Subject: SAP Support Pack Change: Shopping Carts Linked to Contracts

Audience: AST Leads, Procurement Directors, Shopping Cart Creators

Summary of Change

In the past, the contract price in a Shopping Cart could be changed if the line Item Category type was set for Normal **or** for Product Category. SAP considered this a defect and developed a fix which was applied to SCEIS when we installed the SAP Service Pack on March 7, 2016.

> **Beginning on March 7, the price CANNOT be changed on the Shopping Cart if the contract line Item(s) Category type was created as a Normal.** A contract in SCEIS with a Normal Item Category line item(s) now requires the price to be a fixed unit price for each specific item listed. This is the new standard SAP process.

> **If, however, the contract is created with line items set up as a Product Category, the price CAN be changed in the Shopping Cart.** A Product Category Line Item in SCEIS represents a catalog of items rather than one specific item and has no specific price or quantity requirement. Examples of contracts which should have Product Category line items are contracts that cover a vendor's entire catalog at a percentage discount off of the list price (example – Office Supplies); contracts for commodities with variable pricing (example – Fuel); contracts for items which allow for options at differing prices (example – vehicles).

SCEIS Assistance

This change affects Statewide Term and Agency contracts that were created with Normal item Category line items but contain items which are better suited to be a Product Category line item.

- To facilitate the necessary updates on the existing contracts, the **SCEIS Team is in the process of developing a program to automatically change** a contract line item from a Normal line item to a Product Category line item.

- **Until the program is developed**, users should contact SCEIS through a Help Desk ticket and SCEIS will make the contract line item change from Normal to Product Category.

- **Do not make changes to the contract** by adding a new line item with Product Category and inactivating Normal line items. This will create issues when SCEIS runs the automatic program.

Action Items for Agency Buyers

Not all contracts should be updated to Product Category line items. Some contract line items should be established as Normal with a fixed Price, Quantity, and Target Value.

If a contract is appropriately set up as Normal Item Category, Contract Owners should review all contracts line items to assure that the Target Quantity, Price, and Target Value are correct.

For SCEIS to assist agencies with updating existing contracts, agencies will need to **provide SCEIS with a list of only those contract line items that were created as Normal and need to be changed to Product Category**. Email the list to sceis@admin.sc.gov **no later than close of business on Monday, April 4, 2016.**

Once SCEIS changes the contracts line items from Normal to Product Category as directed by the agencies, the Agency Buyer or Contract Owner should **examine their contracts to determine if the Target Value is the true target value** and make changes as needed.

Contact the SCEIS Help Desk at SCEIS.HelpDesk@admin.sc.gov if there is an **immediate need** to change the Item Category from Normal to Product Category.

Impact to Shopping Cart Creators and Action Item

Until these contracts are updated, Shopping Cart creators will not be able to change the price on the Shopping Cart when they punch out to the contract, if the contract was established as a Normal Item Category contract.

If a Shopping Cart Creator has an immediate need for a contract item and is unable to change the price on a contract line item, the Shopping Cart Creator should **contact that the Contract Owner**. The Contract Owner will **then contact SCEIS through a Help Desk ticket**.

Thank you,
The SCEIS Team