Fiscal Services: Procurement

On-Line Requisition

The on-line requisition replaces the multi-part State of California Intra Office Request (Form 5) currently in use for the acquisition of commodities and services. Departments are still required to deliver a printed copy with authorized signature of the on-line form to Procurement. The following instructions assist you in completing the form.

INSTRUCTIONS FOR COMPLETING AN ON-LINE REQUISITION

* Best to use Internet Explorer 4.0+ The on-line requisition was designed to mirror the multi-part form 5 you were previously using to ease the transition from the form 5 to the on-line requisition.

ADDED FEATURES AND PAGES

NEW PAGES

In most cases you would simply fill out the main PAGE-1 Short Form. However there are some users who have different requirements. Supplemental pages for these users include:

- Contracts or Contractors (ex. School of Education) – see Contracts Section below
- Public Works projects – see Public Works below

see Contracts	Subtotal-Cont	0.00
		0.00
see Public Works	Subtotal-Public Works	0.00

EMAIL CONFIRMATION

When you complete the form – an email message confirmation will be sent to the email address completed in the “Your email address” field. This does not confirm delivery to Procurement. It is only for department records.

AUTO-COMPUTE FUNCTION

PAGE-1, the Main page of the on-line requisition form, compute the total of all items entered. Shipping and handling can also be input. Simply fill in the “Quantity” and “Per Unit” fields and click the “COMPUTE” button. The total will be displayed in the “Total before tax” line.

CLEAR BUTTON

The convenient “clear contact info” button clears the top part of the form.

CHARTFIELD (PEOPLESOFT) NUMBERS

Now you can list more than one Chartfield number. Four boxes are supplied. These allow both percentage and item quantity splits.

HOW TO COMPLETE PAGE-1

Three Simple Steps to using the form:

- **Fill out** – All required fields including Contact info, items (quantities, unit, description and price), shipping/handling cost, suggested vendor, account number. **YOUR EMAIL ADDRESS (required) Enter more than one address by separating addresses with comma – ex. jack@csub.edu, jill@csub.edu, ...**
- **Compute button** – auto calculates items and shipping
- **Print Requisition button** – Prints form – A Requisition Number will be automatically assigned.

REQUIRED FIELDS

Please provide the following information:

- **DELIVER TO AND CONTACT SECTION**

1. Fill in Business Unit – The legal entity ex. BKCMP (Bakersfield Campus), BKFDN (Foundation), BKASI (Assoc. Students), etc. If you are not sure what Business Unit requisition is for – please ask your supervisor.
2. "Date:" Insert date the form is completed.
3. "Deliver To:" Be specific – select the "see codes" link for a list of locations. State the department, location and person to which you would like the merchandise delivered. If the merchandise will be delivered to an address off-campus, give the complete address, including zip code, a contact person, and telephone number for deliver scheduling.
4. "Contact Person" and "Extension" – Provide name & extension of person who can answer questions regarding the requisition.
5. "Dept Name:" Insert your department name.
6. "Date Required:" State the date the merchandise or service will be needed. Please allow adequate time for the procurement process. Standard lead times are:
    a. for ordinary Commodities and Services transactions – 2 weeks minimum
    b. for transactions that require bidding (estimated cost between $1,000.00 and $25,000.00) – 3 weeks. If the transaction must be formally bid (estimated cost in excess of $25,000.00), please allow 6 weeks lead time.
    c. For transactions requiring a Request for Proposal – 6 weeks
    d. For Public Works – 12 weeks
7. "Comments:" Provide any special instructions including a note that the requisition order "was completed by department" or "not to exceed amount."

