

Weekly Update

Week of September 4, 2017

Subject: Managing Inventory Contracts and Purchase Orders
Audience: Buyers, Shopping Cart Creators, Inventory Requestors

Note: The below information is supplemental to the August 14, 2017 Weekly Updates [Sourcing Change on Inventory Contracts](#) and [Hard Stop Messages](#). Please read these initial messages before proceeding.

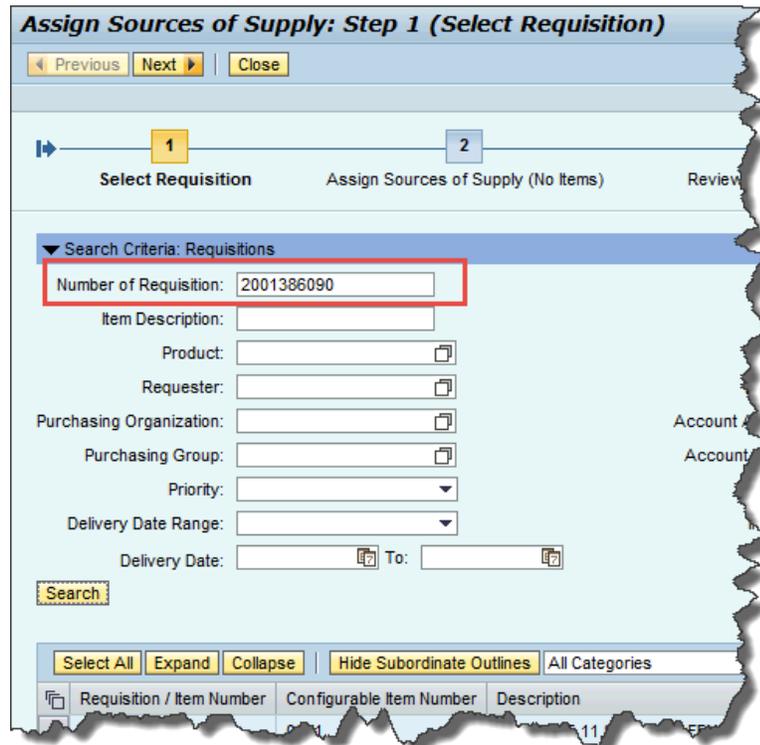
This message is to inform affected users that the effective date of the Hard Stop Messages and Source Change on Inventory Contract is delayed until September 8, 2017. Below are additional instructions to Buyers on managing inventory contracts and purchase orders.

New Process – Beginning September 8, 2017

To prevent errors and comply with SAP standard processes, the Supply/Contract Number will no longer be sourced in ECC and transferred to the Shopping Cart. Instead, the PR will be created without a Source of the Supply/Contract Number and will automatically convert to a SRM Shopping Cart. This will allow the Buyer to select the correct contract in SRM, and if errors exist with the contract, the Buyer should be able to determine the issue and resolution.

Buyers have three process options (detailed below) for selecting the correct Source of Supply/Contract Number. Option one is a new process.

Option One: Contract Information Not Known to Buyer



Assign Sources of Supply: Step 1 (Select Requisition)

Navigation: Previous | Next | Close

Progress: 1 Select Requisition | 2 Assign Sources of Supply (No Items) | Review

Search Criteria: Requisitions

Number of Requisition: 2001386090

Item Description:

Product:

Requester:

Purchasing Organization: Account

Purchasing Group: Account

Priority:

Delivery Date Range:

Delivery Date: To:

Search

Buttons: Select All | Expand | Collapse | Hide Subordinate Outlines | All Categories

Requisition / Item Number	Configurable Item Number	Description

Option one can be used to search for Contract Information when the Buyer does not already know it. To demonstrate this option, the inventory Purchase Requisition (PREQ) 10049464 was created, and the system converted the PREQ into SRM Shopping Cart (SC) 2001386090.

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When the **Requester** is listed as **rfc ECC** and a PREQ number is in the **External Item Number** field, the Buyer will know that the inventory replenishment SC is generated in ECC. The Buyer is now tasked with sourcing the approved SC.

