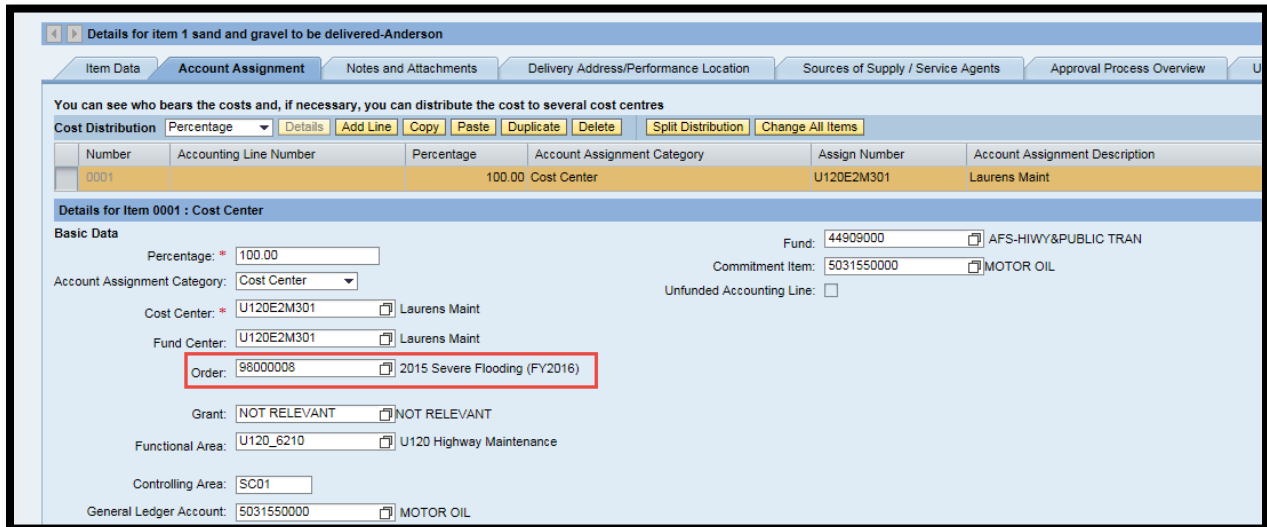


SCEIS Processes for Shopping Carts and Purchase Orders for October 2015 Severe Flooding (FY16)

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

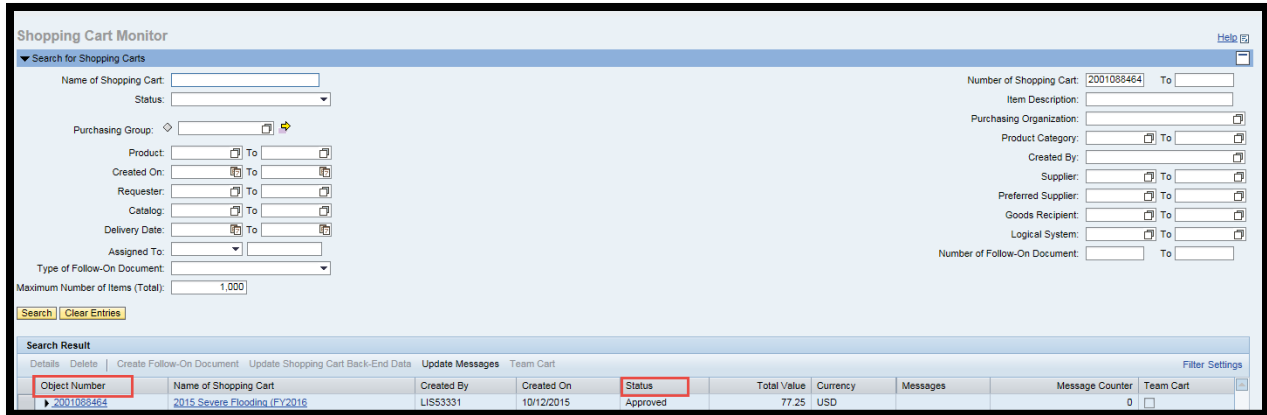


The screenshot shows the 'Account Assignment' tab in the SCEIS system. The 'Details for Item 0001 : Cost Center' section is expanded, showing various data fields. The 'Order' field, which contains the value '98000008', is highlighted with a red rectangular box. Other fields include 'Percentage' (100.00), 'Account Assignment Category' (Cost Center), 'Fund' (44909000), 'Commitment Item' (5031550000), 'Cost Center' (U120E2M301), 'Fund Center' (U120E2M301), 'Grant' (NOT RELEVANT), 'Functional Area' (U120_6210), 'Controlling Area' (SC01), and 'General Ledger Account' (5031550000).

