



**STATE OF RHODE ISLAND  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASES**

**RIFANS**

**INSTRUCTION MANUALS**

4/20/2016

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**Printing Tip: To print a specific section of the manual print the slide numbers desired. Slide numbers are the same as page numbers.**

# GENERAL INFORMATION

**PURCHASING WEBSITE:** [WWW.PURCHASING.RI.GOV](http://WWW.PURCHASING.RI.GOV)

- **MASTER PRICE AGREEMENTS (MPA'S)** ARE LOCATED ON THE PURCHASING WEBSITE  
**CLICK ON:** MASTER PRICE AGREEMENTS
- **PURCHASING BUSINESS PROCESSES** ARE LOCATED IN THE AGENCY INFORMATION CENTER  
TO LOG IN TO THE AGENCY INFORMATION CENTER THE USER NAME IS YOUR AGENCY NUMBER  
AND THE PASSWORD IS YOUR NUMBER PLUS THREE ZEROS

**EXAMPLE:**

**USER NAME:** 68

**PASSWORD:** 68000

**CLICK ON:** AGENCY INFORMATION CENTER

**CLICK ON:** NAVIGATION

**BUSINESS PROCESSES** IS LOCATED UNDER COMMUNICATIONS

- **PAPER PURCHASE ORDER CHANGE FORM**

THIS IS IN THE AGENCY INFORMATION CENTER UNDER DOCUMENT AND FORMS  
RIFANS PO CHANGE



**STATE OF RHODE ISLAND  
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**RIFANS**

**Difference Between Blanket Purchase Agreements and Contract  
Purchase Agreements**

## **Blanket Purchase Agreements:**

This is an agreement that is set up with line items with pre-determine prices on each line. This agreement is entered into the Store. To do a release against a Blanket Purchase Agreement you would do a search in the store and choose the line needed. The price is already set up in the store and just the quantity needs to be entered and then add the line to the cart. Your Blanket Purchase Order Release number will be the Purchase order number with a dash and then the release number. (Example: 3046419-123)

## **Contract Purchase Agreements:**

This is an agreement that is set up without any lines on it. To do a release against a Contract Purchase Agreement you will be creating a “Non Catalog” request. You would enter the contract purchase order number into the “Contract Number” field and then “tab”. The supplier should automatically populate in the field. You will then fill out the line information and add to the cart. The Contract Purchase Order Number will be a different number than the Contract PO number but the Contract PO number will be referenced on the requisition.

The Blanket Purchase Agreements and Contract Agreements will have an amount agreed. This is the amount of money that can be released against the contract. This amount is not encumbered on the contract. The money will be encumbered when you do the release. Always do your receiving and make payments against the release that you create and not the contract itself. The contract will also have term dates that determine when the contract begins and ends.

Before creating a release against a Blanket Purchase Agreement or a Contract Purchase Agreement you should always check to see if the contract end date has not expired and that there is enough money left in the amount agreed to cover the amount of your release.



If a release is created and the date has expired or there is not enough money in the amount agreed the system will put your requisition into “Incomplete” status.

If you need to request that the amount agreed be increased or the date be extended you will need to fill out a Purchase Order Change Form and submit it to Purchasing by faxing it to our fax number: 574-8387. This can only be done if the contract allows for an extension or increase in the amount agreed otherwise you will need to request that a new contract be set up.

To make a request for a new contract to be set up you will need to submit a zero dollar requisition. (See Instructions)

**End**



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**ATTACHMENT INSTRUCTIONS**

**WHEN ADDING ATTACHMENTS TO A REQUISITION YOU WILL NEED TO CONSIDER THE FOLLOWING:**

- 1. DO YOU WANT THE SUPPLIER TO SEE THE ATTACHMENT (TEXT OR DOCUMENT)**
  - IF YES: SELECT "TO SUPPLIER" WHEN DOING THE ATTACHMENT
  - IF NO: SELECT "INTERNAL TO REQUISITION" WHEN DOING THE ATTACHMENT
- 2. DOES THE ATTACHMENT NEED TO BE SENT TO SUPPLIER WITH THE PURCHASE ORDER**
  - IF YES: SELECT "TO SUPPLIER" WHEN DOING THE ATTACHMENT
  - IF NO: SELECT "INTERNAL TO REQUISITION" WHEN DOING THE ATTACHMENT
- 3. IF THERE ARE MULTIPLE ATTACHMENTS AND SOME NEED TO BE INTERNAL AND OTHERS NEED TO VIEWED BY SUPPLIER:**
  - DO NOT SCAN ALL ATTACHMENTS TOGETHER AND DO ONE ATTACHMENT.
  - SPLIT THEM UP SO THAT THE "INTERNAL TO REQUISITION" ATTACHMENTS ARE SCANNED TOGETHER AND ATTACHED. (EXAMPLE: CRITICAL EXPENSE FORMS, SOLE SOURCE JUSTIFICATION FORMS)
  - SCAN TOGETHER ATTACHMENTS THAT WILL BE "TO SUPPLIER" AND DO AS ONE ATTACHMENT (EXAMPLE: SPECIFICATIONS, SOLE SOURCE QUOTE)

**END**



**STATE OF RHODE ISLAND  
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DIVISION OF PURCHASES**

**RIFANS**

**BLANKET RELEASE INSTRUCTIONS**



\*User Name   
(example: michael.james.smith)

\*Password   
(example: 4099v23)

Forgot your password? State Employees must contact the service desk at 574-9709. Do not use this link. Suppliers must email [doa.stateportalhelp@doa.ni.gov](mailto:doa.stateportalhelp@doa.ni.gov)

Accessibility None

Select a Language:  
[English](#)

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**LOG IN**

**Main Menu**

[Personalize](#)

- [068Q-Requisitioner](#)
- [RI Financial Inquiry](#)
- [RI General Ledger Reports](#)
- [RI Purchasing Reports](#)

| Worklist           |                                 |   |                           |                         |
|--------------------|---------------------------------|---|---------------------------|-------------------------|
|                    |                                 |   | <a href="#">Full List</a> |                         |
|                    |                                 |   | <a href="#">Previous</a>  | <a href="#">Next 25</a> |
| From               | Type                            | Subject   | Sent                      | Due                     |
| O'Donnell, Thomas  | RI Requisition                  | <a href="#">Purchase Requisition 1437377 has been approved</a>                                    | 09-Mar-2016               |                         |
| O'Donnell, Thomas  | RI Requisition                  | <a href="#">Purchase Requisition 1437376 has been approved</a>                                    | 09-Mar-2016               |                         |
|                    | RI Requisition                  | <a href="#">Purchase Requisition 1437379 failed correctness check</a>                             | 09-Mar-2016               |                         |
|                    | RI Requisition                  | <a href="#">Purchase Requisition 1437378 failed correctness check</a>                             | 09-Mar-2016               |                         |
| Orgel, Daniel      | RI Requisition                  | <a href="#">Purchase Requisition 1437375 has been approved</a>                                    | 09-Mar-2016               |                         |
|                    | RI Requisition                  | <a href="#">Purchase Requisition 1437374 failed correctness check</a>                             | 09-Mar-2016               |                         |
| Schiappa, Marco    | Requester Change Order Approval | <a href="#">Response to Requisition 1437373 (10,000.00 USD) Change Request for Raposa, Sandra</a> | 09-Mar-2016               |                         |
| Reynolds, Kimberly | RI Requisition                  | <a href="#">Purchase Requisition 1437373 has been approved</a>                                    | 09-Mar-2016               |                         |

HOME PAGE: THIS IS WHERE TO FIND NOTIFICATIONS  
CLICK ON A SUBJECT LINE TO VIEW A NOTIFICATION

CLICK ON: REQUISITIONER

Shop Requisitions Receiving Contractors

Stores | Shopping Lists | Non-Catalog Request | Contractor Request

Search    [Advanced Search](#)

**Stores**

[Main Store](#) [WB Mason](#) [TEMPORARY SERVICES-ADIL](#)  
Main Store WB Mason Temporary Personnel Services

**My Requisitions**

| Requisition             | Description  | Total (USD) | Status     | Copy | Change | Receive |
|-------------------------|--|-------------|------------|------|--------|---------|
| <a href="#">1437379</a> | <a href="#">TEST - DECEMBER SCENARIO 45 CHANGE PARENT BLANKET END DATE DO RELEASE</a>                                      | 800.00      | Incomplete |      |        |         |
| <a href="#">1437378</a> | <a href="#">APA-14422 FY19 RENTAL FOR PARKING SPACES AT RICC</a>   | 800.00      | Incomplete |      |        |         |
| <a href="#">1437377</a> | <a href="#">TEST - DECEMBER 2015 SCENARIO 42 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT:939.21 FIXED ASSET OVER \$5000</a>  | 8,000.00    | Approved   |      |        |         |
| <a href="#">1437376</a> | <a href="#">TEST - DECEMBER 2015 SCENARIO 41 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT:939.21 FIXED ASSET UNDER \$5000</a> | 4,000.00    | Approved   |      |        |         |
| <a href="#">1437375</a> | <a href="#">TEST DECEMBER 2015 SCENARIO 39 EXCEED WORK ORDER LIMIT ON BLANKET</a>  | 900,000.00  | Approved   |      |        |         |

**Shopping Cart**  
Your cart is empty.

**Purchasing News**  
This is where the customer puts their own purchasing news items (this is an HTML plugin).

Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences Help

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## BLANKET RELEASES CAN ONLY BE CREATED FROM THE MAIN STORE

ENTER TEXT IN THE SEARCH BOX TO SEARCH FOR ITEM NEEDED IN THE STORE.

EXAMPLE LINE: MPA-8888

CLICK ON: GO

SCROLL DOWN TO VIEW ALL THE LINES ON THAT PAGE

IF THERE ARE MULTIPLE PAGES,

CLICK ON: NEXT TO SEE MORE LINES



Shop Requisitions Receiving Contractors

Stores | Shopping Lists | Non-Catalog Request | Contractor Request

Search: Main Store MPA-8888 Go [Advanced Search](#)

Shop: Stores > Shop Main Store >

**Search Results from Main Store: MPA-8888**

Select Item: **Add to Cart** Add to Favorites Add to Compare |

[Select All](#) | [Select None](#)

| Select                              | Description                          | Shopping Category        | Category | Supplier                                | Supplier Site | Supplier Item | Internal Item Number | Source            | Price | Price (USD) | Un Number | Hazard Class | Amount   | Add |
|-------------------------------------|--------------------------------------|--------------------------|----------|---|---------------|---------------|----------------------|-------------------|-------|-------------|-----------|--------------|----------|-----|
| <input checked="" type="checkbox"/> | <a href="#">MPA-8888 FY16 ITEM#1</a> | APA:DOA - Boots, Leather | 800.08F8 | NARRAGANSETT ELECTRIC C/O NATIONAL GRID | 01            |               |                      | Agreement 3441864 | 1 USD | 1           |           |              | 1 Barrel |     |
| <input checked="" type="checkbox"/> | <a href="#">MPA-8888 FY17 ITEM#2</a> | APA:DOA - Boots, Leather | 800.08F8 | NARRAGANSETT ELECTRIC C/O NATIONAL GRID | 01            |               |                      | Agreement 3441864 | 1 USD | 1           |           |              | 1 Barrel |     |
| <input checked="" type="checkbox"/> | <a href="#">MPA-8888 FY18 ITEM#3</a> | APA:DOA - Boots, Leather | 800.08F8 | NARRAGANSETT ELECTRIC C/O NATIONAL GRID | 01            |               |                      | Agreement 3441864 | 1 USD | 1           |           |              | 1 Barrel |     |

**TIP** Can't find it? Try the following options:  
[Look for any of the words, similar words, or spelling variations](#)  
[Create a Non-Catalog Request](#)

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Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences Help

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**Shopping Cart**

Your cart contains 3 lines.

**Recently Added Lines**

|                    |   |        |
|--------------------|---|--------|
| MPA-8888 FY18 I... | 1 | Barrel |
| MPA-8888 FY17 I... | 1 | Barrel |
| MPA-8888 FY16 I... | 1 | Barrel |

**View Cart and Checkout**

**Compare Items**

No items selected.

**Related Links**

**Categories**

[APA:DOA - Boots, Leat...](#)

[More...](#)

**Shopping Lists**

[Click here to see all related shopping lists.](#)

**CHECK THE SELECT BOX AND ENTER THE AMOUNT FOR EACH LINE NEEDED**

**WHEN ALL ITEMS NEEDED ARE SELECTED,  
CLICK ON: ADD TO CART**

**IF MULTIPLE PAGES,  
CLICK ON: NEXT AND REPEAT PROCESS**

**\*THE LINES WILL SHOW UP ON THE SHOPPING CART AS THEY ARE ADDED**

**WHEN ALL LINES HAVE BEEN ADDED TO THE CART,  
CLICK ON: VIEW CART AND CHECKOUT**

## Shopping Cart

Save

Checkout

| Line | Item Description     | Special Info | Unit   |  | Quantity | Price | Amount (USD) | Delete |
|------|----------------------|--------------|--------|--|----------|-------|--------------|--------|
| 1    | MPA-8888 FY16 ITEM#1 |              | Barrel |  | 50       | 1 USD | 50.00        |        |
| 2    | MPA-8888 FY17 ITEM#2 |              | Barrel |  | 50       | 1 USD | 50.00        |        |
| 3    | MPA-8888 FY18 ITEM#3 |              | Barrel |  | 50       | 1 USD | 50.00        |        |
|      |                      |              |        |  |          | Total | 150.00       |        |

[Return to Shopping](#)

[Save](#) [Checkout](#)

**REVIEW THE LINES SELECTED**

**MAKE SURE THE QUANTITY IS CORRECT FOR EACH LINE**

**TO DELETE A LINE: CLICK ON THE TRASH CAN UNDER DELETE**

**CLICK ON: CHECKOUT**

Checkout: Requisition Information

\* Indicates required field

Cancel Save Submit **Edit Lines** Step 1 of 3 Next

\* Requisition Description

\* Document to Create   
Blanket Release

\* Type of Requisition?   
Standard

Prior PO#?

Change Order?   
No

PO to be Changed

Change will make PO over 5k?   
No

Delivery

\* Need-By Date   
(example: 24-Feb-2016 19:45:00)

\* Requester

\* Deliver-To Location

Billing

GL Date

Additional Line Information

**TIP** Reminder: All Additional Line Information fields must be completed when requesting Contractor Services.

\* Bill To Location

**REQUISITION DESCRIPTION** PULLS THE TEXT FROM YOUR FIRST LINE SELECTED.  
THE DESCRIPTION CAN BE CHANGED TO REFLECT THE TITLE OF YOUR REQUISITION.

**SELECT:**

**DOCUMENT TO CREATE:** BLANKET RELEASE

**TYPE OF REQUISITION:** CLICK ON THE FLASHLIGHT FOR OPTIONS

**ENTER:** BILL TO LOCATION

**CLICK ON:** EDIT LINES

[Shop](#)
[Requisitions](#)
[Receiving](#)
[Contractors](#)

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[Favorites](#)

[Shopping Cart](#)
[Home](#)
[Logout](#)
[Preferences](#)
[Help](#)

Requisition Information

Approvals

Review And Submit

Requisition Information: Edit Lines

\* Indicates required field

[Delivery](#)
[Billing](#)
[Accounts](#)
[Attachments](#)

Select Lines:

Update

Copy

Delete

[Select All](#)
[Select None](#)

| Select                   | Line | Description                | Need-By Date | Requester | Deliver-To Location | *Bill To Location                 | Employee Name (Initial contract) | Position Title |
|--------------------------|------|----------------------------|--------------|-----------|---------------------|-----------------------------------|----------------------------------|----------------|
| <input type="checkbox"/> | 1    | MPA-8888<br>FY16<br>ITEM#1 | 15-Mar-2016  |           | 06800-025           | 06800-025<br>DOA CENTRAL SERVICES |                                  |                |
| <input type="checkbox"/> | 2    | MPA-8888<br>FY17<br>ITEM#2 | 15-Mar-2016  |           | 06800-025           | 06800-025<br>DOA CENTRAL SERVICES |                                  |                |
| <input type="checkbox"/> | 3    | MPA-8888<br>FY18<br>ITEM#3 | 15-Mar-2016  |           | 06800-025           | 06800-025<br>DOA CENTRAL SERVICES |                                  |                |

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CLICK ON: ACCOUNTS

✖ Error

1. [Row 1 Charge Account](#) - Charge account is invalid. (Program error: An error has occurred while looking up a flexfield segment combination. Please inform your support representative that: The FND\_FLEX\_SERVER validation function has encountered a null or negative combination ID () while trying to look up the segment values for this combination. This may indicate an invalid entry in the unique ID column of the combinations table.).
2. [Row 3 Charge Account](#) - Charge account is invalid. (Program error: An error has occurred while looking up a flexfield segment combination. Please inform your support representative that: The FND\_FLEX\_SERVER validation function has encountered a null or negative combination ID () while trying to look up the segment values for this combination. This may indicate an invalid entry in the unique ID column of the combinations table.).
3. [Row 2 Charge Account](#) - Charge account is invalid. (Program error: An error has occurred while looking up a flexfield segment combination. Please inform your support representative that: The FND\_FLEX\_SERVER validation function has encountered a null or negative combination ID () while trying to look up the segment values for this combination. This may indicate an invalid entry in the unique ID column of the combinations table.).

Requisition Information: Edit Lines







\* Indicates required field

[Check Funds](#) [Apply](#)

[Delivery](#) [Billing](#) [Accounts](#) [Attachments](#)

Select Lines: [Update](#) [Copy](#) [Delete](#)

[Select All](#) | [Select None](#)

| Select Line                | Description          | Charge Account                       | GL Date   | Split   |
|----------------------------|----------------------|--------------------------------------|---|---|
| <input type="checkbox"/> 1 | MPA-8888 FY16 ITEM#1 | <a href="#">Enter Charge Account</a> | 10-Mar-2016  |  |
| <input type="checkbox"/> 2 | MPA-8888 FY17 ITEM#2 | <a href="#">Enter Charge Account</a> | 10-Mar-2016  |  |
| <input type="checkbox"/> 3 | MPA-8888 FY18 ITEM#3 | <a href="#">Enter Charge Account</a> | 10-Mar-2016  |  |

✓ **TIP** Click on a Split icon to allocate costs to multiple accounts.

[Check Funds](#) [Apply](#)

**CLICK ON: ENTER CHARGE ACCOUNT**

Requisition Information: Split Cost Allocation

\* Indicates required field

[Apply](#)

| Selected Line |                      |        |          |       |              |
|---------------|----------------------|--------|----------|-------|--------------|
| Line          | Description          | Unit   | Quantity | Price | Amount (USD) |
| 1             | MPA-8888 FY16 ITEM#1 | Barrel | 50       | 1 USD | 50.00        |

| Projects Charge Accounts |   |             |         |          |              |             |        |
|--------------------------|---|-------------|---------|----------|--------------|-------------|--------|
| Line                     | RI Accounting Flexfield   | GL Date     | Percent | Quantity | Amount (USD) | Cost Center | Delete |
| 1                        | <div> <div> <div></div> <div> <div></div> <div></div> </div> </div> <div> <div></div> <div></div> </div> </div> | 10-Mar-2016 | 100     | 50       | 50.00        |             |        |
| Total                    |   |             | 100     | 50       | 50.00        |             |        |

**TIP** Total allocation must equal 100% of the selected line values.

☐ Apply this Cost Allocation information to all applicable requisition lines

[Add Another Row](#)

[Apply](#)


**IF YOU KNOW THE FULL ACCOUNT STRING IT CAN JUST BE ENTERED IN THE RI ACCOUNTING FLEXFIELD BOX**


**TO SEARCH FOR THE ACCOUNT NUMBER, CLICK ON THE ICON NEXT TO THE FLEXFIELD BOX.**


Cancel


Select


### Search


\* FY  


\* FUND  

\* AGENCY  

\* LINE SEQ  

\* SOURCE  

\* NATURAL  

\* PROJECT  

Search

Clear

### Results

Create

Select Code Combination

No search conducted.

Cancel

Select

FILL IN THE FIELDS THAT ARE KNOWN

CLICK ON FLASHLIGHT ICON  TO SEARCH FOR INFORMATION

## Search and Select: RI Accounting Flexfield

**Search**

\* FY 16

\* FUND 10

\* AGENCY 068

\* LINE SEQ

\* SOURCE

\* NATURAL

\* PROJECT

**Results**

**Select Code Combination**

No search conducted.

WHEN KNOWN FIELDS ARE FILLED IN

CLICK ON: SEARCH



Results

Create

Previous 1-10
Next 10

Select

Code Combination

|                       |                                   |
|-----------------------|-----------------------------------|
| <input type="radio"/> | 16.10.068.1000101.01.611000.00000 |
| <input type="radio"/> | 16.10.068.1000101.01.614100.00000 |
| <input type="radio"/> | 16.10.068.1000101.01.616200.00000 |
| <input type="radio"/> | 16.10.068.1000101.01.619000.00000 |
| <input type="radio"/> | 16.10.068.1000101.01.620100.00000 |
| <input type="radio"/> | 16.10.068.1000101.01.620110.00000 |
| <input type="radio"/> | 16.10.068.1000101.01.621110.00000 |
| <input type="radio"/> | 16.10.068.1000101.01.624110.00000 |
| <input type="radio"/> | 16.10.068.1000101.01.624120.00000 |
| <input type="radio"/> | 16.10.068.1000101.01.624130.00000 |

Create

Previous 1-10
Next 10

Cancel

Select

CLICK ON: RADIO BUTTON NEXT TO CORRECT ACCOUNT STRING

IF THE ACCOUNT DOES NOT APPEAR ON THIS SCREEN,  
CLICK ON: NEXT TO SEE MORE PAGES OF ACCOUNTS





CLICK ON: SELECT (EITHER THE TOP OR BOTTOM OF THE PAGE)

# Requisition Information: Split Cost Allocation

\* Indicates required field

Apply

| Selected Line |                      |        |          |       |              |
|---------------|----------------------|--------|----------|-------|--------------|
| Line          | Description          | Unit   | Quantity | Price | Amount (USD) |
| 1             | MPA-8888 FY16 ITEM#1 | Barrel | 50       | 1 USD | 50.00        |

| Projects Charge Accounts |   |   |         |          |              |   |   |
|--------------------------|---|---|---------|----------|--------------|---|---|
| Line                     | RI Accounting Flexfield   | GL Date   | Percent | Quantity | Amount (USD) | Cost Center   | Delete  |
| 1                        | 16.10.068.1000101.01.611000.00( <br>FY.FUND.AGENCY.LINE SEQ.SOURCE.NATURAL.PROJECT | 10-Mar-2016  | 100     | 50       | 50.00        |  |  |
| Add Another Row          |   |   | Total   | 100      | 50           | 50.00   |   |

 **TIP** Total allocation must equal 100% of the selected line values.

☒ Apply this Cost Allocation information to all applicable requisition lines

Apply

**IF THE ACCOUNT NUMBER WILL BE THE SAME ON ALL LINES**

**CHECK THE BOX NEXT TO: APPLY THE COST ALLOCATION INFORMATION TO ALL APPLICABLE REQUISITION LINES**

**CLICK ON: APPLY**

Shop Requisitions Receiving Contractors

Requisition Information Approvals Review And Submit

Requisition Information: Edit Lines

\* Indicates required field

Check Funds Apply

Delivery Billing Accounts Attachments

Select Lines: Update Copy Delete

Select All Select None

| Select Line                | Description          | Charge Account                    | GL Date     | Split |
|----------------------------|----------------------|-----------------------------------|-------------|-------|
| <input type="checkbox"/> 1 | MPA-8888 FY16 ITEM#1 | 16.10.068.1000101.01.611000.00000 | 10-Mar-2016 |       |
| <input type="checkbox"/> 2 | MPA-8888 FY17 ITEM#2 | 16.10.068.1000101.01.611000.00000 | 10-Mar-2016 |       |
| <input type="checkbox"/> 3 | MPA-8888 FY18 ITEM#3 | 16.10.068.1000101.01.611000.00000 | 10-Mar-2016 |       |

TIP Click on a Split icon to allocate costs to multiple accounts.

Check Funds Apply

**SAME ACCOUNT NUMBER WILL APPEAR ON EACH LINE**

**IF YOU DID NOT SELECT TO USE THE SAME ACCOUNT NUMBER FOR EACH LINE, THEN THE NEXT LINES WILL NOT SHOW AN ACCOUNT NUMBER.**

**CLICK ON THE ENTER CHARGE ACCOUNT LINE [Enter Charge Account](#) TO ADD AN ACCOUNT NUMBER FOR EACH LINE.**

**IF COMPLETE:**

**CLICK ON: APPLY**

**IF ANY CHANGES NEED TO BE MADE TO THE LINES, FOLLOW THE NEXT INSTRUCTIONS**

Shop Requisitions Receiving Contractors

Requisition Information Approvals Review And Submit

Requisition Information: Edit Lines

\* Indicates required field

Check Funds Apply

Delivery Billing Accounts Attachments

Select Lines: Update Copy Delete

Select All Select None

| Select                              | Line | Description          | Charge Account                                    | GL Date     | Split |
|-------------------------------------|------|----------------------|---|-------------|-------|
| <input checked="" type="checkbox"/> | 1    | MPA-8888 FY16 ITEM#1 | <a href="#">16.10.068.1000101.01.611000.00000</a> | 10-Mar-2016 |       |
| <input type="checkbox"/>            | 2    | MPA-8888 FY17 ITEM#2 | <a href="#">16.10.068.1000101.01.611000.00000</a> | 10-Mar-2016 |       |
| <input type="checkbox"/>            | 3    | MPA-8888 FY18 ITEM#3 | <a href="#">16.10.068.1000101.01.611000.00000</a> | 10-Mar-2016 |       |

TIP Click on a Split icon to allocate costs to multiple accounts.

Check Funds Apply

Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences Help

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CLICK ON THE BOX UNDER SELECT NEXT TO THE LINE THAT NEEDS TO BE CHANGED

(ONLY CHECK ONE BOX AT A TIME. WHEN SELECTING ANOTHER LINE, UNCHECK THE FIRST LINE THEN CHECK THE NEXT LINE)

CLICK ON: UPDATE

Requisition Information: Update Selected Line

\* Indicates required field

Apply

**Item**

Description MPA-8888 FY16 ITEM#1

Category 800.08F8

\* Quantity 60

Unit of Measure Barrel

Unit Price 1

Amount 60.00

Currency USD

Special Information

**Supplier**

Supplier NARRAGANSETT ELECTRIC C/O NATIONAL GRID

Site 01

Contact Name

Phone

Fax

Email

Supplier Item

Manufacturer

Manufacturer Part Number

**Delivery**

\* Need-By Date 15-Mar-2016 00:00:00

(example: 24-Feb-2016 19:45:00)

\* Requester

\* Deliver-To Location 06800-025

[Enter one-time address](#)

**Billing**

Charge Account 16.10.068.1000101.01.611000.00000

GL Date 10-Mar-2016

**MAKE ANY NECESSARY CHANGES TO THIS LINE.**

**(AS AN EXAMPLE, THE QUANTITY ON THIS LINE IS BEING CHANGED TO 60)**

**WHEN THE CHANGE TO THIS LINE IS COMPLETED**

**CLICK ON: APPLY**

[Navigator](#) [Favorites](#) [Shopping Cart](#) [Home](#) [Logout](#) [Preferences](#) [Help](#)

Shop Requisitions Receiving Contractors

Requisition Information Approvals Review And Submit

Requisition Information: Edit Lines

\* Indicates required field

Delivery Billing Accounts Attachments

Select Lines: Update Copy Delete

[Select All](#) | [Select None](#)

| Select Line                | Description                | Need-By Date | Requester            | Deliver-To Location                    | *Bill To Location   | Employee Name (Initial contract) | Position Title       |
|----------------------------|----------------------------|--------------|----------------------|--|---|----------------------------------|----------------------|
| <input type="checkbox"/> 1 | MPA-8888<br>FY16<br>ITEM#1 | 15-Mar-2016  | <input type="text"/> | <input type="text" value="06800-025"/> | <input type="text" value="06800-025"/><br><small>DOA CENTRAL SERVICES</small> | <input type="text"/>             | <input type="text"/> |
| <input type="checkbox"/> 2 | MPA-8888<br>FY17<br>ITEM#2 | 15-Mar-2016  | <input type="text"/> | <input type="text" value="06800-025"/> | <input type="text" value="06800-025"/><br><small>DOA CENTRAL SERVICES</small> | <input type="text"/>             | <input type="text"/> |
| <input type="checkbox"/> 3 | MPA-8888<br>FY18<br>ITEM#3 | 15-Mar-2016  | <input type="text"/> | <input type="text" value="06800-025"/> | <input type="text" value="06800-025"/><br><small>DOA CENTRAL SERVICES</small> | <input type="text"/>             | <input type="text"/> |

Apply

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**TO CHANGE ANY OTHER LINES REPEAT THE SAME PROCESS**

**TO ADD AN ATTACHMENT,  
CLICK ON: ATTACHMENT TAB**

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Help

Requisition Information

Approvals

Review And Submit

Requisition Information: Edit Lines

\* Indicates required field

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Billing

Accounts

Attachments

Requisition Attachments

Add Attachment...

| Title             | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete | Publish to Catalog |
|-------------------|------|-------------|----------|-----------------|--------------|-------|--------|--------|--------------------|
| No results found. |      |             |          |                 |              |       |        |        |                    |

Requisition Line Attachments

| Line | Item Description     | Unit   | Quantity | Price | Amount (USD) | Attachments |
|------|----------------------|--------|----------|-------|--------------|-------------|
| 1    | MPA-8888 FY16 ITEM#1 | Barrel | 60       | 1 USD | 60.00        |             |
| 2    | MPA-8888 FY17 ITEM#2 | Barrel | 50       | 1 USD | 50.00        |             |
| 3    | MPA-8888 FY18 ITEM#3 | Barrel | 50       | 1 USD | 50.00        |             |

TIP Click on an Attachment icon to add or update attachments for a particular line.

