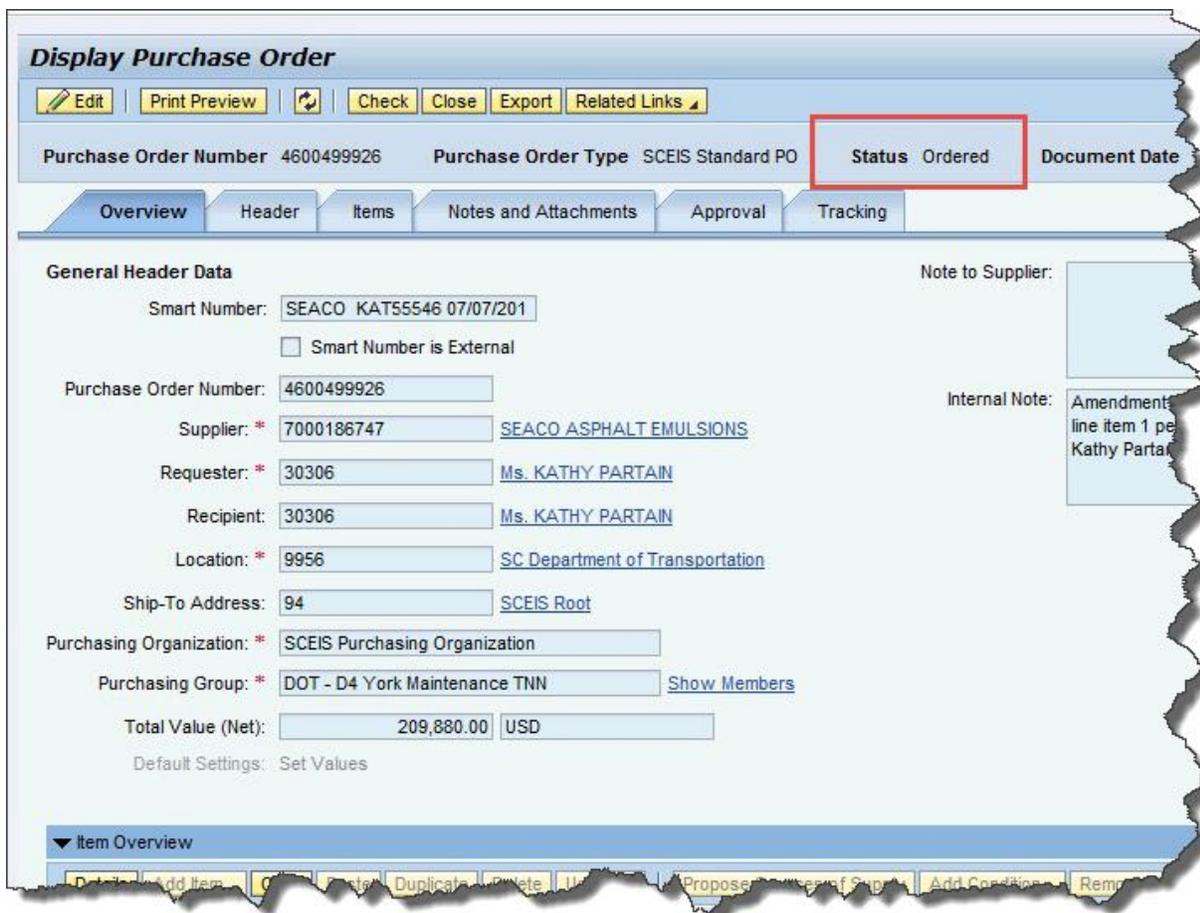


Subject: New Payment Terms, Net 21 Days
Audience: Procurement Directors, Finance Directors

The SCEIS Team is pleased to announce that an option to print Net 21 days on the Purchase Order form is now available. This change was made to assist agencies with compliance to the South Carolina Code of Laws 29-6-30, Time and manner of making payment to contractors and subcontractors. To print Net 21 days, follow the steps below.

Step 1: Display the Purchase Order (PO).