Description	Category	Priority	Quantity	Unit	Requester	Delivery Date	Supplier Number	Supplier Name	Contract	Manufacturer Part Number	Manufacturer	External Item Number	Logical System
SHORTS,5.11,8" INSEAM,FEMALE,4,GREEN,OD	20076		10.00	EA	rfc ECC	09/05/2017						0010049465	SRQCLNT010

To display the inventory Material Master Number (displayed as **Product ID**) associated with each SC line item, Buyers must display the SC. In this example, all three **Line Numbers** were selected for sourcing since the line items and PO should be generated to one single vendor.

Display Shopping Cart

[Print Preview](#) | [Close](#) | [Refresh](#)

Number 2001386090 **Document Name** RFC_ECC 09/01/2017 16:18 **Status** Approved

General Data
 Buy on Behalf of: 44024 rfc ECC Header Approval Note:
 Name of shopping cart: RFC_ECC 09/01/2017 16:18
 Header Data: [Values](#)
 Approval Process: [Display / Edit Agents](#)
 Budget: [Display](#)
 Document Changes: [Display](#)

Item Overview
[Details](#) | [Add Item](#) | [Copy](#) | [Paste](#) | [Duplicate](#) | [Delete](#) | [Process All Items](#)

Line Number	Item Type	Product ID	Description	Product Category
0001	Material	102452	SHORTS,5.11,8" INSEAM,FEMALE,4,GREEN,OD	20076
0002	Material	102453	SHORTS,5.11,8" INSEAM,FEMALE,6,GREEN,OD	20076
0003	Material	102449	SHORTS,5.11,8" INSEAM,FEMALE,14,GREEN,OD	20076

Tip: Buyers should click on the SC to display the SC Line Item's **Notes and Attachments** tab to determine if the MRP Controller provided any information concerning the specific contract and contract line item linked to the Material Master. In the example below, the MRP Controller provided an **Internal Note** to help the Buyer determine which line item of the contract to select. If no note is provided, the Buyer should conduct research to determine which contract line item to select.

Details for item 1 SHORTS,5.11,8" INSEAM,FEMALE,4,GREEN,OD

[Item Data](#) | [Account Assignment](#) | Notes and Attachments | [Delivery Address/Performance Location](#) | [Sources of Supply / Service Agents](#)

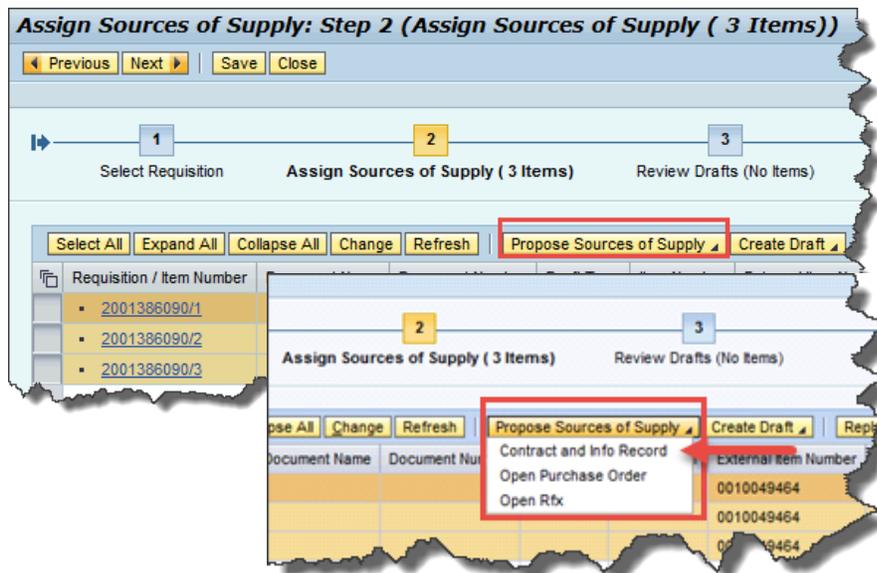
Notes
[Clear](#)

Category	Description
Vendor Text	-Empty-
Internal Note	This Material Master is linked to contract 4400005662 Li...

