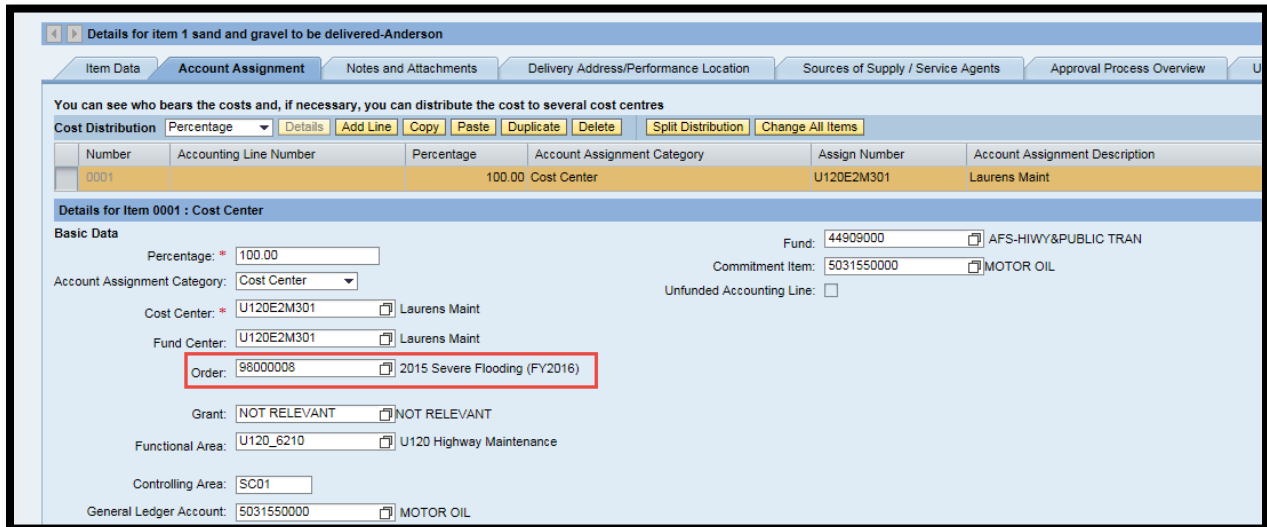**SCEIS Processes for Shopping Carts and Purchase Orders for October 2015 Severe Flooding (FY16)**

PURPOSE: The following process is provided by the SCEIS Team for creating Shopping Carts and Purchase Orders that pertain to expenditures **using Internal Order number 98000008 (2015 Severe Flooding (FY2016)).**

IMPORTANT: These instructions follow the normal SCEIS Shopping Cart (SC) and Purchase Order (PO) processes **with the noted exceptions within these instructions**. These instructions are prepared from the perspective that the user has been trained and knows how to create a SCEIS SC and/or PO.

The SC Creator must enter the <u>Internal Order Number</u> in the SC under the Account Assignment tab's <u>Details button</u>. This emergency declaration's <u>Internal Order Number is 98000008</u>. **The Internal Order Number must be entered in the <u>data field Order</u>.**


<u>If a SC is copied from an "Old Shopping Cart," the Internal Order Number will not be transferred to the new SC. This data must be keyed-in for each SC that is applicable for this emergency situation.</u>

The normal SCEIS SC Workflow approval processes apply to this standard SCEIS SC process. The SC will have a _funds check_ for the SC.

The Supplier Relationship Management (SRM) SC was created and approved by the agency.
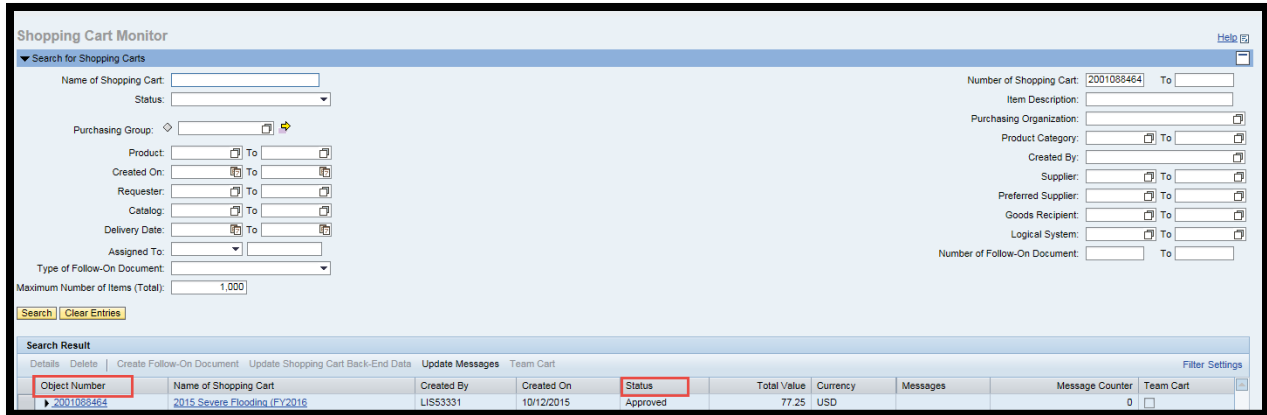
The Buyer sources the SC from the normal SCEIS purchasing process.

