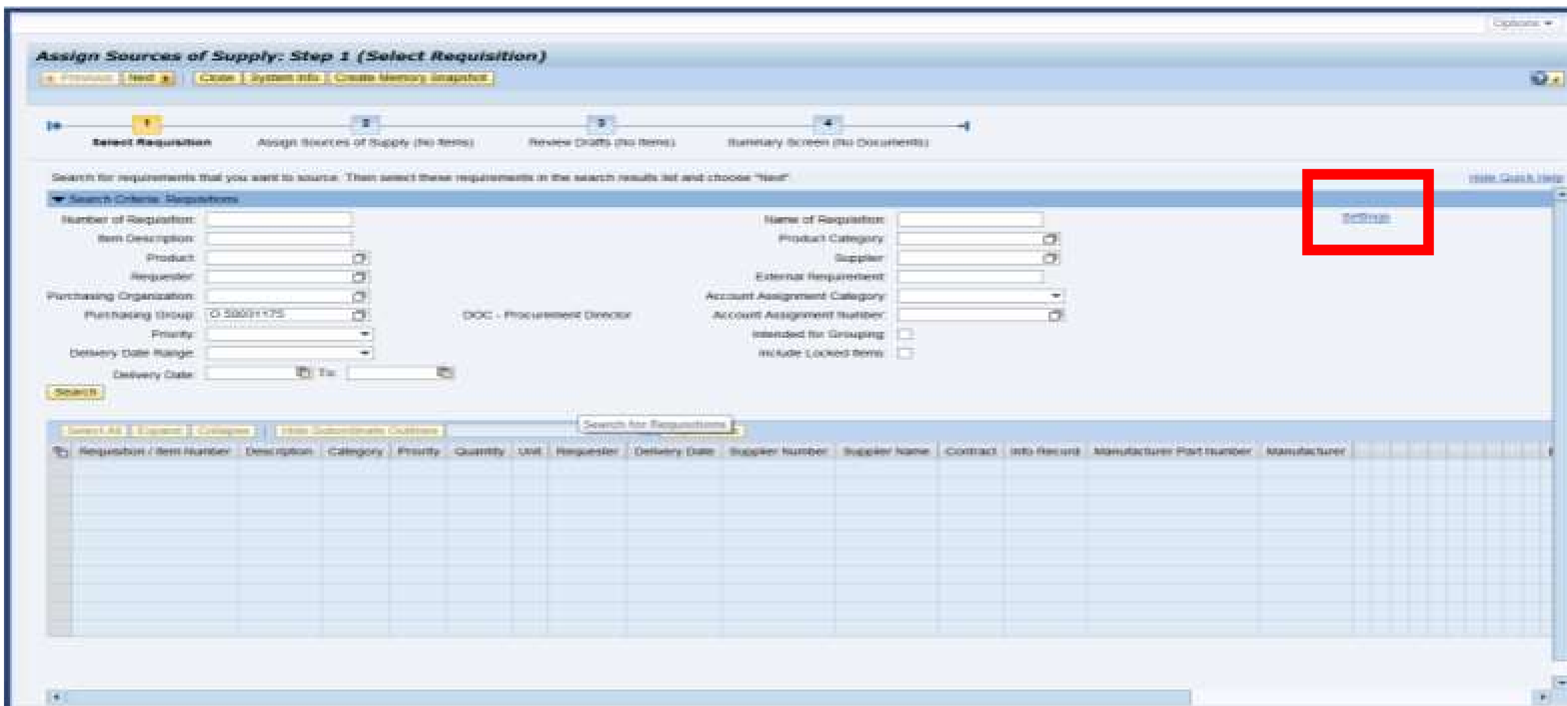
Commonly Used Buttons in SRM



- **Edit:** Click the "Edit" button to modify a PO.
- **Refresh Icon ( ):** Click this graphical button to refresh a PO and view the most up-to-date details.
- **Complete:** Use the "Complete" button when no further changes will be allowed to the document.

