

**Subject:** Improvements to the SCEIS Purchase Order Form Effective August 31  
**Audience:** Agency Buyers, Procurement Directors

In previous [SCEIS Weekly Updates](#), on June 11 and June 25, 2012, the SCEIS Materials Management Team announced modifications to the SCEIS Purchase Order form. After listening to our customer's feedback, we have made five additional improvements to the SCEIS Purchase Order Form, effective, Friday, August 31, 2012.

**Purchase Order Improvements Effective August 31, 2012:**

1. The Delivery Date is published in the Description field.
2. The "Unit Price" column replaces the "Price Type" column.
3. The PO can accommodate four decimal places.
4. A "Subtotal" row has been added.
5. The capability to print multiple Conditions to the form is available if conditions exist.

The following screen shot illustrates the new modifications to the Purchase Order Form.

PURCHASE ORDER		Budget & Control Board Admin		Page 1 of 1	
		<b>Purchasing Office:</b> B&CB SC Retirement Systems 202 Arbor Lake Drive, Suite 203 Columbia, SC 29223-4554		<b>Invoice To:</b> B&CB Internal Operations Attn: Accounts Payable 1201 Main Street, Suite 400 Columbia, SC 29201	
<b>Purchase Order:</b> 4500028268 <b>Date Issued:</b> 08/20/2012 PO Number must appear on all Invoices and Delivery Slips.			<b>Payment Terms:</b> within 30 Days 0.000 Percent Discount		
<b>Vendor:</b> CRAIGS FIREARM SUPPLY INC 8761 CHAPMAN HIGHWAY KNOXVILLE TN 37920 USA		7000038916		<b>Deliver To:</b> Budget & Control Board Administration 1201 Main Street Columbia, SC 29201-3200	
INSTRUCTIONS TO VENDOR					
Item No.	QTY	Order UOM	Description	Unit Price	Amount
00010	1	EA	ZSTD, W/Freight+Discount+Surcharge <u>Delivery Date :07/13/2012</u>	57.5000	50.00
				Discount % on Gross	2.50-
				Surcharge (Value)	5.00
				Freight (Value)	5.00
				<b>Subtotal</b>	<b>57.50</b>
Created By: Fred PIEPER Authorized Signature: <b>If received electronically, printed name represents authorized signature for this document</b>				<b>Total:</b> 57.50	
All Sales to the State of South Carolina (SC) are subject to the SC sales and use tax laws, unless such sales are otherwise exempt. The Contractor/Vendor will collect such tax as required.					



## Weekly Update

*August 27, 2012*

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/>.