SPC110V SCEIS Shopping Cart Creation

Description

This online course teaches shopping cart creators how to create a standard shopping cart, edit and check the status of a shopping cart, manage a rejected shopping cart and add and replace an approver.

Prerequisites

- SPC100V SCEIS Shopping Cart Process Overview online course. Click here for more information on SPC100V.

Course Modules and Timing

Module	Minutes Per Module
Module 1 – Shopping Cart Options	5:00
Module 2 – Questions to Ask	2:04
Module 3 – Numbering	2:16
Module 4 – Create a Standard Shopping Cart: Contract Search	7:10
Module 5 – Create a Standard Shopping Cart: NIGP Search	4:40
Module 6 – Create a Standard Shopping Cart: Punch-Out Catalog	5:40
Module 7 – Create a Standard Shopping Cart: Old Shopping Carts and Templates	5:07
Module 8 – Create a Standard Shopping Cart: Internal Goods and Services	6:55
Module 9 – Beginning to End Creation of a Shopping Cart	41:13
Module 10 – Edit a Shopping Cart	7:24
Module 11 – Find a Shopping Cart, Check the Status and Employee Self-Services	13:33
Module 12 – Manage a Rejected Shopping Cart	25:40
Module 13 – Add and Replace an Approver	7:40
Module 14 – Helpful Tips and Best Practices	8:28
Total	**Approx. 2hrs 22 mins**

Course Navigation

The times above are estimates. In some modules, there are opportunities for participant interaction such as reviewing and practicing processes. Within the course, participants can fast forward, rewind and pause using the navigation tool at the bottom of the screen. Depending on the participant, the lesson times may be shorter or longer than those listed above.
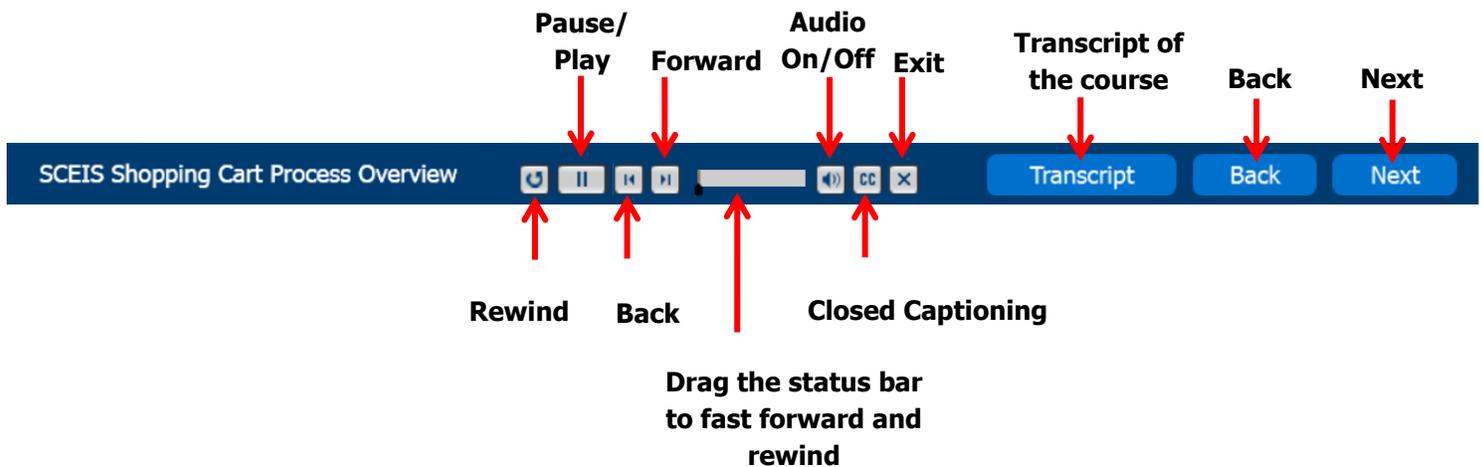
Tips for Completing the Course

To get the most out of the SPC110V online course:

- Take notes or print the script found in the "Course Documents" folder in MySCLearning. Remember, you can pause the course to take notes or rewind to listen to a slide again.

Learn More at sceis.sc.gov

MySCLearning Tools

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**. If you do not see **Start Course**, you have not completed the prerequisite.
6. Review the **Start Here** document for additional instructions.

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.