

South Carolina State Procurement Database

Doing Business with the State

Build Request

Build new or update pending requisition

Submit for Procurement

Submit a pending requisition to procurement for approval

Vendor/Supplier Search

Search for vendor information

Requisition Manual

View requisition help

Log Out

Procurement Information Center

Information Technology Management Office

Office responsible for all procurements involving information technology

Materials Management Office

Chief procurement officers for goods and services

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Adding a New Requisition (from scratch)

- 1) Select **Build Request** from the **Main Menu**

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2) Select **Add New Req**

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List
Header
Lots
Items

You can expand a requisition to see its corresponding items by clicking the plus (+) beside it. Select a requisition or item by clicking on the checkbox beside it. You can delete your selections or add a new requisition containing the items you selected using the buttons below. Click the **List Sels.** button below to display a list of currently selected requisitions or **Search Reqs.** to search for a specific requisition. Click the link on a requisition name to edit the information for that requisition.

Add New Req.
Cancel Sels.
Delete Sels.
List Sels.
List Reqs.
Search Reqs.

35 Requisitions found, displaying 1 to 10 [First/Prev] 1, 2, 3, 4 [Next/Last]

+	-	☐	Req Number	Status	Submitted By	Est. Total Cost	Account
+	-	<input type="checkbox"/>	it06-2	Submitted	Jason Cromer		1100570
+	-	<input type="checkbox"/>	it06	Submitted	Jason Cromer		1100570
+	-	<input type="checkbox"/>	slalfoifi	Received	Jason Cromer		1100570
+	-	<input type="checkbox"/>	zszszszsz	Received	Jason Cromer		1100570
+	-	<input type="checkbox"/>	vovovovov	Received	Jason Cromer		1100570
+	-	<input type="checkbox"/>	nenenenen	Received	Jason Cromer		1100570
+	-	<input type="checkbox"/>	kslslsls	Received	Jason Cromer		1100570
+	-	<input type="checkbox"/>	lolololo	Received	Jason Cromer		1100570
+	-	<input type="checkbox"/>	bobaobobo	Received	Jason Cromer		1100570
+	-	<input type="checkbox"/>	wewewewew	Received	Jason Cromer		1100570

3) Complete the **Requisition Header** page.

Required Fields...

- *Description*
- *Agency Req.*
- *Account*
- *Invoice To* address
- *Deliver To* address
- *Requisitioned By*...name, phone, and e-mail address

The **Requisitioned By** information is automatically populated using the current user's directory profile.

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* Description: <input type="text"/>		* Agency Req: <input type="text"/>	Est. Total Cost: <input type="text"/>	Help
* Account: <input type="text"/>				
* Invoice To: <input type="text"/>				
* Deliver To: <input type="text"/>				
* Requisitioned By: Jason Cromer		* Email: jrcromer@sceis.sc.gov		
* Phone: (803) 333-3333		Fax: (333) 333-3555		
Authorized By: <input type="text"/>		Approved By: <input type="text"/>		
Title: <input type="text"/>		Title: <input type="text"/>		
Req. Delivery Date: <input type="text"/>		F.O.B. Point: --Select-- <input type="text"/>		
Cancel			Next Step	

If a user can enter requisitions against multiple accounts, a **drop-down** box will be provided from which the user will have to select. If a user can only enter requisitions against one account, no input is necessary.

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* Description: <input type="text"/>		* Agency Req: <input type="text"/>	Est. Total Cost: <input type="text"/>	Help
* Account: <input type="text"/>				
* Invoice To:	<div style="border: 1px solid black; padding: 2px;">1100150 FAMILY FARM DEVELOPMENT AUTHOR 1100205 CIVIL AIR PATROL SC 1100400 AGRICULTURE DEPT 1100570 ADMINISTRATIVE LAW JUDGES</div>	<input type="text"/>		
* Deliver To:	<input type="text"/>	<input type="text"/>		
* Requisitioned By:	<input type="text" value="Jason Cromer"/>	* Email:	<input type="text" value="jrcromer@sceis.sc.gov"/>	
* Phone:	<input type="text" value="(803) 333-3333"/>	Fax:	<input type="text" value="(333) 333-3555"/>	
Authorized By:	<input type="text"/>	Approved By:	<input type="text"/>	
Title:	<input type="text"/>	Title:	<input type="text"/>	
Req. Delivery Date:	<input type="text"/>	F.O.B. Point:	<input type="text" value="--Select--"/>	

Once the system knows which account the requisition is being submitted under, choices of *Invoice To* and *Deliver To* addresses become available. If a default *Invoice To* and/or *Deliver To* address has been specified in the Agency master file, the selection is made when the account is selected. The user can override the defaults by making another selection from the **drop-down box**.

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* Description: <input type="text"/>		* Agency Req: <input type="text"/>	Est. Total Cost: <input type="text"/>	Help
* Account: 1100150 FAMILY FARM DEVELOPMENT AUTHOR ▼				
* Invoice To: PO BOX 11735 COLUMBIA ▼				
Addr line 1: PO BOX 11735 City: COLUMBIA State: SC Zip: 29211				
* Deliver To: 915 SOUTH MAIN ST SUITE 214 COLUMBIA ▼				
Addr line 1: 915 SOUTH MAIN ST 2: SUITE 214 City: COLUMBIA State: SC Zip: 29201				
* Requisitioned By: Jason Cromer		* Email: jcromer@sceis.sc.gov		
* Phone: (803) 333-3333		Fax: (333) 333-3555		
Authorized By: <input type="text"/>		Approved By: <input type="text"/>		
Title: <input type="text"/>		Title: <input type="text"/>		
Req. Delivery Date: <input type="text"/>		F.O.B. Point: --Select-- ▼		

Cancel

Next Step

After filling-in all appropriate information...click **Next Step**

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* Description:	<input type="text" value="Example Requisition"/>	* Agency Req:	<input type="text" value="A12345"/>	Est. Total Cost:	<input type="text" value="23,090.00"/>	Help
* Account:	<input type="text" value="1100150 FAMILY FARM DEVELOPMENT AUTHOR"/>					
* Invoice To:	<input type="text" value="PO BOX 11735 COLUMBIA"/>					
	Addr line 1: PO BOX 11735		State: SC	Zip: 29211		
* Deliver To:	<input type="text" value="915 SOUTH MAIN ST SUITE 214 COLUMBIA"/>					
	Addr line 1: 915 SOUTH MAIN ST					
	2: SUITE 214		State: SC	Zip: 29201		
* Requisitioned By:	<input type="text" value="Jason Cromer"/>	* Email:	<input type="text" value="jrcromer@sceis.sc.gov"/>			
* Phone:	<input type="text" value="(803) 333-3333"/>	Fax:	<input type="text" value="(333) 333-3555"/>			
Authorized By:	<input type="text"/>	Approved By:	<input type="text"/>			
Title:	<input type="text"/>	Title:	<input type="text"/>			
Req. Delivery Date:	<input type="text"/>	F.O.B. Point:	<input type="text" value="--Select--"/>			
<input type="button" value="Cancel"/>			<input type="button" value="Next Step"/>			

4) Select items from the Commodity/Service file

Enter a description or code to search for commodities and services. Click **Submit Search** to list the items matched.

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South Carolina State Procurement
MENTAL HEALTH PURCHASING OFF (S.C. Agency Number: 1116100)

Search **Selected**

Search for commodities/services matching this description:

Search for commodities/services matching this code:

Submit Search **Clear Search**

- 1) Enter a keyword and then click the 'Submit Search' button to search our database for commodities and/or services that best describe the items you are requesting. Click the 'Clear Search' button to perform additional searches (this will not drop your current selections).
- 2) Select the goods and services you wish to request by clicking the corresponding checkbox(s) on the results list. Expand a commodity line for additional description by clicking '+'. Collapse a commodity line by clicking '-'.

Previous Step **Cancel** **Next Step**

Click the '+' to expand the hierarchy of a commodity/service. Click the check-boxes to select items.

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ADMINISTRATIVE LAW JUDGES (S.C. Agency Number: 1100570)

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Search

Selected

Search for commodities/services matching this description:

Search for commodities/services matching this code:

Submit Search

Clear Search

- 1) Enter a keyword and then click the 'Submit Search' button to search our database for commodities and/or services that best describe the items you are requesting. Click the 'Clear Search' button to perform additional searches (this will not drop your current selections).
- 2) Select the goods and services you wish to request by clicking the corresponding checkbox(s) on the results list. Expand a commodity line for additional description by clicking '+'. Collapse a commodity line by clicking '-'.

