

IN THE KNOW WITH SCPro

SCPro Special Edition:

 **Release 1 goes live Nov 9.**
Here's what changes, what stays
and what to do now.

MARK YOUR CALENDAR

SCPro Release 1 goes live

NOV. 2026

9

MONDAY

MOVING TO SCPRO



Supplier
management



Sourcing



Contracting

Nov. 9 is go-live. SCPro takes over supplier management, sourcing and contracting. Shopping carts, purchase orders and existing contracts stay in SCEIS SRM for now.

Why it matters: Starting Nov. 9, many of you will work in two systems. This edition shows which one to use for what.

✓ Do this now

- Send supplier and material master requests before the freeze starts **Oct. 26.**
- Finish end-user training. Sessions run through **Oct. 23.**
- Check every solicitation that will still be open on **Nov. 9.**

Skim by what you do:

- Run solicitations: see **Open Solicitations**
- Manage contracts: see **Contracts After Go-Live**
- Create shopping carts: see **Shopping Carts**
- Handle supplier or material master requests: see **The Migration Freeze**



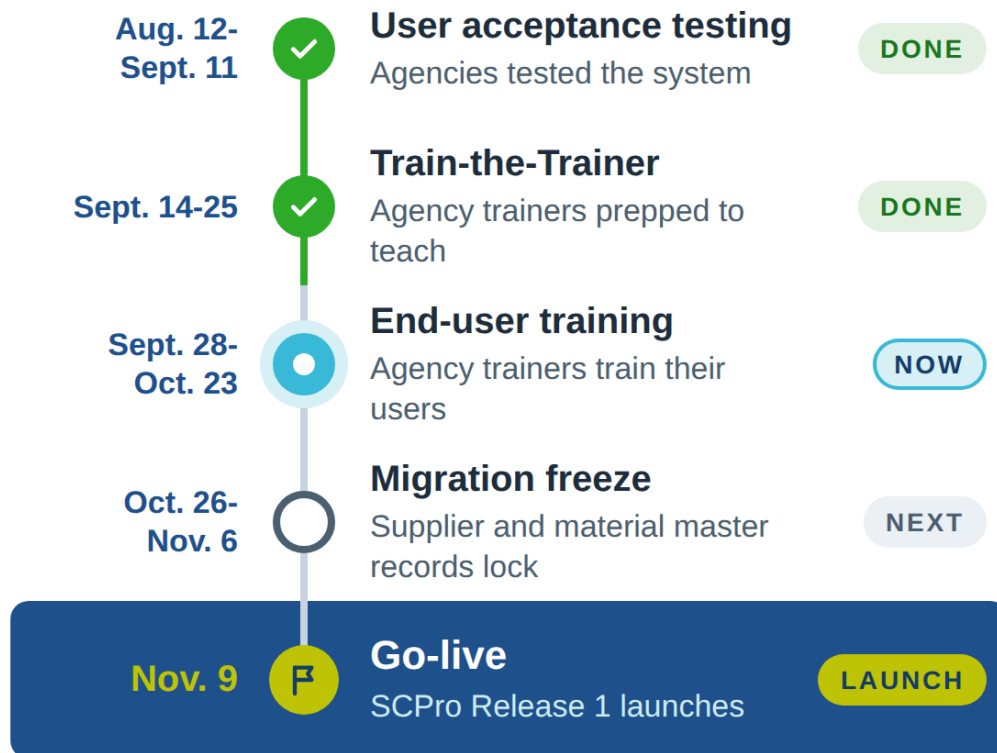
The Road to Go-Live

Testing is done. Training is underway.

Agencies wrapped testing Sept. 11, and agency trainers finished Train-the-Trainer Sept. 25. Now they're training the rest of you.

SCPRO RELEASE 1

The road to go-live



Who trains you: Your agency's trained trainer. No trainer at your agency? The SCPro Project Team from SFAA and Admin's DEA will train your users.

What it covers: Supplier Management and Source to Contract (S2C), matched to your role.

Schedule: Training is underway. Watch for an email from DPS with details on how to register.



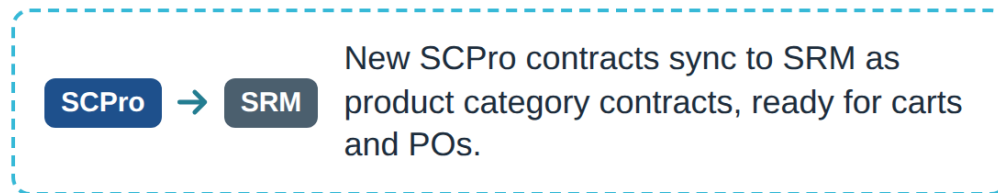
SCPro or SRM?

