

From: sceis@sceis.sc.gov

To: AST Leads, Procurement Directors, Finance Directors

Cc: SCEIS Team

Subject: SRM 7.2 Go-Live is Monday, November 25, 2013

Good Afternoon:

The SCEIS Team is pleased to announce that the Supplier Relationship Management (SRM) system version 7.2 will go live Monday, November 25 at 8:30 a.m. The SCEIS Team would like to thank agencies for their participation in the training and implementation of SRM 7.2. Information on receiving system support and the SRM 7.2 logins are below.

User Support

If you need assistance using the SRM 7.2 system, please do the following:

1. View SRM 7.2 materials that you received during training.
2. Review uPerform documents available at <https://uperform.sc.gov>.
3. Contact your agency's Materials Management subject matter expert or follow procedures your agency has put in place for the SRM 7.2 Upgrade.
4. Contact the SCEIS Help Desk at (803) 896-0001 (Select option 1 for SCEIS Help) or SCEISHelpDesk@sceis.sc.gov if none of the above steps resolves your issue. Be sure to include the following when contacting the Help Desk:
 - a. First and Last Name, SCEIS Username, Personnel Number, and Agency (for the person submitting the request and the impacted user)
 - b. Work Phone Number and Email Address
 - c. A screen shot of any error message you are receiving
 - d. A detailed description of the issue (the more details, the better!)

Additional Help Documents

The SCEIS Materials Management Team has created the following help documents to further assist users with the SRM system.

[SRM 7.2 Folder Definitions](#)

[SRM 7.2 Options to Header Freight on Purchase Order](#)

SRM 7.2 Logins

Users can log in to the SRM 7.2 system by clicking the appropriate link below. Be sure to save the new link as a favorite.

SRM 7.2 State Employee Login: <https://sapsrm.sc.gov/irj>

SRM 7.2 Vendor Login: <https://vendorportal.sc.gov/irj>

Thank you,
The SCEIS Team