38 Commodities/Services found, displaying 1 to 5 [First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

	Comm/Srv Code	Description
<input checked="" type="checkbox"/>	01921	BERRY CROPS
<input type="checkbox"/>	01924	BUCKWHEAT
	01900-Agricultural Crops And Grains Including Fruits, Melons, Nuts, And Vegetables	
<input checked="" type="checkbox"/>	01930	CORN
<input checked="" type="checkbox"/>	01932	COTTON
	01900-Agricultural Crops And Grains Including Fruits, Melons, Nuts, And Vegetables	
<input checked="" type="checkbox"/>	01941	FRUITS, CITRUS

Previous Step

Cancel

Next Step

The user can enter a partial code to list all commodities/services belonging to a specific class. While doing the previous search, it was noted that class 393 encompasses FOODS: STAPLE GROCERY AND GROCER'S MISCELLANEOUS ITEMS. The longer the code that you supply, the more specific the query will be. **Note: The wild card character, “*”, must be used for partial commodities/services searches.**

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MENTAL HEALTH PURCHASING OFF (S.C. Agency Number: 1116100)

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	Search	Selected	
Search for commodities/services matching this description: <input style="width: 150px;" type="text"/>			
Search for commodities/services matching this code: <input style="width: 100px;" type="text" value="393*"/>		Submit Search	Clear Search
<ol style="list-style-type: none">1) Enter a keyword and then click the 'Submit Search' button to search our database for commodities and/or services that best describe the items you are requesting. Click the 'Clear Search' button to perform additional searches (this will not drop your current selections).2) Select the goods and services you wish to request by clicking the corresponding checkbox(s) on the results list. Expand a commodity line for additional description by clicking '+'. Collapse a commodity line by clicking '-'.			
Previous Step	Cancel	Next Step	

A user can click the **Selected** tab at anytime to display the collection of commodities/services that has been chosen.

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ADMINISTRATIVE LAW JUDGES (S.C. Agency Number: 1100570)

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Search

Selected

Search for commodities/services matching this description:

Search for commodities/services matching this code:

Submit Search

Clear Search

- 1) Enter a keyword and then click the 'Submit Search' button to search our database for commodities and/or services that best describe the items you are requesting. Click the 'Clear Search' button to perform additional searches (this will not drop your current selections).
- 2) Select the goods and services you wish to request by clicking the corresponding checkbox(s) on the results list. Expand a commodity line for additional description by clicking '+'. Collapse a commodity line by clicking '-'.

69 Commodities/Services found, displaying 1 to 5 [First/Prev] 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 [Next/Last]

	Comm/Srv Code	Description
<input type="checkbox"/>	39303	BREADING
39300-Foods: Staple Grocery And Grocer's Miscellaneous Items		
<input type="checkbox"/>	39304	BREAD MIXES, ALL TYPES
<input type="checkbox"/>	39305	CONES, ICE CREAM
<input type="checkbox"/>	39306	COMBINATION MEALS, SHELF STAPLE (TO INCLUDE READY TO EAT PREPARED MEALS) (MRE
<input type="checkbox"/>	39310	CHIPS, ALL TYPES

Previous Step

Cancel

Next Step

Click 'off' a check-box to drop a selection. When all items have been selected, click **Next Step**.

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Search

Selected

- 1) Listed below are the commodities/services that will be used to help categorize the items in your requisition. A requisition item will be created for each of your selections. Click 'off' the checkbox to remove that commodity/service from your selection list.
- 2) Click the 'Search' tab to execute additional searches against our commodity/service database.
- 3) Click the 'Next Step' button when you have selected a commodity/service for each of your requisition items.

15 Commodities/Services selected, displaying 1 to 8 [First/Prev] 1, 2 [Next/Last]

	Comm/Srv Code	Description
<input checked="" type="checkbox"/>	01921	BERRY CROPS
<input checked="" type="checkbox"/>	01924	BUCKWHEAT
<input checked="" type="checkbox"/>	01930	CORN
<input checked="" type="checkbox"/>	01932	COTTON
01900-Agricultural Crops And Grains Including Fruits, Melons, Nuts, And Vegetables		
<input checked="" type="checkbox"/>	01941	FRUITS, CITRUS
<input checked="" type="checkbox"/>	01942	FRUITS, DECIDUOUS TREE
<input checked="" type="checkbox"/>	01947	GRAPES
<input checked="" type="checkbox"/>	01950	HOPS

Previous Step

Cancel

Next Step

5) Verify, re-number, and group your selections.

Look over your selections. You can drop or make additions to your list by clicking **Previous Step**. You can group your items into lots by assigning lot numbers. You can also re-order your items by assigning different item numbers. The **Renumber** button located at the bottom of the page will assign item numbers based on the order of your selection (this is how the original line numbers are assigned). Click **Next Step** to add your new requisition to the database.

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A new requisition will be added to the database using the following 15 items. You will still be able to add, change, and delete items from your requisition after this operation is complete. If there are other items that need to be added, as a matter of convenience, you may want to make the additions before you continue by clicking the **Previous Step** button located at the bottom of the page. If you are ready to continue, just click the **Next Step** button.

15 Commodities/Services found, displaying 1 to 5 [First/Prev] 1, 2, 3 [Next/Last]

	Lot	Item	Comm/Srv Code	Description
<input type="checkbox"/>	<input type="text"/>	1	01921	BERRY CROPS
<input type="checkbox"/>	<input type="text"/>	2	01930	CORN
<input type="checkbox"/>	<input type="text"/>	3	01924	BUCKWHEAT
<input type="checkbox"/>	<input type="text"/>	4	01932	COTTON
<input type="checkbox"/>	<input type="text"/>	5	01941	FRUITS, CITRUS

Previous Step

Renumber

Cancel

Next Step

6) Review your item details.

Add needed detail by filling-in the appropriate form fields. Only a description and a valid commodity/service code are required at this time, but your items will have to be numbered sequentially before the requisition can be submitted to the procurement office.

You can navigate through your items by clicking the appropriate button on the **navigation bar**.

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[List](#) [Header](#) [Lots](#) [Items](#)

Navigation: [First](#) [Previous](#) A12345: 1 [Next](#) [Last](#) [New](#) Go to Item :

[Item Detail](#) [Alt. Delivery](#)

Please remember to click the **Save Updates** button (located at bottom of page) to save any changes to an existing Item. Clicking the **New** button will allow you to add a new occurrence of an Item to the database.

Item: <input type="text" value="1"/>	Lot: <input type="text" value="1"/>	Type Acquisition: <input type="text" value="--Select--"/>	Comm/Srvc: <input type="text" value="01921"/>
Requested. U/M: <input type="text" value="--Select--"/>	Qty. Requested: <input type="text"/>	Est. Unit Cost: <input type="text"/>	
Model: <input type="text"/>	Brand: <input type="text"/>	Manufacturer: <input type="text"/>	Delivery Date: <input type="text" value="(mm/dd/yyyy)"/>

Description:

Comm/Srvc Description: berry crops

[Cancel](#) [Save Updates](#) [Add New Comm/Srv](#) [Delete](#)

7) Add other items after the requisition has been built.

For adding new items, click New to move to a blank input form.

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South Carolina State Procurement
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List Header Lots Items

First **Previous** *A12345: 1* **Next** **Last** **New** Go to Item :

Item Detail **Alt. Delivery**

Please remember to click the **Save Updates** button (located at bottom of page) to save any changes to an existing Item. Clicking the **New** button will allow you to add a new occurrence of an Item to the database.

Item: <input type="text" value="1"/>	Lot: <input type="text" value="1"/>	Type Acquisition: <input type="text" value="--Select--"/>	Comm/Srvc: <input type="text" value="01921"/>
Requested. U/M: <input type="text" value="--Select--"/>	Qty. Requested: <input type="text"/>	Est. Unit Cost: <input type="text"/>	Delivery Date: <input type="text"/>
Model: <input type="text"/>	Brand: <input type="text"/>	Manufacturer: <input type="text"/>	(mm/dd/yyyy)

Description:

Comm/Srvc Description: berry crops

Cancel Save Updates Add New Comm/Srv Delete

Click **Add New Comm/Srv** if you would like to query the commodity/service file

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List	Header	Lots	Items
 First	 Previous	A12345: 1	 Next
 Last	 New	Go to Item : <input type="text"/>	
Item Detail	Alt. Delivery		
Please remember to click the Save Updates button (located at bottom of page) to save any changes to an existing Item. Clicking the New button will allow you to add a new occurrence of an Item to the database.			
Item: <input type="text" value="1"/>	Lot: <input type="text" value="1"/>	Type Acquisition: <input type="text" value="--Select--"/>	Comm/Srv: <input type="text" value="01921"/>
Requested. U/M: <input type="text" value="--Select--"/>	Qty. Requested: <input type="text"/>	Est. Unit Cost: <input type="text"/>	Delivery Date: <input type="text"/>
Model: <input type="text"/>	Brand: <input type="text"/>	Manufacturer: <input type="text"/>	<small>(mm/dd/yyyy)</small>
Description: <input type="text"/>			
Comm/Srv Description: berry crops			
Cancel	Save Updates	Add New Comm/Srv	Delete

Enter a description or code to search for commodities and services. Click **Submit Search** to list the items matched.

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Search

Selected

Search for commodities/services matching this description:

Submit Search

Search for commodities/services matching this code:

- 1) Enter a keyword to search our commodity descriptions. Click the 'Submit Search' button to execute the search.
- 2) Select the goods and services you wish to request by clicking the checkboxes. Expand a commodity class by clicking '+'. Collapse a commodity class by clicking '-'.
- 3) Use the 'Previous Step' button if you need to review a previous step...using the browser's forward or backward button will not submit your data.

Previous Step

Cancel

Next Step

Check one or more items to add to your requisition. Click **Next Step** to continue.

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Search

Selected

Search for commodities/services matching this description:

Submit Search

Search for commodities/services matching this code: 505*

- 1) Enter a keyword to search our commodity descriptions. Click the 'Submit Search' button to execute the search.
- 2) Select the goods and services you wish to request by clicking the checkboxes. Expand a commodity class by clicking '+'. Collapse a commodity class by clicking '-'.
- 3) Use the 'Previous Step' button if you need to review a previous step...using the browser's forward or backward button will not submit your data.