Close the **Display Shopping Cart** screen and select the **Next** button on the **Assign Sources of Supply** screen.



Requisition / Item Number	Configurable Item Number	Description	Category	Priority	Quantity	Unit	Requester	Delivery Date
2001386090/1	0001	SHORTS,5.11,8" INSEAM,FEMALE,4,GREEN,OD	20076		10.00	EA	rfc ECC	09/01/2017
2001386090/2	0002	SHORTS,5.11,8" INSEAM,FEMALE,6,GREEN,OD	20076		20.00	EA	rfc ECC	09/01/2017
2001386090/3	0003	SHORTS,5.11,8" INSEAM,FEMALE,14,GREEN,OD	20076		30.00	EA	rfc ECC	09/01/2017



For this option, select the **Propose Sources of Supply** tab. From the **Propose Sources of Supply** drop-down box, select **Contract and Info Record**.

Requirement : Product -> Supplier Name (Supplier Number)	Contract / Purchase Order
2001386090/1:SHORTS,5.11,8" INSEAM,FEMALE,4,GREEN,OD	
<input type="checkbox"/> ATL INDUSTRIES INC (7000032476)	
<input type="checkbox"/> QUARTERMASTER INC (7000085097)	
<input type="checkbox"/> TWINHILL CORPORATE APPAREL (7000114481)	
<input type="checkbox"/> HOT THREADS EMBROIDERY LLC (7000130990)	
<input type="checkbox"/> JS UNIFORMS (7000136284)	
<input type="checkbox"/> DANA SAFETY SUPPLY (7000170275)	Contract 4400005662 / 1
<input type="checkbox"/> DANA SAFETY SUPPLY (7000170275)	Contract 4400005662 / 2
<input type="checkbox"/> DANA SAFETY SUPPLY (7000170275)	Contract 4400005662 / 3
<input type="checkbox"/> DANA SAFETY SUPPLY (7000170275)	Contract 4400005662 / 4

The system will retrieve a list of **Proposed Sources of Supply for Selected Items**. The Buyer must select the correct contract line item associated to this request. In this example, the correct contract line item is Requisition/Item Number **2001386090/1**.

The Buyer must also select the checkbox for the appropriate contract line item that coincides with the Requisition/Item Number to be sourced. In this example, **4400005662/18** was selected.

Note: This process will need to be repeated for each SC line item to be sourced from a contract. This will allow the Buyer to select the correct contract's line item number in SRM, and if errors exist with the contract, the Buyer should be able to determine the issue and resolution.

Once all line items are selected, select **Assign and Create Draft Purchase Order** at the bottom of the screen.

