

**Subject:** Five Options to Create Shopping Carts for Fiscal Year 2014 Before or on July 1, 2013

**Audience:** Procurement Directors, Agency Buyers

Below are five options for creating Shopping Carts and Purchase Orders (POs) for Fiscal Year 2014 on or before July 1, 2013. Along with each option are considerations agencies should make when determining which option to use in a given situation.

### **Option 1**

Create a Shopping Cart with account assignment data. When the Shopping Cart gets the necessary approvals, it goes into “Carry Out Sourcing” (COS). The Shopping Cart will remain in COS until July 1. On July 1, the buyer will select the Shopping Cart Requirement in COS, and create the Purchase Order. The Purchase Order will encumber Fiscal Year 2014 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 both the current year and the subsequent year.
- Shopping Carts approved will remain in COS and will be ready and available for Purchase Order creation on July 1.

### **Option 2**

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

#### **Considerations**

- When placing the Shopping Cart on “hold” 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. (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.)
- On or after July 1, the Shopping Cart must be routed for approvals prior to ordering.

### **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 prior to 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 might need to manually add the required approvers to workflow based on the actual amount of the intended purchase.**
- The true amount of the PO should be included in the Vendor Text field of the Shopping Cart.
- 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 contract. 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 user must change the amount of the PO to the correct amount at the beginning of the Fiscal Year 2014.

### Option 4

Create the Shopping Cart and PO for the correct amount of the purchase, then print and send the PO to the vendor prior to July 1. Once budget has been loaded for Fiscal Year 2014, carry forward the PO to the subsequent year using the ZFMJ2 transaction.

### Considerations

- Must have sufficient budget in the current year (2013) to satisfy budget checks/encumbrances during the PO process.
- The 2013 budget encumbrances will be released once the PO is carried forward.
- The Shopping Cart will require all necessary approvals before generating a PO.
- This option allows the vendor to receive a PO for the correct amount prior to 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 Fiscal Year 2014, budget for 2013 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.

### Considerations

- Because the Shopping Cart workflows through the existing SRM process with a price of \$1.00, **the Shopping Cart creator might need to manually add the required approvers to workflow based on the actual amount of the intended purchase.**
- The true amount of the PO should be included in the Internal Notes field of the Shopping Cart.

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:

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