

PR101V SCEIS Foundations of Procurement

Description


This online course covers the following:

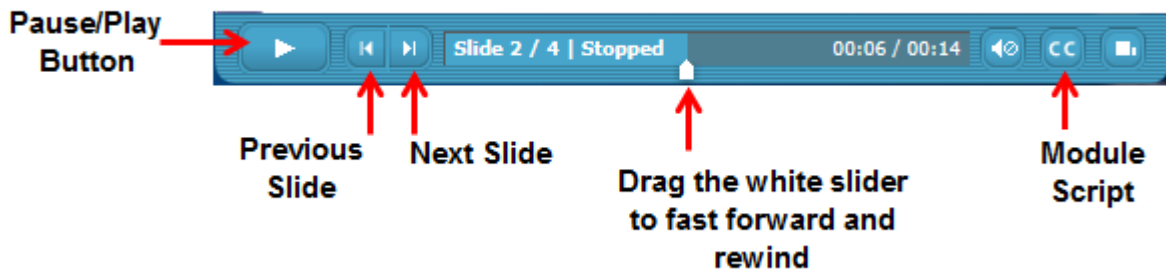
- State government entities related to South Carolina public procurement such as the SC Consolidated Procurement Code and Regulations, the SC Chief Procurement Officers and Procurement Services Division, and the related central government offices, including the offices of the Comptroller General and State Treasurer.
- Key concepts related to public procurement such as:
 - using document types for acquiring goods and services and for reporting.
 - establishing business rules that support standard processes and best practices.
 - ensuring controls in procurement such as master data, security roles, purchasing limits and segregation of duties.
 - locating tools and resources for performing successful procurement.
- The procurement process, including:
 - the sub-processes - shopping, approving, purchasing, soliciting/contracting, and receiving/processing follow-on documents.
 - the registration process used by suppliers of goods and services.
 - understanding Contracts and Purchase Orders as the tools of procurement.
 - understanding workflow, suppliers and National Institute of Governmental Purchasing (NIGP) Codes and understanding the interactions in procurement among people and electronic systems.

Course Lessons and Timing

Lesson	Minutes Per Lesson
Welcome	1:39
Module 1 – Introduction to Procurement	9:57
Module 2 – South Carolina Public Procurement	9:13
Module 3 – Agency Business Rules	5:43
Module 4 – MM Standards for SC Procurement Processing	6:40
Module 5 – Procurement Process Flow	7:01
Total	40:13

Course Navigation

The times above are estimates. Within each module, participants can fast forward, rewind and pause using the navigation tool at the bottom of the screen. To view the module script, click the closed caption button  .



Accessing the Course:

1. In Chrome, use your SCEIS user ID and password to log in to SCEIS Central (<https://sceiscentrallogin.sc.gov>).
2. Click the **My Talent** tile.
3. Click the **View My Learning** tile.
4. In the **Find Learning** tile, use the search box to type in the course ID and click **Search**.
5. Click **Start Course**.
6. Review the **Start Here** document for additional instructions.

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Note: You must complete each component of the course in the order in which it appears. Once you complete one component, the next component will be activated.