STATE OF RHODE ISLAND DEPARTMENT OF ADMINISTRATION DIVISION OF PURCHASES

RIFANS

INSTRUCTION MANUAL

TABLE OF CONTENTS

Rev: 11/10/2023

GENERAL INFORMATION

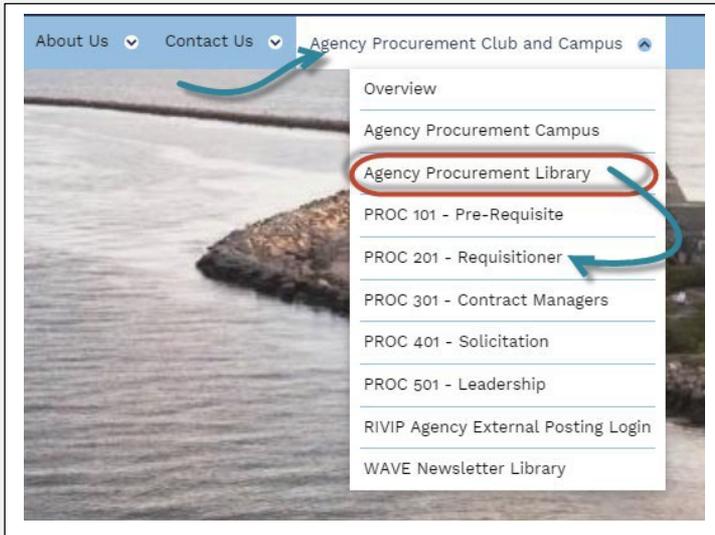## Purchases Website RIDOP.RI.GOV

MASTER PRICE AGREEMENTS

(MPA'S) ARE LOCATED ON THE PURCHASING WEBSITE UNDER THE CONTRACT BOARD

Doing Business with Us

Bidding Opportunities

Contract Board

Get Forms, Guides & Templates at the
Agency Procurement Library

About Us · Contact Us · Agency Procurement Club and Campus

- Overview
- Agency Procurement Campus
- Agency Procurement Library
- PROC 101 - Pre-Requisite
- PROC 201 - Requisitioner
- PROC 301 - Contract Managers
- PROC 401 - Solicitation
- PROC 501 - Leadership
- RIVIP Agency External Posting Login
- WAVE Newsletter Library


Get Training at the
Agency Procurement Campus

NEW Agency Procurement Campus

Curriculums are matched to Procurement Roles. Each begins with the 101 Pre-Requisite that delivers procurement fundamentals for all.

- PROC 201 – Requisitioner
- PROC 301 – Contract Manager
- PROC 401 – Procurement & Solicitation Professional
- PROC 501 – Leadership Level

NEW Agency Procurement Club

An informal club for agencies to get access to Purchases current events and resources – You're already a member!
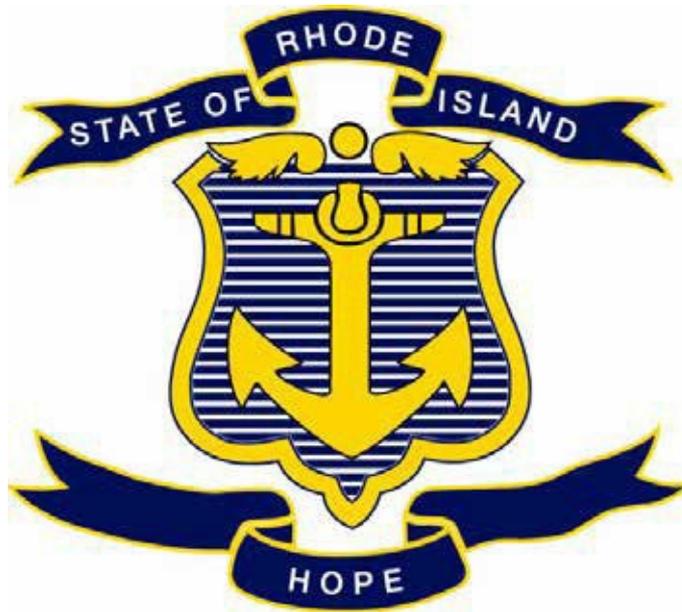
STATE OF RHODE ISLAND DEPARTMENT OF ADMINISTRATION DIVISION OF PURCHASES

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-determined 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 select the lines needed. The price is already set up in the store and just the quantity needs to be entered. The line/s are added to the cart. The requisition is then completed and submitted. 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. 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. Complete and submit the requisition. The Contract Purchase Order Number will be a different number than the Contract PO number. The source 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 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 expiration date to be extended you will need to fill out a Purchase Order Change Form and submit it to Purchasing to the e-mail address on the top of the change order form. 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. (See instructions for change orders)

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

THE ACTION BUTTONS MAY NOT ALWAYS BE VISABLE ON YOUR SCREEN.
IF YOU CAN'T SEE AN ACTION BUTTON SCROLL OVER TO THE RIGHT OR SCROLL UP OR DOWN

<u>**TO SEARCH FOR A REQUISITION OR PURCHASE ORDER**</u>

CLICK ON REQUISITION TAB AND CLICK ON SEARCH

End
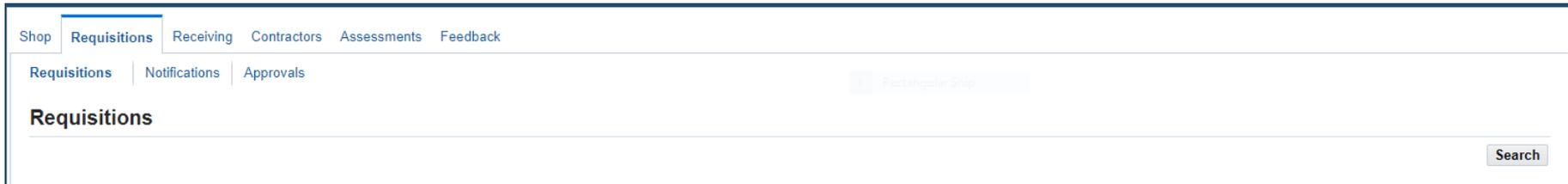
STATE OF RHODE ISLAND DEPARTMENT OF ADMINISTRATION DIVISION OF PURCHASES

RIFANS

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 <u>"TO SUPPLIER"</u> WHEN DOING THE ATTACHMENT
   - IF NO: SELECT <u>"INTERNAL TO REQUISITION"</u> WHEN DOING THE ATTACHMENT

2. DOES THE ATTACHMENT NEED TO BE SENT TO SUPPLIER WITH THE PURCHASE ORDER
   - IF YES: SELECT <u>"TO SUPPLIER"</u> WHEN DOING THE ATTACHMENT
   - IF NO: SELECT <u>"INTERNAL TO REQUISITION"</u> WHEN DOING THE ATTACHMENT

3. IF THERE ARE MULTIPLE ATTACHMENTS AND SOME NEED TO BE INTERNAL AND OTHERS NEED TO BE VIEWED BY SUPPLIER:
   - DO NOT SCAN ALL ATTACHMENTS TOGETHER AND DO ONE ATTACHMENT.
   - SPLIT THEM UP SO THAT THE "INTERNAL TO REQUISITION" ATTACHMENTS ARE TOGETHER AND ATTACHED. (EXAMPLE: INVOICES, SOLE SOURCE JUSTIFICATION FORMS)
   - SCAN TOGETHER ATTACHMENTS THAT WILL BE <u>"TO SUPPLIER"</u> AND DO AS ONE ATTACHMENT (EXAMPLE: SPECIFICATIONS, SOLE SOURCE QUOTE)

LINE ATTACHMENT

Additional Information

* Document to Create	Blanket Release	⬎ 🔍
	Blanket Release	
* Type of Requistion?	*OTHER	⬎ 🔍
	Standard	
Prior PO#?		
Change Order?	N ⬎ 🔍	
	No	
PO to be Changed		
Change will make PO over 5k?	N ⬎ 🔍	
	No	
Agency Use		

Select Lines: | Update | Copy | Delete | | ••• |

	Details	Line	Item Number	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Attachment	SpotBuy Suppliers	Delete
☐	▶	1		APA-41920 LINE #4	2	Each	300 USD	600.00	14-Mar-2023 00:00:00 🗐	06800-021 ⬎ 🔍 Enter one-time address	➕	✏	🗑
☐	▶	2		APA-41920 LINE #3	5	Each	200 USD	1,000.00	14-Mar-2023 00:00:00 🗐	06800-021 ⬎ 🔍 Enter one-time address	➕	✏	🗑
☐	▶	3		APA-41920 LINE #2	3	Each	100 USD	300.00	14-Mar-2023 00:00:00 🗐	06800-021 ⬎ 🔍 Enter one-time address	➕	✏	🗑
							Total	1,900.00					

CLICK ON GREEN PLUS SIGN NEXT TO LINE YOU WANT TO ADD AN ATTACHMENT TO

Add Attachment ✕

Attachment Type	File ▾
Title	
Description	
Category	Internal to Requisition ▾
*File	Choose File No file chosen

Cancel   Add Another   **Apply**

==TO ENTER A FILE ATTACHMENT:==

- ==**ATTACHMENT TYPE**==**: CLICK ON DROPDOWN ARROW AND SELECT <u>FILE</u>**
- ==**TITLE:**== **ENTER WHAT YOU WANT TO NAME THE ATTACHMENT**
- ==**DESCRIPTION:**== **OPTIONAL**
- ==**CATEGORY:**== **SELECT CATEGORY FROM THE DROPDOWN (ONLY USE EITHER TO SUPPLIER OR INTERNAL)**
  1. **<u>INTERNAL TO REQUISITION</u> - IF THE ATTACHMENT SHOULD <u>NOT</u> BE SEEN BY THE SUPPLIER**
  2. **<u>TO SUPPLIER</u> - IF ATTACHMENT <u>SHOULD</u> BE SEEN BY SUPPLIER**
- ==**FILE:**== **CLICK ON CHOOSE FILE**

  SEARCH FOR DOCUMENT TO ATTACH
  CLICK ON: OPEN (DOCUMENT WILL POPULATE)
  CLICK ON: APPLY

TO ENTER A TEXT ATTACHMENT:

- **ATTACHMENT TYPE: CLICK ON DROPDOWN ARROW AND LONG TEXT**
- **TITLE: ENTER WHAT YOU WANT TO NAME THE ATTACHMENT**
- **DESCRIPTION: OPTIONAL**
- **CATEGORY: SELECT CATEGORY FROM THE DROPDOWN (ONLY USE EITHER TO SUPPLIER OR INTERNAL)**
    1. **INTERNAL TO REQUISITION - IF THE ATTACHMENT SHOULD NOT BE SEEN BY THE SUPPLIER**
    2. **TO SUPPLIER - IF ATTACHMENT SHOULD BE SEEN BY SUPPLIER**
- **LONG TEXT: TYPE TEXT IN THE BOX AND CLICK ON APPLY**

HEADER ATTACHMENT

TO ENTER A HEADER ATTACHMENT: SCROLL DOWN THE PAGE TO REQUISITION ATTACHMENT

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

Approvals

Manage Approvals

Charves, Sandra R → Fuoco, James L II

Notes And Attachments

Notes

Note To Buyer

Requisition Attachments

Add Attachment...

Rectangular Snip

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

Return to Shopping

Check Funds   Refresh   Save   Printable Page   Submit

CLICK ON: ADD ATTACHMENT

THE SAME ATTACHMENT BOX WILL APPEAR
COMPLETE THE SAME INSTRUCTIONS AS THE LINE ATTACHMENT INSTRUCTIONS ABOVE
APPLY WHEN COMPLETED.

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

NOTE:
A HEADER ATTACHMENT WILL PRINT OUT BEFORE THE LINES ON A REQUISITION IF YOU SELECT "TO SUPPLIER"

A LINE ATTACHMENT WILL PRINT OUT UNDER THE LINE YOU SELECTED IF YOU SELECT AS "TO SUPPLIER"

END

STATE OF RHODE ISLAND DEPARTMENT OF ADMINISTRATION DIVISION OF PURCHASES

RIFANS

BLANKET RELEASE INSTRUCTIONS

LOG IN
ENTER USER NAME AND PASSWORD
CLICK ON: LOG IN

Home

Worklist

Full List (10)

Rows 1 to 10

From	Subject ▲	Sent △
	Invoice Number 489205 has been submitted for PO Number 3801751	12-Jan-2023
	Invoice Number 490373 has been submitted for PO Number 3801751	12-Jan-2023
	Invoice Number 59949 has been submitted for PO Number 3794282	13-Jan-2023
	Invoice Number s231284 has been submitted for PO Number 3800349	12-Jan-2023
McGurn, Cheryl	Purchase Requisition 1765002 has been returned by the buyer	17-Aug-2022

☑TIP Vacation Rules - Redirect or auto-respond to notifications.

Favorites

Manage Favorites

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

Navigator

Personalize

📁 068Q-Requisitioner
📁 RI Financial Inquiry   Please select a responsibility.
📁 RI GL Agency User
📁 RI Payables Reports
📁 RI Purchasing Reports

Copyright (c) 1998, 2022, Oracle and/or its affiliates. All rights reserved.   Privacy Statement

THIS IS YOUR HOME PAGE 🏠

NOTIFICATIONS WILL SHOW HERE IN YOUR WORKLIST

TO VIEW A NOTIFICATION CLICK ON THE <u>SUBJECT</u> LINE

TO PROCEED TO CREATE YOUR REQUISITION CLICK ON <u>REQUISITIONER</u>

BLANKET RELEASES CAN ONLY BE CREATED FROM THE <u>MAIN STORE</u> UNDER THE <u>SHOP TAB</u>

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

EXAMPLE: <u>APA-41920</u>

CLICK ON: <u>GO</u>

SCROLL DOWN TO VIEW ALL THE LINES ON THAT PAGE. IF LINES ARE ON MULTIPLE PAGES CLICK ON NEXT TO SEE MORE LINES

CHECK THE <u>SELECT</u> BOX AND ENTER THE <u>AMOUNT</u> FOR EACH LINE NEEDED

WHEN ALL ITEMS NEEDED ARE SELECTED CLICK ON: <u>ADD TO CART</u>

IF MULTIPLE PAGES CLICK ON: <u>NEXT</u> AND REPEAT PROCESS
- **THE LINES WILL SHOW UP IN THE <u>SHOPPING CART</u> AS THEY ARE ADDED**

WHEN ALL LINES HAVE BEEN ADDED TO THE CART CLICK ON: <u>VIEW CART AND CHECKOUT</u>

CHANGE DESCRIPTION TO REFLECT ALL THE LINES ON THE PURCHASE ORDER.
(DEFAULT DESCRIPTION IS FROM THE FIRST LINE).
REVIEW THE LINES SELECTED.
MAKE SURE THE <u>QUANTITY</u> IS CORRECT FOR EACH LINE SELECTED.

