

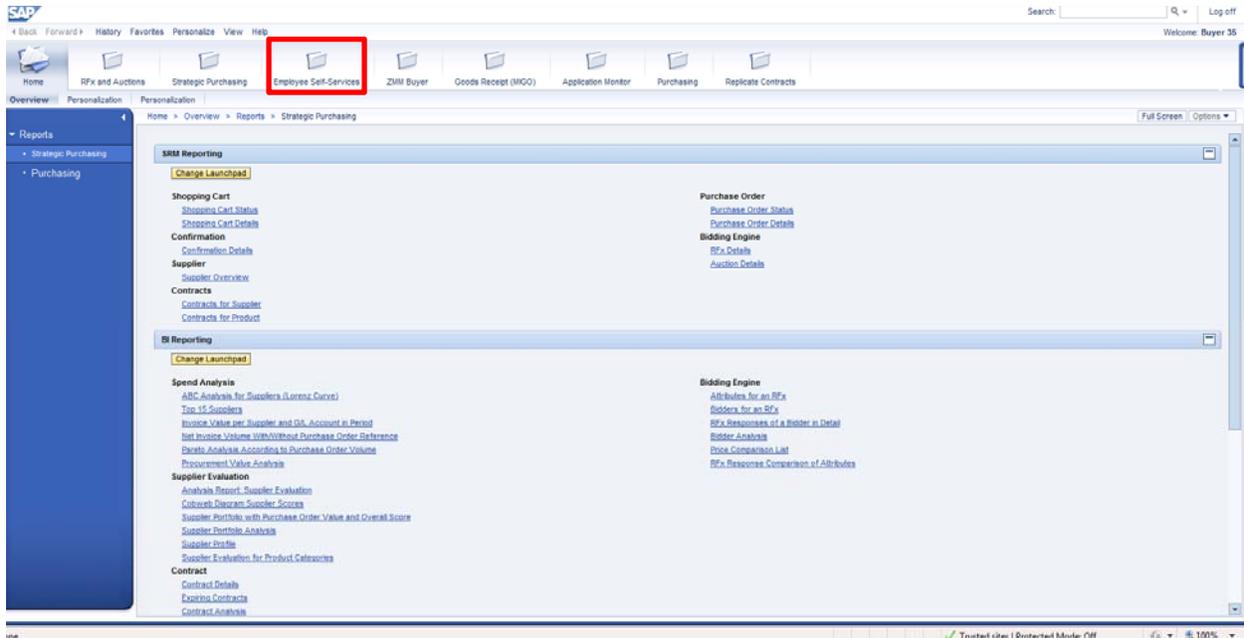
Create a Shopping Cart Using the NIGP Search

Exercise 2

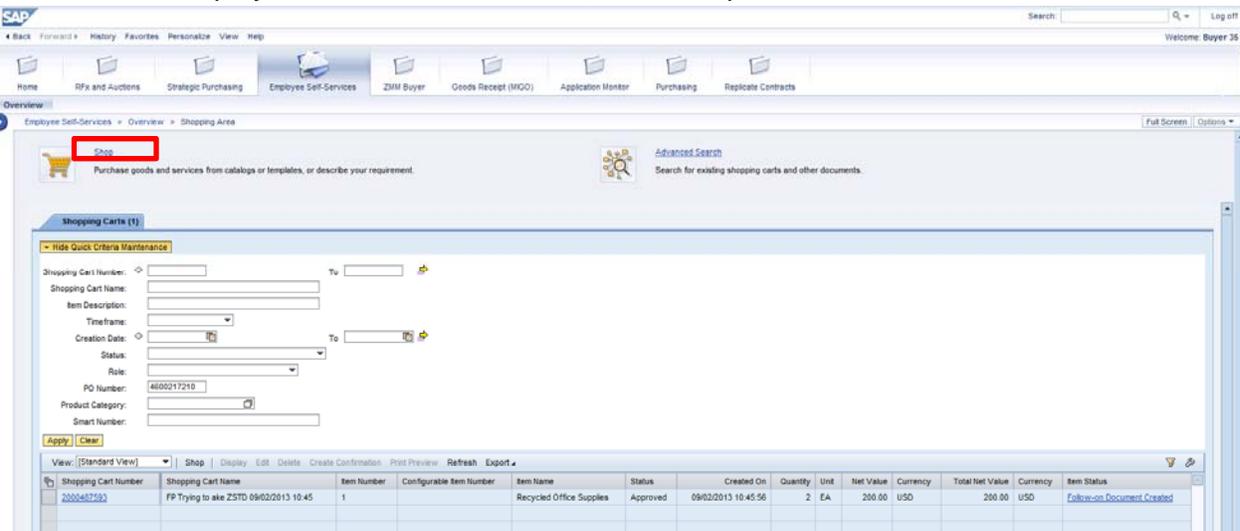
Exercise 2: Create a Shopping Cart Using the NIGP Search (Non-Contract)

