

Subject: Delivery Address\Ship-To Address Data Fields Deactivation

Audience: AST Leads, Procurement Directors, Agency Buyers, Agency Shopping Cart Creators

For more than a year, the SCEIS Team has collaborated with representatives from each agency to review and update the SRM agency addresses and organizational structure file and assign default addresses. The work was done using a phased approach and we have now reached the final phase. The final step is to deactivate the data fields in the Shopping Cart Delivery Address/Performance Location and Purchase Order Ship-To Address. **Effective July 18, 2016, users will no longer be able to manually enter an address in the Shopping Cart or Purchase Order.** All requests for address changes or for additions must be approved by and submitted through the Agency Data Owner by a Help Desk Ticket in the form of a Help Desk request or email to the [SCEIS Help Desk](#).

Each user has **one** assigned default delivery address. Each user also has access to all addresses in the user's agency and can search for addresses by using the Search Criteria button in the Delivery Address/Performance Location tab of the Shopping Cart and Ship-To Address in the Purchase Order. Instructions on how to use the search functions for the Shopping Cart and Purchase Order can be accessed from the links below and are updates to the communication dated May 11, 2016.

[Shopping Cart Delivery Address Performance Location Search](#)
[Purchase Order Ship-To Address Search](#)

Purpose of Delivery and Ship-To Address Project

The delivery address project was an extension of the automated Use Tax program. The correct and complete delivery address with the 9-digit postal code is required in determining the appropriate tax jurisdiction that identifies the correct Sales and Use Tax rates for the Department of Revenue. Having addresses maintained by the SCEIS MM Team will result in more accurate and consistent delivery/ship-to addresses as well as the correct sales and use tax calculation being reported to the Department of Revenue. Additionally, audit risks will be reduced by having SCEIS maintain addresses.

Who to Contact

If you have any questions about a Delivery Address at your agency, contact your agency Data Owner. If you have questions about using the address functionality, 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/>. Help desk tickets requesting changes or additions will be treated as priority by the SCEIS Team.

Data Owner Note

When adding new users to their Agency's SRM organizational structure, Data Owners should specify the user's address by either listing the address number or entering the physical address. Click the following link for instructions on the format to use when requesting changes or additions, [Address Structure to be Used When Requesting a New Address](#).

Thank you,
The SCEIS Team