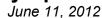
## Weekly Update





**Subject:** Two Improvements to the SCEIS Purchase Order Form

Audience: Agency Buyers, Procurement Directors

The SCEIS Materials Management Team is pleased to announce two improvements to the SCEIS Purchase Order (PO) form. These improvements are now available in the system.

## **Payment Terms**

The text that displays in the Payment Terms field in the upper right-hand corner of the PO form has been changed to read: "within 30 Days...." Previously, this field indicated payment terms "within 22 Days...."

## **PO Conditions**

PO conditions added through the "Conditions Tab" when creating a PO will now print all conditions selected (Trade-in or Freight, for example) per line item.

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/.