New work goes to SCPro. The rest stays in SRM.
Release 1 is phase one. Not everything moves at once.

AFTER NOV. 9

Where you'll work

SCPro NEW WORK	SCEIS SRM STAYS PUT
 Supplier registration and management	 Shopping carts and approvals
 New sourcing, including online bidding	 Purchase orders
 New contracts	 Existing contract administration
	 Requests from inventory



No Release 1 change: **Inventory** **Plant maintenance**

No change for purchase orders, inventory or plant maintenance. If that's your main work, keep following your current SCEIS process.



Contracts After Go-Live

New contracts start in SCPro. Existing ones stay in SRM.

The rule: If it needs a new contract number, it starts in SCPro. Changes that keep the same number happen in SRM.

What are you doing?

Awarding a new contract

SRM can't create new contracts after go-live



SCPro

Create and award it here

Updating an existing contract

Pricing, line items or dates



SRM

Make the change here

Making a change that needs a new contract number

Example: an assignment



SCPro

Create the new contract

SRM

Close out the old one



Find any contract, old or new, in SRM's NIGP/Contract Search.

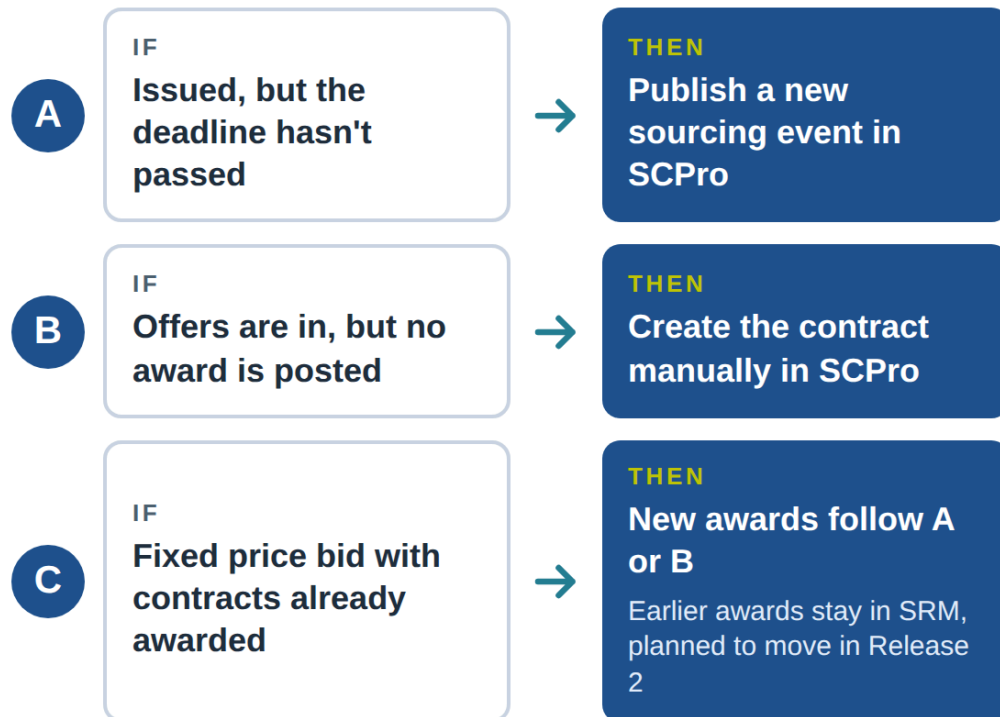


Open Solicitations on Nov. 9

Mid-stream at go-live? Find your scenario.

What you do depends on where the solicitation stands on Nov. 9.

Where does it stand on Nov. 9?



→ Every SCPro contract syncs to SRM for carts and POs.

Scenario A, step by step:

- Attach the original SRM solicitation and amendments to the new SCPro sourcing project.
- Post an SRM amendment with the new SCPro solicitation number and a link.
- Suppliers respond in SCPro. You award and manage the contract there.

Scenario B: Attach the award document to the original SRM solicitation. List both the SRM solicitation number and the SCPro contract number.



Shopping Carts

Same place, three new fields.

Shopping Cart Creators keep working in SRM. Carts built on SCPro contracts need a little more from you.