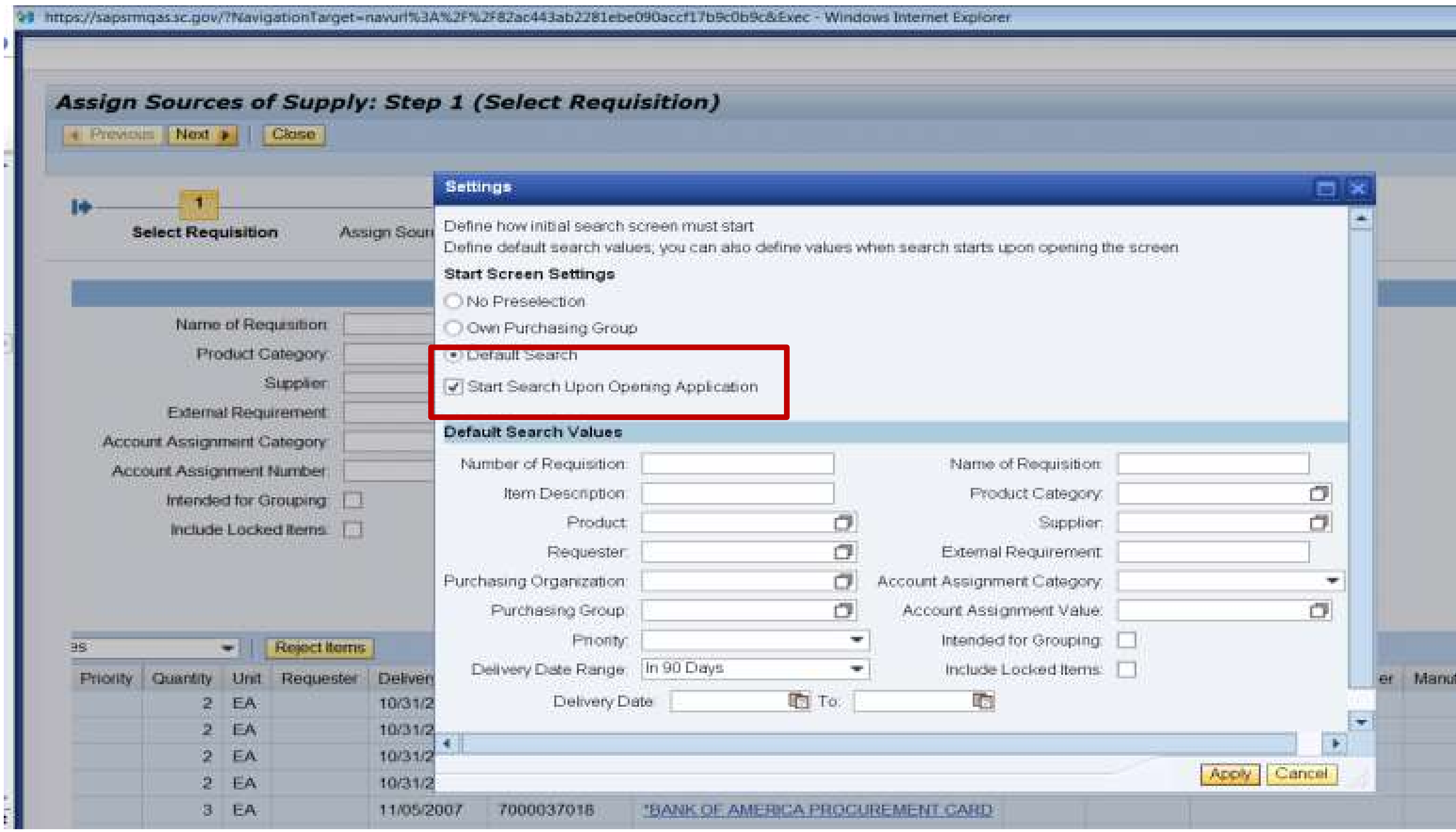
Changing the "Settings" in SRM Step 1

- This demonstration is provided to assist you in changing the standard SCEIS "Settings" when executing "Assign Sources of Supply: Step 1" (Select Requisition), if you desire. This step is optional.
- The folder path for this step is: Purchasing → Purchasing → Perform Sourcing.



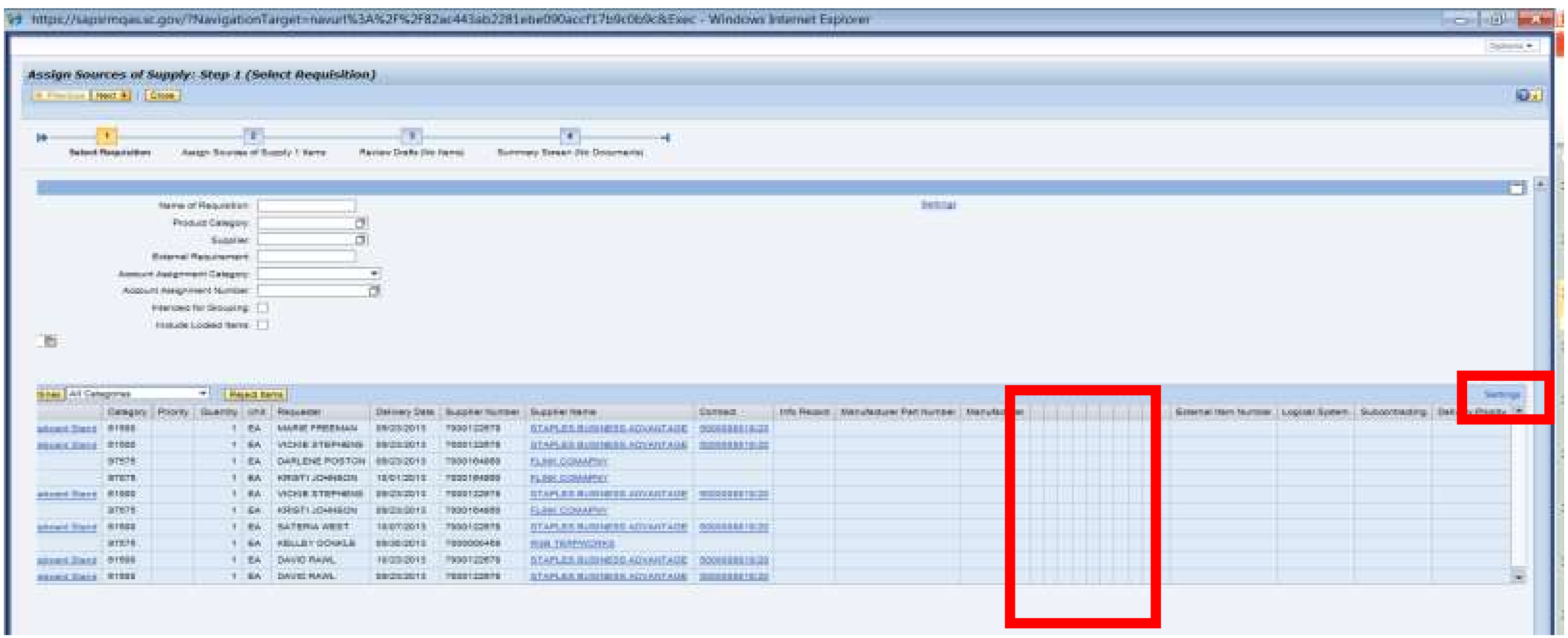
Changing the "Settings" in SRM Step 1

- Edit/change any of the Default Search Values you desire.
- Ensure you click the "Start Search Upon Opening Application"
- Click "Apply", then close Step 1. When you get back in Step 1 the revised Default Search Values will be activated.