Requirement : Product -> Supplier Name (Supplier Number)	Contract / Purchase Order	Quantity
2001386090/1:SHORTS,5.11,8" INSEAM,FEMALE,4,GREEN,OD		0.00
<input type="checkbox"/> ATL INDUSTRIES INC (7000032476)		0.00
<input type="checkbox"/> QUARTERMASTER INC (7000085097)		0.00
<input type="checkbox"/> TWINHILL CORPORATE APPAREL (7000114481)		0.00
<input type="checkbox"/> HOT THREADS EMBROIDERY LLC (7000130990)		0.00
<input type="checkbox"/> JS UNIFORMS (7000136284)		0.00
<input type="checkbox"/> DANA SAFETY SUPPLY (7000170275)	Contract 4400005662 / 1	0.00
<input type="checkbox"/> DANA SAFETY SUPPLY (7000170275)	Contract 4400005662 / 2	0.00
<input type="checkbox"/> DANA SAFETY SUPPLY (7000170275)	Contract 4400005662 / 3	0.00
<input type="checkbox"/> DANA SAFETY SUPPLY (7000170275)	Contract 4400005662 / 4	0.00
<input type="checkbox"/> DANA SAFETY SUPPLY (7000170275)	Contract 4400005662 / 5	0.00
<input type="checkbox"/> DANA SAFETY SUPPLY (7000170275)	Contract 4400005662 / 6	0.00
<input type="checkbox"/> DANA SAFETY SUPPLY (7000170275)	Contract 4400005662 / 7	0.00
<input type="checkbox"/> DANA SAFETY SUPPLY (7000170275)	Contract 4400005662 / 8	0.00
<input type="checkbox"/> DANA SAFETY SUPPLY (7000170275)	Contract 4400005662 / 9	0.00
<input type="checkbox"/> DANA SAFETY SUPPLY (7000170275)	Contract 4400005662 / 10	0.00
<input type="checkbox"/> DANA SAFETY SUPPLY (7000170275)	Contract 4400005662 / 11	0.00
<input type="checkbox"/> DANA SAFETY SUPPLY (7000170275)	Contract 4400005662 / 12	0.00
<input type="checkbox"/> DANA SAFETY SUPPLY (7000170275)	Contract 4400005662 / 13	0.00
<input type="checkbox"/> DANA SAFETY SUPPLY (7000170275)	Contract 4400005662 / 14	0.00
<input type="checkbox"/> DANA SAFETY SUPPLY (7000170275)	Contract 4400005662 / 15	0.00
<input type="checkbox"/> DANA SAFETY SUPPLY (7000170275)	Contract 4400005662 / 16	0.00
<input checked="" type="checkbox"/> DANA SAFETY SUPPLY (7000170275)	Contract 4400005662 / 18	0.00
<input type="checkbox"/> DANA SAFETY SUPPLY (7000170275)	Contract 4400005662 / 19	0.00

For Selected Items Assign and Create Draft Purchase Orders Assign Only Close

Next create the PO **Transaction Type, ZINV - Inventory PO** using the normal PO process, then select **Process Selected Drafts**.

Assign Sources of Supply: Step 3 (Review Drafts (3 Items))

Draft Name	Draft Type	Supplier Number	Supplier	Transaction Type
Inventory Contract PO	Purchase Order	7000170275	DANA SAFETY SUPPLY	ZINV - Inventory PO

Details of Selected Drafts Local Purchase Order1 FPIEPER 09/05/2017

Requisition / Item Number	Configurable Item Number	Description
2001386090 / 1	0001	SHORTS,5.11,8" INSEAM,FEMALE,4,GREEN,OD
2001386090 / 2	0002	SHORTS,5.11,8" INSEAM,FEMALE,6,GREEN,OD
2001386090 / 3	0003	SHORTS,5.11,8" INSEAM,FEMALE,14,GREEN,OD

Assign Sources of Supply: Step 3 (Review Drafts (3 Items))

Process Selected Drafts

Weekly Update

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The system will then create an Inventory Contract PO with all line items selected. In this example, three line items were selected and Inventory Contract PO 45000062201 was created.

Summary Screen: Step 4 (Summary Screen 1 Documents)

Funds Management posting date is later than the delivery date (item 0000000001)
 Funds Management posting date is later than the delivery date (item 0000000002)
 Funds Management posting date is later than the delivery date (item 0000000003)
 Delivery date not possible; check your entry
 Purchase order 4500062201- Inventory Contract PO has been created

— — —

Select Requisition Assign Sources of Supply (No Items) Review Drafts (No Items) **Summary Screen 1 Documents**

Created Objects

Document Number	Document Type	Description	Status	Supplier Number
4500062201	Purchase Order	Inventory Contract PO	Saved	7000170275

The Buyer can now either select **Refresh** or select the blue hyper-link **Document Number** to display the PO and verify each Line Item is linked to the correct contract Line Item.

