SCPro Communications
One Week Before Go Live

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One Week to SCPro Release 1: Your Final Readiness Checklist

SCPro Release 1 goes live Nov. 9. As the state prepares for this important milestone, procurement system users should take a few final steps to make sure they are ready for the transition.

Release 1 will move **Supplier Management, Sourcing and Contracting** activities to SCPro, while several existing procurement activities will continue in Supplier Relationship Management (SRM). Taking time now to review where work will be completed, where to find support and which resources to use can help make the transition smoother.

Know Where Your Work Will Be Done
Before go-live, make sure you can answer these three questions.

1. **What work will I perform in SCPro?**
   Supplier Management, Sourcing and Contracting are included in Release 1. Beginning at go-live, these activities will be performed in SCPro.

2. **What work will I continue performing in SRM?**
   Existing contract administration, shopping carts and purchase orders will remain in SRM after Release 1.

3. **Where do I go for help?**
   Review the SCPro quick-reference materials and agency support information provided during training. Users should also know their agency's designated SCPro trainer and how to contact them for assistance.

   For system or access issues, contact the SCEIS Service Desk at 803.896.0001, option 2, or submit a service desk ticket.

   Project questions may be sent to SCProCommunications@mmo.sc.gov.

Take These Final Steps Before Go-Live
Complete SCPro agency end-user training in MySCLearning, the state's learning management system in SCEIS Central. Users are encouraged to bookmark the SCPro

access information and any quick-reference materials they expect to use regularly. Keep these resources easily accessible so they are available when SCPro goes live.

This is also a good time to review the processes associated with your role and make sure you understand when to use SCPro and when to continue working in SRM:

- **SCPro Crosswalk for Agencies:** Map your current SCEIS SRM role to your new 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:** Identify which procurement activities to complete in SCPro and which remain in SCEIS SRM.
- **SCPro Quick Reference Guide Directory:** Access step-by-step instructions for completing tasks in SCPro.