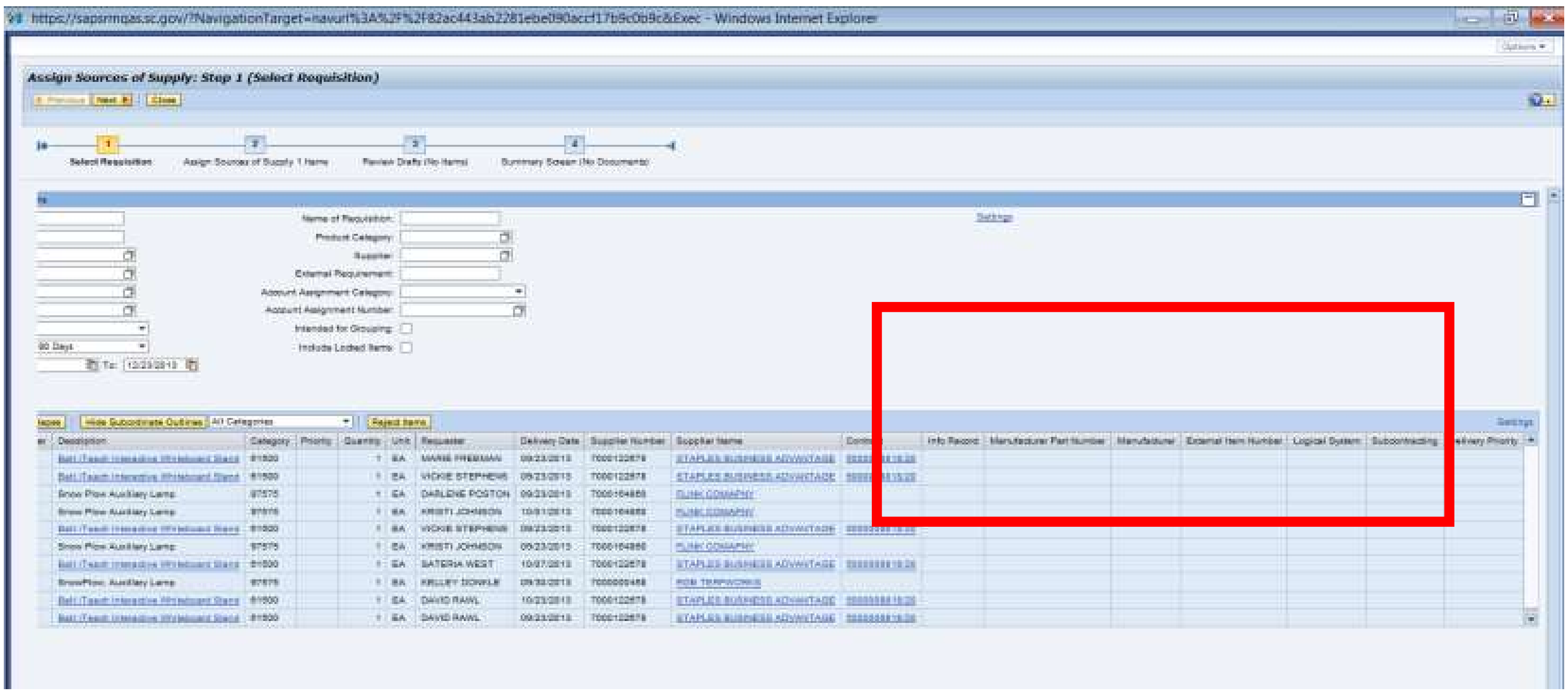
Changing the “Settings” in SRM Step 1

- To make changes to the Area Content section of the screen, scroll to the right to click “Settings.” You may want to delete these blank columns. Follow the detailed instructions in the Quick Reference Card (QRC) “Edit the Dynamic Section/Area Content Settings in Assign Sources of Supply”, located at Blackboard, Classes, Additional Resources and/or SCEIS uPerform Website.



Changing the “Settings” in SRM Step 1

- **After you make the modifications to your Area Content Settings (the lower right Settings) then your screen will look like this. The blank columns are removed and the “External Item Number” column is visible without scrolling to the right.**



Lesson 1 Summary

- You should now be able to:
  - Describe the procurement process in SCEIS.
  - Define SRM key terms and concepts.
  - Log onto SRM using the portal.
  - Navigate in SRM using the portal.
  - Define the commonly used tool bar buttons.
  - Change the “Settings” in SRM step 1.

Lesson 1 Knowledge Check

- All procurement processes can be accessed through SRM. (True or False)
- The SRM Portal requires one central point of entry. (True or False)
- “Close” is a commonly used button for the Tool Bar Area of SRM. (True or False)
- A user’s document history is available through the Personalized Object Work List. (True or False)
- In Step 1, you can change the “Settings” Default Search Values to make your Work List default to a predefined setting? (True/False)

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LESSON 2: TRANSACTION TYPES AND DOCUMENT NUMBERS IN SRM

STATE INFORMATION TECHNOLOGY

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Lesson 2 Learning Objectives

- Upon completion of this lesson, you should understand:
  - Transaction Types in SRM.
  - The importance of selecting the correct Transaction Type.
  - Document Numbers in SRM.

Transaction Types

- Transaction Types in SRM are defined in the “Policy for Use of Purchasing/Payment Document Types,” referred to as “Document Types.”
- Once a Transaction Type is selected and the PO number is assigned in SRM, the Transaction Type cannot be changed.
  - The corrective action would be to delete the PO and start a new.

Transaction Types

- Transaction Types are a useful tool to capture purchasing activity for quarterly reports.

Document Numbers

- All document numbers are ten digits long. The first two numerals in each document number indicate the Document Type:
  - Shopping Cart numbers begin with the numerals 20.
    - Example: 2000202610
  - Standard PO Doc Types begin with 46.
    - Example: 4600029962
  - Framework, Inventory and Conversion PO Doc Types begin with 45.
    - Example: 4500014822
  - Dept. of Vocational Rehabilitation Client Management System PO Doc Types begin with
    - Example: 4300107079

Lesson 2 Summary

- You should now be able to:
  - Understand Transaction Types in SRM.
  - Understand the importance of selecting the correct Transaction Type.
  - Use Transaction Types for quarterly reporting.
  - Recognize PO Document Numbers.

