

Supplier Relationship Management (SRM) 7.2

“Delivery Point” Data Fields in Shopping Cart and “Deliver To” Data Fields in Purchase Order

This document is intended to describe the associated fields for the delivery address on the shopping cart display screens, the purchase order display screens and the printed purchase order and to provide guidance on the input of data in those fields.

The screens below are taken from Step 2 of the shopping cart under the “Delivery Address/Performance Location” tab.

Example 1

Full screen of “Delivery Address/Performance Location” tab data fields.



Details for item 1 Software Maintenance/Support

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

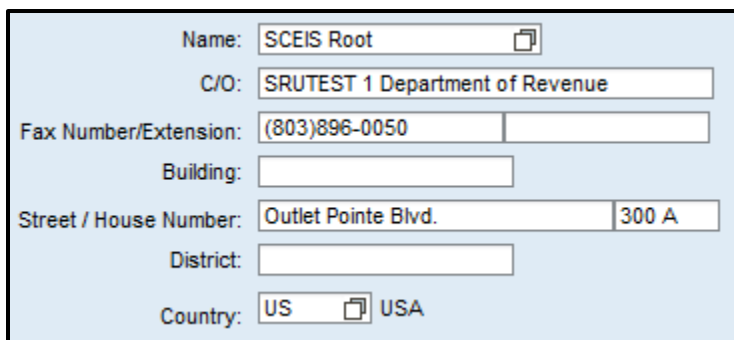
Reset Please change all the address details and RESET.

If the item is to be delivered to a different address, enter the new address here:

Name: SCEIS Root	Additional Name: The State of South Carolina
C/O: SRUTEST 1 Department of Revenue	Phone Number / Extension: (803)896-5468
Fax Number/Extension: (803)896-0050	E-Mail: jaquella.wright@sclax.org
Building:	Floor / Room:
Street / House Number: Outlet Pointe Blvd. 300 A	Postal Code / City: 29210 Columbia
District:	Postal Code / P.O. Box:
Country: US USA	Region: SC South Carolina

Example 2

Screenshot of the left-hand side of full screen.



Name: SCEIS Root

C/O: SRUTEST 1 Department of Revenue

Fax Number/Extension: (803)896-0050

Building:

Street / House Number: Outlet Pointe Blvd. 300 A


District:

Country: US USA

The fields above will default to your agency’s information.

- The data field, “Building” will not display on the shopping cart “Delivery Point” or print on the purchase order “Deliver To:” form.

- The “Street / House Number” can be changed and will display on the shopping cart “Delivery Point” and print on the purchase order “Deliver To:” form.
- The data field, “District” will not display on the shopping cart “Delivery Point” or print on the purchase order “Deliver To:” form.
- “US” in the “Country” field shows as US, but will print USA on the purchase order. The field cannot be changed in the shopping cart.

Name: 


- - Do not change the “Name” field from SCEIS Root. This field is visible from the shopping cart display screen, but does not print on the purchase order.

C/O:

- - “C/O:” field is populated with your agency’s name. It is recommended that you not change the agency name, but enter any additional information such as Attention: Sam Smith on the same line. In this example, SRUTEST 1 was entered. The “C/O:” data field will display on the shopping cart “Delivery Point” display, on the purchase order “Care Of” field in the “Partner Details” and the purchase order “Deliver To:” form.

Example 3

Screenshot of the right-hand side of full screen.

Additional Name:	<input type="text" value="The State of South Carolina"/>
Phone Number / Extension:	<input type="text" value="(803) 898-5468"/>
E-Mail:	<input type="text" value="jaquetta.wright@sctax.org"/>
Floor / Room:	<input type="text"/> <input type="text"/>
Postal Code / City:	<input type="text" value="29210"/> <input type="text" value="Columbia"/>
Postal Code / P.O.Box:	<input type="text"/> <input type="text"/>
Region:	<input type="text" value="SC"/> 

The fields above will default to your agency information.

Additional Name:

- - The “Additional Name:” field defaults to “The State of South Carolina” and can be changed if necessary. The “Additional Name:” data field will display on the shopping cart “Delivery Point,” on the 2nd “Name” field in the purchase order “Partner Details” and print on the purchase order “Deliver To:” form.
- The “Phone Number / Extension,” “E-Mail,” “Floor/Room,” data fields will not display on the shopping cart “Delivery Point” or print on the purchase order “Deliver To:” form.
- The “Postal Code / City” will display on the shopping cart “Delivery Point,” on the purchase order “Partner Details” and print on the purchase order “Deliver To:” form.