23 Commodities/Services found, displaying 1 to 5 [First/Prev] 1, 2, 3, 4, 5 [Next/Last]

	Comm/Srv Code	Description
<input type="checkbox"/>	50509	ADDITIVES, RINSE
<input checked="" type="checkbox"/>	50515	BLUING, INKS, AND VAT DYES
<input type="checkbox"/>	50520	BORON COMPOUNDS: GRANULATED BORAX, SODIUM PERBORATE, ETC.
<input type="checkbox"/>	50525	CHLORINE AND PEROXYGEN BLEACHES, ETC.
<input type="checkbox"/>	50530	CHEMICALS (NOT OTHERWISE CLASSIFIED)

Previous Step

Cancel

Next Step

You can drop or make additions to your *new items* list by clicking **Previous Step**. You can assign your item(s) to a new or existing lot. You can also assign different item numbers. Click **Next Step** to add your new item(s) to the requisition.

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If you continue with this operation, one new item will be added to the current requisition. You will still be able to add, change, and delete items from your requisition after this operation is complete. If there are other items that need to be added, as a matter of convenience, you may want to make the additions before you continue by clicking the **Previous Step** button located at the bottom of the page. If you are ready to continue, just click the **Next Step** button.

One Commodity/Service found.

Lot	Item	Comm/Srv Code	Description
<input type="text"/>	16	50515	BLUING, INKS, AND VAT DYES

Previous Step

Renumber

Cancel

Next Step

8) Assign alternate delivery addresses to items.

If you need to assign an alternate delivery address to an item, click Alt. Delivery.

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List	Header	Lots	Items
----------------------	------------------------	----------------------	-----------------------

Navigation: [First](#) [Previous](#) **A12345: 1** [Next](#) [Last](#) [New](#) Go to Item :

Item Detail	Alt. Delivery
-----------------------------	-------------------------------

Please remember to click the **Save Updates** button (located at bottom of page) to save any changes to an existing Item. Clicking the **New** button will allow you to add a new occurrence of an Item to the database.

Item: <input type="text" value="1"/>	Lot: <input type="text" value="1"/>	Type Acquisition: <input type="text" value="--Select--"/>	Comm/Srvc: <input type="text" value="01921"/>
Requested. U/M: <input type="text" value="--Select--"/>	Qty. Requested: <input type="text"/>	Est. Unit Cost: <input type="text"/>	Delivery Date: <input type="text"/>
Model: <input type="text"/>	Brand: <input type="text"/>	Manufacturer: <input type="text"/>	(mm/dd/yyyy)
Description: <input type="text"/>			
Comm/Srvc Description: berry crops			

Cancel	Save Updates	Add New Comm/Srv	Delete
------------------------	------------------------------	----------------------------------	------------------------

From the **Lot Items** page, you can get a quick look at all items assigned to the current lot. Click any of the navigation buttons to move through the lots.

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[List](#) [Header](#) **[Lots](#)** [Items](#)

First Previous A12345: 1 Next Last Go to Lot :

3 Items found, displaying all Items.

Item	Description
1	berry crops
2	corn
3	buckwheat

10) Move back to the requisition listing for other maintenance

Click the **List** tab to move back to your agency's requisition listings.

The screenshot shows the user interface for the South Carolina State Procurement system. At the top, there is a navigation bar with tabs for 'Main', 'List', 'Header', 'Lots', and 'Items'. The 'List' tab is currently selected. Below the navigation bar, there is a control panel with buttons for 'First', 'Previous', 'Next', and 'Last', along with a 'Go to Lot' input field. The main content area displays a table with 3 items found, showing a list of items with their descriptions.

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Log Out

Navigation: **List** | Header | Lots | Items

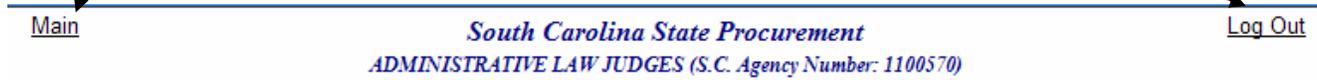
Control Panel: First | Previous | A12345: 1 | Next | Last | Go to Lot :

3 Items found, displaying all Items.

Item	Description
1	berry crops
2	corn
3	buckwheat

11) Move back to the Main menu from any form.

Click the **Main** link to move back to the main menu. Clicking **Log Out** will end your session and take you to the S.C. State Portal.



You can expand a requisition to see its corresponding items by clicking the plus (+) beside it. Select a requisition or item by clicking on the checkbox beside it. You can delete your selections or add a new requisition containing the items you selected using the buttons below. Click the **List Sels.** button below to display a list of currently selected requisitions or **Search Reqs.** to search for a specific requisition. Click the link on a requisition name to edit the information for that requisition

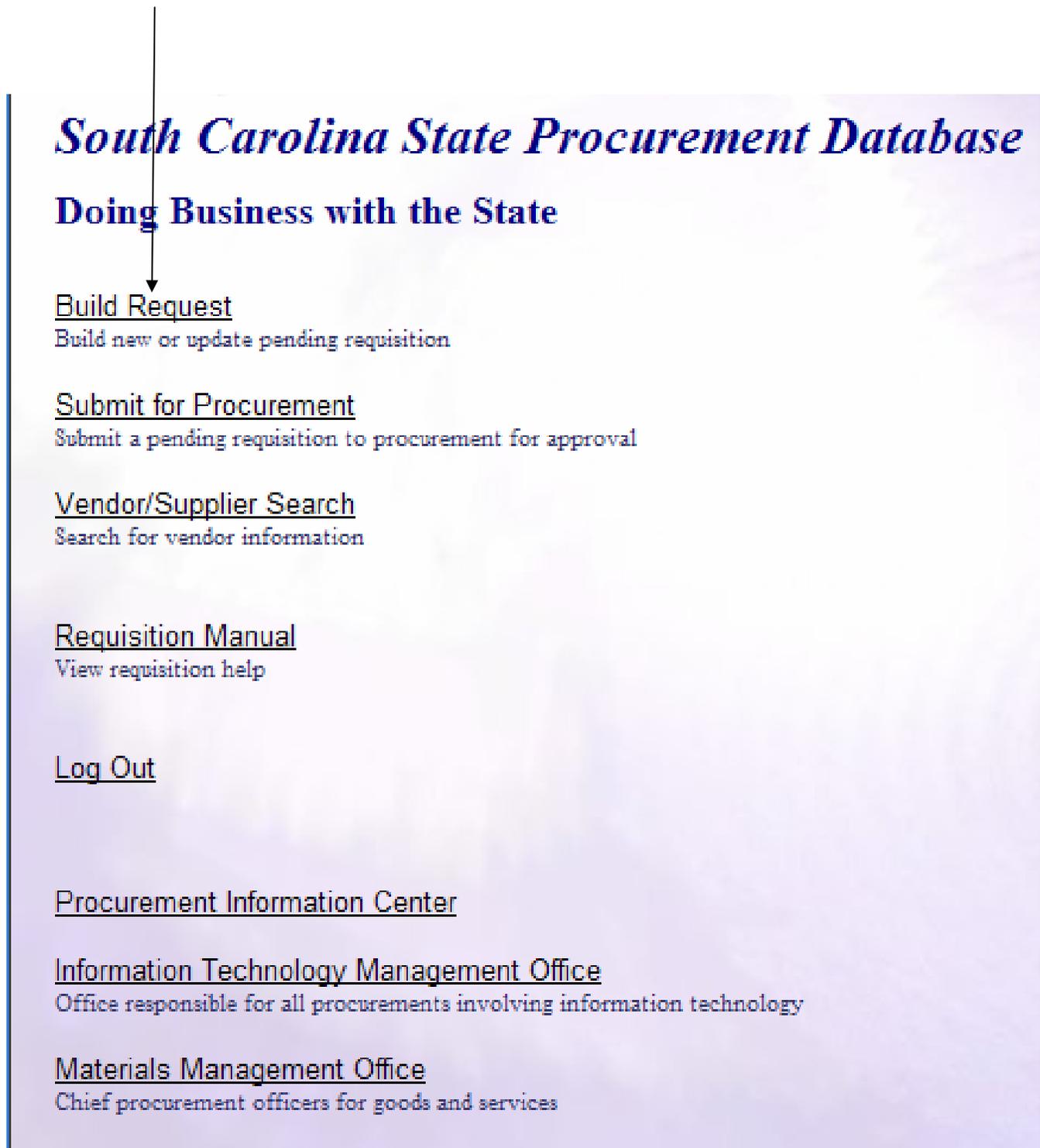


36 Requisitions found, displaying 1 to 10 [First/Prev] 1, 2, 3, 4 [Next/Last]

	Req Number	Status	Submitted By	Est. Total Cost	Account
<input type="checkbox"/>	A12345	Pending	Jason Cromer	\$23,090.00	1100150
<input type="checkbox"/>	it06-2	Submitted	Jason Cromer		1100570
<input type="checkbox"/>	it06	Submitted	Jason Cromer		1100570
<input type="checkbox"/>	slaifoifi	Received	Jason Cromer		1100570
<input type="checkbox"/>	zszszszsz	Received	Jason Cromer		1100570
<input type="checkbox"/>	vovovovov	Received	Jason Cromer		1100570
<input type="checkbox"/>	nenenenen	Received	Jason Cromer		1100570
<input type="checkbox"/>	kslslsls	Received	Jason Cromer		1100570
<input type="checkbox"/>	lolololol	Received	Jason Cromer		1100570
<input type="checkbox"/>	bobaobobo	Received	Jason Cromer		1100570

Adding a New Requisition (by copying from previous work)

- 1) Select **Build Request** from the **Main Menu**



South Carolina State Procurement Database

Doing Business with the State

Build Request
Build new or update pending requisition

Submit for Procurement
Submit a pending requisition to procurement for approval

Vendor/Supplier Search
Search for vendor information

Requisition Manual
View requisition help

Log Out

Procurement Information Center

Information Technology Management Office
Office responsible for all procurements involving information technology

Materials Management Office
Chief procurement officers for goods and services

2) Build your selection list to use as the basis for creating your new requisition

You can select entire requisitions or individual items to use as a starting point for a new requisition. Click the '+' to expand a requisition.