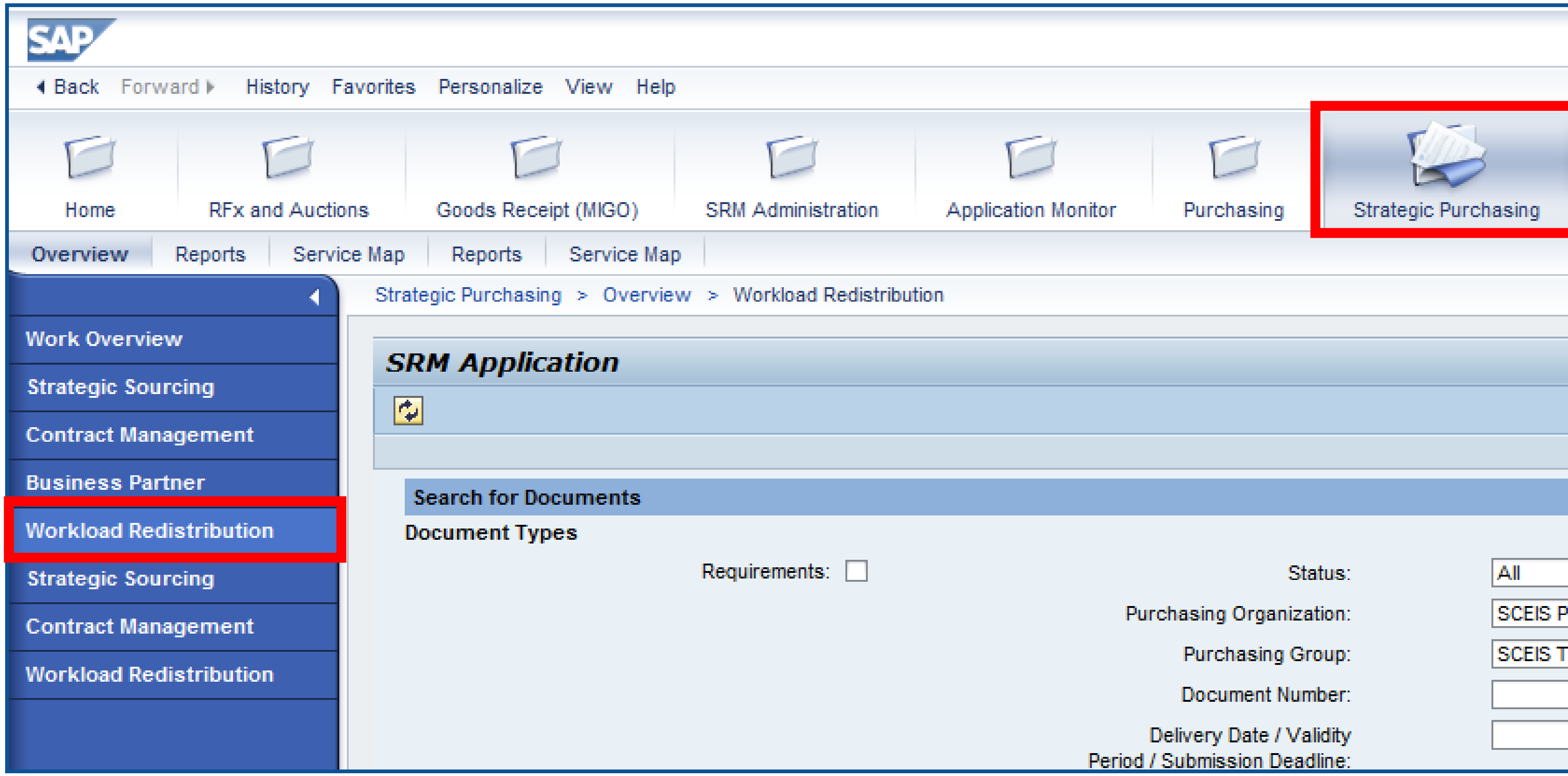
Lesson 2 Knowledge Check

- A standard PO created in SRM begins with 46. (True or False)
- Once a Transaction Type is selected and the PO number is assigned in SRM, the Transaction Type **cannot** be changed. (True/False)

LESSON 3: REDISTRIBUTE WORKLOAD

Workload Redistribution

- To redistribute a Shopping Cart, the buyer will use the "Strategic Purchasing" folder.



uPerform Information – Redistribute Workload

uPerform Business Process Procedures (BPPs) related to this function are available at http://www.sceis.sc.gov/page.aspx?id=272

SRM SPUR Redistribute Workload

Notice the "S" in the uPerforms naming convention because this process is initiated in *Strategic Purchasing* versus Purchasing.

Lesson 3 Summary

- You should now be able to:
  – Redistribute a Shopping Cart

Lesson 3 Knowledge Check

- The first time your use Strategic Purchasing, Workload Redistribution, you will need to select the *SCEIS Purchasing Organization* in the Purchasing Organization drop down menu. (True or False)

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LESSON 4: CREATE A STANDARD PURCHASE ORDER

STATE INFORMATION TECHNOLOGY

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Lesson 4 Learning Objectives

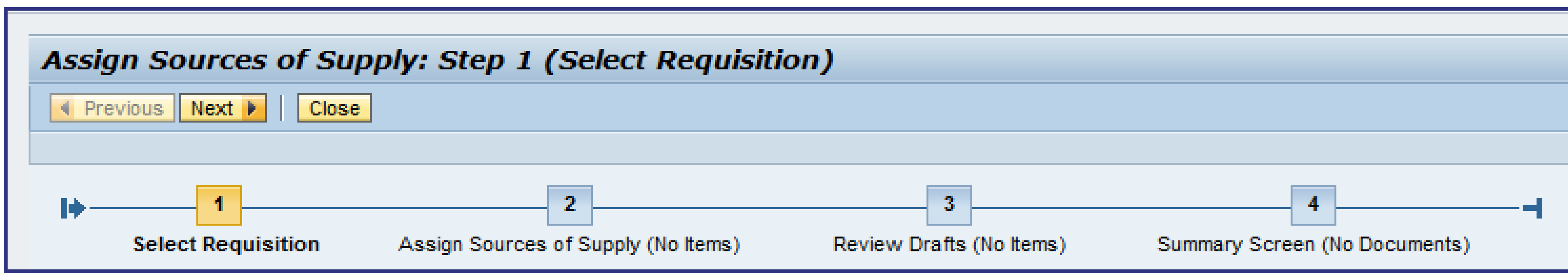
- Upon completion of this Lesson, you should be able to:
  - Understand the 4 Steps to create a PO.
  - Find a “Requisition” in SRM’s Perform Sourcing.
  - Navigate through SRM to create a Standard PO.
  - Understand where to find Extended PO History.

Lesson 4 Learning Objectives cont.

- Upon completion of this Lesson, you should be able to:
  - Understand the tax process.
  - Understand that SCEIS encumbers funds upon creation of a PO.
  - Understand the **IMPORTANCE** of the Status of a Purchase Order.

