SCEIS SC ENTERPRISE INFORMATION SYSTEM
THE SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION

To: Procurement Directors, Finance Directors, Buyers and SRM Users
Subject: One Week Until SCPro Release 1: Complete Your Go-Live Readiness Checklist
Date: Monday, Nov. 2

SCPro Release 1 goes live Monday, Nov. 9.

With one week remaining, now is the time to confirm you understand what is changing, which system to use and what actions you need to complete before go-live.

Before Nov. 9, make sure you can answer these three questions:

1. **What work will I perform in SCPro?**
   SCPro Release 1 includes Supplier Management, Sourcing and Contracting.
2. **What work will I continue performing in SCEIS SRM?**
   Existing contract administration, shopping carts and purchase orders remain in SRM after Release 1.
3. **Where do I go for help?**
   Review the following resources and complete the actions applicable to your role:
   - **SCPro Crosswalk for Agencies**: Identify how your current SCEIS SRM role maps to your SCPro profile.
   - **SCPro R1 Role-Based Impact Sheet**: Review alongside the Crosswalk to understand how Release 1 affects your procurement responsibilities.
   - **SCPro R1 Where Do I Work? Quick Guide**: Determine which procurement activities to complete in SCPro and which remain in SCEIS SRM.
   - **SCPro Quick Reference Guide Directory**: Find step-by-step instructions for completing tasks in SCPro.
   - **SCEIS Central**: Access additional training through MySCLearning. Search for "**SCPro**" to locate available courses.
   - **Agency Train the Trainer Representative**: Contact your designated agency SCPro trainer with details related to your issues.
   - **SCEIS Service Desk**: For system or access issues, submit a service desk ticket or call 803.896.0001, option 2.
   - **SCPro Project Team**: Email SCProCommunications@mmo.sc.gov with project-related questions.

Make sure you know your agency's designated SCPro trainer and visit the SCPro webpage for additional readiness materials, training updates, frequently asked questions and other resources.

SCPro Release 1 is almost here. Make sure you and your agency are ready for Nov. 9!