- **ITEM SECTION**

8. "Quantity/Unit:" It is very important that the quantity and unit of measure are accurate. Check the catalog on how the item is packaged; case, each, dozen, etc. If you want 1 each and you do not include the unit of measure, you may receive 1 case instead of your ANTICIPATED QUANTITY. Be sure to delete the zeros ("0") already in the boxes if you are using a line.
9. "Model or Catalog#:" It is important to be precise when using model/catalog numbers. A transposition error will lead to the incorrect merchandise being ordered. Only what is showing will print. Be sure to use your return key to make sure the number is accurately shown. **Do not repeat Model/Catalog # in the description field.**
10. "Description:" Give as much information as possible to fully describe what is needed, but only what is showing will print. Be sure to use your return key – the text will not automatically wrap. A full description will avoid clarification delays.
11. "Per Unit" Price: enter unit price only, compute button will automatically calculate totals.
12. Category – Designate what category your item is in. "See codes" for list of categories. If not sure use **57800** MISCELLANEOUS PRODUCTS or **96200** MISCELLANEOUS SERVICES.
13. "Suggested Vendor:" Be sure to include as much information on the suggested vendor as possible; Name, Address, Phone, and Fax, etc. If you do not have a vendor, Procurement will find a vendor for you. **Note:** Bidding requirements may require use of supplier other than the suggested vendor.
14. "Shipping/Handling": Fill in this field with shipping related amounts or any extra amounts that can not be placed in any other field.
15. PeopleSoft Charfield Numbers: If all items requested will be charged to the same account, fill in the first line on the form with the correct PeopleSoft Chartfields (Account*, Fund*, Dept ID*, Program Project Class - * = required). If more than one Account, Fund, Dept will be used, place the percentage

or quantity of items (% or Qnty.) in the last field of that line. Be sure to include a percentage or item quantity. The following examples will show percentage splits, amount splits, and a combination of the two:

Example 1: Percentage Split (Cannot combine General Fund and Foundation accounts)

PeopleSoft Chartfields (* = required)

Account*	Fund*	Dept ID*	Program	Project	Class	% or Qnty
AC1234	FD123	D12345				40%
AC5678	FD456	D67890				60%

Be sure that the total percentage equals 100%

Example 2: Quantity Split

PeopleSoft Chartfields (* = required)

Account*	Fund*	Dept ID*	Program	Project	Class	% or Qnty
AC1234	FD123	D12345				4
AC5678	FD456	D67890				5

In this example we will assume that **9 computers** were placed in the ITEM SECTION. Then we split the requisition with **4 computers** charged to one set of chartfields and **5 computers** charged to another.

16. "Certification:" Complete the name and title of the authorized signer.

17. Print the requisition in "Landscape" to capture all information. It is suggested that you print 2 copies - 1 for your files and 1 to be signed and forwarded to Procurement.

- NOTE: If ordering more than 7 items – click the "+ add item x" button and continue doing so to add up to 25 items on one requisition form.

add item 8

SUPPLEMENTAL INFORMATION

Caution – Once "DONE" button is selected you cannot go back and make any corrections. Please check work carefully.

Contracts Section

After selecting the **Contracts** Link do the following:

Please fill out required fields (All Contractor information, type of Contract, detailed description, Payment terms, Total Contract Cost, Your email address, etc.) **Don't forget to complete TOTAL CONTRACT COST and "Your email address" fields.**

- **Select – Print Contract Info button**
  - Prints a copy of the form to be included with Page 1 and delivered to Procurement. Make copy for your records.

- **Select – DONE button**
  - The DONE button forwards the subtotal to PAGE-1 and closes the Contracts page.

Public Works Section

After clicking the **Public Works** Link do the following:

- **Please fill out required fields** (All Project information, type of Contract, detailed description, Payment terms, Total Contract Cost, Your email address, etc.) **Don't forget to complete TOTAL PROJECT COST and "Your email address" fields.**

- **Select – Print Public Works button**
  - Prints a copy of the form to be included with Page 1 and delivered to Procurement. Make copy for your records.

- **Select – DONE button**
  - The DONE button forwards the subtotal to PAGE-1 and closes the Public Works page.