



---

# **Materials Management Knowledge Transfer Session 2**

**OVERVIEW – MM100**

---

May 13, 2009

# Agenda

---

- ④ Materials Management (MM)
- ④ The Shopping Cart (SC)
- ④ Bidding and Purchasing Overview
- ④ Inventory Management
- ④ Vendor Registration and Updating
- ④ Vendor Master Data
- ④ Enterprise Central Component (ECC) Standard Reports
- ④ GeoLearning Registration



# Materials Management

---

# Materials Management (MM)

## Learning Objectives

---

- ④ Describe the key terms and concepts for MM
- ④ Understand the integration points between MM and other modules in SCEIS
- ④ Understand the key benefits of the SCEIS system for the State of South Carolina
  - Understand the SCEIS system layout for linking Enterprise Central Component (ECC) and Supplier Relationship Management (SRM)
- ④ Describe the MM process flow including the SCEIS imaging paperless workflow

# Key Terms and Concepts

---

- Supplier Relationship Management (SRM): A component of the SCEIS system that provides the collaborative business processes needed to evaluate, enable and engage suppliers.
- Shopping Cart (SC): A tool in SRM to enter a request for a product or service. The Shopping Cart replaces today's requisition.
- Workflow Approval: An automated approval process in the Shopping cart that can include hierarchical approval, dollar limits, etc.,

# Key Terms and Concepts (cont.)

- Enterprise Central Component (ECC): The core system of SCEIS where master data is stored.
- Imaging and Workflow: The process of scanning (imaging) documents using a workflow process.
- Document Builder: An SAP bolt-on application available in SRM to build boiler-plate terms and conditions in solicitations, and in ECC to build boiler-plate for award statements and purchase orders.

# Key Terms and Concepts (cont.)

---

- ④ Material Master Record: Uniquely defines a material in SCEIS. Contains data relevant to inventory management, purchasing, finance, sales and planning.
- ④ Inventory: A material expensed at the time of consumption and not at time of purchase.
- ④ Sales and Distribution: The business processes used in the selling, shipping and billing of products and services.

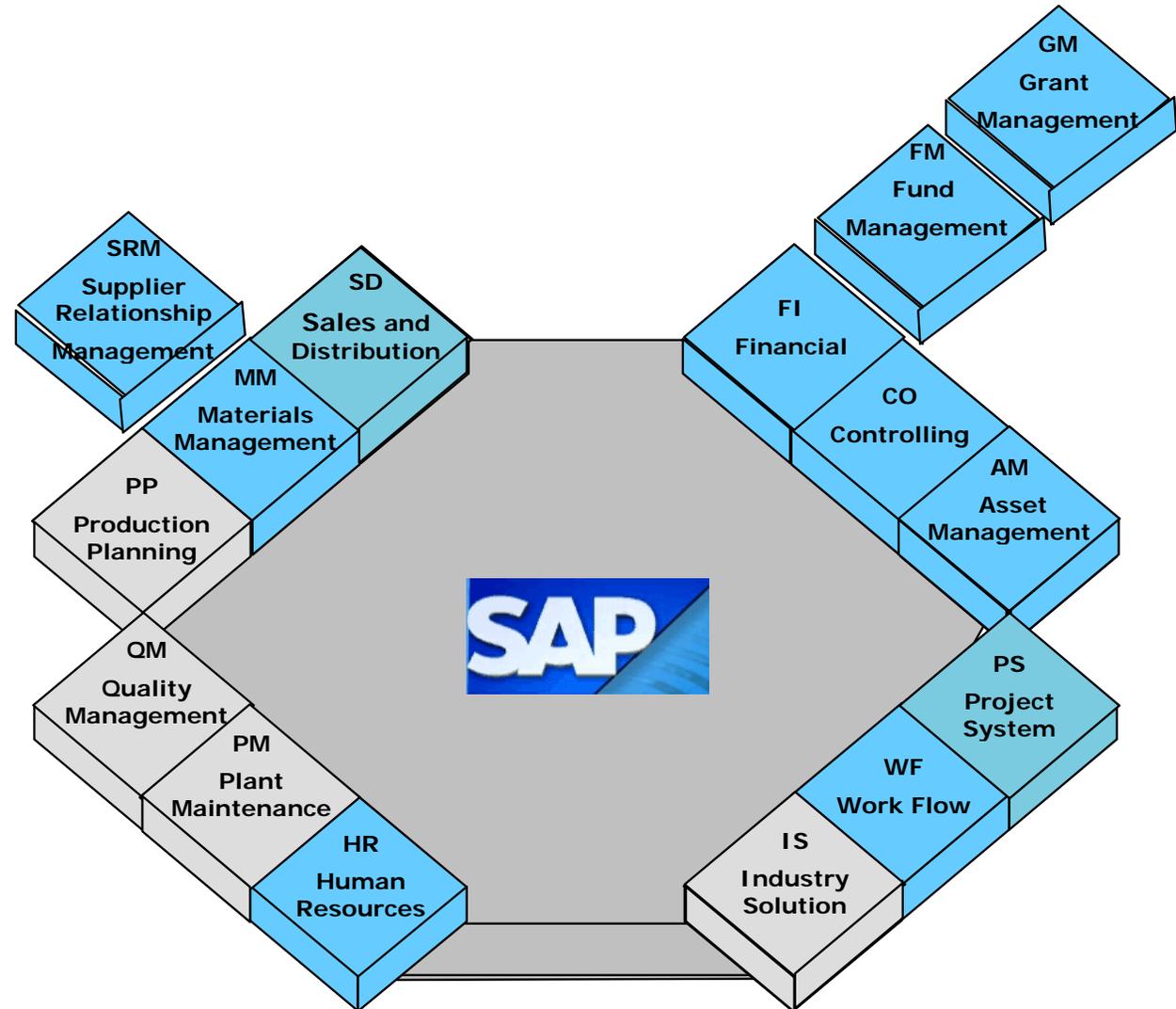
# Integration among SAP Modules

---

- ④ SAP is the software used by SCEIS.
- ④ SCEIS is configuring the SAP software to meet the business process needs of South Carolina.
- ④ All SAP modules are integrated, which means that each business process configured in SCEIS is affected by other business processes in other modules.

# Integration among SAP Modules (cont.)

The modules in blue are the SAP modules that will be implemented within the June 30, 2010, SCEIS time frame.



# Benefits of MM in SCEIS

---

- ④ Integrated system
  - Tracks Shopping Cart approval, requisitions, purchase orders, goods receipt, inventory
- ④ Single, integrated environment for information management
  - Enter data once for MM, financial and human resource reporting
- ④ Accuracy and efficiency through central master data files
- ④ Supports centralized and decentralized procurement
- ④ Greater productivity

## Benefits of MM in SCEIS (cont.)

---

- Enables electronic procurement and inventory management
- Standardizes agency and central procurement and inventory processes
- Reduces transaction costs
- Leverages buying power of the agencies and central procurement
- Real-time queries and reports
- Strategic and analytical reporting in Business Warehouse