Details for Item 1 SHORTS,5.11,8" INSEAM,FEMALE,4,GREEN,OD

General Data | Prices and Conditions | Account Assignment | Notes and Attachments

Order as Direct Material

▼ Basic

This is a direct procurement material

Identification

Item Number: 1

Item Type: Material

Product ID: 102452

Description: SHORTS,5.11,8" INSEAM,FEMALE,4,GREEN,OD

Revision Level:

Product Category: 20076 Suits Dress and Casual

Details for Item 2 SHORTS,5.11,8" INSEAM,FEMALE,6,GREEN,OD

General Data | Prices and Conditions | Account Assignment | Notes and Attachments

Order as Direct Material

▼ Basic

This is a direct procurement material

Identification

Item Number: 2

Item Type: Material

Product ID: 102453

Description: SHORTS,5.11,8" INSEAM,FEMALE,6,GREEN,OD

Revision Level:

Product Category: 20076 Suits Dress and Casual

Catalog:

Contract / Item: 4400005662 | 19 [Show Contract](#)

Line Item 1

Line Item 2

Details for Item 3 SHORTS,5.11,8" INSEAM,FEMALE,14,GREEN,OD

General Data | Prices and Conditions | Account Assignment | Notes and Attachments

Order as Direct Material

▼ Basic

This is a direct procurement material

Identification

Item Number: 3

Item Type: Material

Product ID: 102449

Description: SHORTS,5.11,8" INSEAM,FEMALE,14,GREEN,C

Revision Level:

Product Category: 20076 Suits Dress and Casual

Catalog:

Contract / Item: 4400005662 20 Show Contract

Line Item 3

The Buyer can also display the Contract's **Release** value. In this example, Line Number 18 is linked to the Contract 4400005662.

Display Agency Value Cont. 4400005662

Close Release Edit Copy Check Renew Print Preview Export Related Links

⚠ Address data has changed - Display Help

Contract Number 4400005662 Contract Name Law Enforcement Boating Patrol Shorts Contract Type Agency Value Cont. Status Released Supplier 700017

Overview Header Items Notes and Attachments Conditions Authorization Approval Tracking

▼ Items

Details Select Add Item Exercise Option Copy Paste Duplicate Delete

Line Number	Item Category	Option Type	Item Number	Description	Target Quantity	Option Status	Unit	Target Value	Price	Currency
11	Normal		11	SHORTS,5.11,11"INSEAM,MALE,32,GREEN,OD	5		PAA	0.00	30.79	USD
12	Normal		12	SHORTS,5.11,11"INSEAM,MALE,34,GREEN,OD	10		PAA	0.00	30.79	USD
13	Normal		13	SHORTS,5.11,11"INSEAM,MALE,36,GREEN,OD	10		PAA	0.00	30.79	USD
14	Normal		14	SHORTS,5.11,11"INSEAM,MALE,38,GREEN,OD	24		PAA	0.00	30.79	USD
15	Normal		15	SHORTS,5.11,11"INSEAM,MALE,40,GREEN,OD	5		PAA	0.00	30.79	USD
16	Normal		16	SHORTS,5.11,11"INSEAM,MALE,42,GREEN,OD	5		PAA	0.00	30.79	USD
17	Normal		17	SHORTS,5.11,11"INSEAM,MALE,44,GREEN,OD	5		PAA	0.00	30.79	USD
18	Normal		18	SHORTS,5.11,8" INSEAM,FEMALE,4,GREEN,OD	10.00		EA	307.90	30.79	USD
19	Normal		19	SHORTS,5.11,8" INSEAM,FEMALE,6,GREEN,OD	10.00		EA	307.90	30.79	USD
20	Normal		20	SHORTS,5.11,8" INSEAM,FEMALE,14,GREEN,OD	10.00		EA	307.90	30.79	USD

