

# Create a Shopping Cart Using the Contract Search

## Exercise 1



## Exercise 1: Create a Shopping Cart- Using the Contract Search

Create shopping cart for non-stock items from an existing contract using NIGP/Contract Search. In this exercise, we will be requesting "Police Pursuit Tires."

1. Select "Employee Self-Services."

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2. From the "Employee Self Services" screen, click "Shop."

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3. Select "NIGP/Contract Search" and ENTER.

Submit Search			
			Options *
Shop in 3 steps: Step 1 (Select Goods/Service)			
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leeeeeeee			
Browset	Old Shopping Carls and Templates Internal Goods/Services	Del Consultos ES Fastoni MSC Industrio INSECtionitad Sensiti Office May States of College Societum States Tread	
Free Texts Describe what you need if you cannot find it above			

4. In the next window, type in the search criteria for "\*tires\*" under the Contract Search Tab.

Then click **Submit Search**. This is to verify the item is or is not on contract. Always use "Contract Search" as your first option.

### SCEIS The South Carolina Enterprise Information System

Contract Search - 2010.02.25.0001

Enter a keyword to search by. Click on a contract link to view the contract and its items. Click the **Selected** tab to list your current selections.

Contract Search	NIGP Search	Selected	
*ti	res*		Submit Search Clear
Ever use a	Shov wildcard search?	v current active con Click here for he	ntracts only: 🗹 Show minority businesses only: 🔲
			No results found
	С	ancel Process	Punch-out to SRM

5. Note five (5) contracts are displayed. Click on contract #4400001933.

SC Con	SCEIS The South Carolina Enterprise Information System Contract Search - 2010.02.25.0001										
Enter curre	Enter a keyword to search by. Click on a contract link to view the contract and its items. Click the <b>Selected</b> tab to list your current selections.										
Cont	tract Search	IGP Search	Selected								
	*tires* <u>Submit Search</u> <u>Clear</u>										
	Show current active contracts only: V Show minority businesses only: Exer use a <i>wildcard</i> search? <u>Click here for help.</u>										
	5 Contracts found, displaying all Contracts.										
	<u>Contract #</u> ¢	Bid Inv. #	Bid Invitation		<u>Vendor Name</u> 💠	<u>Minority Status</u>					
÷	<u>5000012048</u>			7000034748	INDIANAPOLIS INDUSTRIAL PRODUCTS	07/29/2010 07/28/2015					
÷…	<u>4400001932</u>	5400001196	Tires - Statewide Term Contract	7000052925	BRIDGESTONE AMERICAS TIRE OPERATION	12/01/2009 11/30/2014					
÷	<u>4400001933</u>	5400001196 (	Tires - Statewide Term Contract	7000140142	CONTINENTAL TIRE	12/01/2009 11/30/2014					
÷	<u>4400001934</u>	5400001196 1	Tires - Statewide Term Contract	7000041671	GOODYEAR TIRE & RUBBER COMPANY	12/01/2009 11/30/2014					
÷	<u>4400001935</u>	5400001196	Tires - Statewide Term Contract	7000022518	MICHELIN NORTH AMERICA INC	12/01/2009 11/30/2014					
			Cancel Process		Punch-o	ut to SRM					



