

Subject: SAP Support Pack Change: Shopping Carts Linked to Contract - Follow-up to March 21, 2016 Communication

Audience: AST Leads, Procurement Directors

Thanks to those of you who provided SCEIS with a list of the contract line items that were created as Normal and needed to be changed to Product Category. If you still have contract line items that need to be converted, attach your list with a detailed SCEIS Help Desk request at <http://www.sceis.sc.gov/requests/> and SCEIS will make the changes.

Additional Information

Once SCEIS makes the Item Category change from a **Normal** to a **Product Category**, the field composition of a line item will be the following:

- The **Item Category** will be **Product Category**.
- The **Target Quantity** will be 0.00.
- The **Unit of Measure (UOM)** will be blank.
- The **Price** will be 0.00.
- If no **Target Value** exists on the line item, the SCEIS program will automatically multiply the **Price** field by the **Target Quantity** field and that amount will be moved to the **Target Value** field on the line item. The buyer will need to evaluate/update this amount to ensure it is correct for the contract award.
 - Standard SAP requires a value in the **Target Value** field.

The two screenshots that follow illustrate the differences in the line item field data composition of a contract that was created before support packs and one that will be corrected by the SCEIS program.

This screen shows a contract that was created as **Item Category: Normal** when it needs to be a **Product Category**. Since the support pack fix the Price of \$1.00 in this example is pulled from the contract to the Shopping Cart and **cannot** be changed.

Display ITMO Value Contract 44000

Contract Number: 44000 Smart Number Contract Type: ITMO Value Contract Status: Released Supplier

Overview | Header | Items | Notes and Attachments | Conditions | Authorization | Approval | Tracking

General Header Data

Contract Number: 44000 Contract Name: Contract Owner: Target Value/Currency: 2,000,000.00 USD

Supplier: Release Value: 0.00 USD

Valid From / To: 10/15/2015 - 03/31/2020

Purchasing Organization: SCEIS Purchasing Organization Basic Contract:

Purchasing Group: Show Members

Line Number	Item Category	Item Number	Description	Product Category	Target Quantity	Price Per	Unit	Price	Currency	Price Unit	Option Status	Total Value	Target Value
1.	Normal	1	Desktops	20463	0.00	1 EA	1.00 USD	EA					0.00
2.	Normal	2	Laptops	20454	0.00	1 EA	1.00 USD	EA					0.00
3.	Normal	3	Tablets	20454	0.00	1 EA	1.00 USD	EA					0.00
4.	Normal	4	Peripherals	20468	0.00	1 EA	1.00 USD	EA					0.00

This screen shows the contract line item data field composition **after** the SCEIS program was applied to change the **Item Category: Normal** line item to a **Product Category** line item. Note that the **Target Quantity** is **0.00**, the **Price** is **0.00** and the **Target Value** is **0.00**. The line item **Target Value** was calculated by multiplying the **Price** field by the **Target Quantity** field and that amount moved to the **Target Value** column. Buyers should update the **Target Value** line item field with the appropriate value to support the awarded contract. **UOM** will be blank.

Display ITMO Value Contract 44000

Close Release Edit Copy Check Renew Print Preview Export Related Links

Contract Number 44000 Smart Number Contract Type ITMO Value Contract Status Released Supplier

Overview Header Items Notes and Attachments Conditions Authorization Approval Tracking

General Header Data

Contract Number: 44000 Contract Name: [Redacted]
 Supplier: * [Redacted] Contract Owner: [Redacted]
 Valid From / To: * 10/15/2015 - 03/31/2020 Target Value/ Currency: 2,000,000.00 USD
 Purchasing Organization: * SCEIS Purchasing Organization Release Value: 0.00 USD
 Purchasing Group: * [Redacted] Show Members Basic Contract:

Items

Line Number	Item Category	Item Number	Description	Product Category	Target Quantity	Price Per	Unit	Price	Currency	Price Unit	Option Status	Total Value	Target Value
1	Product Category 1	1	Desktops	20453	0.000		1	0.00	USD				0.00
2	Product Category 2	2	Laptops	20454	0.000		1	0.00	USD				0.00
3	Product Category 3	3	Tablets	20454	0.000		1	0.00	USD				0.00
4	Product Category 4	4	Peripherals	20468	0.000		1	0.00	USD				0.00

To reiterate, some contract line items should be set up with the **Item Category** set to **Normal**. This screen shows the line item data field composition when a **Normal** line item contract is created correctly. Note that there is a specific **Target Quantity**, a specific **Price**, a specific **UOM** and a specific line item **Target Value**.

Display Agency Value Cont. 4400012390

Show my Tasks Release Edit Copy Check Print Preview Export Related Links

Contract 4400012390 released for approval

Contract Number 4400012390 Smart Number SCEIS Normal Contract Contract Type Agency Value Cont. Status Awaiting Approval Contract Owner 10564 Sam Hanvey, CPPB APM
 Supplier 7000177756 FSI OFFICE

Overview Header Items Notes and Attachments Conditions Authorization Approval Tracking

General Header Data

Contract Number: 4400012390 Contract Name: SCEIS Normal Contract
 Supplier: * 7000177756 FSI OFFICE Contract Owner: 10564 Sam Hanvey, CPPB APM
 Valid From / To: * 03/17/2016 - 03/16/2017 Target Value/ Currency: 136,500.00 USD
 Purchasing Organization: * SCEIS Purchasing Organization Release Value: 0.00 USD
 Purchasing Group: * SCEIS Team Members Show Members Basic Contract:

Items

Line Number	Item Category	Option Type	Item Number	Description	Product Category	Target Quantity	Option Status	Unit	Target Value	Price	Currency	Total Value	Price Per	UOM
1	Normal		1	Chairs	42507	250.00		EA	87,500.00	350.00	USD		1	EA
2	Normal		2	Tables	41591	250.00		EA	30,250.00	121.00	USD		1	EA
3	Normal		3	Lamps	28547	250.00		EA	18,750.00	75.00	USD		1	EA

Selecting the Correct Item Category Type for New Contracts

To assure that the correct contract pricing is transferred to the Shopping Cart or to be able to change the price on a Shopping Cart or Purchase Order, agency Buyers should:

- Establish contracts using the appropriate **Item Category** type on each line item, either **Normal** or **Product Category**. A contract can have a mixture of **Normal** and **Product Category** line items.
- Create the appropriate Purchase Order **Transaction Type**, either **Standard** or **Blanket**, depending on the **Item Category**.

Use the table below to determine the appropriate contract item category and purchase order transaction type:

Item Category: Normal	Item Category: Product Category
Use with State Standard Purchase Order Transaction/Document types	Use with Blanket Purchase Order Transaction/Document types
Specific Target Quantity is required for each line item	Target Quantity is not required for each line item.
Specific Price is required for each line item	Price is not required for each line item.
Target Value is required for each line item	Target Value is required for each line item
Specific UOM is required for each line item	UOM is not required for each line item.
Price cannot be changed on the Shopping Cart or Purchase Order	Price can be changed on the Shopping Cart and Purchase Order.

Thank you,
The SCEIS Team