Shopping Cart - NIGP Code

1 SCEIS Login
2 Employee self service
3 Shop
4 NIGP/Contract
5 NIGP Search - you may search by keyword or NIGP code
6 Enter keyword - use * or NIGP code
7 Submit search
8 Click on the good or service that best describes what you wish to procure
9 Click "punch out to SRM"
10 Click details
11 **You are now in the Item data tab**
12 Change description if necessary
13 Enter quantity
14 Enter price
15 Change tax if necessary
16 Change delivery date - put the actual date you need good/service delivered by - should be at least 30 days
17 **Click "Account assignment" tab**
18 Click details
19 Change % if necessary
20 Enter cost center
21 Enter order # - if necessary
22 Enter Grant - if necessary
23 Enter Functional Area
24 Change GL code- if necessary
25 Enter "E240" in business area
26 Enter Fund
27 Add line only if split funding
28 **Click " Notes & attachments" tab**
29 Click vendor text - enter a clear description - if necessary - text in description under item data will print on PO
30 Click "Internal Text - if necessary - this will only be visible in the shopping cart
31 Click add attachment - if necessary - to attach quotes - it approval - IDC contracts - any document necessary
32 **Click Delivery Address tab**
33 Click next to "Name"
34 Search - best way - "street" - may use *
35 Click "start search"
36 Click nest to the line you want to select
37 Click "ok"
38 **DO NOT MAKE ANY CHANGES TO THE ADDRESS**
39 **Click Source of Supply tab**
40 Enter the vendor number for the Vendor
41 Click " Check" at the top of the page
42 To add another item - Click the "1" at the top of the page and repeat # 4 - 41
43 When all items are entered click "Order"

Shopping Cart - Contract

1. SCEIS Login
2. Employee self service
3. Shop
4. NIGP/Contract
5. Contract
6. Enter keyword - use *
7. Submit search
8. Click on the contract number - The items listed must say "Statewide Term contract" or "Adjutant General"
9. Select the item you wish to purchase
10. Click "return to search screen"
11. Click "punch out to SRM"
12. Click details
13. **You are now in the Item data tab**
14. Change description if necessary
15. Enter quantity
16. Enter price
17. Change tax if necessary
18. Change delivery date - put the actual date you need good/service delivered by - should be at least 30 days
19. **Click "Account assignment" tab**
20. Click details
21. Change % if necessary
22. Enter cost center
23. Enter order # - if necessary
24. Enter Grant - if necessary
25. Enter Functional Area
26. Change GL code- if necessary
27. Enter "E240" in business area
28. Enter Fund
29. Add line only if split funding
30. **Click " Notes & attachments" tab**
31. Click vendor text - enter a clear description - if necessary - text in description under item data will print on PO
32. Click "Internal Text - if necessary - this will only be visible in the shopping cart
33. Click add attachment - if necessary - to attach quotes - it approval - IDC contracts - any document necessary
34. **Click Delivery Address tab**
35. Click next to "Name"
36. Search - best way - "street" - may use *
37. Click "start search"
38. Click next to the line you want to select
39. Click "ok"
40. **DO NOT MAKE ANY CHANGES TO THE ADDRESS**
41. **Click Source of Supply tab**
42. Verify Vendor & Contract number is entered
43. Click " Check" at the top of the page
44. To add another item - Click the "1" at the top of the page and repeat # 4 - 43
45. When all items are entered click "Order"

Shopping Cart - Asset

1 SCEIS Login
2 Employee self service
3 Shop
4 NIGP/Contract
5 NIGP Search - you may search by keyword or NIGP code
6 Enter keyword - use * or NIGP code
7 Submit search
8 Click on the good or service that best describes what you wish to procure
9 Click "punch out to SRM"
10 Click details
11 **You are now in the Item data tab**
12 Change description if necessary
13 Enter quantity
14 Enter price
15 Change tax if necessary
16 Change delivery date - put the actual date you need good/service delivered by - should be at least 30 days
17 **Click "Account assignment" tab**
18 Click details
19 Change "Cost Center" to Asset unknown"
20 **Click " Notes & attachments" tab**
21 Click vendor text - enter a clear description - if necessary - text in description under item data will print on PO
22 Type in the funding information
23 Click "Internal Text - if necessary - this will only be visible in the shopping cart
24 Click add attachment - if necessary - to attach quotes - it approval - IDC contracts - any document necessary
25 **Click Delivery Address tab**
26 Click next to "Name"
27 Search - best way - "street" - may use *
28 Click "start search"
29 Click nest to the line you want to select
30 Click "ok"
31 **DO NOT MAKE ANY CHANGES TO THE ADDRESS**
32 **Click Source of Supply tab**
33 Enter the vendor number for the Vendor
34 Click " Check" at the top of the page
35 To add another item - Click the "1" at the top of the page and repeat # 4 - 34
36 When all items are entered click "Order"