Create shopping cart for a non-contract using NIGP/Contract Search. In this exercise, we will be requesting a Snowplow Auxiliary Lamp.

1. Select “Employee Self-Services.”



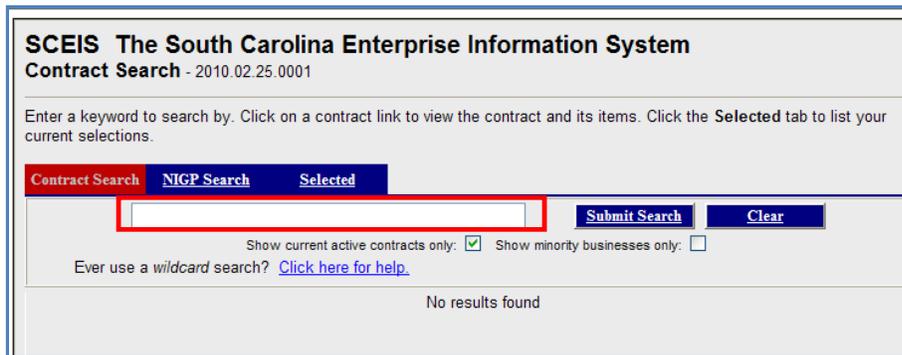
2. From the “Employee Self Services” screen, click “Shop.”



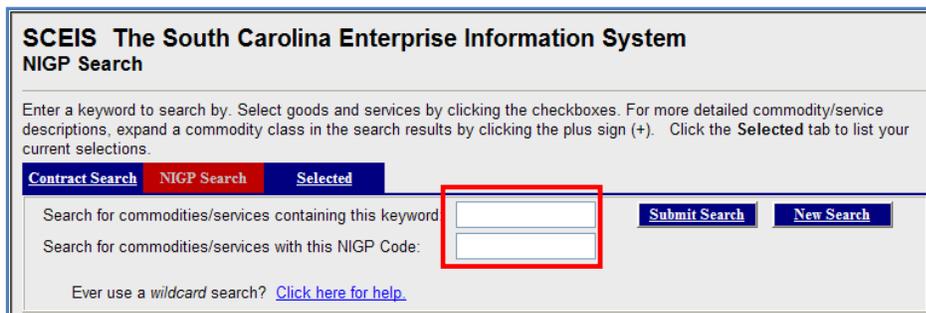
3. Select “NIGP/Contract Search.”



4. In the next window, type in search criteria for “*gummed paper*” 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.



5. If the description is not found using the “Contract” tab, use the “NIGP Search” tab. Enter “*gummed paper*” in the box “Search for commodities/services containing this keyword.”



6. Click **Submit Search**

- Choose the appropriate 5 digit Material Group number (64547) from the search results by placing a check mark in the box by the correct Material Group.

SCEIS The South Carolina Enterprise Information System
NIGP Search

Enter a keyword to search by. Select goods and services by clicking the checkboxes. For more detailed commodity/service descriptions, expand a commodity class in the search results by clicking the plus sign (+). Click the **Selected** tab to list your current selections.

Contract Search **NIGP Search** **Selected**

Search for commodities/services containing this keyword: **Submit Search** **New Search**

Search for commodities/services with this NIGP Code:

Ever use a *wildcard* search? [Click here for help.](#)

One Product found.

<input checked="" type="checkbox"/>	64547 - PAPER (FOR OFFICE AND PRINT SHOP USE): Gummed Paper (Including Recycled)
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Cancel Process **Punch-out to SRM**

- Click **Punch-out to SRM**. This will bring you back to the Shopping Cart in SRM.