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## TO ADD A HEADER ATTACHMENT

**\*NOTE: FILE ATTACHMENTS THAT WILL BE “TO SUPPLIER” AND “INTERNAL TO REQUISITION” FOR SAME REQUISITION SHOULD NOT BE SCANNED AND ATTACHED TOGETHER AS ONE ATTACHMENT. SCAN AS TWO SEPARATE GROUPS AND ATTACH AS TWO SEPARATE ATTACHMENTS.**

**CLICK ON: ADD ATTACHMENT**

**(A HEADER ATTACHMENT WILL PRINT OUT BEFORE THE LINES ON A REQUISITION IF YOU SELECT “TO SUPPLIER”)**

Shop Requisitions Receiving Contractors

Add Attachment

Cancel Add Another Apply

Add Desktop File/ Text/ URL

**Attachment Summary Information**

Title TEXT HEADER ATTACHMENT

Description

Category To Supplier

**Define Attachment**

Type File URL Text

Browse... No file selected.

THIS IS A TEXT HEADER ATTACHMENT TO SUPPLIER WHICH WILL PRINT OUT ON THE REQUISITION BEFORE THE LINES.

**ENTER: TITLE**

**CATEGORY: SELECT FROM DROPDOWN**

SELECT "INTERNAL TO REQUISITION" IF ATTACHMENT SHOULD NOT BE SEEN BY THE SUPPLIER

SELECT "TO SUPPLIER" IF ATTACHMENT SHOULD BE SEEN BY SUPPLIER

**TEXT ATTACHMENT:**

THIS EXAMPLE IS A TEXT ATTACHMENT TO BE VIEWED BY THE SUPPLIER SO "TO SUPPLIER" SHOULD BE SELECTED.

SELECT TYPE: TEXT

ENTER TEXT IN THE "TEXT" BOX

**FILE ATTACHMENT:**

SELECT TYPE: FILE

CLICK ON: BROWSE TO SEARCH FOR DOCUMENT TO ATTACH

CLICK ON: DOCUMENT TO ATTACH

CLICK ON: OPEN (DOCUMENT WILL POPULATE)

CLICK ON: APPLY



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Confirmation
Attachment TEXT HEADER ATTACHMENT has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

Requisition Information: Edit Lines
\* Indicates required field

Delivery
Billing
Accounts
Attachments

Add Attachment...

| Title                  | Type       | Description | Category    | Last Updated By | Last Updated | Usage    | Update | Delete | Publish to Catalog |
|------------------------|------------|-------------|-------------|-----------------|--------------|----------|--------|--------|--------------------|
| TEXT HEADER ATTACHMENT | Short Text |             | To Supplier |                 | 10-Mar-2016  | One-Time |        |        |                    |

Requisition Line Attachments

| Line | Item Description     | Unit   | Quantity | Price | Amount (USD) | Attachments |
|------|----------------------|--------|----------|-------|--------------|-------------|
| 1    | MPA-8888 FY16 ITEM#1 | Barrel | 60       | 1 USD | 60.00        |             |
| 2    | MPA-8888 FY17 ITEM#2 | Barrel | 50       | 1 USD | 50.00        |             |
| 3    | MPA-8888 FY18 ITEM#3 | Barrel | 50       | 1 USD | 50.00        |             |

TIP Click on an Attachment icon to add or update attachments for a particular line.

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**VIEW THE HEADER ATTACHMENT THAT WAS ADDED**

**TO ADD A LINE ATTACHMENT (IF “TO SUPPLIER” IS SELECTED FOR A TEXT ATTACHMENT IT WILL PRINT UNDER THE LINE SELECTED)**

**CLICK ON THE PLUS  ICON TO THE RIGHT THE LINE YOU WANT TO ADD THE ATTACHMENT TO**

## Add Attachment

[Cancel](#)
[Add Another](#)
[Apply](#)

Add

### Attachment Summary Information

|             |                      |
|-------------|----------------------|
| Title       | TEXT LINE ATTACHMENT |
| Description |                      |
| Category    | To Supplier          |

### Define Attachment

Type ☐ File  No file selected.

☐ URL

☒ Text THIS IS A TEXT LINE ATTACHMENT WHICH WAS ADDED TO THE LAST LINE. IT WILL PRINT OUT ON THE REQUISITION UNDER THE LAST LINE.

[Cancel](#)
[Add Another](#)
[Apply](#)

**FOLLOW THE SAME INSTRUCTIONS AS THE HEADER ATTACHMENT.**

**WHEN COMPLETED**

**CLICK ON: APPLY**

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Confirmation
 

Attachment TEXT LINE ATTACHMENT has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

Requisition Information: Edit Lines
 

\* Indicates required field

Apply

Delivery

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Requisition Attachments

Add Attachment...

| Title                  | Type       | Description | Category    | Last Updated By | Last Updated | Usage    | Update | Delete | Publish to Catalog |
|------------------------|------------|-------------|-------------|-----------------|--------------|----------|--------|--------|--------------------|
| TEXT HEADER ATTACHMENT | Short Text |             | To Supplier |                 | 10-Mar-2016  | One-Time |        |        |                    |

Requisition Line Attachments

| Line | Item Description     | Unit   | Quantity | Price | Amount (USD) | Attachments |
|------|----------------------|--------|----------|-------|--------------|-------------|
| 1    | MPA-8888 FY16 ITEM#1 | Barrel | 60       | 1 USD | 60.00        |             |
| 2    | MPA-8888 FY17 ITEM#2 | Barrel | 50       | 1 USD | 50.00        |             |
| 3    | MPA-8888 FY18 ITEM#3 | Barrel | 50       | 1 USD | 50.00        |             |

TIP Click on an Attachment icon to add or update attachments for a particular line.
 

Apply

Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences Help

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YOU WILL SEE AN ICON NEXT TO THE ATTACHMENT PLUS SIGN THAT SHOWS YOU THERE IS AN ATTACHMENT ON THIS LINE

CLICK ON: APPLY

Checkout: Requisition Information

\* Indicates required field

[Cancel](#)
[Save](#)
[Submit](#)
[Edit Lines](#)
Step 1 of 3
[Next](#)

\* Requisition Description

\* Document to Create

[Blanket Release](#)

\* Type of Requisition?

[Standard](#)

Prior PO#?

Change Order?

[No](#)

PO to be Changed

Change will make PO over 5k?

[No](#)

Delivery

\* Need-By Date

(example: 24-Feb-2016 19:45:00)

\* Requester

\* Deliver-To Location

Billing

GL Date

Additional Line Information

**TIP** Reminder: All Additional Line Information fields must be completed when requesting Contractor Services.

\* Bill To Location

**REVIEW YOUR INFORMATION**

**CLICK ON: SUBMIT**

Confirmation

Requisition 1437381 has been submitted to , for approval.

To check on this requisition's status, click on the Requisitions tab or look in My Requisitions on the Shop page.

Continue Shopping

**YOU WILL RECEIVE A CONFIRMATION PAGE WITH THE REQUISITION NUMBER. YOU WILL ALSO SEE WHO THE REQUISITION WILL GO TO FOR APPROVAL.**

**\*\*\* IMPORTANT\*\*\***

**ALWAYS GO BACK TO YOUR SHOP TAB TO MAKE SURE THE STATUS OF YOUR REQUISITION IS "IN PROCESS". A CONFIRMATION SCREEN DOES NOT NECESSARILY MEAN THAT THE REQUISITION HAS MOVED FORWARD.**

**IF YOU CHECK THE STATUS ON YOUR SHOP TAB AND IT IS "INCOMPLETE", GO TO YOUR HOME PAGE NOTIFICATIONS AND YOU WILL SEE A NOTIFICATION FOR THIS REQUISITION NUMBER. OPEN THE NOTIFICATION TO FIND OUT WHY THE REQUISITION IS IN "INCOMPLETE" STATUS.**

**CLICK ON: SHOP**

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**My Requisitions**
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| Requisition             | Description  | Total (USD) | Status                     | Copy | Change | Receive |
|-------------------------|--|-------------|----------------------------|------|--------|---------|
| <a href="#">1437381</a> | <a href="#">MPA-8888 FY16 ITEM#1</a>   | 160.00      | <a href="#">In Process</a> |      |        |         |
| <a href="#">1437379</a> | <a href="#">TEST - DECEMBER SCENARIO 45 CHANGE PARENT BLANKET END DATE DO RELEASE</a>                                      | 800.00      | <a href="#">Incomplete</a> |      |        |         |
| <a href="#">1437378</a> | <a href="#">APA-14422 FY19 RENTAL FOR PARKING SPACES AT RICC</a>   | 800.00      | <a href="#">Incomplete</a> |      |        |         |
| <a href="#">1437377</a> | <a href="#">TEST - DECEMBER 2015 SCENARIO 42 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT:939.21 FIXED ASSET OVER \$5000</a>  | 8,000.00    | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437376</a> | <a href="#">TEST - DECEMBER 2015 SCENARIO 41 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT:939.21 FIXED ASSET UNDER \$5000</a> | 4,000.00    | <a href="#">Approved</a>   |      |        |         |

**Shopping Cart**
Your cart is empty.

**Purchasing News**

This is where the customer puts their own purchasing news items (this is an HTML plugin).

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ONCE REQUISITION IS IN PROCESS MONITOR YOUR SHOP SCREEN TO SEE WHEN IT IS APPROVED.

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Temporary Personnel Services

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| Requisition             | Description  | Total (USD) | Status                     | Copy | Change | Receive |
|-------------------------|--|-------------|----------------------------|------|--------|---------|
| <a href="#">1437381</a> | <a href="#">MPA-8888 FY16 ITEM#1</a>   | 160.00      | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437379</a> | <a href="#">TEST - DECEMBER SCENARIO 45 CHANGE PARENT BLANKET END DATE DO RELEASE</a>                                      | 800.00      | <a href="#">Incomplete</a> |      |        |         |
| <a href="#">1437378</a> | <a href="#">APA-14422 FY19 RENTAL FOR PARKING SPACES AT RICC</a>   | 800.00      | <a href="#">Incomplete</a> |      |        |         |
| <a href="#">1437377</a> | <a href="#">TEST - DECEMBER 2015 SCENARIO 42 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT:939.21 FIXED ASSET OVER \$5000</a>  | 8,000.00    | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437376</a> | <a href="#">TEST - DECEMBER 2015 SCENARIO 41 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT:939.21 FIXED ASSET UNDER \$5000</a> | 4,000.00    | <a href="#">Approved</a>   |      |        |         |

**Shopping Cart**  
Your cart is empty.

**Purchasing News**  
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WHEN REQUISITION IS IN "APPROVED" STATUS

CLICK ON: FULL LIST TO SEE YOUR PURCHASE ORDER NUMBER

## Views

View All My Requisitions Go

Indicates requisition with a pending change request.

Select Object: Copy To Cart Cancel Requisition Complete

Previous 1-25 Next 25

| Select                | Requisition             | Description  | Total          | Quantity | Qty<br>Delivered | Qty<br>Cancelled | Open<br>Quantity | Creation Date        | Status     | Order                     |
|-----------------------|-------------------------|--|----------------|----------|------------------|------------------|------------------|----------------------|------------|---------------------------|
| <input type="radio"/> | <a href="#">1437381</a> | <a href="#">MPA-8888 FY16 ITEM#1</a>   | 160.00 USD     | 160      | 0                | 0                | 160              | 10-Mar-2016 10:42:37 | Approved   | <a href="#">3441864-2</a> |
| <input type="radio"/> | <a href="#">1437379</a> | <a href="#">TEST - DECEMBER SCENARIO 45 CHANGE PARENT BLANKET END DATE DO RELEASE</a>                                      | 800.00 USD     | 600      | 0                | 0                | 600              | 09-Mar-2016 14:24:37 | Incomplete |                           |
| <input type="radio"/> | <a href="#">1437378</a> | <a href="#">APA-14422 FY19 RENTAL FOR PARKING SPACES AT RICC</a>   | 800.00 USD     | 600      | 0                | 0                | 600              | 09-Mar-2016 14:15:35 | Incomplete |                           |
| <input type="radio"/> | <a href="#">1437377</a> | <a href="#">TEST - DECEMBER 2015 SCENARIO 42 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT:939.21 FIXED ASSET OVER \$5000</a>  | 8,000.00 USD   | 1        | 0                | 0                | 1                | 09-Mar-2016 12:01:20 | Approved   |                           |
| <input type="radio"/> | <a href="#">1437376</a> | <a href="#">TEST - DECEMBER 2015 SCENARIO 41 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT:939.21 FIXED ASSET UNDER \$5000</a> | 4,000.00 USD   | 1        | 0                | 0                | 1                | 09-Mar-2016 11:54:54 | Approved   | <a href="#">3441891</a>   |
| <input type="radio"/> | <a href="#">1437375</a> | <a href="#">TEST DECEMBER 2015 SCENARIO 39 EXCEED WORK ORDER LIMIT ON BLANKET</a>  | 900,000.00 USD | 900000   | 0                | 0                | 900000           | 09-Mar-2016 10:57:13 | Approved   | <a href="#">3441864-1</a> |

YOU WILL SEE A PURCHASE ORDER RELEASE NUMBER NEXT TO THE APPROVED STATUS

THIS IS THE PURCHASE ORDER NUMBER YOU WILL USE TO MAKE YOUR PAYMENT

END





**STATE OF RHODE ISLAND  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASES**

**RIFANS**

**CONTRACT RELEASE INSTRUCTIONS**



\*User Name   
(example: michael.james.smith)

\*Password   
(example: 4099v23)

Forgot your password? State Employees must contact the service desk at 574-9709. Do not use this link. Suppliers must email [doa.stateportalhelp@doa.ni.gov](mailto:doa.stateportalhelp@doa.ni.gov)

Accessibility None

Select a Language:  
[English](#)

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- [RI Financial Inquiry](#)
- [RI General Ledger Reports](#)
- [RI Purchasing Reports](#)

**Worklist**

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| From               | Type                            | Subject   | Sent        | Due |
|--------------------|---------------------------------|---|-------------|-----|
| O'Donnell, Thomas  | RI Requisition                  | <a href="#">Purchase Requisition 1437377 has been approved</a>                                    | 09-Mar-2016 |     |
| O'Donnell, Thomas  | RI Requisition                  | <a href="#">Purchase Requisition 1437376 has been approved</a>                                    | 09-Mar-2016 |     |
|                    | RI Requisition                  | <a href="#">Purchase Requisition 1437379 failed correctness check</a>                             | 09-Mar-2016 |     |
|                    | RI Requisition                  | <a href="#">Purchase Requisition 1437378 failed correctness check</a>                             | 09-Mar-2016 |     |
| Orgel, Daniel      | RI Requisition                  | <a href="#">Purchase Requisition 1437375 has been approved</a>                                    | 09-Mar-2016 |     |
|                    | RI Requisition                  | <a href="#">Purchase Requisition 1437374 failed correctness check</a>                             | 09-Mar-2016 |     |
| Schiappa, Marco    | Requester Change Order Approval | <a href="#">Response to Requisition 1437373 (10,000.00 USD) Change Request for Raposa, Sandra</a> | 09-Mar-2016 |     |
| Reynolds, Kimberly | RI Requisition                  | <a href="#">Purchase Requisition 1437373 has been approved</a>                                    | 09-Mar-2016 |     |

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| Requisition             | Description  | Total (USD) | Status                     | Copy | Change | Receive |
|-------------------------|--|-------------|----------------------------|------|--------|---------|
| <a href="#">1437381</a> | <a href="#">MPA-8888 FY16 ITEM#1</a>   | 160.00      | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437379</a> | <a href="#">TEST - DECEMBER SCENARIO 45 CHANGE PARENT BLANKET END DATE DO RELEASE</a>                                      | 800.00      | <a href="#">Incomplete</a> |      |        |         |
| <a href="#">1437378</a> | <a href="#">APA-14422 FY19 RENTAL FOR PARKING SPACES AT RICC</a>   | 800.00      | <a href="#">Incomplete</a> |      |        |         |
| <a href="#">1437377</a> | <a href="#">TEST - DECEMBER 2015 SCENARIO 42 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT:939.21 FIXED ASSET OVER \$5000</a>  | 8,000.00    | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437376</a> | <a href="#">TEST - DECEMBER 2015 SCENARIO 41 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT:939.21 FIXED ASSET UNDER \$5000</a> | 4,000.00    | <a href="#">Approved</a>   |      |        |         |

**Shopping Cart**  
Your cart is empty.

**Purchasing News**  
This is where the customer puts their own purchasing news items (this is an HTML plugin).

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## SHOP PAGE

CLICK ON: NON-CATALOG REQUEST

## Non-Catalog Request

\* Indicates required field

\* Item Type: Goods billed by quantity  
 \* Item Description: LINE #1  
 \* Category:   
 \* Quantity:  
 \* Unit of Measure: Each  
 \* Unit Price:  
 Currency: USD  
☐ RFQ Required  
☐ Negotiated

Contract Number: 3441893  
☐ New Supplier  
 Supplier Name: NARRAGANSETT ELECTRIC C/O NATIONAL GRID  
 Site: 99  
 Contact Name:  
 Phone:  
 Supplier Item:

[Clear All](#) | [Add to Cart](#) | [Add to Favorites](#)

## Shopping Cart

Your cart is empty.

[Clear All](#) | [Add to Cart](#) | [Add to Favorites](#)

ENTER CONTRACT PURCHASE ORDER NUMBER IN THE CONTRACT NUMBER BOX AND PRESS THE TAB KEY

THE SUPPLIER INFORMATION WILL AUTOMATICALLY POPULATE

ENTER YOUR LINE ITEM DESCRIPTION IN THE ITEM DESCRIPTION BOX

CLICK ON THE FLASHLIGHT ICON  NEXT TO CATEGORY

## Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Code 800 Go

## Results

Previous 1-10 Next 10

| Select                           | Quick Select | Description   | Code     | Commodity |
|----------------------------------|--------------|---|----------|-----------|
| <input type="radio"/>            |              | SHOES AND BOOTS   | 800.00   |           |
| <input type="radio"/>            |              | Boots and Shoes, Athletic and Sportsman Type            | 800.05   |           |
| <input type="radio"/>            |              | APA:DOA - Boots and Shoes, Athletic and Sportsman Type  | 800.05F8 |           |
| <input type="radio"/>            |              | APA:DCYF - Boots and Shoes, Athletic and Sportsman Type | 800.05G9 |           |
| <input type="radio"/>            |              | Boots, Leather  | 800.08   |           |
| <input type="radio"/>            |              | APA:SP - Boots, Leather                                 | 800.08A5 |           |
| <input type="radio"/>            |              | APA:DOA - Boots, Leather                                | 800.08F8 |           |
| <input type="radio"/>            |              | APA:DPS - Boots, Leather                                | 800.08H1 |           |
| <input type="radio"/>            |              | Boots (Other Than Leather or Rubber)                    | 800.14   |           |
| <input checked="" type="radio"/> |              | Boots, Rubber   | 800.16   |           |

Previous 1-10 Next 10

Cancel

Select

ENTER THE CATEGORY CODE ON THE SEARCH BY BOX

(IF YOU ONLY KNOW THE FIRST THREE DIGITS ENTER AND TAB. ALL THE CODES BEGINNING WITH THAT THREE DIGIT NUMBER WILL COME UP FOR YOU TO SELECT. IF YOU DON'T KNOW THE CODE NUMBER CLICK ON THE DROPDOWN ARROW NEXT TO CODE AND CHANGE TO DESCRIPTION. TYPE IN THE DESCRIPTION AND GO TO SELECT FROM LIST.)

CLICK ON RADIO BUTTON NEXT TO A CATEGORY FROM THE LIST TO SELECT A CODE AND CLICK ON SELECT BUTTON

\*\*\*\*\* IMPORTANT\*\*\*\*\*

NEVER SELECT A CODE ENDING IN 00 AND NEVER SELECT A CODE WITH A LETTER AND NUMBER AFTER IT. YOUR REQUISITION WILL GO INTO "INCOMPLETE" STATUS WITH A NOTIFICATION MESSAGE.

## Non-Catalog Request

\* Indicates required field

\* Item Type: Goods billed by quantity

\* Item Description: LINE #1

\* Category: 800.16

\* Quantity: 300

\* Unit of Measure: Each

\* Unit Price: 250

Currency: USD

☐ RFQ Required

☐ Negotiated

[Clear All](#)
[Add to Cart](#)
[Add to Favorites](#)

Contract Number: 3441893

☐ New Supplier

Supplier Name: MARRAGANSETT ELECTRIC C/O NATIONAL GRID

Site: 01

Contact Name:

Phone:

Supplier Item:

## Shopping Cart

Your cart is empty.

[Clear All](#)
[Add to Cart](#)
[Add to Favorites](#)

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ENTER: QUANTITY

ENTER: UNIT OF MEASURE

ENTER: UNIT PRICE

CLICK ON: ADD TO CART

### Non-Catalog Request

\* Indicates required field

\* Item Type: Goods billed by quantity

\* Item Description: LINE #2

\* Category: 800.16

\* Quantity: 400

\* Unit of Measure: Each

\* Unit Price: 100

Currency: USD

☐ RFQ Required

☐ Negotiated

[Clear All](#)
[Add to Cart](#)
[Add to Favorites](#)

Contract Number: 3441893

☐ New Supplier

Supplier Name: NARRAGANSETT ELECTRIC C/O NATIONAL GRID

Site: 01

Contact Name:

Phone:

Supplier Item:

**Shopping Cart**

Your cart contains 1 line.

**Recently Added Lines**

| LINE #1                                | 300 | Each |
|--|-----|------|
| <a href="#">View Cart and Checkout</a> |     |      |

[Clear All](#)
[Add to Cart](#)
[Add to Favorites](#)

## CHANGE INFORMATION NEEDED FOR NEXT LINE


### •DESCRIPTION

### •QUANTITY

### •UNIT PRICE

CLICK ON: ADD TO CART





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[Shopping Lists](#)
[Non-Catalog Request](#)
[Contractor Request](#)

### Non-Catalog Request

\* Indicates required field

\* Item Type

Goods billed by quantity

\* Item Description

LINE #2

\* Category

800.16

\* Quantity

400

\* Unit of Measure

Each

\* Unit Price

100

Currency

USD

☐ RFQ Required

☐ Negotiated

Clear All

Add to Cart

Add to Favorites

Contract Number

3441893

☐ New Supplier

Supplier Name

NARRAGANSETT ELECTRIC C/O NATIONAL GRID

Site

01

Contact Name

Phone

Supplier Item

Clear All

Add to Cart

Add to Favorites

Shopping Cart

Your cart contains 2 lines.

Recently Added Lines

|         |     |      |
|---------|-----|------|
| LINE #2 | 400 | Each |
| LINE #1 | 300 | Each |

View Cart and Checkout

Privacy Statement

[Shop](#)
[Requisitions](#)
[Receiving](#)
[Contractors](#)
[Shopping Cart](#)
[Home](#)
[Logout](#)
[Preferences](#)
[Help](#)

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**THE LINES WILL SHOW UP IN THE SHOPPING CART**



**CLICK ON: [VIEW CART AND CHECKOUT](#)**

4/20/2016

49

Shopping Cart

SaveCheckout

| Line  | Item Description | Special Info | Unit | Quantity |  | Price |     | Amount (USD) | Delete  |
|-------|------------------|--------------|------|----------|--|-------|-----|--------------|---|
| 1     | LINE #1          |              | Each | 300      |  | 250   | USD | 75,000.00    |  |
| 2     | LINE #2          |              | Each | 400      |  | 100   | USD | 40,000.00    |  |
| Total |                  |              |      |          |  |       |     | 115,000.00   |   |

[Return to Shopping](#)

SaveCheckout

REVIEW THE LINES

CLICK ON: CHECKOUT

Checkout: Requisition Information

\* Indicates required field

Cancel Save Submit **Edit Lines** Step 1 of 3 Next

\* Requisition Description LINE #1

\* Document to Create Contract Release

\* Type of Requisition? \*OTHER

Prior PO#?

Change Order? N

PO to be Changed

Change will make PO over 5k? N

Delivery

\* Need-By Date 16-Mar-2016 00:00:00

\* Requester

\* Deliver-To Location 06800-025

Billing

GL Date 11-Mar-2016

Additional Line Information

TIP Reminder: All Additional Line Information fields must be completed when requesting Contractor Services.

\* Bill To Location 06800-025

- ENTER:
- **DOCUMENT TO CREATE: CONTRACT RELEASE**
  - **TYPE OF REQUISITION: OTHER**
  - **BILL TO LOCATION**

CLICK ON: **EDIT LINES**

[Navigator](#)
[Favorites](#)
[Shopping Cart](#)
[Home](#)
[Logout](#)
[Preferences](#)
[Help](#)

[Shop](#)
[Requisitions](#)
[Receiving](#)
[Contractors](#)

Requisition Information

Approvals

Review And Submit

Requisition Information: Edit Lines
 

Apply

\* Indicates required field

[Delivery](#)
[Billing](#)
[Accounts](#)
[Attachments](#)

Select Lines:
 [Update](#)
[Copy](#)
[Delete](#)

[Select All](#)
[Select None](#)

| Select                   | Line | Description | Need-By Date | Requester            | Deliver-To Location | *Bill To Location                 | Employee Name (Initial contract) | Position Title       |
|--------------------------|------|-------------|--------------|----------------------|---------------------|-----------------------------------|----------------------------------|----------------------|
| <input type="checkbox"/> | 1    | LINE #1     | 16-Mar-2016  | <input type="text"/> | 06800-025           | 06800-025<br>DOA CENTRAL SERVICES | <input type="text"/>             | <input type="text"/> |
| <input type="checkbox"/> | 2    | LINE #2     | 16-Mar-2016  | <input type="text"/> | 06800-025           | 06800-025<br>DOA CENTRAL SERVICES | <input type="text"/>             | <input type="text"/> |

Apply

[Privacy Statement](#)
[Shop](#)
[Requisitions](#)
[Receiving](#)
[Contractors](#)
[Shopping Cart](#)
[Home](#)
[Logout](#)
[Preferences](#)
[Help](#)

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CLICK ON: ACCOUNTS

**Error**

1. [Row 2 Charge Account](#) - Charge account is invalid. (Program error: An error has occurred while looking up a flexfield segment combination. Please inform your support representative that: The FND\_FLEX\_SERVER validation function has encountered a null or negative combination ID () while trying to look up the segment values for this combination. This may indicate an invalid entry in the unique ID column of the combinations table.).  
2. [Row 1 Charge Account](#) - Charge account is invalid. (Program error: An error has occurred while looking up a flexfield segment combination. Please inform your support representative that: The FND\_FLEX\_SERVER validation function has encountered a null or negative combination ID () while trying to look up the segment values for this combination. This may indicate an invalid entry in the unique ID column of the combinations table.).

**Requisition Information: Edit Lines**

\* Indicates required field

[Check Funds](#)
[Apply](#)

[Delivery](#)
[Billing](#)
[Accounts](#)
[Attachments](#)

Select Lines:
[Update](#)
[Copy](#)
[Delete](#)

[Select All](#) | [Select None](#)

| Select Line                | Description | Charge Account                       | GL Date     | Split |
|----------------------------|-------------|--------------------------------------|-------------|-------|
| <input type="checkbox"/> 1 | LINE #1     | <a href="#">Enter Charge Account</a> | 11-Mar-2016 |       |
| <input type="checkbox"/> 2 | LINE #2     | <a href="#">Enter Charge Account</a> | 11-Mar-2016 |       |

**TIP** Click on a Split icon to allocate costs to multiple accounts.

[Check Funds](#)
[Apply](#)

**CLICK ON: ENTER CHARGE ACCOUNT**

Shop

Requisitions

Receiving

Contractors

Requisition Information

Approvals

Review And Submit

Requisition Information: Split Cost Allocation

\* Indicates required field

Apply

Selected Line

| Line | Description | Unit | Quantity | Price   | Amount (USD) |
|------|-------------|------|----------|---------|--------------|
| 1    | LINE #1     | Each | 300      | 250 USD | 75,000.00    |

Projects

Charge Accounts

| Line  | RI Accounting Flexfield  | GL Date     | Percent | Quantity | Amount (USD) | Cost Center | Delete |
|-------|--|-------------|---------|----------|--------------|-------------|--------|
| 1     | 10.068.1000101.01.611000.00000<br>FY.FUND.AGENCY.LINE SEQ.SOURCE.NATURAL.PROJECT | 11-Mar-2016 | 100     | 300      | 75,000.00    |             |        |
| Total |  |             | 100     | 300      | 75,000.00    |             |        |

Add Another Row

TIP Total allocation must equal 100% of the selected line values.

☒ Apply this Cost Allocation information to all applicable requisition lines

Apply

Privacy Statement

Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences

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**ENTER CHARGE ACCOUNT NUMBER**

**TO SEARCH FOR ACCOUNT NUMBER**  
**(CLICK ON THE FLASHLIGHT ICON NEXT TO THE ACCOUNT FIELD**

**CLICK ON: APPLY THE COST ALLOCATION INFORMATION TO ALL APPLICABLE REQUISITION LINES IF SAME ACCOUNT WILL BE USED FOR ALL LINES.**

**CLICK ON: APPLY**





\* Indicates required field


Check Funds      Apply

Delivery Billing **Accounts** Attachments

Select Lines:

[Select All](#) | [Select None](#)

| Select Line                | Description | Charge Account                                    | GL Date   | Split   |
|----------------------------|-------------|---|---|---|
| <input type="checkbox"/> 1 | LINE #1     | <a href="#">16.10.068.1000101.01.611000.00000</a> | 11-Mar-2016  |  |
| <input type="checkbox"/> 2 | LINE #2     | <a href="#">16.10.068.1000101.01.611000.00000</a> | 11-Mar-2016  |  |

 **TIP** Click on a Split icon to allocate costs to multiple accounts.

Check Funds

Checkout: Requisition Information

\* Indicates required field

[Cancel](#)
[Save](#)
[Submit](#)
[Edit Lines](#)
Step 1 of 3
[Next](#)

\* Requisition Description

\* Document to Create

Contract Release

\* Type of Requisition?

Standard

Prior PO#?

Change Order?

No

PO to be Changed

Change will make PO over 5k?