Details for Selected Item 18 : SHORTS,5.11,8" INSEAM,FEMALE,4,GREEN,OD

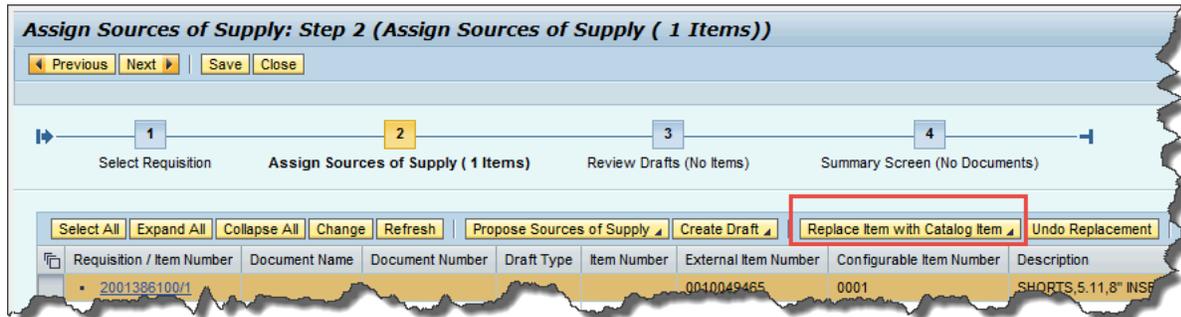
General Data | Conditions | Account Assignment | Notes and Attachments | Approval Preview | Payment | Release

Document	Document Number	Name	Item Number	Date	Quantity	Unit	Net Value
Purchase Order	4500056898	LE TacLite 9" & 11" Shorts	9	07/11/2016	5.00	EA	153.95
Purchase Order	4500062201	Inventory Contract PO	1	09/05/2017	10.00	EA	307.90

If the contract has any issues with the Line Item Quantity, Line Item Target Value, Contract Header Target Value or the Valid From/To Contract term dates, the Buyer will need to determine how to proceed. The Buyer will need to fix the Hard Stops by updating or rebidding the contract within the requirements for modifying a contract pursuant to the Procurement Code and Regulations.

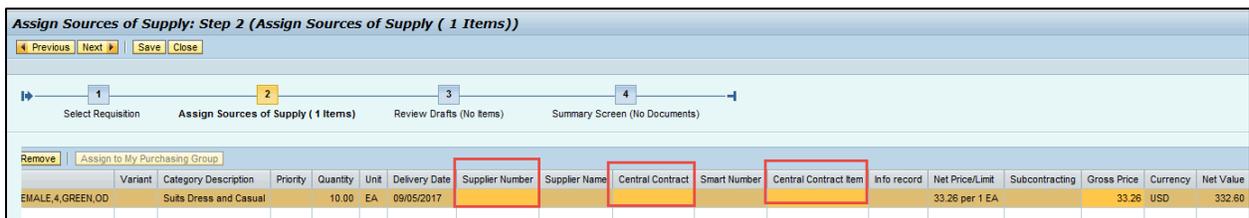
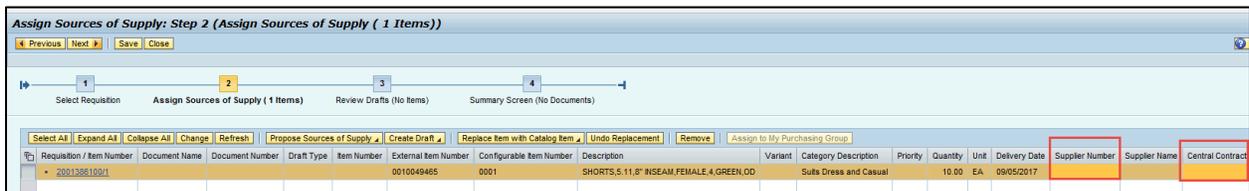
Option Two: Replace Item with Catalog Item in Step 2 of the Assign Sources of Supply

Buyers can still use the process of **Replace Item with Catalog Item** in **Step 2** of the **Assign Sources of Supply**. This process will take the Buyer to the NIGP/Contract Search tab where a Contract Search can be conducted.



Option Three: Enter Data in the Appropriate Fields

If the Buyer knows the Supplier Number, Contract Number and Contract Item Number, the Buyer can enter the data into the appropriate fields. In the examples below, the second screenshot is a line item continuation of the first.



Weekly Update

Week of September 4, 2017

All three options will link the Inventory PO Line Item to the appropriate Contract Line Item, thus providing accurate contract reporting data. Inventory POs not linked to contracts will not provide accurate contract spend analysis data. Inventory POs with contract data only keyed into a text field will not provide accurate contract spend analysis data for the State.

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/.](http://www.sceis.sc.gov/requests/)