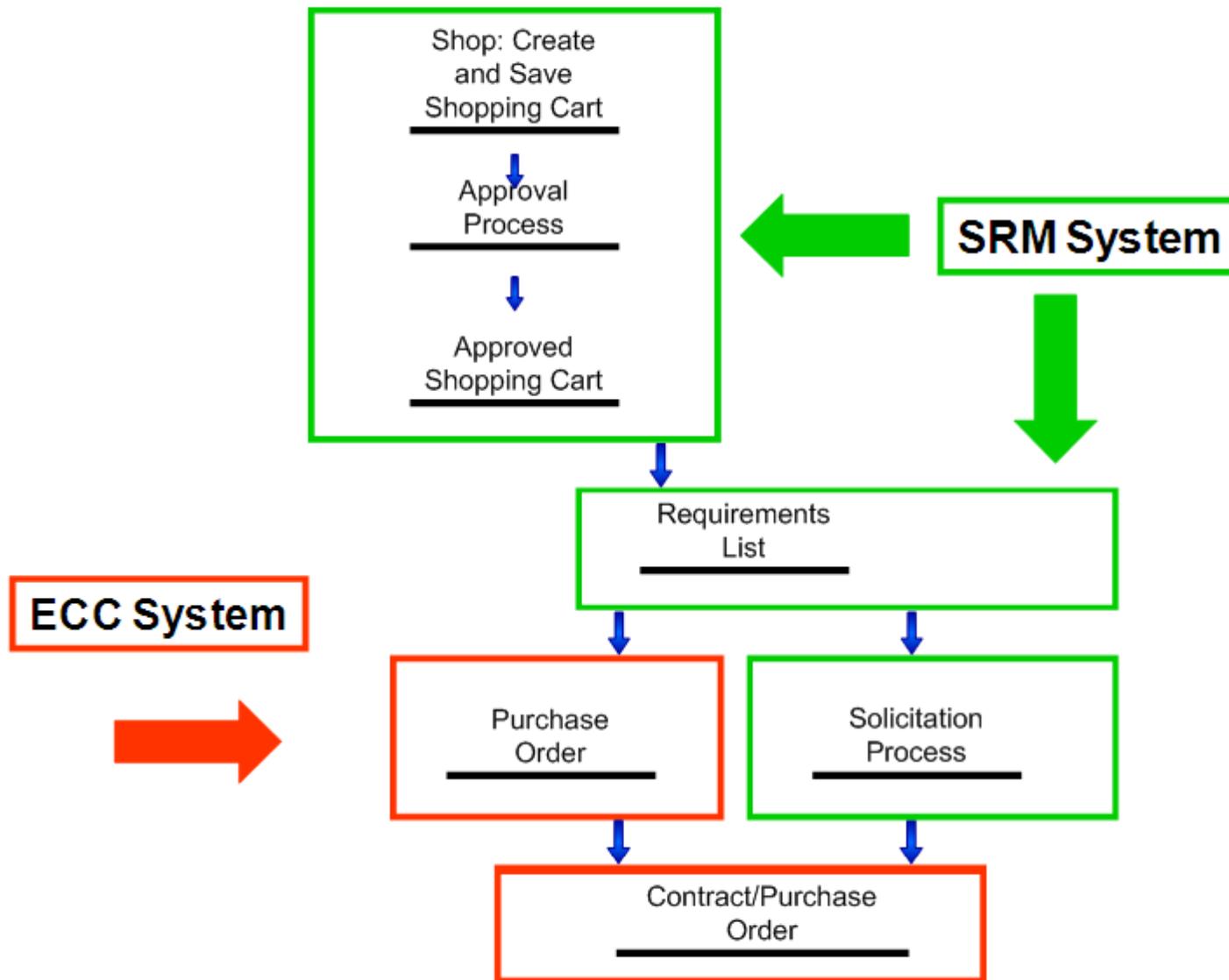
# SCEIS System Landscape

---

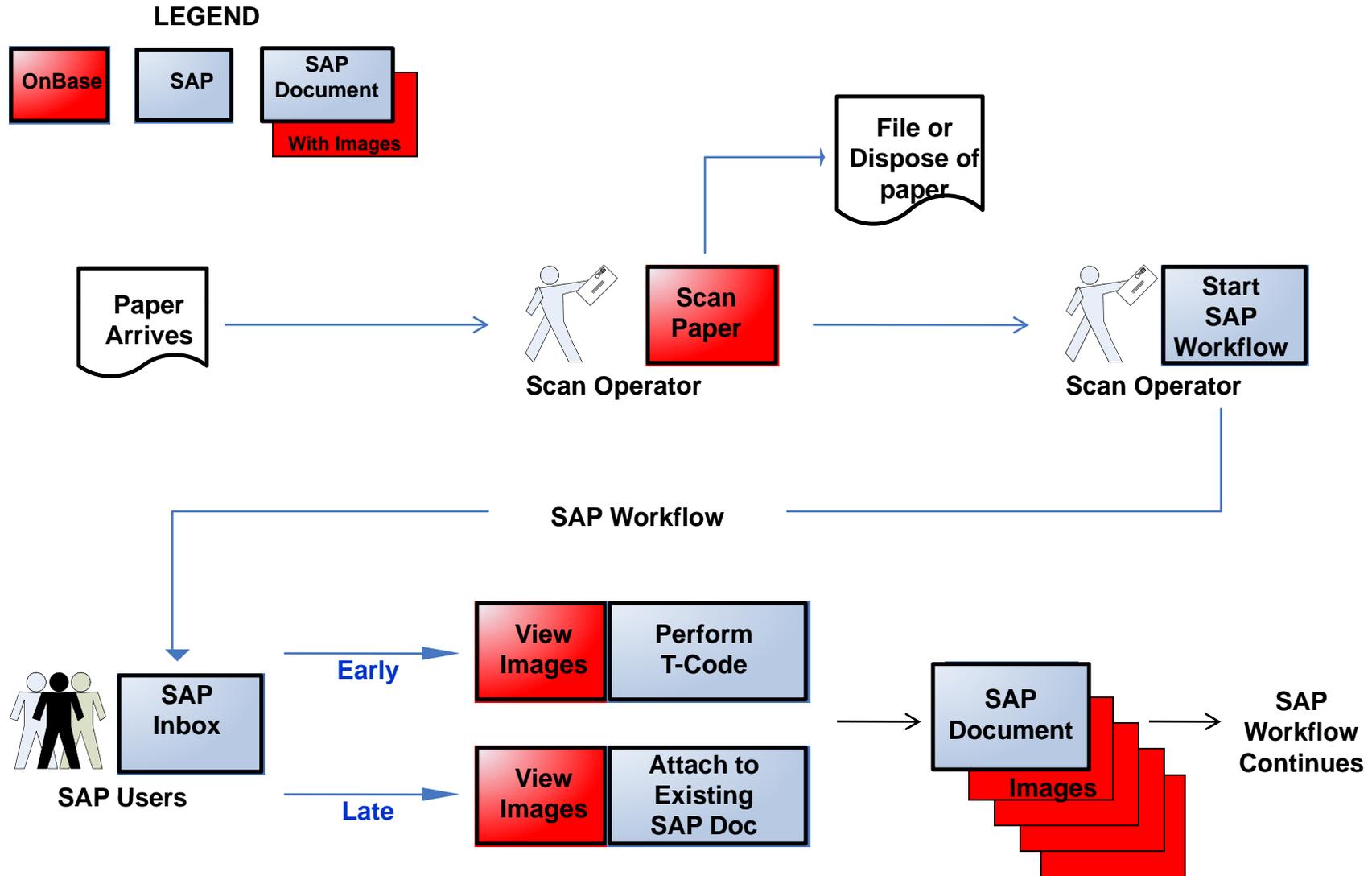


- ④ The SRM system landscape is accessed through a web browser. The following processes take place in SRM:
  - Shopping cart, shopping cart approval, solicitations (including Document Builder), vendor on-line responses and vendor response summary
  
- ④ ECC is the core system which stores master data. The following processes take place in ECC:
  - Goods receipt, inventory management, material master, purchase orders, contracts, vendor file, human resources and financial data including invoicing
  
- ④ Information from the SRM system to the ECC system is transferred via connectors throughout the state network.

# Procurement Process Flow



# Document Imaging



# MM Security Roles

---

## 🕒 Shopping Cart User

- Responsible for creating a request for goods and services using the SCEIS shopping cart

## 🕒 Approver

- Responsible for approving shopping cart

## 🕒 Buyer

- Responsible for the bidding process and for creating contracts and purchase orders

# MM Security Roles (cont.)

---

## 🌀 Goods Receiver

- Responsible for receiving goods

## 🌀 Central Material Master Data Team (CMMDT)

- State level role responsible for setting and maintaining Material Master policy and standards for the state

## 🌀 Agency Material Master Liaison (AMML)

- Agency level role
- Create and maintain agency-specific Material Master Data Records

# MM Security Roles (cont.)

---

- ④ **Materials Requirements Planning (MRP) Controller**
  - Responsible for setting and maintenance of material re-order parameters
  
- ④ **Agency Inventory Issuer**
  - Responsible for issuing goods and for goods movements
  
- ④ **Agency Inventory Administrator**
  - Responsible for all the inventory functions within an agency

# MM Security Roles (cont.)

---



- ④ Agency Customer Data Maintenance
  - Responsible for request and maintenance of customer master
- ④ Customer Service Agent
  - Responsible for creating sales orders, contracts and quotations
- ④ Billing Administrator
  - Responsible for accounts billing and accounts receivable
- ④ Pricing Administrator
  - Responsible for creating pricing conditions



# Shopping Cart

---

# Shopping Cart Learning Objectives

---

- ④ Understand key terms used in the Shopping Cart
- ④ Understand the Shopping Cart concept
- ④ Understand how to check the status of the Shopping Cart
- ④ Discuss the Shopping Cart approval process

# Key Terms and Concepts

---

To select products or services that need to be procured, four terms are used in the shopping cart:

- Punch-out catalog: Contracts that are accessed in SRM by clicking the vendor link (punching out), selecting the contract item, coming back to SRM, and adding item(s) to the shopping cart. SCEIS works with the vendor to set up the punch-out catalogs.
- NIGP/Contract search: Ability to search state-term and agency-0specific contracts loaded into SCEIS. Also ability to search for long description of NIGP.