TO DELETE A LINE: CLICK ON THE TRASH CAN UNDER <u>DELETE</u>

FILL IN FIELDS WITH ASTERICKS (*)

FILL IN DOCUMENT TO CREATE: <u>BLANKET RELEASE</u>

TYPE OF REQUISITION: *<u>OTHER</u>

CLICK ON: EDIT

Shop | Requisitions | Receiving | Contractors | Assessments | Feedback

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

Edit and Submit Requisition 1792372

[Check Funds] [Refresh] [Save] [Printable Page] [Submit]

* Indicates required field

Total 1,900.00 USD
* Description APA-41920 LINE BLANKET PURCHASE AGREEMENT
Justification

P-Card Number

☐ Notify me with status updates for my Purchase Order

Additional Information

* Document to Create Blanket Release
Blanket Release

* Type of Requistion? *OTHER
Standard

Prior PO#?

Change Order? N
No

PO to be Changed

Change will make PO over 5k? N
No

Agency Use

Select Lines: [Update] [Copy] [Delete] | •••

☐	Details	Line	Item Number	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Attachment	SpotBuy Suppliers	Delete
☑	▶	1		APA-41920 LINE #4	2	Each	300 USD	600.00	14-Mar-2023 00:00:00	06800-021 Enter one-time address	➕	✏️	🗑️
☐	▶	2		APA-41920 LINE #3	5	Each	200 USD	1,000.00	14-Mar-2023 00:00:00	06800-021 Enter one-time address	➕	✏️	🗑️
☐	▶	3		APA-41920 LINE #2	3	Each	100 USD	300.00	14-Mar-2023 00:00:00	06800-021 Enter one-time address	➕	✏️	🗑️
							Total	1,900.00					

REVIEW AND CHANGE ANY OF THE LINES AS NEEDED

- **DESCRIPTION**
- **QUANTITY**
- **PRICE**
- **NEED BY DATE**
- **DELIVER-TO LOCATION**
- **BILL-TO LOCATION**
- **FOR CONTRACTOR INFORMATION SCROLL OVER TO THE RIGHT FOR THOSE FIELDS TO FILL IN**

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

Edit and Submit Requisition 1792372

Check Funds | Refresh | Save | Printable Page | Submit

* Indicates required field

Total	1,900.00 USD		P-Card Number	
* Description	APA-41920 LINE BLANKET PURCHASE AGREEMENT		☐ Notify me with status updates for my Purchase Order	
Justification				

Additional Information

* Document to Create	Blanket Release	↘ 🔍
	Blanket Release	
* Type of Requistion?	*OTHER	↘ 🔍
	Standard	
Prior PO#?		
Change Order?	N ↘ 🔍	
	No	
PO to be Changed		
Change will make PO over 5k?	N ↘ 🔍	
	No	
Agency Use		

Select Lines: Update Copy Delete | •••

☐	Details	Line	Item Number	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Attachment	SpotBuy Suppliers	Delete
☑	▶	1		APA-41920 LINE #4	2	Each	300 USD	600.00	14-Mar-2023 00:00:00 📇	06800-021 ↘ 🔍 Enter one-time address	➕	✏	🗑
☐	▶	2		APA-41920 LINE #3	5	Each	200 USD	1,000.00	14-Mar-2023 00:00:00 📇	06800-021 ↘ 🔍 Enter one-time address	➕	✏	🗑
☐	▶	3		APA-41920 LINE #2	3	Each	100 USD	300.00	14-Mar-2023 00:00:00 📇	06800-021 ↘ 🔍 Enter one-time address	➕	✏	🗑
							Total	1,900.00					

TO ADD ACCOUNT NUMBER YOU WILL NEED TO CLICK ON FIRST LINE

CLICK ON: UPDATE

IF YOU KNOW THE FULL ACCOUNT STRING IT CAN JUST BE ENTERED IN THE <u>RI ACCOUNTING FLEXFIELD</u>

<u>BOX</u> TO SEARCH FOR THE ACCOUNT NUMBER, CLICK ON THE <u>ICON</u> NEXT TO THE FLEXFIELD BOX

THIS WILL OPEN UP THE BOX TO SEARCH FOR AN ACCOUNT NUMBER. ENTER KNOWN FIELDS THEN CLICK

ON SEARCH TO SELECT AN ACCOUNT NUMBER.

A LIST OF ACCOUNT NUMBERS WILL SHOW UP. (KEEP SCROLLING DOWN TO SEE MORE ACCOUNTS)

CLICK ON THE RADIO BUTTON NEXT TO THE CORRECT ACCOUNT OR CLICK ON "QUICK SELECT"

IF SAME ACCOUNT WILL BE USED FOR ALL LINE ITEMS

- **CLICK ON THE BOX NEXT TO "APPLY THIS COST ALLOCATION INFORMATION TO ALL APPLICABLE REQUISITION LINES**

SCROLL OVER TO THE RIGHT TO FIND THE APPLY BUTTON

✕

	Supplier		**Delivery**	
1920 LINE #4	Supplier	MULTI-HEALTH SYSTEMS INC	☐ Urgent	
	Site	01	* Need-By Date	14-Mar-2023 00:00:00 📅
F8	Contact Name		Requester	
	Phone		Deliver-To Location	06800-021 ↘ 🔍
	Fax		☐ Enter one-time address	
	Email			
	Supplier Item			
	Manufacturer			
	Manufacturer Part Number			

	Note To Supplier			Note To Receiver	

	GL Date	Project	Task	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	Quantity	Amount (USD)	Delete
.611000.00000 ↘ 🔍 E.NATURAL.PROJECT	09-Mar-2023 📅	↘ 🔍	🔍	↘ 🔍	↘ 🔍	📅	100	2	600.00	🗑
						Total	100	2	600.00	

of the selected line values.

on to all applicable requisition lines

Cancel **Apply**

CLICK ON: APPLY

ALL LINES SHOULD NOW HAVE THE SAME ACCOUNT NUMBER.

Edit and Submit Requisition 1792372

Check Funds   Refresh   Save   Printable Page   Submit

* Indicates required field

Total	1,900.00 USD
* Description	APA-41920 LINE BLANKET PURCHASE AGREEMENT
Justification	

P-Card Number

☐ Notify me with status updates for my Purchase Order

Additional Information

Rectangular Snip

* Document to Create	Blanket Release
	Blanket Release
* Type of Requistion?	*OTHER
	Standard
Prior PO#?	
Change Order?	N
	No
PO to be Changed	
Change will make PO over 5k?	N
	No
Agency Use	

Select Lines: Update   Copy   Delete | •••

☐	Details	Line	Item Number	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Attachment	SpotBuy Suppliers	Delete
☐	▶	1		APA-41920 LINE #4	2	Each	300 USD	600.00	14-Mar-2023 00:00:00	06800-021 Enter one-time address	➕	✎	🗑
☐	▶	2		APA-41920 LINE #3	5	Each	200 USD	1,000.00	14-Mar-2023 00:00:00	06800-021 Enter one-time address	➕	✎	🗑
☐	▶	3		APA-41920 LINE #2	3	Each	100 USD	300.00	14-Mar-2023 00:00:00	06800-021 Enter one-time address	➕	✎	🗑
						Total		1,900.00					

TO VIEW THE ACCOUNT NUMBER AND DETAILS OF THE LINE
- **CLICK ON THE "DETAIL ARROW" FOR THE LINE YOU WANT TO VIEW**

Agency Use No

Select Lines: Update | Copy | Delete | •••

☐	Details	Line	Item Number	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Attachment	SpotBuy Suppliers	Delete
☐	◢	1		APA-41920 LINE #4	2	Each	300 USD	600.00	14-Mar-2023 00:00:00	06800-021 ⌄ 🔍 Enter one-time address	➕	✎	🗑

Supplier

Delivery

Supplier	MULTI-HEALTH SYSTEMS INC
Site	01
Contact Name	
Phone	
Fax	
Email	
Supplier Onboarding Status	
Supplier Item	
Manufacturer	
Manufacturer Part Number	
Note To Supplier	

Urgent	No
Need-By Date	14-Mar-2023 00:00:00
Requester	Paolissi, Alice
Deliver-To Location	06800-021
Destination Type	Expense
P-Card Used	No

Distributions

Line	Charge Account	Project Number	Task Number	Award Number	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	Quantity	Amount
1	23.10.068.1000101.01.611000.00000							100	2	600

☐	▶	2		APA-41920 LINE #3	5	Each	200 USD	1,000.00	14-Mar-2023 00:00:00	06800-021 ⌄ 🔍 Enter one-time address	➕	✎	🗑
☐	▶	3		APA-41920 LINE #2	3	Each	100 USD	300.00	14-Mar-2023 00:00:00	06800-021 ⌄ 🔍 Enter one-time address	➕	✎	🗑
						Total		1,900.00					

Your requisition will be sent to the following list of approvers

ACCOUNT NUMBER IS NOW VISABLE

SCROLL UP AND DOWN FOR ADDITIONAL INFORMATION

CLICK ON THE ARROW AGAIN TO CLOSE OUT THE DETAIL VIEW.

FOR DIFFERENT ACCOUNTS ON EACH LINE:

	Details	Line	Item Number	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Attachment	SpotBuy Suppliers	Delete
☐	▶	1		APA-41920 LINE #4	2	Each	300 USD	600.00	14-Mar-2023 00:00:00	06800-021 — Enter one-time address	✚	✏	🗑
☑	▶	2		APA-41920 LINE #3	5	Each	200 USD	1,000.00	14-Mar-2023 00:00:00	06800-021 — Enter one-time address	✚	✏	🗑
☐	▶	3		APA-41920 LINE #2	3	Each	100 USD	300.00	14-Mar-2023 00:00:00	06800-021 — Enter one-time address	✚	✏	🗑

Select Lines: Update | Copy | Delete | •••

IF YOU NEED TO ADD A DIFFERENT ACCOUNT NUMBER TO EACH LINE CLICK ON THE SELECT BOX AND CLICK ON UPDATE AND REPEAT THIS PROCESS FOR EACH LINE.

FOR MULTIPLE DISTRIBUTION ACCOUNT NUMBERS ON ONE LINE:

Billing

✚

Line	RI Accounting Flexfield	GL Date	Project	Task	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent
1	23.10.068.1000101.01.611000.00000 — FY.FUND.AGENCY.LINE SEQ.SOURCE.NATURAL.PROJECT	09-Mar-2023						100
2	23.10.068.1000101.01.643520.00000 — FY.FUND.AGENCY.LINE SEQ.SOURCE.NATURAL.PROJECT	13-Mar-2023						
							Total	100

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

☐ Apply this Cost Allocation information to all applicable requisition lines

CLICK ON THE GREEN BILLING PLUS SIGN

		GL Date	Project	Task	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	Quantity	Amount (USD)	Delete
611000.00000 NATURAL.PROJECT		09-Mar-2023						50	2.5	500.00	🗑
643520.00000 NATURAL.PROJECT		13-Mar-2023						50	2.5	500.00	🗑
							Total	100	5	1,000.00	

of the selected line values.

n to all applicable requisition lines

Cancel | **Apply**

A SECOND LINE WILL APPEAR

ADD YOUR ADDITIONAL ACCOUNT NUMBER

CHANGE YOUR PERCENT ON EACH LINE TO EQUAL 100%

CHANGE ANY OTHER FIELDS THAT ARE APPLICABLE

SCROLL OVER AND CLICK ON APPLY

ANY OTHER LINES REPEAT THE SAME PROCESS

ENTERING A LINE ATTACHMENT

Additional Information

* Document to Create	Blanket Release	↘ 🔍	
	Blanket Release		
* Type of Requistion?	*OTHER	↘ 🔍	
	Standard		
Prior PO#?			
Change Order?	N ↘ 🔍		
	No		
PO to be Changed			
Change will make PO over 5k?	N ↘ 🔍		
	No		
Agency Use			

Select Lines: [Update] [Copy] [Delete] | •••

☐	Details	Line	Item Number	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Attachment	SpotBuy Suppliers	Delete
☐	▶	1		APA-41920 LINE #4	2	Each	300 USD	600.00	14-Mar-2023 00:00:00 🗓	06800-021 ↘ 🔍 Enter one-time address	✚	✏	🗑
☐	▶	2		APA-41920 LINE #3	5	Each	200 USD	1,000.00	14-Mar-2023 00:00:00 🗓	06800-021 ↘ 🔍 Enter one-time address	✚	✏	🗑
☐	▶	3		APA-41920 LINE #2	3	Each	100 USD	300.00	14-Mar-2023 00:00:00 🗓	06800-021 ↘ 🔍 Enter one-time address	✚	✏	🗑
							Total	1,900.00					

CLICK ON GREEN PLUS SIGN NEXT TO LINE YOU WANT TO ADD AN ATTACHMENT TO

Add Attachment ✕

Attachment Type	File ⌄
Title	
Description	
Category	Internal to Requisition ⌄
*File	Choose File No file chosen

