

Subject: SCEIS PR230 SCEIS Purchasing Process Training Course Offered May 23 & May 30

Audience: Agency Training Coordinators, AST Leads, Procurement Directors

The SCEIS Training Team is pleased to offer two additional sections of PR230 – SCEIS Purchasing Process training course in May, on Wednesday, May 23 and Wednesday, May 30. Please note that **these sections are not designed to be a refresher course for individuals who have completed training**. Rather, these sections are 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 attend 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 and 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 004-Spring 2012 Details

Course Date: Wednesday, May 23, 2012

Course Location:

SCEIS Offices, Room 202-A/B,
1628 Browning Road, Columbia

Driving directions: <http://sceis.sc.gov/location.aspx?id=1>

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>



PR230 - Section 005-Spring 2012 Details

Course Date: Wednesday, May 30, 2012

Course Location:

SCEIS Offices, Room 202-A/B,
1628 Browning Road, Columbia

Driving directions: <http://sceis.sc.gov/location.aspx?id=1>

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

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

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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.