Shop in Three Steps: Step 2 Shopping Cart (1 item)

- Enter Quantity (1), Net Price/Limit (\$55.00), Delivery Date (Current Date + 1 week), change the Account Assignment Type to Cost Center and add your agency "Account Assignment Number". **ENTER.**

Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per	Order Type	Delivery Date	Notes	Attachments	Account Assignment Type	Account Assignment Number
Gummed Paper (Including Recycled)	1	EA	55.00	USD		1		10/14/2013			Cost Center	▼ N040421010

Click on the “Details” button found under the “Items in Shopping Cart” (shown below)

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per	Order Type	Delivery Date	Notes	Attache
1	Material		Gummed Paper (Including Recycled)	64547	Gummed Paper (Including Recycled)	1	EA	55.00	USD		1		10/11/2013	0	0

10. Complete and verify the **Item Data section**.

- a) You may need to update the Description Field to reflect what you are purchasing. In this example, change to **Gummed Paper (including Recycled), RED**.
- b) Verify the Purchasing Group, Company Code SC01, Quantity (1), Price Currency (55.00), Price Unit (1), Tax/Amount (I1 A/P Sales Tax), your agency’s Location/Plant, Storage Location, Goods Recipient (your name) and Delivery Date.

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

◀ Previous Next ▶ Order Close Save Check

Line 1: Funded Program N040421010 does not exist in FM area SC01
 Line 1: Error in account assignment for item 1

1 Select Goods/Service 2 Shopping Cart (1 item) 3 Complete and Order

Item Type: Material
 Description: * Gummed Paper (Including Recycled)
 Product Category: 64547 Gummed Paper (Including Recycled)
 Order as Direct Material:

Organization
 Purchasing Group: Comptroller General Office
 Company Code: SC01 State of South Carolina

Further Properties
 Supplier Product Number:
 Subcontracting:

Order Quantity / Unit: 1 EA each
 Ordered Quantity / Unit: 0.000
 Open Quantity / Unit: 1 EA
 Price / Currency: 55.00 USD Price Unit 1

Not Separately Priced:
 Incremental Funding Active:
 Goods Receipt:
 Invoice Receipt:
 Goods Receipt Non-Valuated:
 Tax / Amount: I1:A/P Sales Tax 4.40 USD
 Service Master Record: [Display](#)

Service and Delivery
 Incoterm Key/ Location:
 Location / Plant: 10088 State Board for Tech & Comprehensive Ed
 Unloading Point:
 Storage Location: 0001 St Bd Tec&Co Ed
 Goods Recipient: 10522 Rebecca Ferguson
 Delivery Priority: 00
 Delivery Date: 10/14/2013

- Note: Disregard any funding error messages. They should disappear as the Shopping Cart is completed.

- Under the **Account Assignment Tab**, The General Ledger Account and the General Ledger Description are mapped to the Product Category (NIGP) number and are defaulted. Enter the cost center number in the “Assign Number” field. Press the “Enter” key on your keyboard. The Business area field will automatically populate.

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

Line 1: Funded Program U120E4M201 does not exist in FM area SC01
 Line 1: Error in account assignment for item 1
 Line 1: You are not allowed to enter a tax jurisdiction code for country US

1 Select Goods/Service 2 Shopping Cart (1 item) 3 Complete and Order

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per	Order Type	Delivery Date	Notes	Attachments	Account Assignment Type	Account Assignment Number	Main Status	Su
1	Material		Snow Plows, Motorized	76560	Snow Plows Motorized	1	EA	900.00	USD		1		09/24/2013			Cost Center	U120E4M201		No

Total Value: 900.00
 Tax amount: 72.00
 Total Val. (Gross): 972.00

Details for item 1 Snow Plows, Motorized

Account Assignment

You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description	General Ledger Account	General Ledger Description	Business Area	Unfunded Accounting Line
0001		100.00	Cost Center	U120E4M201	Fairfield Maint	030010000	OFFICE SUPPLIES	U120	

