

Weekly Update

Week of August 14, 2017

Subject: Hard Stop Messages
Audience: Buyers and Shopping Cart Creators

The SCEIS Team is pleased to announce that effective September 1, 2017, all Contracts will have a **hard stop message instead of a warning message** when the *Target Quantity* or *Target Value* of a Line Item is exceeded. This is standard SAP functionality and will result in more accurate contract usage and reporting.

Shopping Cart Creators will get a hard stop error message when attempting to create a Shopping Cart against a Contract that is not created correctly in SCEIS. Below is an example in which the Shopping Cart Creator was attempting to create a Shopping Cart and received the hard stop messages when the Contract Header *Target Value*, Line Item *Target Value*, and Line Item *Target Quantity* were exceeded.



These hard stops must be corrected by the Contract Owner and should not be submitted as a SCEIS Help Desk ticket. The Contract Owner is the person with authority to update the contract and ensure compliance with the SC Procurement Code and Regulations. All Contract Owners must review their active Contracts to ensure that they are created correctly in SCEIS. This will affect all Contract Line Items as demonstrated in the examples that follow.

Examples of Line Items

Example 1: Normal - Item Category Line Item Contract

Contract Line Items with the *Item Category* set to *Normal* must have a specific *Target Quantity*, *Price* and *Target Value* to support the item for the term of the Contract. In the event the Line Item *Target Quantity* or *Target Value* is exceeded, the Shopping Cart Creator will get a hard stop and must contact the Contract Owner to get this corrected.

Display Agency Value Cont. 4400012464

Close Release Edit Copy Check Renew Print Preview Export Related Links

Contract Number 4400012464 Smart Number New Computers for SCEIS Contract Type Agency Value Cont. Status Released Supplier 7000085358 HEWLETT PACKARD STATE & LOCAL Contract Owner 10564 Sam Harvey, CPPB-APM

Overview Header Items Notes and Attachments Conditions Authorization Approval Tracking

General Header Data

Contract Number: 4400012464 Contract Name: New Computers for SCEIS
 Supplier: * 7000085358 HEWLETT PACKARD STATE & LOCAL Contract Owner: 10564 Sam Harvey, CPPB-APM
 Valid From / To: * 09/09/2016 - 09/08/2017 Target Value/Currency: 16,600.00 USD
 Purchasing Organization: * SCEIS Purchasing Organization Release Value: 0.00 USD
 Purchasing Group: * SCEIS Team Members Show Members Basic Contract:

▼ Items

Details Select Add Item Exercise Option Copy Paste Duplicate Delete

Line Number	Item Category	Item Number	Description	Product Category	Target Quantity	Unit	Price	Target Value	Currency	Total Value	Price Per	Price Unit	Reference Item Number
1	Normal	1	Laptops	20454	10.00	EA	1,450.00	7,500.00	USD			1 EA	0
2	Normal	2	54" Monitors	84038	10.00	EA	700.00	7,500.00	USD			1 EA	0
3	Normal	3	Wireless ...	99829	10.00	EA	50.00	500.00	USD			1 EA	0
4	Normal	4	Headsets	72553	10.00	EA	110.00	1,100.00	USD			1 EA	0

Example 2: Product Category – Item Category Line Item Contract

Contract Line Items with the *Item Category* set to *Product Category* must have a specific *Target Value* for each Line Item to support the item for term of the contract. In the event that the Line Item *Target Value* is exceeded, the Shopping Cart Creator will get a hard stop and must contact the Contract Owner to correct.

Display Agency Value Cont. 4400012465

Close Release Edit Copy Check Renew Print Preview Export Related Links

Contract Number 4400012465 Smart Number New Software for SCEIS Contract Type Agency Value Cont. Status Released Supplier 7000031054 MICROSOFT CORPORATION Contract Owner 10564 Sam Harvey, CPPB APM

Overview Header Items Notes and Attachments Conditions Authorization Approval Tracking

General Header Data

Contract Number: 4400012465 Contract Name: New Software for SCEIS
 Supplier: * 7000031054 MICROSOFT CORPORATION Contract Owner: 10564 Sam Harvey, CPPB APM
 Valid From / To: * 09/09/2016 - 09/08/2017 Target Value/Currency: 300,000.00 USD
 Purchasing Organization: * SCEIS Purchasing Organization Release Value: 0.00 USD
 Purchasing Group: * SCEIS Team Members Show Members Basic Contract:

▼ Items

Details Select Add Item Exercise Option Copy Paste Duplicate Delete

Line Number	Item Category	Item Number	Description	Product Category	Target Quantity	Unit	Price	Target Value	Currency	Total Value	Price Per	Price Unit	Reference Item Number
1	Product Cate...		Software	20800	0.000		0.00	100,000.00	USD		1		0
2	Product Cate...		Software	20800	0.000		0.00	100,000.00	USD		1		0
3	Product Cate...		Software	20800	0.000		0.00	100,000.00	USD		1		0

Examples of Hard Stops

Example 1

The Contract used in this example has the Line Item *Item Category* set to *Normal*. The header *Target Value* is set to \$80,000.00, which is the cumulative total of both Line Items. Line 1 is for 1,000 Leather Chairs at \$500.00 each, and the line item *Target Value* is \$50,000.00. Line 2 is for 1,000 Fabric Chairs at \$300.00 each, and the line item *Target Value* is \$30,000.00.