No

Delivery

\* Need-By Date

(example: 25-Feb-2016 19:45:00)


\* Requester

\* Deliver-To Location

Billing

GL Date

Additional Line Information

 **TIP** Reminder: All Additional Line Information fields must be completed when requesting Contractor Services.

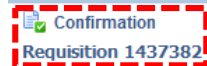
\* Bill To Location

DOA CENTRAL SERVICES

REVIEW

CLICK ON: SUBMIT





Confirmation  
Requisition 1437382 has been submitted to for approval.

To check on this requisition's status, click on the **Requisitions** tab or look in **My Requisitions** on the Shop page.

Continue Shopping

**CONFIRMATION NOTICE WILL GIVE A REQUISITION NUMBER**

**CLICK ON: SHOP**





**STATE OF RHODE ISLAND  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASES**

**RIFANS**

**TRAVEL REQUISITIONS INSTRUCTIONS**



\*User Name   
(example: michael.james.smith)

\*Password   
(example: 4099v23)

Forgot your password? State Employees must contact the service desk at 574-9709. Do not use this link. Suppliers must email [doa.stateportalhelp@doa.ni.gov](mailto:doa.stateportalhelp@doa.ni.gov)

Accessibility None

Select a Language:  
[English](#)

[Privacy Statement](#)

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**LOG IN**

Enterprise Search

All

Go

Search Results Display Preference

Standard

Logged In As

## Oracle Applications Home Page

### Main Menu

Personalize

- + 074-Requisitioner
- + RI Financial Inquiry
- + RI General Ledger Reports
- + RI Payables Reports
- + RI Purchasing Reports
- + Vehicle Requisitions

### Worklist

Full List

| From              | Type           | Subject  | Sent        | Due |
|-------------------|----------------|--|-------------|-----|
| Leach, Elizabeth  | RI Requisition | <a href="#">Purchase Requisition 1437336 has been approved</a> | 18-Feb-2016 |     |
| Maguire, Terrence | RI Requisition | <a href="#">Purchase Requisition 1437332 has been approved</a> | 18-Feb-2016 |     |
| Maguire, Terrence | RI Requisition | <a href="#">Purchase Requisition 1437331 has been approved</a> | 17-Feb-2016 |     |
| Leach, Elizabeth  | RI Requisition | <a href="#">Purchase Requisition 1437330 has been approved</a> | 17-Feb-2016 |     |
| Leach, Elizabeth  | RI Requisition | <a href="#">Purchase Requisition 1437326 has been approved</a> | 17-Feb-2016 |     |

✓ **TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.

✓ **TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.

### Favorites

Personalize

You have not selected any favorites. Please use the "Personalize" button to set up your favorites.

## HOME PAGE

CLICK ON: REQUISITIONER

Shop Requisitions Receiving **Contractors**Stores Shopping Lists **Non-Catalog Request** Contractor RequestSearch Main Store  Go [Advanced Search](#)

## Stores

[Main Store](#)[Exchange.Oracle.com](#)[WB Mason](#)

Main Store

WB Mason

[TEMPORARY SERVICES-ADIL](#)

Temporary Personnel Services

## Shopping Cart














Your cart is empty.

## Purchasing News

This is where the customer puts their own purchasing news items (this is an HTML plugin).

## My Requisitions

[Full List](#)

| Requisition             | Description   | Total (USD) | Status                   | Copy  | Change  | Receive   |
|-------------------------|---|-------------|--------------------------|---|---|---|
| <a href="#">1437336</a> | <a href="#">TEST - 2015 SERVER TRAVEL CONTRACT CRIT UNDER \$1000 STATE FUNDS</a>            | 40.00       | <a href="#">Approved</a> |  |  |   |
| <a href="#">1437332</a> | <a href="#">TEST - NEW SERVER 2015 TRAVEL CONTRACT OUT-OF-STATE CRIT 03FUND OVER \$1000</a> | 2,670.00    | <a href="#">Approved</a> |  |  |  |
| <a href="#">1437331</a> | <a href="#">TEST - NEW SERVER 2015 TRAVEL CONTRACT OUT-OF-STATE CRIT 02FUND \$500</a>       | 500.00      | <a href="#">Approved</a> |  |  |  |
| <a href="#">1437330</a> | <a href="#">TEST - NEW SERVER 2015 TRAVEL CONTRACT CRIT \$2670</a>                          | 0.00        | <a href="#">Approved</a> |  |  |  |
| <a href="#">1437326</a> | <a href="#">TEST - NEW SERVER 2015 TRAVEL CONTRACT CRIT \$2670</a>                          | 2,670.00    | <a href="#">Approved</a> |  |  |   |

## SHOP PAGE

CLICK ON: NON-CATALOG REQUEST

Shop Requisitions Receiving **Contractors**Stores Shopping Lists **Non-Catalog Request** Contractor Request

## Non-Catalog Request

\* Indicates required field

|                    |   |  |
|--------------------|---|--|
| * Item Type        | Goods billed by quantity                        |  |
| * Item Description | OUT OF STATE TRAVE:<br>RIDEM FORESTRY<br>(10/1/ |  |
| * Category         | 962.88  |  |
| * Quantity         | 1   |  |
| * Unit of Measure  | Each  |  |
| * Unit Price       | 0   |  |
| Currency           | USD   |  |
|                    | <input type="checkbox"/> RFQ Required           |  |
|                    | <input type="checkbox"/> Negotiated             |  |

Clear All

Add to Cart

Add to Favorites

## Shopping Cart

Your cart is empty.

|                 |                                       |  |
|-----------------|---------------------------------------|--|
| Contract Number | 3441896                               |  |
|                 | <input type="checkbox"/> New Supplier |  |
| Supplier Name   | PANAM INC                             |  |
| Site            | 99                                    |  |
| Contact Name    |                                       |  |
| Phone           |                                       |  |
| Supplier Item   |                                       |  |

Clear All

Add to Cart

Add to Favorites

**ENTER CONTRACT PURCHASE ORDER NUMBER AND TAB**  
**(SUPPLIER INFORMATION SHOULD POPULATE WITH SITE 99)**

**ENTER ITEM DESCRIPTION**  
**ENTER CATEGORY CODE**  
**ENTER QUANTITY**  
**ENTER UNIT OF MEASURE**  
**ENTER UNIT PRICE**

Cancel

Select

## Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Code 962.88 Go

## Results

Previous 1-10 Next 10

| Select                | Quick Select  | Description   | Code     | Commodity |
|-----------------------|---|---|----------|-----------|
| <input type="radio"/> |  | Travel, Non-Local (Scheduled and Unscheduled), Provided by Third Party (Incl. Commercial Airplane Travel and Helicopter Services)             | 962.88   |           |
| <input type="radio"/> |  | APA:EXE - Travel, Non-Local (Scheduled and Unscheduled), Provided by Third Party (Incl. Commercial Airplane Travel and Helicopter Services)   | 962.88A2 |           |
| <input type="radio"/> |  | APA:MS - Travel, Non-Local (Scheduled and Unscheduled), Provided by Third Party (Incl. Commercial Airplane Travel and Helicopter Services)    | 962.88A4 |           |
| <input type="radio"/> |  | APA:EOHHS - Travel, Non-Local (Scheduled and Unscheduled), Provided by Third Party (Incl. Commercial Airplane Travel and Helicopter Services) | 962.88B8 |           |
| <input type="radio"/> |  | APA:AG - Travel, Non-Local (Scheduled and Unscheduled), Provided by Third Party (Incl. Commercial Airplane Travel and Helicopter Services)    | 962.88F6 |           |
| <input type="radio"/> |  | APA:DOA - Travel, Non-Local (Scheduled and Unscheduled), Provided by Third Party (Incl. Commercial Airplane Travel and Helicopter Services)   | 962.88F8 |           |
| <input type="radio"/> |  | APA:DHS - Travel, Non-Local (Scheduled and Unscheduled), Provided by Third Party (Incl. Commercial Airplane Travel and Helicopter Services)   | 962.88F9 |           |
| <input type="radio"/> |  | APA:DBR - Travel, Non-Local (Scheduled and Unscheduled), Provided by Third Party (Incl. Commercial Airplane Travel and Helicopter Services)   | 962.88G1 |           |
| <input type="radio"/> |  | APA:DOE - Travel, Non-Local (Scheduled and Unscheduled), Provided by Third Party (Incl. Commercial Airplane Travel and Helicopter Services)   | 962.88G2 |           |
| <input type="radio"/> |  | APA:DEM - Travel, Non-Local (Scheduled and Unscheduled), Provided by Third Party (Incl. Commercial Airplane Travel and Helicopter Services)   | 962.88G4 |           |

Previous 1-10 Next 10

Cancel

Select

TO SEARCH FOR CATEGORY CODE,  
CLICK ON: FLASHLIGHT ICON  NEXT TO CATEGORY CODE BOX

TO SEARCH BY CODE NUMBER OR DESCRIPTION,  
CLICK ON: DROPDOWN ARROW IN SEARCH BY BOX  
SELECT EITHER DESCRIPTION OR CODE  
BASED ON YOUR SELECTION ENTER EITHER THE DESCRIPTION OR CODE IN THE NEXT BOX  
CLICK ON: GO  
CLICK ON: "QUICK SELECT" NEXT TO DESIRED SELECTION  
OR  
CLICK ON: RADIO BUTTON NEXT TO CODE  
CLICK ON: SELECT

NOTE: NEVER SELECT A CODE WITH .00 OR WITH A LETTER AND NUMBER ON THE END.



**Shop** Requisitions Receiving ContractorsStores Shopping Lists **Non-Catalog Request** Contractor Request**Non-Catalog Request**

\* Indicates required field

|                    |   |
|--------------------|---|
| * Item Type        | Goods billed by quantity                        |
| * Item Description | OUT OF STATE TRAVE:<br>RIDEM FORESTRY<br>(10/1/ |
| * Category         | 962.88  |
| * Quantity         | 1   |
| * Unit of Measure  | Each  |
| * Unit Price       | 0   |
| Currency           | USD   |
|                    | <input type="checkbox"/> RFQ Required           |
|                    | <input type="checkbox"/> Negotiated             |

Clear All

Add to Cart

Add to Favorites

**Shopping Cart**

Your cart is empty.

|                 |                                       |
|-----------------|---------------------------------------|
| Contract Number | 3441896                               |
|                 | <input type="checkbox"/> New Supplier |
| Supplier Name   | PANAM INC                             |
| Site            | 99                                    |
| Contact Name    |                                       |
| Phone           |                                       |
| Supplier Item   |                                       |

Clear All

Add to Cart

Add to Favorites

**WHEN ALL REQUIRED FIELDS HAVE BEEN FILLED IN****CLICK ON: ADD TO CART**

[Shop](#) | [Requisitions](#) | [Receiving](#) | [Contractors](#)
[Stores](#) | [Shopping Lists](#) | [Non-Catalog Request](#) | [Contractor Request](#)

## Special Information

\* Indicates required field

[Continue](#)

## Selected Line

Your selection requires special information.

| Description  | Unit | Quantity | Price | Amount (USD) | Supplier  |
|--|------|----------|-------|--------------|-----------|
| OUT OF STATE TRAVE: PAUL RICARD, RIDEM FORESTRY (10/1/ | Each | 1        | 0 USD | 0.00         | PANAM INC |

## Out of State Travel

|  |                    |
|--|--------------------|
| * Traveler's Name                              | MOISES RAMIREZ     |
| * Return Date                                  | 3/29/2016          |
| * Purpose of Travel                            | COOP FOREST HEALTH |
| * Estimated Hotel (\$0.00)                     | 110.00             |
| * Per Diem (\$15.00 1/2 day, \$30.00 full day) | 60.00              |
| * Traveler's Work Phone                        | 401-123-4567       |
| * PCard Alpha Code                             | RR                 |

|   |                    |
|---|--------------------|
| * Departure Date  | 3/14/2016          |
| * Destination   | FALMOUTH, MA       |
| * Estimated Flight (paid prior to trip- Amount is 0.00) | 0                  |
| * Car Rental (if applicable-\$0.00)                     | 0                  |
| * Estimated Trip Total (less air-\$0.00)                | 220.00             |
| * Traveler's Email Address                              | MOISES.RAMIREZ@DEI |
| * Additional Information                                | TOLLS \$50.00      |

[Continue](#)[Privacy Statement](#)

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**FILL OUT ALL FIELDS ON THIS SCREEN. THEY ARE ALL REQUIRED FIELDS SO YOU MUST FILL IN WITH AS MUCH INFORMATION AS POSSIBLE. IF UNKNOWN OR NOT APPLICABLE ,THEN ENTER A ZERO**

**WHEN COMPLETED,  
CLICK ON: CONTINUE**

Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving Contractors

Stores Shopping Lists Non-Catalog Request Contractor Request

Non-Catalog Request

\* Indicates required field

\* Item TypeGoods billed by quantity

\* Item DescriptionOUT OF STATE TRAVE:  
RIDEM FORESTRY  
(10/1/

\* Category962.88

\* Quantity1

\* Unit of MeasureEach

\* Unit Price0

CurrencyUSD

☐ RFQ Required

☐ Negotiated

Clear AllAdd to CartAdd to Favorites

Contract Number3441896

☐ New Supplier

Supplier NamePANAM INC

Site99

Contact Name

Phone

Supplier Item

Clear AllAdd to CartAdd to Favorites

Shopping Cart

Your cart contains 1 line.

Recently Added Lines

OUT OF STATE TR...1Each

View Cart and Checkout

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**IF ANOTHER LINE IS NEEDED, CHANGE THE INFORMATION ON THIS SCREEN FOR THE NEW LINE AND REPEAT THE PROCESS ABOVE.**

**WHEN ALL LINES HAVE BEEN ADDED TO THE CART**

**CLICK ON: VIEW CART AND CHECKOUT**

[Shop](#) [Requisitions](#) [Receiving](#) [Contractors](#)

## Shopping Cart

[Save](#)[Checkout](#)

| Line  | Item Description                            | Special Info                        | Unit | Quantity | Price | Amount (USD) | Delete  |
|-------|---|-------------------------------------|------|----------|-------|--------------|---|
| 1     | OUT OF STATE TRAVE: , RIDEM FORESTRY (10/1/ | <a href="#">Out of State Travel</a> | Each | 1        | 0 USD | 0.00         |  |
| Total |   |                                     |      |          |       | 0.00         |   |

[Return to Shopping](#)[Save](#)[Checkout](#)[Privacy Statement](#)

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**REVIEW**  
**CLICK ON: CHECKOUT**

Requisition Information: Active step

Approvals: Next step

Review And Submit: Next step

Checkout: Requisition Information

\* Indicates required field

Cancel Save Submit **Edit Lines** Step 1 of 3 Next

\* Requisition Description OUT OF STATE TRAVE: , RIDEM FOREST

\* Document to Create Contract Release

\* Type of Requisition? CRITICAL EXPENSE REQUEST

Prior PO#?

Change Order? N

PO to be Changed

Change will make PO over 5k? N

#### Delivery

\* Need-By Date (example: 14-Mar-2016 19:45:00) 26-Mar-2016 00:00:00


\* Requester

\* Deliver-To Location 07400-034

#### Billing

GL Date 14-Mar-2016

#### Additional Line Information

 **TIP** Reminder: All Additional Line Information fields must be completed when requesting Contractor Services.

\* Bill To Location 06800-021

### FILL IN THE FOLLOWING INFORMATION

- **DOCUMENT TO CREATE: CONTRACT REALEASE**
- **TYPE OF REQUISITION**
- **BILL TO LOCATION**

CLICK ON: **EDIT LINES**

Shop Requisitions Receiving Contractors

Requisition Information: Active step

Approvals: Next step

Review And Submit: Next step

Requisition Information: Edit Lines

\* Indicates required field

Apply

Delivery Billing Accounts Attachments

Select Lines: Update Copy Delete

[Select All](#) | [Select None](#)

| Select Line              | Description   | Need-By Date | Requester | Deliver-To Location | *Bill To Location                    | Employee Name (Initial contract) | Position Title |
|--------------------------|---|--------------|-----------|---------------------|--------------------------------------|----------------------------------|----------------|
| <input type="checkbox"/> | 1 OUT OF STATE TRAVE:<br>PAUL RICARD,<br>RIDEM FORESTRY<br>(10/1/ | 26-Mar-2016  |           | 07400-034           | 06800-021<br>DOA ACCOUNTS & CONTROLS |                                  |                |

Apply

CLICK ON: ACCOUNTS

Shop Requisitions Receiving Contractors

Requisition Information: Active step

Approvals: Next step

Review And Submit: Next step

**Error**

[Row 1 Charge Account](#) - Charge account is invalid. (Program error: An error has occurred while looking up a flexfield segment combination. Please inform your support representative that: The FND\_FLEX\_SERVER validation function has encountered a null or negative combination ID () while trying to look up the segment values for this combination. This may indicate an invalid entry in the unique ID column of the combinations table.).

**Requisition Information: Edit Lines**

\* Indicates required field

Check Funds

Apply

Delivery Billing Accounts Attachments

Select Lines: Update Copy Delete

[Select All](#) | [Select None](#)

| Select Line                | Description                                 | Charge Account                       | GL Date     | Split |
|----------------------------|---|--------------------------------------|-------------|-------|
| <input type="checkbox"/> 1 | OUT OF STATE TRAVE: , RIDEM FORESTRY (10/1/ | <a href="#">Enter Charge Account</a> | 14-Mar-2016 |       |

✓ **TIP** Click on a Split icon to allocate costs to multiple accounts.

Check Funds

Apply

**CLICK ON: ENTER CHARGE ACCOUNT**

Shop Requisitions Receiving Contractors

Requisition Information: Active step

Approvals: Next step

Review And Submit: Next step

## Requisition Information: Split Cost Allocation





\* Indicates required field

Apply

## Selected Line

| Line | Description                                 | Unit | Quantity | Price | Amount (USD) |
|------|---|------|----------|-------|--------------|
| 1    | OUT OF STATE TRAVE: , RIDEM FORESTRY (10/1/ | Each | 1        | 0 USD | 0.00         |

## Projects Charge Accounts

| Line            | RI Accounting Flexfield  | GL Date   | Percent | Quantity | Amount (USD) | Cost Center   | Delete  |
|-----------------|--|---|---------|----------|--------------|---|---|
| 1               | 16.10.074.3700128.646340.00000  | 14-Mar-2016  | 100     | 1        | 0.00         |  |  |
| Add Another Row |  |   | Total   | 100      | 1            | 0.00  |   |

✓ **TIP** Total allocation must equal 100% of the selected line values.☐ Apply this Cost Allocation information to all applicable requisition lines

Apply








**ENTER ACCOUNT STRING IF KNOWN IN THE RI ACCOUNTING FLEXFIELD****IF NOT KNOWN, CLICK ON THE ICON  NEXT TO THE FLEXFIELD TO DO A SEARCH**



Cancel

Select

## Search

|            |   |   |
|------------|---|---|
| * FY       | 16                                      |  |
|            | FY 2016                                 |   |
| * FUND     | 10                                      |  |
|            | General Fund                            |   |
| * AGENCY   | 074                                     |  |
|            | Environmental Management, Department Of |   |
| * LINE SEQ | 3700128                                 |  |
|            | COOPERATIVE FOREST FIRE CONTROL         |   |
| * SOURCE   | 02                                      |  |
|            | Federal Revenue                         |   |
| * NATURAL  | 646340                                  |  |
|            | Out-Of-State Travel; Other              |   |
| * PROJECT  | 00000                                   |  |
|            | Undefined/Bonds 2000                    |   |

Search

Clear

## Results

Create

Select Code Combination



16.10.074.3700128.02.646340.00000

Cancel

Select

CLICK ON: FLASHLIGHT NEXT TO EACH FLEXFIELD TO SEARCH

FILL IN AS MANY FLEXFIELDS THAT ARE KNOWN

CLICK ON: SEARCH

CLICK ON: RADIO BUTTON NEXT TO CORRECT ACCOUNT

CLICK ON: SELECT

Shop Requisitions Receiving Contractors

Requisition Information: Active step

Approvals: Next step

Review And Submit: Next step

Requisition Information: Split Cost Allocation

\* Indicates required field

Apply

## Selected Line

| Line | Description                                 | Unit | Quantity | Price | Amount (USD) |
|------|---|------|----------|-------|--------------|
| 1    | OUT OF STATE TRAVE: , RIDEM FORESTRY (10/1/ | Each | 1        | 0 USD | 0.00         |

## Projects Charge Accounts

| Line            | RI Accounting Flexfield         | GL Date     | Percent | Quantity | Amount (USD) | Cost Center | Delete |
|-----------------|---------------------------------|-------------|---------|----------|--------------|-------------|--------|
| 1               | 16.10.074.3700128.02.646340.00C | 14-Mar-2016 | 100     | 1        | 0.00         |             |        |
| Add Another Row |                                 |             | Total   | 100      | 1            | 0.00        |        |

✓ **TIP** Total allocation must equal 100% of the selected line values.

☐ Apply this Cost Allocation information to all applicable requisition lines

Apply

Privacy Statement

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**CLICK ON: APPLY**

**(IF MULTIPLE LINES WITH SAME ACCOUNT NUMBER CLICK ON: APPLY THIS COST ALLOCATION INFORMATION TO ALL APPLICABLE REQUISITION LINES)**

Shop Requisitions Receiving Contractors

Requisition Information: Active step

Approvals: Next step

Review And Submit: Next step

Requisition Information: Edit Lines

\* Indicates required field



Check Funds


Apply

Delivery Billing Accounts **Attachments**

Select Lines: Update Copy Delete

[Select All](#) | [Select None](#)

| Select Line                | Description                                 | Charge Account                                    | GL Date   | Split   |
|----------------------------|---|---|---|---|
| <input type="checkbox"/> 1 | OUT OF STATE TRAVE: , RIDEM FORESTRY (10/1/ | <a href="#">16.10.074.3700128.02.646340.00000</a> | 14-Mar-2016  |  |

 **TIP** Click on a Split icon to allocate costs to multiple accounts.

Check Funds

Apply

**IF ATTACHMENT IS NEEDED****CLICK ON: ATTACHMENTS**

Requisition Information: Active step

Approvals: Next step

Review And Submit: Next step

Requisition Information: Edit Lines

\* Indicates required field

Apply


Delivery Billing Accounts Attachments


## Requisition Attachments

Add Attachment

| Title             | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete | Publish to Catalog |
|-------------------|------|-------------|----------|-----------------|--------------|-------|--------|--------|--------------------|
| No results found. |      |             |          |                 |              |       |        |        |                    |

## Requisition Line Attachments

| Line | Item Description                            | Unit | Quantity | Price | Amount (USD) | Attachments   |
|------|---|------|----------|-------|--------------|---|
| 1    | OUT OF STATE TRAVE: , RIDEM FORESTRY (10/1/ | Each | 1        | 0 USD | 0.00         |  |

 **TIP** Click on an Attachment icon to add or update attachments for a particular line.

Apply

**CLICK ON: ADD ATTACHMENT**

Shop Requisitions Receiving Contractors

## Add Attachment

Cancel

Add Another

Apply

Add Desktop File/ Text/ URL

## Attachment Summary Information

|             |                         |
|-------------|-------------------------|
| Title       | CERF                    |
| Description | CERF                    |
| Category    | Internal to Requisition |

## Define Attachment

|      |                                       |  |                   |
|------|---------------------------------------|--|-------------------|
| Type | <input checked="" type="radio"/> File | <input type="button" value="Browse..."/> | No file selected. |
|      | <input type="radio"/> URL             |  |                   |
|      | <input type="radio"/> Text            |  |                   |

Cancel

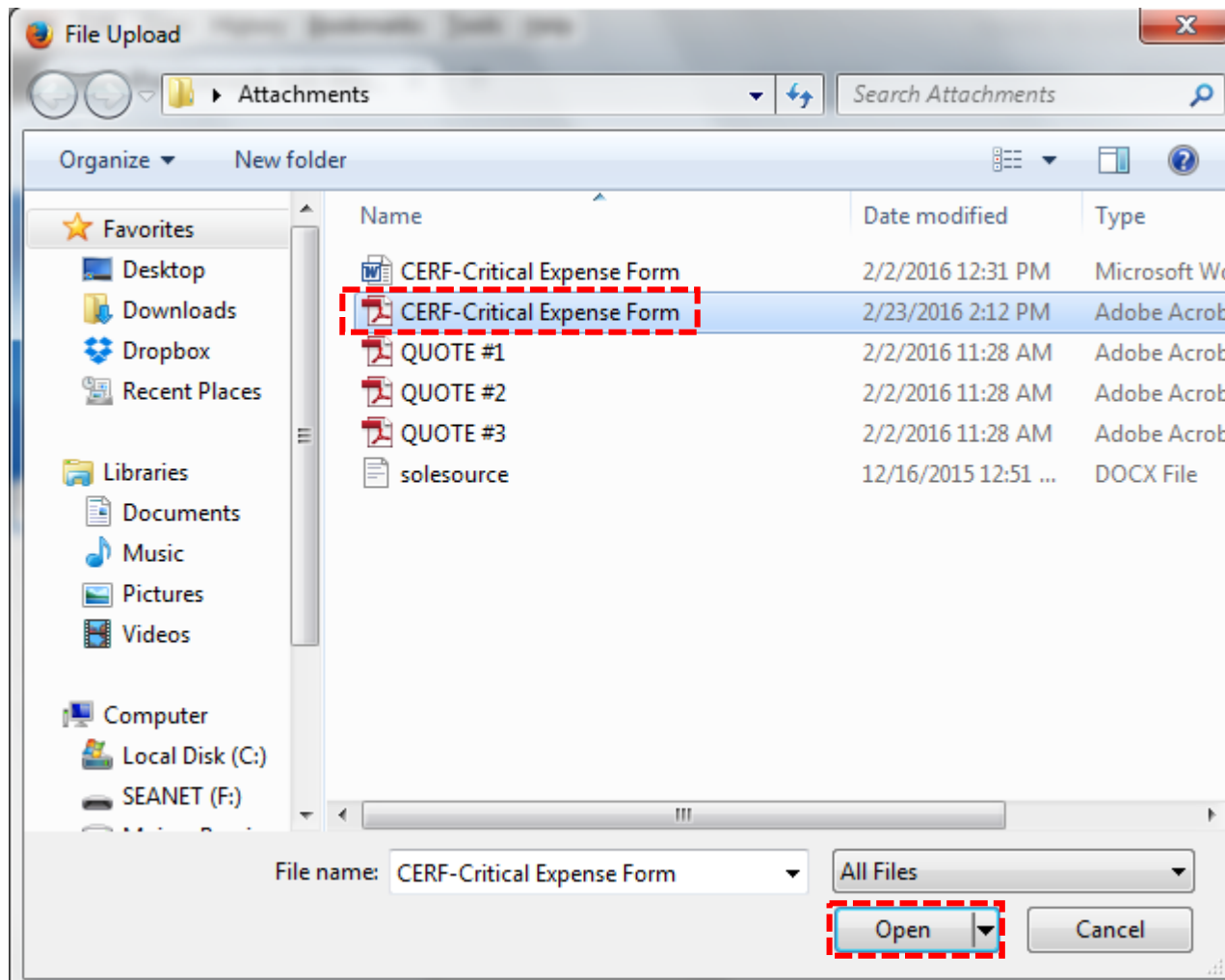
Add Another

Apply

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**ENTER: TITLE****CATEGORY: SELECT FROM DROPDOWN****SELECT "INTERNAL TO REQUISITION" IF ATTACHMENT SHOULD NOT BE SEEN BY THE SUPPLIER****SELECT "TO SUPPLIER" IF ATTACHMENT SHOULD BE SEEN BY SUPPLIER****(THIS EXAMPLE IS A CRITICAL EXPENSE FORM TO BE ATTACHED WHICH DOES NOT NEED TO BE VIEWED BY THE SUPPLIER SO "INTERNAL TO REQUISITION" SHOULD BE SELECTED)****SELECT TYPE: FILE****CLICK ON: BROWSE**



**SEARCH FOR DOCUMENT TO ATTACH**

**CLICK ON: DOCUMENT**

**CLICK ON: OPEN**

[Shop](#) [Requisitions](#) [Receiving](#) [Contractors](#)

## Add Attachment

[Cancel](#)[Add Another](#)[Apply](#)Add 

## Attachment Summary Information

|             |  |
|-------------|--|
| Title       | <input type="text" value="CERF"/>                    |
| Description | <input type="text" value="CERF"/>                    |
| Category    | <input type="text" value="Internal to Requisition"/> |

## Define Attachment

|      |                                       |  |   |
|------|---------------------------------------|--|---|
| Type | <input checked="" type="radio"/> File | <input type="button" value="Browse..."/> | <input type="text" value="CERF-Critical Expense Form.pdf"/> |
|      | <input type="radio"/> URL             |  |   |
|      | <input type="radio"/> Text            |  |   |

[Cancel](#)[Add Another](#)[Apply](#)

DOCUMENT WILL POPULATE  
CLICK ON: APPLY

Shop Requisitions Receiving Contractors

Requisition Information: Active step

Approvals: Next step

Review And Submit: Next step

Requisition Information: Edit Lines

\* Indicates required field

Apply

Delivery Billing Accounts Attachments

## Requisition Attachments

Add Attachment

| Title | Type | Description | Category                | Last Updated By | Last Updated | Usage    | Update | Delete | Publish to Catalog |
|-------|------|-------------|-------------------------|-----------------|--------------|----------|--------|--------|--------------------|
| CERF  | File | CERF        | Internal to Requisition |                 | 14-Mar-2016  | One-Time |        |        |                    |

## Requisition Line Attachments

| Line | Item Description                            | Unit | Quantity | Price | Amount (USD) | Attachments |
|------|---|------|----------|-------|--------------|-------------|
| 1    | OUT OF STATE TRAVE: , RIDEM FORESTRY (10/1/ | Each | 1        | 0 USD | 0.00         |             |

**TIP** Click on an Attachment icon to add or update attachments for a particular line.

Apply

ATTACHMENT CAN BE VIEWED UNDER ADD ATTACHMENTCLICK ON: APPLY



Shop Requisitions Receiving Contractors

Requisition Information: Active step

Approvals: Next step

Review And Submit: Next step

## Checkout: Requisition Information

\* Indicates required field

Cancel

Save

**Submit**

Edit Lines

Step 1 of 3

Next

\* Requisition Description OUT OF STATE TRAVE: , RIDEM FORESTI

\* Document to Create Contract Release

Contract Release

\* Type of Requisition? CRITICAL EXPENSE REQUEST

Critical Expense Request

Prior PO#?