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South Carolina State Procurement

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ADMINISTRATIVE LAW JUDGES (S.C. Agency Number: 1100570)

List

Header

Lots

Items

You can expand a requisition to see its corresponding items by clicking the plus (+) beside it. Select a requisition or item by clicking on the checkbox beside it. You can delete your selections or add a new requisition containing the items you selected using the buttons below. Click the **List Sels.** button below to display a list of currently selected requisitions or **Search Reqs.** to search for a specific requisition. Click the link on a requisition name to edit the information for that requisition

Add New Req.

Cancel Sels.

Delete Sels.

List Sels.

List Reqs.

Search Reqs.

36 Requisitions found, displaying 1 to 10 [First/Prev] 1, 2, 3, 4 [Next/Last]

	Req Number	Status	Submitted By	Est. Total Cost	Account
<input type="checkbox"/>	A12345	Pending	Jason Cromer	\$23,090.00	1100150
<input type="checkbox"/>	it06-2	Submitted	Jason Cromer		1100570
<input type="checkbox"/>	it06	Submitted	Jason Cromer		1100570
<input type="checkbox"/>	slalfoifi	Received	Jason Cromer		1100570
<input type="checkbox"/>	zszszszsz	Received	Jason Cromer		1100570
<input type="checkbox"/>	vovovovov	Received	Jason Cromer		1100570
<input type="checkbox"/>	nenenenen	Received	Jason Cromer		1100570
<input type="checkbox"/>	kslslsls	Received	Jason Cromer		1100570
<input type="checkbox"/>	lolololo	Received	Jason Cromer		1100570
<input type="checkbox"/>	bobaobobo	Received	Jason Cromer		1100570

Selecting a **requisition** will select all subordinate items.

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South Carolina State Procurement
ADMINISTRATIVE LAW JUDGES (S.C. Agency Number: 1100570)

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List
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You can expand a requisition to see its corresponding items by clicking the plus (+) beside it. Select a requisition or item by clicking on the checkbox beside it. You can delete your selections or add a new requisition containing the items you selected using the buttons below. Click the **List Sels.** button below to display a list of currently selected requisitions or **Search Reqs.** to search for a specific requisition. Click the link on a requisition name to edit the information for that requisition

Add New Req.
Cancel Sels.
Delete Sels.
List Sels.
List Reqs.
Search Reqs.

36 Requisitions found, displaying 1 to 10 [First/Prev] 1, 2, 3, 4 [Next/Last]

Req Number	Status	Submitted By	Est. Total Cost	Account
<input type="checkbox"/> A12345	Pending	Jason Cromer	\$23,090.00	1100150
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-bottom: 5px;">Collapse requisition 74</div> <input type="checkbox"/> 1-1 berry crops <input type="checkbox"/> corn <input type="checkbox"/> 1-3 buckwheat <input type="checkbox"/> 2-4 cotton <input type="checkbox"/> 2-5 fruits, citrus <input type="checkbox"/> 2-6 fruits, deciduous tree <input type="checkbox"/> 2-7 grapes <input type="checkbox"/> 2-8 hops <input type="checkbox"/> 3-9 melons <input type="checkbox"/> 3-10 nuts, tree <input type="checkbox"/> 4-11 potatoes, irish <input type="checkbox"/> 4-12 pumpkins <input type="checkbox"/> 4-13 rice <input type="checkbox"/> 14 rye <input type="checkbox"/> 15 sorghum				
<input type="checkbox"/> it06-2	Submitted	Jason Cromer		1100570
<input type="checkbox"/> it06	Submitted	Jason Cromer		1100570
<input type="checkbox"/> slaifoifi	Received	Jason Cromer		1100570
<input type="checkbox"/> zszszszsz	Received	Jason Cromer		1100570
<input type="checkbox"/> vovovovov	Received	Jason Cromer		1100570
<input type="checkbox"/> nenenenen	Received	Jason Cromer		1100570
<input type="checkbox"/> ksksksks	Received	Jason Cromer		1100570
<input type="checkbox"/> lolololo	Received	Jason Cromer		1100570
<input type="checkbox"/> bobaobobo	Received	Jason Cromer		1100570

You can also select individual items by clicking the corresponding check-box.

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ADMINISTRATIVE LAW JUDGES (S.C. Agency Number: 1100570)

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You can expand a requisition to see its corresponding items by clicking the plus (+) beside it. Select a requisition or item by clicking on the checkbox beside it. You can delete your selections or add a new requisition containing the items you selected using the buttons below. Click the **List Sels.** button below to display a list of currently selected requisitions or **Search Reqs.** to search for a specific requisition. Click the link on a requisition name to edit the information for that requisition

Add New Req.
Cancel Sels.
Delete Sels.
List Sels.
List Reqs.
Search Reqs.

36 Requisitions found, displaying 1 to 10 [First/Prev] 1, 2, 3, 4 [Next/Last]

Req Number	Status	Submitted By	Est. Total Cost	Account
<input type="checkbox"/> A12345	Pending	Jason Cromer	\$23,090.00	1100150
<input type="checkbox"/> 1-1	berry crops			
<input checked="" type="checkbox"/> 1-2	corn			
<input checked="" type="checkbox"/> 1-3	buckwheat			
<input type="checkbox"/> 2-4	cotton			
<input type="checkbox"/> 2-5	fruits, citrus			
<input checked="" type="checkbox"/> 2-6	fruits, deciduous tree			
<input type="checkbox"/> 2-7	grapes			
<input type="checkbox"/> 2-8	hops			
<input type="checkbox"/> 3-9	melons			
<input type="checkbox"/> 3-10	nuts, tree			
<input type="checkbox"/> 4-11	potatoes, irish			
<input type="checkbox"/> 4-12	pumpkins			
<input type="checkbox"/> 4-13	rice			
<input type="checkbox"/> 14	rye			
<input type="checkbox"/> 15	sorghum			
<input type="checkbox"/> it06-2	Submitted	Jason Cromer		1100570
<input type="checkbox"/> it06	Submitted	Jason Cromer		1100570
<input type="checkbox"/> slaifoifi	Received	Jason Cromer		1100570
<input type="checkbox"/> zszszszsz	Received	Jason Cromer		1100570
<input type="checkbox"/> vovovovov	Received	Jason Cromer		1100570
<input type="checkbox"/> nenenenen	Received	Jason Cromer		1100570
<input type="checkbox"/> kslslsls	Received	Jason Cromer		1100570
<input type="checkbox"/> lolololol	Received	Jason Cromer		1100570
<input type="checkbox"/> bobaobobo	Received	Jason Cromer		1100570

3) Search for items to add to your selection list

If you would like to search your requisitions, click **Search Reqs.**

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ADMINISTRATIVE LAW JUDGES (S.C. Agency Number: 1100570)

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List
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You can expand a requisition to see its corresponding items by clicking the plus (+) beside it. Select a requisition or item by clicking on the checkbox beside it. You can delete your selections or add a new requisition containing the items you selected using the buttons below. Click the **List Sels.** button below to display a list of currently selected requisitions or **Search Reqs.** to search for a specific requisition. Click the link on a requisition name to edit the information for that requisition

Add New Req.
Cancel Sels.
Delete Sels.
List Sels.
List Reqs.
Search Reqs.

36 Requisitions found, displaying 1 to 10 [First/Prev] 1, 2, 3, 4 [Next/Last]

Req Number	Status	Submitted By	Est. Total Cost	Account
<input type="checkbox"/> A12345	Pending	Jason Cromer	\$23,090.00	1100150
<input type="checkbox"/> 1-1	berry crops			
<input checked="" type="checkbox"/> 1-2	corn			
<input checked="" type="checkbox"/> 1-3	buckwheat			
<input type="checkbox"/> 2-4	cotton			
<input type="checkbox"/> 2-5	fruits, citrus			
<input checked="" type="checkbox"/> 2-6	fruits, deciduous tree			
<input type="checkbox"/> 2-7	grapes			
<input type="checkbox"/> 2-8	hops			
<input type="checkbox"/> 3-9	melons			
<input type="checkbox"/> 3-10	nuts, tree			
<input type="checkbox"/> 4-11	potatoes, irish			
<input type="checkbox"/> 4-12	pumpkins			
<input type="checkbox"/> 4-13	rice			
<input type="checkbox"/> 14	rye			
<input type="checkbox"/> 15	sorghum			
<input type="checkbox"/> it06-2	Submitted	Jason Cromer		1100570
<input type="checkbox"/> it06	Submitted	Jason Cromer		1100570
<input type="checkbox"/> slajfoifj	Received	Jason Cromer		1100570
<input type="checkbox"/> zszszszsz	Received	Jason Cromer		1100570
<input type="checkbox"/> vovovovov	Received	Jason Cromer		1100570
<input type="checkbox"/> nenenenen	Received	Jason Cromer		1100570
<input type="checkbox"/> kslslsls	Received	Jason Cromer		1100570
<input type="checkbox"/> lolololo	Received	Jason Cromer		1100570
<input type="checkbox"/> bobaobobo	Received	Jason Cromer		1100570

By entering an agency's requisition number or part of an item's description, you can perform searches against existing requisitions. If the phrase entered in the **Description** search field appears anywhere in an item's description, the requisition will be returned in the search 'results' list. Enter search criteria and then click **Submit Search**.