Shopping Cart - Blanket

1 SCEIS Login
2 Employee self service
3 Shop
4 NIGP/Contract
5 NIGP Search - you may search by keyword or NIGP code
6 Enter keyword - use * or NIGP code
7 Submit search
8 Click on the good or service that best describes what you wish to procure
9 Click "punch out to SRM"
10 Click details
11 **You are now in the Item data tab**
12 Change description if necessary
13 Enter quantity - you will actually enter the dollar amount here
14 Enter price - you will enter $1.00 here
15 Change tax if necessary
16 Change delivery date - put the actual date you need good/service delivered by - should be at least 30 days
17 **Click "Account assignment" tab**
18 Click details
19 Change % if necessary
20 Enter cost center
21 Enter order # - if necessary
22 Enter Grant - if necessary
23 Enter Functional Area
24 Change GL code- if necessary
25 Enter "E240" in business area
26 Enter Fund
27 Add line only if split funding
28 **Click " Notes & attachments" tab**
29 Click vendor text - enter a clear description - if necessary - text in description under item data will print on PO
30 The Blanket PO phrase must also be included in the vendor text
31 Click "Internal Text - if necessary - this will only be visible in the shopping cart
32 Click add attachment - if necessary - to attach quotes - it approval - IDC contracts - any document necessary
33 **Click Delivery Address tab**
34 Click next to "Name"
35 Search - best way - "street" - may use *
36 Click "start search"
37 Click nest to the line you want to select
38 Click "ok"
39 **DO NOT MAKE ANY CHANGES TO THE ADDRESS**
40 **Click Source of Supply tab**
41 Enter the vendor number for the Vendor
42 Click " Check" at the top of the page
43 To add another item - Click the "1" at the top of the page and repeat # 4 - 42
44 When all items are entered click "Order"

Shopping Cart - Solicitation

1 SCEIS Login

2 Employee self service

3 Shop

4 NIGP/Contract

5 NIGP Search - you may search by keyword or NIGP code

6 Enter keyword - use * or NIGP code

7 Submit search

8 Click on the good or service that best describes what you wish to procure

9 Click "punch out to SRM"

10 Click details

11 **You are now in the Item data tab**

12 Change description if necessary

13 Enter quantity

14 Enter price - will always be $1.00

15 Change tax if necessary

16 Change delivery date - put the actual date you need good/service delivered by - should be at least 30 days

17 **Click "Account assignment" tab**

18 Click details

19 Change % if necessary

20 Enter cost center

21 Enter order # - if necessary

22 Enter Grant - if necessary

23 Enter Functional Area

24 Change GL code- if necessary

25 Enter "E240" in business area

26 Enter Fund

27 Add line only if split funding

28 **Click " Notes & attachments" tab**

29 Click vendor text - enter a clear description - if necessary - text in description under item data will print on PO

30 Click "Internal Text - if necessary - this will only be visible in the shopping cart

31 Click add attachment - if necessary - to attach quotes - it approval - IDC contracts - any document necessary

32 **Click Delivery Address tab**

33 Click next to "Name"

34 Search - best way - "street" - may use *

35 Click "start search"

36 Click nest to the line you want to select

37 Click "ok"

38 **DO NOT MAKE ANY CHANGES TO THE ADDRESS**

39 Click " Check" at the top of the page

40 To add another item - Click the "1" at the top of the page and repeat # 4 - 39

41 When all items are entered click "Order"

Goods Receipt

- Go to www.sceis.sc.gov
- Click on SCEIS Logins
- Click on Supplier-Relationship Management (SRM)
- Enter your user ID and password
- Click on Goods Receipt (MIGO)
- Enter the purchase order number
- Hit enter
- Ensure the correct line is selected at the bottom
- Enter the Invoice Number in the Delivery Note
- Enter the quantity received
- Check the Item OK box
- Enter the next line item
- Enter the quantity received
- Check the Item OK box
- Scroll to the top and click Post

Goods Receipt Cancellation

- Go to www.sceis.sc.gov
- Click on SCEIS Logins
- Click on Supplier-Relationship Management (SRM)
- Enter your user ID and password
- Click on Goods Receipt (MIGO)
- Click on the drop down that defaults to goods receipt and select cancellation
- Enter the goods receipt number you wish to cancel or reverse
- Hit enter
- Ensure the correct line is selected at the bottom
- Check the Item OK box – repeat the last 2 steps if additional lines need to be cancelled
- Scroll to the top and click Post