Change Order? N

No

PO to be Changed

Change will make PO over 5k? N

No

## Delivery

\* Need-By Date (example: 14-Mar-2016 19:45:00) 26-Mar-2016 00:00:00


\* Requester

\* Deliver-To Location 07400-034

## Billing

GL Date 14-Mar-2016

## Additional Line Information

 **TIP** Reminder: All Additional Line Information fields must be completed when requesting Contractor Services.

\* Bill To Location 06800-021

**CLICK ON: SUBMIT**

[Shop](#) [Requisitions](#) [Receiving](#) [Contractors](#)

 Confirmation

**Requisition 1437385** has been submitted to . for approval.

To check on this requisition's status, click on the **Requisitions** tab or look in **My Requisitions** on the Shop page.

[Continue Shopping](#)

[Privacy Statement](#)

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**CONFIRMATION NOTICE WILL GIVE A REQUISITION NUMBER**

**CLICK ON: SHOP**

[Shop](#)
[Requisitions](#)
[Receiving](#)
[Contractors](#)

[Stores](#)
[Shopping Lists](#)
[Non-Catalog Request](#)
[Contractor Request](#)

Search
Main Store
Go
Advanced Search

### Stores

[Main Store](#)
[Exchange.Oracle.com](#)
[WB Mason](#)

[Main Store](#)
[WB Mason](#)

[TEMPORARY SERVICES-ADIL](#)
[Temporary Personnel Services](#)

### My Requisitions

Full List

| Requisition             | Description   | Total (USD) | Status                     | Copy | Change | Receive |
|-------------------------|---|-------------|----------------------------|------|--------|---------|
| <a href="#">1437385</a> | <a href="#">OUT OF STATE TRAVE: , RIDEM FORESTRY(10/1/</a>                                  | 0.00        | <a href="#">In Process</a> |      |        |         |
| <a href="#">1437336</a> | <a href="#">TEST - 2015 SERVER TRAVEL CONTRACT CRIT UNDER \$1000 STATE FUNDS</a>            | 40.00       | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437332</a> | <a href="#">TEST - NEW SERVER 2015 TRAVEL CONTRACT OUT-OF-STATE CRIT 03FUND OVER \$1000</a> | 2,670.00    | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437331</a> | <a href="#">TEST - NEW SERVER 2015 TRAVEL CONTRACT OUT-OF-STATE CRIT 02FUND \$500</a>       | 500.00      | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437330</a> | <a href="#">TEST - NEW SERVER 2015 TRAVEL CONTRACT CRIT \$2670</a>                          | 0.00        | <a href="#">Approved</a>   |      |        |         |

### Shopping Cart

Your cart is empty.

### Purchasing News

This is where the customer puts their own purchasing news items (this is an HTML plugin).

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CHECK THE SHOP SCREEN TO MAKE SURE THAT YOUR REQUISITION IS "IN PROCESS"

IF REQUISITION IS "INCOMPLETE"

- GO TO THE HOME PAGE
- CLICK ON THE NOTIFICATION WHICH WILL LET YOU KNOW WHAT IS WRONG WITH THE REQUISITION
- CORRECT AND RE-SUBMIT

# END



**STATE OF RHODE ISLAND  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASES**

**RIFANS**

**STANDARD PURCHASE ORDER  
INSTRUCTIONS**



\*User Name   
(example: michael.james.smith)

\*Password   
(example: 4099v23)

Forgot your password? State Employees must contact the service desk at 574-9709. Do not use this link. Suppliers must email [doa.stateportalhelp@doa.ni.gov](mailto:doa.stateportalhelp@doa.ni.gov)

Accessibility None

Select a Language:  
[English](#)

[Privacy Statement](#)

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**LOG IN**

## Personalize

- | Worklist           |                                 |   |             |                                    |
|--------------------|---------------------------------|---|-------------|------------------------------------|
|                    |                                 |   |             | Full List                          |
|                    |                                 |   |             | <div> Previous 1-25 Next 25 </div> |
| From               | Type                            | Subject   | Sent        | Due                                |
| O'Donnell, Thomas  | RI Requisition                  | <a href="#">Purchase Requisition 1437377 has been approved</a>                                    | 09-Mar-2016 |                                    |
| O'Donnell, Thomas  | RI Requisition                  | <a href="#">Purchase Requisition 1437376 has been approved</a>                                    | 09-Mar-2016 |                                    |
|                    | RI Requisition                  | <a href="#">Purchase Requisition 1437379 failed correctness check</a>                             | 09-Mar-2016 |                                    |
|                    | RI Requisition                  | <a href="#">Purchase Requisition 1437378 failed correctness check</a>                             | 09-Mar-2016 |                                    |
| Orgel, Daniel      | RI Requisition                  | <a href="#">Purchase Requisition 1437375 has been approved</a>                                    | 09-Mar-2016 |                                    |
|                    | RI Requisition                  | <a href="#">Purchase Requisition 1437374 failed correctness check</a>                             | 09-Mar-2016 |                                    |
| Schiappa, Marco    | Requester Change Order Approval | <a href="#">Response to Requisition 1437373 (10,000.00 USD) Change Request for Raposa, Sandra</a> | 09-Mar-2016 |                                    |
| Reynolds, Kimberly | RI Requisition                  | <a href="#">Purchase Requisition 1437373 has been approved</a>                                    | 09-Mar-2016 |                                    |

**CLICK ON: REQUISITIONER**

[Shop](#)
[Requisitions](#)
[Receiving](#)
[Contractors](#)

[Stores](#)
[Shopping Lists](#)
[Non-Catalog Request](#)
[Contractor Request](#)

Search
Main Store
Go
[Advanced Search](#)

**Stores**

[Main Store](#)
[Main Store](#)

[WB Mason](#)
[WB Mason](#)

[TEMPORARY SERVICES-ADIL](#)
[Temporary Personnel Services](#)

**My Requisitions**
[Full List](#)

| Requisition             | Description  | Total (USD) | Status                     | Copy | Change | Receive |
|-------------------------|--|-------------|----------------------------|------|--------|---------|
| <a href="#">1437381</a> | <a href="#">MPA-8888 FY16 ITEM#1</a>   | 160.00      | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437379</a> | <a href="#">TEST - DECEMBER SCENARIO 45 CHANGE PARENT BLANKET END DATE DO RELEASE</a>                                      | 800.00      | <a href="#">Incomplete</a> |      |        |         |
| <a href="#">1437378</a> | <a href="#">APA-14422 FY19 RENTAL FOR PARKING SPACES AT RICC</a>   | 800.00      | <a href="#">Incomplete</a> |      |        |         |
| <a href="#">1437377</a> | <a href="#">TEST - DECEMBER 2015 SCENARIO 42 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT:939.21 FIXED ASSET OVER \$5000</a>  | 8,000.00    | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437376</a> | <a href="#">TEST - DECEMBER 2015 SCENARIO 41 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT:939.21 FIXED ASSET UNDER \$5000</a> | 4,000.00    | <a href="#">Approved</a>   |      |        |         |

[Privacy Statement](#)
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[Receiving](#)
[Contractors](#)
[Shopping Cart](#)
[Home](#)
[Logout](#)
[Preferences](#)
[Help](#)

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**Shopping Cart**
Your cart is empty.

**Purchasing News**
This is where the customer puts their own purchasing news items (this is an HTML plugin).

## SHOP PAGE

CLICK ON: NON-CATALOG REQUEST

[Shop](#) | [Requisitions](#) | [Receiving](#) | [Contractors](#) | [Stores](#) | [Shopping Lists](#) | [Non-Catalog Request](#) | [Contractor Request](#)

[Navigator](#) | [Favorites](#) | [Shopping Cart](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

### Non-Catalog Request

\* Indicates required field

\* Item Type: Goods billed by quantity

\* Item Description: LINE #1 STANDARD PURCHASE ORDER

\* Category: 800.16

\* Quantity: 1

\* Unit of Measure: Each

\* Unit Price: 250

\* Currency: USD

☐ RFQ Required

☐ Negotiated

Clear All | Add to Cart | Add to Favorites

Contract Number:

☐ New Supplier

Supplier Name: NARRAGANSETT ELECT

Site: 01

Contact Name:

Phone:

Supplier Item:

Clear All | **Add to Cart** | Add to Favorites

**Shopping Cart**

Your cart is empty.

[Privacy Statement](#) | [Shop](#) | [Requisitions](#) | [Receiving](#) | [Contractors](#) | [Shopping Cart](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

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ENTER:

- ITEM DESCRIPTION
- CATEGORY CODE
- UNIT OF MEASURE
- UNIT PRICE
- SUPPLIER NAME (IF KNOWN)

IF THIS IS GOING TO GO OUT TO BID AND SUPPLIER IS NOT KNOWN THEN LEAVE BLANK.

IF PARTIAL PAYMENTS WILL BE MADE ENTER AS A BACKWARDS PURCHASE ORDER – THIS MEANS ENTER THE FULL AMOUNT OF THE LINE AS THE QUANTITY AND ENTER THE UNIT PRICE AS \$1.00.

THIS WILL ALLOW YOU TO MAKE PARTIAL PAYMENTS

CLICK ON: ADD TO CART



[Shop](#) | [Requisitions](#) | [Receiving](#) | [Contractors](#) | [Stores](#) | [Shopping Lists](#) | **[Non-Catalog Request](#)** | [Contractor Request](#)

[Navigator](#) | [Favorites](#) | [Shopping Cart](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

### Non-Catalog Request

\* Indicates required field

\* Item Type: Goods billed by quantity

\* Item Description: LINE #2| STANDARD PURCHASE ORDER

\* Category: 800.16

\* Quantity: 1

\* Unit of Measure: Each

\* Unit Price: 250

\* Currency: USD

☐ RFQ Required

☐ Negotiated

[Clear All](#) [Add to Cart](#) [Add to Favorites](#)

Contract Number:

☐ New Supplier

Supplier Name: NARRAGANSETT ELECT

Site: 01

Contact Name:

Phone:

Supplier Item:

[Clear All](#) [Add to Cart](#) [Add to Favorites](#)

#### Shopping Cart

Your cart contains 1 line.

##### Recently Added Lines

|                    |   |      |
|--------------------|---|------|
| LINE #1 STANDAR... | 1 | Each |
|--------------------|---|------|

[View Cart and Checkout](#)

[Privacy Statement](#)
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**EDIT INFORMATION FOR NEXT LINE IF NEEDED**

**CLICK ON: ADD TO CART**

**REPEAT FOR AS MANY LINES AS NEEDED**




**\*\*\*\*\* NOTE\*\*\*\*\***

**IF CREATING MULTIPLE LINES USING THE SAME DESCRIPTION EVEN IF THE PRICE AND ACCOUNT NUMBERS ARE DIFFERENT THE LINES WILL ROLL UP INTO ONE LINE. IN ORDER TO KEEP THEM SEPARATE YOU WILL NEED TO ADD SOMETHING TO THE DESCRIPTION THAT IS DIFFERENT. AND EXAMPLE WOULD BE TO NUMBER EACH LINE IN THE DESCRIPTION**

### Non-Catalog Request

\* Indicates required field

|                    |                                       |
|--------------------|---------------------------------------|
| * Item Type        | Goods billed by quantity              |
| * Item Description | LINE #3 STANDARD PURCHASE ORDER       |
| * Category         | 800.16                                |
| * Quantity         | 1                                     |
| * Unit of Measure  | Each                                  |
| * Unit Price       | 250                                   |
| * Currency         | USD                                   |
|                    | <input type="checkbox"/> RFQ Required |
|                    | <input type="checkbox"/> Negotiated   |

|                 |   |   |
|-----------------|---|---|
| Contract Number | <input type="text"/>                            |  |
|                 | <input type="checkbox"/> New Supplier           |   |
| Supplier Name   | <input type="text" value="NARRAGANSETT ELECT"/> |  |
| Site            | <input type="text" value="01"/>                 |  |
| Contact Name    | <input type="text"/>                            |   |
| Phone           | <input type="text"/>                            |   |
| Supplier Item   | <input type="text"/>                            |   |

[Clear All](#)
[Add to Cart](#)
[Add to Favorites](#)

A screenshot of a shopping cart interface. At the top, it says "Shopping Cart" and "Your cart contains 3 lines." Below this, there's a section titled "Recently Added Lines" with a table listing three items: "LINE #3 STANDAR...", "LINE #2 STANDAR...", and "LINE #1 STANDAR...". Each item has a quantity of "1" and a unit of "Each". At the bottom of the cart, there's a button labeled "View Cart and Checkout".

## WHEN ALL LINES HAVE BEEN ADDED TO THE CART

**CLICK ON: VIEW CART AND CHECKOUT**

Shopping Cart

Save

Checkout

| Line  | Item Description                | Special Info | Unit | Quantity | Price   | Amount (USD) | Delete |
|-------|---------------------------------|--------------|------|----------|---------|--------------|--------|
| 1     | LINE #1 STANDARD PURCHASE ORDER |              | Each | 1        | 250 USD | 250.00       |        |
| 2     | LINE #2 STANDARD PURCHASE ORDER |              | Each | 1        | 250 USD | 250.00       |        |
| 3     | LINE #3 STANDARD PURCHASE ORDER |              | Each | 1        | 250 USD | 250.00       |        |
| Total |                                 |              |      |          |         | 750.00       |        |

[Return to Shopping](#)

Save

Checkout

REVIEW LINES

CLICK ON: CHECKOUT

Shop Requisitions Receiving Contractors

Navigator Favorites Shopping Cart Home Logout Preferences Help

Requisition Information Approvals Review And Submit

Checkout: Requisition Information

\* Indicates required field

Cancel Save Submit **Edit Lines** Step 1 of 3 Next

\* Requisition Description

\* Document to Create

\* Type of Requisition?

Prior PO#?

Change Order?

PO to be Changed

Change will make PO over \$k?

**Delivery**

\* Need-By Date

\* Requester

\* Deliver-To Location

**Billing**

GL Date

**Additional Line Information**

TIP Reminder: All Additional Line Information fields must be completed when requesting Contractor Services.

\* Bill To Location

ENTER:

- DOCUMENT TO CREATE – STANDARD
- TYPE OF REQUISITION
- BILL TO LOCATION

\*\*\*\*\* NOTE\*\*\*\*\*

IF SELECTING CRITICAL EXPENSE, A CRITICAL EXPENSE FORM WILL NEED TO BE ATTACHED. IF SELECTING SOLE SOURCE, A SOLE SOURCE JUSTIFICATION FORM WILL NEED TO BE ATTACHED

CLICK ON: EDIT LINES



✖ Error

1. [Row 3 Charge Account](#) - Charge account is invalid. (Program error: An error has occurred while looking up a flexfield segment combination. Please inform your support representative that: The FND\_FLEX\_SERVER validation function has encountered a null or negative combination ID () while trying to look up the segment values for this combination. This may indicate an invalid entry in the unique ID column of the combinations table.).
2. [Row 2 Charge Account](#) - Charge account is invalid. (Program error: An error has occurred while looking up a flexfield segment combination. Please inform your support representative that: The FND\_FLEX\_SERVER validation function has encountered a null or negative combination ID () while trying to look up the segment values for this combination. This may indicate an invalid entry in the unique ID column of the combinations table.).
3. [Row 1 Charge Account](#) - Charge account is invalid. (Program error: An error has occurred while looking up a flexfield segment combination. Please inform your support representative that: The FND\_FLEX\_SERVER validation function has encountered a null or negative combination ID () while trying to look up the segment values for this combination. This may indicate an invalid entry in the unique ID column of the combinations table.).

Requisition Information: Edit Lines

\* Indicates required field

[Check Funds](#)

[Apply](#)

[Delivery](#)
[Billing](#)
[Accounts](#)
[Attachments](#)

Select Lines: [Update](#) [Copy](#) [Delete](#)

[Select All](#) | [Select None](#)

| Select Line                | Description                     | Charge Account                       | GL Date     | Split |
|----------------------------|---------------------------------|--------------------------------------|-------------|-------|
| <input type="checkbox"/> 1 | LINE #1 STANDARD PURCHASE ORDER | <a href="#">Enter Charge Account</a> | 11-Mar-2016 |       |
| <input type="checkbox"/> 2 | LINE #2 STANDARD PURCHASE ORDER | <a href="#">Enter Charge Account</a> | 11-Mar-2016 |       |
| <input type="checkbox"/> 3 | LINE #3 STANDARD PURCHASE ORDER | <a href="#">Enter Charge Account</a> | 11-Mar-2016 |       |

✓ **TIP** Click on a Split icon to allocate costs to multiple accounts.

[Check Funds](#)

[Apply](#)

**ERROR MESSAGE WILL APPEAR – SYSTEM IS LOOKING FOR ACCOUNT NUMBERS TO BE ENTERED**

**CLICK ON: ENTER CHARGE ACCOUNT**

Navigator ▾
 Favorites ▾
 Shopping Cart Home Logout Preferences

Shop
Requisitions
Receiving
Contractors

Requisition Information
Approvals
Review And Submit

Requisition Information: Split Cost Allocation

\* Indicates required field Apply

**Selected Line**

| Line | Description                     | Unit | Quantity | Price   | Amount (USD) |
|------|---------------------------------|------|----------|---------|--------------|
| 1    | LINE #1 STANDARD PURCHASE ORDER | Each | 1        | 250 USD | 250.00       |

Projects
Charge Accounts

| Line         | RI Accounting Flexfield  | GL Date     | Percent    | Quantity | Amount (USD)  | Cost Center | Delete |
|--------------|--|-------------|------------|----------|---------------|-------------|--------|
| 1            | <div style="border: 2px dashed red; padding: 2px;">           10.068.1000101.01.611000.00000  </div> <small>FY.FUND.AGENCY.LINE SEQ.SOURCE.NATURAL.PROJECT</small> | 11-Mar-2016 | 100        | 1        | 250.00        |             |        |
| <b>Total</b> |  |             | <b>100</b> | <b>1</b> | <b>250.00</b> |             |        |

Add Another Row

**TIP** Total allocation must equal 100% of the selected line values.

☒ Apply this Cost Allocation information to all applicable requisition lines

Apply

Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences

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ENTER CHARGE ACCOUNT STRING IN THE RI ACCOUNTING FLEXFIELD IF KNOWN OR

CLICK ON: FLASHLIGHT ICON TO SEARCH FOR ACCOUNT NUMBER

IF SAME ACCOUNT NUMBER WILL BE APPLIED TO ALL LINES:

CHECK THE BOX NEXT TO APPLY THIS COST ALLOCATION INFORMATION TO ALL APPLICABLE REQUISITION LINES

CLICK ON: APPLY

[Navigator](#)
[Favorites](#)
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Requisition Information

Approvals

Review And Submit

Requisition Information: Edit Lines
 

[Check Funds](#)
[Apply](#)

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[Accounts](#)
[Attachments](#)

Select Lines:
 [Update](#)
[Copy](#)
[Delete](#)

[Select All](#)
[Select None](#)

| Select Line                | Description                     | Charge Account                                    | GL Date     | Split |
|----------------------------|---------------------------------|---|-------------|-------|
| <input type="checkbox"/> 1 | LINE #1 STANDARD PURCHASE ORDER | <a href="#">16.10.068.1000101.01.611000.00000</a> | 11-Mar-2016 |       |
| <input type="checkbox"/> 2 | LINE #2 STANDARD PURCHASE ORDER | <a href="#">16.10.068.1000101.01.611000.00000</a> | 11-Mar-2016 |       |
| <input type="checkbox"/> 3 | LINE #3 STANDARD PURCHASE ORDER | <a href="#">16.10.068.1000101.01.611000.00000</a> | 11-Mar-2016 |       |

**TIP** Click on a Split icon to allocate costs to multiple accounts.

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**IF ALL ACCOUNT NUMBERS HAVE BEEN ENTERED AND NO ATTACHMENTS ARE NEEDED**

**CLICK ON: APPLY**



Checkout: Requisition Information

\* Indicates required field

Cancel Save **Submit** Edit Lines Step 1 of 3 Next

\* Requisition Description LINE #1 STANDARD PURCHASE ORDER

\* Document to Create Standard PO

\* Type of Requisition? \*OTHER

Prior PO#?

Change Order? N

PO to be Changed

Change will make PO over 5k? N

Delivery

\* Need-By Date 16-Mar-2016 00:00:00


\* Requester

\* Deliver-To Location 06800-025

Billing

GL Date 11-Mar-2016

Additional Line Information

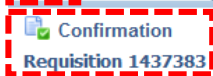
 **TIP** Reminder: All Additional Line Information fields must be completed when requesting Contractor Services.

\* Bill To Location 06800-025

DOA CENTRAL SERVICES

REVIEW

CLICK ON: **SUBMIT**



for approval.

To check on this requisition's status, click on the **Requisitions** tab or look in **My Requisitions** on the Shop page.

Continue Shopping

## **CONFIRMATION NOTICE GIVES YOU A REQUISITION NUMBER**

**CLICK ON: SHOP**

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[Main Store](#)  
Main Store

[WB Mason](#)  
WB Mason

[TEMPORARY SERVICES-ADII](#)  
Temporary Personnel Services

[My Requisitions](#)
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| Requisition             | Description   | Total (USD) | Status                     | Copy | Change | Receive |
|-------------------------|---|-------------|----------------------------|------|--------|---------|
| <a href="#">1437383</a> | <a href="#">LINE #1 STANDARD PURCHASE ORDER</a>   | 750.00      | <b>In Process</b>          |      |        |         |
| <a href="#">1437381</a> | <a href="#">MPA-8888 FY16 ITEM#1</a>  | 160.00      | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437379</a> | <a href="#">TEST - DECEMBER SCENARIO 45 CHANGE PARENT BLANKET END DATE DO RELEASE</a>                                     | 800.00      | <a href="#">Incomplete</a> |      |        |         |
| <a href="#">1437378</a> | <a href="#">APA-14422 FY19 RENTAL FOR PARKING SPACES AT RICC</a>  | 800.00      | <a href="#">Incomplete</a> |      |        |         |
| <a href="#">1437377</a> | <a href="#">TEST - DECEMBER 2015 SCENARIO 42 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT:939.21 FIXED ASSET OVER \$5000</a> | 8,000.00    | <a href="#">Approved</a>   |      |        |         |

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#### Shopping Cart

Your cart is empty.

#### Purchasing News

This is where the customer puts their own purchasing news items (this is an HTML plugin).

**CHECK SHOP SCREEN TO MAKE SURE THAT YOUR REQUISITION IS “IN PROCESS”. IF SHOWING AS “INCOMPLETE” CHECK NOTIFICATIONS ON YOUR HOME SCREEN AND OPEN THE NOTIFICATION FOR YOUR REQUISITION TO FIND OUT WHAT IS CAUSING REQUISITION TO BE INCOMPLETE.**

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#### Stores

[Main Store](#)
[WB Mason](#)
[TEMPORARY SERVICES-ADIL](#)

Main Store
 WB Mason
 Temporary Personnel Services

#### My Requisitions

#### Shopping Cart

Your cart is empty.

#### Purchasing News

This is where the customer puts their own purchasing news items (this is an HTML plugin).

| Requisition             | Description   | Total (USD) | Status                     | Copy | Change | Receive |
|-------------------------|---|-------------|----------------------------|------|--------|---------|
| <a href="#">1437383</a> | <a href="#">LINE #1 STANDARD PURCHASE ORDER</a>   | 750.00      | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437381</a> | <a href="#">MPA-8888 FY16 ITEM#1</a>  | 160.00      | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437379</a> | <a href="#">TEST - DECEMBER SCENARIO 45 CHANGE PARENT BLANKET END DATE DO RELEASE</a>                                     | 800.00      | <a href="#">Incomplete</a> |      |        |         |
| <a href="#">1437378</a> | <a href="#">APA-14422 FY19 RENTAL FOR PARKING SPACES AT RICC</a>  | 800.00      | <a href="#">Incomplete</a> |      |        |         |
| <a href="#">1437377</a> | <a href="#">TEST - DECEMBER 2015 SCENARIO 42 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT:939.21 FIXED ASSET OVER \$5000</a> | 8,000.00    | <a href="#">Approved</a>   |      |        |         |

[Full List](#)

**WHEN STATUS CHANGES TO “APPROVED” CLICK ON FULL LIST TO SEE IF PURCHASE ORDER NUMBER HAS BEEN CREATED.**

## Views

View [All My Requisitions](#) 
☒ Indicates requisition with a pending change request.

Select Object:   
 1-25 

| Select                | Requisition             | Description  | Total        | Quantity | Qty<br>Delivered | Qty<br>Cancelled | Open<br>Quantity | Creation Date        | Status     | Order                     |
|-----------------------|-------------------------|--|--------------|----------|------------------|------------------|------------------|----------------------|------------|---------------------------|
| <input type="radio"/> | <a href="#">1437383</a> | <a href="#">LINE #1 STANDARD PURCHASE ORDER</a>  | 750.00 USD   | 3        | 0                | 0                | 3                | 11-Mar-2016 11:36:11 | Approved   | <a href="#">3441895</a>   |
| <input type="radio"/> | <a href="#">1437381</a> | <a href="#">MPA-8888 FY16 ITEM#1</a>   | 160.00 USD   | 160      | 0                | 0                | 160              | 10-Mar-2016 10:42:37 | Approved   | <a href="#">3441864-2</a> |
| <input type="radio"/> | <a href="#">1437379</a> | <a href="#">TEST - DECEMBER SCENARIO 45 CHANGE PARENT BLANKET END DATE DO RELEASE</a>                                      | 800.00 USD   | 600      | 0                | 0                | 600              | 09-Mar-2016 14:24:37 | Incomplete |                           |
| <input type="radio"/> | <a href="#">1437378</a> | <a href="#">APA-14422 FY19 RENTAL FOR PARKING SPACES AT RICC</a>   | 800.00 USD   | 600      | 0                | 0                | 600              | 09-Mar-2016 14:15:35 | Incomplete |                           |
| <input type="radio"/> | <a href="#">1437377</a> | <a href="#">TEST - DECEMBER 2015 SCENARIO 42 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT:939.21 FIXED ASSET OVER \$5000</a>  | 8,000.00 USD | 1        | 0                | 0                | 1                | 09-Mar-2016 12:01:20 | Approved   |                           |
| <input type="radio"/> | <a href="#">1437376</a> | <a href="#">TEST - DECEMBER 2015 SCENARIO 41 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT:939.21 FIXED ASSET UNDER \$5000</a> | 4,000.00 USD | 1        | 0                | 0                | 1                | 09-Mar-2016 11:54:54 | Approved   | <a href="#">3441891</a>   |

**PURCHASE ORDER NUMBER WILL APPEAR UNDER ORDER AND WILL BE UNDERLINED IF COMPLETE.**

**IF PURCHASE ORDER APPEARS IN BLACK THEN IT IS STILL IN PROCESS AND NOT COMPLETED**

**IF PROCUREMENT IS GOING OUT TO BID, YOUR PURCHASE ORDER WILL NOT APPEAR UNTIL THE BID AND AWARD PROCESS HAS BEEN COMPLETED.**

# END



**STATE OF RHODE ISLAND  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASES**

**RIFANS**

**ZERO DOLLAR PURCHASE AGREEMENT  
INSTRUCTIONS**



\*User Name   
(example: michael.james.smith)

\*Password   
(example: 4099v23)

Forgot your password? State Employees must contact the service desk at 574-9709. Do not use this link. Suppliers must email [doa.stateportalhelp@doa.ni.gov](mailto:doa.stateportalhelp@doa.ni.gov)

Accessibility None

Select a Language:  
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-  [RI Purchasing Reports](#)

| Worklist           |                                 |   |  |     |
|--------------------|---------------------------------|---|--|-----|
|                    |                                 |   | <a href="#">Full List</a>  |     |
|                    |                                 |   | <a href="#">Previous</a> <input type="text" value="1-25"/> <a href="#">Next 25</a> |     |
| From               | Type                            | Subject   | Sent   | Due |
| O'Donnell, Thomas  | RI Requisition                  | <a href="#">Purchase Requisition 1437377 has been approved</a>                                    | 09-Mar-2016  |     |
| O'Donnell, Thomas  | RI Requisition                  | <a href="#">Purchase Requisition 1437376 has been approved</a>                                    | 09-Mar-2016  |     |
|                    | RI Requisition                  | <a href="#">Purchase Requisition 1437379 failed correctness check</a>                             | 09-Mar-2016  |     |
|                    | RI Requisition                  | <a href="#">Purchase Requisition 1437378 failed correctness check</a>                             | 09-Mar-2016  |     |
| Orgel, Daniel      | RI Requisition                  | <a href="#">Purchase Requisition 1437375 has been approved</a>                                    | 09-Mar-2016  |     |
|                    | RI Requisition                  | <a href="#">Purchase Requisition 1437374 failed correctness check</a>                             | 09-Mar-2016  |     |
| Schiappa, Marco    | Requester Change Order Approval | <a href="#">Response to Requisition 1437373 (10,000.00 USD) Change Request for Raposa, Sandra</a> | 09-Mar-2016  |     |
| Reynolds, Kimberly | RI Requisition                  | <a href="#">Purchase Requisition 1437373 has been approved</a>                                    | 09-Mar-2016  |     |

HOME PAGE

CLICK ON: REQUISITIONER



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**My Requisitions**
[Full List](#)

| Requisition             | Description  | Total (USD) | Status                     | Copy | Change | Receive |
|-------------------------|--|-------------|----------------------------|------|--------|---------|
| <a href="#">1437381</a> | <a href="#">MPA-8888 FY16 ITEM#1</a>   | 160.00      | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437379</a> | <a href="#">TEST - DECEMBER SCENARIO 45 CHANGE PARENT BLANKET END DATE DO RELEASE</a>                                      | 800.00      | <a href="#">Incomplete</a> |      |        |         |
| <a href="#">1437378</a> | <a href="#">APA-14422 FY19 RENTAL FOR PARKING SPACES AT RICC</a>   | 800.00      | <a href="#">Incomplete</a> |      |        |         |
| <a href="#">1437377</a> | <a href="#">TEST - DECEMBER 2015 SCENARIO 42 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT:939.21 FIXED ASSET OVER \$5000</a>  | 8,000.00    | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437376</a> | <a href="#">TEST - DECEMBER 2015 SCENARIO 41 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT:939.21 FIXED ASSET UNDER \$5000</a> | 4,000.00    | <a href="#">Approved</a>   |      |        |         |

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**Shopping Cart**

Your cart is empty.