The path is Purchasing > Purchasing > Perform Sourcing.

South Carolina Enterprise Information System
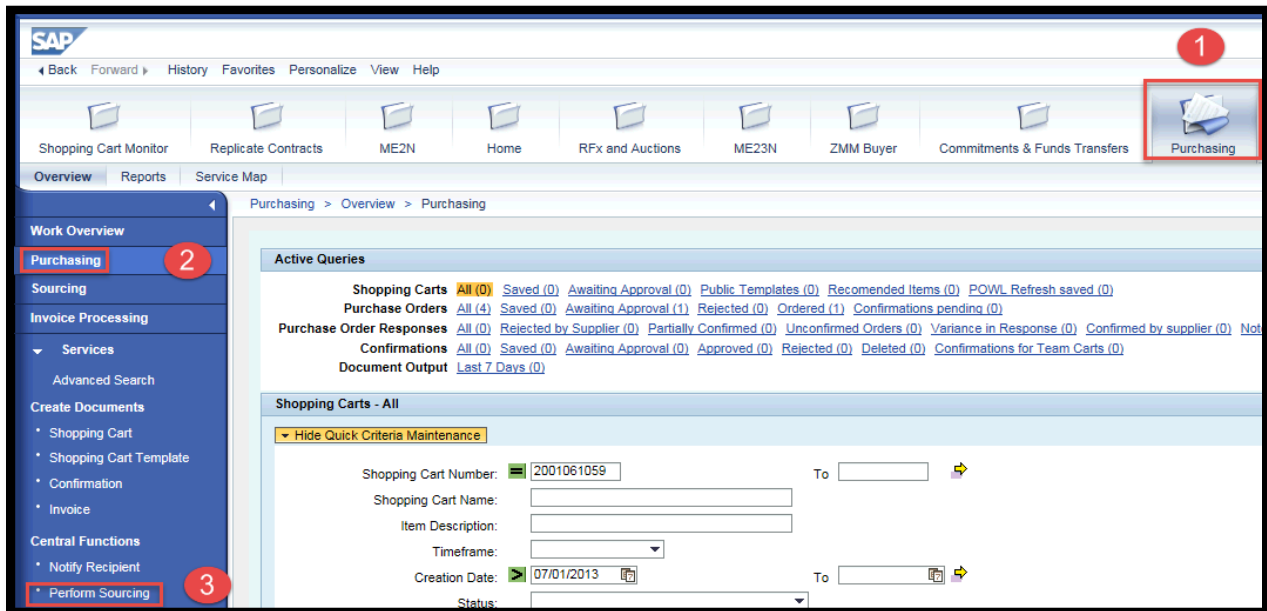
During this emergency time, the SC Creator and the Buyer are in constant communication for the approved SCs that need to be sourced. You may search for the SC by entering either the specific SC number **or** you may use the Delivery Date Range option. Click on the **Search** button to display the results of your search criteria.

The system retrieved the example data below from the above search.

The Buyer must display the SC by clicking on the Requisition/Item Number link to <u>validate the Internal Order Number.</u> In this example, the SC Number is 2001088464/1. Click on the SC number. The system will retrieve/display the SC in the **Item Data** tab view.

