PR217 Creating and Managing Purchase Orders

Description

This instructor-led course will use knowledge checks and plenty of hands-on exercises to help buyers understand the procedures, tools, information, and systems available for successful purchasing. This course will cover the following:

- Key terms such as master data, purchasing document types and contract values.
- Key concepts such as:
    - validating a shopping cart prior to perform sourcing.
    - creating contract and non-contract-based purchase orders.
    - making changes before rather than after a purchase order is "ordered."
    - monitoring and tracking follow-on documents and changes to a purchase order.
    - adding attachments, notes, terms and conditions to purchase orders.
    - Lock Line Item, No Further Invoice and No Further Confirmation.
- Understanding SRM messages and resolving errors.

Target Audience

Buyers who create purchase orders.

Prerequisites

The following *must* be completed before you can register for the classroom training. Completion of prerequisites ensures that participants have the necessary knowledge for class. Material covered in prerequisite courses will not be re-taught in classroom training.

- SCEIS buyer role is required.
- Completion of PR101V Foundations of Procurement Online Course. Click here for more information on PR101V.

Course Information

Learn More at sceis.sc.gov

MySCLearning Tools

Registration Instructions

1. In Chrome, 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. Complete the prerequisite, PR101V. In the "Find Learning" tile, use the search box to type in the course ID (PR101V) and click "Go." Find the course title and click "Start Course."
5. After completing PR101V, type the course ID (PR217) in the search box and click "Go."
6. Find the course title and click "See Classes."
7. Scroll down and click the "Classes" tab to view class dates.
8. Find the class date you prefer and click "Register Now." If you do not see "Register Now," you have not completed PR101V.
9. At the Registration box, click "Confirm."
10. Receive email confirmation; view details and instructions.

If you do not receive a confirmation email, please contact the SCEIS Help Desk.