

Purchase Requisition Form (REQR)

The **Purchase Requisition** (REQR) form is divided into the following sections:

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General Information and List of Screen Changes

Below is some general information about the REQR form.

General Information

- REQR requires line item pricing. This means that for each and every item you enter, you are now

required to enter the unit price. The form will extend the item total. There is one exception to line item pricing, lump sum, which is noted later in this document. Because of the item total, you must indicate the amount you want to charge against each budget. In the case of a single budget, you simply apply 100% of the line item to that budget. There are several ways to "split" the budgets and those are described in the screen shots.

- REQR has a scrollable vendor list which allows you to pick a vendor from the list or create a new vendor.
- An REQR form will be added and a document number assigned as soon as the user advances from the Table of Contents and the form action is **ADD**. Subsequent data modifications will be considered **CHANGES** and will be noted as such in the form history.
- The REQR will route on the same approval path as the PURC form.
- REQR forms will show up on all browse screens as PURC form types.
- Departments will still receive a printed copy from Purchasing after the document is approved. This copy will be the receiving report and will contain the PO number.

Form Changes

The REQR is grouped onto separate screens.

The separate screens are:

- Table of Contents
- Budget Detail
- Item Detail
- Budget Summary
- Vendor Selection
- Requisition Header
- Ship To/Bill To Address
- Notes to Vendor/Notepad
- Single/Sole Source Justification.

-- Table of Contents --

- REQR form has a "Table of Contents". The user can select which screens they need to enter data.
- The Table of Contents also contains the form's Routing Budget (previously the PURC form routed

on the first budget entered in the budget section).

-- Budget Detail Screen --

- There is now the capability to split the order among a maximum of seven different budget/fund/object class/project numbers.

-- Detail Screen --

- The REQR **requires** line item pricing. This means that for each and every item you enter, you are required to enter the unit price.
- The REQR can be used to purchase up to 99 different items. One item is entered per Item Detail screen. After completing the first Item Detail screen, press **PF8** and you will receive another Item Detail screen. Continue pressing **PF8** to complete the Item Detail screens as needed.
- When you are finished entering your items, leave the last Item Detail screen blank and press **PF8** to continue with the other REQR screens.
- Each item will need to be referenced back to the budget(s) entered on the Budget Detail Screen. Enter the budget line(s) associated with the budget to be charged for each item.
- To view a summary of all items ordered, type **Y** at "View Item Summary" and press **Enter**. The Item Summary will display the first description line of each item.

-- Notes to Vendor --

- There is an extensive "PO Notes" screen which allows the department to enter notes on the requisition which will print on the vendor's copy of the final PO. The department notepad should be used for notes which the user does NOT want the vendor to see.

Use of the REQR Form

Cover Screen

PLEASE ENTER ROUTING BUDGET		PURCHASING SYSTEM		PURC
09/10/99		REQR PURCHASE REQUISITION FORM		DAM3
13:56:59.8				
Form Action: ADD	Document #:	Unit:	Confidential (Y/N): N	
Next Approver: _____	Effective Date: 09 / 10 / 1999	Form Status:		
Budget to be used for Approval Routing: _ - _ - _ UP 1		TABLE OF CONTENTS		
Order Number:		Mark	Screen Name	
Buyer Name:				
Buyer Number:		X	Budget Detail	
Vendor:		2 X	Item Detail	
Encumb. Amt:	Fund Obj.	X	Budget Summary Screen	
First Budget: - -		X	Vendor Selection	
Split Budget:		X	Requisition Header	
Item #1 Desc:		X	Ship To/Bill To Address	
No. of Items:		X	Notes To Vendor/Notepad	
Notepad:		-	Single Source Justification	
POCH: 0				
Electronic Single/Sole Source				
Justification: N				
Last-Action:				
Last Action Name:				
NEXT FUNCTION: _____			<MENU,KEYS,END>	

1. At **Budget to be used for approval routing**, enter the budget number that the form will route on for approval. This is not necessarily the budget(s) to be charged.

Example:

12345 UP should be entered **0102345** UP.

Zeros are placed around the first number of the budget.

2. At **Mark**, place an **X** beside the screens that you want to complete.

Press **PF8** to view the screens selected.

> Notes:

- The **Form Action** field will automatically default to **ADD** but can be modified.
- At **Next Approver**, you can enter the user id of the person to approve the form if the next approver is not the default.