Steps to Create a PO in SRM

1. Select Requisition
2. Assign Source of Supply
3. Review Drafts
4. Summary Screen



Perform Sourcing to Create a Standard PO

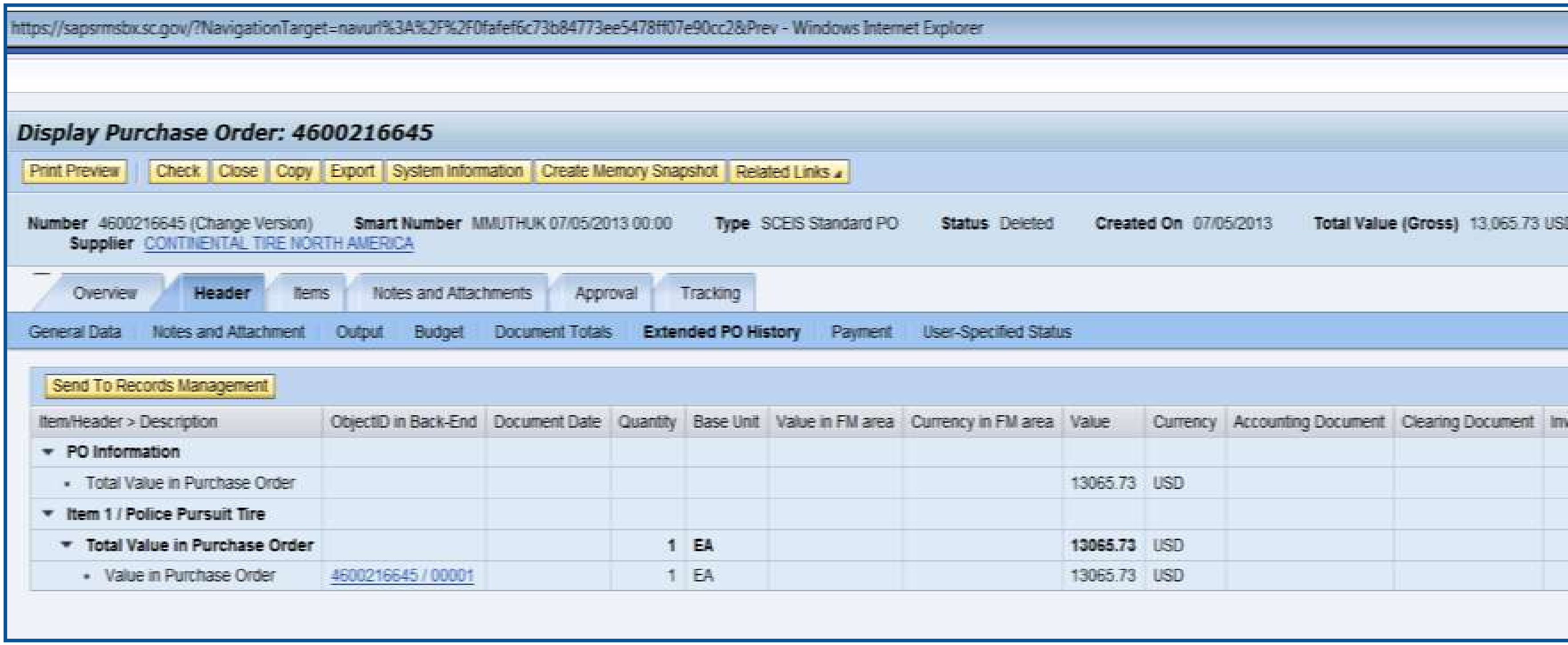
uPerform Business Process Procedures (BPPs) related to this function are available at http://www.sceis.sc.gov/page.aspx?id=272.

SRM PUR Create Standard Purchase Order

Exercise 1: Create a Standard Purchase Order

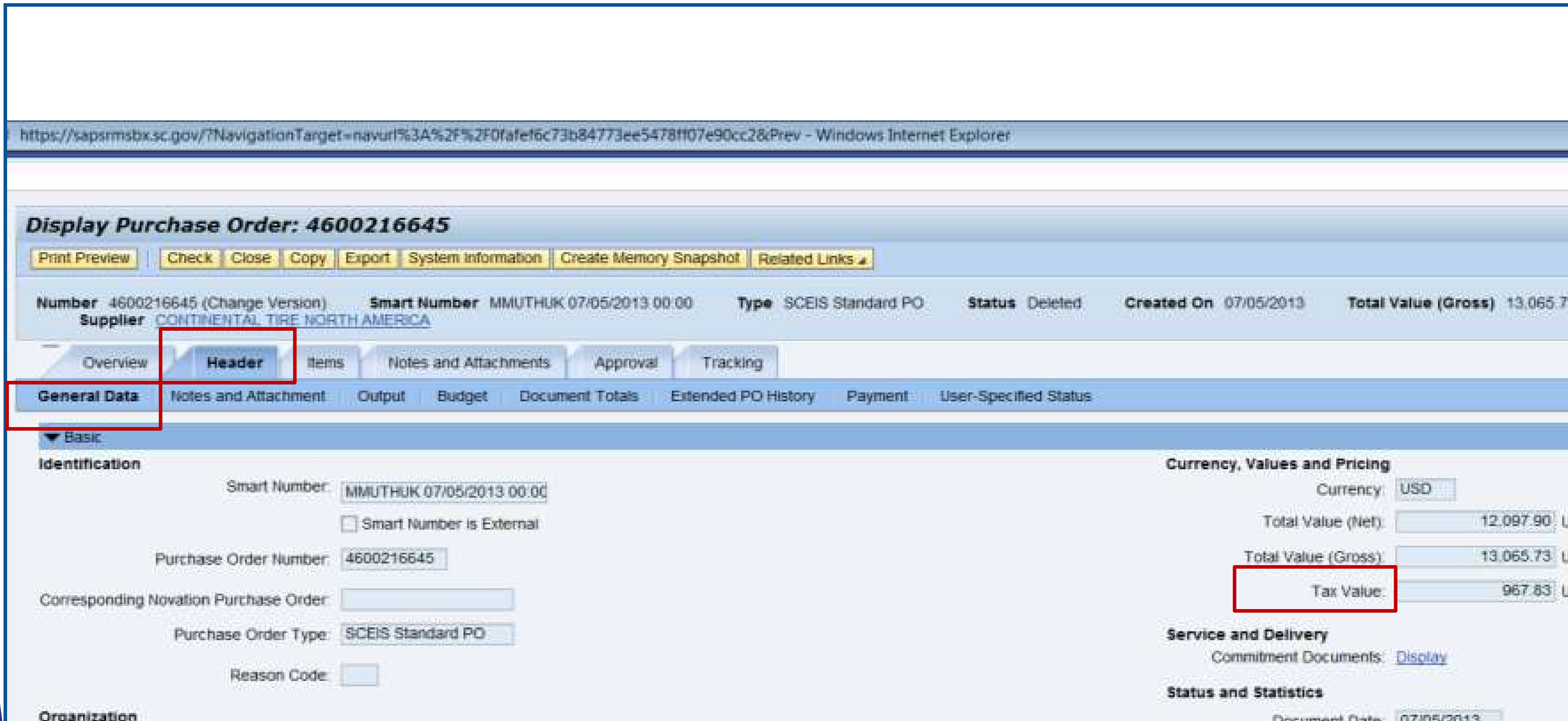
Verifying Encumbrance via Extended PO History

In SRM 7.2, the PO Encumbrance can be found in the Header's "Extended PO History" tab, in the "Value" column.



