

From: sceis-ast@sceis.sc.gov

To: AST Leads, Finance Directors, HR Directors, Procurement Directors, SCEIS Alert Recipients

CC: SCEIS Service Desk

Target Date: Thursday, Oct. 30

Subject: Planned system maintenance Saturday, Nov. 1 and Sunday, Nov. 2, 2025

SCEIS will perform standard planned system maintenance **8 a.m.-2 p.m. Saturday, Nov. 1.**

System maintenance will also be performed **12:45-2:15 a.m. Sunday, Nov. 2,** to adjust the time from daylight saving time to Eastern Standard Time.

During both system maintenance periods, all portions of the SCEIS system will be unavailable.

Enterprise Core Component, Supplier Relationship Management, Business Warehouse (BW), Business Objects, Vendor and Customer Registration and SCEIS Central will be available to users following completion of the system maintenances by **2 p.m. Saturday** and **2:15 a.m. Sunday,** respectively.

In preparation for the time change system maintenance, Business Warehouse (BW) process chains will not run the evening of Saturday, Nov. 1.

All BW data will be updated and current by **10 a.m. Monday, Nov. 3.**

To ensure your agency is prepared for both planned system maintenance schedules, please forward this message to users and make sure they log out of the system before:

- ▶ 8 a.m. Saturday, Nov. 1
- ▶ 12:45 a.m. Sunday, Nov. 2

If you have questions or need assistance, contact the SCEIS Service Desk at 803.896.0001 and select option 2 for SCEIS issues or [submit a service desk ticket](#).

Thank you,
The SCEIS Team