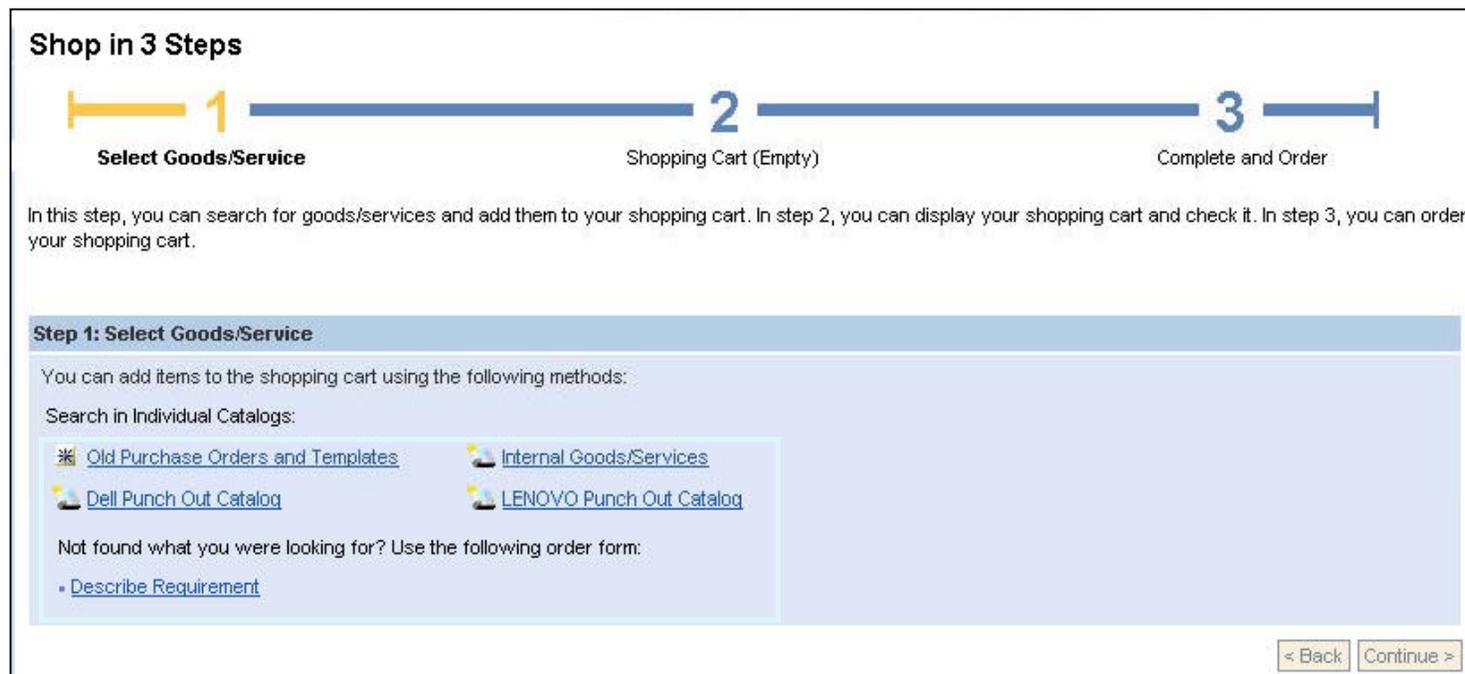
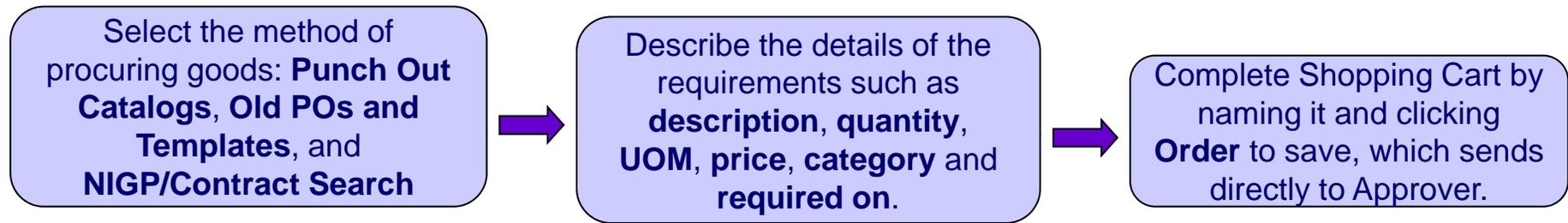
# Key Terms and Concepts (cont.)

---

- Old purchase orders and templates: Used to copy information from a previous purchase order.
- Approver: The person or persons who approve the purchase of goods and services. Up to 3 hierarchical approvers can be designated.

# Create a Shopping Cart

Three simple steps are required to shop and create a shopping cart:



**Shop in 3 Steps**

1 ————— 2 ————— 3

Select Goods/Service      Shopping Cart (Empty)      Complete and Order

In this step, you can search for goods/services and add them to your shopping cart. In step 2, you can display your shopping cart and check it. In step 3, you can order your shopping cart.

**Step 1: Select Goods/Service**

You can add items to the shopping cart using the following methods:

Search in Individual Catalogs:

-  [Old Purchase Orders and Templates](#)
-  [Internal Goods/Services](#)
-  [Dell Punch Out Catalog](#)
-  [LENOVO Punch Out Catalog](#)

Not found what you were looking for? Use the following order form:

- [Describe Requirement](#)

< Back    Continue >

# Create a Shopping Cart

---

- Sections available for completion:
  - Basic Data
  - Account Assignment
  - Document and Attachments
  - Ship-to Address
  - Sources of Supply

# Display the Shopping Cart for Status

---

- Once the Shopping Cart has been created, the Shopping Cart will be sent to designated approvers by work flow. The approvers will be notified by e-mail that a Shopping Cart awaits approval.
- The Shopping Cart creator can check the status of the Shopping Cart at any time by using the display function.

# Check the Status of the Shopping Cart

You can check the shopping cart to review the approval status.

**1**

you can select and order goods and services

**Check Status**

You can check, for example, if your shopping cart has been approved

**Check the status of the Shopping Cart**

**mySAP Supplier Relationship**

**Shopping Cart Status**

Find Shopping Cart

Item Description    Name of Shopping Cart    Timeframe    Status

Start    Extended Search

**Search Result: 4 Shopping Cart**

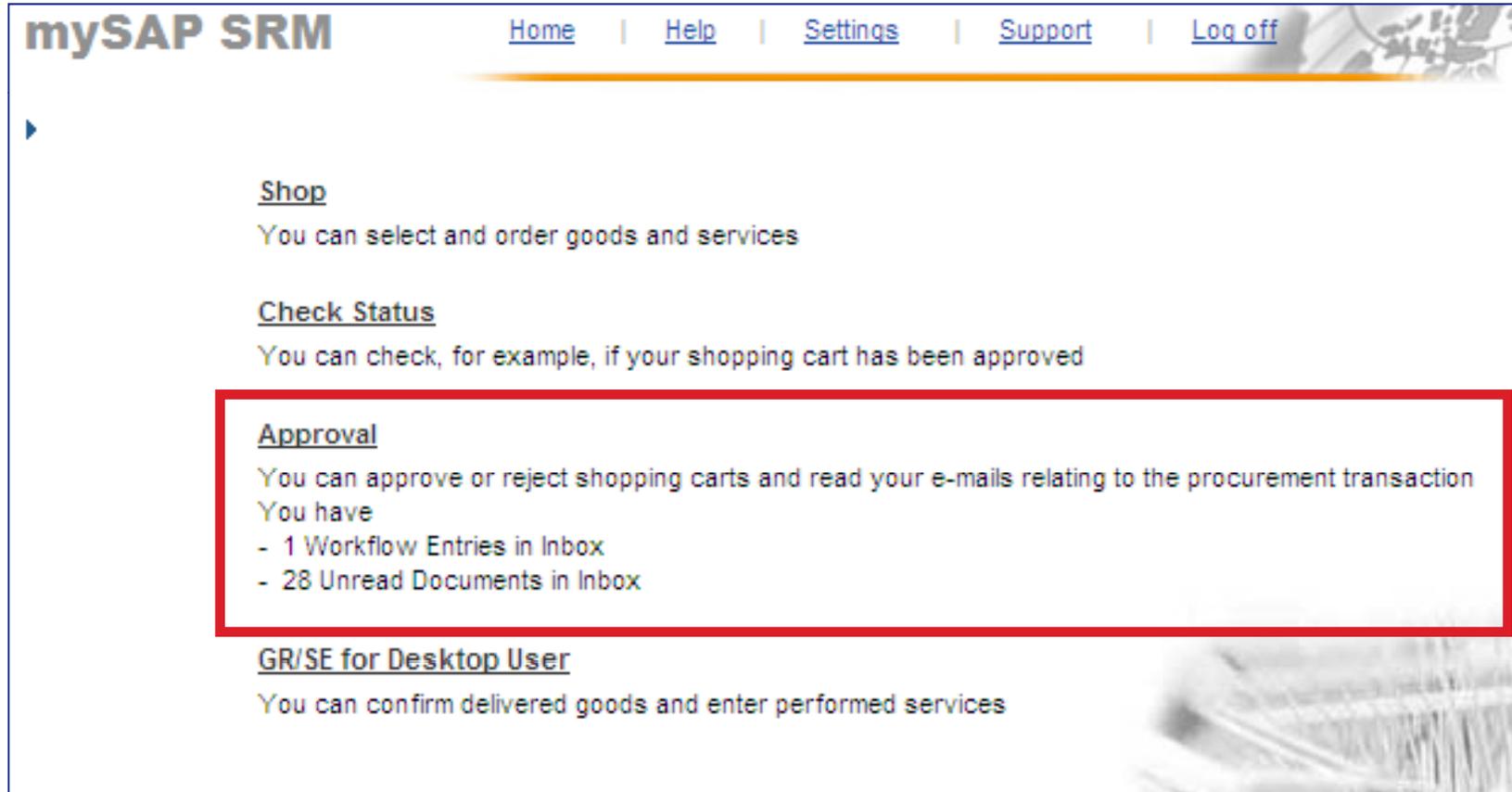
Number	Name of Shopping Cart	Created on	Total Net Value	Status	Action
2000000280	E120USER - Additional Approval	03/23/2007	3,000.00 USD	Held	  
2000000271	E120USER 03/23/2007 14:03	03/23/2007	500.00 USD	Approved	  
2000000270	E120USER 03/23/2007 13:59	03/23/2007	1,000.00 USD	Approved	  
2000000256	E120USER 03/21/2007 10:36	03/21/2007	24.00 USD	Approved	  

**2**

To view details of an item, click the **Details** icon

# Approve or Reject a Shopping Cart

An approver can modify the Shopping Cart when he/she receives it for approval.