Cancel Add Another **Apply**

TO ENTER A FILE ATTACHMENT:

- **ATTACHMENT TYPE : CLICK ON DROPDOWN ARROW AND SELECT FILE**
- **TITLE: ENTER WHAT YOU WANT TO NAME THE ATTACHMENT**
- **DESCRIPTION: OPTIONAL**
- **CATEGORY: SELECT CATEGORY FROM THE DROPDOWN (ONLY USE EITHER TO SUPPLIER OR INTERNAL)**
    1. **INTERNAL TO REQUISITION - IF THE ATTACHMENT SHOULD NOT BE SEEN BY THE SUPPLIER**
    2. **TO SUPPLIER - IF ATTACHMENT SHOULD BE SEEN BY SUPPLIER**
- **FILE: CLICK ON CHOOSE FILE**
    SEARCH FOR DOCUMENT TO ATTACH
    CLICK ON: OPEN (DOCUMENT WILL POPULATE)
    CLICK ON: APPLY

TO ENTER A TEXT ATTACHMENT:

Add Attachment	✕

Attachment Type: [Long Text ▾]

Title: [ ]

Description: [ ]

Category: [Internal to Requisition ▾]

*Long Text: [ ]

[Cancel] [Add Another] [**Apply**]

- **ATTACHMENT TYPE: CLICK ON DROPDOWN ARROW AND LONG TEXT**
- **TITLE: ENTER WHAT YOU WANT TO NAME THE ATTACHMENT**
- **DESCRIPTION: OPTIONAL**
- **CATEGORY: SELECT CATEGORY FROM THE DROPDOWN (ONLY USE EITHER TO SUPPLIER OR INTERNAL)**
    3. **INTERNAL TO REQUISITION - IF THE ATTACHMENT SHOULD NOT BE SEEN BY THE SUPPLIER**
    4. **TO SUPPLIER - IF ATTACHMENT SHOULD BE SEEN BY SUPPLIER**
- **LONG TEXT: TYPE TEXT IN THE BOX AND CLICK ON APPLY**

TO ENTER A HEADER ATTACHMENT: SCROLL DOWN THE PAGE TO REQUISITION ATTACHMENT

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

Approvals

Manage Approvals

Charves, Sandra R → Fuoco, James L II

Notes And Attachments

Notes

Note To Buyer

Requisition Attachments

Add Attachment...

Rectangular Snip

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

Return to Shopping   Check Funds   Refresh   Save   Printable Page   Submit

CLICK ON: ADD ATTACHMENT

Add Attachment ✕

Attachment Type	File ▾
Title	
Description	
Category	Internal to Requisition ▾
*File	Choose File No file chosen

Cancel   Add Another   **Apply**

THE SAME ATTACHMENT BOX WILL APPEAR EXCEPT THIS WILL APPEAR IN THE HEADER SECTION OF THE REQUISITION. COMPLETE THE SAME INSTRUCTIONS AS THE LINE ATTACHMENT INSTRUCTIONS ABOVE AND APPLY WHEN COMPLETED.

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

NOTE:
A <u>HEADER</u> ATTACHMENT WILL PRINT OUT BEFORE THE LINES ON A REQUISITION IF YOU SELECT "TO SUPPLIER"

A <u>LINE</u> ATTACHMENT WILL PRINT OUT UNDER THE LINE YOU SELECTED IF YOU SELECT AS "TO SUPPLIER"

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

Approvals

Manage Approvals

```
[doc] → | 👤 Charves, Sandra R | → | 👤 Fuoco, James L II |
```

Notes And Attachments

Notes

Note To Buyer [   ]

Requisition Attachments

Add Attachment...

Rectangular Snip

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

Return to Shopping   Check Funds   Refresh   Save   Printable Page   Submit

NOTE TO BUYER: AN INTERNAL NOTE TO THE BUYER CAN BE ADDED HERE

REVIEW YOUR INFORMATION

CLICK ON: SUBMIT

Confirmation

Requisition 1792372 has been submitted to Charves, Sandra R 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 CONFIRMATION WITH THE <u>REQUISITION NUMBER</u>. YOU WILL ALSO SEE WHO THE REQUISITION WILL GO TO FOR APPROVAL.

 <mark>IMPORTANT:</mark>
ALWAYS GO BACK TO YOUR <u>SHOP TAB</u> TO MAKE SURE THE STATUS OF YOUR REQUISITION IS <u>"IN PROCESS"</u>. A CONFIRMATION SCREEN DOES NOT NECESSASARILY MEAN THAT THE REQUISITION HAS MOVED FORWARD.

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

CLICK ON: <u>SHOP</u>

ONCE REQUISITION IS <u>IN PROCESS</u> MONITOR YOUR <u>SHOP</u> SCREEN TO SEE WHEN IT IS <u>APPROVED</u>.

Shop | Requisitions | Receiving | Contractors | Assessments | Feedback

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

Search | Main Store ▾ | | Go | Advanced Search

Stores

Main Store	WB Mason	TEMPORARY SERVICES-ADIL
Main Store	WB Mason	Temporary Personnel Services

Shopping Cart

Your cart is empty.

My Requisitions

Full List

Requisition	Description	Total (USD)	Status	Copy	Change	Receive
1792372	APA-41920 LINE BLANKET PURCHASE AGREEMENT	1,900.00	Approved	📋	📨	
1792369	STANDARD - OTHER - REQ. TO PO	1,500.00	In Process	📋	📨	
1792367	APA-41920 LSI-R SV USAGE FEE ($3.00 PER TEST) FOR TWO YEARS - $15,000.00 PER YEAR - $30,000.00 (7/1/2022-6/30/2024)	0.00	Incomplete	📋		
1792273	FY23 MPA-550 CONTRACT #3791996 SOUTH SHORE GENERATOR ESH ZAMBARANO WATER PLANTS MINOR REPAIRS FOR GENERATORS AS NEEDED AGENCY CONTACT JOE GONYEA	5,000.00	In Process	📋	📨	
1792205	FY23 RELEASE BUILDING ENCLOSURE SCIENCE CONTRACT 3811245 DOC ASSESSMENT OF BUILDING ENVELOPE AGENCY CONTACT ARTIE JOCHMANN/PAUL TRUPPI	8,900.00	Approved	📋	📨	◈

Purchasing News

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

WHEN REQUISITION IS IN "APPROVED" STATUS

CLICK ON: FULL LIST TO SEE YOUR PURCHASE ORDER NUMBER

Requisitions | Notifications | Approvals

Requisitions

Search

Views

View [All My Requisitions ▾] [Go]

○ Indicates requisition with a pending change request.

Select requisition: [Copy To Cart] [Cancel Requisition] [Complete] [Delete] | •••   Rows 1 to 300

Select	Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date ▼	Status △	Order
○	1792372	APA-41920 LINE BLANKET PURCHASE AGREEMENT	1,900.00 USD	10	0	0	10	09-Mar-2023 11:46:55	Approved	3784635-2
○	1792369	STANDARD - OTHER - REQ. TO PO	1,500.00 USD	1	0	0	1	08-Mar-2023 14:27:37	In Process	
○	1792367	APA-41920 LSI-R SV USAGE FEE ($3.00 PER TEST) FOR TWO YEARS - $15,000.00 PER YEAR - $30,000.00 (7/1/2022-6/30/2024)	0.00 USD	1	0	0	1	03-Mar-2023 10:15:31	Incomplete	
○	1792273	FY23 MPA-550 CONTRACT #3791996 SOUTH SHORE GENERATOR ESH ZAMBARANO WATER PLANTS MINOR REPAIRS FOR GENERATORS AS NEEDED AGENCY CONTACT JOE GONYEA	5,000.00 USD	5000	0	0	5000	13-Jan-2023 12:12:44	In Process	
○	1792205	FY23 RELEASE BUILDING ENCLOSURE SCIENCE CONTRACT 3811245 DOC ASSESSMENT OF BUILDING ENVELOPE AGENCY CONTACT ARTIE JOCHMANN/PAUL TRUPPI	8,900.00 USD	8900	0	0	8900	13-Jan-2023 06:33:31	Approved	3812337
○	1792192	FY23 MTG MPA-415 AWARD 3345283 CUST # 6388-320063 ARRIGAN REHAB CENTER MPA-415 CONTRACT 3345283 EXPIRES ON 3/31/23	152.85 USD	15	0	0	15	12-Jan-2023 16:12:45	Approved	3345283-551
○	1792065	FY23 RELEASE SIGNET MPA-419 CONTRACT# 3727235 RI STATE BOMB SQUAD ACCESS CONTROL FOR WEAPONS STORAGE AGENCY CONTACT ROLAND DAIGLE/JOHN MCCOY	23,337.93 USD	23337.93	0	0	23337.93	12-Jan-2023 11:00:09	In Process	
○	1792043	FY23 STD DV CORRECTIONAL INDUSTIRES DCAMM - #10 WINDOW ENVELOPES - AGENCY CONTACT SANDRA SCHENCK	200.30 USD	175.8	0	0	175.8	12-Jan-2023 09:56:03	Approved	3812137
○	1792041	FY23 ZERO DOLLAR MINI BID CONTRACT VALUE $7746.53 DOME CONSTRUCTION ROOF REPAIR (80 FABIEN ST) AGENCY CONTACT CARL HYLLESTED	0.00 USD	1	0	0	1	12-Jan-2023 09:49:25	Pre-Approved	
○	1791949	FY23 WM MPA-415 3345344 CUST# 19-64045-53002 VIRKS BLDG RECYCLING CONTRACT EXPIRES 3/31/23	2,215.30 USD	16	8	0	8	11-Jan-2023 13:14:15	Approved	3345344-886

YOU WILL SEE A <u>PURCHASE ORDER RELEASE NUMBER</u> NEXT TO THE <u>APPROVED STATUS</u>

THIS IS THE PURCHASE ORDER NUMBER YOU WILL USE TO MAKE YOUR PAYMENT. THE PURCHASE ORDER NUMBER WILL BE IN BLUE WHEN APPROVED. IF THE PURCHASE ORDER NUMBER IS IN BLACK THEN IT IS NOT IN APPROVED STATUS YET.

END

STATE OF RHODE ISLAND DEPARTMENT OF ADMINISTRATION DIVISION OF PURCHASES

RIFANS

CONTRACT RELEASE INSTRUCTIONS

LOG IN

Home

Worklist

	Full List (10)
	Rows 1 to 10

From	Subject ▲	Sent △
	Invoice Number 489205 has been submitted for PO Number 3801751	12-Jan-2023
	Invoice Number 490373 has been submitted for PO Number 3801751	12-Jan-2023
	Invoice Number 59949 has been submitted for PO Number 3794282	13-Jan-2023
	Invoice Number s231284 has been submitted for PO Number 3800349	12-Jan-2023
McGurn, Cheryl	Purchase Requisition 1765002 has been returned by the buyer	17-Aug-2022

☑TIP Vacation Rules - Redirect or auto-respond to notifications.

Favorites

Manage Favorites

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

Navigator

Personalize

📁 068Q-Requisitioner
📁 RI Financial Inquiry
📁 RI GL Agency User
📁 RI Payables Reports
📁 RI Purchasing Reports

Please select a responsibility.

Privacy Statement

THIS IS YOUR HOME PAGE 🏠

NOTIFICATIONS WILL SHOW HERE IN YOUR WORKLIST

TO VIEW A NOTIFICATION CLICK ON THE <u>SUBJECT</u> LINE

TO PROCEED TO CREATE YOUR REQUISITION CLICK ON <u>REQUISITIONER</u>

SHOP PAGE

CLICK ON: <u>NON-CATALOG REQUEST</u>

Non-Catalog Request

Clear All   Add to Favorites   Add to Cart

Shopping Cart
Your cart is empty.

* Indicates required field

* Item Type [▼] ⓘ   Contract Number [   ] ⌄ 🔍
* Item Description [   ]   ☐ New Supplier
                                          Supplier Name [   ] ⌄ 🔍
* Category [   ] ⌄ 🔍   Site [   ] ⌄ 🔍
* Quantity [   ]   Contact Name [   ]
* Unit of Measure [Each   ] ⌄ 🔍   Phone [   ]
* Unit Price [   ]   Supplier Item [   ]
* Currency [USD ▼]
           ☐ RFQ Required
           ☐ Negotiated

NOTE: YOU MUST ENTER THE ITEM TYPE FIRST BEFORE ENTERING THE CONTRACT NUMBER OTHERWISE

THE CONTRACT WILL NOT POPULATE.

ENTER CONTRACT PURCHASE ORDER NUMBER IN THE <u>CONTRACT NUMBER</u> BOX AND PRESS THE TAB KEY (THE SUPPLIER INFORMATION WILL AUTOMATICALLY POPULATE)

ENTER <u>LINE ITEM DESCRIPTION</u>

CLICK ON THE <u>FLASHLIGHT ICON</u> 🔍 NEXT TO <u>CATEGORY</u>

Search and Select: 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

Rows 1 to 30

Select	Quick Select	Description △	Code △	Commodity △
○	📑	SHOES AND BOOTS	800.00	
○	📑	Boots and Shoes, Athletic and Sportsman Type	800.05	
○	📑	APA:DOA - Boots and Shoes, Athletic and Sportsman Type	800.05F8	
○	📑	APA:DCYF - Boots and Shoes, Athletic and Sportsman Type	800.05G9	
○	📑	Boots, Leather	800.08	
○	📑	APA:SP - Boots, Leather	800.08A5	
○	📑	APA:DOA - Boots, Leather	800.08F8	
○	📑	APA:DPS - Boots, Leather	800.08H1	
○	📑	Boots (Other Than Leather or Rubber)	800.14	
○	📑	Boots, Rubber	800.16	

[Cancel] [Select]

ENTER THE <u>CATEGORY CODE</u> IN THE <u>SEARCH BY</u> BOX.