**Purchasing News**

This is where the customer puts their own purchasing news items (this is an HTML plugin).

## SHOP PAGE

CLICK ON: NON-CATALOG REQUEST

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[Non-Catalog Request](#)

\* Indicates required field

\* Item Type: Goods billed by quantity

\* Item Description:

\* Category:

\* Quantity:

\* Unit of Measure: Each

\* Unit Price:

\* Currency: USD

☐ RFQ Required  
☐ Negotiated

[Clear All](#)
[Add to Cart](#)
[Add to Favorites](#)

Contract Number:    
☐ New Supplier  
 Supplier Name:    
 Site:    
 Contact Name:   
 Phone:   
 Supplier Item:

[Clear All](#)
[Add to Cart](#)
[Add to Favorites](#)

**Shopping Cart**

Your cart is empty.

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## ENTER LINE INFORMATION:

- ITEM DESCRIPTION
- CATEGORY
- QUANTITY
- UNIT OF MEASURE
- UNIT PRICE (ENTER "0" ZERO)

CLICK ON: ADD TO CART

\*\*\*\*\* NOTE\*\*\*\*\*

IF PURCHASE ORDER IS CROSSING OVER INTO DIFFERENT FISCAL YEARS, SET UP A LINE FOR EACH ITEM FOR EACH FISCAL YEAR.

THIS EXAMPLE IS A PURCHASE AGREEMENT TO GO OUT TO BID FOR THREE FISCAL YEARS: FY16, FY17 AND FY18

## Non-Catalog Request

\* Indicates required field

\* Item Type: Goods billed by quantity

\* Item Description: FY16 FIRE ALARM REPAIRS

\* Category: 340.16

\* Quantity: 1

\* Unit of Measure: Each

\* Unit Price: 0

\* Currency: USD

☐ RFQ Required

☐ Negotiated

[Clear All](#) | [Add to Cart](#) | [Add to Favorites](#)

Contract Number:

☐ New Supplier

Supplier Name:

Site:

Contact Name:

Phone:

Supplier Item:

## Shopping Cart

Your cart is empty.

[Clear All](#) | [Add to Cart](#) | [Add to Favorites](#)

**CREATE A LINE FOR EACH FISCAL YEAR BELOW REPEATING THE STEPS SHOWN ON THE PREVIOUS PAGE:**

**FIRE ALARM REPAIRS FOR FY16, FY17, AND FY18**  
**FIRE ALARM TESTING FOR FY16, FY17, AND FY18**  
**FIRE ALARM INSPECTIONS FOR FY16, FY17, AND FY18**

**FOR THIS EXAMPLE, SHOULD BE 9 LINES IN TOTAL.**

## Non-Catalog Request

\* Indicates required field

\* Item Type

Goods billed by quantity

\* Item Description

FY18 FIRE ALARM INSPECTIONS

\* Category

340.16

\* Quantity

1

\* Unit of Measure

Each

\* Unit Price

0

\* Currency

USD

☐ RFQ Required

☐ Negotiated

[Clear All](#)
[Add to Cart](#)
[Add to Favorites](#)

Contract Number

☐ New Supplier

Supplier Name

Site

Contact Name

Phone

Supplier Item

Shopping Cart

Your cart contains 9 lines.

Recently Added Lines

|                    |   |      |
|--------------------|---|------|
| FY18 FIRE ALARM... | 1 | Each |
| FY17 FIRE ALARM... | 1 | Each |
| FY16 FIRE ALARM... | 1 | Each |
| FY18 FIRE ALARM... | 1 | Each |
| FY17 FIRE ALARM... | 1 | Each |
| FY16 FIRE ALARM... | 1 | Each |
| FY18 FIRE ALARM... | 1 | Each |
| FY17 FIRE ALARM... | 1 | Each |
| FY16 FIRE ALARM... | 1 | Each |

View Cart and Checkout

[Clear All](#)
[Add to Cart](#)
[Add to Favorites](#)










WHEN ALL LINES HAVE BEEN ADDED TO THE CART

CLICK ON: [VIEW CART AND CHECKOUT](#)

## Shopping Cart

Save

Checkout

| Line  | Item Description            | Special Info | Unit | Quantity |   | Price |       | Amount (USD) | Delete  |
|-------|-----------------------------|--------------|------|----------|---|-------|-------|--------------|---|
| 1     | FY16 FIRE ALARM REPAIRS     |              | Each |          | 1 |       | 0 USD | 0.00         |  |
| 2     | FY17 FIRE ALARM REPAIRS     |              | Each |          | 1 |       | 0 USD | 0.00         |  |
| 3     | FY18 FIRE ALARM REPAIRS     |              | Each |          | 1 |       | 0 USD | 0.00         |  |
| 4     | FY16 FIRE ALARM TESTING     |              | Each |          | 1 |       | 0 USD | 0.00         |  |
| 5     | FY17 FIRE ALARM TESTING     |              | Each |          | 1 |       | 0 USD | 0.00         |  |
| 6     | FY18 FIRE ALARM TESTING     |              | Each |          | 1 |       | 0 USD | 0.00         |  |
| 7     | FY16 FIRE ALARM INSPECTIONS |              | Each |          | 1 |       | 0 USD | 0.00         |  |
| 8     | FY17 FIRE ALARM INSPECTIONS |              | Each |          | 1 |       | 0 USD | 0.00         |  |
| 9     | FY18 FIRE ALARM INSPECTIONS |              | Each |          | 1 |       | 0 USD | 0.00         |  |
| Total |                             |              |      |          |   |       |       | 0.00         |   |

[Return to Shopping](#)

Save

Checkout

## REVIEW LINES

CLICK ON: CHECKOUT

Shop Requisitions Receiving Contractors

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Requisition Information Approvals Review And Submit

Checkout: Requisition Information

\* Indicates required field

Cancel Save Submit **Edit Lines** Step 1 of 3 Next

\* Requisition Description FIRE ALARM REPAIRS, TESTING, AND INSPECTION FOR  
 \* Document to Create Purchase Agreement  
 Blanket or Contract Purchase Agreement  
 \* Type of Requisition? \*OTHER  
 Standard  
 Prior PO#?  
 Change Order? N  
 PO to be Changed  
 Change will make PO over 5k? N

Delivery

\* Need-By Date 19-Mar-2016 00:00:00  
 (example: 14-Mar-2016 18:45:00)  
 \* Requester  
 \* Deliver-To Location 06800-025

Billing

GL Date 14-Mar-2016

Additional Line Information

TIP Reminder: All Additional Line Information fields must be completed when requesting Contractor Services.

\* Bill To Location 06800-025

REQUISITION DESCRIPTION IS PULLED FROM ITEM LINE NO. 1. THIS SHOULD BE CHANGED TO REFLECT THE TITLE OF THE ENTIRE REQUISITION.

ENTER:

- REQUISITION DESCRIPTION (TITLE)
- DOCUMENT TO CREATE: PURCHASE AGREEMENT
- TYPE OF REQUISITION
- PRIOR PO NUMBER IF APPLICABLE
- BILL TO LOCATION

\*\*\*\*\* NOTE\*\*\*\*\*

THE BUYER ASSIGNED TO PROCESS THIS WILL DETERMINE WHETHER THIS WILL BE SET UP AS A BLANKET PURCHASE AGREEMENT OR A CONTRACT PURCHASE AGREEMENT

CLICK ON: EDIT LINES

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# Requisition Information: Edit Lines

\* Indicates required field

Apply

Delivery **Accounts** Billing Attachments

Select Lines: Update Copy Delete

Select All | Select None

| Select Line              | Description                   | Need-By Date | Requester            | Deliver-To Location | *Bill To Location                 | Employee Name (Initial contract) | Position Title       |
|--------------------------|-------------------------------|--------------|----------------------|---------------------|-----------------------------------|----------------------------------|----------------------|
| <input type="checkbox"/> | 1 FY16 FIRE ALARM REPAIRS     | 19-Mar-2016  | <input type="text"/> | 06800-025           | 06800-025<br>DOA CENTRAL SERVICES | <input type="text"/>             | <input type="text"/> |
| <input type="checkbox"/> | 2 FY17 FIRE ALARM REPAIRS     | 19-Mar-2016  | <input type="text"/> | 06800-025           | 06800-025<br>DOA CENTRAL SERVICES | <input type="text"/>             | <input type="text"/> |
| <input type="checkbox"/> | 3 FY18 FIRE ALARM REPAIRS     | 19-Mar-2016  | <input type="text"/> | 06800-025           | 06800-025<br>DOA CENTRAL SERVICES | <input type="text"/>             | <input type="text"/> |
| <input type="checkbox"/> | 4 FY16 FIRE ALARM TESTING     | 19-Mar-2016  | <input type="text"/> | 06800-025           | 06800-025<br>DOA CENTRAL SERVICES | <input type="text"/>             | <input type="text"/> |
| <input type="checkbox"/> | 5 FY17 FIRE ALARM TESTING     | 19-Mar-2016  | <input type="text"/> | 06800-025           | 06800-025<br>DOA CENTRAL SERVICES | <input type="text"/>             | <input type="text"/> |
| <input type="checkbox"/> | 6 FY18 FIRE ALARM TESTING     | 19-Mar-2016  | <input type="text"/> | 06800-025           | 06800-025<br>DOA CENTRAL SERVICES | <input type="text"/>             | <input type="text"/> |
| <input type="checkbox"/> | 7 FY16 FIRE ALARM INSPECTIONS | 19-Mar-2016  | <input type="text"/> | 06800-025           | 06800-025<br>DOA CENTRAL SERVICES | <input type="text"/>             | <input type="text"/> |
| <input type="checkbox"/> | 8 FY17 FIRE ALARM INSPECTIONS | 19-Mar-2016  | <input type="text"/> | 06800-025           | 06800-025<br>DOA CENTRAL SERVICES | <input type="text"/>             | <input type="text"/> |
| <input type="checkbox"/> | 9 FY18 FIRE ALARM INSPECTIONS | 19-Mar-2016  | <input type="text"/> | 06800-025           | 06800-025<br>DOA CENTRAL SERVICES | <input type="text"/>             | <input type="text"/> |

Apply

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CLICK ON: ACCOUNTS

# Requisition Information: Edit Lines

\* Indicates required field



















Check Funds


Apply

Delivery Billing Accounts Attachments

Select Lines: Update Copy Delete

Select All Select None

| Select Line                | Description                 | Charge Account                       | GL Date   | Split   |
|----------------------------|-----------------------------|--------------------------------------|---|---|
| <input type="checkbox"/> 1 | FY16 FIRE ALARM REPAIRS     | <a href="#">Enter Charge Account</a> | 14-Mar-2016  |  |
| <input type="checkbox"/> 2 | FY17 FIRE ALARM REPAIRS     | <a href="#">Enter Charge Account</a> | 14-Mar-2016  |  |
| <input type="checkbox"/> 3 | FY18 FIRE ALARM REPAIRS     | <a href="#">Enter Charge Account</a> | 14-Mar-2016  |  |
| <input type="checkbox"/> 4 | FY16 FIRE ALARM TESTING     | <a href="#">Enter Charge Account</a> | 14-Mar-2016  |  |
| <input type="checkbox"/> 5 | FY17 FIRE ALARM TESTING     | <a href="#">Enter Charge Account</a> | 14-Mar-2016  |  |
| <input type="checkbox"/> 6 | FY18 FIRE ALARM TESTING     | <a href="#">Enter Charge Account</a> | 14-Mar-2016  |  |
| <input type="checkbox"/> 7 | FY16 FIRE ALARM INSPECTIONS | <a href="#">Enter Charge Account</a> | 14-Mar-2016  |  |
| <input type="checkbox"/> 8 | FY17 FIRE ALARM INSPECTIONS | <a href="#">Enter Charge Account</a> | 14-Mar-2016  |  |
| <input type="checkbox"/> 9 | FY18 FIRE ALARM INSPECTIONS | <a href="#">Enter Charge Account</a> | 14-Mar-2016  |  |

 **TIP** Click on a Split icon to allocate costs to multiple accounts.

Check Funds

Apply

Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences Help

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**CLICK ON: ENTER CHARGE ACCOUNT**



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Requisition Information Approvals Review And Submit

Requisition Information: Split Cost Allocation

\* Indicates required field

**Selected Line**

| Line | Description             | Unit | Quantity | Price | Amount (USD) |
|------|-------------------------|------|----------|-------|--------------|
| 1    | FY16 FIRE ALARM REPAIRS | Each | 1        | 0 USD | 0.00         |

[Projects](#) [Charge Accounts](#)

| Line   | RI Accounting Flexfield        | GL Date     | Percent    | Quantity | Amount (USD) | Cost Center | Delete |
|--|--------------------------------|-------------|------------|----------|--------------|-------------|--------|
| 1  | 10.068.1000101.01.611000.00000 | 14-Mar-2016 | 100        | 1        | 0.00         |             |        |
| FY:FUND.AGENCY.LINE SEQ.SOURCE.NATURAL.PROJECT |                                |             |            |          |              |             |        |
| <b>Total</b>                                   |                                |             | <b>100</b> | <b>1</b> | <b>0.00</b>  |             |        |

✓ **TIP** Total allocation must equal 100% of the selected line values.

☒ Apply this Cost Allocation information to all applicable requisition lines

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**IF CHARGE ACCOUNT IS KNOW  
ENTER IN RI ACCOUNTING FLEX FIELD**

**IF A SEARCH NEEDS TO BE DONE FOR ACCOUNT NUMBER  
CLICK ON: ICON**

**IF SAME ACCOUNT NUMBER WILL BE USED FOR EACH LINE  
CLICK ON: APPLY THIS COST ALLOCATION INFORMATION TO ALL APPLICABLE REQUISITION LINES**

**CLICK ON: APPLY**

Requisition Information: Edit Lines

\* Indicates required field

Check Funds
 Apply

Delivery
 Billing
 Accounts
 **Attachments**

Select Lines:
 Update
 Copy
 Delete

[Select All](#)
[Select None](#)

| Select Line                | Description                 | Charge Account                                    | GL Date     | Split |
|----------------------------|-----------------------------|---|-------------|-------|
| <input type="checkbox"/> 1 | FY16 FIRE ALARM REPAIRS     | <a href="#">16.10.068.1000101.01.611000.00000</a> | 14-Mar-2016 |       |
| <input type="checkbox"/> 2 | FY17 FIRE ALARM REPAIRS     | <a href="#">16.10.068.1000101.01.611000.00000</a> | 14-Mar-2016 |       |
| <input type="checkbox"/> 3 | FY18 FIRE ALARM REPAIRS     | <a href="#">16.10.068.1000101.01.611000.00000</a> | 14-Mar-2016 |       |
| <input type="checkbox"/> 4 | FY16 FIRE ALARM TESTING     | <a href="#">16.10.068.1000101.01.611000.00000</a> | 14-Mar-2016 |       |
| <input type="checkbox"/> 5 | FY17 FIRE ALARM TESTING     | <a href="#">16.10.068.1000101.01.611000.00000</a> | 14-Mar-2016 |       |
| <input type="checkbox"/> 6 | FY18 FIRE ALARM TESTING     | <a href="#">16.10.068.1000101.01.611000.00000</a> | 14-Mar-2016 |       |
| <input type="checkbox"/> 7 | FY16 FIRE ALARM INSPECTIONS | <a href="#">16.10.068.1000101.01.611000.00000</a> | 14-Mar-2016 |       |
| <input type="checkbox"/> 8 | FY17 FIRE ALARM INSPECTIONS | <a href="#">16.10.068.1000101.01.611000.00000</a> | 14-Mar-2016 |       |
| <input type="checkbox"/> 9 | FY18 FIRE ALARM INSPECTIONS | <a href="#">16.10.068.1000101.01.611000.00000</a> | 14-Mar-2016 |       |

**TIP** Click on a Split icon to allocate costs to multiple accounts.

Check Funds
 Apply

IF ATTACHMENT IS NEEDED,  
CLICK ON: ATTACHMENTS

Shop Requisitions Receiving Contractors

Requisition Information Approvals Review And Submit

Requisition Information: Edit Lines

\* Indicates required field

Delivery Billing Accounts Attachments

Requisition Attachments

Add Attachment...

| Title             | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete | Publish to Catalog |
|-------------------|------|-------------|----------|-----------------|--------------|-------|--------|--------|--------------------|
| No results found. |      |             |          |                 |              |       |        |        |                    |

Requisition Line Attachments

| Line | Item Description            | Unit | Quantity | Price | Amount (USD) | Attachments |
|------|-----------------------------|------|----------|-------|--------------|-------------|
| 1    | FY16 FIRE ALARM REPAIRS     | Each | 1        | 0 USD | 0.00         |             |
| 2    | FY17 FIRE ALARM REPAIRS     | Each | 1        | 0 USD | 0.00         |             |
| 3    | FY18 FIRE ALARM REPAIRS     | Each | 1        | 0 USD | 0.00         |             |
| 4    | FY16 FIRE ALARM TESTING     | Each | 1        | 0 USD | 0.00         |             |
| 5    | FY17 FIRE ALARM TESTING     | Each | 1        | 0 USD | 0.00         |             |
| 6    | FY18 FIRE ALARM TESTING     | Each | 1        | 0 USD | 0.00         |             |
| 7    | FY16 FIRE ALARM INSPECTIONS | Each | 1        | 0 USD | 0.00         |             |
| 8    | FY17 FIRE ALARM INSPECTIONS | Each | 1        | 0 USD | 0.00         |             |
| 9    | FY18 FIRE ALARM INSPECTIONS | Each | 1        | 0 USD | 0.00         |             |

TIP Click on an Attachment icon to add or update attachments for a particular line.

Apply

Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences Help

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CLICK ON: ADD ATTACHMENT

(THIS IS THE HEADER ATTACHMENT)

\*\*\*\*IMPORTANT\*\*\*\*

ONLY USE THIS HEADER ATTACHMENT FOR "INTERNAL" ATTACHMENTS.

(REASON: ALL ATTACHMENTS DONE IN THE HEADER AS "TO SUPPLIER" WILL PRINT OUT ON EACH LINE WHEN IT GETS CREATED INTO A BID)

## Add Attachment

[Cancel](#)
[Add Another](#)
[Apply](#)

Add Desktop File/ Text/ URL

### Attachment Summary Information

Title

CONTROL VALUE

Description

Category

Internal to Requisition

### Define Attachment

Type

☐ File
 ☐ URL
 ☒ Text

Browse...

No file selected.

THE CONTROL VALUE FOR

FY16 \$100,000.00

FY17 \$100,000.00

FY18 \$100,000.00

TOTAL AMOUNT \$300,000.00

[Cancel](#)
[Add Another](#)
[Apply](#)

ENTER TITLE: CONTROL VALUE

SELECT CATEGORY: INTERNAL TO REQUISITION

SELECT TEXT: ADD APPLICABLE TEXT (SEE EXAMPLE ABOVE)

CLICK ON: APPLY

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Requisition Information
Review And Submit

**Confirmation**  
 Attachment CONTROL VALUE has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

**Requisition Information: Edit Lines**  
 \* Indicates required field

Delivery Billing Accounts Attachments

Requisition Attachments

| Title                         | Type       | Description | Category                | Last Updated By | Last Updated | Usage    | Update | Delete | Publish to Catalog |
|-------------------------------|------------|-------------|-------------------------|-----------------|--------------|----------|--------|--------|--------------------|
| <a href="#">CONTROL VALUE</a> | Short Text |             | Internal to Requisition |                 | 15-Mar-2016  | One-Time |        |        |                    |

Requisition Line Attachments

| Line | Item Description            | Unit | Quantity | Price | Amount (USD) | Attachments |
|------|-----------------------------|------|----------|-------|--------------|-------------|
| 1    | FY16 FIRE ALARM REPAIRS     | Each | 1        | 0 USD | 0.00         |             |
| 2    | FY17 FIRE ALARM REPAIRS     | Each | 1        | 0 USD | 0.00         |             |
| 3    | FY18 FIRE ALARM REPAIRS     | Each | 1        | 0 USD | 0.00         |             |
| 4    | FY16 FIRE ALARM TESTING     | Each | 1        | 0 USD | 0.00         |             |
| 5    | FY17 FIRE ALARM TESTING     | Each | 1        | 0 USD | 0.00         |             |
| 6    | FY18 FIRE ALARM TESTING     | Each | 1        | 0 USD | 0.00         |             |
| 7    | FY16 FIRE ALARM INSPECTIONS | Each | 1        | 0 USD | 0.00         |             |
| 8    | FY17 FIRE ALARM INSPECTIONS | Each | 1        | 0 USD | 0.00         |             |
| 9    | FY18 FIRE ALARM INSPECTIONS | Each | 1        | 0 USD | 0.00         |             |

**TIP** Click on an Attachment icon to add or update attachments for a particular line.

**ADD A LINE ATTACHMENT TO THE VERY LAST LINE WITH THE PURCHASE AGREEMENT TERM DATES.**

**CLICK ON: PLUS ICON ON LAST LINE**

### Add Attachment

[Cancel](#) [Add Another](#) [Apply](#)

Add

### Attachment Summary Information

Title   
 Description   
 Category

### Define Attachment

Type ☐ File  No file selected.

☐ URL ☒ Text

FY16 7/1/15-6/30/16  
 FY17 7/1/16-6/30/17  
 FY18 7/1/17-6/30/18

[Cancel](#) [Add Another](#) [Apply](#)

**ENTER TITLE: PURCHASE AGREEMENT TERMS**

**SELECT CATEGORY: TO SUPPLIER**

**(WHEN SELECTING TO SUPPLIER IT WILL PRINT ON THE REQUISITION)**

**SELECT TEXT: ENTER PURCHASE AGREEMENT INFORMATION (SEE ABOVE EXAMPLE)**

**CLICK ON: APPLY**

Shop Requisitions Receiving Contractors

Requisition Information Approvals Review And Submit

Confirmation  
Attachment PURCHASE AGREEMENT TERMS has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

Requisition Information: Edit Lines  
\* Indicates required field

Delivery Billing Accounts **Attachments**

Requisition Attachments

Add Attachment...

| Title         | Type       | Description | Category                | Last Updated By | Last Updated | Usage    | Update | Delete | Publish to Catalog |
|---------------|------------|-------------|-------------------------|-----------------|--------------|----------|--------|--------|--------------------|
| CONTROL VALUE | Short Text |             | Internal to Requisition |                 | 15-Mar-2016  | One-Time |        |        |                    |

Requisition Line Attachments

| Line | Item Description            | Unit | Quantity | Price | Amount (USD) | Attachments |
|------|-----------------------------|------|----------|-------|--------------|-------------|
| 1    | FY16 FIRE ALARM REPAIRS     | Each | 1        | 0 USD | 0.00         |             |
| 2    | FY17 FIRE ALARM REPAIRS     | Each | 1        | 0 USD | 0.00         |             |
| 3    | FY18 FIRE ALARM REPAIRS     | Each | 1        | 0 USD | 0.00         |             |
| 4    | FY16 FIRE ALARM TESTING     | Each | 1        | 0 USD | 0.00         |             |
| 5    | FY17 FIRE ALARM TESTING     | Each | 1        | 0 USD | 0.00         |             |
| 6    | FY18 FIRE ALARM TESTING     | Each | 1        | 0 USD | 0.00         |             |
| 7    | FY16 FIRE ALARM INSPECTIONS | Each | 1        | 0 USD | 0.00         |             |
| 8    | FY17 FIRE ALARM INSPECTIONS | Each | 1        | 0 USD | 0.00         |             |
| 9    | FY18 FIRE ALARM INSPECTIONS | Each | 1        | 0 USD | 0.00         |             |

TIP Click on an Attachment icon to add or update attachments for a particular line.

Apply

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**HEADER ATTACHMENT WILL APPEAR UNDER TITLE**

**LINE ATTACHMENT WILL APPEAR NEXT TO LAST LINE AS AN ICON**



**IF ANY OTHER ATTACHMENTS ARE REQUIRED, REPEAT THE PROCESS ABOVE. IF ATTACHING A FORM OR SPECIFICATIONS, SELECT “FILE” AND “BROWSE” TO FIND YOUR ATTACHMENT.**

**REMEMBER: SELECT “INTERNAL” WHEN INFORMATION IS JUST FOR PURCHASING. ANY TIME “TO SUPPLIER” IS SELECTED IT WILL PRINT OUT.**

**WHEN ATTACHMENTS ARE COMPLETED**

**CLICK ON: APPLY**

Requisition Information

Approvals

Review And Submit

Checkout: Requisition Information

\* Indicates required field

Cancel

Save

Submit

Edit Lines

Step 1 of 3

Next

\* Requisition Description FIRE ALARM REPAIRS, TESTING, AND INSPECTION FOR

\* Document to Create Purchase Agreement

Blanket or Contract Purchase Agreement

\* Type of Requisition? \*OTHER

Standard

Prior PO#?

Change Order? N

No

PO to be Changed

Change will make PO over 5k? N

No

Delivery

\* Need-By Date 19-Mar-2016 00:00:00

(example: 15-Mar-2016 19:45:00)


\* Requester

\* Deliver-To Location 06800-025

Billing

GL Date 14-Mar-2016

Additional Line Information

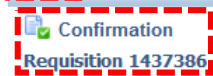
 **TIP** Reminder: All Additional Line Information fields must be completed when requesting Contractor Services.

\* Bill To Location 06800-025

DOA CENTRAL SERVICES

CLICK ON: SUBMIT





Requisition 1437386 has been submitted to ; for approval.

To check on this requisition's status, click on the **Requisitions** tab or look in **My Requisitions** on the Shop page.

Continue Shopping

**CONFIRMATION NOTICE WILL GIVE A REQUISITION NUMBER  
GO BACK TO YOUR SHOP TAB TO CONFIRM THAT REQUISITION STATUS IS: "IN PROCESS"**

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WB Mason
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Temporary Personnel Services

**My Requisitions**

Full List

| Requisition             | Description   | Total (USD) | Status                     | Copy | Change | Receive |
|-------------------------|---|-------------|----------------------------|------|--------|---------|
| <a href="#">1437386</a> | <a href="#">FIRE ALARM REPAIRS, TESTING, AND INSPECTION FOR FY16, FY17, AND FY18</a>  | 0.00        | <a href="#">In Process</a> |      |        |         |
| <a href="#">1437383</a> | <a href="#">LINE #1 STANDARD PURCHASE ORDER</a>                                       | 750.00      | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437381</a> | <a href="#">MPA-8888 FY16 ITEM#1</a>  | 160.00      | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437379</a> | <a href="#">TEST - DECEMBER SCENARIO 45 CHANGE PARENT BLANKET END DATE DO RELEASE</a> | 800.00      | <a href="#">Incomplete</a> |      |        |         |
| <a href="#">1437378</a> | <a href="#">APA-14422 FY19 RENTAL FOR PARKING SPACES AT RICC</a>                      | 800.00      | <a href="#">Incomplete</a> |      |        |         |

**Shopping Cart**  
Your cart is empty.
   
  
**Purchasing News**  
This is where the customer puts their own purchasing news items (this is an HTML plugin).

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IF REQUISITION STATUS IS "INCOMPLETE", RETURN TO THE HOME PAGE TO CHECK NOTIFICATIONS IN THE WORKLIST. CLICK ON A NOTIFICATION TO OPEN IT. NOTIFICATION SHOULD INFORM YOU OF WHAT IS MISSING OR IF THERE IS A FUNDING ISSUE.

CORRECT IF NEEDED AND RE-SUBMIT.

\*\*\*\*\*NOTE\*\*\*\*\*

TO SUBMIT AN RFP REQUEST:

FOLLOW THIS SAME FORMAT – ZERO DOLLAR REQUISITION

GIVE A BREIF DESCRIPTION ON REQUISITION OF WHAT YOU ARE LOOKING TO PROCURE AND INCLUDE THE CONTROL VALUE, BLANKET PERIOD, AND ELECTRONIC FILE OF RFP DOCUMENT.

END



**STATE OF RHODE ISLAND  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASES**

**RIFANS**

**CHANGE ORDER INSTRUCTIONS  
ELECTRONIC CHANGE ORDERS  
PAPER CHANGE ORDER FORMS  
CHANGE ORDER REQUISITIONS**

# ELECTRONIC CHANGE ORDER PROCESS

## INSTRUCTIONS:

The electronic change order process can be utilized for changing Blanket Releases, Contract Releases, and Standard Purchase Orders under \$5000.00. These would all have "Autocreate" as a buyer. A change order form is not required.