- Contract 4400001933 shows six (6) contract items on this specific contract. 6. Return to Search Screen Check mark the box next to 00001 Police Pursuit Tire and click at the bottom of the screen. Bid Invitation 5400001196 - Tires - Statewide Term Contract Contract Notes Vendor 7000140142 Vendor Address CONTINENTAL TIRE NORTH AMERICA 1830 MACMILLAN PARK DRIVE FORT MILL SC 29707 District LANCASTER E-mail Telephone (704) 583-8818 Fax Number (704) 583-8737 Minority Status Not Applicable Vendor Contacts 2 Contacts found, displaying all Contacts. Function Phone Contact Name E-mai PRICING ADMINISTRATOR BOYKIN-JOHNSON, KIMBERLY (704) 583-4811 perly boykin-johnson@conti-na.co WALTERS, BRETT Primary Contact (704) 583-8818 brett.walters@conti-na.com Attachments 2 Attachments found, displaying all Attachments. Attachment Title attachmentDat INTENT TO AWARD 5400001196.DOC 11/19/2009 02/03/2011 Ordering Instructions tire-t20.DOC Contract Items 6 Items found, displaying all Items. Item Pricing Gross Price:\$0.01 (each) SC Discount Percent:-39.0 % per 0 🔽 00001 Police Pursuit Tire Material Group: 86330 - Police Pursuit Tire Agency: STATEWIDE TERM CONTRACT 🔲 00002 Auto Radial Tire Gross Price:\$0.01 (each) SC Discount Percent:-39.0 % per 0 Material Group: 86305 - Auto Radial Tire Agency: STATEWIDE TERM CONTRACT 00003 Light Truck Radial Tire Gross Price:\$0.01 (each) SC Discount Percent:-39.0 % per 0 Material Group: 86307 - Light Truck Radial Tire Agency: STATEWIDE TERM CONTRACT 🔲 00004 Light Truck Bias Tire Gross Price:\$0.01 (each) SC Discount Percent:-39.0 % per 0 Material Group: 86307 - Light Truck Bias Tire Agency: STATEWIDE TERM CONTRACT Gross Price:\$0.01 (each) SC Discount Percent:-42.0 % per 0 00005 Medium Truck Radial Tire Material Group: 86310 - Medium Truck Radial Tire Agency: STATEWIDE TERM CONTRACT ADDAGE MARKET TANK DIAL TIM C---- D----- 00 04 (------
- 7. This will take you back to the contracts for "tires" screen. Click Punch-out to SRM. This will bring you back to the Shopping Cart in SRM.



8. Enter the Quantity (2), Net Price/Limit (\$100.00), Delivery Date (Current Date + 1 week). Press **ENTER** on your keyboard.

Shop in	3 steps:	Step 2	(Shopping C	art (1 item))	)								
Previous	Next 🕨	Order	Close Save (	Check									
Une 1: Fu	unded Progra	m U120E4M	201 does not exist in	FM area SC01									
Line 1: Er	ror in accour	nt assignmen	t for item 1										
Line 1: Y	ou are not all	owed to ent	er a tax jurisdiction	code for country US									
Line 1: Y	ou are not all	owed to ent	er a tax jurisdiction (	code for country US									
l <b>þ</b> Se	lect Goods/S	ervice	2 Shopping Cart (	1 item) Comp	- 3 I lete and Order								
i in Shopp	ing Cart												
is Add te	m Copy	Paste Du	blicate Delete										
ie Number	tem Type	Product ID	Description	Product Category	Product Category Description	upanety nit	Net Price / Limt Curre	ency Option Type	Per Order Type	Delivery Date	Notes	Attachments	Account Assignment 1
1	Material		Police Pursuit Tire	86330	Tires and Tubes Misc. (Not Otherwise Listed)	2 E	100.00 USD		1	09/11/2013	Q	Q	Cost Center

Note the funding error messages. They should disappear as the Shopping Cart is completed and the funding is correct

9. Click the Details button found under "Items in Shopping Cart." Open, verify and update

information in the "Item Data" section **Item Data**. You may need to update the Description Field to reflect what you are purchasing. In this example, change to **Police Pursuit Tire P235/50R18.** 

Verify the Purchasing Group, Company Code SC01, Quantity (2), Price Currency (100.00), Price Unit (1), Tax/Amount (I1 A/P Sales Tax), your agency's Location/Plant, Storage Location Delivery Date.

