

Subject: Purchase of Telecommunication Equipment and Services

Audience: Procurement Directors, AST Leads

In order to comply with State Law, please be advised that all SCEIS shopping carts related to the purchase of telecommunication equipment and services need to be redistributed to Andy Fuller Bowman at the Budget & Control Board Division of State Information Technology (Purchasing Group 766 B&CB - DSIT). This will allow Andy to convert such shopping carts into solicitations and process the procurement.

To assist you with the redistribution process, links to SCEIS uPerform documentation on redistributing shopping carts, SRM Shopping Cart (Redistribute Workload), is provided below:

- **Business Process Procedure:** <https://uperform.sc.gov/gm/folder-1.11.18983?originalContext=1.11.11391>
- **Online Simulation:**
https://uperform.sc.gov/ucontent/e768d409a4eb49bf8563d26ee8ca8ae0_en-US/sim/flash//sim_standard.htm.

If you have any questions specific to telecommunication equipment and services, please contact Andy Fuller Bowman at 803-896-0315.

If you have any questions about redistributing shopping carts, 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/>.