- The “Postal Code / P.O. Box” will display on the shopping cart “Delivery Point,” on the purchase order “Partner Details” and print on the purchase order “Deliver To:” form.
 - If data is entered in both “Postal Code / City” and “Postal Code / P.O. Box, the “Postal Code / P.O. Box” will take precedence.
- The “Region” will display on the shopping cart “Delivery Point,” on the purchase order “Partner Details” and print on the purchase order “Deliver To:” form.

NOTE: Changes to the data fields will not hold on the data screen to be used to create additional shopping carts. It is recommended that you contact SCEIS through a service desk ticket to add or change data.

Example 4

Shopping Cart showing “Delivery Point” data:

The screenshot displays a shopping cart interface with the following details:

Shipping cart
 Number: 200822581
 Name: Deliv Addr: Change C/O Field
 Date: 03/12/2014

Goods recipient:
 Ms. BEVERLY BELTON
 DRD1 - IRM1
 ROAD - IRM1
 301 Gervais Street
 COLUMBIA SC 29201-5028

Delivery point:
 SCEIS Root
 The State of South Carolina
 BRUFEET 1 Department of Revenue
 300 A Outlet Pointe Blvd.
 COLUMBIA SC 29210

Item	Product number	Description	Subst. dead/wt/val.	Supplier product no.
Delivery date	Order quantity	Unit	Price per unit	Net value
Performance period		Software		
23/15/2014	1	Maintenance/Support	1.00 USD/ EA	1.00 USD
			Total value:	1.00 USD
			Tax amount:	0.00 USD
			Total value (gross):	1.00 USD

for item 1

Account assignment	Assigned to	GL account	Business area
Percent	Unknown		
100.00			

Location
 Company: Ms. BEVERLY BELTON
 Department of Revenue: DRD1 - IRM1
 301 Gervais St: ROAD - IRM1
 COLUMBIA SC 29214: 301 Gervais Street
 USA: COLUMBIA SC 29201-5028
 USA

Requester:
 Ms. BEVERLY BELTON
 DRD1 - IRM1
 ROAD - IRM1
 301 Gervais Street
 COLUMBIA SC 29201-5028
 USA

Example 5

Purchase Order “Details of Ship-To Address” taken from the Display Purchase Order screen.

The screenshot shows a software interface for displaying a purchase order. The main window is titled "Display Purchase Order" and contains various fields for purchase order details. A pop-up window titled "Details of Ship-To Address" is open, showing the following information:

Partner Details

Form of Address:

Name: SCEIS Root The State of South Caroli

Care Of: SRUTEST 1 Department of

Department:

Floor / Room:

Street / House Number: Outlet Pointe Blvd. 300 A

Postal Code / City: 29210 Columbia

District:

P.O. Box:

Country: US USA

Region: SC South Carolina

Phone Number/Phone Extension: (803)898-5468

Fax Number/Fax Extension: (803)898-0050

E-Mail: jaquetta.wright@ectax.or

Buttons: Details, Add, Send E-Mail, Call, Clear, Cancel

Example 6

Purchase Order showing “Deliver To” address.

PURCHASE ORDER
Department of Revenue

Purchasing Office
SC Department of Revenue
Attn: Procurement Office
PO BOX: 125
Columbia SC 29214
Phone: (803)898-5468
Fax: (803)898-5354

Invoice To:
SC Department of Revenue
Attn: Accounts Payable
PO BOX: 125
Columbia SC 29214
Phone: (803)898-5412
Fax: (803)898-5443

Purchase Order: 4600288868 Date Issued: 03/13/2014 PO Number must appear on all Invoices and Delivery Slips.	Payment Terms: within 30 Days 0.000 Percent Discount
Vendor: 7000000458 RGB TERPWORKS 1195 SAINT MATTHEWS ROAD PMB 252 ORANGEBURG SC 29115 USA	Deliver To: The State of South Carolina SRUTEST 1 Department of Revenue 300 A Outlet Pointe Blvd. COLUMBIA SC 29210 USA

Click on Sign to add text and place signatures on a PDF file.