

**Subject:** Enhancements to Workflow Emails Sent to Shopping Cart Approvers and Creators  
Effective Friday, January 25, 2013

**Audience:** Procurement Directors, Shopping Cart Approvers and Creators

The SCEIS Materials Management Team is pleased to announce the following enhancements to the email notifications sent to Shopping Cart Approvers and Shopping Cart Creators.

Effective Friday, January 25, 2013, workflow email notifications sent to Shopping Cart Approvers will include an embedded link to the SRM login screen and some useful tips to help resolve common errors that occur in Shopping Carts. In addition, the Subject line of the email notification will now show the Shopping Cart Number and Shopping Cart Creator's Name. The following is an example of the new email notification:

Subject: Approve SC 2000483735 from FirstName LastName

Importance: High

Please approve Shopping Cart 2000483735 "SC Test Cart" from FirstName LastName valued at \$ 52.20 USD.

To log into SRM, click the following link.  
<https://srmwebgui.sc.gov/sap/bc/gui/sap/its/bbpstart>

NOTE: You may receive the message, "Document Contains Errors -> Approval not Possible" when:

1. The 'Required on Date' is in the past. To correct, while in 'Change' mode, update the Shopping Cart with a new valid date and save.

OR

2. The budget for one or more of the Account Assignment has been exceeded. Please contact your Agency's internal FI Department for resolution.

When Shopping Cart Creators have a Shopping Cart that is returned to their inbox due to changes or rejections made by the Approver, they will receive an email notification to inform them of the Shopping Cart status, and describe their options for continuing workflow. The following is an example of the new email:

Subject: Attention Required SC 2000483732

Shopping cart number 2000483732

Shopping cart approver has changed the value of or rejected your SC.  
Please access Check Status and choose "Accept Changes" or "Change" to make updates to the shopping cart.

NOTE: "Accept Changes" will DELETE any rejected line items, but will not restart workflow. "Change" will allow updates to any rejected or changed lines but will RESTART Workflow.

To log into SRM, click the following link.  
<https://srmwebgui.sc.gov/sap/bc/gui/sap/its/bbpstart>



## Weekly Update

*January 22, 2013*

If you have any questions about this message, 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/>.