

Subject: More Improvements to the SCEIS Purchase Order Form
Audience: Agency Buyers, Procurement Directors

Earlier this month, the SCEIS Materials Management Team [announced](#) two improvements to the SCEIS Purchase Order (PO) form. We are pleased to announce another round of enhancements to the PO form that are now effective in the system.

Left-Justified Text

A temporary change to the PO form was causing the text contained in table cells that span all columns of the table to print centered. This change generated questions from some agencies, and has been removed. Text in these cells is now left-justified, as it has been in the past.

Columns Consolidated to Allow More Space for “Description”

The “Per” and “Pricing UOM” columns have been eliminated from the PO form to make space for the “Description” column to be widened for easier reading.

Multiple Conditions

When line items have one or more conditions associated with them, the complete list of conditions will now print under the “Price Type” column for each line item.

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/>.