The screenshot displays the mySAP SRM user interface. At the top, there is a navigation bar with links for [Home](#), [Help](#), [Settings](#), [Support](#), and [Log off](#). Below the navigation bar, there are several menu items:

- Shop**: You can select and order goods and services
- Check Status**: You can check, for example, if your shopping cart has been approved
- Approval** (highlighted with a red border): You can approve or reject shopping carts and read your e-mails relating to the procurement transaction. You have
  - 1 Workflow Entries in Inbox
  - 28 Unread Documents in Inbox
- GR/SE for Desktop User**: You can confirm delivered goods and enter performed services

# Approve or Reject a Shopping Cart (cont.)



Click  to approve or  to reject the item.  
If you need to view the details, click .

## Approval

Approval Messages

Here you can approve/reject shopping carts, confirmations of goods receipts, and so on.  
Select 'Edit' to display details

Approval: 1 Entry

Description	Action
<a href="#">Approve shopping cart of Ben Riddle with value 185.00 USD</a>	    



---

# **Bidding and Purchasing Overview**

---

# Bidding and Purchasing

## Learning Objectives

---

- ① Understand the high-level solicitation process
- ① Describe the display functions of a purchase order and contract
- ① Understand the integration of Document Builder in SRM and ECC

# Solicitation Process

---

- SCEIS has configured all solicitation types:
  - Requests for quotes
  - Invitation for bid
  - Request for proposal
  - Best value bids
  - Fixed price bids
  - Request for information

## Solicitation Process (cont.)

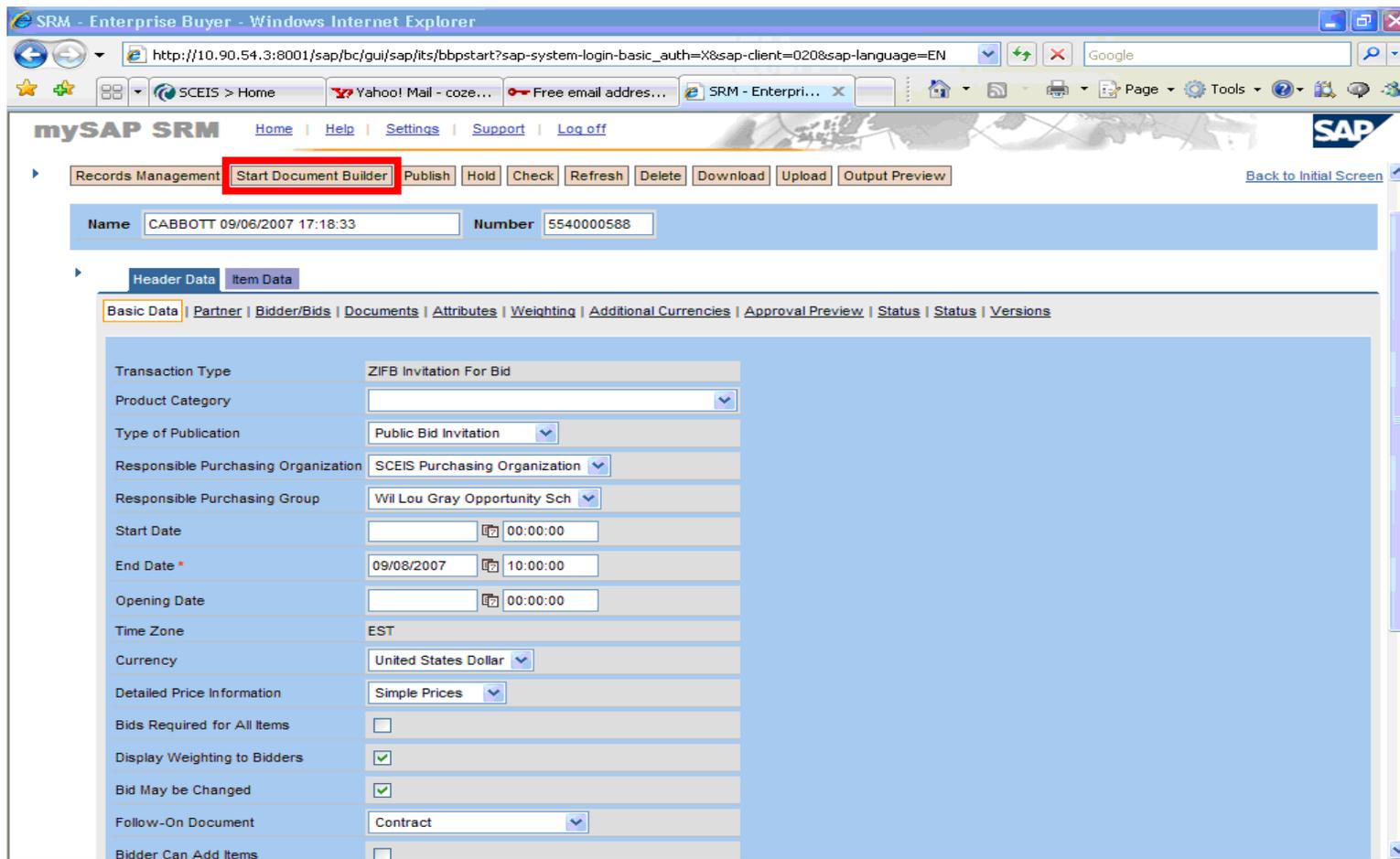
---



- SCEIS has established many attributes that a vendor might have to answer to submit a bid. For example, “Does the vendor claim South Carolina Vendor Preference?”
- SCEIS has the capability to create standard terms and conditions.
- SCEIS has capability to create award statements.

# Integration of Document Builder in Procurement Process in SRM

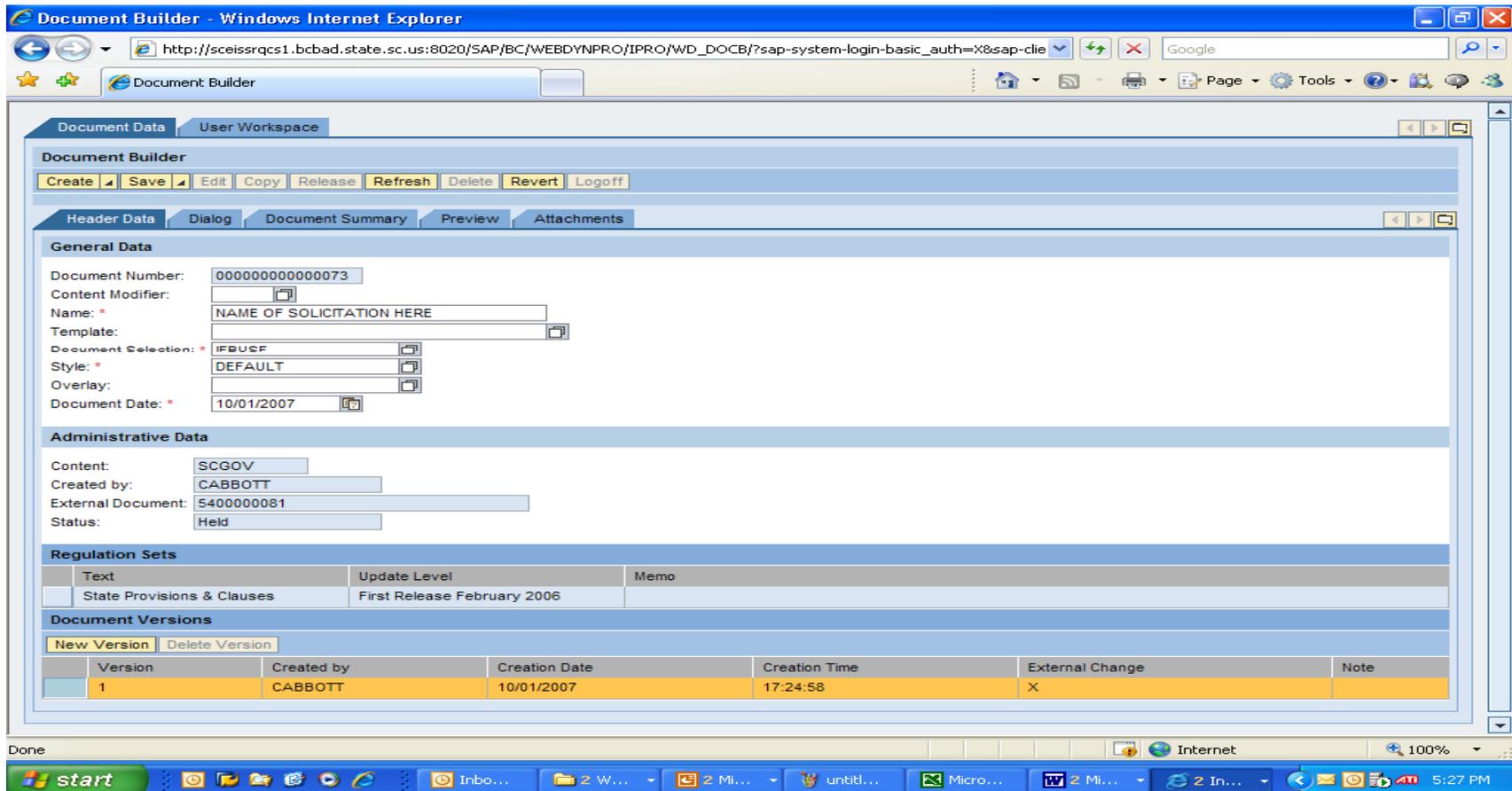
- Document Builder creates the terms and conditions for vendors during the bid solicitation process, depending on the type of solicitation created.