Display Agency Value Cont. 4400012460

Close Release Edit Copy Check Renew Print Preview Export Related Links

Contract Number 4400012460 Smart Number Report Test for Office Chairs Contract Contract Type Agency Value Cont. Status Released Contract Owner 10564 Sam Hanvey, CPPB APM Supplier 7000074567 LORICK OFFICE PRODUCTS INC

Overview Header Items Notes and Attachments Conditions Authorization Approval Tracking

General Header Data

Contract Number: 4400012460 Contract Name: Report Test for Office Chairs Contract

Supplier: * 7000074567 LORICK OFFICE PRODUCTS INC Contract Owner: 10564 Sam Hanvey, CPPB APM

Valid From / To: * 09/08/2016 - 09/05/2021 Target Value/Currency: 80,000.00 USD

Purchasing Organization: * SCEIS Purchasing Organization Release Value: 0.00 USD

Purchasing Group: * 740 - DNR Procurement Director 740 Show Members Basic Contract:

▼ Items

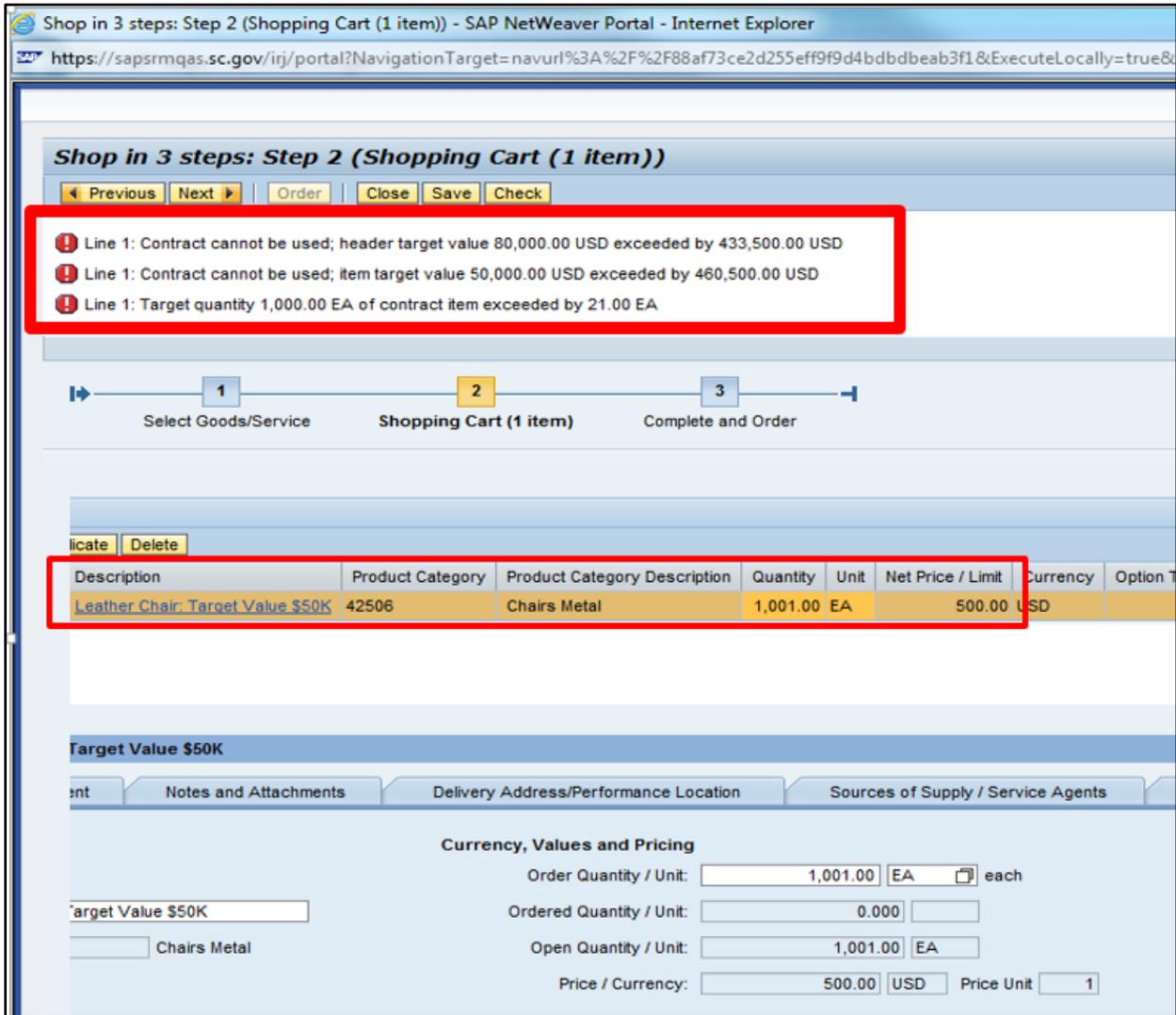
Details Select Add Item Exercise Option Copy Paste Duplicate Delete