(IF YOU ONLY KNOW THE FIRST THREE DIGITS ENTER AND GO. ==AL==L 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 <u>DROPDOWN ARROW</u> NEXT TO <u>CODE</u> AND CHANGE TO <u>DESCRIPTION</u>. TYPE IN THE DESCRIPTION AND SELECT FROM THE LIST.)

CLICK ON <u>RADIO</u> BUTTON NEXT TO A CATEGORY FROM THE LIST TO SELECT A CODE THEN CLICK ON <u>SELECT</u> BUTTON OR CLICK ON THE QUICK SELECT ICON
==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.==
==(THE CODES WITH LETTERS ARE FOR USE BY THE DIVISION OF PURCHASES ONLY).==

Non-Catalog Request

* Indicates required field

* Item Type	Goods.I can provide description, item price and quantity ▾
* Item Description	LINE ITEM #1
* Category	800.16
* Quantity	1
* Unit of Measure	Each
* Unit Price	1500
Currency	USD

☐ RFQ Required
☐ Negotiated

Contract Number	3802928
	☐ New Supplier
Supplier Name	VISION SERVICE PLAN
Site	99
Contact Name	
Phone	
Supplier Item	

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

Shopping Cart
Your cart is empty.

ENTER: <u>QUANTITY</u>

ENTER: <u>UNIT OF MEASURE</u> (CLICK ON FLASHLIGHT FOR OPTIONS)

ENTER: <u>UNIT PRICE</u>

CLICK ON: <u>ADD TO CART</u>

IF MULTIPLE LINES ARE NEEDED REPEAT THE PROCESS ABOVE FOR EACH LINE AND <u>ADD TO CART</u>.

YOUR LINES WILL APPEAR IN THE SHOPPING CART.

WHEN ALL LINES HAVE BEEN ADDED CLICK ON "VIEW CART AND CHECKOUT"

NOTE: IF YOU CLICK ON "VIEW CART AND CHECK OUT" AND FORGOT TO ADD ANOTHER LINE CLICK ON "NON CATALOG REQUEST" TO BRING YOU BACK TO ADD ADDITIONAL LINES.

WHEN YOU GET TO THIS SCREEN YOU WILL WANT TO CHANGE YOUR <u>DESCRIPTION</u> TO SOMETHING THAT DESCRIBES THE WHOLE REQUISITION. (IT WILL AUTOMATICALLY DEFAULT TO THE DESCRIPTION FROM THE FIRST LINE.)

<u>WHEN DO YOU NEED THESE ITEMS</u>: DEFAULTS TO MULTIPLE (THIS DATE IS ENTERED WHEN YOU UPDATE YOUR LINES
<u>WHERE DO THEY NEED TO BE DELIVERED</u>: ENTER AGENCY DELIVER TO NUMBER
<u>DOCUMENT TO CREATE</u>: CONTRACT RELEASE
<u>TYPE OF REQUISITION</u>: OTHER

SCROLL DOWN TO VIEW THE LINES TO UPDATE THEM.

CLICK ON EDIT TO UPDATE THE LINES

Edit and Submit Requisition 1792377

Check Funds | Refresh | Save | Printable Page | Submit

* Indicates required field

Total	5,088.00 USD
* Description	TEST CONTRACT RELEASE
Justification	

P-Card Number

☐ Notify me with status updates for my Purchase Order

Additional Information

* Document to Create	Contract Release
	Contract Release
* Type of Requistion?	*OTHER
	Standard
Prior PO#?	
Change Order?	N
	No
PO to be Changed	
Change will make PO over 5k?	N
	No
Agency Use	

Select Lines: Update | Copy | Delete | •••

☐	Details	Line	Item Number	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	* Bill To Location	Employee Name (Initial contract)	Position Title
☑	▶	1		LINE ITEM #1	1	Each	1500 USD	1,500.00	01-Apr-2023 00:00:00	06800-001 / Enter one-time address			
☐	▶	2		LINE ITEM #2	1	Each	1788 USD	1,788.00	02-Apr-2023 00:00:00	06800-001 / Enter one-time address			
☐	▶	3		LINE ITEM #3	1	Each	1800 USD	1,800.00	02-Apr-2023 00:00:00	06800-001 / Enter one-time address			
							Total	5,088.00					

REVIEW AND CHANGE ANY OF THE LINES AS NEEDED

- **DESCRIPTION**
- **QUANTITY**
- **PRICE**
- **NEED BY DATE**
- **DELIVER-TO LOCATION**
- **BILL-TO LOCATION**
- **FOR REQUIRED CONTRACTOR REPORTING INFORMATION SCROLL OVER TO THE RIGHT TO ENTER THE INFORMATION IN THOSE FIELDS**

CLICK ON THE BOX NEXT TO THE LINE YOU WANT TO UPDATE

CLICK ON: UPDATE

(THIS IS ALSO HOW YOU WOULD ADD YOUR ACCOUNT NUMBER)
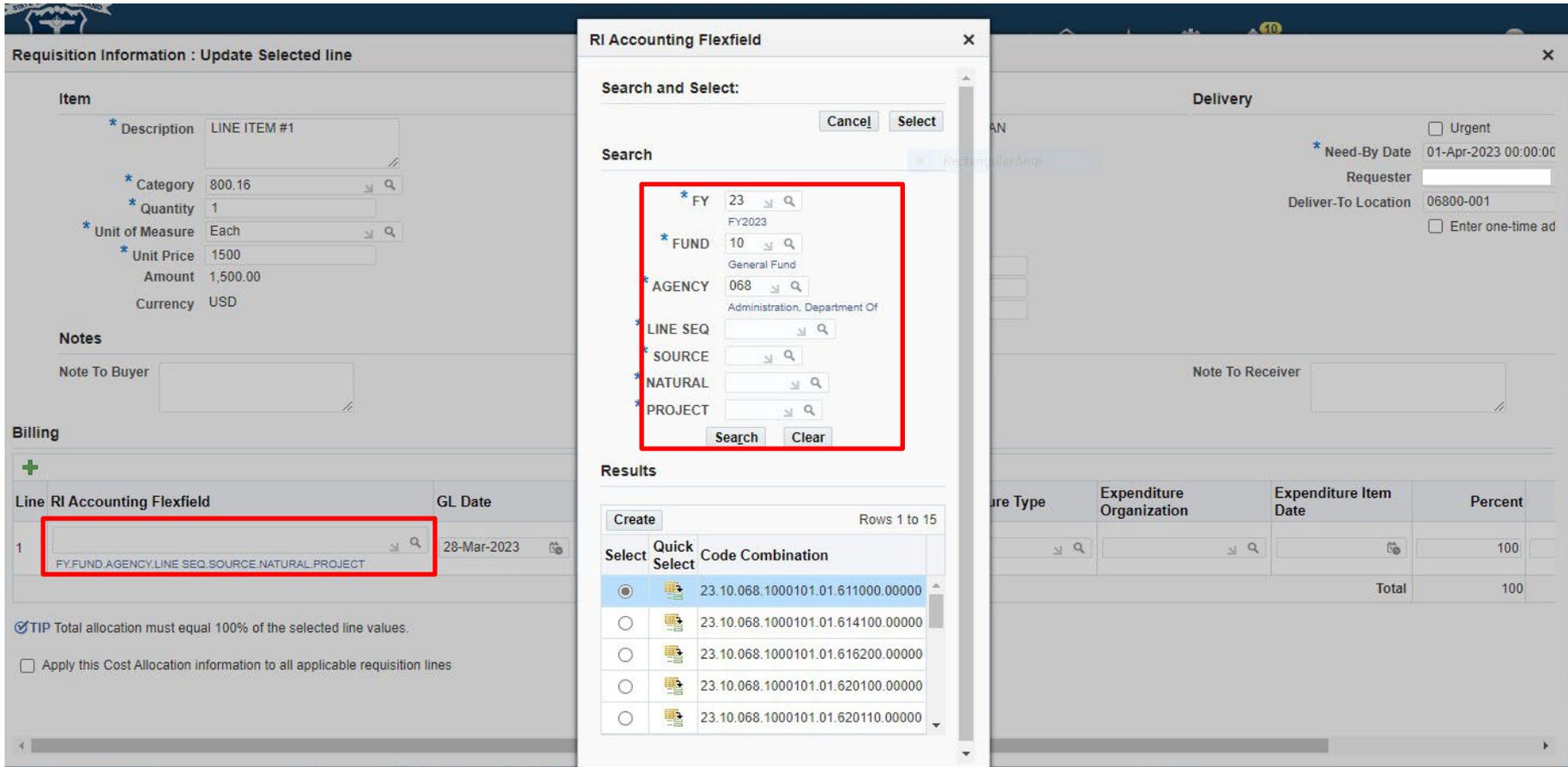
IF YOU KNOW THE FULL ACCOUNT STRING IT CAN JUST BE ENTERED IN THE <u>RI ACCOUNTING FLEXFIELD</u> <u>BOX</u> TO SEARCH FOR THE ACCOUNT NUMBER, CLICK ON THE <u>ICON</u> NEXT TO THE FLEXFIELD BOX WHICH WILL OPEN UP THE BOX TO SEARCH FOR AN ACCOUNT NUMBER. ENTER KNOWN FIELDS THEN CLICK ON SEARCH TO SELECT AN ACCOUNT NUMBER.

A LIST OF ACCOUNT NUMBERS WILL SHOW UP. (KEEP SCROLLING DOWN TO SEE MORE ACCOUNTS)

CLICK ON THE RADIO BUTTON NEXT TO THE CORRECT ACCOUNT AND CLICK ON SELECT OR CLICK ON "QUICK SELECT"

Requisition Information : Update Selected line

Item

* **Description** LINE ITEM #1
* **Category** 800.16
* **Quantity** 1
* **Unit of Measure** Each
* **Unit Price** 1500
Amount 1,500.00
Currency USD

Supplier

Supplier VISION SERVICE PLAN
Site 99
Contact Name
Phone
Fax
Email
Supplier Item
Manufacturer
Manufacturer Part Number

Delivery

☐ Urgent
* **Need-By Date** 01-Apr-2023 00:00:00
Requester
Deliver-To Location 06800-001
☐ Enter one-time ad

Notes

Note To Buyer

Note To Supplier

Note To Receiver

Billing

Line	RI Accounting Flexfield	GL Date	Project	Task	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent
1	23.10.068.1000101.01.611000.00000 FY.FUND.AGENCY.LINE SEQ.SOURCE.NATURAL.PROJECT	28-Mar-2023						100
							Total	100

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

☑ Apply this Cost Allocation information to all applicable requisition lines

---

IF SAME ACCOUNT WILL BE USED FOR ALL LINE ITEMS

- **CLICK ON THE BOX NEXT TO "APPLY THIS COST ALLOCATION INFORMATION TO ALL APPLICABLE REQUISITION LINES**

SCROLL OVER TO THE RIGHT TO FIND THE APPLY BUTTON

			Supplier				Delivery			

EM #1

Supplier VISION SERVICE PLAN

Site 99

Contact Name

Phone

Fax

Email

Supplier Item

Manufacturer

Manufacturer Part Number

☐ Urgent

Rectangular Snip

* Need-By Date 01-Apr-2023 00:00:00

Requester

Deliver-To Location 06800-001

☐ Enter one-time address

Note To Supplier

Note To Receiver

	GL Date	Project	Task	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	Quantity	Amount (USD)	Delete
611000.00000 NATURAL.PROJECT	28-Mar-2023						100	1	1,500.00	🗑
						Total	100	1	1,500.00	

f the selected line values.

to all applicable requisition lines

Cancel   Apply

CLICK ON: APPLY

ALL LINES SHOULD NOW HAVE THE SAME ACCOUNT NUMBER.

Edit and Submit Requisition 1792377

Check Funds   Refresh   Save   Printable Page   Submit

* Indicates required field

Total	5,088.00 USD
* Description	TEST CONTRACT RELEASE
Justification	

P-Card Number

☐ Notify me with status updates for my Purchase Order

Additional Information

Rectangular Snip

* Document to Create	Contract Release
	Contract Release
* Type of Requistion?	*OTHER
	Standard
Prior PO#?	
Change Order?	N
	No
PO to be Changed	
Change will make PO over 5k?	N
	No
Agency Use	

Select Lines: Update   Copy   Delete | •••

☐	Details	Line	Item Number	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	* Bill To Location	Employee Name (Initial contract)	Po
☐	▶	1		LINE ITEM #1	1	Each	1500 USD	1,500.00	01-Apr-2023 00:00:00	06800-001 / Enter one-time address	06800-021 / DOA ACCOUNTS & CONTROLS		
☐	▶	2		LINE ITEM #2	1	Each	1788 USD	1,788.00	02-Apr-2023 00:00:00	06800-001 / Enter one-time address	06800-021 / DOA ACCOUNTS & CONTROLS		
☐	▶	3		LINE ITEM #3	1	Each	1800 USD	1,800.00	02-Apr-2023 00:00:00	06800-001 / Enter one-time address	06800-021 / DOA ACCOUNTS & CONTROLS		
							Total	5,088.00					

TO VIEW THE ACCOUNT NUMBER AND DETAILS OF THE LINE:
CLICK ON THE "DETAIL ARROW" FOR THE LINE YOU WANT TO VIEW.