- Complete the Cost Assignment Section by clicking “Details.” The “Details” button is located directly below the Account Assignment Tab (highlighted below).
- Note the Cost Center and G/L are carried over to this screen and the Fund Center and Commitment Item have populated. Enter your agency’s **Fund, Functional Area and use “Not Relevant” as the Grant.**

Details for item 1 Gunned Paper (Including Recycled)

Account Assignment

You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description	General Ledger Account	General Ledger Description
0001		100.00	Cost Center	N040421010	Facilities Maintenanc	5030010000	OFFICE SUPPLIES

Details for Item 0001 : Cost Center

Basic Data Percentage: 100.00 Fund: 10010000

Account Assignment Category: Cost Center Commitment Item: 5030010000 OFFICE SUPPLIES

Cost Center: N040421010 Facilities Maintenanc Unfunded Accounting Line:

Fund Center: N040421010

Order:

Grant: NOT RELEVANT

Functional Area: n040_M241

Controlling Area: SC01

General Ledger Account: 5030010000

Business Area: N040

SRM 7.2 Shopping Cart Creation

14. Click  at top of screen to check for any Account Assignment errors.
15. Complete **Notes and Attachments** Section. Enter **“Please call prior to delivery”** in the “Notes” Section, Category: **Vendor Text**. *NOTE: “Vendor Text” is a note to the vendor that will print on the Purchase Order.*

Note: An attachment may be added in the “Attachments” section.

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

Previous Next Order Close Save Check

1 Select Goods/Service 2 Shopping Cart (1 item) 3 Complete and Order

Items in Shopping Cart

Details Add Item Copy Paste Duplicate Delete

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per	Order Type	Delivery Date
1	Material		Gummed Paper (Including Recycled), RED	64547	Gummed Paper (Including Recycled)	1	EA	55.00	USD		1		10/14/2013

Details for item 1 Gummed Paper (Including Recycled), RED

Item Data Account Assignment **Notes and Attachments** Delivery Address/Performance Location Sources of Supply / Service Agents Approval Process Overview User-Specified Status

Notes

Clear

Category	Description
Vendor Text	Please call prior to delivery
Internal Note	-Empty-

Attachments

Add Attachment Edit Description Versioning Delete Create Profile

Category	Description	File Name	Version	Processor	Visible Internally only	Checked Out	Type
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16. Verify the **Delivery Address/Performance Location** is correct. This information defaults from your User ID.

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

Previous Next Order Close Save Check

Line 1: You are not allowed to enter a tax jurisdiction code for country US

1 Select Goods/Service 2 Shopping Cart (1 item) 3 Complete and Order

Items in Shopping Cart

Details Add Item Copy Paste Duplicate Delete

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per	Order Type	Delivery Date	Notes	Attachments	Account Assignment Type	Account Assignment Number	Item Status
1	Material		Snow Plows, Auxiliary Lamp	76580	Snow Plows Motorized	1	EA	800.00	USD		1		10/1/2013			Cost Center	01200-40001	

Total Value: 900.00
Tax amount: 72.00
Total Val. (Gross): 972.00

Details for item 1 Snow Plows, Auxiliary Lamp

Item Data Account Assignment Notes and Attachments **Delivery Address/Performance Location** Sources of Supply / Service Agents Approval Process Overview Subcontracting

Item Data

Please change all the address details and RESET.
If item is to be delivered to a different address, enter the new address here

Name: SCES Root	Additional Name: The State of South Carolina
C/O: DOT - District 4 Office	Phone Number / Extension: (803) 377-4155
Number/Extension: (803) 581-2088	E-Mail: CumstamDL@scdot.org
Building:	Floor / Room: 21
Street / House Number: J A Cochran Bypass 1232	Postal Code / City: 29706-2193 Chester
District:	Postal Code / P.O. Box:
Country: US USA	Region: SC South Carolina

17. Complete “**Sources of Supply/Service Agents**” Tab. Click the Preferred Supplier dropdown to select your vendor from the “Search Criteria.”

