



Subject: SCEIS PR230 SCEIS Purchasing Process Training Course Offered Wednesday, May 2
Audience: Procurement Directors, Agency Training Coordinators

The SCEIS Training Team is pleased to offer a section of PR230, the SCEIS Purchasing Process training course in May. Please note that **this section is not designed to be a refresher course for individuals who have completed training.** Rather, this section is primarily designed to target those employees with Agency Buyer security roles who have not yet received training in that area.

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. **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.

PR230 Course Information

Course ID/Title: PR230 – SCEIS Purchasing Process

Description: This course covers the purchasing process including purchasing document types; creating/changing/displaying shopping carts and purchase orders (e.g. emergency, blanket, assets, cost justification, exemption items, sole source, and lease).

Target Audience:

- Agency Buyers.

Course Prerequisites:

- COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation
- MM100 SCEIS Materials Management Overview

PR230 - Section 003-Spring 2012 Details

Course Date: Wednesday, May 2, 2012

Course Location:

Room B01-B, Wade Hampton Building, Columbia

Driving Directions are available at: <http://www.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/F7PRYTJ>

Please note that employees who have completed this training previously, and are seeking a “refresher” course will be given lower priority for admission into this section than employees who have not taken this course before.