TSR USER GUIDE
Requisitions to Purchase Orders
And Requisition Change Orders

JULY 2010

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Telephone Service Request (TSR) Process

Effective July 1, 2010, a new Telephone Service Request, (TSR) process will be in effect. There are two manuals to assist you in this new process. Direct Purchase Order Processing and Requisition / Purchase Order Processing. Both of these manuals also include Change Orders.

The following pages will reflect the new procedures needed to accomplish this process.

In the past, DoIT created Purchase Order for agencies upon submission of a requisition to the 060T1 ADPICS mailbox. DoIT was responsible for printing and sending the Purchase Order to the appropriate vendor.

The new process will give agencies the ability to create their own purchase orders. The suggested and preferred method is using the Direct Purchase Order instead of the use of Requisitions to Purchase Orders. A Direct Purchase Order completely bypasses the requisition process. Agencies can, however, can continue to create Requisitions and Purchase Orders. **It should be noted that changes to these documents are timely and cumbersome. For this reason, we suggest the Direct Purchase order method.**

Once the agency creates the TSR Purchase Order or Purchase Order Change Order, the documents should go through an Agency internal approval path. After the Agency approval path is complete, the TSR Purchase Order or Purchase Order Change Order will be directed to DoIT for final approval. DoIT will be the final poster.

If there is an issue with your request, the TSR Purchase Order or Purchase Order Change Order will always be rejected back to the Initiator. DoIT Telecommunications Department will enter information in the note pad of the Purchase Order or Change Order to ensure that the initiator will be able to make the necessary corrections. After corrections are made, the initiator will submit the document back into the approval process.

It is the Agency's responsibility to monitor their Purchase Order or Change Orders to determine if the document has been posted. You can monitor on the ADPICS 2340, 2360, 9230 or 2410 screens.

Things you need to know before creating a TSR after July 1, 2010

Decide within your agency if the Agency Telecommunication Coordinators or your procurement department will be creating the Purchase Orders.

If the Telecommunication Coordinators will be creating the purchase orders, security must be obtained. Currently, some Telecommunication Coordinators (TCs) have only the capability to create requisitions. You must see your FMIS Security Officer to have your security modified. If you do not know who that is, contact the DoIT Service Desk for assistance or go to http://doit.maryland.gov/support/Pages/ASMSecurityForms.aspx for a complete listing of Agency Security Officers and Coordinators.

Agencies are responsible for maintaining their own internal approval paths for TSR's. Previous TSR approval paths will not necessarily be valid.

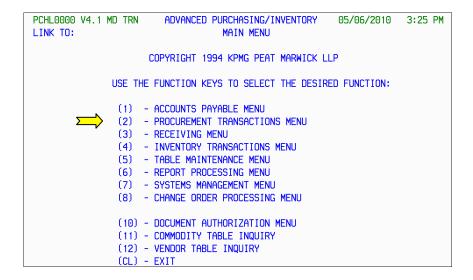No specific Doc Type is necessary for TSR processing.

Agencies are responsible for printing out the purchase order and submitting to correct vendor. Vendor contact and faxing information will be available on each of the DoIT Telecommunications BPO's websites.

Existing Blanket Purchase Orders have all been expired and new Blanket Purchase Orders have been created. Refer to the crosswalk at the end of this manual and also on our website (link below). http://doit.maryland.gov/contracts/Pages/TelecommContracts.aspx
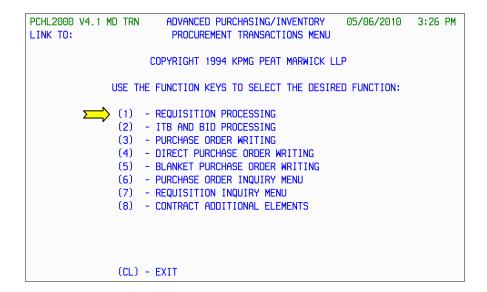
There are several way of processing a TSR. Location and Agency drives which process you will use. Some agencies may utilize all of the processes. Refer to our e Learning module on the DoIT website for further clarification. The link to the training website is http://asm.dbm.state.md.us/training/. Call the Service Desk for a logon ID and password.

Requisition

After logging into FMIS from the ADPICS Main Menu either link to the 2100 screen or press F2 to advance you to the Procurement Transaction menu.

```
PCHL0000 V4.1 MD TRN      ADVANCED PURCHASING/INVENTORY    05/06/2010   3:25 PM
LINK TO:                           MAIN MENU


                        COPYRIGHT 1994 KPMG PEAT MARWICK LLP

                 USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:


                     (1)  - ACCOUNTS PAYABLE MENU
                     (2)  - PROCUREMENT TRANSACTIONS MENU
                     (3)  - RECEIVING MENU
                     (4)  - INVENTORY TRANSACTIONS MENU
                     (5)  - TABLE MAINTENANCE MENU
                     (6)  - REPORT PROCESSING MENU
                     (7)  - SYSTEMS MANAGEMENT MENU
                     (8)  - CHANGE ORDER PROCESSING MENU

                     (10) - DOCUMENT AUTHORIZATION MENU
                     (11) - COMMODITY TABLE INQUIRY
                     (12) - VENDOR TABLE INQUIRY
                     (CL) - EXIT
```

Press F1 to advance to Requisition Processing.

```
PCHL2000 V4.1 MD TRN      ADVANCED PURCHASING/INVENTORY    05/06/2010   3:26 PM
LINK TO:                    PROCUREMENT TRANSACTIONS MENU

                        COPYRIGHT 1994 KPMG PEAT MARWICK LLP

                 USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

                 (1)  - REQUISITION PROCESSING
                 (2)  - ITB AND BID PROCESSING
                 (3)  - PURCHASE ORDER WRITING
                 (4)  - DIRECT PURCHASE ORDER WRITING
                 (5)  - BLANKET PURCHASE ORDER WRITING
                 (6)  - PURCHASE ORDER INQUIRY MENU
                 (7)  - REQUISITION INQUIRY MENU
                 (8)  - CONTRACT ADDITIONAL ELEMENTS




                 (CL) - EXIT
```

Requisition BPO ID

```
PCHL2100 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY    05/07/2010 10:00 AM
LINK TO:                   REQUISITION HEADER ENTRY

REQ ID    : R00R0400005    DOC TYPE: N1    DUE DATE: 05/20/2010 INTF TYPE: RQ
ACTION IND: N              RQ/JT/TR: R    EFF DATE: 05/06/2010 WHSE    :
DEPARTMENT: R00    TRAINING DEPARTMENT                    FILTER IND:
CONTACT   : SERVICE DESK                              STATUS: NOPT
TELEPHONE : 410 260 7778 EXT.           NOTE PAD: N  (Y/N)  CREATE: 05/06/10
ADDRESS        : 45 CALVERT ST                        UPDATE: 05/07/10
               SECOND FLOOR                           POST  :
        CITY : ANNAPOLIS              ST: MD ZIP: 21401
BLANKET PO ID    : 060B0400001  <---      BUYER CODE : RB13
RECOMMENDED VENDOR : 1161337624        VERIZON
BILL TO NAME     :                    BILL TO ADDRESS CODE :
SPLIT CAPABILITY  : Y  (Y/N)                          TERM IND: N
DISTRIBUTION METHOD: S  ("S" SINGLE; "M" MULTIPLE; "P" PCT)  QUOTES : N
MASTER ACCOUNTING INFORMATION -
SF AGY YR INDEX PCA   OBJ   AOBJ GRANT/PH PROJ/PH  AG1 AG2 AG3    PERCENT
01 R00 10      10015       0808



F1-HELP   F2-COPY REQ  F3-DELETE F4-OTHER    F5-NEXT  F6-VW DOC  F7-SEL VENDOR
F8-SEL TERMS  F9-LINK  F10-SAVE  F11-VW ACCT  F12-PRINT  ENTER-INQUIRE  CL-EXIT
```

When you create your Requisition, you will need to choose the correct BPO for the good or services you are requesting.

NOTE: A listing of current BPO's are at the end of this manual and also on the DoIT website. Visit our website at - doit.maryland.gov for additional information. Website information is most current.

Enter your BPO and press F10 SAVE to pull your information forward.

Requisition Doc Types

```
PCHL2100 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY    05/07/2010 10:00 AM
LINK TO:                    REQUISITION HEADER ENTRY

REQ ID    : R00R0400005    DOC TYPE: N1      DATE: 05/20/2010 INTF TYPE: RQ
ACTION IND: N             RQ/JT/TR: R    EFF DATE: 05/06/2010 WHSE     :
DEPARTMENT: R00    TRAINING DEPARTMENT                    FILTER IND:
CONTACT   : SERVICE DESK                               STATUS: NOPT
TELEPHONE : 410 260 7778 EXT.           NOTE PAD: N   (Y/N)  CREATE: 05/06/10
ADDRESS          : 45 CALVERT ST                        UPDATE: 05/07/10
                   SECOND FLOOR                         POST  :
           CITY : ANNAPOLIS              ST: MD ZIP: 21401
BLANKET PO ID      : 060B0400001              BUYER CODE : RB13
RECOMMENDED VENDOR : 1161337624         VERIZON
BILL TO NAME      :                       BILL TO ADDRESS CODE :
SPLIT CAPABILITY  : Y   (Y/N)                          TERM IND: N
DISTRIBUTION METHOD: S   ("S" SINGLE; "M" MULTIPLE; "P" PCT)  QUOTES : N
MASTER ACCOUNTING INFORMATION -
SF AGY YR INDEX PCA   OBJ    AOBJ GRANT/PH PROJ/PH  AG1 AG2 AG3   PERCENT
01 R00 10      10015        0808



F1-HELP   F2-COPY REQ  F3-DELETE F4-OTHER    F5-NEXT  F6-VW DOC  F7-SEL VENDOR
F8-SEL TERMS  F9-LINK  F10-SAVE  F11-VW ACCT  F12-PRINT  ENTER-INQUIRE  CL-EXIT
```

If your agency decides to continue using requisitions to create a TSR, then you may want to continue using the previously established Document Types related specifically to the TSR process. These were the N1 – N9, T1 – T9 and Q1 – Q9. By using these document types your requisitions will follow previously establish agency approval paths, excluding DoIT.

You may let the document type default to RQ. Be aware, which ever document type you choose to use, approval paths should be set up prior to placing your requisition into the approval process.

NOTE:

It is important to note there may be TSR approval paths that are internal to your agency currently set up. DoIT modified existing paths and deleted any indication of the 060T1 mailbox.

Requisition Processing

```
PCHL2100 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY    05/07/2010 10:00 AM
LINK TO:                 REQUISITION HEADER ENTRY

REQ ID    : R00R0400005   DOC TYPE: N1   DUE DATE: 05/20/2010 INTF TYPE: RQ
ACTION IND: N             RQ/JT/TR: R    EFF DATE: 05/06/2010 WHSE    :
DEPARTMENT: R00    TRAINING DEPARTMENT                      FILTER IND:
CONTACT   : SERVICE DESK                                    STATUS: NOPT
TELEPHONE : 410 260 7778 EXT.             NOTE PAD: N  (Y/N)  CREATE: 05/06/10
ADDRESS         : 45 CALVERT ST                            UPDATE: 05/07/10
                  SECOND FLOOR                             POST  :
         CITY : ANNAPOLIS                 ST: MD ZIP: 21401
BLANKET PO ID     : 060B0400001          BUYER CODE : RB13
RECOMMENDED VENDOR : 1161337624        VERIZON
BILL TO NAME    :                        BILL TO ADDRESS CODE :
SPLIT CAPABILITY  : Y  (Y/N)                            TERM IND: N
DISTRIBUTION METHOD: S  ("S" SINGLE; "M" MULTIPLE; "P" PCT)  QUOTES  : N
MASTER ACCOUNTING INFORMATION -
SF AGY YR INDEX PCA   OBJ   AOBJ GRANT/PH PROJ/PH  AG1 AG2 AG3    PERCENT
01 R00 10      10015       0808

F1-HELP   F2-COPY REQ  F3-DELETE F4-OTHER    F5-NEXT  F6-VW DOC  F7-SEL VENDOR
F8-SEL TERMS  F9-LINK  F10-SAVE  F11-VW ACCT  F12-PRINT  ENTER-INQUIRE  CL-EXIT
```
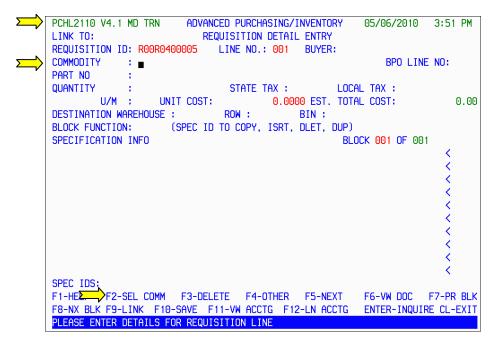
The following information will need to be entered on your Requisiton header 2100screen:

Enter the appropriate Buyer Code if necessary.

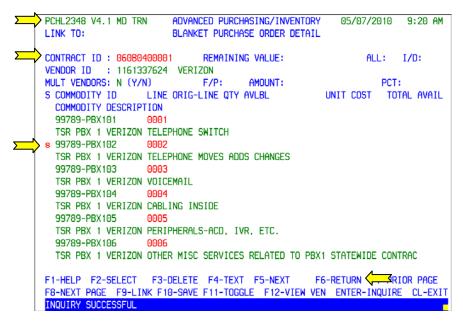Enter the appropriate accounting information.

Press F10 to Save.