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ADMINISTRATIVE LAW JUDGES (S.C. Agency Number: 1100570)

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	List	Header	Lots	Items
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Enter an Agency Req Number or part of a description in the boxes and below and click **Submit Search** to execute your search. You can expand a requisition to see its corresponding items by clicking the plus (+) beside it. Select a requisition or item by clicking on the checkbox beside it. You can delete your selections or add a new requisition containing the items you selected using the buttons below. Click the **List Reqs.** button below to see display requisitions or **List Sels.** to display a list of currently selected requisitions. Click the link on a requisition name to edit the information for that requisition

Add New Req.	Cancel Sels.	Delete Sels.	List Sels.	List Reqs.	Search Reqs.
Agency Req: <input type="text"/>	Description: <input type="text" value="sand"/>		Submit Search		

From the search 'results' list, you can add to your selection list by clicking the appropriate check-boxes.

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ADMINISTRATIVE LAW JUDGES (S.C. Agency Number: 1100570)

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	List	Header	Lots	Items
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Enter an Agency Req Number or part of a description in the boxes and below and click **Submit Search** to execute your search. You can expand a requisition to see its corresponding items by clicking the plus (+) beside it. Select a requisition or item by clicking on the checkbox beside it. You can delete your selections or add a new requisition containing the items you selected using the buttons below. Click the **List Reqs.** button below to see display requisitions or **List Sels.** to display a list of currently selected requisitions. Click the link on a requisition name to edit the information for that requisition

Add New Req.	Cancel Sels.	Delete Sels.	List Sels.	List Reqs.	Search Reqs.
Agency Req: <input type="text"/>	Description: <input type="text" value="sand"/>	Submit Search			

7 Requisitions found, displaying 1 to 5 [First/Prev] 1, 2 [Next>Last]

	Req Number	Status	Submitted By	Est. Total Cost	Account
<input type="checkbox"/>	zaxazazat	Pending	Jason Cromer, the great	\$33.33	1100570
<input type="checkbox"/>	3-1	ABRASIVE EQUIPMENT			
<input type="checkbox"/>	2-2	ABRASIVES, COATED: CLOTH, FIBER, SANDPAPER, ETC.			
<input checked="" type="checkbox"/>	3-3	ABRASIVES, SANDBLASTING, METAL			
<input type="checkbox"/>	1-4	ABRASIVES, COATED: CLOTH, FIBER, SANDPAPER, ETC.			
<input checked="" type="checkbox"/>	1-5	ABRASIVES, SANDBLASTING, METAL			
<input type="checkbox"/>	1-6	RECYCLED ABRASIVES PRODUCTS AND SUPPLIES			
<input type="checkbox"/>	2-7	ABRASIVES: FELDSPAR, PUMICE, SILICA, ETC.			
<input type="checkbox"/>	2-8	WHEEL COVERS, CLOTH (FOR SHOE MANUFACTURING SEE CLASS 005 FOR ABRASIVES)			
<input type="checkbox"/>	2-9	ABRASIVES MANUFACTURING SERVICES			
<input type="checkbox"/>	3-10	cassettes, cassette holders, grids, and intensifying screens			
<input type="checkbox"/>	3-10	cassettes, cassette holders, grids, and intensifying screens			
<input type="checkbox"/>	3-10	whibble			
<input type="checkbox"/>	3-10	moofibble			
<input type="checkbox"/>	3-10	whibble			
<input type="checkbox"/>	koopeepow	Received	Jason Cromer, the great	\$127.89	1100205
<input type="checkbox"/>	12345	Pending	Jason Cromer		1100205
<input type="checkbox"/>	898989898	Pending	Jason Cromer		1100205
<input type="checkbox"/>	lmnopqrst	Received	Jason Cromer	\$123.78	1100205

4) List your selections

Click **List Sels.** to review your picks.

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ADMINISTRATIVE LAW JUDGES (S.C. Agency Number: 1100570)

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Enter an Agency Req Number or part of a description in the boxes and below and click **Submit Search** to execute your search. You can expand a requisition to see its corresponding items by clicking the plus (+) beside it. Select a requisition or item by clicking on the checkbox beside it. You can delete your selections or add a new requisition containing the items you selected using the buttons below. Click the **List Reqs.** button below to see display requisitions or **List Sels.** to display a list of currently selected requisitions. Click the link on a requisition name to edit the information for that requisition

Add New Req.
Cancel Sels.
Delete Sels.
List Sels.
List Reqs.
Search Reqs.

Agency Req: Description: Submit Search

7 Requisitions found, displaying 1 to 5 [First/Prev] 1, 2 [Next/Last]

Req Number	Status	Submitted By	Est. Total Cost	Account
<input type="checkbox"/> zaxazazat	Pending	Jason Cromer, the great	\$33.33	1100570
<input type="checkbox"/> 3-1	ABRASIVE EQUIPMENT			
<input type="checkbox"/> 2-2	ABRASIVES, COATED: CLOTH, FIBER, SANDPAPER, ETC.			
<input checked="" type="checkbox"/> 3-3	ABRASIVES, SANDBLASTING, METAL			
<input type="checkbox"/> 1-4	ABRASIVES, COATED: CLOTH, FIBER, SANDPAPER, ETC.			
<input checked="" type="checkbox"/> 1-5	ABRASIVES, SANDBLASTING, METAL			
<input type="checkbox"/> 1-6	RECYCLED ABRASIVES PRODUCTS AND SUPPLIES			
<input type="checkbox"/> 2-7	ABRASIVES: FELDSPAR, PUMICE, SILICA, ETC.			
<input type="checkbox"/> 2-8	WHEEL COVERS, CLOTH (FOR SHOE MANUFACTURING SEE CLASS 005 FOR ABRASIVES)			
<input type="checkbox"/> 2-9	ABRASIVES MANUFACTURING SERVICES			
<input type="checkbox"/> 3-10	cassettes, cassette holders, grids, and intensifying screens			
<input type="checkbox"/> 3-10	cassettes, cassette holders, grids, and intensifying screens			
<input type="checkbox"/> 3-10	whibble			
<input type="checkbox"/> 3-10	moofibble			
<input type="checkbox"/> 3-10	whibble			
<input type="checkbox"/> koopeepow	Received	Jason Cromer, the great	\$127.89	1100205
<input type="checkbox"/> 12345	Pending	Jason Cromer		1100205
<input type="checkbox"/> 898989898	Pending	Jason Cromer		1100205
<input type="checkbox"/> lmnopqrst	Received	Jason Cromer	\$123.78	1100205

In this example, all the items from requisition A12345 and two items from requisition S1234 will be used to build the new requisition.

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ADMINISTRATIVE LAW JUDGES (S.C. Agency Number: 1100570)

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	List	Header	Lots	Items
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Below are the requisitions you have selected. You can expand a requisition to see its corresponding items by clicking the plus (+) beside it. Select a requisition or item by clicking on the checkbox beside it. You can delete your selections or add a new requisition containing the items you selected using the buttons below. Click the **List Reqs.** button below to display all requisitions or **Search Reqs.** to display a list of currently selected requisitions. Click the link on a requisition name to edit the information for that requisition

Add New Req.	Cancel Sels.	Delete Sels.	List Sels.	List Reqs.	Search Reqs.
------------------------------	------------------------------	------------------------------	----------------------------	----------------------------	------------------------------

3 Selections found, displaying all Selections.

----- Selections -----			
<input checked="" type="checkbox"/>	Requisition: A12345	Status: Pending	Submitted By: Jason Cromer
			Est. Total Cost: \$23,090.00
<input checked="" type="checkbox"/>	1	berry crops	
<input checked="" type="checkbox"/>	2	corn	
<input checked="" type="checkbox"/>	3	buckwheat	
<input checked="" type="checkbox"/>	4	cotton	
<input checked="" type="checkbox"/>	5	fruits, citrus	
<input checked="" type="checkbox"/>	6	fruits, deciduous tree	
<input checked="" type="checkbox"/>	7	grapes	
<input checked="" type="checkbox"/>	8	hops	
<input checked="" type="checkbox"/>	9	melons	
<input checked="" type="checkbox"/>	10	nuts, tree	
<input checked="" type="checkbox"/>	11	potatoes, irish	
<input checked="" type="checkbox"/>	12	pumpkins	
<input checked="" type="checkbox"/>	13	rice	
<input checked="" type="checkbox"/>	14	rye	
<input checked="" type="checkbox"/>	15	sorghum	
<input checked="" type="checkbox"/>	Req. Item: zaxazazat-3	ABRASIVES, SANDBLASTING, METAL	
<input checked="" type="checkbox"/>	Req. Item: zaxazazat-5	ABRASIVES, SANDBLASTING, METAL	

5) Start the new requisition process by clicking **Add New Req.**

Click **Add New Req** to start the process. Item numbers for the new requisition will be assigned in the order you selections were made.