Change will make PO over 5k?   N   No

Agency Use

Select Lines: [Update] [Copy] [Delete] | •••

☐	Details	Line	Item Number	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	* Bill To Location	Employee Name (Initial contract)	Po
☐	◢	1		LINE ITEM #1	1	Each	1500 USD	1,500.00	01-Apr-2023 00:00:00	06800-001 Enter one-time address	06800-021 DOA ACCOUNTS & CONTROLS		

Supplier

Supplier   VISION SERVICE PLAN
Site   99
Contact Name
Phone
Fax
Email
Supplier Onboarding Status
Supplier Item
Manufacturer
Manufacturer Part Number

Note To Supplier

Distributions

Line	Charge Account	Project Number	Task Number	Award Number
1	23.10.068.1000101.01.611000.00000			

☐	▶	2		LINE ITEM #2	1	Each	1788 USD	1,788.00	02-Apr-2023 00:00:00	06800-001 Enter one-time address	06800-021 DOA ACCOUNTS & CONTROLS		
☐	▶	3		LINE ITEM #3	1	Each	1800 USD	1,800.00	02-Apr-2023 00:00:00	06800-001 Enter one-time address	06800-021 DOA ACCOUNTS & CONTROLS		

ACCOUNT NUMBER IS NOW VISABLE

SCROLL UP AND DOWN FOR ADDITIONAL INFORMATION

CLICK ON THE ARROW AGAIN TO CLOSE OUT THE DETAIL VIEW.

REPEAT TO VIEW EACH LINE

Select Lines:	Update	Copy	Delete	•••								
	Details	Line	Item Number	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Bill To Location	Employee Name (Initial contract)	Po
☐	▶	1		LINE ITEM #1	1	Each	1500 USD	1,500.00	01-Apr-2023 00:00:00	06800-001 / Enter one-time address	06800-021 / DOA ACCOUNTS & CONTROLS		
☑	▶	2		LINE ITEM #2	1	Each	1788 USD	1,788.00	02-Apr-2023 00:00:00	06800-001 / Enter one-time address	06800-021 / DOA ACCOUNTS & CONTROLS		
☐	▶	3		LINE ITEM #3	1	Each	1800 USD	1,800.00	02-Apr-2023 00:00:00	06800-001 / Enter one-time address	06800-021 / DOA ACCOUNTS & CONTROLS		
							Total	5,088.00					

FOR DIFFERENT ACCOUNTS ON EACH LINE:

IF YOU NEED TO ADD A DIFFERENT ACCOUNT NUMBER ON EACH LINE
CLICK ON THE SELECT BOX AND CLICK ON UPDATE AND REPEAT THIS PROCESS FOR EACH LINE.

FOR MULTIPLE DISTRIBUTION ACCOUNT NUMBERS ON ONE LINE:

CLICK ON THE GREEN BILLING PLUS SIGN

SECOND BOX WILL APPEAR

SEARCH OR ENTER YOUR 2ND DISTRIBUTION ACCOUNT

Requisition Information : Update Selected line   ✕

Supplier

Supplier	VISION SERVICE PLAN
Site	99
Contact Name	
Phone	
Fax	
Email	
Supplier Item	
Manufacturer	
Manufacturer Part Number	

EM #2

Delivery

	☐ Urgent
* Need-By Date	02-Apr-2023 00:00:00
Requester	Realingi Alice
Deliver-To Location	06800-001
	☐ Enter one-time address

Note To Supplier

Note To Receiver

	GL Date	Project	Task	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	Quantity	Amount (USD)	Delete
511000.00000 NATURAL.PROJECT	29-Mar-2023						50	0.5	894.00	🗑
543520.00000 NATURAL.PROJECT	29-Mar-2023						50	0.5	894.00	🗑
						Total	100	1	1,788.00	

f the selected line values.

to all applicable requisition lines

Cancel   Apply

SCROLL OVER TO THE RIGHT
CHANGE YOUR PERCENT TO EQUAL 100
CHANGE ANY OTHER FIELDS THAT ARE APPLICABLE
SCROLL OVER AND CLICK ON APPLY

REPEAT THIS PROCESS FOR MULTIPLE DISTRIBUTIONS NEEDED ON OTHER LINES

Edit and Submit Requisition 1792377

Check Funds | Refresh | Save | Printable Page | Submit

* Indicates required field

Total 5,088.00 USD

* Description TEST CONTRACT RELEASE

Justification

P-Card Number

☐ Notify me with status updates for my Purchase Order

Additional Information

* Document to Create Contract Release
Contract Release

* Type of Requistion? *OTHER
Standard

Prior PO#?

Change Order? N
No

PO to be Changed

Change will make PO over 5k? N
No

Agency Use

Select Lines: Update | Copy | Delete | •••

☐	Details	Line	Item Number	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	* Bill To Location	Employee Name (Initial contract)
☐	▶	1		LINE ITEM #1	1	Each	1500 USD	1,500.00	01-Apr-2023 00:00:00	06800-001 — Enter one-time address	06800-021 — DOA ACCOUNTS & CONTROLS	
☐	▶	2		LINE ITEM #2	1	Each	1788 USD	1,788.00	02-Apr-2023 00:00:00	06800-001 — Enter one-time address	06800-021 — DOA ACCOUNTS & CONTROLS	
☐	▶	3		LINE ITEM #3	1	Each	1800 USD	1,800.00	02-Apr-2023 00:00:00	06800-001 — Enter one-time address	06800-021 — DOA ACCOUNTS & CONTROLS	
							Total	5,088.00				

SCROLL ALL THE WAY OVER TO THE RIGHT
- **TO ENTER CONTRACT REPORTING INFORMATION IF NEEDED**
- **TO ENTER LINE ATTACHMENT**

ENTERING A LINE ATTACHMENT

CLICK ON GREEN PLUS SIGN NEXT TO LINE YOU WANT TO ADD AN ATTACHMENT TO

Add Attachment

Attachment Type	File ▾
Title	
Description	
Category	Internal to Requisition ▾
*File	Choose File No file chosen

Cancel   Add Another   Apply

TO ENTER A FILE ATTACHMENT:

- **ATTACHMENT TYPE**: CLICK ON DROPDOWN ARROW AND SELECT <u>FILE</u>
- **TITLE:** ENTER WHAT YOU WANT TO NAME THE ATTACHMENT
- **DESCRIPTION:** OPTIONAL
- **CATEGORY:** SELECT CATEGORY FROM THE DROPDOWN (ONLY USE EITHER TO SUPPLIER OR INTERNAL)
  3. <u>INTERNAL TO REQUISITION</u> - IF THE ATTACHMENT SHOULD <u>NOT</u> BE SEEN BY THE SUPPLIER
  4. <u>TO SUPPLIER</u> - IF ATTACHMENT <u>SHOULD</u> BE SEEN BY SUPPLIER
- **FILE:** CLICK ON CHOOSE FILE
  SEARCH FOR DOCUMENT TO ATTACH
  CLICK ON: OPEN (DOCUMENT WILL POPULATE)
  CLICK ON: APPLY

TO ENTER A TEXT ATTACHMENT:

Add Attachment dialog box with fields: Attachment Type "Long Text", Title, Description, Category "Internal to Requisition", *Long Text, and buttons Cancel, Add Another, Apply (Apply highlighted).

- **ATTACHMENT TYPE: CLICK ON DROPDOWN ARROW AND LONG TEXT**
- **TITLE: ENTER WHAT YOU WANT TO NAME THE ATTACHMENT**
- **DESCRIPTION: OPTIONAL**
- **CATEGORY: SELECT CATEGORY FROM THE DROPDOWN (ONLY USE EITHER TO SUPPLIER OR INTERNAL)**
  - **INTERNAL TO REQUISITION - IF THE ATTACHMENT SHOULD NOT BE SEEN BY THE SUPPLIER**
  - **TO SUPPLIER - IF ATTACHMENT SHOULD BE SEEN BY SUPPLIER**
- **LONG TEXT: TYPE TEXT IN THE BOX AND CLICK ON APPLY**

TO ENTER A HEADER ATTACHMENT: SCROLL DOWN THE PAGE TO REQUISITION ATTACHMENT

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

Approvals

Manage Approvals

Charves, Sandra R → Fuoco, James L II

Notes And Attachments

Notes

Note To Buyer

Requisition Attachments

Add Attachment...

Rectangular Snip

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

Return to Shopping   Check Funds   Refresh   Save   Printable Page   Submit

CLICK ON: ADD ATTACHMENT

THE SAME ATTACHMENT BOX WILL APPEAR EXCEPT THIS WILL APPEAR IN THE HEADER SECTION OF THE REQUISITION. COMPLETE THE SAME INSTRUCTIONS AS THE LINE ATTACHMENT INSTRUCTIONS ABOVE AND APPLY WHEN COMPLETED.

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

NOTE:
A <u>HEADER</u> ATTACHMENT WILL PRINT OUT BEFORE THE LINES ON A REQUISITION IF YOU SELECT "TO SUPPLIER"

A <u>LINE</u> ATTACHMENT WILL PRINT OUT UNDER THE LINE YOU SELECTED IF YOU SELECT AS "TO SUPPLIER"

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

Approvals

Manage Approvals

Charves, Sandra R → Fuoco, James L II

Notes And Attachments

Notes

Note To Buyer

Requisition Attachments

Add Attachment...

Rectangular Snip

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

Return to Shopping

Check Funds | Refresh | Save | Printable Page | Submit

NOTE TO BUYER: AN INTERNAL NOTE TO THE BUYER CAN BE ADDED HERE

REVIEW YOUR INFORMATION

CLICK ON: SUBMIT

Confirmation

Requisition 1792377 has been submitted to Charves, Sandra R 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 CONFIRMATION WITH THE <u>REQUISITION NUMBER</u>. YOU WILL ALSO SEE WHO THE REQUISITION WILL GO TO FOR APPROVAL.

<mark>IMPORTANT</mark>

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

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

CLICK ON: <u>SHOP</u>

Stores

Main Store	WB Mason	TEMPORARY SERVICES-ADIL
Main Store	WB Mason	Temporary Personnel Services

My Requisitions

Full List

Requisition	Description	Total (USD)	Status	Copy	Change	Receive
1792377	TEST CONTRACT RELEASE	5,088.00	In Process			
1792372	APA-41920 LINE BLANKET PURCHASE AGREEMENT	1,900.00	Approved			
1792369	STANDARD - OTHER - REQ. TO PO	1,500.00	In Process			
1792367	APA-41920 LSI-R SV USAGE FEE ($3.00 PER TEST) FOR TWO YEARS - $15,000.00 PER YEAR - $30,000.00 (7/1/2022-6/30/2024)	0.00	Incompl...			
1792273	FY23 MPA-550 CONTRACT #3791996 SOUTH SHORE GENERATOR ESH ZAMBARANO WATER PLANTS MINOR REPAIRS FOR GENERATORS AS NEEDED AGENCY CONTACT JOE GONYEA	5,000.00	Incompl...			

Purchasing News

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

CONTRACT RELEASE REQUISITION IS IN PROCESS

CLICK ON FULL LIST TO VIEW PO NUMBER

Requisitions | Notifications | Approvals

Requisitions

Search

Views

View [All My Requisitions ▾] [Go]

🔵 Indicates requisition with a pending change request.

Select requisition: [Copy To Cart] [Cancel Requisition] [Complete] [Delete] | •••   Rows 1 to 300

Select	Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date ▼	Status △	Order
○	1792377	TEST CONTRACT RELEASE	5,088.00 USD	3	0	0	3	27-Mar-2023 14:23:45	Approved	3812408
○	1792372	APA-41920 LINE BLANKET PURCHASE AGREEMENT	1,900.00 USD	10	0	0	10	09-Mar-2023 11:46:55	Approved	3784635-2
○	1792369	STANDARD - OTHER - REQ. TO PO	1,500.00 USD	1	0	0	1	08-Mar-2023 14:27:37	In Process	
○	1792367	APA-41920 LSI-R SV USAGE FEE ($3.00 PER TEST) FOR TWO YEARS - $15,000.00 PER YEAR - $30,000.00 (7/1/2022-6/30/2024)	50.00 USD	1	0	0	1	03-Mar-2023 10:15:31	Incomplete	
○	1792273	FY23 MPA-550 CONTRACT #3791996 SOUTH SHORE GENERATOR ESH ZAMBARANO WATER PLANTS MINOR REPAIRS FOR GENERATORS AS NEEDED AGENCY CONTACT JOE GONYEA	5,000.00 USD	5000	0	0	5000	13-Jan-2023 12:12:44	Incomplete	
○	1792205	FY23 RELEASE BUILDING ENCLOSURE SCIENCE CONTRACT 3811245 DOC ASSESSMENT OF BUILDING ENVELOPE AGENCY CONTACT ARTIE JOCHMANN/PAUL TRUPPI	8,900.00 USD	8900	0	0	8900	13-Jan-2023 06:33:31	Approved	3812337
○	1792192	FY23 MTG MPA-415 AWARD 3345283 CUST # 6388-320063 ARRIGAN REHAB CENTER MPA-415 CONTRACT 3345283 EXPIRES ON 3/31/23	152.85 USD	15	0	0	15	12-Jan-2023 16:12:45	Approved	3345283-551

PURCHASE ORDER WILL APPEAR UNDER ORDER IN BLUE PRINT

IF PURCHASE ORDER IS IN BLACK IT IS NOT IN APPROVED STATUS. THIS MEANS THE PROCESS IS NOT COMPLETED OR THERE IS AN ISSUE SO CHECK YOUR NOTIFICATIONS ON YOUR HOME PAGE.

END

STATE OF RHODE ISLAND DEPARTMENT OF ADMINISTRATION DIVISION OF PURCHASES

RIFANS

TRAVEL REQUISITIONS INSTRUCTIONS

LOG IN

Home

Worklist

Rows 1 to 11

From	Subject ▲	Sent △
	Invoice Number 59949 has been submitted for PO Number 3794282	13-Jan-2023
	Invoice Number s231284 has been submitted for PO Number 3800349	12-Jan-2023
McGurn, Cheryl	Purchase Requisition 1765002 has been returned by the buyer	17-Aug-2022
Gardiner, Ryan	Purchase Requisition 1784150 has been approved	13-Jan-2023
Gardiner, Ryan	Purchase Requisition 1791166 has been approved	13-Jan-2023

☑ TIP Vacation Rules - Redirect or auto-respond to notifications.

