SCPro Agency End-User
Quick Reference Guide Directory

SCPro is South Carolina's new web-based procurement system. Release 1 is scheduled for Nov. 9, 2026, and will introduce SCPro general navigation, Supplier Management, Sourcing and Contracting in SCPro for all agencies.

Quick reference guides (QRGs) provide step-by-step instructions for specific SCPro tasks. Use this directory to identify a QRG and its associated training course, then access the guide through MySCLearning, the state's learning management system in SCEIS.

How to Find a QRG

- Log in to SCEIS Central using your SCEIS user ID and password.
- Select the **My Talent** tile.
- Select the **View My Learning** tile.
- Under Learning, locate the **Search for Learning** search box at the top of the page.
- Enter "**SCPro**" or the specific course ID (e.g., GN100), then select the magnifying glass icon to search.
- Select the desired course.
- Locate **Additional Material** and click the chevron-right (**>**) to expand the menu. You do not have to be enrolled on the course to access additional material.
- All applicable QRGs will display.
- Select the title to open and save or print the QRG.

SCPro QRG Directory

Browse by functional area. Each course heading includes its MySCLearning course ID, followed by its associated QRGs. To locate a particular task quickly in this document, use Ctrl+F (or Find).

General Navigation

- **Accessing and Navigating SCPro (GN100)**
  - Accessing and Navigating SCPro
  - Delegating Approvals
  - Delegating Tasks from My To-do List
  - Navigating the Supplier Browse Page

Source to Contract (S2C)

- **Creating and Configuring Sourcing Projects (S2C200TTT)**
  - Adding Items to an Item Grid
  - Adding RFx Documents and Creating Solicitations
  - Adding Sourcing Project Team Members
  - Configuring Sourcing Project Approvers
  - Creating and Managing Sourcing Project Templates

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- Creating Sourcing Project Schedules and Completing Schedule Tasks
- Creating Sourcing Projects
- Gathering Sourcing Project Requirements
- Inviting Suppliers to a Sourcing Project
- Locating a Sourcing Project in SCPro
- Setting Up an Item Grid
- Setting Up Questionnaires
- Setting Up the Prepare RFx Tab
- Using RFx Templates
- Using the Sourcing Project Documents Tab)

- **Managing Sourcing Projects (S2C230TTT)**
  - Creating a New Round
  - Creating a Solicitation Amendment
  - Managing Sourcing Projects
  - Posting Sourcing Projects
  - Reviewing Supplier Questions

- **Submitting Sourcing Project Responses on Behalf of Suppliers (S2C250TT)**
  - Submitting Surrogate Bids

- **Analyzing and Awarding Sourcing Projects (S2C240TTT)**
  - Analyzing Supplier Responses and Recommending an Award
  - Closing Sourcing Projects and Opening Supplier Offers
  - Posting an Award and Managing Suspensions
  - Reviewing and Evaluating Supplier Responses and Attachments

- **Creating and Awarding Written Quote Sourcing Projects (S2C260TTT)**
  - Awarding Written Quote Sourcing Projects
  - Creating and Posting Written Quote Sourcing Projects

- **Creating and Managing Contract Records (S2C210TTT)**
  - Browsing Contracts and Viewing the Contract Document Repository
  - Creating and Editing Documents Using MS Word Authoring
  - Creating Contract Records
  - Natively Authoring Contract and Solicitation Documents
  - Reviewing and Approving Contract Documents
  - Reviewing and Approving Contract Records
  - Updating Contract Records (Change Requests, Amending, Terminating and Suspending)
  - Uploading Contract Documents

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- **Reviewing and Acting on Early Contract Documents and Sourcing Projects (S2C 270TTT)**
  - Reviewing and Approving Solicitations
  - Sourcing Project Post-Approval in SCPro
  - Sourcing Project Pre-Approval in SCPro

- **Managing the Clause Library (S2C220TTT)**
  - Managing the Clause Library

Supplier Management

- **Creating and Managing Collaboration Plans (Supplier Performance) (SM130TTT)**
  - Creating and Managing Collaboration Plans
  - Updating Collaboration Plans

- **Creating and Managing Exceptions (Supplier Performance) (SM140TTT)**
  - Creating and Managing Exceptions

- **Creating and Managing Performance Evaluations and Risk Assessments (Supplier Performance) (SM120TTT)**
  - Completing Performance Evaluation Questionnaires
  - Creating and Managing Performance Evaluations
  - Creating and Managing Risk Assessment Templates
  - Creating and Managing Risk Assessments
  - Managing Performance Evaluation Templates and Questionnaires
  - Reviewing Supplier Performance

- **Managing SCPro Supplier Accounts (SM110TTT)**
  - Completing Initial and Full Registration On Behalf Of Suppliers
  - Creating Supplier Change Requests for State Users
  - Reviewing and Approving Supplier Registration Requests and MWBE Certifications

- **Managing and Processing Supplier Registration Process (SM100TTT)**
  - Adding Dealers and Resellers
  - Debarring, Deactivating, and Reactivating Suppliers
  - Managing Supplier Sites
  - Reviewing and Approving Supplier Change Requests
  - Using Mass Mailing for SFAA Approvers

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SCPro Release 1 Additional Resources

Use the resources to prepare for SCPro Release 1, understand role changes and navigate procurement activities.

- **Prepare Your Agency for Go-Live:** Use the SCPro R1 Agency Readiness Checklist to assign responsibilities, track readiness, identify gaps and complete required actions before go-live.
- **Identify Your New SCPro Profile:** Review the SCPro Crosswalk for Agencies to compare current SCEIS Supplier Relationship Management (SRM) roles with the corresponding SCPro profile to understand how your system access will change.
- **Understand Changes to Your Role:** Use the SCPro R1 Role-Based Impact Sheet alongside the SCPro Crosswalk to identify how Release 1 impacts your assigned profile and procurement responsibilities.
- **Know Which System to Use:** Refer to the SCPro R1 Where Do I Work? Quick Guide to determine whether to complete specific procurement activities in SCPro or SCEIS SRM.

Start with the Agency Readiness Checklist, confirm your SCPro profile using the SCPro Crosswalk, review your role-specific impacts and keep the Where Do I Work? Quick Guide handy as you transition to SCPro.

Visit the SCPro website for additional readiness materials, training updates, frequently asked questions and other resources.