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South Carolina State Procurement
ADMINISTRATIVE LAW JUDGES (S.C. Agency Number: 1100570)

[List](#) [Header](#) [Lots](#) [Items](#)

Below are the requisitions you have selected. You can expand a requisition to see its corresponding items by clicking the plus (+) beside it. Select a requisition or item by clicking on the checkbox beside it. You can delete your selections or add a new requisition containing the items you selected using the buttons below. Click the **List Reqs.** button below to display all requisitions or **Search Reqs.** to display a list of currently selected requisitions. Click the link on a requisition name to edit the information for that requisition

[Add New Req.](#) [Cancel Sels.](#) [Delete Sels.](#) [List Sels.](#) [List Reqs.](#) [Search Reqs.](#)

3 Selections found, displaying all Selections.

Selections

<input checked="" type="checkbox"/>	Requisition: A12345	Status: Pending	Submitted By: Jason Cromer	Est. Total Cost: \$23,090.00
<input checked="" type="checkbox"/>	1	berry crops		
<input checked="" type="checkbox"/>	2	corn		
<input checked="" type="checkbox"/>	3	buckwheat		
<input checked="" type="checkbox"/>	4	cotton		
<input checked="" type="checkbox"/>	5	fruits, citrus		
<input checked="" type="checkbox"/>	6	fruits, deciduous tree		
<input checked="" type="checkbox"/>	7	grapes		
<input checked="" type="checkbox"/>	8	hops		
<input checked="" type="checkbox"/>	9	melons		
<input checked="" type="checkbox"/>	10	nuts, tree		
<input checked="" type="checkbox"/>	11	potatoes, irish		
<input checked="" type="checkbox"/>	12	pumpkins		
<input checked="" type="checkbox"/>	13	rice		
<input checked="" type="checkbox"/>	14	rye		
<input checked="" type="checkbox"/>	15	sorghum		
<input checked="" type="checkbox"/>	Req. Item: zaxazazat-3	ABRASIVES, SANDBLASTING, METAL		
<input checked="" type="checkbox"/>	Req. Item: zaxazazat-5	ABRASIVES, SANDBLASTING, METAL		

6) Verify, re-number, and group your new items

Look over your selections. You can drop or make additions to your list by clicking **Previous Step**. You can group your items into lots by assigning lot numbers. You can also re-order your items by assigning different item numbers. Click **Next Step** to continue the process.

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ADMINISTRATIVE LAW JUDGES (S.C. Agency Number: 1100570)

If you continue with this operation, the following 704 requisition items will be copied to a new requisition. You will still be able to add, change, and delete items from your new requisition after this operation is complete. If there are other items that need to be added, you will have the opportunity to make additional selections from the commodity/service file in a succeeding step. For more information about how this process works, [click here](#). If you are ready to continue, just click the **Next Step** button.

Lot	Item	Commodity
<input type="text"/>	<input type="text" value="1"/>	01967 rye
<input type="text"/>	<input type="text" value="2"/>	01972 sorghum
<input type="text" value="1"/>	<input type="text" value="3"/>	01921 berry crops
<input type="text" value="1"/>	<input type="text" value="4"/>	01930 corn
<input type="text" value="1"/>	<input type="text" value="5"/>	01924 buckwheat
<input type="text" value="2"/>	<input type="text" value="6"/>	01932 cotton
<input type="text" value="2"/>	<input type="text" value="7"/>	01941 fruits, citrus

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7) Complete the **Requisition Header** page.

Required Fields...

- Description
- Agency Req.
- Account
- Invoice To address
- Deliver To address
- Requisitioned By...name, phone, and e-mail address

The required fields (except **Description** and **Agency Req**) are automatically populated using the current user's directory profile and previous requisition information.

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South Carolina State Procurement
ADMINISTRATIVE LAW JUDGES (S.C. Agency Number: 1100570)

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* Description: <input type="text"/>	* Agency Req: <input type="text"/>	Est. Total Cost: <input type="text" value="23,090.00"/>	Help
* Account: <input type="text" value="1100150 FAMILY FARM DEVELOPMENT AUTHOR"/>			
* Invoice To: <input type="text" value="PO BOX 11735 COLUMBIA"/>			
Addr line 1: PO BOX 11735 City: COLUMBIA State: SC Zip: 29211			
* Deliver To: <input type="text" value="915 SOUTH MAIN ST SUITE 214 COLUMBIA"/>			
Addr line 1: 915 SOUTH MAIN ST 2: SUITE 214 City: COLUMBIA State: SC Zip: 29201			
* Requisitioned By: <input type="text" value="Jason Cromer"/>		* Email: <input type="text" value="jrcromer@sceis.sc.gov"/>	
* Phone: <input type="text" value="(803) 333-3333"/>		Fax: <input type="text" value="(333) 333-3555"/>	
Authorized By: <input type="text"/>		Approved By: <input type="text"/>	
Title: <input type="text"/>		Title: <input type="text"/>	
Req. Delivery Date: <input type="text"/>		F.O.B. Point: <input type="text" value="--Select--"/>	

[Previous Step](#)

[Cancel](#)

[Next Step](#)

If a user can enter requisitions against multiple accounts, a **drop-down box** will be provided from which the user will have to select. If a user can only enter requisitions against one account, no input is necessary.

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South Carolina State Procurement
ADMINISTRATIVE LAW JUDGES (S.C. Agency Number: 1100570)

[Log Out](#)

* Description: <input type="text" value="Another Example Requisition"/>		* Agency Req: <input type="text" value="B12345"/>	Est. Total Cost: <input type="text" value="23,090.00"/>	Help
* Account: <input type="text" value="1100150 FAMILY FARM DEVELOPMENT AUTHOR"/>				
* Invoice To: <input type="text" value="1100150 FAMILY FARM DEVELOPMENT AUTHOR"/>				
<div style="border: 1px solid black; padding: 2px;"> 1100205 CIVIL AIR PATROL SC 1100400 AGRICULTURE DEPT 1100570 ADMINISTRATIVE LAW JUDGES </div>				
* Deliver To: <input type="text" value="915 SOUTH MAIN ST SUITE 214 COLUMBIA"/>				
Addr line 1: 915 SOUTH MAIN ST 2: SUITE 214 City: COLUMBIA State: SC Zip: 29201				
* Requisitioned By: <input type="text" value="Jason Cromer"/>		* Email: <input type="text" value="jcromer@sceis.sc.gov"/>		
* Phone: <input type="text" value="(803) 333-3333"/>		Fax: <input type="text" value="(333) 333-3555"/>		
Authorized By: <input type="text"/>		Approved By: <input type="text"/>		
Title: <input type="text"/>		Title: <input type="text"/>		
Req. Delivery Date: <input type="text"/>		F.O.B. Point: <input type="text" value="--Select--"/>		
<input type="button" value="Previous Step"/>		<input type="button" value="Cancel"/>		<input type="button" value="Next Step"/>

Once the system knows which account the requisition is being submitted under, choices of *Invoice To* and *Deliver To* addresses become available. If a default *Invoice To* and/or *Deliver To* address has been specified in the Agency master file, the selection is made when the account is selected. The user can override the defaults by making another selection from the **drop-down box**.

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South Carolina State Procurement
ADMINISTRATIVE LAW JUDGES (S.C. Agency Number: 1100570)

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* Description: <input type="text" value="Another Example Requisition"/>		* Agency Req: <input type="text" value="B12345"/>	Est. Total Cost: <input type="text" value="23,090.00"/>	Help
* Account: <input type="text" value="1100150 FAMILY FARM DEVELOPMENT AUTHOR"/>				
* Invoice To: <input type="text" value="PO BOX 11735 COLUMBIA"/>				
Addr line 1: PO BOX 11735		City: COLUMBIA	State: SC	Zip: 29211
* Deliver To: <input type="text" value="915 SOUTH MAIN ST SUITE 214 COLUMBIA"/>				
Addr line 1: 915 SOUTH MAIN ST		2: SUITE 214		
City: COLUMBIA		State: SC	Zip: 29201	
* Requisitioned By: <input type="text" value="Jason Cromer"/>		* Email: <input type="text" value="jrcromer@sceis.sc.gov"/>		
* Phone: <input type="text" value="(803) 333-3333"/>		Fax: <input type="text" value="(333) 333-3555"/>		
Authorized By: <input type="text"/>		Approved By: <input type="text"/>		
Title: <input type="text"/>		Title: <input type="text"/>		
Req. Delivery Date: <input type="text"/>		F.O.B. Point: <input type="text" value="--Select--"/>		
<input type="button" value="Previous Step"/>		<input type="button" value="Cancel"/>		<input type="button" value="Next Step"/>

After filling-in all appropriate information...click **Next Step**

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ADMINISTRATIVE LAW JUDGES (S.C. Agency Number: 1100570)

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* Description: <input type="text" value="Another Example Requisition"/>		* Agency Req: <input type="text" value="B12345"/>	Est. Total Cost: <input type="text" value="23,090.00"/>	Help
* Account: <input type="text" value="1100150 FAMILY FARM DEVELOPMENT AUTHOR"/>				
* Invoice To: <input type="text" value="PO BOX 11735 COLUMBIA"/>				
Addr line 1: PO BOX 11735 City: COLUMBIA State: SC Zip: 29211				
* Deliver To: <input type="text" value="915 SOUTH MAIN ST SUITE 214 COLUMBIA"/>				
Addr line 1: 915 SOUTH MAIN ST 2: SUITE 214 City: COLUMBIA State: SC Zip: 29201				
* Requisitioned By: <input type="text" value="Jason Cromer"/>		* Email: <input type="text" value="jrcromer@sceis.sc.gov"/>		
* Phone: <input type="text" value="(803) 333-3333"/>		Fax: <input type="text" value="(333) 333-3555"/>		
Authorized By: <input type="text"/>		Approved By: <input type="text"/>		
Title: <input type="text"/>		Title: <input type="text"/>		
Req. Delivery Date: <input type="text"/>		F.O.B. Point: <input type="text" value="--Select--"/>		
<input type="button" value="Previous Step"/>		<input type="button" value="Cancel"/>		<input type="button" value="Next Step"/>

8) Select additional items from the Commodity/Service file

You can now assign additional items to your new requisition by making selections from the commodity/service file. Enter a description or code to search for commodities and services. Click **Submit Search** to list the items matched.

