

**Subject:** Five Options to Create Shopping Carts for Fiscal Year 2021 on or before July 1, 2020

**Audience:** Procurement Directors, Agency Buyers

Below are five options for creating Shopping Carts and Purchase Orders (PO) for Fiscal Year (FY) 2021 on or before July 1, 2020. There are considerations agencies should make when determining which option to use in a given situation. ZFMJ2 transactions will be conducted in ECC.

### Option 1

Create a Shopping Cart with account assignment data. When the Shopping Cart gets the necessary approvals, it goes into "Perform Sourcing." The Shopping Cart will remain in Perform Sourcing until July 1. On July 1, the buyer will select the Shopping Cart Requirement in Perform Sourcing and create the PO. The PO will encumber the FY2021 budget based on the account assignment data from the Shopping Cart.

#### Considerations

- There must be sufficient budget available in the **current** year for the Shopping Cart to be ordered and approved due to the budget checks during the Shopping Cart process.
- All cost centers, grants and other account assignment data must be active in the current year (FY2020) **and** the subsequent year (FY2021).
- Shopping Carts approved will remain in Perform Sourcing and will be ready and available for PO creation on July 1.

### Option 2

Create a Shopping Cart with account assignment data, then put it on "**save**" (users should ignore any error messages that appear when they do this). **On July 1**, the Shopping Cart Creator can go into "edit" mode to change the Shopping Cart, and then "**order**" the Shopping Cart. The Shopping Cart will then go through workflow for approvals.

#### Considerations

- When placing the Shopping Cart on "save" in the current year, any budget errors received can be ignored.
- Cost centers, grants and other account assignment data **must only be active in the subsequent year (FY2021)**. Coordinate with your agency's Finance Budget team to ensure the account assignment data will be in place for the Shopping Cart on July 1.
- Shopping Carts created on or after July 1 must follow the normal Shopping Cart approval process.

### Option 3

If a vendor requires a PO for uninterrupted services on July 1, create a Shopping Cart and PO in the current year for \$1.00. The true amount of the PO should be included in the Vendor Text field of the Shopping Cart, so it will print on the PO. The agency can then print the PO and send it to a vendor before July 1.

The agency should carry forward the PO using the ZFMJ2 transaction. On or after July 1, the buyer should change the PO to increase the price to reflect the correct total.

#### Considerations

- Because the Shopping Cart workflows through the existing SRM process with a price of \$1.00, **the Shopping Cart creator will need to manually add the required approvers to the workflow based on the actual amount of the intended purchase.**
- The agency only needs \$1.00 per PO in the current-year budget to satisfy budget checks/encumbrances during the Shopping Cart/PO process when using this option.
- The vendor receives a PO with an amount of \$1.00 regardless of the true value of the PO. The true amount of the PO should be included in the Vendor Text field of the Shopping Cart so it will print on the PO.
- An agency buyer must change the amount of the PO to the correct amount at the beginning of the FY2021.

### Option 4

Create the Shopping Cart and PO for the correct amount of the purchase, then print and send the PO to the vendor before July 1. Once budget has been loaded for FY2021, carry forward the PO to the subsequent year (FY2021) using the ZFMJ2 transaction.

#### Considerations

- The Shopping Cart will require all necessary approvals before generating a PO.
- There must be sufficient budget in the current year (FY2020) to satisfy budget checks/encumbrances during the PO process.
- The FY2020 budget encumbrances will be released once the PO is carried forward to FY2021.
- This option allows the vendor to receive a PO for the correct amount before July 1.

## Option 5

This option is for Shopping Carts used to create a Solicitation and not a PO. When an agency needs to create a Shopping Cart that will be used to issue a solicitation which will be awarded and purchased in FY2021, budget for FY2020 is likely insufficient for the total expected value of the solicitation. The agency should create the Shopping Cart for \$1.00 and document the true expected amount of the solicitation in the Internal Notes field of the Shopping Cart.

### Consideration

- Because the Shopping Cart workflows through the existing SRM process with a price of \$1.00, **the Shopping Cart creator will need to manually add the required approvers to the workflow based on the actual amount of the intended purchase.**

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 2 for SCEIS help) or use the email form available at the following link:

<http://www.sceis.sc.gov/requests/>.