The person who created the requisition for the purchase order will have to be the one to do the electronic change order. Here are the instructions for the electronic change order process:



\*User Name   
(example: michael.james.smith)

\*Password   
(example: 4099v23)

Forgot your password? State Employees must contact the service desk at 574-9709. Do not use this link. Suppliers must email [doa.stateportalhelp@doa.ni.gov](mailto:doa.stateportalhelp@doa.ni.gov)

Accessibility None

Select a Language:  
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- [RI General Ledger Reports](#)
- [RI Purchasing Reports](#)

**Worklist**


[Full List](#)

Previous 1-25 Next 25

| From               | Type                            | Subject   | Sent        | Due |
|--------------------|---------------------------------|---|-------------|-----|
| O'Donnell, Thomas  | RI Requisition                  | <a href="#">Purchase Requisition 1437377 has been approved</a>                                    | 09-Mar-2016 |     |
| O'Donnell, Thomas  | RI Requisition                  | <a href="#">Purchase Requisition 1437376 has been approved</a>                                    | 09-Mar-2016 |     |
|                    | RI Requisition                  | <a href="#">Purchase Requisition 1437379 failed correctness check</a>                             | 09-Mar-2016 |     |
|                    | RI Requisition                  | <a href="#">Purchase Requisition 1437378 failed correctness check</a>                             | 09-Mar-2016 |     |
| Orgel, Daniel      | RI Requisition                  | <a href="#">Purchase Requisition 1437375 has been approved</a>                                    | 09-Mar-2016 |     |
|                    | RI Requisition                  | <a href="#">Purchase Requisition 1437374 failed correctness check</a>                             | 09-Mar-2016 |     |
| Schiappa, Marco    | Requester Change Order Approval | <a href="#">Response to Requisition 1437373 (10,000.00 USD) Change Request for Raposa, Sandra</a> | 09-Mar-2016 |     |
| Reynolds, Kimberly | RI Requisition                  | <a href="#">Purchase Requisition 1437373 has been approved</a>                                    | 09-Mar-2016 |     |

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WB Mason
 [TEMPORARY SERVICES-ADIL](#)  
Temporary Personnel Services

**My Requisitions**

Full List

| Requisition             | Description   | Total (USD) | Status                     | Copy | Change | Receive |
|-------------------------|---|-------------|----------------------------|------|--------|---------|
| <a href="#">1437387</a> | <a href="#">LINE#1 - RECEIVING STANDARD PURCHASE ORDER TEST</a>                       | 4,450.00    | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437386</a> | <a href="#">FIRE ALARM REPAIRS, TESTING, AND INSPECTION FOR FY16, FY17, AND FY18</a>  | 0.00        | <a href="#">In Process</a> |      |        |         |
| <a href="#">1437383</a> | <a href="#">LINE #1 STANDARD PURCHASE ORDER</a>                                       | 750.00      | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437381</a> | <a href="#">MPA-8888 FY16 ITEM#1</a>  | 160.00      | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437379</a> | <a href="#">TEST - DECEMBER SCENARIO 45 CHANGE PARENT BLANKET END DATE DO RELEASE</a> | 800.00      | <a href="#">Incomplete</a> |      |        |         |

**Shopping Cart**  
Your cart is empty.

**Purchasing News**  
This is where the customer puts their own purchasing news items (this is an HTML plugin).

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## SHOP SCREEN

CLICK ON: FULL LIST

Search

Views

View

All My Requisitions

Go

Indicates requisition with a pending change request.

Select Object:

Copy To Cart

Cancel Requisition

Complete

Previous

1-25

Next 25

| Select | Requisition | Description  | Total            | Quantity | Qty | Qty | Open    | Creation Date        | Status     | Order     |
|--------|-------------|--|------------------|----------|-----|-----|---------|----------------------|------------|-----------|
|        | 1437388     | RECEIVING STANDARD PURCHASE ORDER TEST 2   | 4,450.00 USD     | 650      | 650 | 0   | 0       | 18-Mar-2016 09:07:39 | Approved   | 3441900   |
|        | 1437387     | LINE#1 - RECEIVING STANDARD PURCHASE ORDER TEST  | 4,450.00 USD     | 650      | 650 | 0   | 0       | 18-Mar-2016 08:47:04 | Approved   | 3441898   |
|        | 1437386     | FIRE ALARM REPAIRS, TESTING, AND INSPECTION FOR FY16, FY17, AND FY18                                       | 0.00 USD         | 9        | 0   | 0   | 9       | 14-Mar-2016 16:02:41 | In Process |           |
|        | 1437383     | LINE #1 STANDARD PURCHASE ORDER  | 750.00 USD       | 3        | 0   | 0   | 3       | 11-Mar-2016 11:36:11 | Approved   | 3441895   |
|        | 1437381     | MPA-8888 FY16 ITEM#1   | 160.00 USD       | 160      | 0   | 0   | 160     | 10-Mar-2016 10:42:37 | Approved   | 3441864-2 |
|        | 1437379     | TEST - DECEMBER SCENARIO 45 CHANGE PARENT BLANKET END DATE DO RELEASE                                      | 800.00 USD       | 600      | 0   | 0   | 600     | 09-Mar-2016 14:24:37 | Incomplete |           |
|        | 1437378     | APA-14422 FY19 RENTAL FOR PARKING SPACES AT RICC   | 800.00 USD       | 600      | 0   | 0   | 600     | 09-Mar-2016 14:15:35 | Incomplete |           |
|        | 1437377     | TEST - DECEMBER 2015 SCENARIO 42 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT:939.21 FIXED ASSET OVER \$5000  | 8,000.00 USD     | 1        | 0   | 0   | 1       | 09-Mar-2016 12:01:20 | Approved   |           |
|        | 1437376     | TEST - DECEMBER 2015 SCENARIO 41 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT:939.21 FIXED ASSET UNDER \$5000 | 4,000.00 USD     | 1        | 0   | 0   | 1       | 09-Mar-2016 11:54:54 | Approved   | 3441891   |
|        | 1437375     | TEST DECEMBER 2015 SCENARIO 39 EXCEED WORK ORDER LIMIT ON BLANKET  | 900,000.00 USD   | 900000   | 0   | 0   | 900000  | 09-Mar-2016 10:57:13 | Approved   | 3441864-1 |
|        | 1437374     | TEST DECEMBER 2015 SCENARIO 39 EXCEED WORK ORDER LIMIT ON BLANKET  | 1,500,000.00 USD | 1500000  | 0   | 0   | 1500000 | 09-Mar-2016 10:45:23 | Incomplete |           |
|        | 1437373     | TEST - DECEMBER 2015 SCENARIO 37 CONTRACT RELEASE EXCEED AMOUNT AGREED                                     | 5,000.00 USD     | 1        | 0   | 0   | 1       | 09-Mar-2016 09:31:17 | Approved   | 3441889   |
|        | 1437372     | TEST - DECEMBER 2015 SCENARIO 35 AWARD BID WITH INITIATE APPROVAL UNCHECKED                                | 8,000.00 USD     | 1        | 0   | 0   | 1       | 08-Mar-2016 16:11:06 | Approved   | 3441885   |

CLICK ON: **REQUISITION NUMBER**

(DO NOT CLICK ON THE RADIO BUTTON)



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Requisition 1437388

[Copy To Cart](#)[Change](#)

Description **RECEIVING STANDARD PURCHASE ORDER TEST 2**  
Created By  
Creation Date **18-Mar-2016 09:07:39**  
Deliver-To **DOA CENTRAL SERVICES ONE CAPITOL HILL, 2ND  
FLOOR SMITH ST PROVIDENCE,RI,02908**  
Justification

Status [Approved](#)  
Change History **No**  
Urgent Requisition **No**  
Attachment **None**  
Note to Buyer

## Details

| Line  | Description                                     | Need-By              | Deliver-To | Unit | Quantity | Qty Delivered | Qty Cancelled | Open Quantity | Price  | Amount (USD) | Details | Order                   |
|-------|---|----------------------|------------|------|----------|---------------|---------------|---------------|--------|--------------|---------|-------------------------|
| 1     | LINE#1 - RECEIVING STANDARD PURCHASE ORDER TEST | 23-Mar-2016 00:00:00 | 06800-025  | Each | 150      | 150           | 0             | 0             | 15 USD | 2,250.00     |         | <a href="#">3441900</a> |
| 2     | LINE#2 - RECEIVING STANDARD PURCHASE ORDER TEST | 23-Mar-2016 00:00:00 | 06800-025  | Each | 200      | 200           | 0             | 0             | 5 USD  | 1,000.00     |         | <a href="#">3441900</a> |
| 3     | LINE#3 - RECEIVING STANDARD PURCHASE ORDER TEST | 23-Mar-2016 00:00:00 | 06800-025  | Each | 300      | 300           | 0             | 0             | 4 USD  | 1,200.00     |         | <a href="#">3441900</a> |
| Total |   |                      |            |      |          |               |               |               |        | 4,450.00     |         |                         |

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Shop Requisitions Receiving Contractors

Requisitions | Notifications | Approvals

Enter Changes View Approvals Review And Submit

**Change Order 1437388 (4,450.00 USD): Select Lines**

For lines with multiple distributions, click on the Quantity link to change quantities or click on the Amount link to change amount.

[Cancel](#) Step 1 of 3 [Next](#)

| Line | Description                                     | Order Type | Order   | *Need-By    | Unit | Quantity | Price   | Amount (USD) | Cancel Line | Attachments | Reason                   |
|------|---|------------|---------|-------------|------|----------|---------|--------------|-------------|-------------|--------------------------|
| 1    | LINE#1 - RECEIVING STANDARD PURCHASE ORDER TEST | Purchase   | 3441900 | 23-Mar-2016 | Each | 175      | 15 USD  | 2,625.00     |             |             | QUANTITY FROM 150 TO 175 |
| 2    | LINE#2 - RECEIVING STANDARD PURCHASE ORDER TEST | Purchase   | 3441900 | 23-Mar-2016 | Each | 210      | 5 USD   | 1,050.00     |             |             | QUANTITY FROM 200 TO 210 |
| 3    | LINE#3 - RECEIVING STANDARD PURCHASE ORDER TEST | Purchase   | 3441900 | 23-Mar-2016 | Each | 300      | 4.5 USD | 1,350.00     |             |             | PRICE FROM 4 TO 4.50     |

**TIP** Note that not all lines may be eligible for changes.

[Cancel](#) Step 1 of 3 [Next](#)

## THE QUANTITY AND PRICE CAN BE CHANGED AS NEEDED

**\*NOTE: IF CHANGING A BLANKET RELEASE THE PRICE WILL NOT BE ABLE TO BE CHANGED BECAUSE IT IS A PRE-DETERMINED PRICE FROM THE STORE.**

**IF A LINE IS ELIGIBLE TO BE CANCELED (LINE CANNOT BE RECEIVED OR BILLED ON)  
CLICK ON: CANCEL LINE BOX**

**TYPE IN A REASON IN THE REASON BOX  
(WILL NOT GO TO NEXT SCREEN IF REASON IS NOT ENTERED)**

**CLICK ON: NEXT**

7630

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Change Order: Select Approvers

Your changes will be sent to the following list of approvers.

Cancel

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Step 2 of 3

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Approvals

Manage Approvals

Note to Approver

Cancel

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Step 2 of 3

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Requisitions

Receiving

Contractors

Shopping Cart

Home

Logout

Preferences

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**CLICK ON: NEXT**

**(IF APPROVERS ARE ALREADY THERE YOU SHOULD NOT HAVE TO ADD ANYTHING TO THIS SCREEN)**

Change Order 1437388: Review and Submit

Cancel

Back

Step 3 of 3

Submit

### Change Requisition Details

Indicates new value

| Details                | Line | Description                                     | Order Type | Order   | Need-By              | Unit | Quantity         | Price  | Amount (USD)         | Non Recoverable Tax (USD) | Recoverable Tax (USD) | Attachments | Cancel Line | Reason                   |
|------------------------|------|---|------------|---------|----------------------|------|------------------|--------|----------------------|---------------------------|-----------------------|-------------|-------------|--------------------------|
| <a href="#">+ Show</a> | 1    | LINE#1 - RECEIVING STANDARD PURCHASE ORDER TEST | Purchase   | 3441900 | 23-Mar-2016 00:00:00 | Each | 150<br>175       | 15 USD | 2,250.00<br>2,625.00 | 0.00                      | 0.00                  |             |             | QUANTITY FROM 150 TO 175 |
| <a href="#">+ Show</a> | 2    | LINE#2 - RECEIVING STANDARD PURCHASE ORDER TEST | Purchase   | 3441900 | 23-Mar-2016 00:00:00 | Each | 200<br>210       | 5 USD  | 1,000.00<br>1,050.00 | 0.00                      | 0.00                  |             |             | QUANTITY FROM 200 TO 210 |
| <a href="#">+ Show</a> | 3    | LINE#3 - RECEIVING STANDARD PURCHASE ORDER TEST | Purchase   | 3441900 | 23-Mar-2016 00:00:00 | Each | 4<br>300 4.5 USD | USD    | 1,200.00<br>1,350.00 | 0.00                      | 0.00                  |             |             | PRICE FROM 4 TO 4.50     |

Cancel

Back

Step 3 of 3

Submit

THIS PAGE SHOWS THE CHANGES MADE WITH THE NEW VALUE INDICATOR

CLICK ON: SUBMIT



## Confirmation

Your change request(s) for Requisition 1437388 have been submitted for processing. View status of the change request(s) from the Requisition Status page.

## Change Order 1437388: Confirmation Details

Request Created By  
Request Creation Date **21-Mar-2016 08:57:31**  
Old Requisition Total **4,450.00 USD**  
New Requisition Total **5,025.00 USD**

Old Non-Recoverable Tax **0.00 USD**

New Non-Recoverable Tax **0.00 USD**

Note to Approver

## Change Requisition Details

Indicates new value

| Details              | Line | Description                                     | Order Type | Order   | Need-By              | Unit | Quantity   | Price   | Amount (USD)         | Non Recoverable Tax (USD) | Recoverable Tax (USD) | Attachments | Cancel Line | Reason                   |
|----------------------|------|---|------------|---------|----------------------|------|------------|---------|----------------------|---------------------------|-----------------------|-------------|-------------|--------------------------|
| <a href="#">Show</a> | 1    | LINE#1 - RECEIVING STANDARD PURCHASE ORDER TEST | Purchase   | 3441900 | 23-Mar-2016 00:00:00 | Each | 150<br>175 | 15 USD  | 2,250.00<br>2,625.00 | 0.00                      | 0.00                  |             |             | QUANTITY FROM 150 TO 175 |
| <a href="#">Show</a> | 2    | LINE#2 - RECEIVING STANDARD PURCHASE ORDER TEST | Purchase   | 3441900 | 23-Mar-2016 00:00:00 | Each | 200<br>210 | 5 USD   | 1,000.00<br>1,050.00 | 0.00                      | 0.00                  |             |             | QUANTITY FROM 200 TO 210 |
| <a href="#">Show</a> | 3    | LINE#3 - RECEIVING STANDARD PURCHASE ORDER TEST | Purchase   | 3441900 | 23-Mar-2016 00:00:00 | Each | 4<br>300   | 4.5 USD | 1,200.00<br>1,350.00 | 0.00                      | 0.00                  |             |             | PRICE FROM 4 TO 4.50     |

[Return to Requisition Details](#)

**CONFIRMATION NOTICE**

**SEE INSTRUCTIONS BELOW TO CHECK THE STATUS OF AN ELECTRONIC CHANGE ORDER.**

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[Receiving](#)
[Contractors](#)

[Stores](#)
[Shopping Lists](#)
[Non-Catalog Request](#)
[Contractor Request](#)

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**Stores**

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Main Store
 [WB Mason](#)  
WB Mason
 [TEMPORARY SERVICES-ADIL](#)  
Temporary Personnel Services

**My Requisitions**

Full List

| Requisition             | Description  | Total (USD) | Status                     | Copy | Change | Receive |
|-------------------------|--|-------------|----------------------------|------|--------|---------|
| <a href="#">1437388</a> | <a href="#">RECEIVING STANDARD PURCHASE ORDER TEST 2</a>                             | 4,450.00    | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437387</a> | <a href="#">LINE#1 - RECEIVING STANDARD PURCHASE ORDER TEST</a>                      | 4,450.00    | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437386</a> | <a href="#">FIRE ALARM REPAIRS, TESTING, AND INSPECTION FOR FY16, FY17, AND FY18</a> | 0.00        | <a href="#">In Process</a> |      |        |         |
| <a href="#">1437383</a> | <a href="#">LINE #1 STANDARD PURCHASE ORDER</a>                                      | 750.00      | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437381</a> | <a href="#">MPA-8888 FY16 ITEM#1</a>   | 160.00      | <a href="#">Approved</a>   |      |        |         |

**Shopping Cart**  
Your cart is empty.

**Purchasing News**  
This is where the customer puts their own purchasing news items (this is an HTML plugin).

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TO CHECK THE STATUS OF AN ELECTRONIC CHANGE ORDER


GO BACK TO THE SHOP TAB

CLICK ON: FULL LIST


# Requisitions

## Views

View [All My Requisitions](#) 

 Indicates requisition with a pending change request.

Select Object:   
 1-25 

| Select                | Requisition             | Description  | Total        | Quantity | Qty<br>Delivered | Qty<br>Cancelled | Open<br>Quantity | Creation Date        | Status   | Order                     |
|-----------------------|-------------------------|--|--------------|----------|------------------|------------------|------------------|----------------------|--|---------------------------|
| <input type="radio"/> | <a href="#">1437388</a> | <a href="#">RECEIVING STANDARD PURCHASE ORDER TEST 2</a>   | 4,450.00 USD | 650      | 650              | 0                | 0                | 18-Mar-2016 09:07:39 | <a href="#">Approved</a>  | <a href="#">3441900</a>   |
| <input type="radio"/> | <a href="#">1437387</a> | <a href="#">LINE#1 - RECEIVING STANDARD PURCHASE ORDER TEST</a>  | 4,450.00 USD | 650      | 650              | 0                | 0                | 18-Mar-2016 08:47:04 | <a href="#">Approved</a>   | <a href="#">3441898</a>   |
| <input type="radio"/> | <a href="#">1437386</a> | <a href="#">FIRE ALARM REPAIRS, TESTING, AND INSPECTION FOR FY16, FY17, AND FY18</a>                                       | 0.00 USD     | 9        | 0                | 0                | 9                | 14-Mar-2016 16:02:41 | <a href="#">In Process</a>   |                           |
| <input type="radio"/> | <a href="#">1437383</a> | <a href="#">LINE #1 STANDARD PURCHASE ORDER</a>  | 750.00 USD   | 3        | 0                | 0                | 3                | 11-Mar-2016 11:36:11 | <a href="#">Approved</a>   | <a href="#">3441895</a>   |
| <input type="radio"/> | <a href="#">1437381</a> | <a href="#">MPA-8888 FY16 ITEM#1</a>   | 160.00 USD   | 160      | 0                | 0                | 160              | 10-Mar-2016 10:42:37 | <a href="#">Approved</a>   | <a href="#">3441864-2</a> |
| <input type="radio"/> | <a href="#">1437379</a> | <a href="#">TEST - DECEMBER SCENARIO 45 CHANGE PARENT BLANKET END DATE DO RELEASE</a>                                      | 800.00 USD   | 600      | 0                | 0                | 600              | 09-Mar-2016 14:24:37 | <a href="#">Incomplete</a>   |                           |
| <input type="radio"/> | <a href="#">1437378</a> | <a href="#">APA-14422 FY19 RENTAL FOR PARKING SPACES AT RICC</a>   | 800.00 USD   | 600      | 0                | 0                | 600              | 09-Mar-2016 14:15:35 | <a href="#">Incomplete</a>   |                           |
| <input type="radio"/> | <a href="#">1437377</a> | <a href="#">TEST - DECEMBER 2015 SCENARIO 42 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT:939.21 FIXED ASSET OVER \$5000</a>  | 8,000.00 USD | 1        | 0                | 0                | 1                | 09-Mar-2016 12:01:20 | <a href="#">Approved</a>   |                           |
| <input type="radio"/> | <a href="#">1437376</a> | <a href="#">TEST - DECEMBER 2015 SCENARIO 41 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT:939.21 FIXED ASSET UNDER \$5000</a> | 4,000.00 USD | 1        | 0                | 0                | 1                | 09-Mar-2016 11:54:54 | <a href="#">Approved</a>   | <a href="#">3441891</a>   |

THERE WILL BE A BLUE DOT FOR A CHANGE ORDER THAT IS IN PROGRESS.

CLICK ON: APPROVED NEXT TO THE BLUE DOT 

**Approval History for Requisition 1437388**

To view the requisition change history, click **View Change History** button.

[View Change History](#)

OK



Approved

| Sequence ▼ | Approver | Organization Name     | Action           | Action Date          | Notes |
|------------|----------|-----------------------|------------------|----------------------|-------|
| 7          |          | State of Rhode Island |                  |                      |       |
| 6          |          | State of Rhode Island | Pending          |                      |       |
| 5          |          | State of Rhode Island | Change Requested | 21-Mar-2016 08:59:32 |       |
| 4          |          | State of Rhode Island | Approved         | 18-Mar-2016 09:09:09 |       |
| 3          |          | State of Rhode Island | Approved         | 18-Mar-2016 09:08:56 |       |
| 2          |          | State of Rhode Island | Reserved         | 18-Mar-2016 09:08:39 |       |
| 1          |          | State of Rhode Island | Submitted        | 18-Mar-2016 09:08:35 |       |

[View Change History](#)

OK

**THIS PAGE WILL SHOW YOU THE APPROVAL PATH**

**CLICK ON: [VIEW CHANGE HISTORY](#)**



Shop

Requisitions

Receiving

Contractors

Requisitions

Notifications

Approvals

Requisitions: Requisitions > Approval History for Requisition 1437388 > Requisition 1437388 Change History

In Process

Indicates new value

| Details              | Requested Date       | Line | Description   | Order Type | Order   | Need-By              | Unit | Quantity | Price   | Amount (USD) | Cancel Line | Overall Status          |
|----------------------|----------------------|------|---|------------|---------|----------------------|------|----------|---------|--------------|-------------|-------------------------|
| <a href="#">Show</a> | 21-Mar-2016 08:56:13 |      | <a href="#">LINE#1 - RECEIVING STANDARD PURCHASE ORDER TEST</a> | Purchase   | 3441900 | 23-Mar-2016 00:00:00 | Each | 150      |         | 2,250.00     |             | <a href="#">Pending</a> |
|                      |                      |      |   |            |         |                      |      | 175      | 15 USD  | 2,625.00     |             |                         |
| <a href="#">Show</a> | 21-Mar-2016 08:56:13 |      | <a href="#">LINE#3 - RECEIVING STANDARD PURCHASE ORDER TEST</a> | Purchase   | 3441900 | 23-Mar-2016 00:00:00 | Each | 4        | USD     | 1,200.00     |             | <a href="#">Pending</a> |
|                      |                      |      |   |            |         |                      |      | 300      | 4.5 USD | 1,350.00     |             |                         |
| <a href="#">Show</a> | 21-Mar-2016 08:56:13 |      | <a href="#">LINE#2 - RECEIVING STANDARD PURCHASE ORDER TEST</a> | Purchase   | 3441900 | 23-Mar-2016 00:00:00 | Each | 200      |         | 1,000.00     |             | <a href="#">Pending</a> |
|                      |                      |      |   |            |         |                      |      | 210      | 5 USD   | 1,050.00     |             |                         |

**TIP** Click the Overall Status link to view the line's change status details

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THIS SCREEN SHOWS YOU THE CHANGE THAT WAS MADE AND THE DATE IS WAS REQUESTED. IT SHOWS THE STATUS WHICH IN THIS EXAMPLE IS "PENDING"

YOU SHOULD ALWAYS CHECK ON YOUR STATUS. IF THE STATUS SHOWS AS "REJECTED"

CLICK ON: REJECTED

(IT SHOULD GIVE YOU A MESSAGE AS TO WHY IT WAS REJECTED)

\*\*\*\*\* IMPORTANT\*\*\*\*\*

SEE TIPS ON THE NEXT PAGE TO AVOID AN ELECTRONIC CHANGE ORDER GETTING REJECTED.

4/20/2016

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## **Here are a few tips to help you avoid any problems:**

- **Make sure that the purchase order you are making the electronic change order to does not have any pending payments in process. (NO OPEN INVOCES)**
- **The Purchase Order to be changed should be in “Approved” status.**
- **The receiving should match what was billed.**
- **If increasing a line be sure there are enough funds in the account to cover the increase.**
- **If the Purchase Order to be changed is a release from a Blanket Purchase Order or Contract Purchase Order the Blanket/Contract needs to be active and not expired.**
- **The total increase to a Purchase Order Release against a Blanket/Contract should not exceed the Amount Agreed on the main Blanket/Contract**

**The electronic change order will go into “Rejected” status if the above requirements are not met.**

# PAPER CHANGE ORDER FORM PROCESS

## **When to use the paper change order form:**

To make a change to a Contract Purchase Agreement or a Blanket Purchase Agreement.

- Blanket/Contract Control Value (Amount Agreed) increase or decrease
- Blanket/Contract Date change
- Blanket Purchase Agreement Line description change or price change

To Request a supplier name change on a Standard Purchase Order that was created in Central Purchasing or a Blanket/Contract Purchase Agreement.

To request the cancellation of a purchase order.

**For a decrease to a Standard Purchase Order over \$5000.00 or a Single/Sole Source Purchase order (Any Amount) that has been assigned to a buyer and is not a contract release or blanket release:**

Submit a Purchase Order Change form to Purchasing advising us of the change and then we will contact you to make the electronic change. The reason for this is that we need to have documentation of any changes to update our file.

Form is located on the purchasing website: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

An example of the form is on the following page.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
Department of Administration  
DIVISION OF PURCHASES  
FAX # 401-222-6387

RIFANS

PURCHASE ORDER CHANGE FORM

DATE: \_\_\_\_\_ AGENCY DOCUMENT I.D. # \_\_\_\_\_  
PURCHASE ORDER NUMBER TO BE CHANGED: \_\_\_\_\_  
(ONLY 1 PURCHASE ORDER PER FORM)

DELEGATED AUTHORITY ☐  
NON-DELEGATED AUTHORITY ☐

| TYPE OF CHANGE TO BE MADE  | FROM | TO  |
|--|------|-----|
| SUPPLIER NAME (include W-9 FORM)   |      |     |
| LINE ITEM DESCRIPTION CHANGE<br>(MUST IDENTIFY LINE # _____)                                   |      |     |
| DELETE/CANCEL A LINE ITEM<br>(MUST IDENTIFY LINE # _____)                                      | N/A  | N/A |
| REDUCE THE QUANTITY ON A LINE ITEM<br>(MUST IDENTIFY LINE # _____)                             |      |     |
| CHANGE ACCOUNT NUMBER<br>(MUST IDENTIFY LINE # _____)  |      |     |
| BLANKET/CONTRACT CONTROL VALUE CHANGE  |      |     |
| BLANKET/CONTRACT DATE CHANGE   |      |     |
| CANCEL ENTIRE PURCHASE ORDER<br>(give justification/reason below) <input type="checkbox"/> YES | N/A  | N/A |

REASON/JUSTIFICATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

AUTHORIZED AGENT: \_\_\_\_\_

PRINTED NAME

SIGNATURE

☐ THIS FORM DOES NOT APPLY FOR ADDING A LINE ITEM OR INCREASING A QUANTITY OF AN  
EXISTING LINE ITEM. A REQUISITION MUST BE CREATED IN IPROCUREMENT.

# CHANGE ORDER REQUISITION INSTRUCTIONS

**For an increase to a Standard Purchase Order over \$5000.00 or a Single/Sole Source Purchase Order (Any Amount) that has been assigned to a buyer and is not a contract release or blanket release:**

A change order requisition with backup documentation attached will need to be submitted.

See Change Order Requisition Instructions on the following pages.

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### Stores

|                            |                          |   |
|----------------------------|--------------------------|---|
| <a href="#">Main Store</a> | <a href="#">WB Mason</a> | <a href="#">TEMPORARY SERVICES-ADIL</a> |
| Main Store                 | WB Mason                 | Temporary Personnel Services            |

### My Requisitions

| Requisition             | Description  | Total (USD) | Status                     | Copy | Change | Receive |
|-------------------------|--|-------------|----------------------------|------|--------|---------|
| <a href="#">1437390</a> | <a href="#">TEST - LINE#1 INVOICE VIEWING</a>  | 5,000.00    | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437388</a> | <a href="#">RECEIVING STANDARD PURCHASE ORDER TEST 2</a>                             | 4,450.00    | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437387</a> | <a href="#">LINE#1 - RECEIVING STANDARD PURCHASE ORDER TEST</a>                      | 4,450.00    | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437386</a> | <a href="#">FIRE ALARM REPAIRS, TESTING, AND INSPECTION FOR FY16, FY17, AND FY18</a> | 0.00        | <a href="#">In Process</a> |      |        |         |
| <a href="#">1437383</a> | <a href="#">LINE #1 STANDARD PURCHASE ORDER</a>                                      | 750.00      | <a href="#">Approved</a>   |      |        |         |

### Shopping Cart

Your cart is empty.

### Purchasing News

This is where the customer puts their own purchasing news items (this is an HTML plugin).

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## SHOP SCREEN

CLICK ON: NON-CATALOG REQUEST

## Non-Catalog Request

\* Indicates required field

\* Item Type

Goods billed by quantity

\* Item Description

TEST - CHANGE ORDER REQUISITION  
OVER \$5000.00

\* Category

800.16

\* Quantity

1

\* Unit of Measure

Each

\* Unit Price

6000

\* Currency

USD

☐ RFQ Required
 ☐ Negotiated

Clear All

Add to Cart

Add to Favorites

Contract Number

☐ New Supplier

Supplier Name

Site

Contact Name

Phone

Supplier Item

## Shopping Cart

Your cart is empty.

Clear All

Add to Cart

Add to Favorites

## COMPLETE THE FOLLOWING FIELDS:

- ITEM DESCRIPTION
- CATEGORY CODE
- UNIT OF MEASURE
- UNIT PRICE

\*\*\*\*NOTE\*\*\*\*

SUPPLIER IS NOT NEEDED WHEN CREATING A CHANGE ORDER REQUISITION.

CLICK ON: ADD TO CART

## Non-Catalog Request

\* Indicates required field

\* Item Type

\* Item Description

\* Category

\* Quantity

\* Unit of Measure

\* Unit Price

\* Currency

☐ RFQ Required

☐ Negotiated

[Clear All](#) [Add to Cart](#) [Add to Favorites](#)

Contract Number

☐ New Supplier

Supplier Name

Site

Contact Name

Phone

Supplier Item

**Shopping Cart**  
 Your cart contains 1 line.  
**Recently Added Lines**  
 TEST - CHANGE O... 1 Each  
[View Cart and Checkout](#)


[Clear All](#) [Add to Cart](#) [Add to Favorites](#)

**CLICK ON: [VIEW CART AND CHECKOUT](#)**



Shopping Cart

Save Checkout

| Line  | Item Description                               | Special Info | Unit | Quantity | Price    | Amount (USD) | Delete  |
|-------|--|--------------|------|----------|----------|--------------|---|
| 1     | TEST - CHANGE ORDER REQUISITION OVER \$5000.00 |              | Each | 1        | 6000 USD | 6,000.00     |  |
| Total |  |              |      |          |          | 6,000.00     |   |

[Return to Shopping](#)

Save Checkout

REVIEW LINE

CLICK ON: CHECKOUT

Shop Requisitions Receiving Contractors

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Requisition Information Approvals Review And Submit

Checkout: Requisition Information

\* Indicates required field

Cancel Save Submit **Edit Lines** Step 1 of 3 Next

\* Requisition Description TEST - CHANGE ORDER REQUISITION OVER \$5000.00

\* Document to Create Change Order

\* Type of Requisition? \*OTHER

Prior PO#?