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

◀ Previous Next ▶ Order Close Save Check

1 Select Goods/Service 2 Shopping Cart (1 item) 3 Complete and Order

Items in Shopping Cart

Details Add Item Copy Paste Duplicate Delete

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per	Order Type	Delivery Date	Notes	Attachments	Account
1	Material		Gummed Paper (Including Recycled)	64547	Gummed Paper (Including Recycled)	1	EA	55.00	USD		1		10/14/2013			Cost C

Details for Item 1 Gummed Paper (Including Recycled)

Item Data Account Assignment Notes and Attachments Delivery Address/Performance Location **Sources of Supply / Service Agents** Approval Process Overview User-Specified Status Subcontracting Ta

No supplier has been assigned; select and assign one of the following sources of supply

Sources of Supply

Assign Supplier Compare Suppliers

Supplier Number	Supplier Name	Contract	Item	Contract Item Description	Supplier Product Number	Net Price	Currency	Per	Unit	In Supplier List	Pr
7000033249	UNSOURCE		0			0.00		0	EA	Yes	0
7000113471	QUIKPRINT OF ORANGEBURG		0			0.00		0	EA	Yes	0

Preferred Supplier: Supplier Master Record: Display

Supplier: Assign Supplier

18. Enter the vendor name in the Name 1/last name field. In this example, enter “**MID CAROLINA***.” Uncheck the “Restrict Number of Value List Entries” and click **Start Search**

19. Highlight the chosen Supplier by clicking on the box to the far left of the supplier. In this scenario we used Vendor number 7000025857.

All Values: Preferred Vendor

Search Criteria Personal Value List Settings Hide Search Criteria

Business Partner:

Search term 1:

Search term 2:

Name 1/last name:

Name 2/First name:

E-Mail Address:

DUNS:

Creditor:

Logical System:

Industry sector:

PCard co.:

Purch. Organization:

Purch. Org ID:

Country Key:

Region:

Postal Code:

City:

Street:

Building Code:

Micro Company:

Term Liability:

Restrict Number of Value List Entries To

Results List: 25 results found for Preferred Supplier

BusinessP...	Name	Name 2	Country	Re...	Postal C...	City	Street	Building Code	Purch. Organization	DUNS	Creditor
7000008292	MID CAROLINA LANDSCAP...		US	SC	29212	COLUMBIA	GLENRIDGE RD		SCEIS PURCHASING ORG...	7000008292	
7000014305	MID CAROLINA INTERNAL ...		US	SC	29036	CHAPIN	COLUMBIA AVE STE D		SCEIS PURCHASING ORG...	7000014305	
7000015498	MID CAROLINA PEDORTH...		US	SC	29541	EFFINGHAM	LEBANON ROAD		SCEIS PURCHASING ORG...	7000015498	
<input checked="" type="checkbox"/>	7000025857	MID CAROLINA OFFICE EQ...	US	SC	29115	ORANGEBURG	BROUGHTON ST		SCEIS PURCHASING ORG...	7000025857	
<input type="checkbox"/>	7000027026	MID CAROLINA MARINE INC	US	SC	29169	W COLUMBIA	SUNSET BLVD		SCEIS PURCHASING ORG...	7000027026	

20. Click .

Note: The Supplier you have chosen is now listed as your “Preferred Supplier.”

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

Line 1: You are not allowed to enter a tax jurisdiction code for country US

1 Select Goods/Service 2 Shopping Cart (1 Item) 3 Complete and Order

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per	Order Type	Delivery Date	Notes	Attachments	Accou
1	Material		Gummed Paper (Including Recycled)	64547	Gummed Paper (Including Recycled)	1	EA	55.00	USD		1		10/14/2013			Cost C

Details for Item 1 Gummed Paper (Including Recycled)

No supplier has been assigned, select and assign one of the following sources of supply

Sources of Supply

Supplier Number	Supplier Name	Contract	Item	Contract Item Description	Supplier Product Number	Net Price	Currency	Per	Unit	In Supplier List	Pri
7000033249	UNISOURCE		0			0.00		0	EA	Yes	0
7000113471	QUIKPRINT OF ORANGEBURG		0			0.00		0	EA	Yes	0

You may suggest a preferred supplier to the purchasing department

Preferred Supplier: 7000025857 MID CAROLINA OFFICE EQUIPMENT INC Supplier Master Record: [Display](#)

Supplier: [Assign Supplier](#)

21. Proceed to the “**Approval Process Overview**” Tab. Note the “Process Step.” This Shopping Cart Creator has approval authority under \$2500. The example in this scenario is under \$2500, thus is automatically approved.