Once you press **PF8** to continue to the next page, the REQR form will be automatically added for you. A document number will be generated and the Unit will be displayed the next screen. The form action will automatically change to **CHG** (change).

[More information on the Cover Screen after the form has been added.](#)

Budget Detail Screen

```

PF5=TOP, PF6=BOTTON, PF7=BACKWARD, PF8=FORWARD, PF 12=PROCESS
09/10/99          PURCHASING SYSTEM          PURC
13:59:48.1       REQR BUDGET DETAIL         DAM3

Form Action:  CHG Document #: 97922      Unit: MS      Confidential (Y/N): N
Next Approver:  _____ Effective Date: 09 / 08 / 1999      Form Status: NEW

----- Distribution of Charges -----

Order Type: PO 1      Fiscal Year Date: 1999 / 2000 2
Budget
Line #  Ref No  Post Code      Dept No      Fund No  Obj Codes  Proj No  Est $
1      3      _____      01 4 44_ UP  5      6      7      8
2      _____      _____      _____      _____      _____      _____      _____
3      _____      _____      _____      _____      _____      _____      _____
4      _____      _____      _____      _____      _____      _____      _____
5      _____      _____      _____      _____      _____      _____      _____
6      _____      _____      _____      _____      _____      _____      _____
7      _____      _____      _____      _____      _____      _____      _____
Total-->

Last Action: ADD
Last Action Name: DEB METZEL
NEXT FUNCTION: _____ <MENU,KEYS,END>
  
```

1. The **Order Type** will automatically default to the **PO** (Purchase Order) but can be modified for Standing Orders (SO).
2. The **Fiscal Year Date** will automatically default to the current fiscal year but can be modified.
3. At **Ref No**, enter the department's reference number.
4. The **Dept No** will automatically default to the budget entered on the cover screen but can be modified. At least one budget must be entered but up to seven different budgets can be entered. The form for the budget is NN-NNN-NN_UP.

Example:

12345 UP should be entered **0102345 UP**.

Zeros are placed around the first number of the budget.

> Note:

If the form is split between different departments, the **FWD** (Forward) function can be used to forward the form to the other departments for "Off-Path Approval."

- At **Quantity**, enter the quantity of the item to be received.
- At **UOM** (Unit of Measure), enter unit of the item to be received.

Example:

ea (each), bx (box), dz (dozen).

> Note:

Press **PF1** to locate the appropriate UOM code.

- At **Unit Price**, enter the price of the item per unit.

Press **Enter**.

You will be prompted to set the allocation flag for **P, Q, A or L**.

```

SET FLAG TO (P) PERCENT OR (Q) QUANTITY OR (A) AUTOMATIC OR (L) LUMP SUM
09/10/99          PURCHASING SYSTEM          PURC
14:15:36.1       REQR ITEM DETAIL           DAM3

Form Action: CHG  Document #: 97922      Unit: MS      Confidential (Y/N): N
Next Approver:   Effective Date: 09 / 08 / 1999      Form Status: NEW
LN ITM          QUANTITY  UOM      UNIT PRICE  TOTAL $
1  OF           40         EA       50.00      2000.00
P/Q/A/L:  - 5      View Item Summary: N
Budget#  1        2

$: _____
ITEM DESCRIPTION
_____  

_____  

_____  

_____  

_____  

_____  

_____  

More Description Lines: (Y/N) N

Last Action: CHG          Delete this item: (Y/N) N
Last Action Name: DEB METZEL
NEXT FUNCTION: _____ (MENU, KEYS, END)
  
```

- At **P / Q / A / L**: (Allocation), enter **P, Q, A or L**.

P	Percentage	Enter the Percentage per Budget.
Q	Quantity	Enter the Quantity per Budget.
A	Automatic	Every line item will be automatically distributed based on each budget's percentage of the total requisition.

