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.

SCEIS

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MySCLearning Tools

Registration Instructions

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. Find the course title and click **See Classes**.
6. Scroll down to the **Classes** tab to view class dates.
7. Find the class date you prefer and click **Register Now**. If you do not see **Register Now**, you have not completed the prerequisite.
8. On the Class Details screen, click **Register**.
9. On the Registered pop-up window, click **OK** to close the window.
10. Receive email confirmation with details and instructions.

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