The screenshot shows the SAP SRM Document Builder interface. The browser window title is "SRM - Enterprise Buyer - Windows Internet Explorer". The URL is "http://10.90.54.3:8001/sap/bc/gui/sap/its/bbpstart?sap-system-login-basic\_auth=X&sap-client=020&sap-language=EN". The page title is "mySAP SRM" and the navigation bar includes "Home", "Help", "Settings", "Support", and "Log off". The main navigation bar has "Records Management", "Start Document Builder" (highlighted with a red box), "Publish", "Hold", "Check", "Refresh", "Delete", "Download", "Upload", and "Output Preview". The "Start Document Builder" button is highlighted with a red box. Below the navigation bar, there are input fields for "Name" (CABBOTT 09/06/2007 17:18:33) and "Number" (5540000588). The "Header Data" tab is selected, and the "Basic Data" sub-tab is active. The "Basic Data" sub-tab contains the following fields:

Field	Value
Transaction Type	ZIFB Invitation For Bid
Product Category	[Dropdown]
Type of Publication	Public Bid Invitation [Dropdown]
Responsible Purchasing Organization	SCEIS Purchasing Organization [Dropdown]
Responsible Purchasing Group	Wil Lou Gray Opportunity Sch [Dropdown]
Start Date	[Date] 00:00:00 [Time]
End Date *	09/08/2007 [Date] 10:00:00 [Time]
Opening Date	[Date] 00:00:00 [Time]
Time Zone	EST
Currency	United States Dollar [Dropdown]
Detailed Price Information	Simple Prices [Dropdown]
Bids Required for All Items	<input type="checkbox"/>
Display Weighting to Bidders	<input checked="" type="checkbox"/>
Bid May be Changed	<input checked="" type="checkbox"/>
Follow-On Document	Contract [Dropdown]
Bidder Can Add Items	<input type="checkbox"/>

# Integration of Document Builder in Procurement Process in SRM (cont.)



**Document Data**

Document Number: 000000000000073  
Content Modifier:   
Name: \* NAME OF SOLICITATION HERE  
Template:   
Document Selection: \* IFBUCF  
Style: \* DEFAULT  
Overlay:   
Document Date: \* 10/01/2007

**Administrative Data**

Content: SCGOV  
Created by: CABBOTT  
External Document: 5400000081  
Status: Held

**Regulation Sets**

Text	Update Level	Memo
State Provisions & Clauses	First Release February 2006	

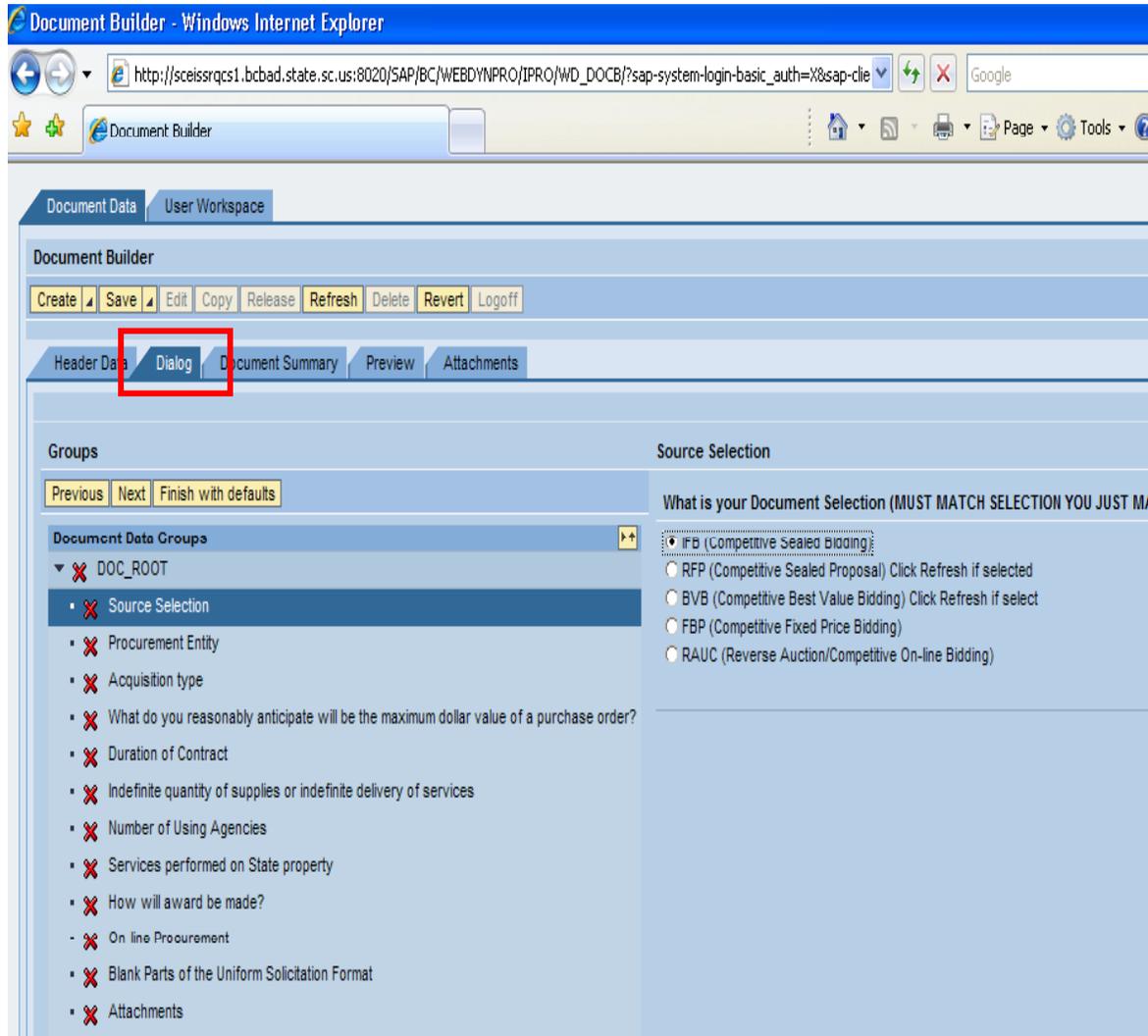
**Document Versions**

Version	Created by	Creation Date	Creation Time	External Change	Note
1	CABBOTT	10/01/2007	17:24:58	X	

Certain data from SRM Bidding Engine will automatically populate in DocBuilder:

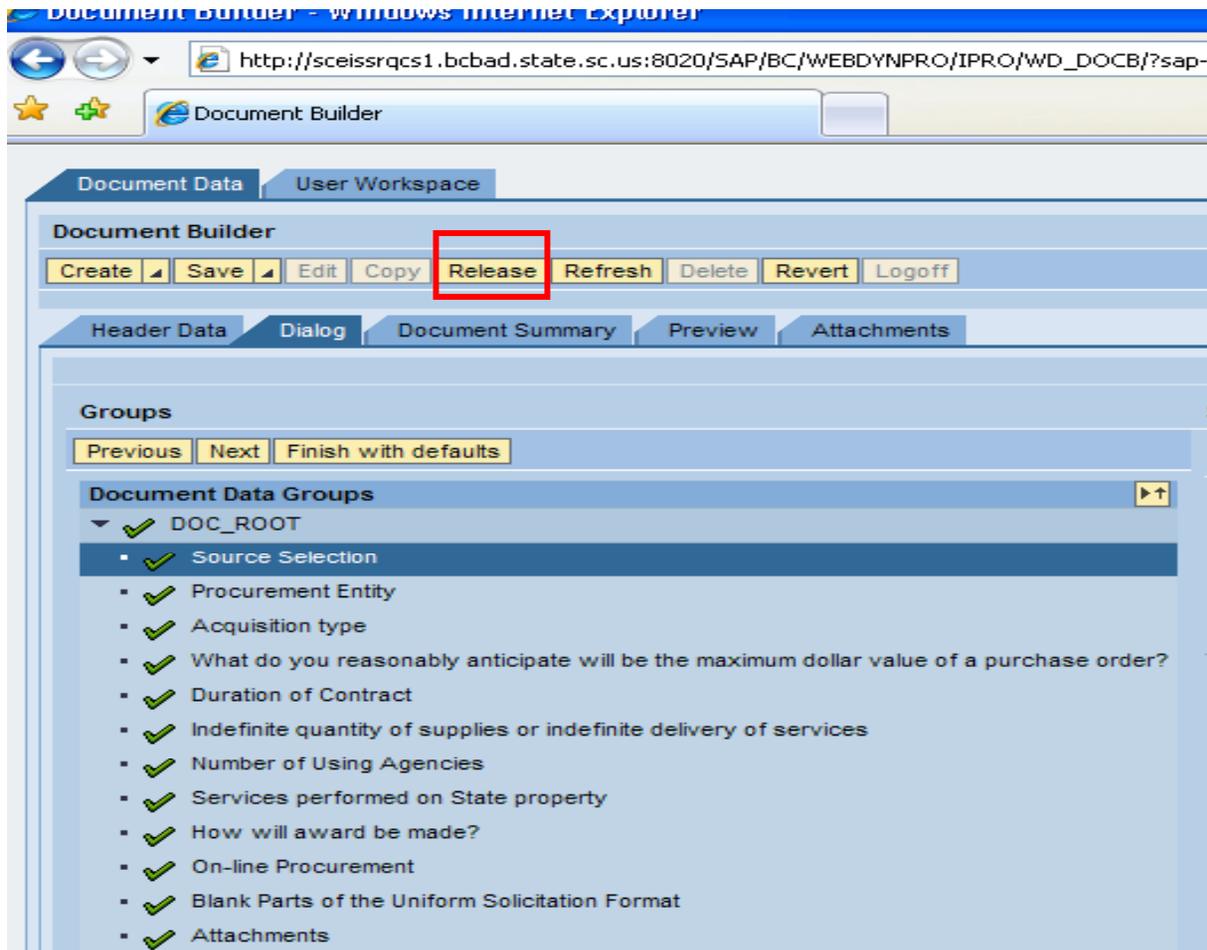
1. Solicitation Type: IFB (Invitation For Bid)
2. Created By
3. Solicitation Number