L	Lump Sum	<p>Placing an "L" at Allocation will automatically allocate budgets as they are on the Budget Detail.</p> <p>Using Lump Sum will also turn off the "Unit Price" field for all other items in the Requisition so nonpriced items can be recorded.</p> <p>> Note:</p> <p>Lump Sum can also be used with only one Budget.</p> <p>Please see the document titled Lump Sum Pricing vs. Line Item Pricing for additional information.</p>
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Examples:

- Allocation flag set to **P** (Percentage):

```

PF5=TOP, PF6=BOTTON, PF7=BACKWARD, PF8=FORWARD, PF12=PROCESS
09/10/99                PURCHASING SYSTEM                PURC
14:22:15.6              REQR ITEM DETAIL                  DAM3

Form Action: CHG  Document #: 97922    Unit: MS          Confidential (Y/N): N
Next Approver: _____ Effective Date: 09 / 08 / 1999    Form Status: NEW

  LM  ITM          QUANTITY    UOM      UNIT PRICE    TOTAL $
  1  OF 1          40          EA       50.00         2000.00
P/Q/R/L:  P  5      View Item Summary: N  6
Budget#   1      2
          25  75
$:      500.00  1500.00

                ITEM DESCRIPTION
  8  SCIENTIFIC CALCULATORS_____
_____
_____
_____
_____
_____
_____
More Description
Lines: (Y/N) N  9

Last Action: CHG                Delete this item: (Y/N) N 10
Last Action Name: DEB METZEL
NEXT FUNCTION: _____      (MENU, KEYS, END)

```

- Allocation flag set to **Q** (Quantity):

FORM HAS BEEN CHANGED

09/10/99 PURCHASING SYSTEM PURC
 14:19:30.9 REQR ITEM DETAIL DAM3

Form Action: CHG Document #: 97922 Unit: MS Confidential (Y/N): N
 Next Approver: _____ Effective Date: 09 / 08 / 1999 Form Status: NEW

LN	ITM	QUANTITY	UOM	UNIT PRICE	TOTAL \$
1	OF 1	40	EA	50.00	2000.00

P/Q/R/L: Q 5 View Item Summary: N 6
 Budget# 1 2
 15 7 25

\$: 750.00 1250.00

ITEM DESCRIPTION

8 SCIENTIFIC CALCULATORS

More Description Lines: (Y/N) N 9

Last Action: CHG Delete this item: (Y/N) N 10
 Last Action Name: DEB METZEL
 NEXT FUNCTION: _____ (MENU, KEYS, END)

- Allocation flag set to A (Automatic):

PF5=TOP, PF6=BOTTON, PF7=BACKWARD, PF8=FORWARD, PF12=PROCESS

09/10/99 PURCHASING SYSTEM PURC
 15:15:52.4 REQR ITEM DETAIL DAM3

Form Action: CHG Document #: 97992 Unit: MS Confidential (Y/N): N
 Next Approver: _____ Effective Date: 09 / 10 / 1999 Form Status:

LN	ITM	QUANTITY	UOM	UNIT PRICE	TOTAL \$
1	OF 1	5	EA	1000.00	5000.00

P/Q/R/L: A 5 View Item Summary: N 6
 Budget# 1 2
 7

\$: 2000.00 3000.00

ITEM DESCRIPTION

8 ANNERS

More Description Lines: (Y/N) N 9

Last Action: CHG Delete this item: (Y/N) N 10
 Last Action Name: DEB METZEL
 NEXT FUNCTION: _____ (MENU, KEYS, END)

- Allocation flag set to L (Lump Sum):

```

PF5=TOP, PF6=BOTTON, PF7=BACKWARD, PF8=FORWARD, PF12=PROCESS
09/10/99                PURCHASING SYSTEM                PURC
15:18:28.8              REQR ITEM DETAIL                  DAM3

Form Action: CHG  Document #: 97993  Unit: MS  Confidential (Y/N): N
Next Approver: _____ Effective Date: 09 / 10 / 1999  Form Status:

LN  ITH  QUANTITY  UOM  UNIT PRICE  TOTAL $
1  OF 1  5         EA  1000.00    5000.00
P/Q/R/L:  L 5  View Item Summary: N 6
Budget#  1  2

$:  2000.00 7  3000.00

ITEM DESCRIPTION
8 INNERS_____
_____
_____
_____
_____
_____
_____
More Description
Lines:(Y/N) N 9

Last Action: CHG  Delete this item:(Y/N) N 10
Last Action Name: DEB METZEL
NEXT FUNCTION: _____ (MENU KEYS END)

```

6. The **View Item Summary** field will default to **N** (No) but can be modified. This field is used if you would like to view a summary or list of all the items ordered on this PURC. The Item Summary will display the first description line of each item.
7. At **Budget Line #**, enter the budget line(s) associated with the budgets to be charged for this item.

> Note:

Press **PF1** to view the budgets entered on the Budget Detail screen.

