

Weekly Update

August 18, 2015

- Subject:** SRM Shopping Cart Users, Approvers and Goods Receivers Should Complete SRM200U Online Class
- Audience:** SRM Shopping Cart Users, Approvers and Goods Receivers, FI Directors, MM Directors, Agency Training Coordinators

As a reminder, the SCEIS Team highly recommends all users involved in the Supplier Relationship Management (SRM) Shopping Cart process to complete the online SRM200U series of classes. In doing so, you will gain an understanding of the complete process and accompanying terminology, which in turn will yield a richer SRM user experience.

This is the only training available for Shopping Cart Users.

SRM200U is a collection of three online classes that presents using the SCEIS SRM Shopping Cart system to request, approve, and receive goods and services. The classes are:

SRM200C - SCEIS Shopping Cart Creator

The Shopping Cart Creator class covers the process of creating a shopping cart to request the purchase of goods and services. It is intended for users with the role of Shopping Cart User and takes approximately 1.5 hours to complete.

SRM200A - SCEIS Shopping Cart Approver

The Shopping Cart Approver class covers the process of approving an SRM Shopping Cart. It is intended for users with the role of Shopping Cart Approver and takes approximately 0.5 hours to complete.

SRM200G - SCEIS Goods Receiver

The Goods Receiver class covers the process of recording the delivery of ordered goods or services. It is intended for users with the role of Goods Receiver and takes approximately 0.5 hours to complete.

All Shopping Cart Users, Approvers and Goods Receivers should complete the appropriate class suited to their role.

You can find more information about the SRM200U classes here: <http://www.sceis.sc.gov/page.aspx?id=270>.

To begin taking the SRM200U class, click the link below:
<http://www.sceis.sc.gov/page.aspx?id=311>.

If you have any questions regarding this message, please email the SCEIS Training Team at Training.SCEIS@admin.sc.gov.