Navigator

Personalize

- 📁 068Q-Requisitioner
- 📁 RI Financial Inquiry
- 📁 RI GL Agency User
- 📁 RI Payables Reports
- 📁 RI Purchasing Reports

Please select a responsibility.

Favorites

Manage Favorites

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

THIS IS YOUR HOME PAGE 🏠

NOTIFICATIONS WILL SHOW HERE IN YOUR WORKLIST

TO VIEW A NOTIFICATION CLICK ON THE <u>SUBJECT</u> LINE

TO PROCEED TO CREATE YOUR REQUISITION CLICK ON <u>REQUISITIONER</u>

Shop   Requisitions   Receiving   Contractors   Assessments   Feedback

Home | Shopping Lists   Non-Catalog Request   Contractor Request

Search   Main Store   [▼]   [   ]   [Go]   Advanced Search

Stores

Main Store	WB Mason	TEMPORARY SERVICES-ADIL
Main Store	WB Mason	Temporary Personnel Services

Shopping Cart

Your cart is empty.

My Requisitions

[Full List]

Requisition	Description	Total (USD)	Status	Copy	Change	Receive
1792377	TEST CONTRACT RELEASE	5,088.00	Approved	🗐	📇	🔶
1792372	APA-41920 LINE BLANKET PURCHASE AGREEMENT	1,900.00	Approved	🗐	📇	🔶
1792369	STANDARD - OTHER - REQ. TO PO	1,500.00	In Process	🗐	📇	
1792367	APA-41920 LSI-R SV USAGE FEE ($3.00 PER TEST) FOR TWO YEARS - $15,000.00 PER YEAR - $30,000.00 (7/1/2022-6/30/2024)	50.00	Incompl...	🗐		
1792273	FY23 MPA-550 CONTRACT #3791996 SOUTH SHORE GENERATOR ESH ZAMBARANO WATER PLANTS MINOR REPAIRS FOR GENERATORS AS NEEDED AGENCY CONTACT JOE GONYEA	5,000.00	Incompl...	🗐		

Purchasing News

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

SHOP PAGE

CLICK ON: <u>NON-CATALOG REQUEST</u>

SELECT ITEM TYPE FIRST

- **ENTER <u>CONTRACT PURCHASE ORDER NUMBER</u> AND TAB
  (SUPPLIER INFORMATION SHOULD POPULATE WITH <u>SITE 99</u>)**

- **ENTER <u>ITEM DESCRIPTION</u>**

ENTER THE CATEGORY CODE OR DO A SEARCH

   TO DO A SEARCH CLICK ON: 🔍 <u>ICON</u> NEXT TO CATEGORY CODE BOX

TO SEARCH BY CODE NUMBER OR DESCRIPTION CLICK ON THE DROPDOWN ARROW AND SELECT DESCRIPTION OR CODE
- **FOR CODE: ENTER CODE NUMBER**
- **DESCRIPTION: ENTER THE DESCRIPTION**
- **CLICK ON GO**

Search and Select: 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 [Description ▾] [TRAVEL] [Go]

Results

Select	Quick Select	Description △	Code ▲	Commodity △
○		Travel Kits and Accessories	530.75	
○		Travel Management Services	958.92	
○		Travel Agency Services	961.78	
○		Travel, Local (Provided by Third Party)	962.87	
○		Travel, Non-Local (Scheduled and Unscheduled), Provided by Third Party (Incl. Commercial Airplane Travel and Helicopter Services)	962.88	

[Cancel] [Select]

- **CLICK ON: "QUICK SELECT" NEXT TO DESIRED SELECTION**
               OR
- **CLICK ON "RADIO BUTTON" NEXT TO THE CODE AND CLICK ON SELECT**

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

Non-Catalog Request

| Shop | Requisitions | Receiving | Contractors | Assessments | Feedback |

| Home | Shopping Lists | **Non-Catalog Request** | Contractor Request |

Non-Catalog Request

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

Shopping Cart
Your cart is empty.

* Indicates required field

* Item Type	Goods.I can provide description, item price and quantity ⌄ ⓘ
* Item Description	TEST - TRAVEL REQUISITION
* Category	961.78
* Quantity	1
* Unit of Measure	Each
* Unit Price	0
Currency	USD

☐ RFQ Required
☐ Negotiated

Contract Number	3712227
	☐ New Supplier
Supplier Name	TRAVELINE TRAVEL AGEN
Site	99
Contact Name	
Phone	
Supplier Item	

ENTER <u>QUANTITY</u>
ENTER <u>UNIT OF MEASURE</u>
ENTER <u>UNIT PRICE</u>

WHEN ALL REQUIRED FIELDS HAVE BEEN FILLED IN

CLICK ON: <u>ADD TO CART</u>

Special Information

Continue

* Indicates required field

Selected Line

Your selection requires special information.

...

Description	Unit	Quantity	Price	Amount (USD)	Supplier
Line #1 Travel Request	Each	1	0 USD	0.00	TRAVELINE TRAVEL AGENCY INC

Hiring Requirements

Out of State Travel

* Traveler's Name		* Departure Date	
* Return Date		* Destination	
* Purpose of Travel		* Estimated Flight (paid prior to trip- Amount is 0.00)	
* Estimated Hotel ($0.00)		* Car Rental (if applicable-$0.00)	
* Per Diem ($15.00 1/2 day, $30.00 full day)		* Estimated Trip Total (less air-$0.00)	
* Traveler's Work Phone		* Traveler's Email Address	
* PCard Alpha Code		* Additional Information	

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

WHEN COMPLETED, CLICK ON: CONTINUE

IF ANOTHER LINE IS NEEDED REPEAT THE ABOVE PROCESS

WHEN ALL LINES HAVE BEEN ADDED TO THE CART

CLICK ON: <u>VIEW CART AND CHECKOUT</u>

ALL LINES WILL SHOW UP IN THE SHOPPING CART

ONCE ALL LINES ARE ADDED TO THE CART CLICK ON VIEW CART AND CHECKOUT

FILL IN THE FOLLOWING INFORMATION:

- **DESCRIPTION: CHANGE TO THE TITLE OF THE REQUISITION**
- **WHEN DO YOU NEED THESE ITEMS?**
- **DOCUMENT TO CREATE: CONTRACT REALEASE**
- **TYPE OF REQUISITION: OTHER**

IF YOU NEED TO CHANGE THE LINE DESCRIPTIONS, QUANTITY, OR PRICE THIS CAN BE DONE HERE

SCROLL DOWN TO CLICK ON EDIT LINES

| | When do you need these items? | 05-Apr-2023 00:00:00 | |
| | Where do they need to be delivered? | 06800-021 | |

Additional Header Information

	* Document to Create	Contract Release
		Contract Release
	* Type of Requistion?	*OTHER
		Standard
	Prior PO#?	
	Change Order?	N
		No
	PO to be Changed	
	Change will make PO over 5k?	N
		No
	Agency Use	

▶ Show Delivery and Billing

Line	Item Description	Unit	Quantity	Price	Amount (USD)	Delete
1	LINE #1 JOHN SMITH'S TRAVEL	Each	1	0 USD	0.00	🗑
2	LINE #2 CAROL JONES TRAVEL	Each	1	0 USD	0.00	🗑
				Total	0.00	

Rectangular Snip

| Continue Shopping | Edit | Save | Submit |

CLICK ON: EDIT

Edit and Submit Requisition 1792379

[Check Funds] [Refresh] [Save] [Printable Page] [Submit]

* Indicates required field

Total	0.00 USD	P-Card Number
* Description	MIAMI, FL CONFERENCE IN APRIL 2023	☐ Notify me with status updates for my Purchase Order
Justification		

Additional Information

* Document to Create	Contract Release ⌄ 🔍
	Contract Release
* Type of Requistion?	*OTHER ⌄ 🔍
	Standard
Prior PO#?	
Change Order?	N ⌄ 🔍
	No
PO to be Changed	
Change will make PO over 5k?	N ⌄ 🔍
	No
Agency Use	

Select Lines: [Update] [Copy] [Delete] | •••

☐	Details	Line	Item Number	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	* Bill To Location	Emplo
☐	▶	1		LINE #1 JOHN SMITH'S TRAVEL	1	Each	0 USD	0.00	05-Apr-2023 00:00:00	06800-021 ⌄ 🔍 Enter one-time address	⌄ 🔍	
☐	▶	2		LINE #2 CAROL JONES TRAVEL	1	Each	0 USD	0.00	05-Apr-2023 00:00:00	06800-021 ⌄ 🔍 Enter one-time address	⌄ 🔍	
							Total	0.00				

REVIEW AND CHANGE ANY OF THE LINES AS NEEDED

- **DESCRIPTION**
- **QUANTITY**
- **PRICE**
- **NEED BY DATE**
- **DELIVER-TO LOCATION**
- **BILL-TO LOCATION**
- **FOR CONTRACTOR INFORMATION SCROLL OVER TO THE RIGHT FOR THOSE FIELDS TO FILL IN**

Edit and Submit Requisition 1792379

Check Funds | Refresh | Save | Printable Page | Submit

* Indicates required field

	Total	0.00 USD	P-Card Number	
* Description		MIAMI, FL CONFERENCE IN APRIL 2023	☐ Notify me with status updates for my Purchase Order	
Justification				

Additional Information

* Document to Create	Contract Release ⌄ 🔍
	Contract Release
* Type of Requistion?	*OTHER ⌄ 🔍
	Standard
Prior PO#?	
Change Order?	N ⌄ 🔍
	No
PO to be Changed	
Change will make PO over 5k?	N ⌄ 🔍
	No
Agency Use	

Select Lines: **Update** | Copy | Delete | •••

☐	Details	Line	Item Number	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	* Bill To Location	Emplo
☑	▶	1		LINE #1 JOHN SMITH'S TRAVEL	1	Each	0 USD	0.00	05-Apr-2023 00:00:00 📅	06800-021 ⌄ 🔍 Enter one-time address	⌄ 🔍	
☐	▶	2		LINE #2 CAROL JONES TRAVEL	1	Each	0 USD	0.00	05-Apr-2023 00:00:00 📅	06800-021 ⌄ 🔍 Enter one-time address	⌄ 🔍	
							Total	0.00				