8. At **Item Description**, enter a full description of the item ordered.
9. The **More Description Lines** field will default to **N** (No) but can be changed to **Y** (Yes) if more description lines are needed for the item ordered.

> Note:

Once **Y** (yes) is entered, press **Enter** to obtain the additional description lines. Once the description is completed, press **PF3** to exit the window.

10. The **Delete This Item** field will default to **N** (No) but can be changed to **Y** (Yes) if you want to delete the item entered.

> Note:

Once **Y** (Yes) is entered, press **Enter** and the item entered will be deleted from the

PURC.

Press **PF8** to continue to the screens selected.

Once **PF8** is pressed, another Item Detail screen will appear for you to enter the next item (Line Item 2).

> **Notes:**

- If you have other items to order, complete as many **Item Detail** screens as needed.
- If you do not have anymore items, leave the Item Detail screen blank and press **PF8**. This indicates to the REQR form that the previous item entered was the last one and it will continue to the next selected screen (**example: Notes to Vendor screen**).
- It is no longer necessary to type ***** LAST ITEM ***** in the last item description.

Budget Summary Screen

PF7=BACKWARD, PF8=FORWARD
09/10/99
15:08:15.4

PURCHASING SYSTEM
REQR SUMMARY SCREEN

PURC
DAM3

Form Action: CHG Document#: 97922 Unit: MS Confidential (Y/N):
Next Approver: _____ Effective Date: 09 / 10 / 1999 Form Status: NEW

Budget Line #	Dept No	Fund No	Obj Codes	Budgeted Amount	Input Amount
1	01 042 44 UP	10010	301	2000.00	2000.00
2	02 021 18 UP	10010	301	3000.00	3000.00
3					
4					
5					
6					
7					
Totals>				5000.00	5000.00

NOTE: BUDGET AND INPUT AMOUNTS MUST BALANCE TO PROCESS REQR

Last Action:
Last Action Name:
NEXT FUNCTION: _____ **(MENU KEYS END)**

1. The **total amounts** that were budgeted and entered on the previous screens.

> Note:

Both the Budget and Input amounts must balance in order to process the REQR form.

Press PF8 to continue to the screens selected.

Vendor Selection Screen

REQR VENDOR SELECTION SCREEN			
ITEM	VENDOR NAME	VENDOR SITE	
----	-----	-----	-----
1	A B STUDIO INC	CHICAGO	IL
2	A B WILLIAMS CO	HERSHEY	PA
3	A C ANTOLINE OFFICE SUPPLY	MONACA	PA
4	A C BURKE CO	MARINA DEL R	CA
5	A COMPUTING	PRESCOTT VAL	AZ
6	A DAIGGER CO	LINCOLNSHIRE	IL
7	A DAIGGER CO	WHEELING	IL
8	A DAIGGER CO	ALEXANDRIA	VA
9	A DANCHECK INC	KINGSTON	PA
10	A DEAN WATKINS CO	LANSING	MI

ENTER: T = TOP ITEM # TO SELECT CORRECT
N = NEXT SEARCH VENDOR TO LOOK FOR A VENDOR.
P = PREV EXIT WITH PF7 PF8 PF12 PF24
CV = CREATE VENDOR
SELECTION: 6_ ①

SEARCH FOR: _____

1. At **Selection**, enter the number of the vendor from the Vendor list.

> Notes:

- The Vendor list is a searchable function and users are permitted to add vendors to the list using the CV (Create Vendor) selection. All information added using the CV selection will become a permanent entry in the Vendor list.
 - If multiple Vendor names are listed for a specific vendor, users should then enter the number for the Vendor based on Vendor Site.
-

Vendor Screen

PF1=SELECT, PF5=TOP, PF6=BOT, PF7=BACK, PF8=NEXT, PF11=NEW, PF12=PROC			
10/09/00	PURCHASING SYSTEM		PURC
10:09:22.0	REQR VENDOR		JWD1
Form Action:	Document#: 97992	Unit: MS	Confidential (Y/N): N
Next Approver: ____	Effective Date: 09 / 10 / 1999	Form Status: NEW	
Name: _____	Site: _____		
Address: _____			
City: _____	State: __	Zip: _____	- _____
Country: __ Foreign Country Zip Code: _____			
Phone: _____	Fax: _____		
AS PER NUMEROUS REQUESTS, PHONE AND FAX NUMBERS ARE NOW EDITABLE			
----- ACTUAL VENDOR FOR PURCHASING USE ONLY -----			

Name:			Id
Attention:			
Address:			
City:	State:	Zip: -	
Country: Foreign Country Zip Code:			
Last Action: CHG			
Last Action Name: DEB METZEL			
NEXT FUNCTION: _____ (MENU,KEYS,END)			

1. At **Phone and Fax Numbers**, enter the Vendor Contact's phone numbers, if it differs from the phone numbers listed.

As Per Numerous Requests, Phone and Fax Numbers Are Now Editable

Press **PF8** to continue to the screens selected.