Shop in 3 steps: Si	tep 2 (Shopping Cart (1 item))			
• Previous Next #	Close Save Check			
D Line 1: Funded Program U	120E4N201 does not exist in FM area SC01			
D Line 1: Error in account an	ssignment for item 1			
Line 1: You are not allow	ed to enter a tax jurisdiction code for countryUS			
Line 1: You are not allowed	ed to enter a tax jurisdiction code for countryUS			
le T	2 ice Shopping Cart (1 item) Complete	and Order		
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Description.	Policeruraut (rejr220/00/16 99/7	Ordered Gua	ncey /unit.	
Product Category:	06320 Tires and Tubes Misc. (N	ot Otherwise Listed) Open Qua	ntity /Unit	2 64
Order as Direct Material		Price /	Currency:	100.00 USD Price Unit 1
Organization				
Purchasing Group:	DOT -D4 - Office	Not Separat	ely Prced.	
Company Code:	SC01 State of South Carolina	ecremental Fund	ng Active.	
Further Properties		Invol	e Receipt	
Suppler Product Number:	86339	Goods Receipt Non	Valuated	
2000 A. 1990		Tax	/ Amount	IT AP Sales Tax
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		Goods	Hecolent	INDES UNALANCER
		Deive	ry Profily	(VV
		Delv	ery Late:	09/11/2013



10. Under the Account As	signment tab, Th	ne General Ledge	er Account an	d the General L	edger						
Description are mappe	d to the Product (	Category (NIGP)	number and a	are defaulted. E	nter						
the cost center number	rin the "Assian Nu	umber" field. Pre	ss the "Enter"	key on your							
keyboard. The Busines	keyboard. The Business Area field will automatically populate.										
Shop in 3 steps: Step 2 (Shopping Cart (1 item))											
Previous Next      Crder   Close Save Check					Q.						
Une 1: Funded Program U120E4M201 does not exist in FM area SC01											
Line 1: Error in account assignment for item 1											
Une 1: You are not allowed to enter a tax jurisdiction code for country US											
-											
Select Goodu/Service Shopping Cart (1 item) Complete and											
g Cart											
em Type Product ID Description Product Category Pro	duct Category Description Quantity Un	nt Net Price / Limt Currency Option Type Per O	rder Type Delivery Date Notes Attachme	Ints Account Assignment Type Account Assign	hment Number Item Sta						
faterial Police Pursuit Tire, P235/50R18 99W 06330 Tire	is and Tubes Misc. (Not Otherwise Listed) 2 EA	100.00 USD 1	09/11/2013 0 0	Cost Center U120E4M201							
em 1 Police Pursuit Tire P235/50R18 99W											
Account Assignment Notes and Attachments Delivery Addre	ss/Performance Location Sources of Supply / S	Service Agents Approval Process Overview	Subcontracting								
bears the costs and, if necessary, you can distribute the cost to several co	st centres										
Percentage	Split Distribution Change All Terre	Laurent Austremation and Tax	Law International		I market and						
Account Assign 100.00 Cost Center	U120E4M201	Fairfield Maint	5031510000	MOTOR VEHICLE SUPP	U120						
Content											
ount Assignment Description Account Assignment General Ledger Account ENTER G/L											

11. Complete the Cost Assignment Section by clicking "Details." The "Details" button is located directly below the Account Assignment tab (highlighted above).



12. Note the Cost Center and G/L are carried over to the "Details" screen, and the Fund Center and Commitment items have populated. Enter your agency's **Fund**, **Functional Area and use "Not Relevant" as the Grant.** 

Shop in 3 steps: Step 2 (Shopping Cart (1)	item))									
K Pryvous Teck P   Order   Goza Save Check										
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I Z J Select Gooda/Service Shopping Cart (1 Item) Complete and Order										
Details for item 1 Police Pursuit Tire,P235/50R18 HW     tem Data Account Assignment Notes an	I Id Attachments Celivery Address/Performance Location	Sources of Supply / Service Agints	Approval Process Overview	Subcontracting						
You can see who bears the costs and, if necessary, you cost Distribution Percentage	can distribute the cost to several cost centres Copy_Paste_Duplicate_Dekte_Split Distribution_Cha	nge All tems								
Number Accounting Line Number	Percentage Account Assignment Category	Assign Number Account A	Assignment Description	General Ledger Account	General Ledger Description					
Details for New 0001 - Cost Center	TOULOU COSE CETTER				BOTOK VEHICE SOFF					
Usaic Data Account Assignment Category: [Cost Center • Cost Center: • [U1206442201 []] [] Fund Center: [][2026442201 []] Order: []]	Percentage: * [100.00	Fund: 44909000 Commitment item: 503151000 Unfunded Accounting Line:	MOTOR VEHICLE SUPP							
Grant: INOT RELEVANT () Functional Area: [u120_0210 () Controlling Area: [SC01 () General Ledger Account: [S031510000 ()] Business Area: [U120 ()]										