Selecting the Commodity

```
PCHL2110 V4.1 MD TRN     ADVANCED PURCHASING/INVENTORY    05/06/2010   3:51 PM
LINK TO:                     REQUISITION DETAIL ENTRY
REQUISITION ID: R00R0400005    LINE NO.: 001   BUYER:
COMMODITY    : ■                                        BPO LINE NO:
PART NO      :
QUANTITY     :                    STATE TAX :        LOCAL TAX :
        U/M  :     UNIT COST:         0.0000 EST. TOTAL COST:         0.00
DESTINATION WAREHOUSE :        ROW :        BIN :
BLOCK FUNCTION:        (SPEC ID TO COPY, ISRT, DLET, DUP)
SPECIFICATION INFO                                BLOCK 001 OF 001
                                                                <
                                                                <
                                                                <
                                                                <
                                                                <
                                                                <
                                                                <
                                                                <
                                                                <
                                                                <
SPEC IDS:
F1-HELP  F2-SEL COMM   F3-DELETE   F4-OTHER   F5-NEXT   F6-VW DOC   F7-PR BLK
F8-NX BLK F9-LINK  F10-SAVE  F11-VW ACCTG  F12-LN ACCTG   ENTER-INQUIRE CL-EXIT
PLEASE ENTER DETAILS FOR REQUISITION LINE
```

Once F10 SAVE is pressed, the system advances you to the 2110 Requisition Detail Entry. A Requisition ID has now been established.   The cursor should be blinking on the commodity field. Press F2 – SEL COMM to select the appropriate commodity from the BPO you choose.

Selecting the Commodity - continued

```
PCHL2348 V4.1 MD TRN     ADVANCED PURCHASING/INVENTORY    05/07/2010   9:20 AM
LINK TO:                 BLANKET PURCHASE ORDER DETAIL

CONTRACT ID : 060B0400001      REMAINING VALUE:              ALL:   I/D:
VENDOR ID   : 1161337624  VERIZON
MULT VENDORS: N (Y/N)        F/P:     AMOUNT:              PCT:
S COMMODITY ID      LINE ORIG-LINE QTY AVLBL        UNIT COST   TOTAL AVAIL
  COMMODITY DESCRIPTION
  99789-PBX101      0001
  TSR PBX 1 VERIZON TELEPHONE SWITCH
s 99789-PBX102      0002
  TSR PBX 1 VERIZON TELEPHONE MOVES ADDS CHANGES
  99789-PBX103      0003
  TSR PBX 1 VERIZON VOICEMAIL
  99789-PBX104      0004
  TSR PBX 1 VERIZON CABLING INSIDE
  99789-PBX105      0005
  TSR PBX 1 VERIZON PERIPHERALS-ACD, IVR, ETC.
  99789-PBX106      0006
  TSR PBX 1 VERIZON OTHER MISC SERVICES RELATED TO PBX1 STATEWIDE CONTRAC

F1-HELP  F2-SELECT   F3-DELETE  F4-TEXT  F5-NEXT       F6-RETURN    RIOR PAGE
F8-NEXT PAGE  F9-LINK F10-SAVE  F11-TOGGLE  F12-VIEW VEN  ENTER-INQUIRE  CL-EXIT
INQUIRY SUCCESSFUL
```

The system advances you to the **2348 Blanket Purchase Order Detail screen**.   Tab to the commodity line item you which to choose and tag the line item with the letter **S**.

Press F6-RETURN to return this line item back to your requisition.

NOTE:

   Be sure that the screen shows 2348 Blanket Purchase Order Details screen. If it does not, chances are the BPO was not entered on the header screen for the Requisition. Your commodities MUST be selected from the 2348 screen. If you have questions, contact the Service Desk.

Selecting the Commodity - continued

```
PCHL2110 V4.1 MD TRN     ADVANCED PURCHASING/INVENTORY    05/07/2010   1:57 PM
LINK TO:                   REQUISITION DETAIL ENTRY
REQUISITION ID: R00R0400005    LINE NO.: 001   BUYER: RB13
COMMODITY     : 09789-PBX102       TELE MAC-MOVE ADD CHANGE  BPO LINE NO:
PART NO       :
QUANTITY      :         1.00    STATE TAX :       LOCAL TAX :
          U/M  : EA  UNIT COST:        50.0000 EST. TOTAL COST:        50.00
DESTINATION WAREHOUSE :        ROW :        BIN :
BLOCK FUNCTION:       (SPEC ID TO COPY, ISRT, DLET, DUP)
SPECIFICATION INFO                              BLOCK 001 OF 001
REQUESTING THE FOLLOWING TELEPHONE CHANGES:                       <
MOVE DONALD DUCK'S LINE 410 836-4701 TO JACK V6 (X4972) AND        <
MOVE 410 836-4972 TO WHERE 410 836-4701 IS AND ADD MINNIE MOUSE    <
TO THIS EXT. 4701.                                                <
                                                                  <
                                                                  <
                                                                  <
                                                                  <
                                                                  <
                                                                  <
SPEC IDS:
F1-HELP   F2-SEL COMM   F3-DELETE   F4-OTHER   F5-NEXT    F6-VW DOC   F7-PR BLK
F8-NX BLK F9-LINK  F10-SAVE  F11-VW ACCTG  F12-LN ACCTG    ENTER-INQUIRE CL-EXIT
```

Enter the appropriate Quantity, U/M and Unit Cost for the item. Specific instructions should be noted in the Specifications Info section. Press F10 to save your entry.

```
PCHL2110 V4.1 MD TRN     ADVANCED PURCHASING/INVENTORY    05/07/2010   10:35 AM
LINK TO:                   REQUISITION DETAIL ENTRY
REQUISITION ID: R00R0400005    LINE NO.: 002   BUYER: RB13
COMMODITY    :                                      BPO LINE NO:
PART NO      :
QUANTITY     :                 STATE TAX :       LOCAL TAX :
        U/M  :      UNIT COST:        0.0000 EST. TOTAL COST:         0.00
DESTINATION WAREHOUSE :        ROW :        BIN :
BLOCK FUNCTION:       (SPEC ID TO COPY, ISRT, DLET, DUP)
SPECIFICATION INFO                              BLOCK 001 OF 001
```

Once F10 SAVE is pressed, the system advances you to line number 002. Enter additional requests, if necessary, and press F10 to save your entry. If there are no additional requests, then press Esc to return to the 2100 Requisition Header Entry page.

Requisition Specification/Terms

```
PCHL2100 V4.1 MD TRN     ADVANCED PURCHASING/INVENTORY     05/07/2010 10:39 AM
LINK TO:                    REQUISITION HEADER ENTRY

REQ ID    : R00R0400005    DOC TYPE: N1   DUE DATE: 05/20/2010 INTF TYPE: RQ
ACTION IND: N              RQ/JT/TR: R    EFF DATE: 05/06/2010 WHSE     :
DEPARTMENT: R00     TRAINING DEPARTMENT                       FILTER IND:
CONTACT   : SERVICE DESK                                      STATUS: NOPT
TELEPHONE : 410 260 7778 EXT.          NOTE PAD: N   (Y/N)  CREATE: 05/06/10
ADDRESS          : 45 CALVERT ST                             UPDATE: 05/07/10
                   SECOND FLOOR                              POST  :
           CITY : ANNAPOLIS               ST: MD ZIP: 21401
BLANKET PO ID     : 060B0400001            BUYER CODE : RB13
RECOMMENDED VENDOR : 1161337624          VERIZON
BILL TO NAME      :                       BILL TO ADDRESS CODE :
SPLIT CAPABILITY   : Y   (Y/N)                            TERM IND: N
DISTRIBUTION METHOD: S   ("S" SINGLE; "M" MULTIPLE; "P" PCT)   QUOTES  : N
MASTER ACCOUNTING INFORMATION -
SF AGY YR INDEX PCA   OBJ    AOBJ GRANT/PH PROJ/PH  AG1 AG2 AG3    PERCENT
01 R00 10      10015       0808



F1-HELP   F2-COPY REQ  F3-DELETE F4-OTHER   F5-NEXT  F6-VW DOC  F7-SEL VENDOR
F8-SEL TERMS  F9-LINK  F10-SAVE  F11-VW ACCT  F12-PRINT  ENTER-INQUIRE  CL-EXIT
```
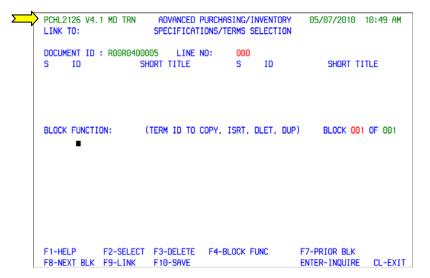
Specific Terms must be added to your document before Posting or placing into an approval path. From the Header page, press F8-SEL TERMS.

Requisition Specification/Terms - continued

```
PCHL2126 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY   05/07/2010  10:49 AM
LINK TO:                SPECIFICATIONS/TERMS SELECTION

DOCUMENT ID : R00R0400005    LINE NO:      000
S    ID           SHORT TITLE       S    ID           SHORT TITLE




     BLOCK FUNCTION:      (TERM ID TO COPY, ISRT, DLET, DUP)    BLOCK 001 OF 001
         ■




     F1-HELP      F2-SELECT  F3-DELETE   F4-BLOCK FUNC     F7-PRIOR BLK
     F8-NEXT BLK  F9-LINK    F10-SAVE                      ENTER-INQUIRE   CL-EXIT
```

The system takes you to the 2126 Specifications/Terms Selection screen. You will need to insert a predefined set of terms into your document.

```
PCHL2126 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY   05/07/2010  10:59 AM
LINK TO:                SPECIFICATIONS/TERMS SELECTION

DOCUMENT ID : R00R0400005    LINE NO:      000
S    ID           SHORT TITLE       S    ID           SHORT TITLE




     BLOCK FUNCTION: ■      ◄─── ( ID TO COPY, ISRT, DLET, DUP)    BLOCK 001 OF 001




     F1-HELP      F2-SELECT  F3-DELETE   F4-BLOCK FUNC   ◄─── F7-PRIOR BLK
     F8-NEXT BLK  F9-LINK    F10-SAVE                      ENTER-INQUIRE   CL-EXIT
     ENTER SPEC/TERM ID TO BE COPIED, OR BLOCK FUNCTION
```

Press F4-BLOCK FUNC to move your cursor to the Block Function field.

Requisition Specification/Terms - continued

```
PCHL2126 V4.1 MD TRN     ADVANCED PURCHASING/INVENTORY     05/07/2010  10:55 AM
LINK TO:                 SPECIFICATIONS/TERMS SELECTION

DOCUMENT ID : R00R0400005    LINE NO:     000
S    ID             SHORT TITLE         S     ID         SHORT TITLE




BLOCK FUNCTION: ftsr1 (TERM ID TO COPY, ISRT, DLET, DUP)    BLOCK 001 OF 001






F1-HELP      F2-SELECT  F3-DELETE   F4-BLOCK FUNC       F7-PRIOR BLK
F8-NEXT BLK  F9-LINK    F10-SAVE                        ENTER-INQUIRE   CL-EXIT
ENTER SPEC/TERM ID TO BE COPIED, OR BLOCK FUNCTION
```

Enter the name of the predefined (or saved) set of terms in the Block Function field. The name of this term is **ftsr1**. Press F4-BLOCK FUNC again to bring the file forward.

```
PCHL2126 V4.1 MD TRN     ADVANCED PURCHASING/INVENTORY     05/07/2010  11:21 AM
LINK TO:                 SPECIFICATIONS/TERMS SELECTION

DOCUMENT ID : R00R0400005    LINE NO:     000
S    ID             SHORT TITLE         S     ID         SHORT TITLE




BLOCK FUNCTION:      (TERM ID TO COPY, ISRT, DLET, DUP)    BLOCK 001 OF 001
         BILLING TELEPHONE NUMBER:
         LOCATION:
         .
         LOCATION CONTACT PERSON (ON-SITE):
         LOCATION TELEPHONE NUMBER:
         VENDOR'S B/U ACCT. NUMBER:
         LOCATION NUMBER:
         CENTREX'S BAC:                    LOCATION GROUP:


F1-HELP      F2-SELECT  F3-DELETE   F4-BLOCK FUNC       F7-PRIOR BLK
F8-NEXT BLK  F9-LINK    F10-SAVE                        ENTER-INQUIRE   CL-EXIT
SPEC/TERM TEXT COPIED
```

Requisition Specification/Terms - continued

```
PCHL2126 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY    05/07/2010  11:32 AM
LINK TO:                    SPECIFICATIONS/TERMS SELECTION

DOCUMENT ID : R00R0400005    LINE NO:    000
S    ID            SHORT TITLE          S    ID          SHORT TITLE




BLOCK FUNCTION:       (TERM ID TO COPY, ISRT, DLET, DUP)    BLOCK 001 OF 001
        BILLING TELEPHONE NUMBER:    410-XXX-XXXX
        LOCATION:    NORTH POLE
        .
        LOCATION CONTACT PERSON (ON-SITE):  TC COORDINATOR
        LOCATION TELEPHONE NUMBER:    410-XXX-XXXX
        VENDOR'S B/U ACCT. NUMBER:
        LOCATION NUMBER:
        CENTREX'S BAC:                      LOCATION GROUP:


F1-HELP      F2-SELECT  F3-DELETE   F4-BLOCK FUNC       F7-PRIOR BLK
F8-NEXT BLK  F9-LINK    F10-SAVE                        ENTER-INQUIRE   CL-EXIT
RECORD REPLACED
```

Enter the appropriate information and press F10-SAVE when complete. Press Escape to return to the Requisition Header Entry screen.