SHOPPING CARTS ON SCPro CONTRACTS

Three fields you'll fill in yourself

 Shopping cart line item (in SRM)

Type it in	\$	EA, BX...
Line-item description	Price	Unit of measure

SRM

Carts stay in SRM. Find SCPro contracts in NIGP/Contract Search by their SCPro number.

Need contract details? Use the new SCPro public contract search.



The Migration Freeze

Get supplier requests in before Oct. 26.

For two weeks, supplier and material master records lock while they move to SCPro. Day-to-day purchasing keeps running.

❄️ MIGRATION FREEZE

Oct. 26-Nov. 6

OCT.

26

27

28

29

30

NOV.

2

3

4

5

6

GO-LIVE

9

✓ You can

- Pay invoices to existing suppliers
- Post goods receipts against POs
- Create shopping carts for purchases or bidding
- Issue or change POs to existing suppliers
- Accept paper bids from unregistered suppliers on open solicitations

✗ You can't

- Request or add new suppliers, including through the agency vendor portal
- Request changes to supplier records
- Request supplier blocks or unblocks
- Request supplier escalations
- Add, extend or change material masters, including units of measure



Vendors not yet registered must submit paper bids during the freeze.

Plan ahead

Do this now: Submit supplier and material master requests before Oct. 26.

If you're late: Material master requests sent during the freeze are held until it ends.

After Nov. 9: Suppliers register and update their information in SCPro.



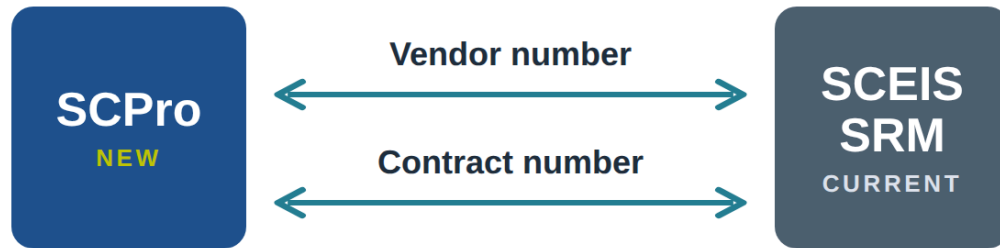
Two Systems, One Search

You won't need to remember which number belongs where.

SCPro and SRM number things differently, but either number works in either system.

TWO SYSTEMS, ONE SEARCH

Search either system with either number



Supplier record	
■ SCPro no.	
■ SCEIS no.	

Contract record	
■ SCPro no.	
■ SCEIS no.	



Both numbers show on records in each system. Public searches work the same way.

The Supplier Corner 🤝

Help your suppliers get ready

Starting Nov. 9, suppliers register, update their information and respond to new solicitations in SCPro. Suppliers who prepare before go-live have a smoother switch, and so does your agency.

What you can do

- Share SCPro news with current and prospective suppliers.
- Send them to procurement.sc.gov/scpro.
- Point them to supplier training.
- Add SCPro info to your supplier emails.

Supplier training

Covers registering and updating supplier info, navigating SCPro, finding opportunities, responding to solicitations and where to get help.

Supplier Registration-SCPro & Training Webinars can be found here:

New [Supplier Registration-SCPro | procurement.sc.gov](https://procurement.sc.gov)

Wed., Oct. 14: Statewide Term Contract Town Hall, 11 a.m.

Fri., Oct. 23: End-user training ends

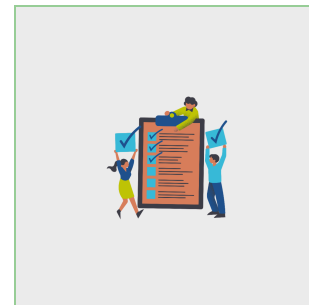
Mon., Oct. 26: Freeze begins

Fri., Nov. 6: Freeze ends

Mon., Nov. 9: SCPro Release 1 go-live

The Monthly Statewide Term Contract Town Hall

The next Town Hall will be **October 14, 2026 at 11:00am.**



 **You don't want to miss this townhall. We will be discussing very important information regarding the launch of SCPro.**

YOU can help set the agenda by sending any questions ahead of time to one of the email addresses below:

Supplies & Services and General Questions:
Michael Speakmon. mspeakmon@mmo.sc.gov

IT Questions:
Randy Barr at rbarr@mmo.sc.gov

[Visit the SCPro Website](#)

Questions, Comments, Concerns: Please Reach out to our communications manager Tara Bradshaw (Trbradshaw@mmo.sc.gov) or program assistant Colt Edens (cedens@mmo.sc.gov)

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