Change Order? Y

PO to be Changed 3441898

Change will make PO over 5k? Y

Delivery

\* Need-By Date 02-Apr-2016 00:00:00

\* Requester

\* Deliver-To Location 06800-025

Billing

GL Date 28-Mar-2016

Additional Line Information

TIP Reminder: All Additional Line Information fields must be completed when requesting Contractor Services.

\* Bill To Location 06800-025

ENTER:

- DOCUMENT TO CREATE – CHANGE ORDER
- TYPE OF REQUISITION
- BILL TO LOCATION

\*\*\*VERY IMPORTANT\*\*\*

ENTER:

Y ON THE CHANGE ORDER? FIELD

PO NUMBER TO BE CHANGED IN THE PO TO BE CHANGED FIELD

Y ON THE CHANGE WILL MAKE PO OVER 5K? FIELD IF CHANGE ORDER IS OVER \$5,000.00 USD

CLICK ON: EDIT LINES

4/20/2016

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# COMPLETE REQUISITION PROCESS:

- APPLY CHARGE ACCOUNT
- ADD ATTACHMENTS (IF CRITICAL EXPENSE FORM OR BACKUP DOCUMENTATION IS NEEDED FOR THE INCREASE)

# CHANGING AN ACCOUNT NUMBER INSTRUCTIONS

**\*PURCHASING CANNOT CHANGE ACCOUNT NUMBERS AS WE DO NOT HAVE ACCESS TO YOUR ACCOUNTS.**

There are two steps to changing an account number on a Purchase Order:

## **Step: 1**

Follow the electronic change order process to close out the line that needs a new account number. To close out a line that has been billed on the amount needs to be reduced to what was billed.

To close out a line that has not been received or billed on you can select the "Cancel Line" box and type in a reason.

## **Step: 2**

A change order requisition will need to be submitted to add the line back to the purchase order with the correct accounting information. The requisition will be created the same as the original requisition except the Document to Create you will select "Change Order Requisition". Fill in the "PO to Change" box with complete purchase order number including the release number if applicable.

## **\*\*\*IMPORTANT\*\*\***

Add an attachment to the change order requisition "Internal to Requisition" Attention: Donna Brennan – This change order requisition is to replace original line because of an account number change. The amount of the purchase order will not change.

When the change order requisition is received in Purchasing it will be processed to add the line back to the purchase order with the new information.

# END



**STATE OF RHODE ISLAND  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASES**

**RIFANS**

**RECEIVING INSTRUCTIONS**



\*User Name   
(example: michael.james.smith)

\*Password   
(example: 4099v23)

Forgot your password? State Employees must contact the service desk at 574-9709. Do not use this link. Suppliers must email [doa.stateportalhelp@doa.ri.gov](mailto:doa.stateportalhelp@doa.ri.gov)

Accessibility:

Select a Language:  
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**LOG IN**

# FIRST OPTION


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-  [RI Purchasing Reports](#)

| Worklist           |                                 |   |   |     |
|--------------------|---------------------------------|---|---|-----|
|                    |                                 |   | <input type="button" value="Full List"/>  |     |
|                    |                                 |   | <input type="button" value="Previous"/> 1-25 <input type="button" value="Next 25"/> |     |
| From               | Type                            | Subject   | Sent  | Due |
| O'Donnell, Thomas  | RI Requisition                  | <a href="#">Purchase Requisition 1437377 has been approved</a>                                    | 09-Mar-2016   |     |
| O'Donnell, Thomas  | RI Requisition                  | <a href="#">Purchase Requisition 1437376 has been approved</a>                                    | 09-Mar-2016   |     |
|                    | RI Requisition                  | <a href="#">Purchase Requisition 1437379 failed correctness check</a>                             | 09-Mar-2016   |     |
|                    | RI Requisition                  | <a href="#">Purchase Requisition 1437378 failed correctness check</a>                             | 09-Mar-2016   |     |
| Orgel, Daniel      | RI Requisition                  | <a href="#">Purchase Requisition 1437375 has been approved</a>                                    | 09-Mar-2016   |     |
|                    | RI Requisition                  | <a href="#">Purchase Requisition 1437374 failed correctness check</a>                             | 09-Mar-2016   |     |
| Schiappa, Marco    | Requester Change Order Approval | <a href="#">Response to Requisition 1437373 (10,000.00 USD) Change Request for Raposa, Sandra</a> | 09-Mar-2016   |     |
| Reynolds, Kimberly | RI Requisition                  | <a href="#">Purchase Requisition 1437373 has been approved</a>                                    | 09-Mar-2016   |     |

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Main Store
 [WB Mason](#)  
WB Mason
 [TEMPORARY SERVICES-ADIL](#)  
Temporary Personnel Services

My Requisitions

| Requisition             | Description   | Total (USD) | Status                     | Copy | Change | Receive |
|-------------------------|---|-------------|----------------------------|------|--------|---------|
| <a href="#">1437387</a> | <a href="#">LINE#1 - RECEIVING STANDARD PURCHASE ORDER TEST</a>                       | 4,450.00    | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437386</a> | <a href="#">FIRE ALARM REPAIRS, TESTING, AND INSPECTION FOR FY16, FY17, AND FY18</a>  | 0.00        | <a href="#">In Process</a> |      |        |         |
| <a href="#">1437383</a> | <a href="#">LINE #1 STANDARD PURCHASE ORDER</a>                                       | 750.00      | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437381</a> | <a href="#">MPA-8888 FY16 ITEM#1</a>  | 160.00      | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437379</a> | <a href="#">TEST - DECEMBER SCENARIO 45 CHANGE PARENT BLANKET END DATE DO RELEASE</a> | 800.00      | <a href="#">Incomplete</a> |      |        |         |

Shopping Cart

Your cart is empty.

Purchasing News

This is where the customer puts their own purchasing news items (this is an HTML plugin).

[Shop](#)
[Requisitions](#)
[Receiving](#)
[Contractors](#)
[Shopping Cart](#)
[Home](#)
[Logout](#)
[Preferences](#)
[Help](#)

[Privacy Statement](#)

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## SHOP SCREEN

THERE ARE TWO WAYS TO BEGIN RECEIVING

IF THERE IS A RECEIVING ICON  ON THIS SCREEN NEXT TO THE REQUISITION YOU WANT TO RECEIVE ON

CLICK ON: RECEIVING ICON



Shop Requisitions Receiving Contractors  
Stores Shopping Lists Non-Catalog Request Contractor Request

Shopping Cart Home Logout Preferences Help

Navigator Favorites

Select Items Receipt Information Review And Submit

Receive Items: Select Items

Requester

☐ Include people from all organizations

Requisition Number

Supplier

Order Number

Shipment Number

Items Due  Any Time

(Enter at least one additional search criterion when selecting Items Due Any Time)

Go Clear

Cancel Clear Changes Step 1 of 3 Next

Select All Select None

| Select                              | Requisition | Description                                     | Need-By              | Receipt Quantity | Unit | Ordered | Received | Invoiced | Supplier                                | Order Type | Order Number | Shipment Number | PO Line Number | GL Encumbered Date | Attachments |
|-------------------------------------|-------------|---|----------------------|------------------|------|---------|----------|----------|---|------------|--------------|-----------------|----------------|--------------------|-------------|
| <input checked="" type="checkbox"/> | 1437387     | LINE#1 - RECEIVING STANDARD PURCHASE ORDER TEST | 23-Mar-2016 00:00:00 | 150              | Each | 150     | 0        | 0        | NARRAGANSETT ELECTRIC C/O NATIONAL GRID | Purchase   | 3441898      |                 | 1              | 18-Mar-2016        |             |
| <input checked="" type="checkbox"/> | 1437387     | LINE#2 - RECEIVING STANDARD PURCHASE ORDER TEST | 23-Mar-2016 00:00:00 | 200              | Each | 200     | 0        | 0        | NARRAGANSETT ELECTRIC C/O NATIONAL GRID | Purchase   | 3441898      |                 | 2              | 18-Mar-2016        |             |
| <input checked="" type="checkbox"/> | 1437387     | LINE#3 - RECEIVING STANDARD PURCHASE ORDER TEST | 23-Mar-2016 00:00:00 | 300              | Each | 300     | 0        | 0        | NARRAGANSETT ELECTRIC C/O NATIONAL GRID | Purchase   | 3441898      |                 | 3              | 18-Mar-2016        |             |

TIP Use the Previous/Next navigation tool to make selections across multiple pages

Cancel Clear Changes Step 1 of 3 Next

Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences Help

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CHECK THE BOX NEXT TO LINE YOU WANT TO RECEIVE ON

CHECK THE RECEIPT QUANTITY THAT AUTOMATICALLY POPULATES. EITHER LEAVE IT IF IT IS THE CORRECT AMOUNT TO RECEIVE OR CHANGE.

CLICK ON: NEXT

ShopRequisitionsReceivingContractors

Stores | Shopping Lists | Non-Catalog Request | Contractor Request

Step 1: Select ItemsStep 2: Receipt InformationStep 3: Review And Submit

Receive Items: Enter Receipt Information

\* Indicates required field

\* Receipt Date18-Mar-2016 08:57:39  
(example: 18-Mar-2016 19:45:00)

Waybill

Packing Slip

Receipt Comments

Does this information apply to all items?

☒ Yes☐ No, some receipt information differs by item

CancelBack

Step 2 of 3

Next

Attachments

Add Attachment...

| Title             | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete | Publish to Catalog |
|-------------------|------|-------------|----------|-----------------|--------------|-------|--------|--------|--------------------|
| No results found. |      |             |          |                 |              |       |        |        |                    |

CancelBack

Step 2 of 3

Next

ShopRequisitionsReceivingContractorsShopping CartHomeLogoutPreferencesHelp

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ADD INFORMATION IF NEEDED BUT NOT REQUIRED

CLICK ON: NEXT

Navigator

Favorites

Shopping Cart

Home

Logout

Preferences

Help

Shop

Requisitions

Receiving

Contractors

Stores

Shopping Lists

Non-Catalog Request

Contractor Request

Select Items

Receipt Information

Review And Submit

Receive Items: Review and Submit

Cancel

Back

Step 3 of 3

Submit

Receipt Information

Receipt Date 18-Mar-2016 08:57:39

Receipt Comments

Received Item Details

| Requisition | Description                                     | Receipt Quantity | Unit | Waybill | Packing Slip | Item Comments | Supplier                                | Attachments |
|-------------|---|------------------|------|---------|--------------|---------------|---|-------------|
| 1437387     | LINE#1 - RECEIVING STANDARD PURCHASE ORDER TEST | 150              | Each |         |              |               | NARRAGANSETT ELECTRIC C/O NATIONAL GRID |             |
| 1437387     | LINE#2 - RECEIVING STANDARD PURCHASE ORDER TEST | 200              | Each |         |              |               | NARRAGANSETT ELECTRIC C/O NATIONAL GRID |             |
| 1437387     | LINE#3 - RECEIVING STANDARD PURCHASE ORDER TEST | 300              | Each |         |              |               | NARRAGANSETT ELECTRIC C/O NATIONAL GRID |             |

Cancel

Back

Step 3 of 3

Submit

Privacy Statement

Shop

Requisitions

Receiving

Contractors

Shopping Cart

Home

Logout

Preferences

Help

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CLICK ON: SUBMIT

**Confirmation**  
**Receipt 480962** has been created for you.

| Receive Items: Confirmation Details      |             |   |                  |      |                      |               |                  |   |             |
|--|-------------|---|------------------|------|----------------------|---------------|------------------|---|-------------|
| Receipt Information                      |             |   |                  |      |                      |               |                  |   |             |
| Receipt Date <b>18-Mar-2016 08:57:39</b> |             |   |                  |      |                      |               |                  |   |             |
| Received Item Details                    |             |   |                  |      |                      |               |                  |   |             |
| Receipt                                  | Requisition | Description                                     | Receipt Quantity | Unit | Packing Waybill Slip | Item Comments | Receipt Comments | Supplier                                | Attachments |
| 480962                                   | 1437387     | LINE#1 - RECEIVING STANDARD PURCHASE ORDER TEST | 150              | Each |                      |               |                  | NARRAGANSETT ELECTRIC C/O NATIONAL GRID |             |
| 480962                                   | 1437387     | LINE#2 - RECEIVING STANDARD PURCHASE ORDER TEST | 200              | Each |                      |               |                  | NARRAGANSETT ELECTRIC C/O NATIONAL GRID |             |
| 480962                                   | 1437387     | LINE#3 - RECEIVING STANDARD PURCHASE ORDER TEST | 300              | Each |                      |               |                  | NARRAGANSETT ELECTRIC C/O NATIONAL GRID |             |

**CONFIRMATION NOTICE WITH RECEIPT NUMBER**

OR



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[Stores](#)
[Shopping Lists](#)
[Non-Catalog Request](#)
[Contractor Request](#)

Search

[Advanced Search](#)

**Stores**

[Main Store](#)  
Main Store
 [WB Mason](#)  
WB Mason
 [TEMPORARY SERVICES-ADIL](#)  
Temporary Personnel Services

**My Requisitions**

| Requisition             | Description  | Total (USD) | Status                     | Copy | Change | Receive |
|-------------------------|--|-------------|----------------------------|------|--------|---------|
| <a href="#">1437388</a> | <a href="#">RECEIVING STANDARD PURCHASE ORDER TEST 2</a>                             | 4,450.00    | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437387</a> | <a href="#">LINE#1 - RECEIVING STANDARD PURCHASE ORDER TEST</a>                      | 4,450.00    | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437386</a> | <a href="#">FIRE ALARM REPAIRS, TESTING, AND INSPECTION FOR FY16, FY17, AND FY18</a> | 0.00        | <a href="#">In Process</a> |      |        |         |
| <a href="#">1437383</a> | <a href="#">LINE #1 STANDARD PURCHASE ORDER</a>                                      | 750.00      | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437381</a> | <a href="#">MPA-8888 FY16 ITEM#1</a>   | 160.00      | <a href="#">Approved</a>   |      |        |         |

**Shopping Cart**  
Your cart is empty.

**Purchasing News**  
This is where the customer puts their own purchasing news items (this is an HTML plugin).

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Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences Help
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IN THE SHOP SCREEN,

CLICK ON: RECEIVING TAB

# SECOND OPTION

Receiving

Select the receiving action you want to perform.

Receive Items

Return Items






Correct Receipts

View Receipts

Requisitions to Receive

Click **Receive** to create receipts for the items on the requisition.

Full List

| Requisition             | Requisition Description  | Supplier                                | Order Number | Receive   |
|-------------------------|--|---|--------------|---|
| <a href="#">1437388</a> | RECEIVING STANDARD PURCHASE ORDER TEST 2   | NARRAGANSETT ELECTRIC C/O NATIONAL GRID | 3441900      |  |
| <a href="#">1437383</a> | LINE #1 STANDARD PURCHASE ORDER  | NARRAGANSETT ELECTRIC C/O NATIONAL GRID | 3441895      |  |
| <a href="#">1437381</a> | MPA-8888 FY16 ITEM#1   | NARRAGANSETT ELECTRIC C/O NATIONAL GRID | 3441864      |  |
| <a href="#">1437376</a> | TEST - DECEMBER 2015 SCENARIO 41 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT:939.21 FIXED ASSET UNDER \$5000 | J & B SOFTWARE INC                      | 3441891      |  |
| <a href="#">1437375</a> | TEST DECEMBER 2015 SCENARIO 39 EXCEED WORK ORDER LIMIT ON BLANKET  | NARRAGANSETT ELECTRIC C/O NATIONAL GRID | 3441864      |  |

My Receipts at a Glance

Receiving Process

Receive

Record receipt of the items you ordered, or receive on behalf of others.

[Receive Items](#)

Return

Need to send items back to the supplier?

[Return Items](#)

Correct

Did you record the wrong receipt quantity?

[Correct Receipts](#)

View

View receipts with all associated returns and corrections.

[View Receipts](#)

CLICK ON: RECEIVE ITEMS

Requester

☐ Include people from all organizations

Requisition Number

Supplier

Order Number

Shipment Number

Items Due

(Enter at least one additional search criterion when selecting Items Due Any Time)

[Go](#)
[Clear](#)

[Select All](#)
[Select None](#)

| Select | Requisition | Description | Need-By | Receipt<br>Quantity Unit | Ordered | Received | Invoiced | Supplier | Order<br>Type | Order<br>Number | Shipment<br>Number | PO Line<br>Number | GL<br>Encumbered<br>Date | Attachments |
|--------|-------------|-------------|---------|--------------------------|---------|----------|----------|----------|---------------|-----------------|--------------------|-------------------|--------------------------|-------------|
|--------|-------------|-------------|---------|--------------------------|---------|----------|----------|----------|---------------|-----------------|--------------------|-------------------|--------------------------|-------------|

CLICK ON: CLEAR

ENTER: REQUISITION NUMBER OR PURCHASE ORDER NUMBER

\*\*\*\*NOTE\*\*\*\*

- IF REQUISITION IS RECEIVED IN FULL IT WILLNOT SHOW UP.
- IF REQUISITION HAS BEEN PARTIALLY RECEIVED ANY LINES THAT HAVE BEEN RECEIVED IN FULL WILL NOT SHOW UP
- IF THERE IS MORE THAN ONE REQUISITION ASSOCIATED WITH A PURCHASE ORDER IT IS BETTER TO SEARCH BY PURCHASE ORDER NUMBER SO ALL REQUISITIONS WILL SHOW UP

CLICK ON: GO

Shop Requisitions Receiving Contractors

Receiving Work Confirmations

Select Items Receipt Information Review And Submit

Receive Items: Select Items

Requester

☐ Include people from all organizations

Requisition Number

Supplier

Order Number

Shipment Number

Items Due

(Enter at least one additional search criterion when selecting Items Due Any Time)

Step 1 of 3

Select All | Select None

| Select                              | Requisition | Description   | Need-By              | Receipt<br>Quantity | Unit | Ordered | Received | Invoiced | Supplier                                      | Order<br>Type | Order<br>Number | Shipment<br>Number | PO Line<br>Number | GL<br>Encumbered<br>Date | Attachments |
|-------------------------------------|-------------|---|----------------------|---------------------|------|---------|----------|----------|---|---------------|-----------------|--------------------|-------------------|--------------------------|-------------|
| <input checked="" type="checkbox"/> | 1437388     | LINE#1 -<br>RECEIVING<br>STANDARD<br>PURCHASE<br>ORDER TEST | 23-Mar-2016 00:00:00 | 150                 | Each | 150     | 0        | 0        | NARRAGANSETT<br>ELECTRIC C/O<br>NATIONAL GRID | Purchase      | 3441900         |                    | 1                 | 18-Mar-2016              |             |
| <input checked="" type="checkbox"/> | 1437388     | LINE#2 -<br>RECEIVING<br>STANDARD<br>PURCHASE<br>ORDER TEST | 23-Mar-2016 00:00:00 | 200                 | Each | 200     | 0        | 0        | NARRAGANSETT<br>ELECTRIC C/O<br>NATIONAL GRID | Purchase      | 3441900         |                    | 2                 | 18-Mar-2016              |             |
| <input checked="" type="checkbox"/> | 1437388     | LINE#3 -<br>RECEIVING<br>STANDARD<br>PURCHASE<br>ORDER TEST | 23-Mar-2016 00:00:00 | 300                 | Each | 300     | 0        | 0        | NARRAGANSETT<br>ELECTRIC C/O<br>NATIONAL GRID | Purchase      | 3441900         |                    | 3                 | 18-Mar-2016              |             |

TIP Use the Previous/Next navigation tool to make selections across multiple pages

Step 1 of 3

Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences Help

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CHECK THE BOX NEXT TO LINE YOU WANT TO RECEIVE ON

CHECK THE RECEIPT QUANTITY THAT AUTOMATICALLY POPULATES. EITHER LEAVE IT IF IT IS THE CORRECT AMOUNT TO RECEIVE OR CHANGE.

CLICK ON: NEXT



Shop

Requisitions

Receiving

Contractors

Receiving

Work Confirmations

Select Items

Receipt Information

Review And Submit

Receive Items: Enter Receipt Information

\* Indicates required field

\* Receipt Date

18-Mar-2016 09:21:58

(example: 18-Mar-2016 19:45:00)

Waybill

Packing Slip

Receipt Comments

Does this information apply to all items?

☒ Yes
 ☐ No, some receipt information differs by item

Cancel

Back

Step 2 of 3

Next

Attachments

Add Attachment...

| Title             | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete | Publish to Catalog |
|-------------------|------|-------------|----------|-----------------|--------------|-------|--------|--------|--------------------|
| No results found. |      |             |          |                 |              |       |        |        |                    |

Cancel

Back

Step 2 of 3

Next

**ADD INFORMATION IF NEEDED BUT NOT REQUIRED**

**CLICK ON: NEXT**

[Navigator](#) ▼[Favorites](#) ▼[Shopping Cart](#) [Home](#) [Logout](#) [Preferences](#) [Help](#)[Shop](#) [Requisitions](#) [Receiving](#) [Contractors](#)[Receiving](#) | [Work Confirmations](#)

Select Items

Receipt Information

Review And Submit

Receive Items: Review and Submit

[Cancel](#)[Back](#)

Step 3 of 3

[Submit](#)**Receipt Information**Receipt Date **18-Mar-2016 09:21:58**

Receipt Comments

**Received Item Details**

| Requisition | Description                                     | Receipt Quantity | Unit | Waybill | Packing Slip | Item Comments | Supplier                                | Attachments |
|-------------|---|------------------|------|---------|--------------|---------------|---|-------------|
| 1437388     | LINE#1 - RECEIVING STANDARD PURCHASE ORDER TEST | 150              | Each |         |              |               | NARRAGANSETT ELECTRIC C/O NATIONAL GRID |             |
| 1437388     | LINE#2 - RECEIVING STANDARD PURCHASE ORDER TEST | 200              | Each |         |              |               | NARRAGANSETT ELECTRIC C/O NATIONAL GRID |             |
| 1437388     | LINE#3 - RECEIVING STANDARD PURCHASE ORDER TEST | 300              | Each |         |              |               | NARRAGANSETT ELECTRIC C/O NATIONAL GRID |             |


[Cancel](#)[Back](#)

Step 3 of 3

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**CLICK ON: SUBMIT**



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[Contractors](#)

[Receiving](#) | [Work Confirmations](#)

 Confirmation  
**Receipt 480963** has been created for you.

[Receive Items: Confirmation Details](#)

**Receipt Information**  
  
 Receipt Date **18-Mar-2016 09:21:58**

**Received Item Details**

| Receipt | Requisition | Description                                     | Receipt Quantity | Unit | Waybill | Packing Slip | Item Comments | Receipt Comments | Supplier                                | Attachments |
|---------|-------------|---|------------------|------|---------|--------------|---------------|------------------|---|-------------|
| 480963  | 1437388     | LINE#1 - RECEIVING STANDARD PURCHASE ORDER TEST | 150              | Each |         |              |               |                  | NARRAGANSETT ELECTRIC C/O NATIONAL GRID |             |
| 480963  | 1437388     | LINE#2 - RECEIVING STANDARD PURCHASE ORDER TEST | 200              | Each |         |              |               |                  | NARRAGANSETT ELECTRIC C/O NATIONAL GRID |             |
| 480963  | 1437388     | LINE#3 - RECEIVING STANDARD PURCHASE ORDER TEST | 300              | Each |         |              |               |                  | NARRAGANSETT ELECTRIC C/O NATIONAL GRID |             |

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## **CONFIRMATION NOTICE WITH RECEIPT NUMBER**

**IF YOU NEED TO CORRECT OR RETURN OR VIEW ITEMS FOLLOW THE SAME INSTRUCTIONS AS ABOVE EXCEPT INSTEAD OF SELECTING RECEIVE SELECT:**

- CORRECT**
- RETURN**
- REVIEW**

# END



**STATE OF RHODE ISLAND  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASES**

**RIFANS**

**REQUISITION AND PURCHASE ORDER  
INQUIRY INSTRUCTIONS**



\*User Name   
(example: michael.james.smith)

\*Password   
(example: 4099v23)

Forgot your password? State Employees must contact the service desk at 574-9709. Do not use this link. Suppliers must email [doa.stateportalhelp@doa.ri.gov](mailto:doa.stateportalhelp@doa.ri.gov)

Accessibility:

Select a Language:  
[English](#)

[Privacy Statement](#)

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**LOG IN**

# REQUISITION INQUIRY

**Main Menu**

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- + 0680-Requisitioner
- **RI Financial Inquiry**
- + **Requisition Inquiry**
- + Purchase Order Inquiry
- + Invoices Inquiry
- + Payments Inquiry
- + GL Inquiry
- + RI General Ledger Reports
- + RI Purchasing Reports

**Worklist**

[Full List](#)

[Previous](#)

[Next 25](#)

| From              | Type           | Subject   | Sent        | Due |
|-------------------|----------------|---|-------------|-----|
| Schiappa, Marco   | RI Requisition | <a href="#">Purchase Requisition 1437388 has been approved</a>        | 18-Mar-2016 |     |
| Schiappa, Marco   | RI Requisition | <a href="#">Purchase Requisition 1437387 has been approved</a>        | 18-Mar-2016 |     |
| Schiappa, Marco   | RI Requisition | <a href="#">Purchase Requisition 1437383 has been approved</a>        | 11-Mar-2016 |     |
|                   | RI Requisition | <a href="#">Purchase Requisition 1437382 failed correctness check</a> | 11-Mar-2016 |     |
| Schiappa, Marco   | RI Requisition | <a href="#">Purchase Requisition 1437381 has been approved</a>        | 10-Mar-2016 |     |
| O'Donnell, Thomas | RI Requisition | <a href="#">Purchase Requisition 1437377 has been approved</a>        | 09-Mar-2016 |     |
| O'Donnell, Thomas | RI Requisition | <a href="#">Purchase Requisition 1437376 has been approved</a>        | 09-Mar-2016 |     |
|                   | RI Requisition | <a href="#">Purchase Requisition 1437370 failed correctness check</a> | 09-Mar-2016 |     |

## HOME PAGE

**CLICK ON: FINANCIAL INQUIRY**  
**CLICK ON: REQUISITION INQUIRY**



## Do you want to run this application?



**Name:** Oracle E-Business Suite

**Publisher:** State of Rhode Island Division of In ...

**Location:** http://ent-ap-rfnt1.enterprise.ri.gov:8005

This application will run with unrestricted access which may put your computer and personal information at risk. Run this application only if you trust the location and publisher above.



Do not show this again for apps from the publisher and location above



More Information

Run

Cancel

A JAVA WINDOW MIGHT OPEN UP ASKING FOR TO RUN THE APPLICATION.