Adding a Note to Your Requisition

```
PCHL2100 V4.1 MD TRN     ADVANCED PURCHASING/INVENTORY     05/07/2010 11:33 AM
LINK TO: note                    REQUISITION HEADER ENTRY

REQ ID    : R00R0400005    DOC TYPE: N1   DUE DATE: 05/20/2010 INTF TYPE: RQ
ACTION IND: N                  RQ/JT/TR: R    EFF DATE: 05/06/2010 WHSE      :
DEPARTMENT: R00     TRAINING DEPARTMENT                     FILTER IND:
CONTACT   : SERVICE DESK                                    STATUS: NOPT
TELEPHONE : 410 260 7778 EXT.             NOTE PAD: N   (Y/N)  CREATE: 05/06/10
ADDRESS          : 45 CALVERT ST                            UPDATE: 05/07/10
                   SECOND FLOOR                             POST   :
           CITY : ANNAPOLIS              ST: MD ZIP: 21401
BLANKET PO ID     : 060B0400001              BUYER CODE : RB13
RECOMMENDED VENDOR : 1161337624       VERIZON
BILL TO NAME     :                       BILL TO ADDRESS CODE :
SPLIT CAPABILITY  : Y   (Y/N)                            TERM IND: Y
DISTRIBUTION METHOD: S   ("S" SINGLE; "M" MULTIPLE; "P" PCT)   QUOTES  : N
MASTER ACCOUNTING INFORMATION -
SF AGY YR INDEX PCA   OBJ    AOBJ GRANT/PH PROJ/PH  AG1 AG2 AG3    PERCENT
01 R00 10     10015        0808



F1-HELP   F2-COPY REQ F3-DELETE F4-OTHER    F5-NEXT  F6-VW DOC  F7-SEL VENDOR
F8-SEL TERMS  F9-LINK  F10-SAVE  F11-VW ACCT  F12-PRINT  ENTER-INQUIRE  CL-EXIT
```

You have the ability to attach a note to your document. A note assist you in keeping track of specific items related to the TSR document. If a document has a note attached to it, it will display the letter Y in the NOTE PAD field.

From the header page, press your Home key to move your cursor to the LINK TO field. Enter the word note and press F9-LINK to advance to the Electronic NOTE PAD 9100 screen.

Adding a Note to Your Requisition - continued

```
PCHL9100 V4.1 MD TRN     ADVANCED PURCHASING/INVENTORY     05/07/2010   11:46 AM
LINK TO:                      ELECTRONIC NOTE PAD                   PAGE   01 OF 01

REQ HEADER ENT   2100

Enter in any information you feel is pertinent for this document and press
F10 to Save




















F1-HELP    F4-AUDIT    F5-TOP         F6-COPY        F7-PR PAGE      F8-NX PAGE
F9-LINK    F10-SAVE   F11-INS PAGE    F12-DEL PAGE    ENTER-INQUIRE    CL-EXIT
PAGE DOES NOT EXIST
```

From the 9100 screen enter in any information you feel in pertinent for this document and press F10-SAVE when complete.

```
PCHL9100 V4.1 MD TRN     ADVANCED PURCHASING/INVENTORY     05/07/2010   11:52 AM
LINK TO:                      ELECTRONIC NOTE PAD                   PAGE   01 OF 01

REQ HEADER ENT   2100

ENTER IN ANY INFORMATION YOU FEEL IS PERTINENT FOR THIS DOCUMENT AND PRESS
F10 TO SAVE



















F1-HELP    F4-AUDIT    F5-TOP         F6-COPY        F7-PR PAGE      F8-NX PAGE
F9-LINK    F10-SAVE   F11-INS PAGE    F12-DEL PAGE    ENTER-INQUIRE    CL-EXIT
NOTEPAD ENTRY SAVED
```

Once F10-SAVE is pressed your note pad entry changes to all capital letters and the message NOTEPAD ENTRY SAVED appears at the bottom of your screen. Press Escape to return to the Requisition Header Entry screen.

Adding a Note to Your Requisition - continued

```
PCHL2100 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY    05/07/2010 11:56 AM
LINK TO:               REQUISITION HEADER ENTRY

REQ ID   : R00R0400005   DOC TYPE: N1   DUE DATE: 05/20/2010 INTF TYPE: RQ
ACTION IND: N            RQ/JT/TR: R    EFF DATE: 05/06/2010 WHSE     :
DEPARTMENT: R00    TRAINING DEPARTMENT                      FILTER IND:
CONTACT   : SERVICE DESK                                   STATUS: NOPT
TELEPHONE : 410 260 7778 EXT.         NOTE PAD: Y   (Y/N) CREATE: 05/06/10
ADDRESS        : 45 CALVERT ST                            UPDATE: 05/07/10
                 SECOND FLOOR                             POST  :
          CITY : ANNAPOLIS              ST: MD ZIP: 21401
BLANKET PO ID      : 060B0400001           BUYER CODE : RB13
RECOMMENDED VENDOR : 1161337624       VERIZON
BILL TO NAME       :                   BILL TO ADDRESS CODE :
SPLIT CAPABILITY   : Y   (Y/N)                       TERM IND: Y
DISTRIBUTION METHOD: S   ("S" SINGLE; "M" MULTIPLE; "P" PCT)   QUOTES  : N
MASTER ACCOUNTING INFORMATION -
SF AGY YR INDEX PCA   OBJ    AOBJ GRANT/PH PROJ/PH  AG1 AG2 AG3    PERCENT
01 R00 10     10015        0808



F1-HELP   F2-COPY REQ  F3-DELETE F4-OTHER    F5-NEXT  F6-VW DOC  F7-SEL VENDOR
F8-SEL TERMS  F9-LINK  F10-SAVE  F11-VW ACCT  F12-PRINT  ENTER-INQUIRE  CL-EXIT
```

Once the note pad has been saved, the NOTE PAD field will display the letter Y for 'Yes, there is a note attached to this document.' You can read the note pad at anytime, just by linking to the 9100 screen or by placing the word NOTE in the LINK TO field and pressing F9-LINK.

Posting Your Requisition

```
PCHL2100 V4.1 MD TRN     ADVANCED PURCHASING/INVENTORY     05/07/2010 11:56 AM
LINK TO:                  REQUISITION HEADER ENTRY

REQ ID   : R00R0400005   DOC TYPE: N1   DUE DATE: 05/20/2010 INTF TYPE: RQ
ACTION IND: N            RQ/JT/TR: R    EFF DATE: 05/06/2010 WHSE   :
DEPARTMENT: R00    TRAINING DEPARTMENT                    FILTER IND:
CONTACT  : SERVICE DESK                                  STATUS: NOPT
TELEPHONE : 410 260 7778 EXT.          NOTE PAD: Y  (Y/N)  CREATE: 05/06/10
ADDRESS       : 45 CALVERT ST                            UPDATE: 05/07/10
                SECOND FLOOR                             POST  :
         CITY : ANNAPOLIS              ST: MD ZIP: 21401
BLANKET PO ID   : 060B0400001          BUYER CODE : RB13
RECOMMENDED VENDOR : 1161337624        VERIZON
BILL TO NAME   :                       BILL TO ADDRESS CODE :
SPLIT CAPABILITY  : Y  (Y/N)                            TERM IND: Y
DISTRIBUTION METHOD: S  ("S" SINGLE; "M" MULTIPLE; "P" PCT)  QUOTES : N
MASTER ACCOUNTING INFORMATION -
SF AGY YR INDEX PCA  OBJ   AOBJ GRANT/PH PROJ/PH AG1 AG2 AG3   PERCENT
01 R00 10     10015       0808

F1-HELP   F2-COPY REQ  F3-DELETE F4-OTHER   F5-NEXT  F6-VW DOC  F7-SEL VENDOR
F8-SEL TERMS  F9-LINK  F10-SAVE  F11-VW ACCT  F12-PRINT  ENTER-INQUIRE  CL-EXIT
```

Your document is now ready to Post, or place into the Approval path depending on your Agency. A good habit to get into before posting is to check the F6-VW DOC, F8-SEL TERMS and F11-VW ACCT. This is a way of verifying the information you are requesting to order is accurate and the accounting information you are using is correct.

After you have double checked these areas, tab to the ACTION IND and type over the N with the letter P for Post and press F10-SAVE.

Depending on your Agency's approval path and your security, after posting your requisition may automatically turn into a purchase order. If that is the case, skip over the next page, 'Monitoring Your Requisitions' and move to the following page, 'Purchase Order Additional Elements.'

NOTE: Once a requisition that is buying or releasing off of a Blanket Purchase Order (BPO) final posts, it automatically generates a Purchase Order. If you are not the final poster, you will need to monitor your requisitions to determine when they have posted.

Monitoring can be done by using the 2410 Requisitions By Department (see location of Department above), 9220 Document Authorization Tracking – Active or 9230 Document Authorization Tracking – Archive.

Monitoring Your Requisitions

```
PCHL2410 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY    05/12/2010   2:00 PM
LINK TO:                    REQUISITIONS BY DEPARTMENT

DEPARTMENT: R00        TRAINING DEPARTMENT                  STATUS: POST
FROM UPDATE DATE: 04/12/2010   TO UPDATE DATE: 05/12/2010

SEL    REQ ID    LINE    COMM ID/PART NO       COMM NAME/PART NAME
                         DATE    BUYER  STATUS    QTY ORDER      PO/ITB ID    TYPE
     R00R0400005  001    99789-PBX102          TELE MAC-MOVE ADD CHANGE
                         05/12/10   RB13   POC         1.00   R00P0400017   PO
     R00R0400006  001    99789-PBX102          TELE MAC-MOVE ADD CHANGE
                         05/12/10   RB13   POC         1.00   R00P0400018   PO
     R00R0400007  001    99789-PBX102          TELE MAC-MOVE ADD CHANGE
                         05/12/10   RB13   POC         1.00   R00P0400019   PO
     R00R0400008  001    99789-PBX102          TELE MAC-MOVE ADD CHANGE
                         05/12/10   RB13   POC         1.00   R00P0400020   PO
     R00R0400009  001    99789-PBX102          TELE MAC-MOVE ADD CHANGE
                         05/12/10   RB13   POST        1.00



F1-HELP           F2-SELECT                      F5-NEXT
F7-PRIOR PAGE     F8-NEXT PAGE        F9-LINK     ENTER-INQUIRE     CL-EXIT
INQUIRY SUCCESSFUL
```

You will be able to monitor your requisitions and see when a purchase order has been created by using the 2410 Requisitions By Department screen.

Enter the department that you used to create your requisition in the Department Field. If you are unsure what department you used, link back to the 2100 Requisition Header to verify.

The STATUS field should be set to POST.

The date range defaults to the past 30 days. You can change this if you choose.

Press Enter to inquire on all the requisitions in the specified department created within the designated date range.

If you can't locate your document it may be on another page. F8-NEXT PAGE advances you forward one page at a time. F7-PRIOR PAGE will take you back one page at a time.

If a Purchase Order has been created, it will display in the PO/ITB PO column and the TYPE column will display PO.

Make a note of the purchase order ID so it can be viewed on the 2340 screen.
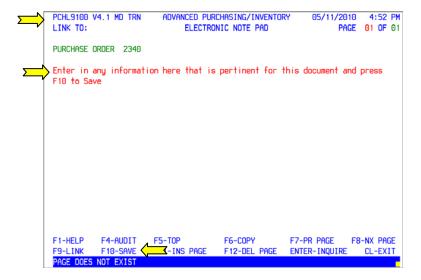
Purchase Order Additional Elements

```
PCHL2340 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY    05/07/2010  12:14 PM
LINK TO:                      PURCHASE ORDER/CONTRACT
PRINTER ID: NE0P            PRINT SWITCH: R (R/C)   GRAPHICAL PRINT: Y (Y/N)
PO/CONTRACT ID : R00P0400017    BLANKET PO ID : 060B0400001      LL NO:
PURCHASING TYPE : PO   REQUISITION ID: R00R0400005    LINE : 000  BUYER: RB13
ACTION INDICATOR: N    BID ID       :              AWARD:      VEND CHG:
CONTRACT AMOUNT :           50.00 INTERFACE TYPE: PO      EFF DATE : 05/06/2010
REMAINING VALUE :           50.00 MATCH TYPE    :        WAREHOUSE :
VENDOR ID       : 1161337624    DEPARTMENT    : R00        STATUS : NOPT
VENDOR NAME     : VERIZON                                 CREATE : 05/07/10
ADDRESS         : PO BOX 101956                           UPDATE : 05/07/10
                                                          POST   :
            CITY: ATLANTA                ST: GA ZIP: 30392
DELIVER TO NAME : TRAINING DEPARTMENT
ADDRESS         : 45 CALVERT ST
                  SECOND FLOOR
            CITY: ANNAPOLIS              ST: MD ZIP: 21401
BILL TO NAME    :               BILL TO ADDRESS CODE:
DELIVERY DATE   : 05/20/2010 F.O.B. POINT : DEST      SUBCONTRACTOR: N
EXPIRATION DATE : 05/05/2020 DISCOUNT TERMS: NET       NOTE PAD    : N
TRACK DATE:          FILTER IND:  EXPEDITOR:           TRACK CODE  :
F1-HELP  F2-ADD ELE     ELETE F4-OTHER KEYS F5-NEXT    F6-VIEW DOC F7-SEL VEN
F8-SEL TERMS F9-LINK F10-SAVE  F11-VIEW ACCT F12-PRINT    ENTER-INQUIRE CL-EXIT
INQUIRY SUCCESSFUL, TRANSACTION READY FOR UPDATE
```
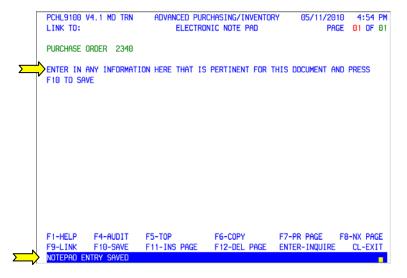
The 2340 is the Purchase Order screen in ADPICS. Depending on your individual security, you may have the ability to create a Purchase Order directly once the requisition has been posted.

If not, you may have to link to the 2340 and retrieve the purchase order that was created from your requisition.

Before the purchase order can be posted, additional elements must be filled in on the additional elements screen. This is procurement information pertaining to the way in which the contract was actually procured.

From the Purchase Order Header 2340 screen, press F2-ADD ELE to advance to the 2356 screen.

If you do not have F2-ADD ELE appearing on your header screen, press F4-OTHER to change the functionality of your function keys.