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.

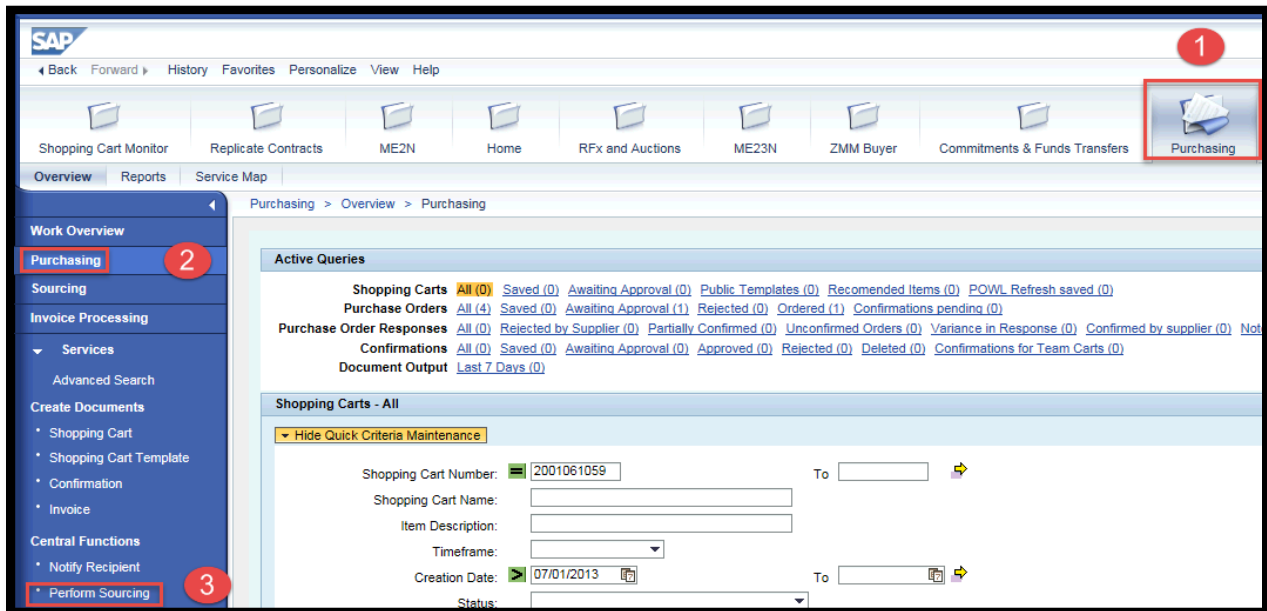
The normal SCEIS SC Workflow approval processes apply to this standard SCEIS SC process. The SC will have a funds check for the SC.

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.



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.

Assign Sources of Supply: Step 1 (Select Requisition)

Previous
Next
Close

1
Select Requisition

2
 Assign Sources of Supply (No Items)

3
 Review Drafts (No Items)

4
 Summary Screen (No Documents)

Search Criteria: Requisitions

Number of Requisition: <input style="width: 90%;" type="text" value="2001088464"/>	Name of Requisition: <input style="width: 90%;" type="text"/>
Item Description: <input style="width: 90%;" type="text"/>	Product Category: <input style="width: 90%;" type="text"/>
Product: <input style="width: 90%;" type="text"/>	Supplier: <input style="width: 90%;" type="text"/>
Requester: <input style="width: 90%;" type="text"/>	External Requirement: <input style="width: 90%;" type="text"/>
Purchasing Organization: <input style="width: 90%;" type="text"/>	Account Assignment Category: <input style="width: 90%;" type="text"/>
Purchasing Group: <input style="width: 90%;" type="text"/>	Account Assignment Number: <input style="width: 90%;" type="text"/>
Priority: <input style="width: 90%;" type="text"/>	Intended for Grouping: <input type="checkbox"/>
Delivery Date Range: <input style="width: 90%;" type="text" value="In 30 Days"/>	Include Locked Items: <input type="checkbox"/>
Delivery Date: <input style="width: 45%;" type="text" value="10/12/2015"/> To: <input style="width: 45%;" type="text" value="11/11/2015"/>	

Search

Select All
Expand
Collapse
Hide Subordinate Outlines
Reject Items

	Requisition / Item Number	Description	Category	Priority	Quantity	Unit	Requester	Delivery Date	Supplier Number	Supplier Name
☐										

