

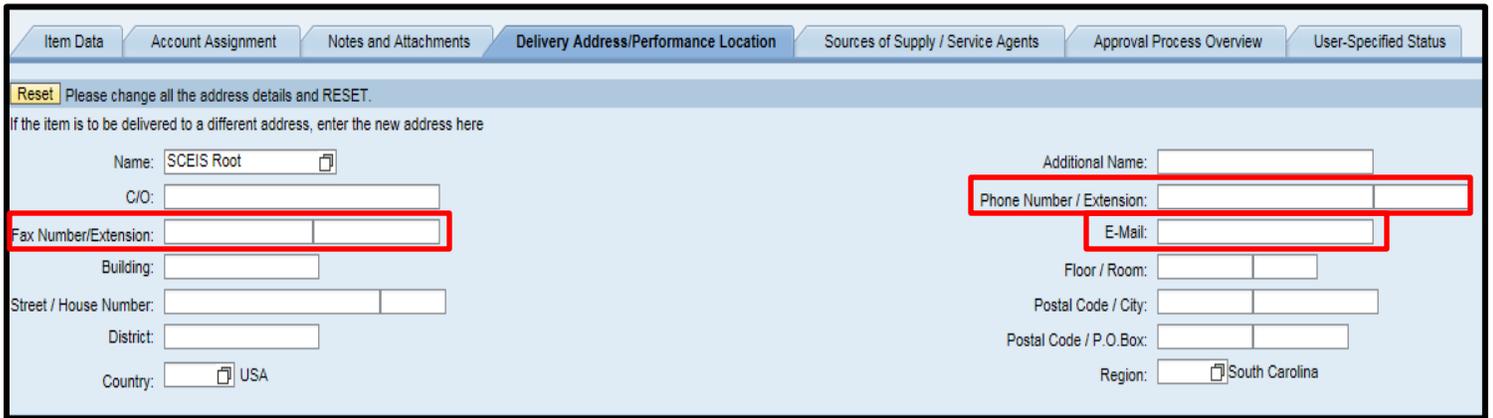
## Weekly Update

September 24, 2015

**Subject:** Update to Delivery Address Fields in Shopping Cart  
**Audience:** AST Leads, Procurement Directors, Finance Directors

As part of the SCEIS MM Team’s initiative to clean up and maintain accurate delivery addresses, effective September 25, 2015, the following fields will no longer appear on the Shopping Cart:

- Fax Number/Extension
- Phone Number / Extension
- E-Mail



**Reset.** Please change all the address details and RESET.

If the item is to be delivered to a different address, enter the new address here

Name:

C/O:

**Fax Number/Extension:**

Building:

Street / House Number:

District:

Country:

Additional Name:

**Phone Number / Extension:**

**E-Mail:**

Floor / Room:

Postal Code / City:

Postal Code / P.O. Box:

Region:

The removal of the fields **will not affect the Shopping Cart User’s ability to create a Shopping Cart or the workflow of the Shopping Cart.**

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