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South Carolina State Procurement
ADMINISTRATIVE LAW JUDGES (S.C. Agency Number: 1100570)

Search **Selected**

Search for commodities/services matching this description: **Submit Search**

Search for commodities/services matching this code:

1) Enter a keyword to search our commodity descriptions. Click the 'Submit Search' button to execute the search.
2) Select the goods and services you wish to request by clicking the checkboxes. Expand a commodity class by clicking '+'. Collapse a commodity class by clicking '-'.
3) Use the 'Previous Step' button if you need to review a previous step...using the browser's forward or backward button will not submit your data.

Previous Step **Cancel** **Next Step**

Click the '+' to expand the hierarchy of a commodity/service. Click the **check-boxes** to select items.

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ADMINISTRATIVE LAW JUDGES (S.C. Agency Number: 1100570)

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Search

Selected

Search for commodities/services matching this description:

Submit Search

Search for commodities/services matching this code:

- 1) Enter a keyword to search our commodity descriptions. Click the 'Submit Search' button to execute the search.
- 2) Select the goods and services you wish to request by clicking the checkboxes. Expand a commodity class by clicking '+'. Collapse a commodity class by clicking '-'.
- 3) Use the 'Previous Step' button if you need to review a previous step...using the browser's forward or backward button will not submit your data.

15 Commodities/Services found, displaying 1 to 5 [First/Prev] 1, 2, 3 [Next/Last]

	Comm/Srv Code	Description
<input type="checkbox"/>	00505	ABRASIVE EQUIPMENT AND TOOLS
<input checked="" type="checkbox"/>	00514	ABRASIVES, COATED: CLOTH, FIBER, SANDPAPER, ETC.
00500-Abrasives		
<input type="checkbox"/>	00521	ABRASIVES, SANDBLASTING, METAL
<input type="checkbox"/>	00528	ABRASIVES, SANDBLASTING (OTHER THAN METAL)
<input type="checkbox"/>	00542	ABRASIVES, SOLID: WHEELS, STONES, ETC.

Previous Step

Cancel

Next Step

The user can enter a partial code to list all commodities/services belonging to a specific class. While doing the previous search, it was noted that class 005 encompasses ABRASIVES. The longer the code that you supply, the more specific the query will be. A search can also include both search fields. The commodity below was found as a result of fulfilling a request to search for 'sand' under commodity class 005. **Note: The wild card character, "*", must be used for partial commodities/services searches.**

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South Carolina State Procurement
 ADMINISTRATIVE LAW JUDGES (S.C. Agency Number: 1100570)

Search
Selected

Search for commodities/services matching this description: Submit Search

Search for commodities/services matching this code:

1) Enter a keyword to search our commodity descriptions. Click the 'Submit Search' button to execute the search.
 2) Select the goods and services you wish to request by clicking the checkboxes. Expand a commodity class by clicking '+'. Collapse a commodity class by clicking '-'.
 3) Use the 'Previous Step' button if you need to review a previous step...using the browser's forward or backward button will not submit your data.

3 Commodities/Services found, displaying all Commodities/Services.

		Comm/Srv Code	Description
+	<input type="checkbox"/>	00514	ABRASIVES, COATED: CLOTH, FIBER, SANDPAPER, ETC.
+	<input type="checkbox"/>	00521	ABRASIVES, SANDBLASTING, METAL
+	<input type="checkbox"/>	00528	ABRASIVES, SANDBLASTING (OTHER THAN METAL)

Previous Step
Cancel
Next Step

A user can click **Selected** at anytime to display the collection of commodities/services that have been chosen.

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Search

Selected

Search for commodities/services matching this description:

Submit Search

Search for commodities/services matching this code:

- 1) Enter a keyword to search our commodity descriptions. Click the 'Submit Search' button to execute the search.
- 2) Select the goods and services you wish to request by clicking the checkboxes. Expand a commodity class by clicking '+'. Collapse a commodity class by clicking '-'.
- 3) Use the 'Previous Step' button if you need to review a previous step...using the browser's forward or backward button will not submit your data.

3 Commodities/Services found, displaying all Commodities/Services.

		Comm/Srv Code	Description
<input type="checkbox"/>	<input type="checkbox"/>	00514	ABRASIVES, COATED: CLOTH, FIBER, SANDPAPER, ETC.
<input type="checkbox"/>	<input type="checkbox"/>	00521	ABRASIVES, SANDBLASTING, METAL
<input type="checkbox"/>	<input type="checkbox"/>	00528	ABRASIVES, SANDBLASTING (OTHER THAN METAL)

Previous Step

Cancel

Next Step

Click 'off' a check-box to drop a selection. When all items have been selected, click **Next Step**.

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Search

Selected

- 1) Use the 'Previous Step' button if you need to review a previous step...using the forward or backward button will not submit your data. Remember to click 'Save Profile' to apply your changes.
2) Click 'off' the checkbox to remove that class/subclass from your selection list.

2 Commodities/Services found, displaying all Commodities/Services.

	Comm/Srv Code:	Description
<input checked="" type="checkbox"/>	00514	ABRASIVES, COATED: CLOTH, FIBER, SANDPAPER, ETC.
00500-Abrasives		
<input checked="" type="checkbox"/>	00521	ABRASIVES, SANDBLASTING, METAL

Previous Step

Cancel

Next Step

9) Verify, re-number, and group your selections from the commodity/service file.

Look over your commodity/service selections. You can drop or make additions to your list by clicking **Previous Step**. You can group your items into lots by assigning lot numbers. You can also re-order your items by assigning different item numbers. The **Renumber** button located at the bottom of the page will assign item numbers based on the order of your selections (this is how the original line numbers are assigned). Click **Next Step** to add your new requisition to the database.

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South Carolina State Procurement
ADMINISTRATIVE LAW JUDGES (S.C. Agency Number: 1100570)

A new requisition will be added to the database using the following 2 items. You will still be able to add, change, and delete items from your requisition after this operation is complete. If there are other items that need to be added, as a matter of convenience, you may want to make the additions before you continue by clicking the **Previous Step** button located at the bottom of the page. Be sure to check the details once your requisition has been added (remember...all lot and item information is copied, including descriptions, quantities, alternate delivery information, etc.). If you are ready to continue, just click the **Next Step** button.