Understand the Tax Value in a Purchase Order

The Tax Value can be found in the Header, then General Data.



Understand the Tax Value can be Edited in the Items Detail

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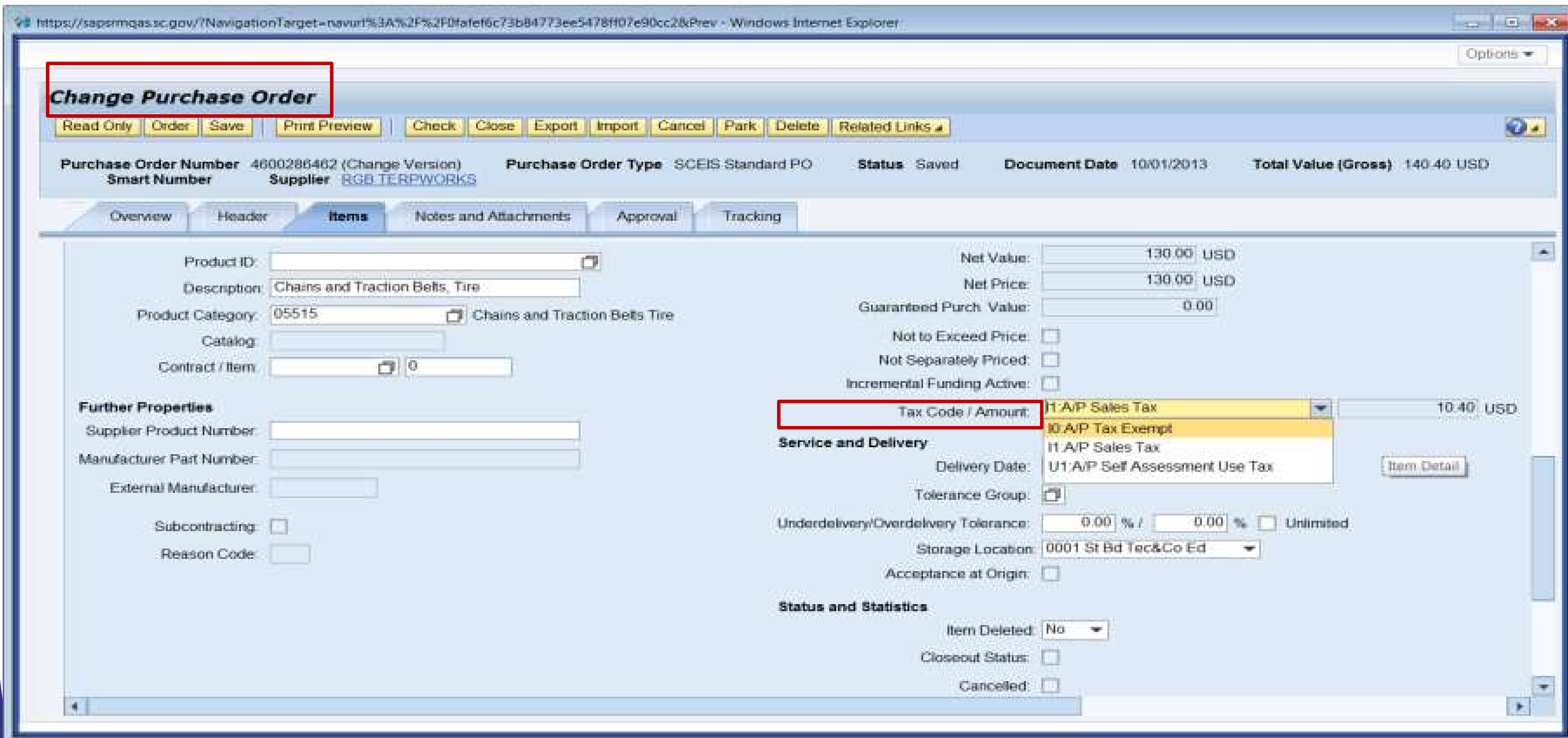
The Tax Value can edited in the Items Detail view.



Lesson 4 Knowledge Check

- A valid Purchase Order will have a Status of Ordered. (True or False)
- Once a Transaction Type is selected and the PO number is assigned in SRM, the Transaction Type **cannot** be changed. (True/False)
- Your Personalized Object Work List today can be found in Perform Sourcing in SRM 7.2? (True/False)
- If the Shopping Cart was created with the tax calculated, but if tax is not appropriate you can edit the Tax Code/Amount? (True/False)

Lesson 4 Summary

- You should now be able to:
  - Define the 4 steps to create a PO.
  - Find a “Requisition” in SRM.
  - Navigate through SRM to create a Standard PO.
  - Understand where to find Extended PO History.
  - Understand that SCEIS encumbers funds upon creation of a PO.
  - Understand how taxes are added in the Shopping Cart and potentially changed in the PO.

LESSON 5: CREATE A BLANKET AGREEMENT AND A BLANKET PURCHASE ORDER

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Lesson 5 Learning Objectives

- Upon completion of this Lesson, you should be able to:
  - Apply the 4 steps to create a PO (Lesson 4).
  - Find a “Requisition” that has been approved and submitted to your Work List (Lesson 4) in SRM’s Perform Sourcing.
  - Understand the difference between a Blanket Agreement and a Blanket PO.
  - Create a Blanket Agreement with the appropriate clauses.
  - Create a Blanket PO with the appropriate clauses.

Lesson 5 Learning Objectives cont.

- Upon completion of this Lesson, you should be able to:
  - Apply steps discussed in Lesson 4 on how to:
    - Understand where to find Extended PO History.
    - Understand that SCEIS encumbers funds upon creation of a PO.

Blanket Agreement and Blanket PO

- A Blanket Agreement should be used in accordance with Regulation 19-445.2100 of the SC Consolidated Procurement Code and Policy for Use of Purchasing/Payment Document Types.
- A Blanket PO should be used in accordance with the Policy for Use of Purchasing/Payment Document Types.
- A Goods Receipt transaction (MIGO) is optional on Blanket POs.

Perform Sourcing to Create a Blanket Agreement

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uPerform Business Process Procedures (BPPs) related to this function are available at http://www.sceis.sc.gov/page.aspx?id=272.

SRM PUR Create a Blanket Agreement

Exercise 2: Create a Blanket Agreement

When in Doc Builder, the answer to the Dialog questions are “Yes,” “Yes” to create the “BLANKET PURCHASE AGREEMENT” clauses.