Page 3 of 7

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

Assign Sources of Supply: Step 1 (Select Requisition)

◀ Previous | Next ▶ | Close

1 Select Requisition | 2 Assign Sources of Supply (No Items) | 3 Review Drafts (No Items) | 4 Summary Screen (No Documents)

▼ Search Criteria: Requisitions

Number of Requisition: 2001088464 | Name of Requisition:

Item Description: | Product Category:

Product: | Supplier:

Requester: | External Requirement:

Purchasing Organization: | Account Assignment Category:

Purchasing Group: | Account Assignment Number:

Priority: | Intended for Grouping:

Delivery Date Range: | Include Locked Items:

Delivery Date: To:

Search

Select All | Expand | Collapse | Hide Subordinate Outlines | All Categories | Reject Items

Requisition / Item Number	Description	Category	Priority	Quantity	Unit	Requester	Delivery Date	Supplier Number	Supplier Name	Contract
2001088464/1	sand and gravel to be delivered-Anderson	75077		5.00	TON	LISA CUMALANDER	10/12/2015	7000028137	QUALITY HAULERS INC	4400008957/1

The Buyer must display the SC by clicking on the Requisition/Item Number link to validate the Internal Order Number. 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.

Display Shopping Cart

Print Preview | Close | Refresh

Number 2001088464 | Document Name 2015 Severe Flooding (FY2016) | Status Approved | Created On 10/12/2015 17:05:13 | Created By Ms. LISA CUMALANDER

Number	Document Name	Status	Created On	Created By
2001088464	2015 Severe Flooding (FY2016)	Approved	10/12/2015 17:05:13	Ms. LISA CUMALANDER

Details for item 1 sand and gravel to be delivered-Anderson

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

Identification

Item Type: Material | Order Quantity / Unit: 5.00 TON US Ton

Description: sand and gravel to be delivered-Anderson | Ordered Quantity / Unit: 0.000

Product Category: 75077 Sand and Gravel | Open Quantity / Unit: 5.00 TON

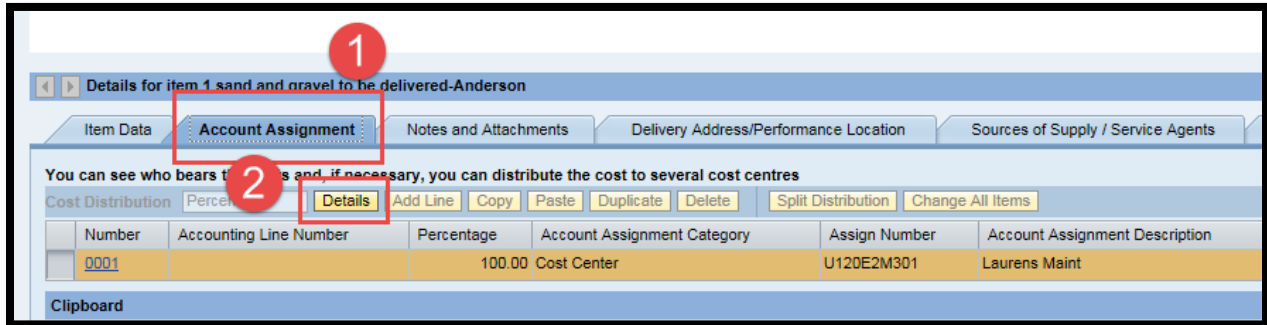
Order as Direct Material: | Price / Currency: 15.45 USD Price Unit 1