Display Purchase Order

Purchase Order Number: 4600499926 Purchase Order Type: SCEIS Standard PO Status: **Ordered** Document Date:

[Overview](#) [Header](#) [Items](#) [Notes and Attachments](#) [Approval](#) [Tracking](#)

General Header Data

Smart Number: SEACO KAT55546 07/07/201

Smart Number is External

Purchase Order Number: 4600499926

Supplier: * 7000186747 [SEACO ASPHALT EMULSIONS](#)

Requester: * 30306 [Ms. KATHY PARTAIN](#)

Recipient: 30306 [Ms. KATHY PARTAIN](#)

Location: * 9956 [SC Department of Transportation](#)

Ship-To Address: 94 [SCEIS Root](#)

Purchasing Organization: * SCEIS Purchasing Organization

Purchasing Group: * DOT - D4 York Maintenance TNN [Show Members](#)

Total Value (Net): 209,880.00 USD

Default Settings: Set Values

Note to Supplier:

Internal Note: Amendment line item 1 per Kathy Partain

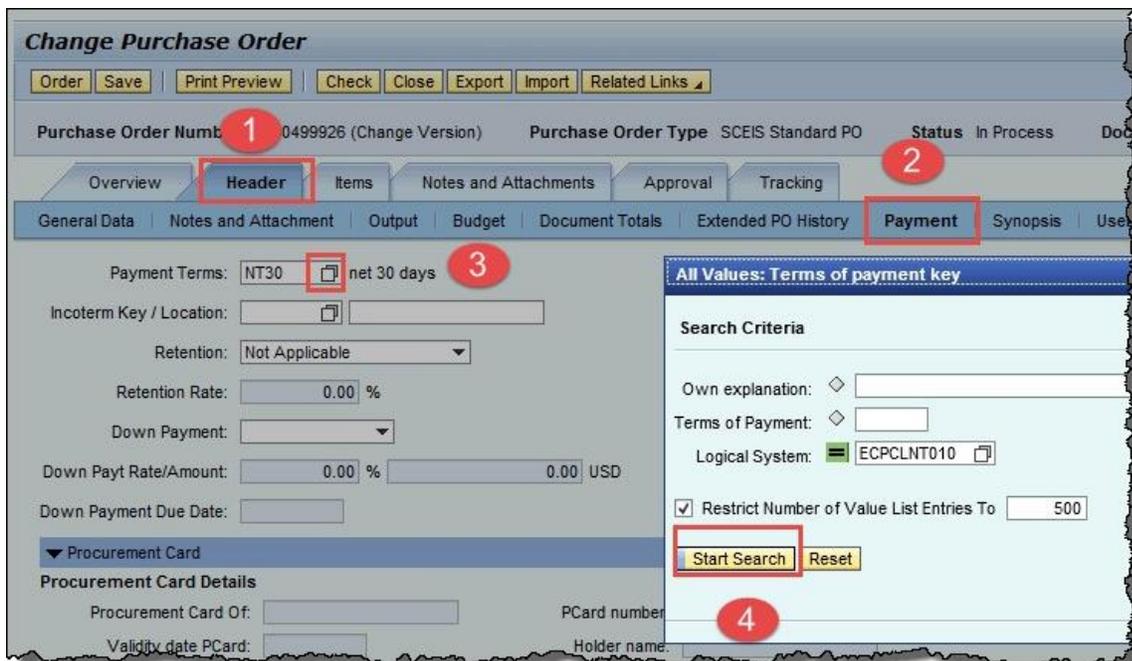
Item Overview

Step 2: Place the PO in Edit mode.



Step 3: Search for Terms of Payment.

- Go to the **Header** tab (1)
- Select the **Payment** function (2)
- Select the **Payment Terms Match Code** (3)
- Select **Start Search** (4)



Scroll down to highlight **net 21 days**. Then click **OK**.

All Values: Terms of payment key

Search Criteria Personal Value List Settings Hide Search Criteria

Own explanation:

Terms of Payment:

Logical System:

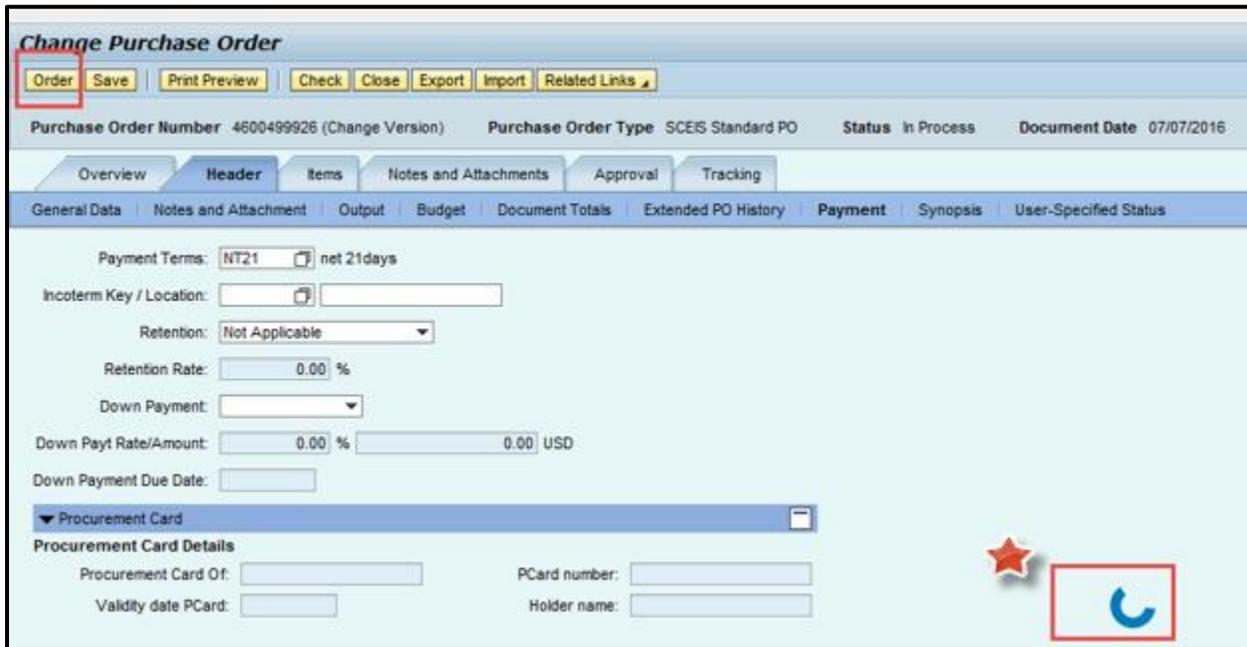
Restrict Number of Value List Entries To

Results List: 16 results found for net 30 days

Own explanation	Terms of Payment	Logical System
Basic Settings 3.5% Retainage	ZZ35	ECPLNT010
List Voucher	ZLVR	ECPLNT010
Net 10 days	NT10	ECPLNT010
net 15 days	NT15	ECPLNT010
net 21days	NT21	ECPLNT010
net 30 days	NT30	ECPLNT010
net 40 days	NT40	ECPLNT010
Net 45 Days	NT45	ECPLNT010
Pcard Monthly payment cycle	PCRD	ECPLNT010

Step 4: Update PO's status to "Ordered."

Click the **Order** button. The PO will scroll () while all of the programs, tables, and software data elements are changed and updated.

