



From: SCEIS-AST@admin.sc.gov

To: AST Leads, Procurement Directors (*Please forward to Agency Buyers and Agency Shopping Cart Creators*)

CC: SCEIS Team, SCEIS AST

Subject: Follow-up Information - Delivery Address\Ship-To Address Data Fields Deactivation

As a follow-up to the communication on July 11, 2016, the delivery address fields in the Shopping Cart and Purchase Orders have been deactivated. Users can no longer manually type a delivery address.

Each user has **one** assigned default delivery address and all addresses in the user's agency can be searched for 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. For users that were not assigned a default delivery address by their agency, SRM document addresses will default to the last address assigned to your agency's SRM organizational unit.

Note: Any additional special delivery address instructions such as "Attn:" will need to be included in the Notes and Attachments Vendor Text field.

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 July 11, 2016.

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

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. When adding new users to their Agency's SRM organizational structure, Data Owners need to 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