Requisition Header Screen

```

PF5=TOP, PF6=BOTTON, PF7=BACKWARD, PF8=FORWARD, PF12=PROCESS
09/10/99          PURCHASING SYSTEM          PURC
16:39:12.1       REQR REQUISITION HEADER SCREEN  DAM3

Form Action: CHG Document#: 97992      Unit: MS      Confidential (Y/N): N
Next Approver: DAM3      Effective Date: 09 / 10 / 1999      Form Status: NEW

PURCHASE ORDER NUMBER:      Commodity: SCIENTIFIC 1
Date Needed: 10 / 01 / 1999 2      Buyer: MICHAEL P. CONROY
Order Type: PO      Sending Attachment: Q S 3
Dept. Contact: EDGAR MUNCHNER 4      Received Attachment:
Phone: 814 - 863 - 584

-----Purchasing Use Only-----

Shipping Terms:      Bid Start:
Payment Terms:      Bid End:
Order Faxed:      Emergency Order:

Last Action: CHG
Last Action Name: DEB METZEL
NEXT FUNCTION: _____ (MENU, KEYS, END)

```

1. At **Commodity**, enter the appropriate buyer code for the item(s) being purchased.

> Note:

Press **PF1** to locate the appropriate buyer code.

2. At **Date Needed**, enter the date the ordered goods are needed.

3. At **Sending Attachments**, enter the appropriate code for the attachments that are accompanying this order through campus mail. Up to four attachments can be indicated.

> Notes:

- o Press **PF1** to locate the appropriate attachment code.
- o The **Received Attachments** field allows you to view which of these attachments have reached the buyer in purchasing.

4. At **Dept Contact**, enter the person the Purchasing Department can contact regarding the order.

5. At **Phone**, enter the telephone number of the Department Contact.

Press **PF8** to continue to the screens selected.

Ship To / Bill To Address Screen

```
PF5=TOP, PF6=BOTTON, PF7=BACKWARD, PF8=FORWARD, PF12=PROCESS
09/10/99
16:41:09.2
PURCHASING SYSTEM
REQR ADDRESS DETAILS
PURC
DAM3

Form Action: CHG Document #: 97992 Unit: MS Confidential (Y/N): N
Next Approver: DAM3 Effective Date: 09 / 10 / 1999 Form Status: NEW

SHIP TO ADDRESS
Department: ECONOMICS 1
Attention: EDGAR MUNCHNER 2
Room: 123 3 Building: HALLOWELL 4
Street: 5
City: UNIVERSITY PARK 6
State: PA 7 Zip: 16802 8

BILL TO ADDRESS 9
Campus: THE PENNSYLVANIA STATE UNIVERSITY
Department: PURCHASING SERVICES
Street: 101 PROCUREMENT SERVICES BUILD
City: UNIVERSITY PARK
State: PA Zip: 16802 1004

Last Action: CHG
Last Action Name: DEB METZEL
NEXT FUNCTION: _____ (MENU,KEYS,END)
```

1. At **Department**, enter the Department where the item purchased should be shipped.
2. At **Attention**, enter the person's name that the item purchased should be shipped.
3. At **Room**, enter the room where the items purchased should be shipped.
4. At **Building**, enter the building where the items purchased should be shipped.
5. At **Street Address**, enter the street address where the items purchased should be shipped, if applicable.
6. At **City**, enter the city where the items purchased should be shipped.
7. At **State**, enter the state where the items purchased should be shipped.
8. At **Zip**, enter the zip code where the items purchased should be shipped.

> Note:

If multiple or foreign **SHIP TO** addresses are needed, enter SEE BELOW in the

Department field. Then enter the addresses the item(s) are to be shipped to in the item detail screen. Addresses must be entered below the item descriptions.