Perform Sourcing to Create a Blanket PO

uPerform Business Process Procedures (BPPs) related to this function are available at http://www.sceis.sc.gov/page.aspx?id=272.

SRM PUR Create a Blanket Purchase Order

Exercise 3: Create a Blanket Purchase Order

When in Doc Builder, the answer to the Dialog questions are "Yes," "No" to create the "STANDARD PURCHSAE ORDER" clauses.

Lesson 5 Knowledge Check

- Blanket PO Agreements should be used in accordance with Regulation 19-445.2100 of the SC Consolidated Procurement Code and Policy for Use of Purchasing/Payment Document Types? (True/False)
- Blanket POs should be used in accordance with the Policy for Use of Purchasing/Payment Document Types? (True/False)
- Goods Receipt transactions (MIGO) are optional on Blanket POs? (True/False)

Lesson 5 Summary

- You should be able to:
  – Understand the difference between a Blanket Agreement and a Blanket PO.
  – Create a Blanket Agreement with the appropriate clauses.
  – Create a Blanket PO with the appropriate clauses.

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LESSON 6: CREATE A FRAMEWORK PURCHASE ORDER

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

Lesson 6 Learning Objectives

- Upon completion of this lesson, you should be able to:
  - Understand what makes a Framework PO different from Standard POs, Blanket POs, and Inventory POs.
  - Create a Framework PO.

Framework PO

- A Framework PO:
  - Process begins with the Buyer creating a Shopping Cart and then creating a Framework PO.
    - Purchasing →Purchasing →Create Documents →Shopping Cart
  - Does not go through the normal Shopping Cart approval and workflow process.
  - Requires a Product Category (5 digit – NIGP code), value limit, a required date, and a supplier number.
  - Does not require a Goods Receipt.
  - Does not require Account Assignment until time of payment (entered by Accounts Payable).

Create a Framework PO

uPerform Business Process Procedures (BPPs) related to this function are available at http://www.sceis.sc.gov/page.aspx?id=272.

SRM PUR Create a Framework Purchase Order

Lesson 6 Knowledge Check

- Framework POs are created from a Limit Shopping Cart? (True/False)
- Goods Receipt transactions (MIGO) are optional on Framework POs? (True/False)

Lesson 6 Summary

- You should now understand:
  - The requirements of a Framework PO.
  - How to Create a Framework PO.

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LESSON 7: ADDITIONS TO A PURCHASE ORDER

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

Lesson 7 Learning Objectives

- Upon completion of this lesson, you should be able to:
  - Understand the following additions to a PO.
    - Add Small Purchase Order Terms and Conditions from Document Builder
    - Add Vendor Text: Header and Line Item
    - Add Internal Note: Header and Line Item
    - Add an Attachment(s)
    - Add Conditions
      - Freight
      - Trade-in

Additions to a PO

uPerform Business Process Procedures (BPPs) related to this function are available at http://www.sceis.sc.gov/page.aspx?id=272.

SRM PUR Add Small Purchase Order Terms and Conditions
SRM PUR Add Vendor Text – Line Item
SRM PUR Add Vendor Text – Header
SRM PUR Add Internal Note – Line Item
SRM PUR Add Internal Note – Header
SRM PUR Add Attachments
SRM PUR Add Conditions – Freight & Trade-In

Lesson 7 Summary

- You should now be able to add the following elements to a PO:
  - Small Purchase Order Terms and Conditions from Document Builder
  - Vendor Text: Header and Line Item
  - Internal Note: Header and Line Item
  - Attachments
  - Conditions
    - Freight
    - Trade-in

Lesson 7 Knowledge Check

- The file name of an Attachment can be no greater than 30 characters? (True/False)
- After adding Conditions to a PO you must **SAVE** the document, then click EDIT, and then **ORDER** the document? (True/False)

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LESSON 8: EDIT A PURCHASE ORDER

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

Lesson 8 Learning Objectives

- Upon completion of this lesson, you should understand how to edit the following fields in a PO:
  - Account Assignment.
  - Add a Contract Number.
  - Add an Asset.
  - Add Split Fund Asset.
  - Change NIGP Code.
  - Change Vendor Prior to Order.
  - Delete a PO: Overview and/or Line Item.

Edit a Purchase Order

uPerform Business Process Procedures (BPPs) related to this function are available at http://www.sceis.sc.gov/page.aspx?id=272.

SRM PUR Edit Account Assignment
SRM PUR Add Contract Number
SRM PUR Add Asset
SRM PUR Add Split Fund Asset
SRM PUR Change NIGP Code
SRM PUR Change Supplier Prior to Order
SRM PUR Delete a PO: Overview and Line Item

Lesson 8 Summary

- You should now be able to edit a PO with the following:
  - Account Assignment.
  - Add a Contract Number.
  - Add an Asset.
  - Add Split Fund Asset.
  - Change NIGP Code Prior to Order.
  - Change a Vendor Prior to Order.
  - Delete a PO: Overview and/or Line Item.

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LESSON 9: MANAGE NO FURTHER CONFIRMATION & NO FURTHER INVOICE

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

Lesson 9 Learning Objectives

SCEIS is validating the No Further Confirmation, No Further Invoice process.

Documentation to follow.

No Further Confirmation & No Further Invoice

uPerform Business Process Procedures (BPPs) related to this function are available at http://www.sceis.sc.gov/page.aspx?id=272.

SRM PUR Manage No Further Confirmation & No Further Invoice in a Line Item

LESSON 10: PRINT A PURCHASE ORDER

Lesson 10 Learning Objectives

- Upon completion of this lesson, you should be able to:
  - Generate a Print Preview of the PO to ensure all of the data is correct.
  - Print the PO.

Print a PO

uPerform Business Process Procedures (BPPs) related to this function are available at http://www.sceis.sc.gov/page.aspx?id=272.

SRM PUR Print Purchase Order

Lesson 10 Summary

- You should now be able to:
  - Generate a Print Preview of the PO to ensure all of the data is correct.
  - Print the PO.

South Carolina Enterprise Information System

LESSON 11: CREATE A STANDARD PURCHASE ORDER WITH RETENTION

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

Lesson 11 Learning Objectives

- Upon completion of this lesson, you should be able to:
  - Understand and Create Retention at the Header Level.
  - Understand and Create Retention at the Item Level.

Demo

uPerform Business Process Procedures (BPPs) related to this function are available at http://www.sceis.sc.gov/page.aspx?id=272.