Purchase Order Additional Elements - continued

```
PCHL2356 V4.1 MD TRN     ADVANCED PURCHASING/INVENTORY   05/07/2010   2:04 PM
LINK TO:                 PURCHASE ORDER ADDITIONAL ELEMENTS



PURCHASE ORDER ID : R00P0400017          AMOUNT :        50.00
VENDOR NO        : 1161337624     VERIZON


LOCATION         :                       SBR :
PROCUREMENT METHODS :  R
CATEGORY OF WORK      ITS     NON VISUAL ACCESS  : N
AWARD AUTHORITY    :  DIT    HIRING SERVICES    : N
MBE WAIVER: N   MBE WAIVER %:   0.00   MBE GOAL %:   0.00
RECYCLED CONTENT-PRE:    POST:      COMMITMENT $:        0.00
DESC: MAC



NUMBER OF SOLICITATIONS      NUMBER OF BIDS
TOT:    SB:    MBE:        TOT: 000 SB: 000 MBE: 000
PREFERENCES
RECYCLED:   SB:   REV PROD:   ENERGY SAV:   SUI:   CSW:   BUI:


F1-HELP     F5-NEXT     F9-LINK     F10-SAVE     ENTER-INQ    CL-EXIT
```

NOTE: The above Additional Elements 2356 Screen is an example of the correct information that needs to be filled out when you create either a PO or a DPO.
The following fields need to be entered –

1. Procurement Method = R (Release)

2. Category of Work = ITS (Information Technology Services)

3. Non Visual Access = N (No)

4. Award Authority = DIT (Department of Information Technology)

5. Hiring Services = N (No)

6. Description

Press F10-SAVE when the ADDITIONAL ELEMENTS SCREEN has been completed.

Press Escape to return back to the Purchase Order/Contract Header screen.

Purchase Order Note Pad
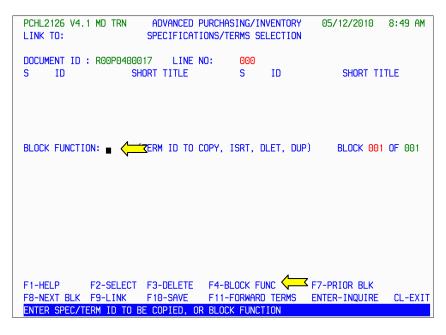
```
PCHL2340 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY   05/07/2010   3:06 PM
LINK TO: note    <===          PURCHASE ORDER/CONTRACT
PRINTER ID: NEOP           PRINT SWITCH: R (R/C)   GRAPHICAL PRINT: Y (Y/N)
PO/CONTRACT ID  : R00P0400017    BLANKET PO ID : 060B0400001    CALL NO:
PURCHASING TYPE : PO   REQUISITION ID: R00R0400005    LINE : 000  BUYER: RB13
ACTION INDICATOR: N    BID ID     :              AWARD:     VEND CHG:
CONTRACT AMOUNT :       50.00 INTERFACE TYPE: PO      EFF DATE : 05/06/2010
REMAINING VALUE :       50.00 MATCH TYPE    :         WAREHOUSE :
VENDOR ID       : 1161337624    DEPARTMENT   : R00        STATUS : NOPT
VENDOR NAME     : VERIZON                               CREATE : 05/07/10
ADDRESS         : PO BOX 101956                         UPDATE : 05/07/10
                                                        POST   :
          CITY: ATLANTA               ST: GA ZIP: 30392
DELIVER TO NAME : TRAINING DEPARTMENT
ADDRESS         : 45 CALVERT ST
                  SECOND FLOOR
          CITY: ANNAPOLIS             ST: MD ZIP: 21401
BILL TO NAME    :                     BILL TO ADDRESS CODE:
DELIVERY DATE   : 05/20/2010  F.O.B. POINT  : DEST       SUBCONTRACTOR: N
EXPIRATION DATE : 05/05/2020  DISCOUNT TERMS: NET        NOTE PAD    : N  <===
TRACK DATE:          FILTER IND:   EXPEDITOR:            TRACK CODE  :
F1-HELP  F2-ADD ELE  F3-DELETE F4-OTHER KEYS F5-NEXT    F6-VIEW DOC F7-SEL VEN
F8-SEL TERMS F9-LINK F10-SAVE  F11-VIEW ACCT F12-PRINT   ENTER-INQUIRE CL-EXIT
```

It should be noted, when a requisition is taken to a Purchase Order neither the note pad nor the terms are carried forward.   The information in your note pad will have to be recreated. Adding a note to a Purchase Order is similar to adding a note to a Requisition.

From the header page, press your Home key to move your cursor to the LINK TO field. Enter the word note and press F9-LINK to advance to the Electronic NOTE PAD 9100 screen.

Purchase Order Note Pad - continued

```
PCHL9100 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY    05/11/2010    4:52 PM
LINK TO:                    ELECTRONIC NOTE PAD              PAGE  01 OF 01

PURCHASE ORDER  2340

Enter in any information here that is pertinent for this document and press
F10 to Save

F1-HELP    F4-AUDIT    F5-TOP       F6-COPY       F7-PR PAGE    F8-NX PAGE
F9-LINK    F10-SAVE    -INS PAGE    F12-DEL PAGE  ENTER-INQUIRE  CL-EXIT
PAGE DOES NOT EXIST
```

From the 9100 screen enter in any information you feel is pertinent for this document and press F10-SAVE when complete.

```
PCHL9100 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY    05/11/2010    4:54 PM
LINK TO:                    ELECTRONIC NOTE PAD              PAGE  01 OF 01

PURCHASE ORDER  2340

ENTER IN ANY INFORMATION HERE THAT IS PERTINENT FOR THIS DOCUMENT AND PRESS
F10 TO SAVE

F1-HELP    F4-AUDIT    F5-TOP       F6-COPY       F7-PR PAGE    F8-NX PAGE
F9-LINK    F10-SAVE    F11-INS PAGE F12-DEL PAGE  ENTER-INQUIRE  CL-EXIT
NOTEPAD ENTRY SAVED
```

Once F10-SAVE is pressed your note pad entry changes to all capital letters and the message NOTEPAD ENTRY SAVED appears at the bottom of your screen. Press Escape to return to the Purchase Order Header Entry screen.

Purchase Order Note Pad - continued

```
PCHL2340 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY   05/12/2010  8:34 AM
LINK TO:                PURCHASE ORDER/CONTRACT
PRINTER ID: NE0P         PRINT SWITCH: R (R/C)  GRAPHICAL PRINT: Y (Y/N)
PO/CONTRACT ID  : R00P0400017    BLANKET PO ID : 060B0400001    CALL NO:
PURCHASING TYPE : PO   REQUISITION ID: R00R0400005    LINE : 000  BUYER: RB13
ACTION INDICATOR: N    BID ID       :           AWARD:     VEND CHG:
CONTRACT AMOUNT :          50.00 INTERFACE TYPE: PO     EFF DATE : 05/06/2010
REMAINING VALUE :          50.00 MATCH TYPE   :      WAREHOUSE :
VENDOR ID       : 1161337624    DEPARTMENT   : R00      STATUS : NOPT
VENDOR NAME     : VERIZON                               CREATE : 05/07/10
ADDRESS         : PO BOX 101956                         UPDATE : 05/07/10
                                                        POST   :
             CITY: ATLANTA              ST: GA ZIP: 30392
DELIVER TO NAME : TRAINING DEPARTMENT
ADDRESS         : 45 CALVERT ST
                  SECOND FLOOR
             CITY: ANNAPOLIS            ST: MD ZIP: 21401
BILL TO NAME    :                       BILL TO ADDRESS CODE:
DELIVERY DATE   : 05/20/2010  F.O.B. POINT : DEST     SUBCONTRACTOR: N
EXPIRATION DATE : 05/05/2020  DISCOUNT TERMS: NET      NOTE PAD    : Y
TRACK DATE:           FILTER IND:  EXPEDITOR:           TRACK CODE  :
F1-HELP  F2-ADD ELE  F3-DELETE F4-OTHER KEYS F5-NEXT    F6-VIEW DOC F7-SEL VEN
F8-SEL TERMS F9-LINK F10-SAVE  F11-VIEW ACCT F12-PRINT    ENTER-INQUIRE CL-EXIT
```

Once the note pad has been saved, the NOTE PAD field will display the letter Y for 'Yes, there is a note attached to this document.' You can read the note pad at anytime, just by linking to the 9100 screen or by placing the word NOTE in the LINK TO field and pressing F9-LINK.

Purchase Order Specifications and Terms

```
PCHL2340 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY   05/12/2010   8:34 AM
LINK TO:                PURCHASE ORDER/CONTRACT
PRINTER ID: NEOP         PRINT SWITCH: R (R/C)   GRAPHICAL PRINT: Y (Y/N)
PO/CONTRACT ID : R00P0400017   BLANKET PO ID : 060B0400001   CALL NO:
PURCHASING TYPE : PO   REQUISITION ID: R00R0400005   LINE : 000  BUYER: RB13
ACTION INDICATOR: N    BID ID    :            AWARD:     VEND CHG:
CONTRACT AMOUNT :         50.00 INTERFACE TYPE: PO    EFF DATE : 05/06/2010
REMAINING VALUE :         50.00 MATCH TYPE    :        WAREHOUSE :
VENDOR ID     : 1161337624    DEPARTMENT    : R00     STATUS : NOPT
VENDOR NAME   : VERIZON                               CREATE : 05/07/10
ADDRESS       : PO BOX 101956                         UPDATE : 05/07/10
                                                      POST   :
              CITY: ATLANTA                 ST: GA ZIP: 30392
DELIVER TO NAME : TRAINING DEPARTMENT
ADDRESS       : 45 CALVERT ST
                SECOND FLOOR
              CITY: ANNAPOLIS               ST: MD ZIP: 21401
BILL TO NAME  :                BILL TO ADDRESS CODE:
DELIVERY DATE : 05/20/2010 F.O.B. POINT : DEST        SUBCONTRACTOR: N
EXPIRATION DATE : 05/05/2020  DISCOUNT TERMS: NET     NOTE PAD   : Y
TRACK DATE:          FILTER IND:   EXPEDITOR:         TRACK CODE :
F1-HELP  F2-ADD ELE  F3-DELETE F4-OTHER KEYS F5-NEXT     F6-VIEW DOC F7-SEL VEN
F8-SEL TERMS F9-LINK F10-SAVE  F11-VIEW ACCT F12-PRINT   ENTER-INQUIRE CL-EXIT
```

Specific Specifications/Terms must be added to your document before Posting or placing into an approval path. Specifications and Terms do not carry forward from the Requisition. From the Header page, press F8-SEL TERMS.

Purchase Order Specifications and Terms – continued

```
PCHL2126 V4.1 MD TRN     ADVANCED PURCHASING/INVENTORY    05/12/2010   8:40 AM
LINK TO:                 SPECIFICATIONS/TERMS SELECTION

DOCUMENT ID : R00P0400017    LINE NO:      000
S     ID            SHORT TITLE       S      ID          SHORT TITLE




BLOCK FUNCTION:      (TERM ID TO COPY, ISRT, DLET, DUP)    BLOCK 001 OF 001
        ■




F1-HELP      F2-SELECT  F3-DELETE   F4-BLOCK FUNC      F7-PRIOR BLK
F8-NEXT BLK  F9-LINK    F10-SAVE    F11-FORWARD TERMS  ENTER-INQUIRE   CL-EXIT
```

The system takes you to the 2126 Specifications/Terms Selection screen. You will need to insert a predefined set of terms into your document.

```
PCHL2126 V4.1 MD TRN     ADVANCED PURCHASING/INVENTORY    05/12/2010   8:49 AM
LINK TO:                 SPECIFICATIONS/TERMS SELECTION

DOCUMENT ID : R00P0400017    LINE NO:      000
S     ID            SHORT TITLE       S      ID          SHORT TITLE




BLOCK FUNCTION: ■      (TERM ID TO COPY, ISRT, DLET, DUP)    BLOCK 001 OF 001





F1-HELP      F2-SELECT  F3-DELETE   F4-BLOCK FUNC      F7-PRIOR BLK
F8-NEXT BLK  F9-LINK    F10-SAVE    F11-FORWARD TERMS  ENTER-INQUIRE   CL-EXIT
ENTER SPEC/TERM ID TO BE COPIED, OR BLOCK FUNCTION
```

Press F4-BLOCK FUNC to move your cursor to the Block Function field.

Purchase Order Specifications and Terms – continued

```
PCHL2126 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY   05/12/2010   8:41 AM
LINK TO:                SPECIFICATIONS/TERMS SELECTION

DOCUMENT ID : R00P0400017   LINE NO:      000
S     ID            SHORT TITLE        S     ID            SHORT TITLE




        BLOCK FUNCTION: ftsr1 (TERM ID TO COPY, ISRT, DLET, DUP)   BLOCK 001 OF 001






F1-HELP     F2-SELECT F3-DELETE   F4-BLOCK FUNC      F7-PRIOR BLK
F8-NEXT BLK F9-LINK    F10-SAVE    F11-FORWARD TERMS  ENTER-INQUIRE    CL-EXIT
ENTER SPEC/TERM ID TO BE COPIED, OR BLOCK FUNCTION
```

Enter the name of the predefined (or saved) set of terms in the Block Function field. The name of this term is **ftsr1**. Press F4-BLOCK FUNC again to bring the file forward.

```
PCHL2126 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY   05/12/2010   8:50 AM
LINK TO:                SPECIFICATIONS/TERMS SELECTION

DOCUMENT ID : R00P0400017   LINE NO:      000
S     ID            SHORT TITLE        S     ID            SHORT TITLE




    BLOCK FUNCTION:       (TERM ID TO COPY, ISRT, DLET, DUP)   BLOCK 001 OF 001
            BILLING TELEPHONE NUMBER:
            LOCATION:
            .
            LOCATION CONTACT PERSON (ON-SITE):
            LOCATION TELEPHONE NUMBER:
            VENDOR'S B/U ACCT. NUMBER:
            LOCATION NUMBER:
            CENTREX'S BAC:                    LOCATION GROUP:


    F1-HELP     F2-SELECT F3-DELETE   F4-BLOCK FUNC      F7-PRIOR BLK
    F8-NEXT BLK F9-LINK    F10-SAVE                      ENTER-INQUIRE    CL-EXIT
SPEC/TERM TEXT COPIED
```

Purchase Order Specifications and Terms – continued

```
PCHL2126 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY    05/12/2010   8:43 AM
LINK TO:                SPECIFICATIONS/TERMS SELECTION

DOCUMENT ID : R00P0400017    LINE NO:    000
S    ID              SHORT TITLE         S    ID             SHORT TITLE




BLOCK FUNCTION:       (TERM ID TO COPY, ISRT, DLET, DUP)    BLOCK 001 OF 001
        BILLING TELEPHONE NUMBER: 410-XXX-XXXX
        LOCATION:
        .
        LOCATION CONTACT PERSON (ON-SITE):   TC COORDINATOR
        LOCATION TELEPHONE NUMBER:    410-XXX-XXXX
        VENDOR'S B/U ACCT. NUMBER:
        LOCATION NUMBER:
        CENTREX'S BAC:                        LOCATION GROUP:



F1-HELP     F2-SELECT  F3-DELETE   F4-BLOCK FUNC      F7-PRIOR BLK
F8-NEXT BLK F9-LINK    F10-SAVE    F11-FORWARD TERMS   ENTER-INQUIRE   CL-EXIT
RECORD REPLACED
```

Enter appropriate information and press F10-SAVE when complete. Press Escape to return to the Purchase order Header Entry screen.