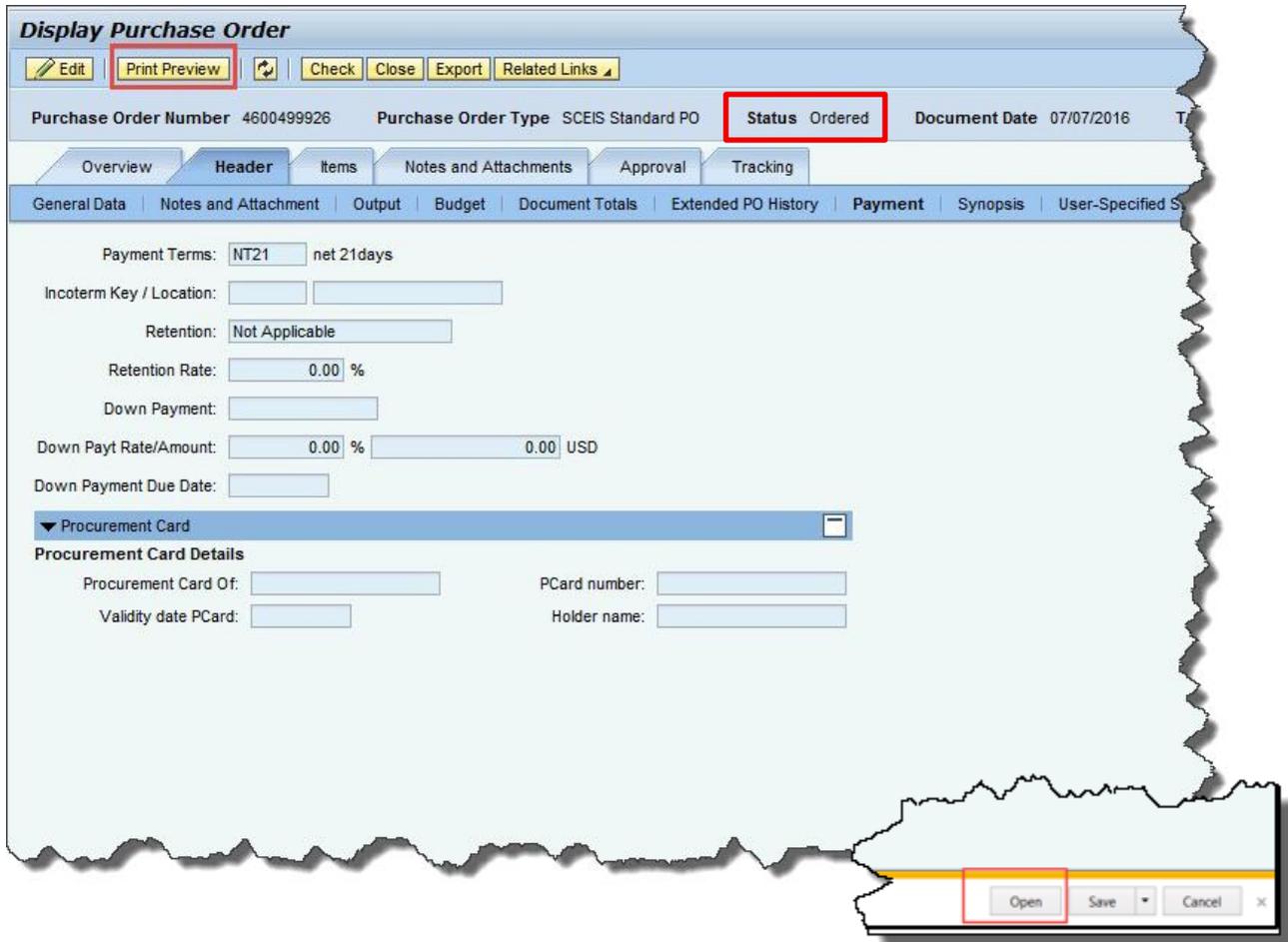


Select the **Refresh** icon to refresh the PO.



Step 5: View and print the updated PO.

The PO's status will then be updated to **Ordered**. Select **Print Preview**, then select **Open** to view the PO.



Display Purchase Order

Purchase Order Number: 4600499926
 Purchase Order Type: SCEIS Standard PO
 Status: **Ordered**
 Document Date: 07/07/2016

Overview | **Header** | Items | Notes and Attachments | Approval | Tracking

General Data | Notes and Attachment | Output | Budget | Document Totals | Extended PO History | **Payment** | Synopsis | User-Specified S

Payment Terms: net 21days
 Incoterm Key / Location:
 Retention:
 Retention Rate: %
 Down Payment:
 Down Payt Rate/Amount: % USD
 Down Payment Due Date:

▼ Procurement Card

Procurement Card Details

Procurement Card Of: PCard number:
 Validity date PCard: Holder name:

The PO indicates the Payment Terms of 21 days and is available to print.

PURCHASE ORDER					
SC Department of Transportation				Page 1 of 2	
		Purchasing Office York Maintenance/Shop 338 Robertson Road West Rock Hill SC 29730-6536 Phone: (803) 327-6186 Fax: (803) 327-6184		Invoice To: Attn: Accounts Payable SC Dept of Transportation PO Box 191 Columbia SC 29202-0191	
Purchase Order: 4600499926 Date Issued: 07/07/2016 PO Number must appear on all Invoices and Delivery Slips.			Payment Terms: within 21 Days 0.000 Percent Discount		
Vendor: 7000186747 SEACO ASPHALT EMULSIONS P.O. Box 5227 COLUMBIA SC 29205 USA			Deliver To: The State of South Carolina DOT - York Maintenance Shop Room 26 338 Robertson Road West ROCK HILL SC 29730-6536 USA		
INSTRUCTIONS TO VENDOR					
Item No	QTY	Order UOM	Description	Unit Price	Amount
001	106,000.00	GAL	Asphalt Grade, CRS-2, York County Release Order for contract: 5000012686 / 0000000700 Delivery Date: 04/01/2017 . Contract #5000012686 Effective Dates: 7/1/2016 - 4/1/2017	1.9800	209,880.00

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