9. The **Bill To Address** information is supplied by the system.

Press **PF8** to continue to the screens selected.

Notes to Vendor / Notepad Screen

```
PF5=TOP, PF6=BOTTON, PF7=BACKWARD, PF8=FORWARD, PF12=PROCESS
09/10/99                                PURCHASING SYSTEM                                PURC
16:42:54.9                              REQR NOTES TO VENDOR/NOTEPAD                            DAM3
Form Action: CHG Document #: 97992      Unit: MS          Confidential (Y/N): N
Next Approver: DAM3 Effective Date: 09 / 10 / 1999      Form Status: NEW
Notes To Vendor: Please see sp1ification sheet for additional info
rmatation. _____
_____
_____
_____
_____
_____
_____
_____
_____
Notepad: Needed for 2search project beginning 10/1/1999. _
_____
_____
_____
_____
Last Action: CHG
Last Action Name: DEB METZEL
NEXT FUNCTION: _____ (MENU,KEYS,END)
```

1. At **Notes to Vendor**, enter information on this screen that you want the vendor to see. These notes will print on the vendor's copy of the final P.O.

- **Items to include:**

- Specific information about items being ordered on a Standing Order (i.e., Miscellaneous Office Supplies and Garbage Removal Service).
- Any Description or Note type information being entered on the form should be put in the Note to Vendor instead of entering this information as part of the item description. By entering this information as part of the item description, it implies that this information is for the current item, when in reality, the notes/description

are more often related to the entire order.

- **Items NOT to include:**

- Please do not enter information in the Requisition Notes to Vendor screen which should not print on the final copy of the Purchase Order. This includes such things as "Please Fax this Order," and "This price was obtained by quote from Professor X". This type of information should be entered into the Department Note Pad Area screen.

2. The **Note Pad Area** can be used by anyone along the approval path to enter any additional comments or other important information. The Note Pad Area will not be printed on the PURC form. Notes to be printed for the vendor should be entered on the Notes to Vendor Screen.

Federal Contracts:

For areas processing orders against federal contracts which include subcontracting plans mandating the use of small business disadvantaged businesses, enter USE FEDERAL SUBCONTRACTING in the **Note Pad Area**.

Press **PF12** to make changes to the form that has been automatically added.

Enter **SUB** (Submit) at **Form Action** and press **PF12**.

Once the form is added and submitted, it will route through the department's approval path. Once the last department approval is made, the form will automatically route to Central Accounting and then to the Department of Purchases for final approval.

> Note:

When submitting the form, you will need to enter a userID at the **Next Approver** field if the first approver is not a default approver.

Single/Sole Source Justification

NO SINGLE/SOLE SOURCE JUSTIFICATION - USE ADD FORM ACTION TO CREATE

Form Action: ADD **1** Document #: 74745 Unit: Confidential (Y/N): Y
 Effective Date: 07 / 10 / 1996 Form Status: NEW
 Order No.: SINGLE/SOLE SOURCE JUSTIFICATION Screen 1 of 5

This form **must** be used as justification for a purchase from a single source/sole source without open competition when the purchase is \$5,000 or above. It must follow the same approval path as the requisition under EASY. Single source/sole source justifications are not to be utilized to circumvent normal purchasing procedure. It is to be used strictly as an exception when all attempts to pursue competitive purchasing practices has failed. Acceptance of the request will be at the discretion of the Department of Purchases.

The following statements, in my professional judgement, are correct and I have done research to support these findings. I also certify that no personal advantage, gain or privilege will accrue through the purchase from this vendor.
 Investigator's Name: JOHN DOE **2**

Briefly describe the product and its function you are requesting.
3

NEXT FUNCTION: _____ **<MENU,KEYS,END>**

1. At **Form Action**, type **ADD**.
2. At **Investigator's Name**, enter the name of the person who has written the justification.
3. Enter a complete answer to the question.

Press **PF8** to continue to Page 2 of 5 of the Sole Source Justification screens.

Fill in the answers for the questions listed below:

Page 2 of 5

Compatibility to existing equipment or research?

1. With what other material must this item be compatible? What is the value of the existing material?
2. What are the unique properties which make this the only product compatible with existing material or research?

Page 3 of 5

Only known manufacturer of this product?

1. What research has been done to support this claim?

Only product that will meet the requirements of the intended use although other like items exist?

