



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/>.