# Integration of Document Builder in Procurement Process in SRM (cont.)



On the **Dialog** tab:  
The red  represents questions that need to be answered. After answering all the required questions the red  changes to a green  Check.

# Integration of Document Builder in Procurement Process in SRM (cont.)

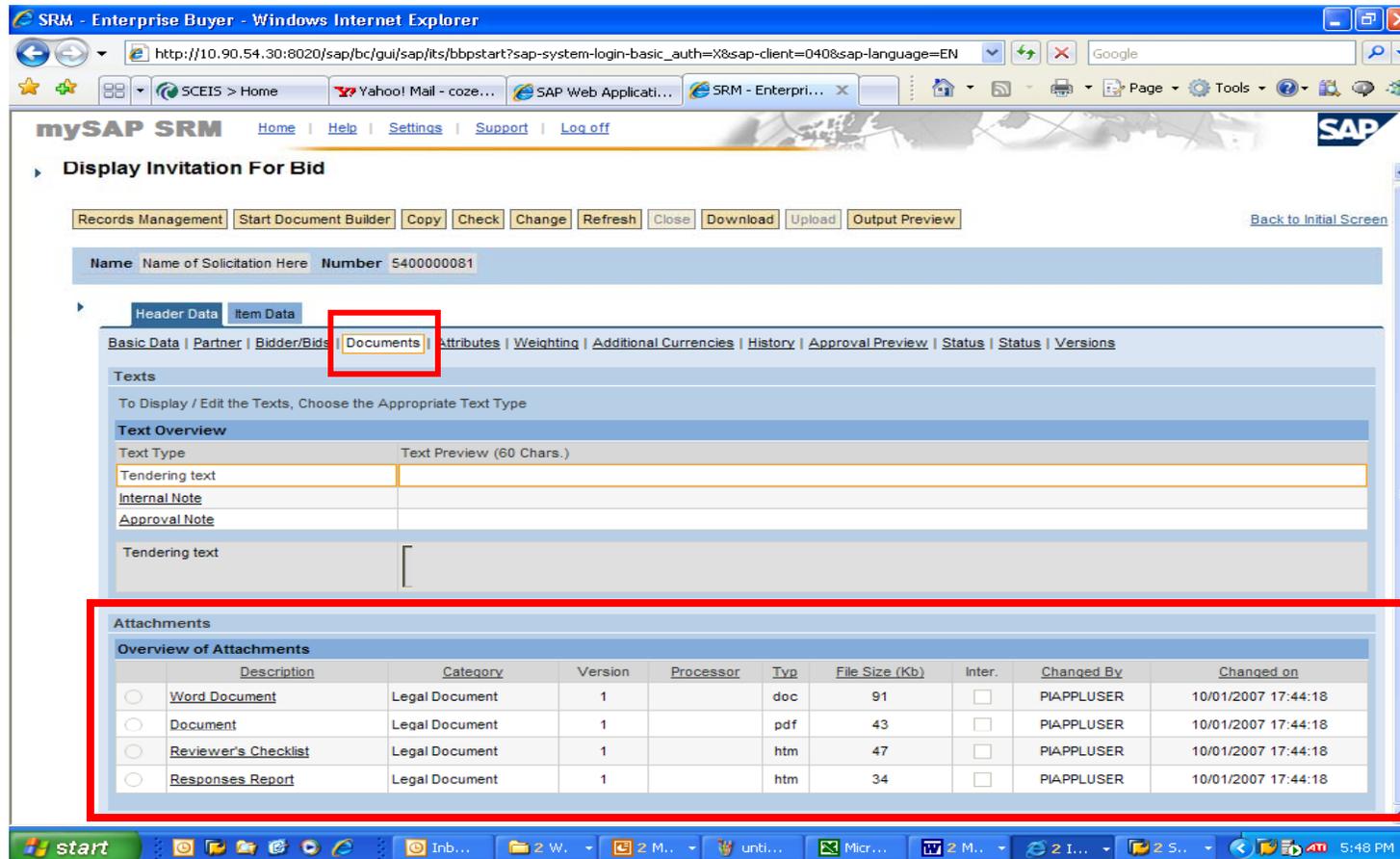


If all the questions are checked green  then you are ready to release the documents.

Click the **Release** button.

The terms and conditions are now in SRM.

# Integration of Document Builder in Procurement Process in SRM (cont.)



The screenshot shows the SAP SRM interface for displaying an invitation for bid. The 'Documents' tab is selected and highlighted with a red box. Below it, the 'Attachments' section is also highlighted with a red box, showing a table of documents.

Overview of Attachments									
	Description	Category	Version	Processor	Typ	File Size (Kb)	Inter.	Changed By	Changed on
<input type="radio"/>	<a href="#">Word Document</a>	Legal Document	1		doc	91	<input type="checkbox"/>	PIAPPLUSER	10/01/2007 17:44:18
<input type="radio"/>	<a href="#">Document</a>	Legal Document	1		pdf	43	<input type="checkbox"/>	PIAPPLUSER	10/01/2007 17:44:18
<input type="radio"/>	<a href="#">Reviewer's Checklist</a>	Legal Document	1		htm	47	<input type="checkbox"/>	PIAPPLUSER	10/01/2007 17:44:18
<input type="radio"/>	<a href="#">Responses Report</a>	Legal Document	1		htm	34	<input type="checkbox"/>	PIAPPLUSER	10/01/2007 17:44:18

When you log back into SRM, the Terms and Conditions will be added under the *Documents* section.

# Purchase Orders

---

- ④ SCEIS has identified the different types of purchase orders used by the State:
  - Standard, sole source, emergency, blanket agreement, blanket order and exemption
- ④ Document Builder can create the terms and conditions on purchase orders (would not apply to state term contracts)
- ④ Purchase orders can be:
  - Viewed via the display mode
  - Checked for the status of open POs
  - Changed with a change order
- ④ Purchase orders are standardized

# Example of Purchase Order



**PURCHASE ORDER**  
**Wil Lou Gray Opportunity Sch**

**Purchasing Office:**  
 Wil Lou Gray Opportunity School  
 Attn: Procurement Office  
 3300 West Campus Road  
 West Columbia, SC 29170  
 Phone: (803) 896-6480  
 Fax: (803) 896-6467

**Invoice To:**  
 Wil Lou Gray Opportunity School  
 Attn: Accounts Payable  
 3300 West Camput Road  
 Columbia, SC 29170  
 Phone: (803) 896-6480  
 Fax: (803) 896-6511

<p><b>Purchase Order:</b> 4500000042  <b>Date Issued:</b> 05/28/2008                  P O Number must appear on all Invoices and Delivery Slips.</p>	<p><b>Payment Terms:</b>                  within 30 Days 0.000 Percent Discount</p>
<p><b>Vendor:</b> 7000080103                  APPLIED VIDEO SYSTEMS INC                  5816-D SHAKESPEARE ROAD                  COLUMBIA SC 29223                  USA</p>	<p><b>Deliver To:</b>                  Wil Lou Gray Opportunity School                  3300 WEST CAMPUS ROAD                  West Columbia, SC 29170-2134</p>

**INSTRUCTIONS TO VENDOR**

Item No.	Quantity	Unit of Measure	Description	Unit Price	Amount
00010	1	AU	LCD Projector Dukane ImagePro 8915 LCD projector Delivery Date: 05/28/2008 Release Order for contract 5000007768 - item - 00001.	5,200.00	5,200.00
00020	1	AU	Installation Cameras, Video Long Extension, USB, Digital Document, Digital Visual Presenters Delivery Date: 05/28/2008 Release Order for contract 5000007768 - item - 00001.	1,000.00	1,000.00