Change the view by clicking on the **Account Assignment** tab. Then select the **Details** button.
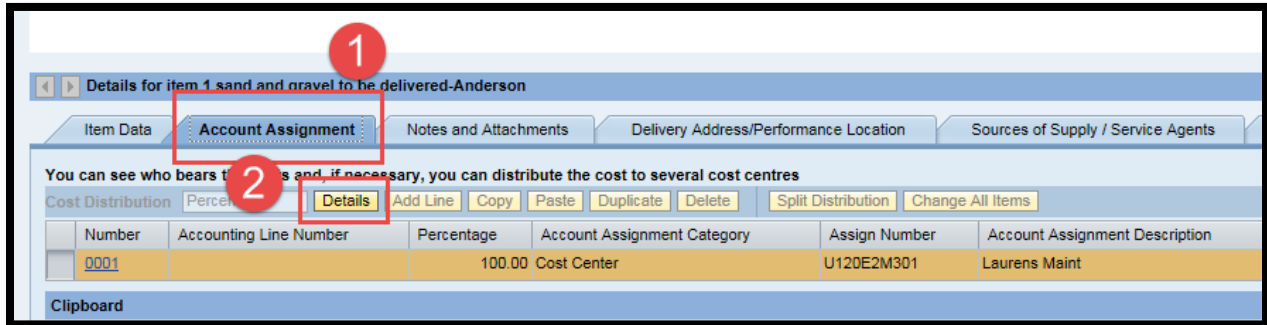
This will change the view so you can display the Internal Order Number 98000008, which was entered in the **Order** data field.
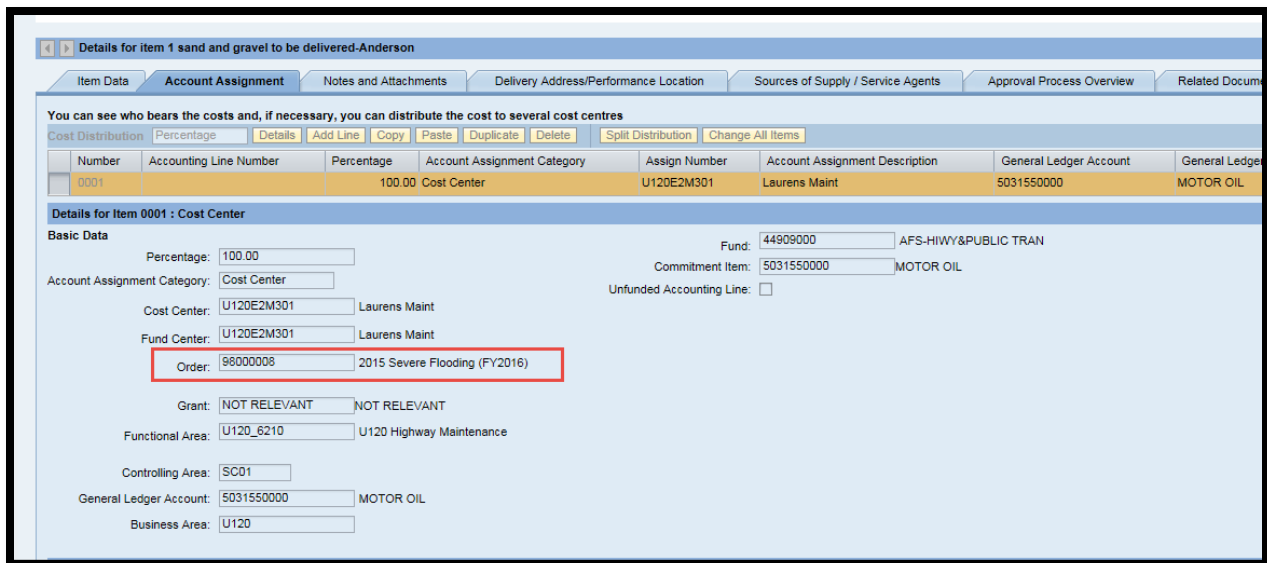
Once the correct Internal Order Number is validated in the SC, the Buyer can close the **Display Shopping Cart** screen by clicking on the **Close** button to proceed with sourcing the SC.

The Buyer will use the normal SCEIS process and source the SC.

In this example, the Buyer has selected the **Transaction Type** of **ZEMR: Emergency PO**.
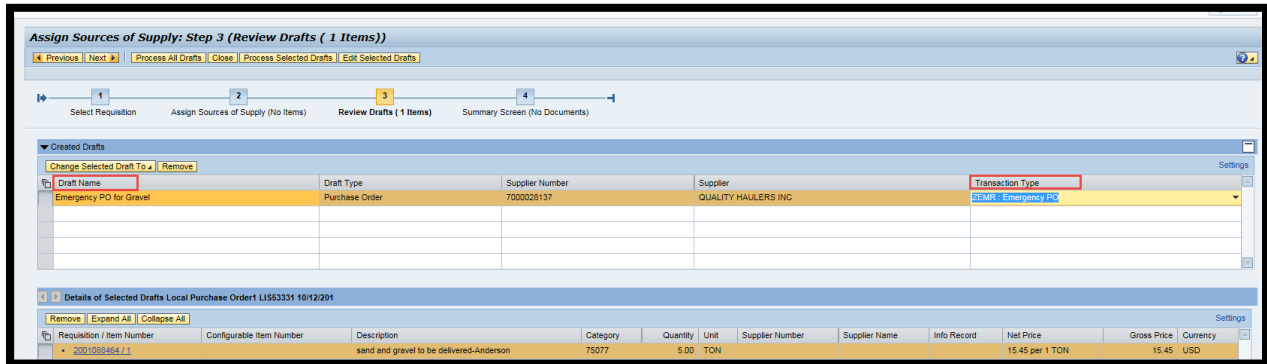
Since the standard SCEIS processes for SCs and POs are being used, the <u>PO will encumber funds</u>**. If the Internal Order was not displayed in the SC, the buyer can edit the PO and insert <u>Internal Order Number 98000008</u> in the Order data field under the <u>Account Assignment tab</u>.** Because the normal SCEIS PO process was used to create the PO, the SCEIS Open Encumbrance Report will reflect these POs.

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/