1. Give very specific characteristics, properties, other supporting research to support the need for this particular manufacturer. If it is superior to all others, state the reasons why.

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Only known vendor to service this type of product in this region?

1. Give support of your need for immediate service as the primary requirement for vendor selection.

Other specific requirements necessitating sole source purchase.

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Standard Notepad Area

Cover Screen After the Form Has Been Added

```
PF5=TOP, PF6=BOTTON, PF7=BACKWARD, PF8=FORWARD, PF12=PROCESS
09/10/99                                PURCHASING SYSTEM                                PURC
16:44:30.8                              REQR PURCHASE REQUISITION FORM                    DAM3

Form Action: CHG Document #: 97992      Unit: MS      Confidential (Y/N): N
Next Approver: DAM3 Effective Date: 09 / 10 / 1999      Form Status: NEW
Budget to be used for Approval Routing: 01 - 042 - 44_ UP

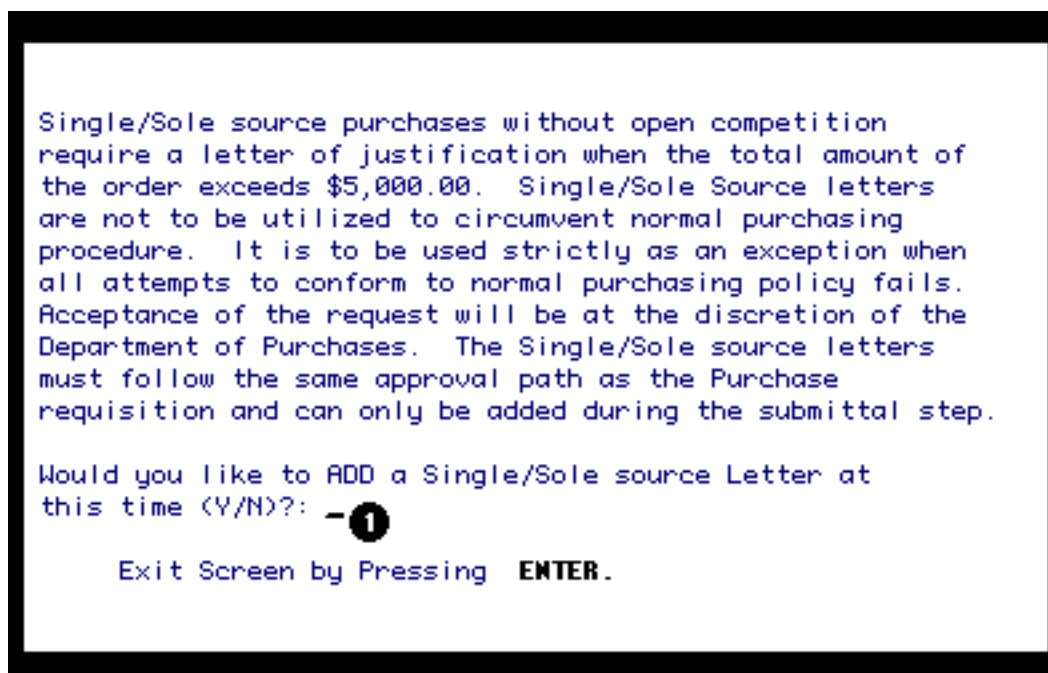
                                TABLE OF CONTENTS
Purchase Order Number:           | Mark      Screen Name
Buyer Name: MICHAEL P. CONROY    |           |
Buyer Number: 814/865-0151       | 1 X      Budget Detail
Vendor: A DAIGGER CO            | X        Item Detail
Encumb. Amt: 5000.00 Fund Obj.  | X        Budget Summary Screen
First Budget: 01-042-44 UP 10010 301 | X        Vendor Selection
Split Budget: Y                  | X        Requisition Header
Item #1 Desc: SCANNERS           | X        Ship To/Bill To Address
No. of Items: 1                  | X        Notes To Vendor/Notepad
Notepad: Y                       | -        Single Source Justification
POCH: 0                           |
Electronic Single/Sole Source    |
Justification: N                 |
Last-Action: CHG                 |
Last Action Name: DEB METZEL     |
NEXT FUNCTION: _____      (MENU, KEYS, END)
```

Once the form is completed, select information that was entered on the different screens will appear on the left side of the cover screen. Information such as the buyer name, vendor, number of items, etc.