Created By: Charles Abbott

**Total: 6,200.00**

Authorized Signature: **If received electronically, printed name represents authorized signature for this document**

# Contracts - Display and Manage

---

Display a contract in either ECC or SRM to:

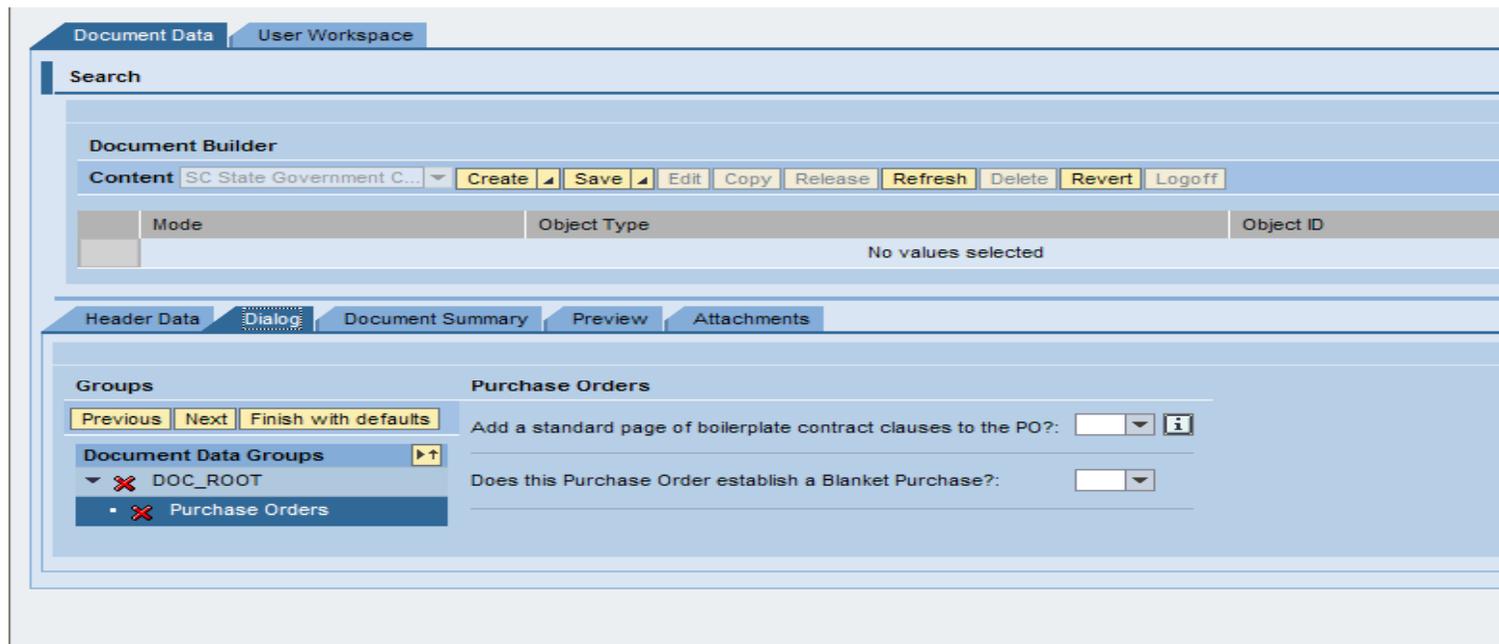
- 🕒 Search for a specific field or information such as expiration date, award, etc.
- 🕒 View the changes that have been recently made
- 🕒 View attachments (price lists)
- 🕒 View source of supply (vendor)

Contracts are managed in the ECC system for:

- 🕒 A change in detail information, such as price or description

# Integration of Document Builder in Procurement Process in ECC

- Document Builder creates the terms and conditions for the award statements
- Document Builder creates standard terms and conditions for the purchase order



The screenshot displays the Document Builder interface. At the top, there are tabs for 'Document Data' and 'User Workspace'. Below this is a 'Search' section. The main area is titled 'Document Builder' and contains a 'Content' dropdown menu set to 'SC State Government C...'. To the right of the dropdown are buttons for 'Create', 'Save', 'Edit', 'Copy', 'Release', 'Refresh', 'Delete', 'Revert', and 'Logoff'. Below these buttons is a table with columns for 'Mode', 'Object Type', and 'Object ID'. The table is currently empty, with the text 'No values selected' displayed. At the bottom, there are tabs for 'Header Data', 'Dialog', 'Document Summary', 'Preview', and 'Attachments'. The 'Dialog' tab is active, showing a 'Groups' section on the left with a tree view containing 'DOC\_ROOT' and 'Purchase Orders'. On the right, there are two configuration questions: 'Add a standard page of boilerplate contract clauses to the PO?' and 'Does this Purchase Order establish a Blanket Purchase?'. Both questions have dropdown menus and an information icon.



# Inventory Management

---

# Inventory Management

## Learning Objectives

---

- ① Understand key terms and concepts for inventory management
- ① Describe key processes for the requisition and replenishment of inventory

# Inventory

---

- ④ Expensed at time of consumption and not at time of purchase
- ④ May be valuated or non-valuated
- ④ Has a unique identifier (Material Master Number)
- ④ Is stored in designated physical locations
- ④ May be replenished automatically by setting system re-order triggers

# Inventory is NOT:

---

- ❑ A fixed asset
- ❑ To be purchased via P-card
- ❑ Required to be greater than 100K in value

## Material Master Record

- Uniquely defines a material in SAP
- System-generated non-intelligent 6-digit material number
- Contains data relevant to the following business processes:
  - Purchasing
  - Sales
  - Inventory Management
  - Finance/Accounting
  - Materials Requirements Planning (MRP)

# Key Terms and Concepts (cont.)

---

## 🌀 MRP (Materials Requirements Planning)

- Proposes replenishment quantities based the following factors:
  - Current stock levels
  - Outstanding reservations
  - Existing purchase requisitions and orders
  - Re-order points
  - Maximum stock

# Key Terms and Concepts (cont.)

---

## 🌀 Plants

- Basic organizational unit
- Location where inventory is independently stored and valued
- 1 plant vs. many plants

## 🌀 Storage Location

- Physical location within a plant where inventory is stored

# Key Terms and Concepts (cont.)

---

## 🌀 Physical Inventory

- Physical count of quantities of materials
- Can be performed as an ad hoc or as a periodic rolling stocktake
- Reconciles actual stock on hand with stock on hand as reported in SCEIS

# Key Terms and Concepts (cont.)

---

## 🌀 Stock Transfer

- Transfer of materials at issuing plant's cost
- Can be used to transfer materials from:
  - Plant to plant
  - Storage location to storage location

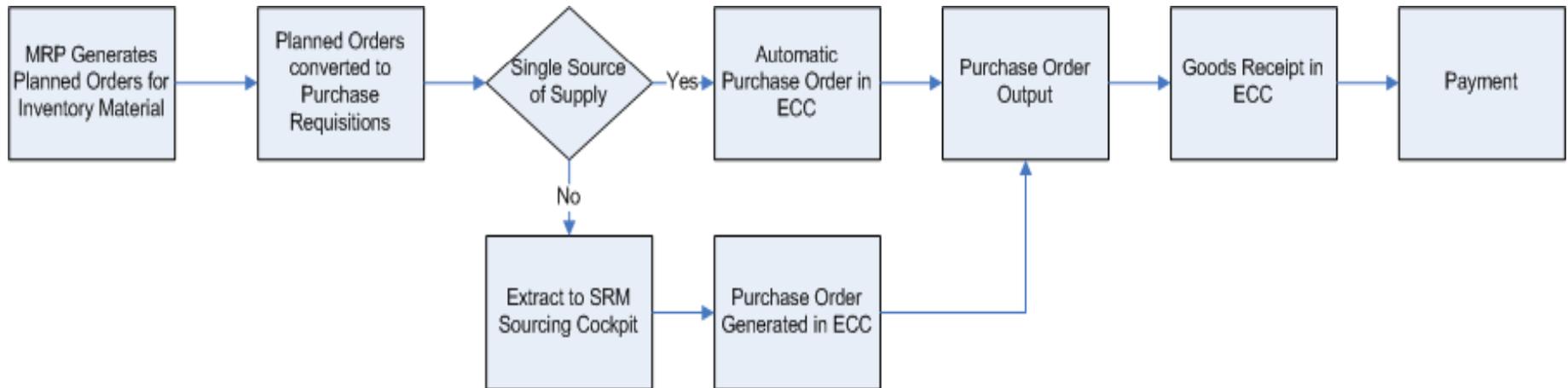
## 🌀 Stock Transport Order

- Transfer that allows for goods receipt to occur at receiving plant
- Transfer can be at cost or as a cost-plus-markup

## 🌀 Material Reservations

- Document that “reserves” materials for future goods issue
- Reservations are relevant for MRP calculations
- Reservations can be created manually or automatically
  - Via SRM Shopping Cart (manual)
  - In ECC via transaction MB21 (manual)
  - Generation from Sales Order creation (automatic)

# Basic Inventory Replenishment



# Basic Requisition of Inventory



# Additional Processes to be Covered

---



These processes will be covered in depth in additional inventory modules:

- Create, Change, Delete Material Master Record
- Goods Issue
- Goods Receipt
- Physical Inventory
- Materials Requirements Planning
- Material Reservations