2 Commodities/Services found, displaying all Commodities/Services.

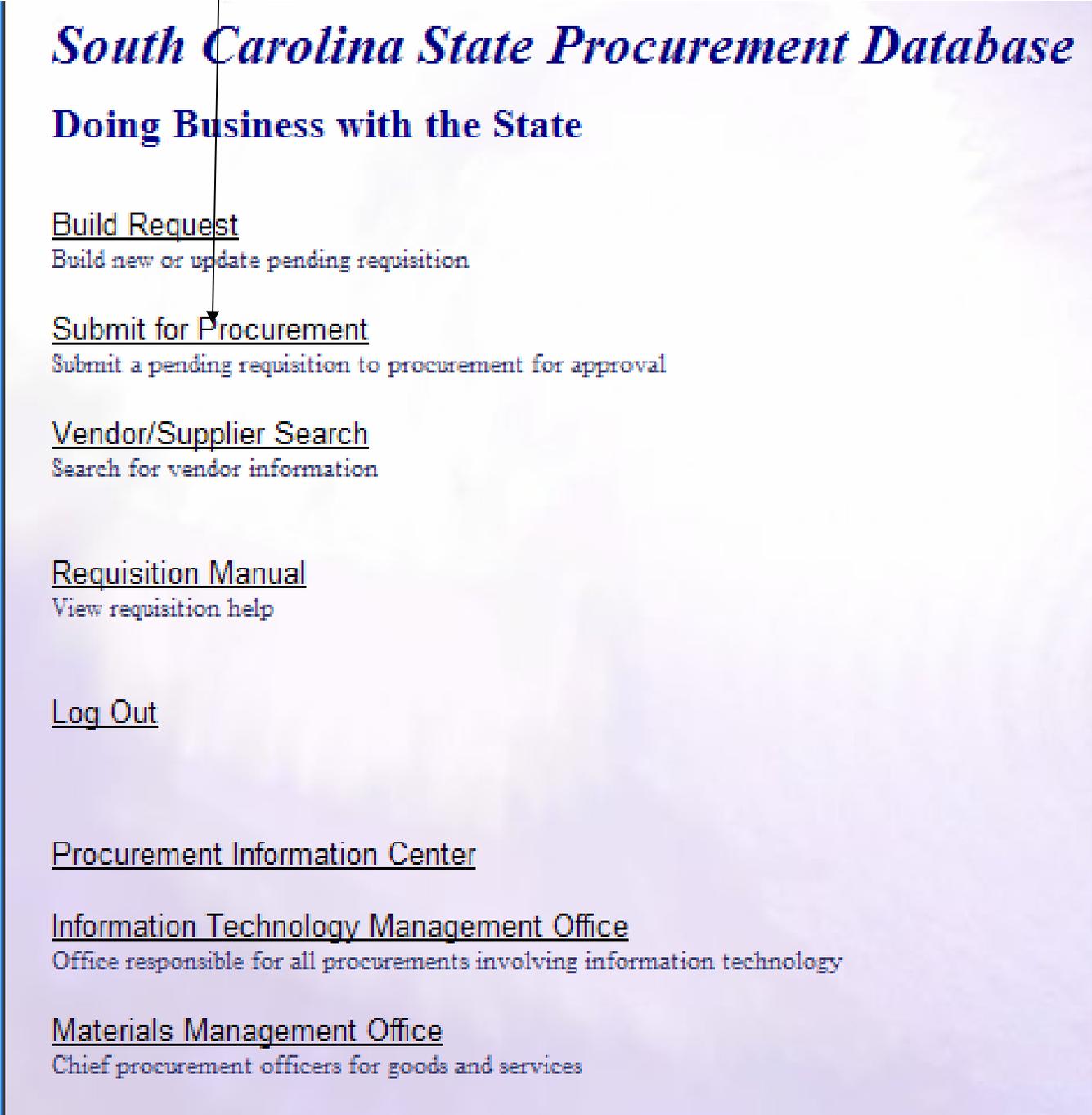
Lot	Item	Comm/Srv Code	Description
<input type="text" value="3"/>	<input type="text" value="16"/>	00514	ABRASIVES, COATED: CLOTH, FIBER, SANDPAPER, ETC.
00500-Abrasives			
<input type="text" value="3"/>	<input type="text" value="17"/>	00521	ABRASIVES, SANDBLASTING, METAL
00500-Abrasives			

Previous Step **Renumber** **Cancel** **Next Step**

10) Review your new requisition (same as steps 6-12 of '*Adding a New Requisition from Scratch*').

Submitting your Requisition to the Procurement Office

- 1) Select Submit for Procurement from the **Main Menu**



South Carolina State Procurement Database

Doing Business with the State

Build Request
Build new or update pending requisition

Submit for Procurement
Submit a pending requisition to procurement for approval

Vendor/Supplier Search
Search for vendor information

Requisition Manual
View requisition help

Log Out

Procurement Information Center

Information Technology Management Office
Office responsible for all procurements involving information technology

Materials Management Office
Chief procurement officers for goods and services

2) Select a pending requisition to submit

Click the '+' to expand a requisition. **Select** one or more pending requisitions to submit to the procurement office for processing.

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South Carolina State Procurement
MENTAL HEALTH PURCHASING OFF (S.C. Agency Number: 1116100)

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You can expand a requisition to see its corresponding items by clicking the plus (+) beside it. Select a requisition by clicking on the checkbox beside it. You can validate your selections to see if they are ready to be submitted to the procurement office by clicking the **Validate** button above. Click the **Submit** button above if you are ready to submit your selections.

10 Pending Requisitions found, displaying all Pending Requisitions.

Req Number	Status	Submitted By	Est. Total Cost	Account
<input type="checkbox"/> B12345	Pending	Stuart Bessent	\$23,090.00	1116100
<input type="checkbox"/> A12345	Pending	Stuart Bessent	\$23,090.00	1116100
<input type="checkbox"/> foofoofoo	Pending	Jason Cromer		1105610
<input type="checkbox"/> teeveelee	Pending	Jason Cromer	\$895.00	1117500
<input type="checkbox"/> CONTAINED	Pending	Stuart Bessent	\$1,234.56	1421700
<input type="checkbox"/> keepoofoo	Pending	Jason Cromer	\$155.88	1105610
<input type="checkbox"/> BJBJBJB	Pending	Jason Cromer		1105610
<input checked="" type="checkbox"/> S1234	Pending	Jason Cromer		1105610
<ul style="list-style-type: none"> 4-1 ANTI-INFECTIVE AGENTS 4-2 ANTINEOPLASTIC AGENTS 4-3 ABRASIVES, SANDBLASTING 5-4 ABRASIVES, SANDBLASTING (OTHER THAN METAL) 5-5 MIXERS, FOOD (HOUSEHOLD TYPES) 1-6 SAND PAPER 1-7 EMERY CLOTH 2-8 ANTAGONISTS, HEAVY METAL 2-9 FOODWASTE DISPOSAL, 2 HP, 3 PHASE, 480 VOLTS, 5 AMP 				
<input type="checkbox"/> mixture	Pending	Bernard P Fife	\$5.00	1105610
<input type="checkbox"/> ioioioioi	Pending	Jason Cromer		1105610

3) Click **Submit**

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MENTAL HEALTH PURCHASING OFF (S.C. Agency Number: 1116100)

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You can expand a requisition to see its corresponding items by clicking the plus (+) beside it. Select a requisition by clicking on the checkbox beside it. You can validate your selections to see if they are ready to be submitted to the procurement office by clicking the **Validate** button above. Click the **Submit** button above if you are ready to submit your selections.

10 Pending Requisitions found, displaying all Pending Requisitions.

Req Number	Status	Submitted By	Est. Total Cost	Account
<input type="checkbox"/> B12345	Pending	Stuart Bessent	\$23,090.00	1116100
<input type="checkbox"/> A12345	Pending	Stuart Bessent	\$23,090.00	1116100
<input type="checkbox"/> foofoofoo	Pending	Jason Cromer		1105610
<input type="checkbox"/> teeweelee	Pending	Jason Cromer	\$895.00	1117500
<input type="checkbox"/> CONTAINED	Pending	Stuart Bessent	\$1,234.56	1421700
<input type="checkbox"/> keepoofoo	Pending	Jason Cromer	\$155.88	1105610
<input type="checkbox"/> jkjkljkl	Pending	Jason Cromer		1105610
<input checked="" type="checkbox"/> S1234	Pending	Jason Cromer		1105610
<ul style="list-style-type: none"> 4-1 ANTI-INFECTIVE AGENTS 4-2 ANTINEOPLASTIC AGENTS 4-3 ABRASIVES, SANDBLASTING 5-4 ABRASIVES, SANDBLASTING (OTHER THAN METAL) 5-5 MIXERS, FOOD (HOUSEHOLD TYPES) 1-6 SAND PAPER 1-7 EMERY CLOTH 2-8 ANTAGONISTS, HEAVY METAL 2-9 FOODWASTE DISPOSAL, 2 HP, 3 PHASE, 480 VOLTS, 5 AMP 				
<input type="checkbox"/> mixture	Pending	Bernard P Fife	\$5.00	1105610
<input type="checkbox"/> iioioioio	Pending	Jason Cromer		1105610

4) Review any errors

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South Carolina State Procurement
MENTAL HEALTH PURCHASING OFF (S.C. Agency Number: 1116100)

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The requisition you selected has errors. You may still submit this requisition to the procurement office, but you will have to make the necessary corrections first (click the "+" beside the requisition number for details).

 S1234

Operation Status: One Error Found...click "+" to display error detail.

[Return](#)

Click the '+' to see the error details. A requisition must pass this validation process before being submitted.

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South Carolina State Procurement
MENTAL HEALTH PURCHASING OFF (S.C. Agency Number: 1116100)

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The requisition you selected has errors. You may still submit this requisition to the procurement office, but you will have to make the necessary corrections first (click the "+" beside the requisition number for details).

☒ S1234 **Operation Status: One Error Found...click "+" to display error detail.**
Lot 4 appears to be out of order...lot numbers must be unique and must be sequential.

[Return](#)

5) For validated requisition, click **Continue**.

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South Carolina State Procurement
MENTAL HEALTH PURCHASING OFF (S.C. Agency Number: 1116100)

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If you continue with this operation, the following validated requisition will be submitted to the procurement office for processing. You will **not** be able to add, change, or delete any information from your copy of this requisition after this operation is complete. It will be maintained for future reference only. If you later find that changes need to be made or the requisition needs to be canceled, you will have to contact the procurement office.

S1234

Operation Status: Validated...ready for submission to procurement office.

[Cancel](#)

[Continue](#)

6) Sample notification

When...

- 1) a requisition is submitted to the procurement office
- 2) more than one person has authority to administer requisitions for its account

...A notification will be e-mailed to the other administrators of that account.

The following requisition has been submitted to the procurement office for processing. Another notification will be sent when the requisition has been assigned to a buyer.

Agency Req. Number: B12345
Est. Total Cost: 2,500.45
Item Count: 10

Sincerely,
Joe Pro
SCDC
(803) 737-9999
wjoep@scdc.sc.gov