TO ADD ACCOUNT NUMBER YOU WILL NEED TO CLICK ON FIRST LINE
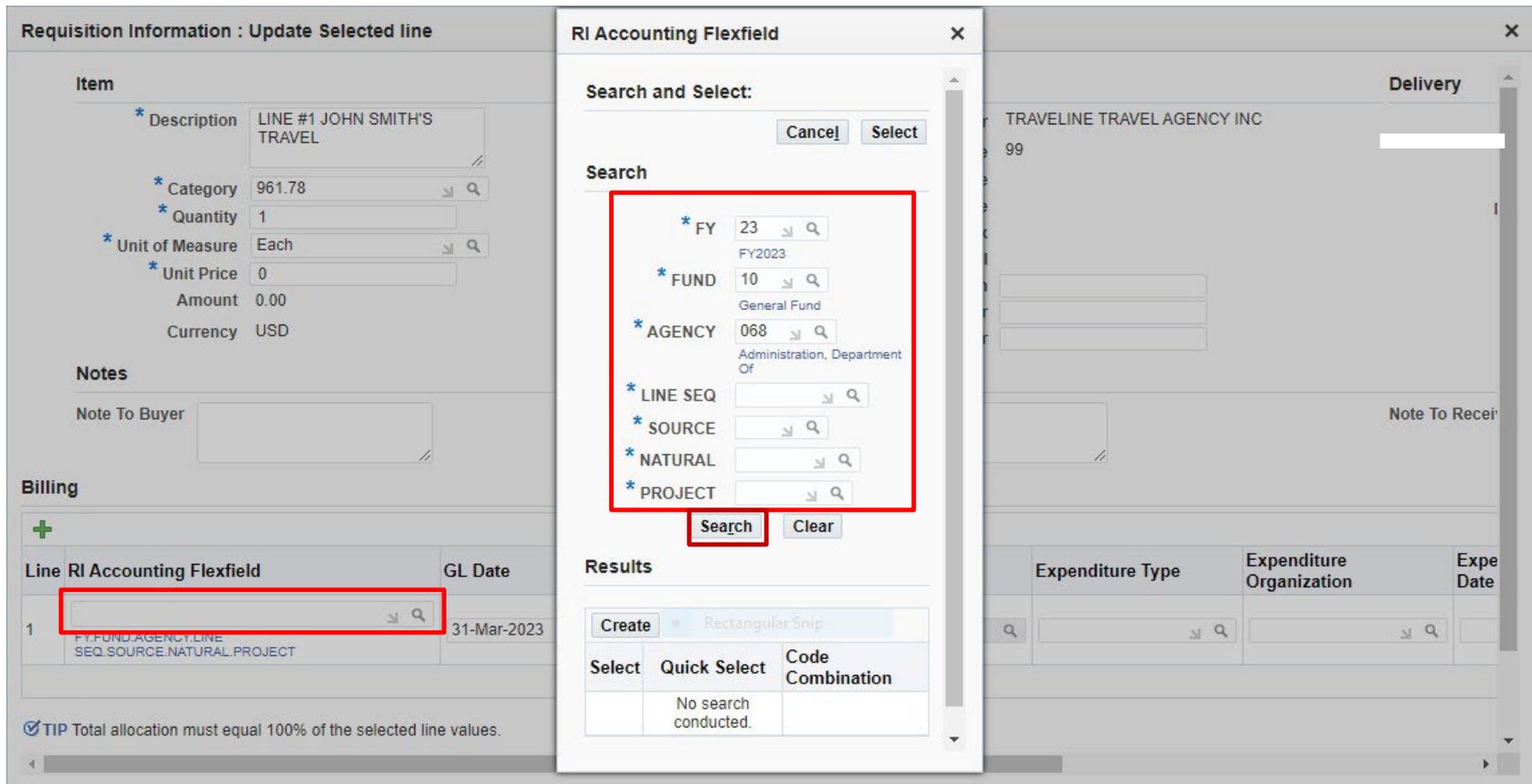
CLICK ON: UPDATE

IF YOU KNOW THE FULL ACCOUNT STRING JUST ENTER IN THE <u>RI ACCOUNTING FLEXFIELD BOX</u>

TO SEARCH FOR THE ACCOUNT NUMBER, CLICK ON THE <u>ICON</u> NEXT TO THE FLEXFIELD BOX WHICH

WILL OPEN UP THE BOX TO SEARCH FOR AN ACCOUNT NUMBER. ENTER KNOWN FIELDS THEN CLICK ON

SEARCH TO SELECT AN ACCOUNT NUMBER.
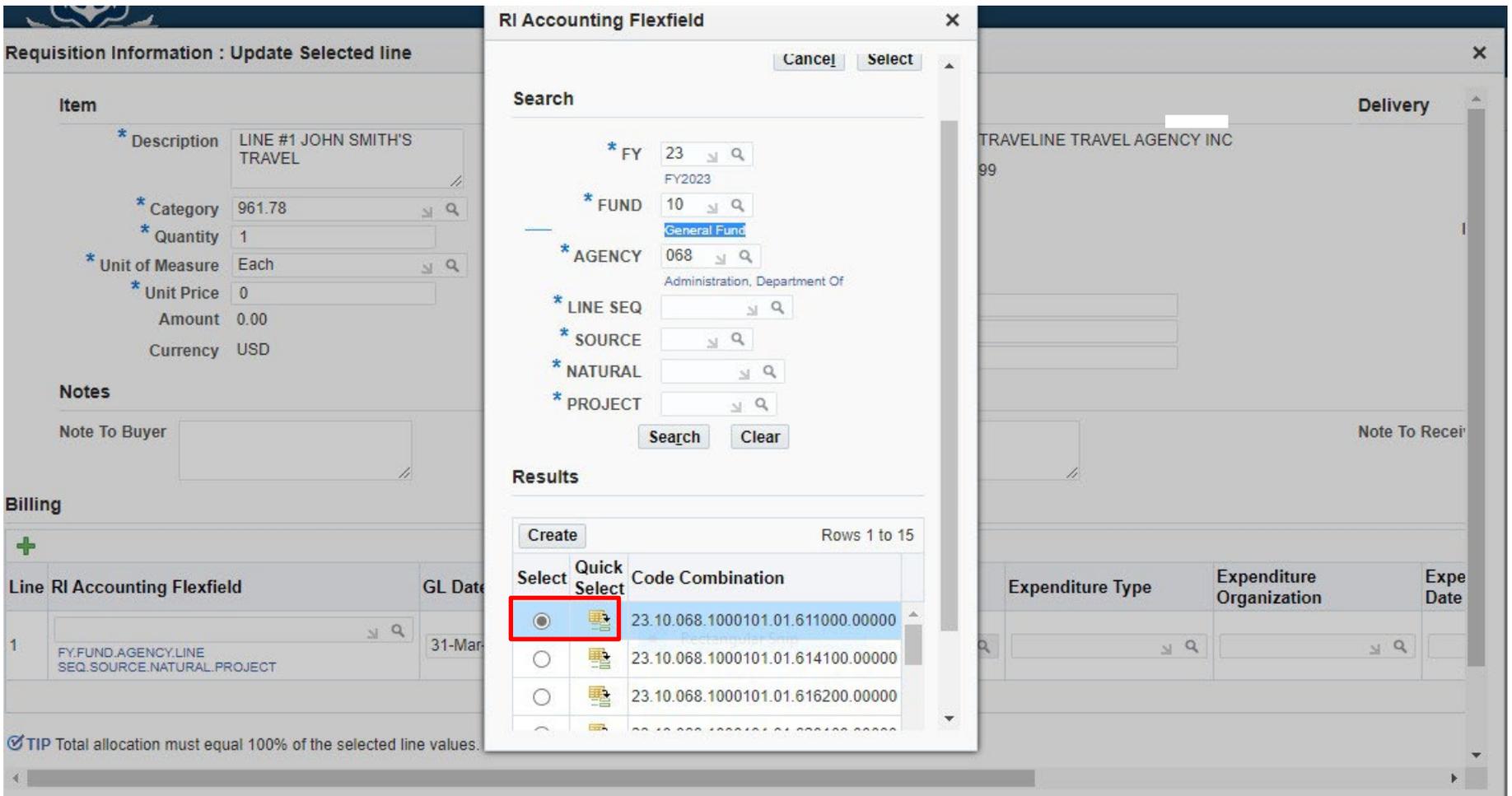
A LIST OF ACCOUNT NUMBERS WILL SHOW UP. (KEEP SCROLLING DOWN TO SEE MORE ACCOUNTS)

CLICK ON THE RADIO BUTTON NEXT TO THE CORRECT ACCOUNT AND CLICK ON SELECT
OR CLICK ON "QUICK SELECT"

Requisition Information : Update Selected line   ✕

* Category	961.78
* Quantity	1
* Unit of Measure	Each
* Unit Price	0
Amount	0.00
Currency	USD

Contact Name	
Phone	
Fax	
Email	
Supplier Item	
Manufacturer	
Manufacturer Part Number	

Notes

Note To Buyer	Note To Supplier	Note To Receiv

Billing

➕

Line	RI Accounting Flexfield	GL Date	Project	Task	Expenditure Type	Expenditure Organization	Expe Date
1	23.10.068.1000101.01.611000.00000 FY.FUND.AGENCY.LINE SEQ.SOURCE.NATURAL.PROJECT	31-Mar-2023					

☑ TIP Total allocation must equal 100% of the selected line values.   ◦ Rectangular Snip

☑ Apply this Cost Allocation information to all applicable requisition lines

---

IF SAME ACCOUNT WILL BE USED FOR ALL LINE ITEMS

- **CLICK ON THE BOX NEXT TO "APPLY THIS COST ALLOCATION INFORMATION TO ALL APPLICABLE REQUISITION LINES**

SCROLL OVER TO THE RIGHT TO FIND THE APPLY BUTTON

CLICK ON: APPLY

ALL LINES SHOULD NOW HAVE THE SAME ACCOUNT NUMBER.

Edit and Submit Requisition 1792379

Check Funds | Refresh | Save | Printable Page | Submit

* Indicates required field

Total	0.00 USD	P-Card Number	
* Description	MIAMI, FL CONFERENCE IN APRIL 2023		☐ Notify me with status updates for my Purchase Order
Justification			

Additional Information

* Document to Create	Contract Release ⌄ 🔍
	Contract Release
* Type of Requistion?	*OTHER ⌄ 🔍
	Standard
Prior PO#?	
Change Order?	N ⌄ 🔍
	No
PO to be Changed	
Change will make PO over 5k?	N ⌄ 🔍
	No
Agency Use	

Select Lines: Update | Copy | Delete | •••

☐	Details	Line	Item Number	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	* Bill To Location	Emplo
☐	▶	1		LINE #1 JOHN SMITH'S TRAVEL	1	Each	0 USD	0.00	05-Apr-2023 00:00:00 📅	06800-021 ⌄ 🔍 Enter one-time address	⌄ 🔍	
☐	▶	2		LINE #2 CAROL JONES TRAVEL	1	Each	0 USD	0.00	05-Apr-2023 00:00:00 📅	06800-021 ⌄ 🔍 Enter one-time address	⌄ 🔍	
							Total	0.00				

TO VIEW THE ACCOUNT NUMBER AND DETAILS OF THE LINE:
CLICK ON THE "DETAIL ARROW" FOR THE LINE YOU WANT TO VIEW.

Agency Use

Select Lines: | Update | Copy | Delete | | •••

	Details	Line	Item Number	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	*Bill To Location	Emplo
☐	◢	1		LINE #1 JOHN SMITH'S TRAVEL	1	Each	0 USD	0.00	05-Apr-2023 00:00:00 🗓	06800-021 ↘ 🔍 Enter one-time address	↘ 🔍	

Supplier

Supplier	TRAVELINE TRAVEL AGENCY INC
Site	99
Contact Name	
Phone	
Fax	
Email	
Supplier Onboarding Status	
Supplier Item	
Manufacturer	
Manufacturer Part Number	

Note To Supplier

Rectangular Snip

Distributions

Line	Charge Account	Project Number	Task Number
1	23.10.068.1000101.01.611000.00000		

ACCOUNT NUMBER IS NOW VISABLE

SCROLL UP AND DOWN FOR ADDITIONAL INFORMATION

CLICK ON THE ARROW AGAIN TO CLOSE OUT THE DETAIL VIEW.

TO ENTER DIFFERENT ACCOUNTS ON EACH LINE:

Select Lines: Update Copy Delete | •••											
☐ Details	Line	Item Number	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	* Bill To Location	Emplo
☐ ▶	1		LINE #1 JOHN SMITH'S TRAVEL	1	Each	0 USD	0.00	05-Apr-2023 00:00:00	06800-021 ↘ 🔍 Enter one-time address	↘ 🔍	
☑ ▶	2		LINE #2 CAROL JONES TRAVEL	1	Each	0 USD	0.00	05-Apr-2023 00:00:00	06800-021 ↘ 🔍 Enter one-time address	↘ 🔍	
						Total	0.00				

IF YOU NEED TO ADD A DIFFERENT ACCOUNT NUMBER TO EACH LINE CLICK ON THE SELECT BOX AND CLICK ON UPDATE AND REPEAT THIS PROCESS FOR EACH LINE.

**FOR MULTIPLE DISTRIBUTION ACCOUNT NUMBERS ON ONE LINE:**

Billing

✚

Line	RI Accounting Flexfield	GL Date	Project	Task	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	
1	23.10.068.1000101.01.611000.00000 ↘ 🔍 FY.FUND.AGENCY.LINE SEQ.SOURCE.NATURAL.PROJECT	09-Mar-2023 📅	↘ 🔍	🔍	↘ 🔍	↘ 🔍	📅	100	
2	23.10.068.1000101.01.643520.00000 ↘ 🔍 FY.FUND.AGENCY.LINE SEQ.SOURCE.NATURAL.PROJECT	13-Mar-2023 📅	↘ 🔍	🔍	↘ 🔍	↘ 🔍	📅		
							Total	100	

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

☐ Apply this Cost Allocation information to all applicable requisition lines

CLICK ON THE GREEN BILLING PLUS SIGN

	GL Date	Project	Task	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	Quantity	Amount (USD)	Delete
611000.00000 NATURAL.PROJECT	09-Mar-2023						50	2.5	500.00	🗑
643520.00000 NATURAL.PROJECT	13-Mar-2023						50	2.5	500.00	🗑
						Total	100	5	1,000.00	

of the selected line values.

to all applicable requisition lines

Cancel | Apply

A SECOND LINE WILL APPEAR
ADD YOUR ADDITIONAL ACCOUNT NUMBER
CHANGE YOUR PERCENT
CHANGE ANY OTHER FIELDS THAT ARE APPLICABLE
SCROLL OVER AND CLICK ON APPLY ANY OTHER LINES REPEAT THE SAME PROCESS

ENTERING A LINE ATTACHMENT

Additional Information

* Document to Create	Contract Release
	Contract Release
* Type of Requistion?	*OTHER
	Standard
Prior PO#?	
Change Order?	N
	No
PO to be Changed	
Change will make PO over 5k?	N
	No
Agency Use	

Select Lines: Update Copy Delete | •••

Under RI State Supervision	Extension of Previous Year	Effort	Factors in Decision	Attachment	SpotBuy Suppliers	Delete
				➕ ✏️		🗑️
				➕ ✏️		🗑️

CLICK ON GREEN PLUS SIGN NEXT TO LINE YOU WANT TO ADD AN ATTACHMENT TO

Add Attachment ✕

Attachment Type	File ⌄
Title	
Description	
Category	Internal to Requisition ⌄
*File	Choose File No file chosen

Cancel   Add Another   **Apply**

TO ENTER A FILE ATTACHMENT:

- **ATTACHMENT TYPE** : CLICK ON DROPDOWN ARROW AND SELECT <u>FILE</u>
- **TITLE:** ENTER WHAT YOU WANT TO NAME THE ATTACHMENT
- **DESCRIPTION:** OPTIONAL
- **CATEGORY:** SELECT CATEGORY FROM THE DROPDOWN (ONLY USE EITHER TO SUPPLIER OR INTERNAL)
    - <u>INTERNAL TO REQUISITION</u> - IF THE ATTACHMENT SHOULD <u>NOT</u> BE SEEN BY THE SUPPLIER
    - <u>TO SUPPLIER</u> - IF ATTACHMENT <u>SHOULD</u> BE SEEN BY SUPPLIER
- **FILE:** CLICK ON CHOOSE FILE
    - SEARCH FOR DOCUMENT TO ATTACH
    - CLICK ON: OPEN (DOCUMENT WILL POPULATE)
    - CLICK ON: APPLY

TO ENTER A TEXT ATTACHMENT:

- **ATTACHMENT TYPE**: CLICK ON DROPDOWN ARROW AND LONG TEXT
- **TITLE:** ENTER WHAT YOU WANT TO NAME THE ATTACHMENT
- **DESCRIPTION:** OPTIONAL
- **CATEGORY:** SELECT CATEGORY FROM THE DROPDOWN (ONLY USE EITHER TO SUPPLIER OR INTERNAL)
    INTERNAL TO REQUISITION - IF THE ATTACHMENT SHOULD NOT BE SEEN BY THE SUPPLIER
    TO SUPPLIER - IF ATTACHMENT SHOULD BE SEEN BY SUPPLIER
- **LONG TEXT:** TYPE TEXT IN THE BOX AND CLICK ON APPLY

TO ENTER A HEADER ATTACHMENT: SCROLL DOWN THE PAGE TO REQUISITION ATTACHMENT

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

Approvals

Manage Approvals

Charves, Sandra R → Fuoco, James L II

Notes And Attachments

Notes

Note To Buyer

Requisition Attachments

Add Attachment...

