

SCEIS Supplier-Relationship Management (SRM) Training Production System Login Instructions (Effective 11-2-2009)

OBTAIN YOUR USERNAME AND PASSWORD

SCEIS will provide your login credentials to SCEIS system once you have completed your training.

<https://srmwebgui.sc.gov/sap/bc/gui/sap/its/bbpstart>
Proceed as indicated in each section of this card.



LOGIN TO SRM PRODUCTION SYSTEM

On the SRM website, enter your username & password.

NOTE: You will not go through Citrix for SRM Production.

CHANGE PASSWORD – FIRST TIME LOGGING ON TO SRM

You will be prompted to change your password immediately after you log on to SRM for the first time.

Enter in your current password and your new password twice. Click on the Change button. You receive a confirmation when you have successfully changed your password.

Once you have logged on you will be in SRM on the home page.