- 13. Click Check at the top of screen to check for any Account Assignment errors.
- 14. Complete the Notes and Attachments section Notes and Attachments. Enter "Please call prior to delivery" in the "Notes" section, Category: Vendor Text. Click Ok



Note: "Vendor Text" is a note to the vendor that will print on the Purchase Order. When using Category: "Internal Note," this is an internal note to the buyer only and will not show on the Purchase Order.



#### 15. An attachment may be added in the "Attachments" Section (highlighted)

Shop in 3 steps: Step 2 (Shopping Cart (1 item))			
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Line 1: You are not allowed to enter a tax jurisdiction code for country US			
le 1 2			
Items in Shopping Cart			[
Detais Add tem Copy Paste Dupicate Delete			
C Line Number Rem Type Product D Description Product Category Description	Quantity Unit Net Price / Limit Currency Option Type Per	Order Type Delivery Date Notes Attachments	Account Assignment Type Account Assignment Number
1. Material Police Pursuit Tire P235/50R18 99W 86330 Tires and Tubes Misc. (Not Otherwise Lis	ed) 2 EA 100.00 USD 1	1 09/11/2013 <u>1</u> <u>0</u>	Cost Center U120E4M201
() Details for item 4 Police Pursuit Tire,P21550018 99W			
Bem Data Account Assignment Notes and Attachments Delivery Address/Performance Location S	urces of Supply / Service Agents Approval Process Overvie	w Subcontracting	
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Category Description			
Vendor Text Please call prior to d	very		
Internal Note -Empty-			
▼ A <sup>th</sup> achmants			
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i The table does not contain any data			

16. On the Delivery Address/Performance Location tab, verify the Ship-to Information is correct. This information defaults from your User ID address.

	Shop in 3 steps: Step 2 (Shopping Cart (1 item))							
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Cetaba       Add tem       Option       Product Category	Items in Shopping Cart							
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CO: DOT-Dearral 4 Office PROX Number / DAtassac: (1903) 377-4156 Fax Number / Datassac: (1903) 377-4156 E-Mat Command.Li@accent org Building Bited / Rouse Number / Accentra Rysess [21] Bited / Rouse Number / Accentra Rysess [22] Divide Code / Dr. (2006-210) Protect Code / Dr.	Name: SCEIS Root CF	Additional Name	The State of South Carolina					
Fax Number/Extension:     (60):581-2088       Building     Floor / Room:       Bitered / House Number:     JAC Contrast Bypass       Dahint:     Postal Code (Pr):       Country:     USA	C/D: DOT - Detrict 4 Office	Phone Number / Extension:	(803) 377-4155					
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Country: US () USA Region: SC ()South Carolina	Street / House Number J A Cootran Bypass 1232	Postal Code / City. 29705-2193 Chester						
Country: US Of USA Region: 35 D/South Cardiana	District	Postal Code / P O. Box						
	Country: US O USA	Region:	Sc Disotta carona					



Sources of Supply / Service Agents tab, the supplier will default from the contract we 17. On the chose in our Contract Search. We selected Contract 4400001933 (highlighted), which is tied to Continental Tire North America as the supplier (highlighted).