Line Number	Item Category	Option Type	Item Number	Description	Product Category	Target Quantity	Option Status	Unit	Target Value	Price	Currency	Total Value	Price Per	Price Unit	Reference Item Number
1	Normal		1	Leather Off..	42506	1,000.00		EA	50,000.00	500.00	USD			1 EA	0
2	Normal		2	Fabric Off..	42506	1,000.00		EA	30,000.00	300.00	USD			1 EA	0

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Week of August 14, 2017

The Shopping Cart was created to show the hard stop messages received when the Shopping Cart Creator attempted to create a Shopping Cart that exceeded the Contract Header *Target Value*, Line Item *Target Quantity*, and Line Item *Target Value*.



Shop in 3 steps: Step 2 (Shopping Cart (1 item))

- ❗ Line 1: Contract cannot be used; header target value 80,000.00 USD exceeded by 433,500.00 USD
- ❗ Line 1: Contract cannot be used; item target value 50,000.00 USD exceeded by 460,500.00 USD
- ❗ Line 1: Target quantity 1,000.00 EA of contract item exceeded by 21.00 EA

1 2 3

Select Goods/Service Shopping Cart (1 item) Complete and Order

Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option T
Leather Chair Target Value \$50K	42506	Chairs Metal	1,001.00	EA	500.00	USD	

Target Value \$50K

Currency, Values and Pricing

Order Quantity / Unit: each

Ordered Quantity / Unit:

Open Quantity / Unit:

Price / Currency: Price Unit

Example 2

The Contract used in this example has the Line Item *Item Category* set to *Product Category*. *Product Category* Line Items only require a *Target Value* and DO NOT require a *Target Quantity*, *Price*, or *Unit* (Unit of Measure) as they represent a selection from a Catalog/Market Basket of items. The header *Target Value*, also required, is set to \$1,000,000.00, which is the cumulative total of both line items. Line 1 is for Laptops, and the line item *Target Value* is \$500,000.00. Line 2 is for a 45" HD Monitor, and the Line Item *Target Value* is \$500, 000.00.

Display Agency Value Cont. 4400012461

Close Release Edit Copy Check Renew Print Preview Export Related Links

Contract Number 4400012461 Smart Number Report Test for IT Equipment Contract Type Agency Value Cont. Status Released Contract Owner 10564 Sam Hanvey, CPPB APM Supplier 7000037741 DELL MARKETING LP

Overview Header Items Notes and Attachments Conditions Authorization Approval Tracking

General Header Data

Contract Number: 4400012461 Contract Name: Report Test for IT Equipment
 Supplier: * 7000037741 DELL MARKETING LP Contract Owner: 10564 Sam Hanvey, CPPB APM
 Valid From / To: * 09/08/2016 - 09/05/2021 Target Value/Currency: 1,000,000.00 USD
 Purchasing Organization: * SCEIS Purchasing Organization Release Value: 0.00 USD
 Purchasing Group: * 740 - DNR Procurement Director 740 Show Members Basic Contract:

▼ Items

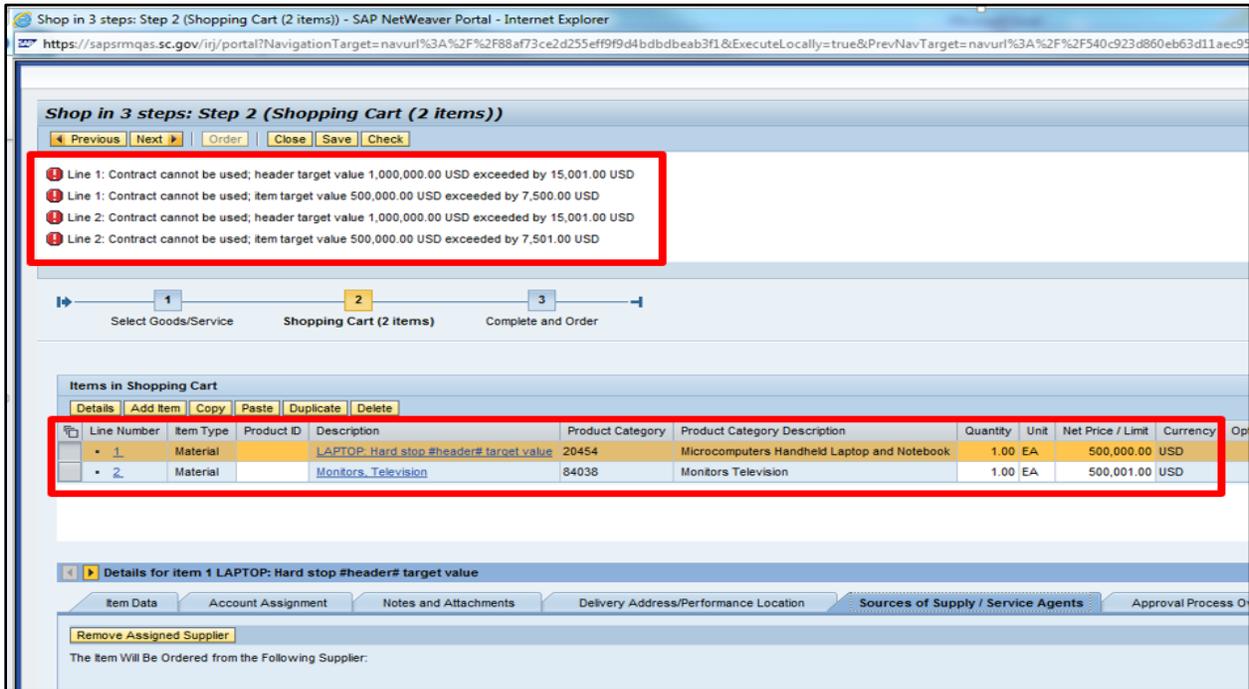
Details Select Add Item Exercise Option Copy Paste Duplicate Delete

Line Number	Item Category	Option Type	Item Number	Description	Product Category	Target Quantity	Option Status	Unit	Target Value	Price	Currency	Total Value	Price Per	Price Unit	Reference Item Number
1	Product Cate...		1	Laptops	20454	0.000			500,000.00	0.00	USD			1	0
2	Product Cate...		2	45" Hi-Def ...	84038	0.000			500,000.00	0.00	USD			1	0

Weekly Update

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This Shopping Cart was created to show the hard stop messages received when the Shopping Cart Creator attempted to create a Shopping Cart that exceeded the Contract Header *Target Value* and Line Item *Target Value*.



The screenshot shows a web browser window with the URL: <https://sapsrmqas.sc.gov/irj/portal?NavigationTarget=navurl%3A%2F%2F8af73ce2d255eff9f9d4bdbdbeab3f1&ExecuteLocally=true&PrevNavTarget=navurl%3A%2F%2F540923d860eb63d11ae95>

The page title is "Shop in 3 steps: Step 2 (Shopping Cart (2 items))". Below the title are navigation buttons: Previous, Next, Order, Close, Save, Check.

A red box highlights the following error messages:

- Line 1: Contract cannot be used; header target value 1,000,000.00 USD exceeded by 15,001.00 USD
- Line 1: Contract cannot be used; item target value 500,000.00 USD exceeded by 7,500.00 USD
- Line 2: Contract cannot be used; header target value 1,000,000.00 USD exceeded by 15,001.00 USD
- Line 2: Contract cannot be used; item target value 500,000.00 USD exceeded by 7,501.00 USD

Below the errors is a progress bar with three steps: 1. Select Goods/Service, 2. Shopping Cart (2 items), 3. Complete and Order. Step 2 is currently active.

The "Items in Shopping Cart" section contains a table with the following data:

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Op
1	Material		LAPTOP: Hard stop #header# target value	20454	Microcomputers Handheld Laptop and Notebook	1.00	EA	500,000.00	USD	
2	Material		Monitors, Television	84038	Monitors Television	1.00	EA	500,001.00	USD	

Below the table is a section for "Details for item 1 LAPTOP: Hard stop #header# target value". It includes tabs for Item Data, Account Assignment, Notes and Attachments, Delivery Address/Performance Location, Sources of Supply / Service Agents, and Approval Process. A "Remove Assigned Supplier" button is visible, and the text below it reads: "The Item Will Be Ordered from the Following Supplier:".

*Reminder: Shopping Cart Creators must contact the Contract Owner when receiving a Contract hard stop message. **Do not submit a SCEIS Help Desk ticket.** The Contract Owner is the person with authority to update the contract and ensure compliance with the SC Procurement Code and Regulations.*

If you have questions about this information, please contact the SCEIS Help 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/>.