Purchase Order Match Type

```
PCHL2340 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY    05/12/2010   9:19 AM
LINK TO:                    PURCHASE ORDER/CONTRACT
PRINTER ID: NE0P            PRINT SWITCH: R (R/C)   GRAPHICAL PRINT: Y (Y/N)
PO/CONTRACT ID  : R00P0400017    BLANKET PO ID : 060B0400001    CALL NO:
PURCHASING TYPE : PO   REQUISITION ID: R00R0400005    LINE : 000  BUYER: RB13
ACTION INDICATOR: N    BID ID       :                   AWARD:     VEND CHG: Y
CONTRACT AMOUNT :          50.00 INTERFACE TYPE: PO      EFF DATE : 05/06/2010
REMAINING VALUE :          50.00 MATCH TYPE   : AB       WAREHOUSE :
VENDOR ID       : 1161337624    DEPARTMENT    : R00       STATUS : NOPT
VENDOR NAME     : VERIZON                                 CREATE : 05/07/10
ADDRESS         : PO BOX 101956                           UPDATE : 05/12/10
                                                          POST   :
            CITY: ATLANTA                 ST: GA ZIP: 30392
DELIVER TO NAME : TRAINING DEPARTMENT
ADDRESS         : 45 CALVERT ST
                  SECOND FLOOR
            CITY: ANNAPOLIS               ST: MD ZIP: 21401
BILL TO NAME    :                         BILL TO ADDRESS CODE:
DELIVERY DATE   : 05/20/2010  F.O.B. POINT  : DEST        SUBCONTRACTOR: N
EXPIRATION DATE : 05/05/2020  DISCOUNT TERMS: NET         NOTE PAD    : Y
TRACK DATE:           FILTER IND:   EXPEDITOR:            TRACK CODE  :
F1-HELP  F2-ADD ELE  F3-DELETE F4-OTHER KEYS F5-NEXT    F6-VIEW DOC F7-SEL VEN
F8-SEL TERMS F9-LINK F10-SAVE  F11-VIEW ACCT F12-PRINT    ENTER-INQUIRE CL-EXIT
```

For both Purchase Orders and Direct Purchase Order documents, a valid Match Type must be entered. Check with your procurement and accounting departments to determine which match type you should use. *For this example we are using AB, which is a progressive payment match type.* NOTE: This is for our example only – please realize this will most likely change at your agency.

The match type is important because it determines how payments can be made and also determines when a voucher will be created so the bill can be paid. Some match types require receiving reports and some do not. If your agency does not use receiving reports, then you want to make sure you do not choose a match type that requires one.

Additional Match Type information can be obtained on the 1310 screen in ADPICS

After entering your Match Type press F10-SAVE to save this information to your document.

Purchase Order Posting

```
PCHL2340 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY    05/12/2010   9:39 AM
LINK TO:                    PURCHASE ORDER/CONTRACT
PRINTER ID: NE0P           PRINT SWITCH: R (R/C)   GRAPHICAL PRINT: Y (Y/N)
PO/CONTRACT ID : R00P0400017    BLANKET PO ID : 060B0400001    CALL NO:
PURCHASING TYPE : PO   REQUISITION ID: R00R0400005    LINE : 000  BUYER: RB13
ACTION INDICATOR: p       PID ID      :              AWARD:    VEND CHG: N
CONTRACT AMOUNT :        50.00 INTERFACE TYPE: PO      EFF DATE : 05/06/2010
REMAINING VALUE :        50.00 MATCH TYPE    : AB     WAREHOUSE :
VENDOR ID      : 1161337624    DEPARTMENT    : R00      STATUS : NOPT
VENDOR NAME    : VERIZON                             CREATE : 05/07/10
ADDRESS        : PO BOX 101956                       UPDATE : 05/12/10
                                                     POST   :
          CITY: ATLANTA                 ST: GA ZIP: 30392
DELIVER TO NAME : TRAINING DEPARTMENT
ADDRESS         : 45 CALVERT ST
                  SECOND FLOOR
          CITY: ANNAPOLIS                ST: MD ZIP: 21401
BILL TO NAME    :                        BILL TO ADDRESS CODE:
DELIVERY DATE   : 05/20/2010  F.O.B. POINT  : DEST       SUBCONTRACTOR: N
EXPIRATION DATE : 05/05/2020  DISCOUNT TERMS: NET        NOTE PAD    : Y
TRACK DATE:           FILTER IND:   EXPEDITOR:           TRACK CODE  :
F1-HELP  F2-ADD ELE  F3-DELETE F4-OTHER KEYS F5-NEXT    F6-VIEW DOC F7-SEL VEN
F8-SEL TERMS F9-LINK F10-SAVE     VIEW ACCT F12-PRINT    ENTER-INQUIRE CL-EXIT
INQUIRY SUCCESSFUL, TRANSACTION READY FOR UPDATE
```

Your document is now ready to Post, or place into the Approval path depending on your Agency. A good habit to get into before posting is to check the F6-VW DOC, F8-SEL TERMS and F11-VW ACCT. This is a way of verifying the information you are requesting to order is accurate and the accounting information you are using is correct.

After you have double checked these areas, tab to the ACTION IND and type over the N with the letter P for Post and press F10-SAVE.

Purchase Order Tracking


```
PCHL2340 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY    05/12/2010   9:40 AM
LINK TO:                     PURCHASE ORDER/CONTRACT
PRINTER ID: NE0P            PRINT SWITCH: R (R/C)   GRAPHICAL PRINT: Y (Y/N)
PO/CONTRACT ID  : R00P0400017   BLANKET PO ID : 060B0400001   CALL NO:
PURCHASING TYPE : PO  REQUISITION ID: R00R0400005   LINE : 000  BUYER: RB13
ACTION INDICATOR: A      O ID     :              AWARD:       VEND CHG: Y
CONTRACT AMOUNT :        50.00 INTERFACE TYPE: PO      EFF DATE : 05/06/2010
REMAINING VALUE :        50.00 MATCH TYPE   : AB      WAREHOUSE :
VENDOR ID       : 1161337624   DEPARTMENT   : R00       STATUS : APPR
VENDOR NAME     : VERIZON                               CREATE : 05/07/10
ADDRESS         : PO BOX 101956                         UPDATE : 05/12/10
                                                        POST   :
                CITY: ATLANTA               ST: GA ZIP: 30392
DELIVER TO NAME : TRAINING DEPARTMENT
ADDRESS         : 45 CALVERT ST
                  SECOND FLOOR
                CITY: ANNAPOLIS             ST: MD ZIP: 21401
BILL TO NAME    :              BILL TO ADDRESS CODE:
DELIVERY DATE   : 05/20/2010 F.O.B. POINT  : DEST      SUBCONTRACTOR: N
EXPIRATION DATE : 05/05/2020 DISCOUNT TERMS: NET       NOTE PAD   : Y
TRACK DATE:           FILTER IND:  EXPEDITOR:          TRACK CODE :
F1-HELP  F2-ADD ELE  F3-DELETE F4-OTHER KEYS F5-NEXT     F6-VIEW DOC F7-SEL VEN
F8-SEL TERMS F9-LINK F10-SAVE  F11-VIEW ACCT F12-PRINT   ENTER-INQUIRE CL-EXIT
PURCHASE ORDER IS SUBMITTED FOR APPROVAL PROCESSING
```

Your TSR document will be going through your Agency's approval path and then moving to the DoIT commodity approval path. You will need to monitor your document so you know when it has been final approved (posted). Once final approved, your Agency can print the purchase order and send to the specified vendor.

DoIT Training Department

Purchase Order Tracking - continued

```
PCHL9220 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY    05/12/2010  10:20 AM
LINK TO:              DOCUMENT AUTHORIZATION TRACKING - ACTIVE    PAGE  01 OF 01

DOCUMENT ID :  R00P0400017                    NOTEPAD :  Y

                                              APRV   ACTIVITY   DAYS
      DEPT            USER              LEVEL CHNG STAT   DATE     OUT
   1  R00    SUSAN RUTHERFORD            999   N  INIT  05/12/10

   2           LEV- 050                        N                    6
   3  R00L000  LEV- 100                        N
   4  R00LXXX  LEV- 100                        N
   5  R00AXXX  LEV- 125                        N
   6  060T1    LEV- 100                        N




  F1-HELP          F5-NEXT          F7-PRIOR PAGE          F8-NEXT PAGE
  F9-LINK          F11-NOTE PAD     ENTER-INQUIRE          CL-EXIT
  INQUIRY SUCCESSFUL
```

The ADPICS 9220 Document Authorization Tracking – Active screen will display the exact location your document is residing. This screen displays how many days the document has been in each mailbox.

DoIT will be the last stop, or final approval for the document.

```
PCHL2455 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY    05/12/2010   3:03 PM
LINK TO:              PURCHASE ORDERS BY DEPARTMENT

DEPARTMENT : R00         TRAINING DEPARTMENT
FROM DATE  : 04/12/2010  TO DATE   : 05/12/2010   CREATE/DELIVERY IND: C


   S      PO ID       TYPE   CREATE DATE    STATUS   CONTRACT AMOUNT
       R00P0400017    PO     05/07/10       POST              50.00
```

You can also monitor your purchase order to see when it has posed by using the 2455 Purchase Orders By Department screen.

Enter the department that was used to create your Purchase Order in the Department Field.

The date range defaults to the past 30 days. You can change this if you choose.

Press Enter to inquire on all the purchase orders in the specified department created within the designated date range.

If the Purchase Order has been posted, it will be displayed as POST under the STATUS column.

Purchase Order Rejected Back to Agency

```
PCHL0000 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY    05/12/2010   3:47 PM
LINK TO:                          MAIN MENU

                    COPYRIGHT 1994 KPMG PEAT MARWICK LLP

              USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

                 (1)  - ACCOUNTS PAYABLE MENU
                 (2)  - PROCUREMENT TRANSACTIONS MENU
                 (3)  - RECEIVING MENU
                 (4)  - INVENTORY TRANSACTIONS MENU
                 (5)  - TABLE MAINTENANCE MENU
                 (6)  - REPORT PROCESSING MENU
                 (7)  - SYSTEMS MANAGEMENT MENU
                 (8)  - CHANGE ORDER PROCESSING MENU

                 (10) - DOCUMENT AUTHORIZATION MENU
                 (11) - COMMODITY TABLE INQUIRY
                 (12) - VENDOR TABLE INQUIRY
                 (CL) - EXIT


DOCUMENTS HAVE BEEN RETURNED TO YOUR MAILBOX : PLEASE VIEW PCHL9212
```

Occasionally a document will be rejected back to the agency. If a document has been rejected, it will appear on your ADPICS Main Menu page at the bottom of the screen. The message also notifies you of the page to link to.

Return Notification Mailbox

```
PCHL9212 V4.1 MD UAT      ADVANCED PURCHASING/INVENTORY    05/13/2010   3:09 PM
LINK TO:                     RETURN NOTIFICATION MAILBOX          PAGE  01 OF 01


     USER ID : A60M17     SUSAN RUTHERFORD


                  DOC  DOC   CREATE  CHG  DAYS                           REJECT
S  NTP   DOC ID   IND TYPE    DATE   IND  OUT      REASON CODE             BY
s   Y N00P0200422  PO  DP   02/13/06          550 REJECTED TO INITIATOR  A60100













F1-HELP             F2-SELECT           F7-PRIOR PAGE        F8-NEXT PAGE
F9-LINK             F11-NOTE PAD        ENTER-INQUIRE        CL-EXIT
INQUIRY SUCCESSFUL
```

From the 9212 Return Notification Mailbox screen you can select a document to view by tabbing to the document and tagging it with the letter S in the select column and pressing F2-SELECT.

DoIT Training Department

Return Notification Mailbox - continued

```
PCHL2150 V4.1 MD UAT      ADVANCED PURCHASING/INVENTOR    05/13/2010   3:11 PM
LINK TO:                  PURCHASE ORDER DOCUMENT INQUIRY    PAGE 00001 OF 00003
                          PRINTER ID: EFBP           GRAPHICAL PRINT (Y/N): Y
PO ID  : N00P0200422      CONTRACT AMOUNT  :         2.00 PRT SWITCH (R/C): R
REQ ID : N00P0200422  000 REMAINING AMOUNT :         2.00 PO PRINTED      : N
BID ID:                   NOTE PAD (Y/N): Y              MATCH TYPE: A4
VENDOR   1526002033 : STATE OF MARYLAND
================================================================================
DELIVER TO NAME      DELIVERY DATE: 01/17/00     EXPIRATION DATE:
---------------
JOHN WEISMAN

SHIP TO ADDRESS                      VENDOR ADDRESS
---------------                      --------------
STATE WAREHOUSE B01                  STATE CIR
745 W. SARATOGA STREET
BALTIMORE          MD 21201     ANNAPOLIS              MD 21401

DISCOUNT TERMS: NET

FOB POINT   : DEST

F1-HELP F5-NEXT F6-HEADER F7-PREV PG F8-NEXT PG F9-LINK F12-PRINT ENTER-INQUIRE
INQUIRY SUCCESSFUL, READY TO PROCESS NEXT REQUEST
```

When F2 is pressed the system takes you to the 2150 Purchase Order Document Inquiry Screen. Press F6-HEADER to transfer to the Purchase Order header 2340 screen.

