



**Subject:** How to Add a Line Item(s) to a Purchase Order from an Approved Shopping Cart

**Audience:** SRM Users

The SCEIS Materials Management Team is pleased to announce the availability of a help document, "How to Add a Line Item(s) to a Purchase Order from an Approved Shopping Cart." If a buyer did not select all of the approved line items on a Shopping Cart at the time the Purchase Order was created, this help document provides step-by-step instructions on how to add the line items that were not selected to a Purchase Order.

You can find the link to the help document below as well as posted on the SCEIS Weekly Updates page in conjunction with this message.

[How to Add a Line Item\(s\) to a Purchase Order from an Approved Shopping Cart](#)

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.