Organization

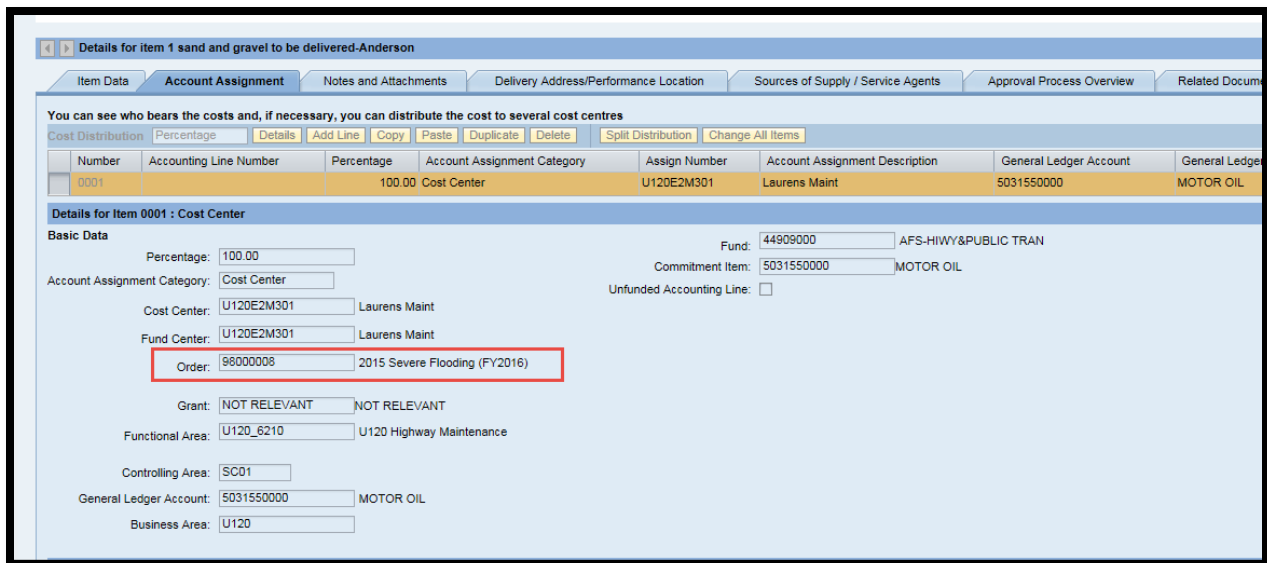
Purchasing Group: DOT - NORMA HALL TA | Not Separately Priced:

Incremental Funding Active:

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.

Display Shopping Cart

Print Preview **Close** Refresh

Number 2001088464 Document Name 2015 Severe Flooding (FY2016) Status Approved Created On 10/12/2015 17:05:13 Created By Ms. LISA CU

General Data

Buy on Behalf of: 30045 Ms. LISA CUMALANDER Header Approval Note:

Name of shopping cart: 2015 Severe Flooding (FY2016)

Header Data: [Values](#)

Approval Process: [Display / Edit Agents](#)

Budget: [Display](#)

Document Changes: [Display](#)

Item Overview

Details Add Item Copy Paste Duplicate Delete Process All Items

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit
1	Material		sand and gravel to be delivered-Anderson	75077	Sand and Gravel	5.00	TON	15.4

Details for item 1 sand and gravel to be delivered-Anderson

Item Data **Account Assignment** Notes and Attachments Delivery Address/Performance Location Sources of Supply / Service Agents

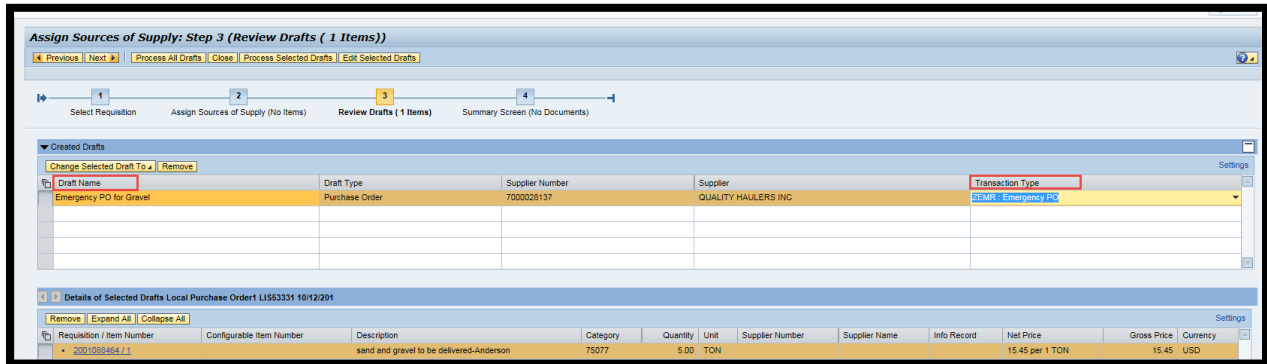
You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres

Cost Distribution Percentage Details Add Line Copy Paste Duplicate Delete Split Distribution Change All Items

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description
0001		100.00	Cost Center	U120E2M301	Laurens Maint

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 PO will encumber funds. **If the Internal Order was not displayed in the SC, the buyer can edit the PO and insert Internal Order Number 98000008 in the Order data field under the Account Assignment tab.** 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/>