Purchase Order Rejected Back to Agency

```
PCHL2340 V4.1 MD TRN     ADVANCED PURCHASING/INVENTORY    05/12/2010   9:19 AM
LINK TO:  NOTE            PURCHASE ORDER/CONTRACT
PRINTER ID: NE0P            PRINT SWITCH: R (R/C)   GRAPHICAL PRINT: Y (Y/N)
PO/CONTRACT ID  : R00P0400017    BLANKET PO ID : 060B0400001    CALL NO:
PURCHASING TYPE : PO   REQUISITION ID: R00R0400005    LINE : 000  BUYER: RB13
ACTION INDICATOR: N    BID ID       :                 AWARD:      VEND CHG: Y
CONTRACT AMOUNT :          50.00 INTERFACE TYPE: PO      EFF DATE : 05/06/2010
REMAINING VALUE :          50.00 MATCH TYPE    : AB     WAREHOUSE :
VENDOR ID      : 1161337624    DEPARTMENT    : R00       STATUS : NOPT
VENDOR NAME    : VERIZON                                 CREATE : 05/07/10
ADDRESS        : PO BOX 101956                           UPDATE : 05/12/10
                                                         POST   :
            CITY: ATLANTA                 ST: GA ZIP: 30392
DELIVER TO NAME : TRAINING DEPARTMENT
ADDRESS         : 45 CALVERT ST
                  SECOND FLOOR
            CITY: ANNAPOLIS                ST: MD ZIP: 21401
BILL TO NAME   :                          BILL TO ADDRESS CODE:
DELIVERY DATE  : 05/20/2010  F.O.B. POINT  : DEST         SUBCONTRACTOR: N
EXPIRATION DATE : 05/05/2020  DISCOUNT TERMS: NET         NOTE PAD    : Y
TRACK DATE:            FILTER IND:   EXPEDITOR:           TRACK CODE   :
F1-HELP  F2-ADD ELE  F3-DELETE F4-OTHER KEYS F5-NEXT    F6-VIEW DOC F7-SEL VEN
F8-SEL TERMS F9-LINK F10-SAVE  F11-VIEW ACCT F12-PRINT    ENTER-INQUIRE CL-EXIT
```

When documents are rejected back to the Agency, link to the NOTE PAD to find out the reason why. At the LINK TO field type in the word NOTE and press F9-LINK.

Purchase Order Rejected – Note Pad

```
PCHL9100 V4.1 MD TRN     ADVANCED PURCHASING/INVENTORY      05/12/2010  11:55 AM
LINK TO:                        ELECTRONIC NOTE PAD              PAGE  01 OF 01

PURCHASE ORDER  2340

ENTER IN ANY INFORMATION HERE THAT IS PERTINENT FOR THIS DOCUMENT AND PRESS
F10 TO SAVE

 THIS DOCUMENT IS BEING REJECTED FOR POSSIBLY USING THE WRONG BPO,

USING THE WRONG COMMODITY INFORMATION, ETC.


IF AT ALL POSSIBLE, THE REASON FOR REJECTING A DOCUMENT, SHOULD BE

ACCOMPANIED WITH ENOUGH INFORMATION FOR YOU TO FIX YOUR DOCUMENT AND

RESUBMIT BACK INTO THE APPROVAL PROCESS.



F1-HELP    F4-AUDIT    F5-TOP      F6-COPY       F7-PR PAGE   F8-NX PAGE
F9-LINK    F10-SAVE    F11-INS PAGE  F12-DEL PAGE  ENTER-INQUIRE   CL-EXIT
INQUIRY COMPLETE
```

The reason a document has been rejected should be in the Note Pad of your document.

Resubmit Purchase Order Back Into Approval Process

```
PCHL2340 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY    05/12/2010   9:40 AM
LINK TO:                    PURCHASE ORDER/CONTRACT
PRINTER ID: NE0P            PRINT SWITCH: R (R/C)   GRAPHICAL PRINT: Y (Y/N)
PO/CONTRACT ID  : R00P0400017    BLANKET PO ID : 060B0400001    CALL NO:
PURCHASING TYPE : PO    REQUISITION ID: R00R0400005    LINE : 000  BUYER: RB13
ACTION INDICATOR: A    BID ID    :              AWARD:       VEND CHG: Y
CONTRACT AMOUNT :        50.00 INTERFACE TYPE: PO      EFF DATE : 05/06/2010
REMAINING VALUE :        50.00 MATCH TYPE    : AB    WAREHOUSE :
VENDOR ID       : 1161337624    DEPARTMENT    : R00     STATUS : APPR
VENDOR NAME     : VERIZON                             CREATE : 05/07/10
ADDRESS         : PO BOX 101956                        UPDATE : 05/12/10
                                                       POST   :
            CITY: ATLANTA                ST: GA ZIP: 30392
DELIVER TO NAME : TRAINING DEPARTMENT
ADDRESS         : 45 CALVERT ST
                  SECOND FLOOR
            CITY: ANNAPOLIS              ST: MD ZIP: 21401
BILL TO NAME    :                 BILL TO ADDRESS CODE:
DELIVERY DATE   : 05/20/2010 F.O.B. POINT  : DEST      SUBCONTRACTOR: N
EXPIRATION DATE : 05/05/2020 DISCOUNT TERMS: NET       NOTE PAD   : Y
TRACK DATE:           FILTER IND:   EXPEDITOR:         TRACK CODE  :
F1-HELP  F2-ADD ELE  F3-DELETE F4-OTHER KEYS F5-NEXT    F6-VIEW DOC F7-SEL VEN
F8-SEL TERMS F9-LINK F10-SAVE  F11-VIEW ACCT F12-PRINT    ENTER-INQUIRE CL-EXIT
PURCHASE ORDER IS SUBMITTED FOR APPROVAL PROCESSING
```

After the requested changes have been made, repost your document placing it back in the approval process.

```
PCHL2455 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY    05/12/2010   5:43 PM
LINK TO:                    PURCHASE ORDERS BY DEPARTMENT

DEPARTMENT : R00        TRAINING DEPARTMENT
FROM DATE  : 04/12/2010    TO DATE    : 05/12/2010    CREATE/DELIVERY IND: C



    S      PO ID      TYPE   CREATE DATE   STATUS   CONTRACT AMOUNT
          R00P0400017  PO     05/07/10      POST              50.00
```

Track your document either on the 2455 screen or the 9230 screens.

```
PCHL9230 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY    05/12/2010   5:45 PM
LINK TO:             DOCUMENT AUTHORIZATION TRACKING - ARCHIVE    PAGE  01 OF 01

DOCUMENT ID :  R00P0400017        NOTEPAD :  Y         CUMULATIVE DAYS :    0

                                                              APRV  DAYS
       DATE     TIME    DEPT              USER           LEVEL STAT OUT
      05/12/10   9:40AM R00      SUSAN RUTHERFORD          999 INIT
      05/12/10  11:46AM 060T1    TRAINING ID               100 RJCT
      05/12/10  11:56AM R00      SUSAN RUTHERFORD          999 INIT
      05/12/10  11:58AM 060T1    TRAINING ID               100 AUTH
```

Once final approved, your Agency can print the purchase order and send to the specified vendor. Refer to the DoIT website for specific contact information for the TSR vendors.

BPO CROSS-OVER FOR TSR's

Old BPO Number:	New BPO Number:	Type of BPO
060B0400001	060B1400047	PBX I
060B9800006	060B1400006	Long Distance
060B9800008	060B1400008	PBX II
060B9800034	060B1400047	PBX I
060B9800040	060B1400040	Call Center
060B9800041	no change	Local Access
060B9800046	060B1400046	Toll Free

Table of Contents

Requisition Change Orders

After logging into FMIS from the ADPICS Main Menu either link to the particular Change Order Screen you want to create or press F8 – Change Order Processing Menu to advance to the 8000 Change Order Menu screen.

```
PCHL0000 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY    05/06/2010   3:25 PM
LINK TO:                          MAIN MENU

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            USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

               (1)  - ACCOUNTS PAYABLE MENU
               (2)  - PROCUREMENT TRANSACTIONS MENU
               (3)  - RECEIVING MENU
               (4)  - INVENTORY TRANSACTIONS MENU
               (5)  - TABLE MAINTENANCE MENU
               (6)  - REPORT PROCESSING MENU
               (7)  - SYSTEMS MANAGEMENT MENU
               (8)  - CHANGE ORDER PROCESSING MENU

               (10) - DOCUMENT AUTHORIZATION MENU
               (11) - COMMODITY TABLE INQUIRY
               (12) - VENDOR TABLE INQUIRY
               (CL) - EXIT
```

Press F2 to advance to Requisition Change Menu.

```
PCHL8000 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY    06/19/2010   4:04 PM
LINK TO: ▪                      CHANGE ORDER MENU

                      COPYRIGHT 1994 KPMG PEAT MARWICK LLP

            USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

             (1)  - REQUISITION CHANGE MENU
             (2)  - PURCHASE ORDER - ITB  CHANGE MENU
             (3)  - DOCUMENT CANCELLATION
             (4)  - SPECIFICATION/TERMS CHANGE
             (5)  - CHANGE ORDER PRINT

             (7)  - PURCHASE ORDER CHANGE ORDER INQUIRY




             (CL) - EXIT
```

ADPICS – TSR PROCESS –

Requisition Change Orders

DoIT Training Department

Requisition Change Order Menu

```
PCHL8001 V4.1 MD TRN     ADVANCED PURCHASING/INVENTORY     06/19/2010   4:31 PM
 LINK TO:                    REQUISITION CHANGE ORDER MENU

                        COPYRIGHT 1994 KPMG PEAT MARWICK LLP

                USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

                   (1)  - REQUISITION - ACCOUNTING CHANGE
                    (2)  - REQUISITION - COMMODITY CHANGE
                    (3)  - DOCUMENT - COMMODITY ADD
                    (4)  - REQUISITION - CHANGE ORDER INQUIRY








                    (CL) - EXIT
```

From the 8001 Requisition Change Order Menu, press F1 to advance to the Requisition – Accounting Change 8100 screen.

Requisition – Accounting Change - continued

```
PCHL8100 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY    06/19/2010    4:57 PM
LINK TO:                   REQUISITION ACCOUNTING CHANGE

CHANGE ORDER ID:              DOC REF: 000 ___ TYPE  : 01 EFF DATE:
REQUISITION ID : R00R0400018  LINE NO: 000 ___ION IND: N   MORE ACCTG : N
DISTRIB METHOD :   FILTER IND:          INTERFACE CODE: C1
COMM ID/PART NO:                        LINE TOTAL    :
SF AGY YR INDEX  PCA   OBJ   AOBJ GRANT/PH PROJ/PH  AG1 AG2 AG3      AMOUNT




















F1-HELP    F3-DELETE    F4-ACCTG        F5-NEXT     F8-SEL TERMS
F9-LINK    F10-SAVE     ENTER-INQUIRE   CL-EXIT
```

The Requisition Accounting Change screen (8100) allows the user to create a Change Order that modifies the accounting distribution of a posted Requisition.

DOC REF: You will always enter "000" in this field.

REQUISITION ID: Enter the requisition ID number of the requisition you want to change.

LINE NO: Enter the line number of the requisition you want to change.

If the accounting distribution method is "S" (single) or "P" (percentage), you will always enter "000". Three zeros "000" indicate that the accounting changes apply to the entire document.

If the accounting distribution method is "M" (multiple), you will enter the line number assigned to the detail entry record that you want to change.

Press **F10-SAVE** to bring forward the requisition information.

Requisition – Accounting Change – continued

```
PCHL8100 V4.1 MD TRN     ADVANCED PURCHASING/INVENTORY    06/19/2010   5:02 PM
LINK TO:                 REQUISITION ACCOUNTING CHANGE

CHANGE ORDER ID: CO000846    DOC REF: 000 DOC TYPE  : 01 EFF DATE: 06/18/2010
REQUISITION ID : R00R0400018  LINE NO: 000 ACTION IND: N   MORE ACCTG : N
DISTRIB METHOD : S FILTER IND:           INTERFACE CODE: C1
COMM ID/PART NO:                        LINE TOTAL    :        50.00
SF AGY YR INDEX  PCA   OBJ   AOBJ GRANT/PH PROJ/PH  AG1 AG2 AG3      AMOUNT
01 R00 10      10015       0808                                       50.00
02 R00 10      10015       0809                                       50.00




F1-HELP    F3-DELETE    F4-ACCTG        F5-NEXT      F8-SEL TERMS
F9-LINK    F10-SAVE     ENTER-INQUIRE   CL-EXIT
RECORD ALREADY EXISTS ON FILE, IT WAS REPLACED
```

Once your doucment is saved, a Change Order ID is assigned to your document. The system brings forward all the accounting information from the original Requisition.

Make your appropriate accounting change and press **F10-SAVE** to save your changes

NOTE: The screen displays the requisition accounting lines that were entered for the requisition. Notice that each accounting line is repeated. If you press **Tab** to move through the screen, you will notice that the first time the accounting line is displayed the information is protected. Changes are made on the second line displayed. This enables you to easily see what changes were made.

Notice the **MORE ACCTG** field in the upper right corner of the screen. If this field displays "Y" (yes), the accounting distribution method is "M" (multiple) and more than six accounting lines have been entered for this requisition detail entry.

If the **MORE ACCTG** field displays "Y", press **F4-ACCTG** to view the additional accounting information. When F4-ACCTG is pressed, the system transfers to the Accounting Change Order Accounting Detail (8101) screen.

Notice that the suffix of the changed accounting line changed to "**02**" when the change request was saved. Whenever you change the accounting distribution, the system assigns the next sequential suffix. This enables the system to liquidate the encumbrance established by suffix "01", and create a new encumbrance for suffix "02".