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

Line 1: You are not allowed to enter a tax jurisdiction code for country US

1 Select Goods/Service 2 Shopping Cart (1 Item) 3 Complete and Order

Details for Item 1 Gummed Paper (Including Recycled)

Item Data Account Assignment Notes and Attachments Delivery Address/Performance Location Sources of Supply / Service Agents **Approval Process Overview** User-Specified Status Subcontracting

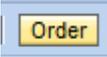
Current Status: Initial
 Current Process Step:
 Currently Processed By:
 Follow Up: Work Item to Requester at Process End

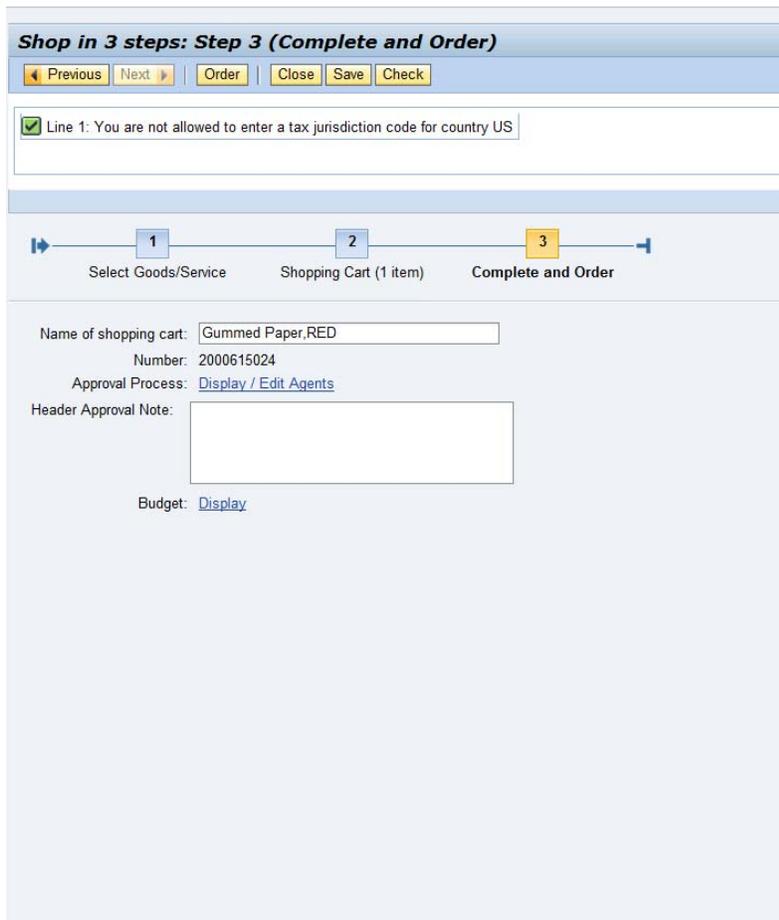
Header Approval Status

Sequence	Process Step	Status
001	Automatic Approval	Open (No Dec

Click  at the top of the screen to verify all information is correct. Once all is “green,” click on the  button also located at the top of the screen. This takes you to “Shop in 3 steps: Step 3 (Complete and Order) screen.”

22. Name your Shopping Cart.

23. Once the Shopping Cart has been named, click the  button found 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 allowed to enter a tax jurisdiction code for country US

1 2 3

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

Name of shopping cart:

Number: 2000615024

Approval Process: [Display / Edit Agents](#)

Header Approval Note:

Budget: [Display](#)

SRM 7.2 Shopping Cart Creation

You have successfully created a Shopping Cart! Note the Shopping Cart Number at top of screen.

Shop in 3 steps

- Line 1: You are not allowed to enter a tax jurisdiction for country US
- Shopping cart "Gummed Paper,RED" with number 200061502 ordered successfully

Items in Shopping Cart

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per	Order Type	Delivery Date
* 1	Material		Gummed Paper (Including Recycled)	64547	Gummed Paper (Including Recycled)	1	EA	55.00	USD		1		10/14/2013

What do you want to do next?

You can now print this shopping cart or continue shopping

[Print Preview](#)

[Shop Again](#)

Enter Shopping Cart Number: _____