SRM PUR Create Purchase Order with Retention – Header Level
SRM PUR Create Purchase Order with Retention – Item Level

Lesson 11 Summary

- You should now be able to:
  - Create a PO with Retention at the Header level.
  - Create a PO with Retention at the Item level.

South Carolina Enterprise Information System

LESSON 12: CREATE AN INVENTORY PURCHASE ORDER

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

Lesson 12 Learning Objectives

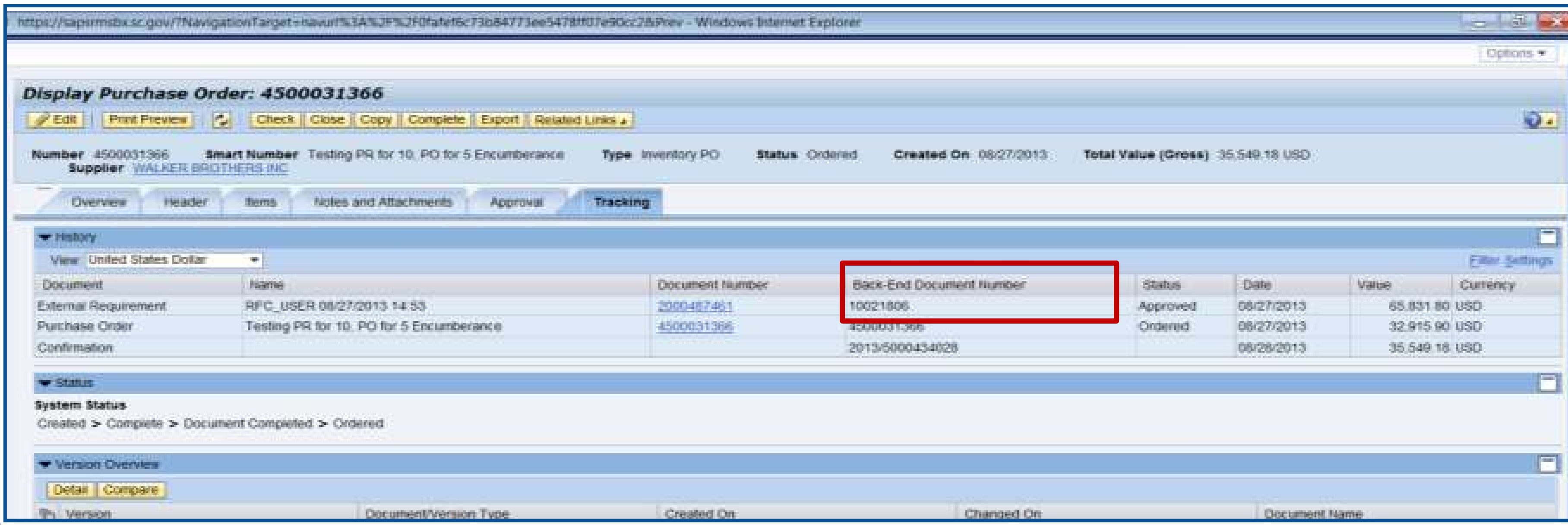
- Upon completion of this lesson, you should understand:
  - The process flow of a request to replenish inventory.
  - How to display PO tracking.

Replenishment of Inventory – Process Flow

- No change to the Inventory Staff
  - The Material Requirements Planning Controller (MRP Controller) will initiate the Purchase Requisition (PR) and the system converts the PR into a Shopping Cart.
- Procurement Receives Shopping Cart
  - Once a Shopping Cart is in SRM you will follow the process to Find/Display a Shopping Cart and Create a Purchase Order. The Transaction Type will still be Inventory PO, ZINV.

PO Tracking

In the Tracking tab, you can see that the “Back-End Document Number” column reflects the Purchase Requisition number created in ECC (10021806), which is then converted into a Shopping Cart Number, 2000487461.



Lesson 12 Summary

- You should now understand:
  - The process flow of a request to replenish inventory
  - How to display PO tracking

COURSE SUMMARY

Course Summary

- You should now be able to:
  - Navigate in Supplier Relationship Management (SRM) 7.2.
  - Understand Transaction Types and Document Numbers in SRM.
  - Redistribute Workload.
  - Create a Standard Purchase Order (PO).
  - Create a Blanket Purchase Agreements and Blanket PO.

Course Summary cont.

- You should now be able to:
  - Create a Framework PO.
  - Perform Additions to PO.
  - Edit a PO.
  - Print a PO.
  - Understand Extended PO History.
  - Create a Standard PO with Retention at the Header and Item level.

Course Knowledge Check

- Complete the following statement:
  - Additional Text can be added to the Purchase Order?
    a. At the Item level
    b. At the Header level
    c. Both (a) and (b)

Course Knowledge Check cont.

- How do you determine whether a Goods Receipt transaction has occurred against a Purchase Order?
  a. Email your agency's finance department with return receipt requested and wait for a response.
  b. Call the end user and ask them if they have the packing list.
  c. Look under the Tracking tab on the Purchase Order.

Course Knowledge Check cont.

- Complete the following statement:
  - For vehicle purchases, tax needs to be set up as?
    - a. A separate line item on the PO for $300.00
    - b. Indicate the item as taxable by selecting Tax Code/Amount “I1 – A/P Sales Tax” under “Items” and “General Data” tabs.

Course Knowledge Check cont.

- Where are freight charges added to the Purchase Order?
  a. Under the “Ship To Address/Performance Location” tab in SRM.
  b. As a “Condition” in the Purchase Order “Prices and Conditions” tab.

Course Knowledge Check cont.

- Complete the following statement:
  – It is a good idea to process the Open Encumbrance Report monthly because:
    a. This will give you an idea of POs that may need to be expedited, deleted, or marked “No Further Confirmation” and “No Further Invoice.”
    b. You may have Goods Receipts that have not been invoiced causing late payments to the vendors.
    c. You can see the POs that need your attention regarding coordination with the ultimate user, the Supplier and PO Process Management (For example: processing Good Receipts, No Further Confirmations, No Further Invoicing or deleting).
    d. All of the above.

Any Questions?

Next Steps

- Additional Support and Reference Materials
  - You can access additional support and print step-by-step procedures on the SCEIS uPerform website.

Go to the SCEIS website to view uPerform Business Process Procedures (BPPs) related to this course: http://www.sceis.sc.gov/page.aspx?id=272.

Evaluation

Please complete the online course evaluation in Blackboard.

Your input will help to shape future enhancements to the
SCEIS End User Training Program

Go to the SCEIS website http://www.sceis.sc.gov
click on **Training** and then click **Blackboard**