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Date: 4/23/2015 9:56:48 AM

Subject: Action Required: Delivery Address and Plant Address Clean-Up

Attachments: Lt Gov Office Delivery Addresses.xlsx
Lt Governor's Plants.xlsx



South Carolina Enterprise Information System

From: sceis-ast@sceis.sc.gov

To: MM Directors

CC: sceis-ast@sceis.sc.gov

Subject: Action Required: Delivery Address and Plant Address Clean-Up

Attachments: Lt Gov Office Delivery Addresses.xlsx; Lt Governor's Plants.xlsx

Good Morning:

The two attached Excel spreadsheets contain a file of your agency's SRM Delivery Addresses and a file of your agency's Plant Address(es). Please review, update, and **return the updated files to SCEIS at sceis-ast@sceis.sc.gov no later than Thursday, May 7, 2015.** The clean-up of these files is a joint effort by the Materials Management (MM) and Finance Teams with the goal of producing accurate and complete address information needed to:

- Have accurate and consistent delivery addresses reflected on purchase orders.
- Have accurate delivery addresses that are searchable by agency users. Delivery addresses that are used repeatedly by agency users should be entered by SCEIS MM so that the address record is connected to the SRM organizational unit and is searchable. Delivery addresses entered by SCEIS MM can be used as a default address. One default address per user.
- Minimize delivery address entries by end-users that are not searchable, are not able to be used again, and cannot be used as a default address.
- Make the search function quicker and easier.
- Determine the appropriate tax jurisdiction which then identifies the correct rate and reporting tax calculation for the Department of Revenue.

Reviewing the SRM Delivery Address File

Review each column of the SRM Delivery Address file and make any corrections or additions necessary to the Name, City, House No., Street, Postal Code, District/County, Tax Jurisdiction (Tax Jurisdiction), E-mail Address, and Office Phone #.

- Of critical importance to the correct Tax Jurisdiction determination are the 9 digit Postal Code (zip+4) and the District/County. Each address must have a 9 digit Postal Code (zip+4) and a District/County. If a 5 digit Postal Code is indicated for a location (physical address), verify the zip +4 and make corrections as needed in that column. If the District/County is missing, add the County for the location.
- Correct the Tax Jurisdiction Code if you know it is incorrect. If you're unsure, leave the Tax

Jurisdiction as is but make sure you have a 9 digit (zip+4) Postal Code and District/County for the location.

- Of critical importance to correct Delivery Addresses that will appear on purchase orders are the Name, House No., Street, and City. Verify and make corrections as needed in those columns.
 - To search quickly and reduce the number of addresses searched through in the SRM system, be consistent with the structure of your agency names and locations when there are multiple locations as shown in the two examples below.

⊙Agency Abbreviation/Department	B&CB – SCEIS
⊙House No., Street, Suite/Floor/Room	1628 Browning Road, 2 nd Floor
⊙City, State, Postal Code	Columbia, SC 29210-6946
⊙County	Richland

⊙Agency Abbreviation/Department	B&CB – OIO Admin
⊙House No., Street/Suite/Floor/Room	1201 Main Street, Suite 600
⊙City, State, Postal Code	Columbia, SC 29201-3230
⊙County	Richland

- As part of maintenance to the SRM Delivery Address in the SRM Organizational Structure, add additional lines to enter an E-mail Address and Office Phone #, fax number is optional (column not found on spreadsheet), on the Delivery Spreadsheet for each shopping cart creator in each of the delivery locations as shown in the example below.

○ B&CB – SCEIS	john.doe@sceis.sc.gov	803-733-0000
	jane.jane@sceis.sc.gov	803-734-0000

- The Business Partner for all locations is 94 and requires no change on the SRM Delivery Addresses spreadsheet.
- The Address Number (Addr. No.) is a system generated number and requires no change on the SRM Delivery Addresses spreadsheet.

Reviewing the Plant Address File

Review each column of the Plant Address file and make any corrections or additions to the Name, House number and Street, City, Postal Code, District/County, and Tax Jurisdiction (Tax Jur.)

- Of critical importance to the correct Tax Jurisdiction determination are the 9 digit Postal Code (zip+4) and the District/County. Each address must have a 9 digit Postal Code (zip+4) and a District/County. If a 5 digit Postal Code is indicated for a location (physical address), add the last 4 digits in that column. If the District/County is missing, add the County for the location.
 - Be consistent with the structure of your agency names and locations when there are multiple locations
- Correct the Tax Jurisdiction Code if you know it is incorrect. If you're unsure, leave the Tax Jurisdiction as is but make sure you have a 9 digit (zip+4) Postal Code and District/County for the location.

The following links are provided for your reference:

Tax Jurisdiction Codes:

From the SCEIS webpage, <http://www.sceis.sc.gov/page.aspx?id=140>, scroll down to the SCEIS Automated Use Tax Process section and then select the Tax Jurisdiction Codes file.

How to Verify Zip+4 of the Delivery Address:

http://sceis.sc.gov/documents/20150202--How_to_Verify_Zip_4_in_Delivery_Address.pdf

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/>.

Thank you,
The SCEIS Team