CLICK ON: RUN

Find Requisitions

Operating Unit

Requisition Number

Preparer

Buyer

Reference Num

Type

Requester

Modified

Import Source

Line

Line Type

Line Status Date Ranges Sourcing Deliver To Related Documents

Item, Rev

Category

Description

Supplier Item

Results

☐ Headers

☒ Lines

☐ Distributions

Clear New Find (F)

ENTER THE REQUISITION NUMBER IN THE REQUISITION NUMBER BOX

CLICK ON: FIND



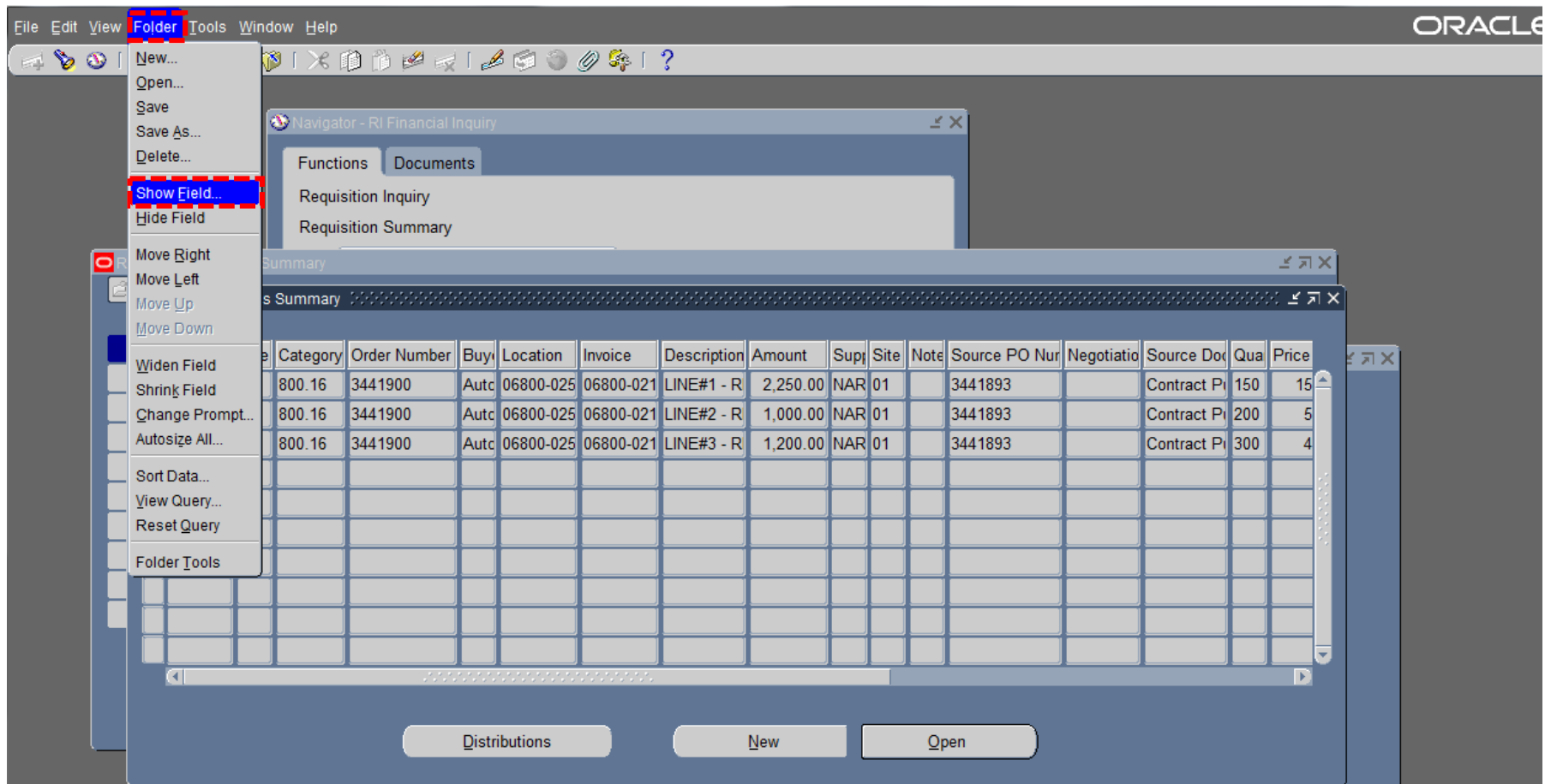
[illegible]

**THE REQUISITION HEADER SUMMARY WINDOW WILL SHOW REQUISITION INFORMATION IN THE HEADER**

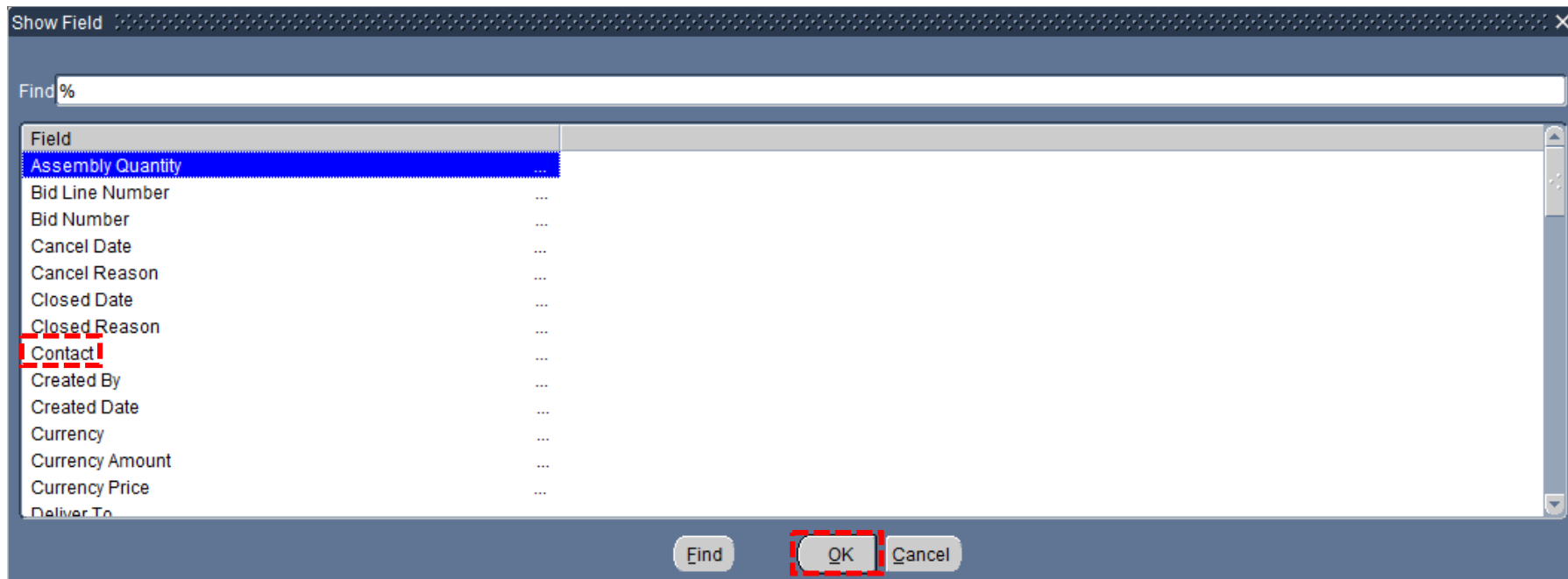
**REQUISITIONS CANNOT BE OPENED WHILE IN REQUISITION INQUIRY.**

**CLICK ON: LINES TO VIEW THE REQUISITION LINE SUMMARY**





**TO VIEW A LIST OF HIDDEN FIELDS OF INFORMATION IN THE REQUISITION,  
CLICK ON: FOLDER  
CLICK ON: SHOW FIELD**



**A LIST OF ALL THE FIELDS WILL APPEAR**

**SELECT A FIELD NEEDED FROM THE LIST**

**CLICK ON: OK**



[illegible]

**THE REQUISITION DISTRIBUTION SUMMARY WINDOW WILL SHOW INFORMATION FROM A SPECIFIC LINE SELECTED**



\*User Name   
(example: michael.james.smith)

\*Password   
(example: 4099v23)

Forgot your password? State Employees must contact the service desk at 574-9709. Do not use this link. Suppliers must email [doa.stateportalhelp@doa.ni.gov](mailto:doa.stateportalhelp@doa.ni.gov)

Accessibility:

Select a Language:  
[English](#)

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**LOG IN**

# PURCHASE ORDER INQUIRY

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- **RI Financial Inquiry**
- + Requisition Inquiry
- + **Purchase Order Inquiry**
- + Invoices Inquiry
- + Payments Inquiry
- + GL Inquiry
- + RI General Ledger Reports
- + RI Purchasing Reports

**Worklist**

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| From              | Type           | Subject   | Sent        | Due |
|-------------------|----------------|---|-------------|-----|
| Schiappa, Marco   | RI Requisition | <a href="#">Purchase Requisition 1437388 has been approved</a>        | 18-Mar-2016 |     |
| Schiappa, Marco   | RI Requisition | <a href="#">Purchase Requisition 1437387 has been approved</a>        | 18-Mar-2016 |     |
| Schiappa, Marco   | RI Requisition | <a href="#">Purchase Requisition 1437383 has been approved</a>        | 11-Mar-2016 |     |
|                   | RI Requisition | <a href="#">Purchase Requisition 1437382 failed correctness check</a> | 11-Mar-2016 |     |
| Schiappa, Marco   | RI Requisition | <a href="#">Purchase Requisition 1437381 has been approved</a>        | 10-Mar-2016 |     |
| O'Donnell, Thomas | RI Requisition | <a href="#">Purchase Requisition 1437377 has been approved</a>        | 09-Mar-2016 |     |
| O'Donnell, Thomas | RI Requisition | <a href="#">Purchase Requisition 1437376 has been approved</a>        | 09-Mar-2016 |     |
|                   | RI Requisition | <a href="#">Purchase Requisition 1437370 failed correctness check</a> | 09-Mar-2016 |     |

HOME PAGE

CLICK ON: FINANCIAL INQUIRY

CLICK ON: PURCHASE ORDER INQUIRY





## Do you want to run this application?



**Name:** Oracle E-Business Suite

**Publisher:** State of Rhode Island Division of In ...

**Location:** http://ent-ap-rfnt1.enterprise.ri.gov:8005

This application will run with unrestricted access which may put your computer and personal information at risk. Run this application only if you trust the location and publisher above.



Do not show this again for apps from the publisher and location above



More Information

Run

Cancel

A JAVA WINDOW MIGHT OPEN UP ASKING TO RUN THE APPLICATION.

CLICK ON: RUN

**Find Purchase Orders**

Operating Unit:

Number:  ...

Release:

Supplier:

Ship-To Org:

Bill-To:

Ship-To:

Line:

Shipment:

Type:

Currency:

Site:

☐ Show External Locations

Line Type:

Buyer:

☐ View Releases

☐ Consumption Advice

☐ Global Agreement

☐ With Contract Terms

Line | Date Ranges | Status | Related Documents | Deliver To | Accounting | Projects

Item, Rev:

Category:

Description:

Supplier Item:

VMI:

Consigned:

Results

☐ Headers

☐ Lines

☐ Shipments

☐ Distributions

Clear | New Release (B) | New PO | **Find (J)**

ENTER PURCHASE ORDER NUMBER IN THE NUMBER BOX

CLICK ON: FIND

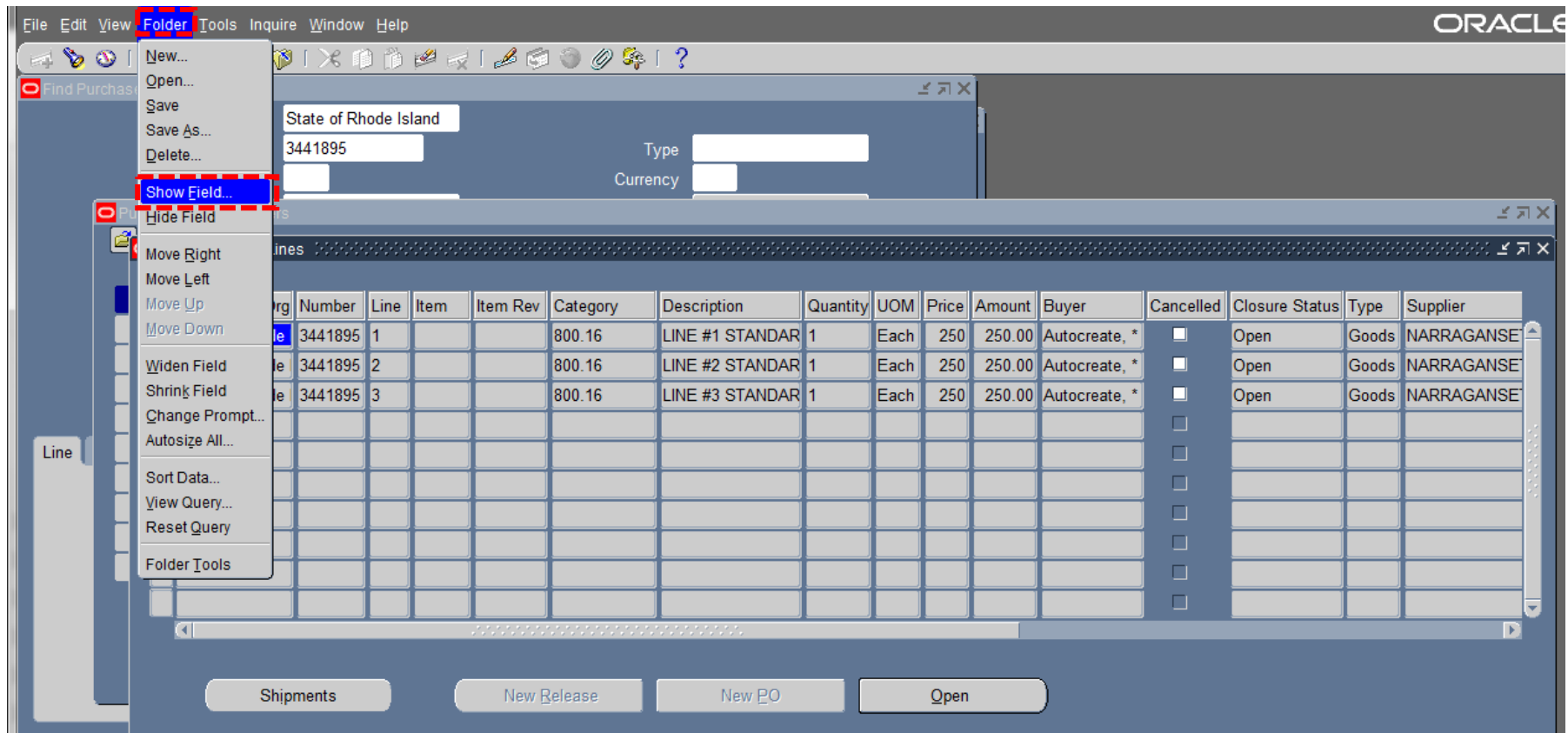
[illegible]

**THE PURCHASE ORDER HEADER WINDOW WILL SHOW PURCHASE ORDER INFORMATION IN THE HEADER**

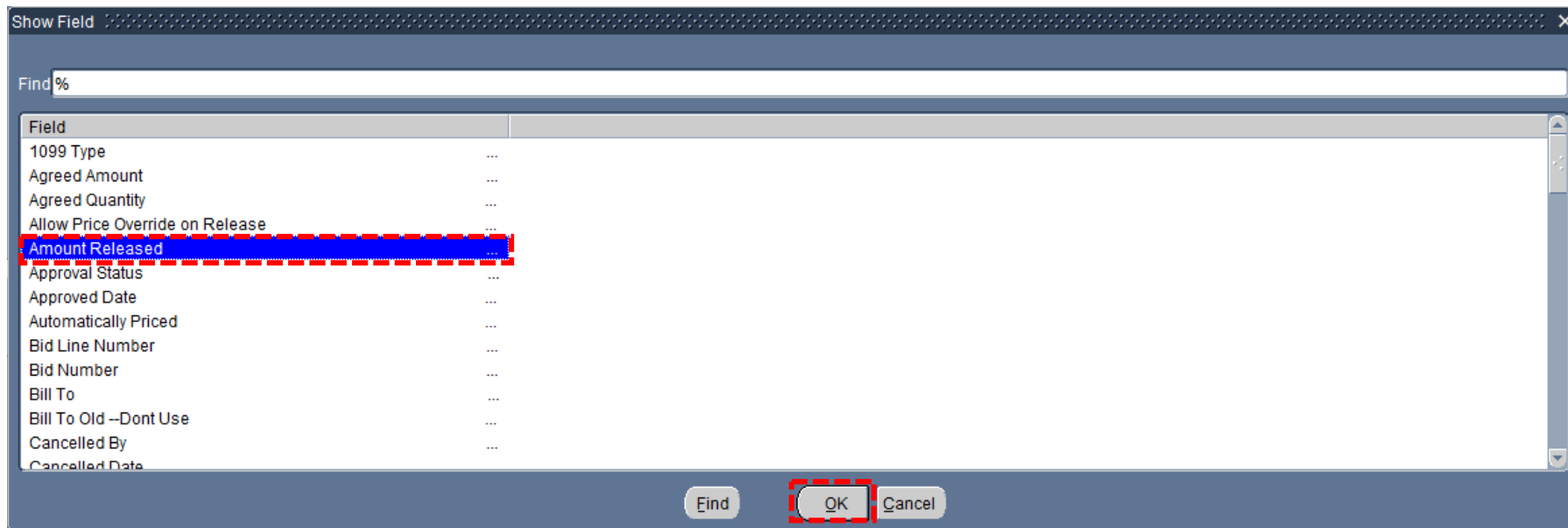
**PURCHASE ORDERS CANNOT BE OPENED WHILE IN PURCHASE ORDER INQUIRY WINDOW.**

**CLICK ON: LINES TO VIEW THE PURCHASE ORDER LINES**

[illegible]



**TO VIEW A LIST OF HIDDEN FIELDS OF INFORMATION IN THE PURCHASE ORDER,  
CLICK ON: FOLDER  
CLICK ON: SHOW FIELD**



**A LIST OF ALL THE FIELDS WILL APPEAR**

**SELECT A FIELD NEEDED FROM THE LIST**

**CLICK ON: OK**











**STATE OF RHODE ISLAND  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASES**

**RIFANS**

**INVOICE INSTRUCTIONS**



\*User Name   
(example: michael.james.smith)

\*Password   
(example: 4099v23)

Forgot your password? State Employees must contact the service desk at 574-9709. Do not use this link. Suppliers must email [doa.stateportalhelp@doa.ni.gov](mailto:doa.stateportalhelp@doa.ni.gov)

Accessibility None

Select a Language:  
[English](#)

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- [RI Financial Inquiry](#)
- [RI General Ledger Reports](#)
- [RI Purchasing Reports](#)

**Worklist**


[Full List](#)

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| From               | Type                            | Subject   | Sent        | Due |
|--------------------|---------------------------------|---|-------------|-----|
| O'Donnell, Thomas  | RI Requisition                  | <a href="#">Purchase Requisition 1437377 has been approved</a>                                    | 09-Mar-2016 |     |
| O'Donnell, Thomas  | RI Requisition                  | <a href="#">Purchase Requisition 1437376 has been approved</a>                                    | 09-Mar-2016 |     |
|                    | RI Requisition                  | <a href="#">Purchase Requisition 1437379 failed correctness check</a>                             | 09-Mar-2016 |     |
|                    | RI Requisition                  | <a href="#">Purchase Requisition 1437378 failed correctness check</a>                             | 09-Mar-2016 |     |
| Orgel, Daniel      | RI Requisition                  | <a href="#">Purchase Requisition 1437375 has been approved</a>                                    | 09-Mar-2016 |     |
|                    | RI Requisition                  | <a href="#">Purchase Requisition 1437374 failed correctness check</a>                             | 09-Mar-2016 |     |
| Schiappa, Marco    | Requester Change Order Approval | <a href="#">Response to Requisition 1437373 (10,000.00 USD) Change Request for Raposa, Sandra</a> | 09-Mar-2016 |     |
| Reynolds, Kimberly | RI Requisition                  | <a href="#">Purchase Requisition 1437373 has been approved</a>                                    | 09-Mar-2016 |     |

HOME PAGE

CLICK ON: REQUISITIONER



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Search

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**Stores**

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Main Store
 [WB Mason](#)  
WB Mason
 [TEMPORARY SERVICES-ADIL](#)  
Temporary Personnel Services

**My Requisitions**

| Requisition             | Description   | Total (USD) | Status                     | Copy | Change | Receive |
|-------------------------|---|-------------|----------------------------|------|--------|---------|
| <a href="#">1437387</a> | <a href="#">LINE#1 - RECEIVING STANDARD PURCHASE ORDER TEST</a>                       | 4,450.00    | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437386</a> | <a href="#">FIRE ALARM REPAIRS, TESTING, AND INSPECTION FOR FY16, FY17, AND FY18</a>  | 0.00        | <a href="#">In Process</a> |      |        |         |
| <a href="#">1437383</a> | <a href="#">LINE #1 STANDARD PURCHASE ORDER</a>                                       | 750.00      | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437381</a> | <a href="#">MPA-8888 FY16 ITEM#1</a>  | 160.00      | <a href="#">Approved</a>   |      |        |         |
| <a href="#">1437379</a> | <a href="#">TEST - DECEMBER SCENARIO 45 CHANGE PARENT BLANKET END DATE DO RELEASE</a> | 800.00      | <a href="#">Incomplete</a> |      |        |         |

**Shopping Cart**  
Your cart is empty.

**Purchasing News**  
This is where the customer puts their own purchasing news items (this is an HTML plugin).

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## SHOP SCREEN

CLICK ON: FULL LIST

Shop Requisitions Receiving Contractors

Requisitions Notifications Approvals

Requisitions: Requisitions &gt;

Requisitions Search

Personalize Table Layout: (ViewNavigationTableRN)

Enter search criteria and press the Go button to find the requisitions.

Views

Personalize Query: (ExpSearchRN)


Requisition Created By  

☐ Include people from all organizations

Requisition Created

Requisition Number


Order Number  

Requester  

☐ Include people from all organizations

Requisition Status

Requisition Description

Supplier  

Go Clear

Personalize Table: (ResultsTableRN)

Select Object: Copy To Cart Cancel Requisition Change

Previous 10 11-20 Next 10

| Select                | Requisition | Description   | Total            | Quantity   | Qty Delivered | Qty Cancelled | Open Quantity | Creation Date        | Status    | Order     |
|-----------------------|-------------|---|------------------|------------|---------------|---------------|---------------|----------------------|-----------|-----------|
| <input type="radio"/> | 1445360     | REG INK CARTRIDGE ITEM 787-1  | 1,862.91 USD     | 1862.91    | 1862.91       | 0             | 0             | 06-Jan-2016 13:23:16 | Approved  | 3449861   |
| <input type="radio"/> | 1445090     | APA-15859 FY16 APPLICATION DEVELOPMENT BUSINESS SYSTEMS ANALYST - 35 HOURS PER WEEK FOR APPROXIMATELY 26 WEEKS (NOT TO EXCEED \$100,000.00) | 80,080.00 USD    | 910        | 0             | 0             | 910           | 05-Jan-2016 09:23:58 | Approved  | 3448729-1 |
| <input type="radio"/> | 1445086     | MOBILE BROADBAND PLAN FOR 8HDDH   | 61.60 USD        | 1          | 0             | 0             | 1             | 05-Jan-2016 09:18:47 | Approved  | 3449828   |
| <input type="radio"/> | 1444535     | 12/27/13-12/27/18 - ENTERPRISE PRODUCTS PER QUOTATION DATED 12/3/13   | 148,811.00 USD   | 148811     | 0             | 0             | 148811        | 29-Dec-2015 12:49:05 | Approved  | 3358907-5 |
| <input type="radio"/> | 1444534     | 12/27/13-12/27/18 - ENTERPRISE PRODUCTS PER QUOTATION DATED 12/3/13   | 1,113,806.93 USD | 1113806.93 | 0             | 0             | 1113806.93    | 29-Dec-2015 12:43:33 | Approved  | 3358907-7 |
| <input type="radio"/> | 1443755     | ANNUAL MAINTENANCE ON DIGITAL WIDE FORMAT COLOR MODEL IPF-760 FOR 7/9/15-7/8/16   | 495.00 USD       | 1          | 1             | 0             | 0             | 18-Dec-2015 14:29:58 | Approved  | 3448345   |
| <input type="radio"/> | 1443697     | ANNUAL SOFTWARE LICENSE RENEWAL ON MODEL SRZ5 FOR 12/1/15-11/30/16 PER INVOICE 510865 PAYABLE IN ARREARS                                    | 13,100.00 USD    | 1          | 0             | 0             | 1             | 18-Dec-2015 10:57:00 | Approved  |           |
| <input type="radio"/> | 1443548     | MODULAR BATTERY REPLACEMENT FOR APC SERIAL NO. QD1113140134 PER QUOTE 29070   | 19,125.00 USD    | 6          | 0             | 0             | 6             | 17-Dec-2015 11:06:22 | Returned  |           |
| <input type="radio"/> | 1443523     | DELL 8 GM CERTIFIED REPLACEMENT MEMORY MODULE   | 101.98 USD       | 2          | 2             | 0             | 0             | 17-Dec-2015 10:00:01 | Approved  | 3448139   |
| <input type="radio"/> | 1443501     | MINI B/D FOR BUSINESS ANALYST AT EOHHS  | 0.00 USD         | 1          | 0             | 0             | 0             | 17-Dec-2015 08:46:47 | Cancelled |           |

Select Object: Copy To Cart Cancel Requisition Change

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CLICK ON: ORDER NUMBER TO BRING UP PURCHASE ORDER INFORMATION

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Shop Requisitions Receiving Contractors

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Requisitions: Requisitions > Requisitions Search >

Standard Purchase Order: 3448139, 0 (Total USD 101.98)

Currency=USD

Personalize "View Order Detail Container"

Order Information

Personalize "Order Information"

Personalize Table Layout: (OrderHeaderDetails)

Personalize "General"

General

Total 101.98

Supplier DELL MARKETING LP

Supplier Site 02

Address PO BOX 643561  
PITTSBURGH, PA 15264-3561

Order Date 17-Dec-2015 15:05:23

Description DELL 8 GM CERTIFIED REPLACEMENT MEMORY MODULE

Status Approved

Note to Supplier

Operating Unit State of Rhode Island

Sourcing Document

Supplier Order Number

Attachments [View](#)

Personalize Flow Layout: (PosShipBtlCont)

Personalize "Terms and Conditions"

Personalize Stack Layout: (termsstack1)

Terms and Conditions

Payment Terms NET 30

Carrier

FOB Destination

Freight Terms Paid

Shipping Control

Personalize "Ship-To Address"

Ship-To Address

Address DOA-OLIS-INFORMATION PROCESSING  
ONE CAPITOL HILL, 2ND FLOOR  
PROVIDENCE, RI 02908

Personalize "Bill-To Address"

Bill-To Address

Address MASTER PRICE AGREEMENT  
SEE BELOW  
RELEASE AGAINST, RI MPA

Summary

Personalize Default Single Column: (HeaderSummaryCol)

Total 101.98

Received 101.98

Invoiced 101.98

Payment Status Not Paid

PO Details

Personalize "PO Details"

Personalize "PO Details"

Show All Details Hide All Details

| Details | Line | Type  | Item/Job | Supplier Item | Description                                   | UOM  | Qty | Price | Amount | Status | Attachments | Reason |
|---------|------|-------|----------|---------------|---|------|-----|-------|--------|--------|-------------|--------|
| Show    | 1    | Goods |          |               | DELL 8 GM CERTIFIED REPLACEMENT MEMORY MODULE | Each | 2   | 50.99 | 101.98 | Closed |             |        |

Return to Requisitions Search

Actions View Invoices Go Ok

CLICK ON: DROPDOWN ARROW NEXT TO THE ACTIONS FIELD

CLICK ON: VIEW INVOICES

CLICK ON: GO

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Close Window
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Personalize Page
Diagnostics

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Requisitions
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Contractors


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Approvals

Requisitions: Requisitions > Requisitions Search > View Order Details >

Invoices for Standard Purchase Order: 3448139

Export

Personalize "Invoice Results"

| Invoice                  | Description     | Invoice Date | Type     | Supplier          | Supplier Site | Currency | Amount | Due Status      | On Hold | Payment Status | Remit-to Supplier | Remit-to Supplier Site | Due Date                    | Payment | PO Number               | Receipt | Attachments   |
|--------------------------|-----------------|--------------|----------|-------------------|---------------|----------|--------|-----------------|---------|----------------|-------------------|------------------------|-----------------------------|---------|-------------------------|---------|---|
| <a href="#">XIW2912T</a> | ORDER 934720778 | 18-Dec-2015  | Standard | DELL MARKETING LP | 02            | USD      | 101.98 | 101.98 Approved |         | Not Paid       |                   |                        | <a href="#">15-JAN-2016</a> |         | <a href="#">3448139</a> |         |  |

Return to View Order Details

Export

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**CLICK ON: INVOICE NUMBER TO VIEW ADDITIONAL INFORMATION**

**ATTACHMENT ICON  CAN BE CLICKED ON TO VIEW INVOICE BACKUP**



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[Requisitions: Requisitions >](#)
[Requisitions Search >](#)
[View Order Details >](#)
[View Invoices >](#)

Standard Invoice: XJW2912T1 (Total USD 101.98)

Currency=USD

[Export](#)

[Personalize Stack Layout: \(InvoiceDetailsContainer\)](#)  
[Personalize Table Layout: \(InvoiceHeaderRN\)](#)  
[Personalize "General"](#)

General

Invoice Date: **18-Dec-2015**  
Status: **Approved**  
On Hold:  
Batch:  
Attachments: [View](#)  
Supplier: **DELL MARKETING LP**  
Supplier Site: **02**  
Address: **PO BOX 643561**  
**PITTSBURGH, PA 15264-3561**

Amount Summary

Item: **101.98**  
Freight: **0.00**  
Miscellaneous: **0.00**  
Tax: **0.00** ⓘ  
Prepayment: **0.00**  
Retainage: **0.00**  
Withholding Tax: **0.00**  
Total: **101.98**

Payment Information

Personalize Default Single Column: (PaymentInfo)  
Paid: **0.00**  
Discount Taken: **0.00**  
Due: **101.98**  
Status: **Not Paid**  
Payment Date:  
Payment:  
Term: **NET 30**

[Invoice Lines](#)
[Scheduled Payments](#)
[Hold Reasons](#)

[Personalize "Invoice Lines"](#)

| Line | Type | Description                                   | Qty UOM | Price | Tax Included | Amount | Retainage | Status   | PO Number               | PO Line | PO Shipment | Buyer                         | Receipt |
|------|------|---|---------|-------|--------------|--------|-----------|----------|-------------------------|---------|-------------|-------------------------------|---------|
| 1    | Item | DELL 8 GM CERTIFIED REPLACEMENT MEMORY MODULE | 2 Each  | 50.99 |              | 101.98 | 0.00      | Approved | <a href="#">3448139</a> | 1       | 1           | <a href="#">Autocreate...</a> |         |

[Return to View Invoices](#)

[Export](#)

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THIS IS THE ADDITIONAL INVOICE INFORMATION.

CLICK ON: VIEW NEXT TO ATTACHMENTS TO VIEW THE INVOICE BACKUP



\*XJW2912T1\*



\*068\*



\*3830396\*



\*56\*



\*DELL-MARKETING-LP\*



\*29-DEC-15\*

|                            |                     |            |  |
|----------------------------|---------------------|------------|--|
| Initiated By               | MKBILEY             |            |  |
| Creation From Date:        | 2015/12/29 00:00:00 |            |  |
| Creation To Date:          | 2015/12/29 00:00:00 |            |  |
| Invoice Number: XJW2912T1  |                     |            |  |
|                            |                     |            |  |
| Invoice ID:                | 3830396             |            |  |
| Supplier Number:           | 56                  |            |  |
| Supplier Name:             | DELL MARKETING LP   |            |  |
| Creation Date:             | 29-DEC-15           |            |  |
| Invoice Date:              | 18-DEC-15           |            |  |
| Original Amount:           | 101.98              |            |  |
|                            |                     |            |  |
| Pay Group:                 |                     |            |  |
| Invoice Type:              | STANDARD            |            |  |
|                            |                     |            |  |
| Summary of Distribution by |                     |            |  |
| Agency                     | Agency              | DisAmount: |  |
| GL Date:                   | 068                 | 101.98     |  |
| 29-DEC-15                  |                     |            |  |

END

THE INVOICE ATTACHMENT WILL BE DISPLAYED