1. If you would like to view a specific screen or screens, put an **X** in front of the screen(s).

Press **PF8** and the screen(s) will be displayed.

Sole Source Justification Pop-Up Window



The above screen will appear on any REQR that has an estimated amount of \$5,000 or over, when the submit action (SUB and PF12) is done and the Single/Sole Source Justification screen was not selected on the Table of Contents.

1. If a **Y** (Yes) is entered, the Sole Source Justification screen will appear and can be completed. See the Sole Source section for more information.

If a **N** (No) is entered, the form will be submitted without a sole source. If you are not sure whether a Sole Source Justification is needed, contact the appropriate buyer.

Press **Enter** to continue.

Hints for Using REQR Form

Standing Orders

For additional information on entering Standing Orders, please see the document titled Lump Sum Pricing vs. Line Item Pricing.

Requisition Notes to Vendor

Please do not enter information in the Requisition Notes to Vendor screen which should not print on the final copy of the Requisition form. This includes such things as "Please Fax this Order", and "This price was obtained by quote from Professor X". This type of information should be entered into the department notepad area.

There are several reasons for doing this:

1. The buyer receives a report of ALL messages on the Note Pad Area screen on a daily basis. Therefore, if there are instructions to Fax or that the material is needed as soon as possible, the buyer will be alerted to this and can attempt to expedite the order. If the messages are entered in the Requisition Notes to Vendor, the buyer may not see them as quickly as if they were in the Note Pad Area screen.
2. If notes such as those are entered in the Requisition Notes to Vendor screen, the buyer will delete them out prior to approving the order so they will not print on the final copy. This is not only time consuming for the buyer but this information will be lost. If the information is on the Note Pad Area screen, the buyer cannot change it.

Last Revised: 10/27/2003

Lump Sum Pricing vs. Line Item Pricing

Definitions

Lump Sum Pricing:

The total dollar amount or the 'not-to-exceed' dollar amount of a purchase is entered as a 'lump sum' price in one line item.

Example:

Item #1, Qty = 1, Lump Sum Price = \$1,000.

Line Item Pricing:

The quantity and unit pricing are entered for one or more line items.

Example:

Item #1, Qty = 5, Unit Price = \$1,000 each,
and Item #2, Qty = 1, Unit Price = \$50 each.

Instructions

When entering a **Standing Order**, users should always use the "Lump Sum" distribution option in IBIS. Failure to use this option may result in your Standing Order being rejected by Purchasing.

On other regular Purchase Orders, users should enter pricing at the line item level when possible. This is beneficial in processing the order, verifying and approving invoices and maintaining price history for future reference.

However, there may be situations that are better suited to 'lump sum' pricing. A 'lump sum' price is the total price for all items on the order. When using the lump sum pricing option, the 'lump sum' price is entered at the first line item. All other line items will have a zero unit price.

Lump Sum pricing may be used in those situations where line item pricing is not known or is impractical to record.

Examples may include:

- When purchasing a computer system with accessories, options, peripherals, etc., through one of the Penn State University preferred computer suppliers, the user may use lump sum pricing to reflect the total system price and identify the system by including the main component description and referencing the supplier's quote number. The individual components do not need to be listed

separately if they are included on the referenced supplier's quote.

- The User wants to establish a Standing Order for a type of item or service to be purchased where the specific items, the quantity and the specific volume is not known. The standing order is to be issued with a Not-to-Exceed Total Price.

For example:

- Plumbing Supplies as requested by (user) for the period mm/dd/yyyy thru mm/dd/yyyy. Total Price is not-to-exceed \$ x.
- Maintenance service for (equipment) for the period mm/dd/yyyy thru mm/dd/yyyy. Total Price is not-to-exceed \$ x.
- The supplier quotes published prices for all items and then provides a discounted dollar amount to be applied to the total. The user is unsure how much of the discount applies to each line item. For example: Items 1 through 8 equal a total price of \$10,000; less a \$500 educational discount equals a net price of \$9,500. The user should enter a lump sum price of \$9,500 for line item #1, and enter a note that states: "The above pricing includes a \$500 Educational discount per quote # x".
- The supplier quotes one price for a package or a kit that includes numerous items. The price should be entered as a lump sum. However, it may be advisable to list the items to be included in the package or kit as line items on the requisition. This is useful in clarifying what is to be ordered and received.

Last Revised: 10/27/2003