SRM200U SCEIS Requisitioning, Purchasing and Receiving Goods and Services

Description

This online course is a collection of three online courses that presents the complete process of using the SCEIS SRM Shopping Cart system to purchase and track goods and services. Participants will become familiar with creation of a Shopping Cart, approval of a Shopping Cart, and recording receipt of the ordered goods or services.

Courses and Timing

Course	Description	Audience	Length
Course 1 - Shopping Cart Creation	This course covers the process of creating a shopping cart to request the purchase of goods and services	Shopping Cart User	1.5 hours
Course 2 - Shopping Cart Workflow Approval	This course covers the process of approving an SRM Shopping Cart	Shopping Cart Approver	0.5 hour
Course 3 - Good Receipts in ECC	This course covers the process of recording the delivery of ordered goods or services	Goods Receiver	0.5 hour
Total			2.5 hours

Course Navigation

The times above are estimates. Within the course, participants can pause and jump to the previous or next slide in the course using the navigation tool at the bottom of the screen. Depending on the participant, the lesson times may be shorter or longer than those listed above.

Previous Slide   Next Slide

Pause/Play Button
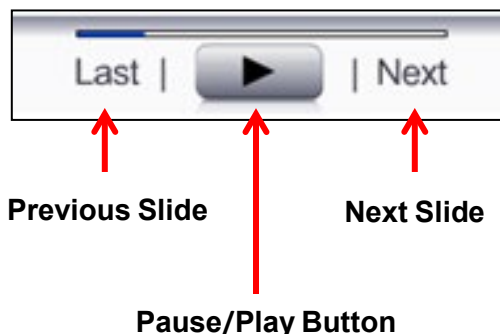
Tips for Completing the Course

To get the most out of the SRM200U online course:

- Take breaks after watching one or two sections of the course to retain as much information as possible.

- Take notes as you watch the course. Remember, you can pause the course to take notes or click the Last button to listen to a slide again.

- If needed, print the course script from the "Course Documents" folder in MySCLearning.

Accessing the Course:

Learn More
at sceis.sc.gov

MySCLearning Tools

1. In Internet Explorer, use your SCEIS user ID and password to log into SCEIS Central (https://sceiscentrallogin.sc.gov).
2. Click the "My Talent" tile.
3. Click the "MySCLearning" tile.
4. In the "Find Learning" tile, use the search box to type in the course ID (SRM200U) and click "Go."
5. Click "Start Course."
6. Review the "Start Here" document for additional instructions.

Note: You must complete each component of the course in the order in which it appears. Once you complete one component, the next component will be activated.