5	Shop in 3 steps: Step 2	(Shopping Cart (1 iter	n))										
	Previous Next      Order	Close Save Check											
Ī	Line 1: You are not allowed to en	ter a tax jurisdiction code for country	US										
	Ref. Live 1: You are not allowed to enter a tax jurisdiction code for country US												
	le 1 Select Goods/Service	2 Shopping Cart (1 item)	3										
	Items in Shopping Cart												
	Details Add Item Copy Par	ste Duplicate Delete											
	🐑 Line Number Item Type Pro	roduct ID Description	Product Category	Product Category Description	Quantity Unit	Net Price / Limit	Currency	Option Type	er Order Type	Delivery Date	Notes Attack	hments Account Assignmen	Type Account Assignment
	• <u>1</u> Material	Police Pursuit Tire, P235/5/	R18.99W 86330	Tires and Tubes Misc. (Not Otherwise Listed)	2 EA	100.00	USD		1	09/11/2013	1 :	Cost Center	
	Details for item 1 Police	Pursuit Tire, P235/50R18 99W											
	tem Data Account	t Assignment Notes and Att	schments Delivery	Address/Performance Location Source	s of Supply / Se	ervice Agents	Approv	al Process Over	view Su	bcontracting			
	Remove Assigned Suppler												
	The tem Will Be Ordered from the	Following Supplier:											
	Purchasing Info Hectory Location / Plant: SC Dep	40142 CONTINENTAL T pt of Transportation Sup	RE NORTH AMERICA									Contract / Item: 4	400001933/1

Approval Process Overview

18. Click the tab. Note the "Process Step." The Shopping Cart Creator has approval authority under \$2500. The example in this scenario is under \$2500, thus is automatically approved.

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SHOP IF 3 SKEPS SKEP Z (SHOPPING CALLY K REINT) F Device No ball Cone (K REINT)			0.
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E Line 1: You are not allowed to enter a tax jurisdiction code for country US			
1 2 3 4 Select Goods Service Shopping Cart (f Item) Complete and Order			
Items in Shopping Carl			1
Datale Add tem Copy Paste Dupicate Detete			
The Number Rem Type Product Description Product Category Product Category Description Quantity Unit Net Price / Limit Currency Option Type Per Order Type Delivery Date Notes Attachments	Account Assignment Typ	Account Assignment NumP	er.
1. Material Pales Pusset Tire 2015/558/16 39/1 66330 Trees and Tubes Minc. (Iiol Otherwise Lated) 2 EA 100:00 USD 1 09/11/2013 1 0	Cost Center		
Details for item 1 Potice Pursuit Tire.P23560815 99W			
tem Data 🗸 Account Assignment 🖉 Notes and Attachments 🧳 Delivery Address/Performance Location 🧳 Sources of Supply / Service Agents 🎽 Approval Process Overview 🦉 Subcontracting			
Current Status Initial			
Current Process Step:			
Currently Processed By:			
Follow Up: 🗌 Work Item to Requester at Process End			
Hander Page			
Header Approval Status			
Header Approval Status Ad Approval Status Ad Approval Status	Disease Star	Tables Dec	



- 19. Click Check at the top of the screen to verify all information is correct. Once all is "green," click the Next P button also located at the top of the screen. This takes you to "Shop in 3 steps: Step 3 (Complete and Order) screen."
- 20. Name your Shopping Cart.
- 21. Once the Shopping Cart has been named and the Shopping Cart is in "green" status, click the order button located at the top of the screen.

Shop in 3 steps: Step 3 (Complete and Order)							
Previous Next 🕨	Order Close Save Check						
Line 1: You are not allo	owed to enter a tax jurisdiction code for country US						
Select Goods/S	ervice Shopping Cart (1 item) Complete and Order						
Name of shopping cart	Pursuit Tires 09112013						
Number:	2000487819						
Approval Process:	Display / Edit Agents						
Header Approval Note:							
Budget:	Display						

You have successfully created a Shopping Cart from an existing contract!



Note: The Shopping Cart number is at the top of the screen (highlighted).

Shop in 3 steps												
												le l
Line 1: You are not allowed to enter a tax jurisdiction code for country US												
Line 1: You are not allowed to enter a tax jurisdiction code for country US												
Shopping cart "Pursut Tres 09112013" with number 2001497819 indeed successfully												
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Items in Shopping Cart												
The Number Item Type Product ID Description	Product Category	Product Category Description	Quantity Ur	it Net Price / Limit	Currency	Option Type	Per Or	er Type Delivery (	ate Notes	Attachments	Account Assignment Type	Account Assignment Number
1 Material Police Pursuit Tire,P235/50R18 991	/ 86330	Tires and Tubes Misc. (Not Otherwise Listed)	2 EA	100.0	USD		1	09/11/201	1	0	Cost Center	U120E4M201
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