Requisition – Accounting Change – continued

```
PCHL8100 V4.1 MD TRN     ADVANCED PURCHASING/INVENTORY     06/21/2010    4:32 PM
LINK TO:                  REQUISITION ACCOUNTING CHANGE

CHANGE ORDER ID: CO000846     DOC REF: 000 DOC TYPE  : 01 EFF DATE: 06/18/2010
REQUISITION ID : R00R0400018  LINE NO: 000 ACTION IND: P      RE ACCTG : N
DISTRIB METHOD : S FILTER IND:            INTERFACE CODE: C1
COMM ID/PART NO:                          LINE TOTAL    :       50.00
SF AGY YR INDEX  PCA   OBJ   AOBJ GRANT/PH PROJ/PH  AG1 AG2 AG3      AMOUNT
01 R00 10      10015        0808                                       50.00
02 R00 10      10015        0809                                       50.00










F1-HELP     F3-DELETE     F4-ACCTG        F5-NEXT      F8-SEL TERMS
F9-LINK     F10-SAVE      ENTER-INQUIRE   CL-EXIT
CHANGE ORDER POSTED
```

Once your changes have been made, change the Action IND to P for Post and press **F10-SAVE**.

NOTE: Remember – changes made by the change order do not take effect until after the change order is posted. Change order will be posted after it has gone through the Agency approval path. Change Orders on Requisitions **DO NOT** have to go through DoIT for approval.

Requisition – Commodity Change

```
PCHL8001 V4.1 MD TRN     ADVANCED PURCHASING/INVENTORY    06/19/2010   4:31 PM
LINK TO:                   REQUISITION CHANGE ORDER MENU

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              USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

                 (1)  - REQUISITION - ACCOUNTING CHANGE
                 (2)  - REQUISITION - COMMODITY CHANGE
                 (3)  - DOCUMENT - COMMODITY ADD
                 (4)  - REQUISITION - CHANGE ORDER INQUIRY




                 (CL) - EXIT
```

From the 8001 Requisition Change Order Menu, press F2 to advance to the Requisition – Commodity Change 8200 screen.

Requisition – Commodity Change

```
PCHL8200 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY    06/21/2010   4:53 PM
LINK TO:                REQUISITION COMMODITY CHANGE

CHANGE ORDER ID:            DOC REF: 000   DOCUMENT TYPE : 02
REQUISITION ID : R00R0400018  LINE NO: 001   ACTION IND   : N
DISTRIB METHOD :     EFF DATE:             INTERFACE TYPE: C2
                    FILTER IND:           LINE CANCEL   :
                 OLD                                NEW
COMMODITY ID:
PART NO     :
QUANTITY    :          0.00                          0.00
ORDER SIZE  :    STATE TAX :    LOCAL TAX :
UNIT COST   :          0.0000                        0.0000
EST. TOTAL  :          0.00                          0.00
SF AGY YR INDEX  PCA   OBJ  AOBJ GRANT/PH PROJ/PH   OLD AMOUNT   NEW AMOUNT




MORE ACCOUNTING: N
F1-HELP      F2-SEL-COMM    F3-DELETE    F4-ACCTG    F5-NEXT    F7-SEL PART
F8-SEL TERMS   F9-LINK       F10-SAVE        ENTER-INQUIRE       CL-EXIT
```

The Requisition Commodity Change screen is used to change the commodity information originally entered on the Requisition Detail Entry screens.

DOC REF: You will always enter "000" in this field.

REQUISITION ID: Enter the ID of the requisition you wish to change.

LINE NO: Enter the line number of the requisition you want to change.

Press **F10-SAVE** to bring forward the requisition information.

Requisition – Commodity Change

```
PCHL8200 V4.1 MD TRN     ADVANCED PURCHASING/INVENTORY    06/22/2010   6:02 PM
LINK TO:                    REQUISITION COMMODITY CHANGE

CHANGE ORDER ID: C0000847    DOC REF: 000   DOCUMENT TYPE : 02
REQUISITION ID : R00R0400018  LINE NO: 001  ACTION IND    : N
DISTRIB METHOD : S    EFF DATE: 06/18/2010  INTERFACE TYPE: C2
                  FILTER IND:              LINE CANCEL   :
                OLD                                    NEW
COMMODITY ID: 99789-PBX102                     99789-PBX102
PART NO    :                                   0
QUANTITY   :           1.00                              1.00
ORDER SIZE : EA  STATE TAX :   LOCAL TAX :     EA
UNIT COST  :          50.0000                         100.0000
EST. TOTAL :          50.00                           100.00
SF AGY YR INDEX  PCA   OBJ   AOBJ GRANT/PH PROJ/PH   OLD AMOUNT   NEW AMOUNT
02 R00 10        10015       0809                       50.00        100.00




MORE ACCOUNTING: N
F1-HELP      F2-SEL-COMM    F3-DELETE    F4-ACCTG    F5-NEXT    F7-SEL PART
F8-SEL TERMS  F9-LINK      F10-SAVE       ENTER-INQUIRE      CL-EXIT    ■
RECORD ALREADY EXISTS ON FILE, PRESS <PF10> TO REPLACE
```

Once your doucment is saved, a Change Order ID is assigned to your document. The system brings forward all the commodity information from the original Requisition.

You can cancel an existing requisition detail entry using this screen. However, if you want to add a line to a posted requisition, access the Document - Commodity Add (8450) screen.

If the accounting distribution method associated with the requisition is "M" (multiple), the amount allocated to each existing accounting distribution line can also be changed using this screen.

To change the commodity information on this screen, type over any displayed information that is not protected. This information is located under the **NEW** or right side of the screen. If necessary, a new amount should be entered to reflect the change. Press **F10** to Save.

Note the message at the bottom of the screen. Press **F10-SAVE** again to replace and save your change order.

Requisition – Commodity Change

```
PCHL8200 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY   06/22/2010   6:07 PM
LINK TO:                  REQUISITION COMMODITY CHANGE

CHANGE ORDER ID: C0000847     DOC REF: 000    DOCUMENT TYPE : 02
REQUISITION ID : R00R0400018  LINE NO: 001    ACTION IND    : p
DISTRIB METHOD : S    EFF DATE: 06/18/2010    INTERFACE TYPE: C2
                  FILTER IND:              LINE CANCEL   :
                 OLD                               NEW
COMMODITY ID: 99789-PBX102                    99789-PBX102
PART NO    :                                  0
QUANTITY   :           1.00                              1.00
ORDER SIZE : EA  STATE TAX :    LOCAL TAX :       EA
UNIT COST  :          50.0000                       100.0000
EST. TOTAL :          50.00                         100.00
SF AGY YR INDEX  PCA    OBJ   AOBJ GRANT/PH PROJ/PH   OLD AMOUNT   NEW AMOUNT
02 R00 10       10015        0809                         50.00       100.00




MORE ACCOUNTING: N
F1-HELP       F2-SEL-COMM    F3-DELETE    F4-ACCTG   F5-NEXT    F7-SEL PART
F8-SEL TERMS  F9-LINK        F10-SAVE        ENTER-INQUIRE      CL-EXIT
RECORD ALREADY EXISTS, IT WAS UPDATED
```

If you forget to enter in the new amount, the system will prompt you with a message -
NEW AMOUNT NOT NUMERIC. Once amount is entered, press **F10-SAVE** to save your change order.

Change the Action IND to P for Post and press **F10-SAVE**.

Requisition – Commodity Change

```
PCHL8200 V4.1 MD TRN      ADVANCED PURCHASING/INVENTORY     06/22/2010   6:13 PM
LINK TO:                  REQUISITION COMMODITY CHANGE

CHANGE ORDER ID: G0000847     DOC REF: 000    DOCUMENT TYPE : 02
REQUISITION ID : R00R0400018  LINE NO: 001    ACTION IND     : A   <=
DISTRIB METHOD : S    EFF DATE: 06/18/2010    INTERFACE TYPE: C2
                     FILTER IND:              LINE CANCEL    :
                  OLD                                   NEW
COMMODITY ID: 99789-PBX102                    99789-PBX102
PART NO     :                                 0
QUANTITY    :          1.00                              1.00
ORDER SIZE  : EA  STATE TAX :    LOCAL TAX :    EA
UNIT COST   :       50.0000                         100.0000
EST. TOTAL  :       50.00                           100.00
SF AGY YR INDEX  PCA   OBJ   AOBJ GRANT/PH PROJ/PH   OLD AMOUNT    NEW AMOUNT
02 R00 10        10015      0809                        50.00        100.00




MORE ACCOUNTING: N
F1-HELP        F2-SEL-COMM     F3-DELETE    F4-ACCTG    F5-NEXT    F7-SEL PART
F8-SEL TERMS   F9-LINK         F10-SAVE        ENTER-INQUIRE      CL-EXIT
=> CHANGE ORDER IS SUBMITTED FOR APPROVAL PROCESSING
```

Your change order will be going through your Agency's approval path and then moving to the DoIT commodity approval path.

NOTE:

Remember – changes made by the change order do not take effect until after the change order is posted. Change order will be posted after it has gone through the Agency approval path. Change Orders on Requisitions **DO NOT** have to go through DoIT for approval.

DoIT Training Department

Direct Purchase Order Change Orders – Commodity Add

```
PCHL8001 V4.1 MD TRN     ADVANCED PURCHASING/INVENTORY     06/19/2010   4:31 PM
LINK TO:                   REQUISITION CHANGE ORDER MENU


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         USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:


              (1)  - REQUISITION - ACCOUNTING CHANGE
              (2)  - REQUISITION - COMMODITY CHANGE
   ⟹          (3)  - DOCUMENT - COMMODITY ADD
              (4)  - REQUISITION - CHANGE ORDER INQUIRY






              (CL) - EXIT
```

From the 8001 Requisition Change Order Menu, press F1 to advance to the Document – Commodity Add 8450 screen.

Requisition – Commodity Add

```
PCHL8450 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY    06/22/2010   6:31 PM
LINK TO:          DOCUMENT CHANGE ORDER COMMODITY ADD HEADER


        CHANGE ORDER ID       :                  DOC TYPE:

        DOCUMENT ID           : r00r0400018      NOTE PAD: N

        DOCUMENT INDICATOR    : req              EFF DATE:
        (REQ/POC)

        DOCUMENT REFERENCE NO :                  FILTER IND:

        DOC REF               : 000              STATUS  :
                                                 CREATE  :
        ACTION IND            : N                UPDATE  :
                                                 POST    :
        INTERFACE TYPE        : C3


  F1-HELP          F3-DELETE           F5-NEXT              F6-VIEW DOC
  F9-LINK    F10-SAVE   F11-VIEW ACCTNG      ENTER-INQUIRE        CL-EXIT
```

The Document Change Order Commodity Add Header (8450) screen is used to add another detail line to posted Requisitions or posted Purchase Orders.

DOCUMENT ID: Enter the document id that corresponds with the Requisition you want to add a line to.

DOCUMENT INDICATOR: Enter the document type you want to add a line to: REQ (Requisition) or POC (Purchase Order).

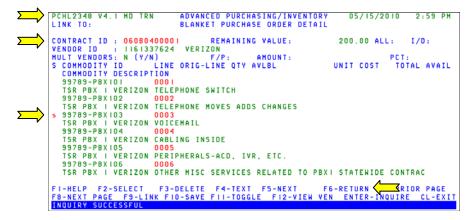**DOC REF:** You will always enter "000" in this field.

Press **F10-SAVE** to save the information and transfer to the Document Change Order Commodity Add Detail (8455) **accounting** screen.

```
PCHL8455 V4.1           ADVANCED PURCHASING/INVENTORY    06/22/2010   6:34 PM
LINK TO:          DOCUMENT CHANGE ORDER COMMODITY ADD DETAIL

CHANGE ORDER ID  : C0000848    LINE NO    : 001     BUYER: RB13
PURCHASE ORDER ID:             REQUISITION ID: R00R0400018
COMMODITY   : ■                                    BPO LINE NO:
PART NO   :
QUANTITY    :              STATE TAX :       LOCAL TAX :
PURCHASE U/M:    UNIT COST:              EST. TOTAL COST:        0.00
ACCOUNTING INFORMATION-
SF AGY YR INDEX  PCA   OBJ   AOBJ GRANT/PH PROJ/PH  AG1 AG2 AG3      AMOUNT
02 R00 10      10015       0809




   MORE ACCOUNTING: N    CURRENT DETAIL ACCOUNTING AMOUNT:


 F1-HELP  F2-SEL COMM  F3-DELETE  F4-ACCTG  F5-NEXT  F6-VIEW DOC  F7-SEL PART
 F9-LINK  F10-SAVE  F11-VIEW ACCTG   F12-VIEW SPECS   ENTER-INQUIRE   CL-EXIT
 PLEASE ENTER DETAILS FOR CHANGE ORDER LINE
```

Requisition – Commodity Add

```
PCHL8455 V4.1            ADVANCED PURCHASING/INVENTORY    05/15/2010   2:44 PM
LINK TO:            DOCUMENT CHANGE ORDER COMMODITY ADD DETAIL

CHANGE ORDER ID  : C0000838    LINE NO      : 001      BUYER: RB13
PURCHASE ORDER ID: R00P0400022  REQUISITION ID:
COMMODITY    :                                      BPO LINE NO:
PART NO      :
QUANTITY     :               STATE TAX :        LOCAL TAX :
PURCHASE U/M:    UNIT COST:             EST. TOTAL COST:         0.00
ACCOUNTING INFORMATION-
SF AGY YR INDEX  PCA    OBJ   AOBJ GRANT/PH PROJ/PH  AG1 AG2 AG3      AMOUNT
01 R00 10     10015       0808


    MORE ACCOUNTING: N   CURRENT DETAIL ACCOUNTING AMOUNT:



F1-HE     F2-SEL COMM  F3-DELETE  F4-ACCTG  F5-NEXT  F6-VIEW DOC  F7-SEL PART
F9-LINK  F10-SAVE  F11-VIEW ACCTING   F12-VIEW SPECS    TER-INQUIRE    CL-EXIT
PLEASE ENTER DETAILS FOR CHANGE ORDER LINE
```

To add a commodity to this change order press F2-SEL COMM.