# Vendor Registration and Updating

---

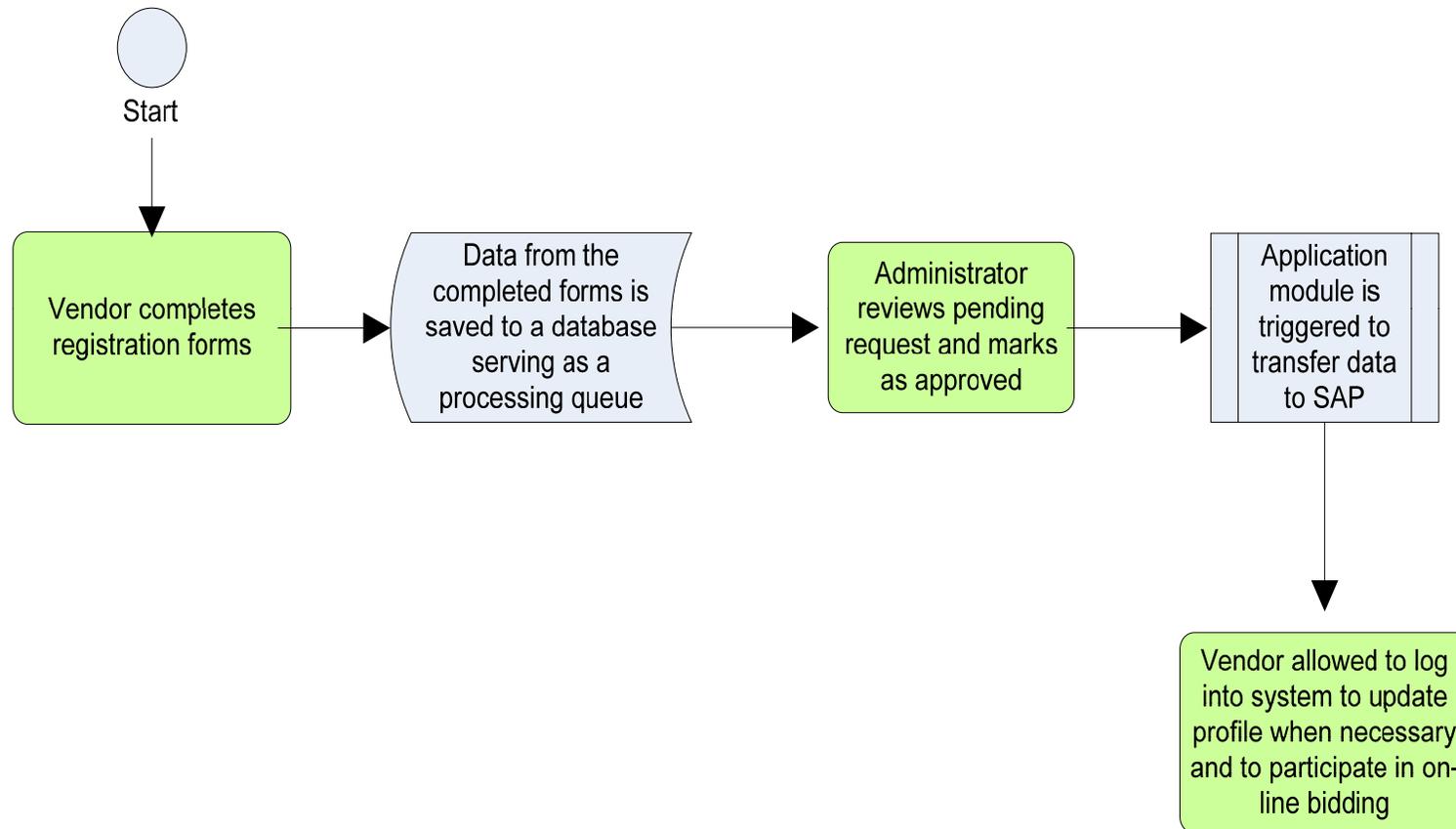
# Vendor Registration Learning Objectives

---



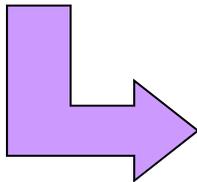
- ① Understand the purchasing vendor registration process
- ① Understand the benefits of vendor registration

# Purchasing Vendor Registration Process



# Online Vendor Registration Process

A vendor needs to complete a 9-step process to complete the online vendor registration form.



**SCEIS The South Carolina Enterprise Information System**  
Vendor Registration - Introduction

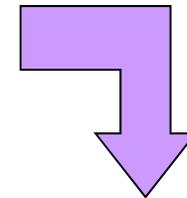
---

**Welcome!**  
Thank you for taking the time to register your business with the South Carolina State Government Procurement System! The process consists of 9 basic steps, some of which are optional. You may want to review and have 'at hand' the data elements listed below before starting the process.

- **Step 1** - Your company's name and tax identification number. For individuals, this is your social security number (SSN). For other entities, it is your employer identification number (EIN). The Name/TIN combination should match U.S. Internal Revenue Service records
- **Step 2** - The name, phone, and email address of the person responsible for maintaining this profile
- **Step 3** - The company's primary contact information such as phone and fax. If available, the URL of your company's Home Page.
- **Step 4** - Your company's mailing address
- **Step 5** - If applicable, an alternate order form or invoice address
- **Step 6** - If your company is capable of supporting emergency procurements, you have the option of supplying emergency contact information.
- **Step 7** - Pick from our database of possible goods/service categories that your company would be able to supply to the state government.
- **Step 8** - Additional or secondary company contacts (name, job function, phone, email address)
- **Step 9** - Any additional text you would like to provide to describe your business

Please remember that if you close your browser or leave the registration application before clicking the **Finish** button in Step 9, you'll have to start the process over from the beginning. Use the buttons provided at the **bottom** of each step to navigate through the process... your browser's 'Back' button will not transmit your data to our server.

Sincerely,  
The South Carolina State Government Procurement staff



Registration complete!

# Reasons for Vendor Registration

---

- On-line registration by purchasing vendors should produce more-accurate vendor data.
- Vendors should also update their data which, again, should produce accurate data in the vendor master file.
- Purchasing vendors who wish to participate in on-line bidding must register.

# When to Add Vendor

---

🌀 **“Direct Payable” Vendor** - Not typically considered by buyers seeking a source of supply for future purchases. Examples may include:

- Payments made to caregivers employed by social service agencies
- Utility company

Note: The Office of the Comptroller General offers training on Direct Payable vendor application.

🌀 **Procurement Vendor** - If the vendor wishes to do business with the state, but has no computer access, an agency could add a vendor.



# Vendor Master Data

---

# Central Vendor Master File

---

- Maintained by Office of Comptroller General
- Materials Management Office reviews purchasing vendors from vendor registration
- Office of Small and Minority Business Assistance (OSMBA) designates minority status and provides certification number
  - Agencies are able to search for minority vendors
- Encourage all vendors to register through vendor registration now
  - Website: [www.procurement.sc.gov](http://www.procurement.sc.gov)



# **ECC Standard Reports**

---

# Steps for Reporting in SAP

---

There are four general steps required when creating a report:

- 1 Report selection
- 2 Data selection
- 3 Display results
- 4 Output results

# Reporting Function in ECC

---

- Reports can be accessed using transaction codes and navigation buttons
- View data in a concise, standardized format
- Analyze data from transactions using different criteria
- Filter, sort and group data

# Examples of Standard ECC Reports

---

- ④ Display PO by Vendor
- ④ Display by Cost Center
- ④ Display by Plant
- ④ Display by Document Type
- ④ Display Warehouse Stock
- ④ Display Stock in Transit
- ④ Display Materials List

## 🌀 Post-work for General Session 2

- Review General Session 2 content
- Conduct Survey Monkey Knowledge Check for General Session 2
- Review Frequently Asked Questions (FAQs)

## 🌀 Pre-work for General Session 3

- Prepare to review Survey Monkey results for General Session 2
- Review content for General Session 3
- Review FAQs for Materials Management

Refer to [www.sceis.sc.gov](http://www.sceis.sc.gov). Click on *Knowledge Transfer Program*, then *Materials Management Knowledge Transfer*

# GeoLearning Registration

---

- Shortly, you will use the GeoLearning Learning Management System to manage information and materials for the Knowledge Transfer Program. This includes:
  - Meeting registrations
  - Attendance
  - Learning plans
  - Meeting materials
  - Knowledge checks
  - Surveys
  - Transcripts
  - Completion certificates

# GeoLearning Registration (cont.)

- ④ Review the instructions for requesting your GeoLearning account
  - Instructions to request a GeoLearning account are located at [www.sceis.sc.gov](http://www.sceis.sc.gov)
  - Click *Knowledge Transfer Program*
  - Review the instructions for requesting your GeoLearning account
  - Complete all fields, whether it is indicated that they are required or not
- ④ Submit your request for a new GeoLearning Account by Friday, May 22, 2009

# Next Steps

---

## **MM Knowledge Transfer General Session 3**

- May 20, 2009, from 9-11 a.m, in the Adjutant General's Auditorium
- Topic: End-to-end process

**General Session 4 is cancelled**

# Contact us

---



## SCEIS Project:

[SCEIS-AST@sceis.sc.gov](mailto:SCEIS-AST@sceis.sc.gov)