SRM 7.2 Tips and Reminders
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Tips and Reminders

- **Purchase Order**
  - **Save:** Click this button to save the document before completion
  - **Order:** Use this button to advance when the PO is complete and ready to send to the vendor.
- **RFx**
  - Publish: Use this button to publish solicitations.
- **Contracts**
  - Release: Use this button after all information on contract has been entered.

Tips and Reminders

- Refer to u-Performs
  - Still working on RFx and Contract
- Frequent the Microsite
- Access Communications from SCEIS