NOTE:

Entering data on this screen is very similar to entering data onto a requisition when the multiple distribution method is used. Screen 8455 has two screen formats that you will use. Initially, you are transferred to the accounting format where the accounting information is entered. Once you enter the required information, you are transferred to the specification format where you can enter specification data. The **F12** key allows you to toggle between the two formats.

.

Requisition – Commodity Add

```
PCHL2348 V4.1 MD TRN      ADVANCED PURCHASING/INVENTORY    05/15/2010   2:59 PM
LINK TO:                  BLANKET PURCHASE ORDER DETAIL

CONTRACT ID : 060B0400001     REMAINING VALUE:        200.00 ALL:  I/D:
VENDOR ID   : 1161337624  VERIZON
MULT VENDORS: N (Y/N)          F/P:     AMOUNT:                 PCT:
S COMMODITY ID     LINE ORIG-LINE QTY AVLBL         UNIT COST   TOTAL AVAIL
  COMMODITY DESCRIPTION
  99789-PBX101      0001
  TSR PBX I VERIZON TELEPHONE SWITCH
  99789-PBX102      0002
  TSR PBX I VERIZON TELEPHONE MOVES ADDS CHANGES
s 99789-PBX103      0003
  TSR PBX I VERIZON VOICEMAIL
  99789-PBX104      0004
  TSR PBX I VERIZON CABLING INSIDE
  99789-PBX105      0005
  TSR PBX I VERIZON PERIPHERALS-ACD, IVR, ETC.
  99789-PBX106      0006
  TSR PBX I VERIZON OTHER MISC SERVICES RELATED TO PBXI STATEWIDE CONTRAC

F1-HELP  F2-SELECT   F3-DELETE  F4-TEXT  F5-NEXT       F6-RETURN    PRIOR PAGE
F8-NEXT PAGE  F9-LINK F10-SAVE F11-TOGGLE  F12-VIEW VEN  ENTER-INQUIRE  CL-EXIT
INQUIRY SUCCESSFUL
```

The system takes you to the Blanket Purchase Order Detail screen of the BPO you are ordering from. Locate a commodity that you want to add to your purchase order. If the commodity you are looking for is not displayed on the screen, use the **F8-NEXT** and **F7-PRIOR** function keys to scroll through the pages.

NOTE:

Be sure that the screen shows 2348 Blanket Purchase Order Details screen. If it does not, chances are you have entered the wrong Requisition number. If you have questions, contact the Service Desk.

When you locate the commodity you want to request, press **Tab** until the cursor is positioned to the left of the commodity name.

Type an **"S"** next to the commodity name to select it.

Press **F6-RETURN** to transfer the selected commodity to the Commodity Add Detail (8455) accounting screen.

Requisition – Commodity Add

```
PCHL8455 V4.1            ADVANCED PURCHASING/INVENTORY    06/22/2010   6:38 PM
LINK TO:           DOCUMENT CHANGE ORDER COMMODITY ADD DETAIL

CHANGE ORDER ID  : C0000848     LINE NO      : 001        BUYER: RB13
PURCHASE ORDER ID:               REQUISITION ID: R00R0400018
COMMODITY   : 99789-PBX103        VOICE MAIL EXISTING PBX1    BPO LINE NO:
PART NO     :
QUANTITY    : 1                STATE TAX :        LOCAL TAX :
PURCHASE U/M: EA   UNIT COST: 20.00           EST. TOTAL COST:        20.00
ACCOUNTING INFORMATION-
SF AGY YR INDEX  PCA   OBJ   AOBJ GRANT/PH PROJ/PH  AG1 AG2 AG3       AMOUNT
02 R00 10      10015        0809




    MORE ACCOUNTING: N    CURRENT DETAIL ACCOUNTING AMOUNT:



    F1-HELP  F2-SEL COMM  F3-DELETE  F4-ACCTG  F5-NEXT  F6-VIEW DOC  F7-SEL PART
    F9-LINK  F10-SAVE  F11-VIEW ACCTING   F12-VIEW SPECS   ENTER-INQUIRE  CL-EXIT
NO AMOUNT CORRESPONDING TO ACCTG INFO, RECORD NOT UPDATED
```

The commodity you choose is returned back to your change order document. You will need to enter the quantity, purchase U/M and unit cost.

AMOUNT: Enter the amount for each line of accounting. The total for all lines must equal the EST. TOTAL COST or the Change Order will not post. You will receive the above error message if you do not have the amount filled in on the accounting line.

Press **F10-SAVE** to save the commodity information to your change order.

Requisition – Commodity Add

```
PCHL8455 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY   06/22/2010   6:44 PM
LINK TO:          DOCUMENT CHANGE ORDER COMMODITY ADD DETAIL
CHANGE ORDER ID  : CO000848     LINE NO     : 001        BUYER: RB13
PURCHASE ORDER ID:            REQUISITION ID: R00R0400018
COMMODITY     : 99789-PBX103       VOICE MAIL EXISTING PBX1  BPO LINE NO:
PART NO      :
QUANTITY     :        1.00    STATE TAX :        LOCAL TAX :
PURCHASE U/M  : EA  UNIT COST:      20.0000 EST. TOTAL COST:       20.00
SPEC ID      :
BLOCK FUNCTION:      (SPEC ID TO COPY, ISRT, DLET, DUP)
      SPECIFICATION INFO                   BLOCK 001 OF 001
      Need voice mail set up for extension 2233.  employee name is Donald
      Duck.




F1-HELP F2-SEL COMM  F3-DELETE  F4-OTHER  F5-NEXT  F6-VIEW DOC  F7-PRIOR BLK
F8-NEXT BLK  F9-LINK  F10-SAVE    -VW ACCT  F12-LN ACCT  ENTER-INQ  CL-EXIT
```

Once **F10-SAVE** is pressed, the system transfers you to the specification side of the screen. Enter the specification information for this commodity and press **F10-SAVE** to save the information to your change order.

NOTE:

Entering data on this screen is very similar to entering data onto a requisition when the multiple distribution method is used. Screen 8455 has two screen formats that you will use. Initially, you are transferred to the accounting format where the accounting information is entered. Once you enter the required information, you are transferred to the specification format where you can enter specification data. The F12 key allows you to toggle between the two formats.

Requisition – Commodity Add

```
PCHL8455 V4.1              ADVANCED PURCHASING/INVENTORY    06/22/2010   6:46 PM
LINK TO:          DOCUMENT CHANGE ORDER COMMODITY ADD DETAIL

CHANGE ORDER ID  : CO000848      LINE NO      : 002        BUYER: RB13
PURCHASE ORDER ID:               REQUISITION ID: R00R0400018
COMMODITY   :                                          BPO LINE NO:
PART NO     :
QUANTITY    :              STATE TAX :         LOCAL TAX :
PURCHASE U/M:     UNIT COST:               EST. TOTAL COST:        0.00
ACCOUNTING INFORMATION-
SF AGY YR INDEX  PCA   OBJ   AOBJ GRANT/PH PROJ/PH  AG1 AG2 AG3      AMOUNT




    MORE ACCOUNTING: N    CURRENT DETAIL ACCOUNTING AMOUNT:



 F1-HELP  F2-SEL COMM  F3-DELETE  F4-ACCTG  F5-NEXT  F6-VIEW DOC  F7-SEL PART
 F9-LINK  F10-SAVE  F11-VIEW ACCTG   F12-VIEW SPECS   ENTER-INQUIRE   CL-EXIT
RECORD SAVED
```

When **F10-SAVE** is pressed the system automatically transfers you to a new screen allow for additional commodities to be added. Press the ESCAPE or CL-EXIT key if there are no additional commodities to add.

Requisition – Commodity Add

```
PCHL8450 V4.1 MD TRN     ADVANCED PURCHASING/INVENTORY    06/22/2010   6:48 PM
LINK TO:             DOCUMENT CHANGE ORDER COMMODITY ADD HEADER


          CHANGE ORDER ID       : CO000848        DOC TYPE: RQ

          DOCUMENT ID           : R00R0400018     NOTE PAD: N

          DOCUMENT INDICATOR    : REQ             EFF DATE: 06/22/2010
          (REQ/POC)

          DOCUMENT REFERENCE NO :                 FILTER IND:

          DOC REF               : 000             STATUS  : NOPT
                                                  CREATE  : 06/22/10
          ACTION IND            : P               UPDATE  : 06/22/10
                                                  POST    :
          INTERFACE TYPE        : C3



 F1-HELP           F3-DELETE            F5-NEXT            F6-VIEW DOC
 F9-LINK     F10-SAVE    1-VIEW ACCTNG         ENTER-INQUIRE       CL-EXIT
 INQUIRY SUCCESSFUL
```
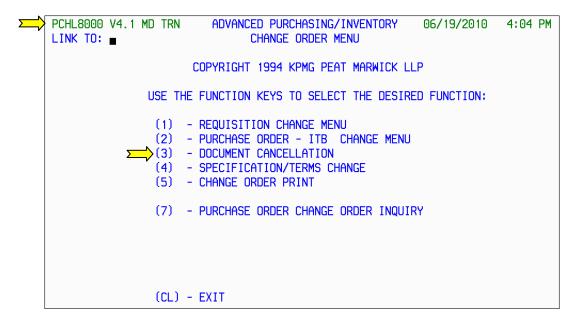
The system returns you to the 8450 screen. Tab to the ACTION IND and type over the N with the letter P for Post and press **F10-SAVE**.

Requisition – Commodity Add

```
PCHL8450 V4.1 MD TRN     ADVANCED PURCHASING/INVENTORY    05/15/2010   3:42 PM
LINK TO:           DOCUMENT CHANGE ORDER COMMODITY ADD HEADER


         CHANGE ORDER ID        : C0000838         DOC TYPE:  RQ

         DOCUMENT ID            :  R00R0400018      NOTE PAD: N

         DOCUMENT INDICATOR     : POC               EFF DATE: 05/07/2010
         (REQ/POC)

         DOCUMENT REFERENCE NO  :                   FILTER IND:

         DOC REF                : 000               STATUS  : POST
                                                    CREATE  : 05/15/10
         ACTION IND             :  A                UPDATE  : 05/15/10
                                                    POST    : 05/15/10
         INTERFACE TYPE         : C3


F1-HELP           F3-DELETE                F5-NEXT                F6-VIEW DOC
F9-LINK    F10-SAVE   F11-VIEW ACCTNG       ENTER-INQUIRE          CL-EXIT
CHANGE ORDER POSTED
```

NOTE:

  Remember – changes made by the change order d o not take effect until after the change order is posted. Change order will be posted after it has gone through the Agency approval path. Change Orders on Requisitions **DO NOT** have to go through DoIT for approval.

Requisition – Document Cancellation

```
PCHL8000 V4.1 MD TRN     ADVANCED PURCHASING/INVENTORY     06/19/2010   4:04 PM
LINK TO: ▪                      CHANGE ORDER MENU

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             USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

                (1)  - REQUISITION CHANGE MENU
                (2)  - PURCHASE ORDER - ITB  CHANGE MENU
                (3)  - DOCUMENT CANCELLATION
                (4)  - SPECIFICATION/TERMS CHANGE
                (5)  - CHANGE ORDER PRINT

                (7)  - PURCHASE ORDER CHANGE ORDER INQUIRY




                (CL) - EXIT
```

From the 8000 Change Order Menu, press F3 to advance to the Document Cancellation 8500 screen.

Requisition – Document Cancellation – continued

```
PCHL8500 V4.1 MD TRN     ADVANCED PURCHASING/INVENTORY     06/22/2010   7:02 PM
LINK TO:                      DOCUMENT CANCELLATION


          CHANGE ORDER ID         : CO000849        DOCUMENT TYPE: 05

          DOCUMENT ID             : R00R0400018     EFF DATE: 06/22/2010

          DOCUMENT INDICATOR      : REQ             FILTER IND:
          (REQ/POC/CPO/BPO/VCH/REC/ITB/BID/BD1/IVC/DVC)

          DOC REF                 : 000

          ACTION IND              : N

          INTERFACE TYPE          : CH

          CANCEL ASSOCIATED REQ   : N (Y OR N, BLANK DEFAULTS TO N)
          (USED FOR POC FROM BID ONLY)


  F1-HELP        F3-DELETE      F5-NEXT          F8-SEL TERMS
  F9-LINK        F10-SAVE       ENTER-INQUIRE    CL-EXIT
CANCELLATION REQUEST SAVED
```

The Document Cancellation (8500) screen is used to cancel posted documents. This screen cancels a posted requisitions, solicitations, bids, purchase orders, invoices, receiving reports or vouchers.

When a document is canceled, all accounting related to the document is liquidated. For example, if you cancel a posted purchase order, the system will liquidate the encumbrance created by that purchase order.

DOCUMENT ID: Enter the ID of the document you want to cancel

DOCUMENT INDICATOR: Enter the indicator that defines the type of document you are canceling.

DOC REF: Enter "000" in this field.

Press **F10-SAVE** to save the information.

Requisition – Document Cancellation - continued

```
PCHL8500 V4.1 MD TRN    ADVANCED PURCHASING/INVENTORY    06/22/2010   7:05 PM
LINK TO:                    DOCUMENT CANCELLATION


        CHANGE ORDER ID        : CO000849      DOCUMENT TYPE: 05

        DOCUMENT ID            : R00R0400018   EFF DATE: 06/22/2010

        DOCUMENT INDICATOR     : REQ           FILTER IND:
        (REQ/POC/CPO/BPO/VCH/REC/ITB/BID/BD1/IVC/DVC)

        DOC REF                : 000

        ACTION IND             : P

        INTERFACE TYPE         : CH

        CANCEL ASSOCIATED REQ  : N (Y OR N, BLANK DEFAULTS TO N)
        (USED FOR POC FROM BID ONLY)

F1-HELP      F3-DELETE      F5-NEXT           F8-SEL TERMS
F9-LINK      F10-SAVE       ENTER-INQUIRE     CL-EXIT
CHANGE ORDER POSTED
```

NOTE:

Remember – changes made by the change order d o not take effect until after the change order is posted. Change order will be posted after it has gone through the Agency approval path. Change Orders on Requisitions **DO NOT** have to go through DoIT for approval.