Rectangular Snip

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

Return to Shopping

Check Funds   Refresh   Save   Printable Page   Submit

CLICK ON: ADD ATTACHMENT

Add Attachment   ✕

Attachment Type	File ⌄
Title	
Description	
Category	Internal to Requisition ⌄
*File	Choose File No file chosen

Cancel   Add Another   Apply

THE SAME ATTACHMENT BOX WILL APPEAR EXCEPT THIS WILL APPEAR IN THE HEADER SECTION OF THE REQUISITION. COMPLETE THE SAME INSTRUCTIONS AS THE LINE ATTACHMENT INSTRUCTIONS ABOVE AND APPLY WHEN COMPLETED.

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

NOTE:

A <u>HEADER</u> ATTACHMENT WILL PRINT OUT BEFORE THE LINES ON A REQUISITION IF YOU SELECT "TO SUPPLIER"

A <u>LINE</u> ATTACHMENT WILL PRINT OUT UNDER THE LINE YOU SELECTED IF YOU SELECT AS "TO SUPPLIER"

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

Approvals

Manage Approvals

Charves, Sandra R → Fuoco, James L II

Notes And Attachments

Notes

Note To Buyer

Requisition Attachments

Add Attachment...

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

Return to Shopping

Check Funds   Refresh   Save   Printable Page   Submit

NOTE TO BUYER: AN INTERNAL NOTE TO THE BUYER CAN BE ADDED HERE

REVIEW YOUR INFORMATION

CLICK ON: SUBMIT

Confirmation

Requisition 1792379 has been submitted to Charves, Sandra R 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 CONFIRMATION WITH THE <u>REQUISITION NUMBER</u>. YOU WILL ALSO SEE WHO THE REQUISITION WILL GO TO FOR APPROVAL.

<mark>IMPORTANT:</mark>

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

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

CLICK ON: <u>SHOP</u>

ONCE REQUISITION IS <u>IN PROCESS</u> MONITOR YOUR <u>SHOP</u> SCREEN TO SEE WHEN IT IS <u>APPROVED</u>.

WHEN REQUISITION IS IN "APPROVED" STATUS

CLICK ON: FULL LIST TO SEE YOUR PURCHASE ORDER NUMBER

YOU WILL SEE A <u>PURCHASE ORDER RELEASE NUMBER</u> NEXT TO THE <u>APPROVED STATUS</u>

THIS IS THE PURCHASE ORDER NUMBER YOU WILL USE TO MAKE YOUR PAYMENT. THE PURCHASE ORDER NUMBER WILL BE IN BLUE WHEN APPROVED. IF THE PURCHASE ORDER NUMBER IS IN BLACK THEN IT IS NOT IN APPROVED STATUS YET.

END

STATE OF RHODE ISLAND DEPARTMENT OF ADMINISTRATION DIVISION OF PURCHASES

RIFANS

STANDARD PURCHASE ORDER INSTRUCTIONS

* **User Name** [_____]
(example: michael.james.smith)

* **Password** [_____]
(example: 4u99v23)

[Log In] [Cancel]

Forgot your password or login? Click here

Accessibility [None ▼]

Select a Language:
English

LOG IN

Home

Worklist

| | Full List (12) |
| Rows 1 to 12 |

From	Subject ▲	Sent △
	Invoice Number 489205 has been submitted for PO Number 3801751	12-Jan-2023
	Invoice Number 490373 has been submitted for PO Number 3801751	12-Jan-2023
	Invoice Number 59949 has been submitted for PO Number 3794282	13-Jan-2023
	Invoice Number s231284 has been submitted for PO Number 3800349	12-Jan-2023
McGurn, Cheryl	Purchase Requisition 1765002 has been returned by the buyer	17-Aug-2022

☑TIP Vacation Rules - Redirect or auto-respond to notifications.

Navigator

Personalize

📁 068Q-Requisitioner

📁 RI Financial Inquiry

📁 RI GL Agency User

📁 RI Payables Reports

📁 RI Purchasing Reports

Please select a responsibility.

THIS IS YOUR HOME PAGE 🏠

NOTIFICATIONS WILL SHOW HERE IN YOUR WORKLIST

TO VIEW A NOTIFICATION CLICK ON THE <u>SUBJECT</u> LINE

TO PROCEED TO CREATE YOUR REQUISITION CLICK ON <u>REQUISITIONER</u>

SHOP PAGE

CLICK ON: <u>NON-CATALOG REQUEST</u>

Non-Catalog Request

* Indicates required field

Field	Value
*Item Type	Goods.I can provide description, item price and quantity
*Item Description	LINE #1 ITEM
*Category	800.16
*Quantity	6000
*Unit of Measure	Each
*Unit Price	1
*Currency	USD

☐ RFQ Required
☐ Negotiated

Field	Value
Contract Number	
☐ New Supplier	
Supplier Name	NARRAGANSETT ELECTR
Site	01
Contact Name	Henschel, Rachel
Phone	222-222-2222
Supplier Item	

Shopping Cart
Your cart is empty.

Clear All | Add to Favorites | Add to Cart

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 KNOW THEN LEAVE BLANK.

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

THIS WILL ALLOW YOU TO MAKE PARTIAL PAYMENTS

CLICK ON: ADD TO CART

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

📑 **Confirmation**

Item added successfully to the Cart. Your shopping cart contains 3 item(s).

Non-Catalog Request

Clear All   Add to Favorites   Add to Cart

Shopping Cart

Your cart contains 3 lines.

Recently Added Lines

LINE #3 ITEM	1500	Each
LINE #2 ITEM	3500	Each
LINE #1 ITEM	6000	Each

View Cart and Checkout

* Indicates required field

* Item Type	Goods.I can provide description, item price and quantity ⌄ ⓘ	**Contract Number** [ ] ⌄ 🔍
* Item Description	LINE #3 ITEM	☐ New Supplier
		Supplier Name NARRAGANSETT ELECTR 🔍
* Category	800.16 ⌄ 🔍	**Site** 01 ⌄ 🔍
* Quantity	1500	**Contact Name** Henschel, Rachel
* Unit of Measure	Each ⌄ 🔍	**Phone** 222-222-2222
* Unit Price	1	**Supplier Item** [ ]
* Currency	USD ⌄	Rectangular Snip
	☐ RFQ Required	
	☐ Negotiated	

WHEN ALL LINES HAVE BEEN ADDED TO THE CART

CLICK ON: <u>VIEW CART AND CHECKOUT</u>

Shopping Cart

* Description	STANDARD PURCHASE ORDER
Justification	
* When do you need these items?	28-Apr-2023 00:00:00
* Where do they need to be delivered?	06800-021

Additional Header Information

* Document to Create	Standard PO
	Standard PO
* Type of Requistion?	*OTHER
	Standard
Prior PO#?	
Change Order?	N No
PO to be Changed	
Change will make PO over 5k?	N No
Agency Use	

▶ Show Delivery and Billing

Line	Item Description	Unit	Quantity	Price	Amount (USD)	Delete
1	LINE #1 ITEM	Each	6000	1 USD	6,000.00	🗑
2	LINE #2 ITEM	Each	3500	1 USD	3,500.00	🗑

FILL IN THE FOLLOWING INFORMATION:

- **DESCRIPTION: CHANGE TO THE TITLE OF THE REQUISITION**
- **WHEN DO YOU NEED THESE ITEMS?**
- **DOCUMENT TO CREATE: STANDARD**
- **TYPE OF REQUISITION:**

IF YOU NEED TO CHANGE THE LINE DESCRIPTIONS, QUANTITY, OR PRICE THIS CAN BE DONE HERE

SCROLL DOWN TO CLICK ON EDIT

Additional Header Information

* Document to Create	Standard PO ⌄ 🔍
	Standard PO
* Type of Requistion?	*OTHER ⌄ 🔍
	Standard
Prior PO#?	
Change Order?	N ⌄ 🔍
	No
PO to be Changed	
Change will make PO over 5k?	N ⌄ 🔍
	No
Agency Use	

▶ Show Delivery and Billing

Line	Item Description	Unit	Quantity	Price	Amount (USD)	Delete
1	LINE #1 ITEM	Each	6000	1 USD	6,000.00	🗑
2	LINE #2 ITEM	Each	3500	1 USD	3,500.00	🗑
3	LINE #3 ITEM	Each	1500	1 USD	1,500.00	🗑
				Total	11,000.00	

Continue Shopping	Edit	Save	Submit

CLICK ON EDIT

indicates required field

Total	11,000.00 USD		P-Card Number	
* Description	STANDARD PURCHASE ORDER		☐ Notify me with status updates for my Purchase Order	
Justification				

Additional Information

* Document to Create	Standard PO ↘ 🔍
	Standard PO
* Type of Requistion?	*OTHER ↘ 🔍
	Standard
Prior PO#?	
Change Order?	N ↘ 🔍
	No
PO to be Changed	
Change will make PO over 5k?	N ↘ 🔍
	No
Agency Use	

Select Lines: [Update] [Copy] [Delete] | •••

☐	Details	Line	Item Number	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	* Bill To Location	Empl
☐	▶	1		LINE #1 ITEM	6000	Each	1 USD	6,000.00	28-Apr-2023 00:00:00 📅	06800-021 ↘ 🔍 Enter one-time address	06800-001 ↘ 🔍 DOA CENTRAL BUSINESS OFFICE	
☐	▶	2		LINE #2 ITEM	3500	Each	1 USD	3,500.00	28-Apr-2023 00:00:00 📅	06800-021 ↘ 🔍 Enter one-time address	06800-001 ↘ 🔍 DOA CENTRAL BUSINESS OFFICE	
☐	▶	3		LINE #3 ITEM	1500	Each	1 USD	1,500.00	28-Apr-2023 00:00:00 📅	06800-021 ↘ 🔍 Enter one-time address	06800-001 ↘ 🔍 DOA CENTRAL BUSINESS OFFICE	
					Total			11,000.00				

REVIEW AND CHANGE ANY OF THE LINES AS NEEDED

- **DESCRIPTION**
- **QUANTITY**
- **PRICE**
- **NEED BY DATE**
- **DELIVER-TO LOCATION**
- **BILL-TO LOCATION**
- **FOR CONTRACTOR INFORMATION SCROLL OVER TO THE RIGHT FOR THOSE FIELDS TO FILL IN**

Additional Information

* **Document to Create**: Standard PO
  Standard PO
* **Type of Requistion?**: *OTHER
  Standard
Prior PO#?:
Change Order?: N
  No
PO to be Changed:
Change will make PO over 5k?: N
  No
Agency Use:

Select Lines: | Update | Copy | Delete | •••

	Details	Line	Item Number	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	* Bill To Location	Empl
☑	▶	1		LINE #1 ITEM	6000	Each	1 USD	6,000.00	28-Apr-2023 00:00:00	06800-021 Enter one-time address	06800-001 DOA CENTRAL BUSINESS OFFICE	
☐	▶	2		LINE #2 ITEM	3500	Each	1 USD	3,500.00	28-Apr-2023 00:00:00	06800-021 Enter one-time address	06800-001 DOA CENTRAL BUSINESS OFFICE	
☐	▶	3		LINE #3 ITEM	1500	Each	1 USD	1,500.00	28-Apr-2023 00:00:00	06800-021 Enter one-time address	06800-001 DOA CENTRAL BUSINESS OFFICE	
							Total	11,000.00				

TO ADD ACCOUNT NUMBER YOU WILL NEED TO CLICK ON FIRST LINE

CLICK ON: UPDATE

IF YOU KNOW THE FULL ACCOUNT STRING JUST ENTER IN THE <u>RI ACCOUNTING FLEXFIELD BOX</u>

TO SEARCH FOR THE ACCOUNT NUMBER, CLICK ON THE <u>ICON</u> 🔍 **NEXT TO THE FLEXFIELD BOX WHICH**

WILL OPEN UP THE BOX TO SEARCH FOR AN ACCOUNT NUMBER. ENTER KNOWN FIELDS THEN CLICK ON

SEARCH TO SELECT AN ACCOUNT NUMBER.

A LIST OF ACCOUNT NUMBERS WILL SHOW UP. (KEEP SCROLLING DOWN TO SEE MORE ACCOUNTS)

CLICK ON THE RADIO BUTTON NEXT TO THE CORRECT ACCOUNT AND CLICK ON SELECT
OR CLICK ON "QUICK SELECT"

Requisition Information : Update Selected line   ✕

* Quantity	6000
* Unit of Measure	Each
* Unit Price	1
Amount	6,000.00
* Currency	USD ▾

Contact Name	Henschel, Rachel
Phone	222-222-2222
Fax	
Email	doa.acctcontrol@doa.ri.gov
Supplier Item	
Manufacturer	
Manufacturer Part Number	

Notes

Note To Buyer	Note To Supplier	Note To Recei

Billing

✚

Line	RI Accounting Flexfield	GL Date	Project	Task	Expenditure Type	Expenditure Organization	Expe Date
1	23.10.068.1000101.01.611000.00000 FY.FUND.AGENCY.LINE SEQ.SOURCE.NATURAL.PROJECT	18-Apr-2023					

⊘ **TIP** Total allocation must equal 100% of the selected line values.   •   Rectangular Snip

☑ Apply this Cost Allocation information to all applicable requisition lines

◄   ➡   ►

IF SAME ACCOUNT WILL BE USED FOR ALL LINE ITEMS

- **CLICK ON THE BOX NEXT TO "APPLY THIS COST ALLOCATION INFORMATION TO ALL APPLICABLE REQUISITION LINES**

SCROLL OVER TO THE RIGHT TO FIND THE APPLY BUTTON

Project	Task	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	Quantity	Amount (USD)	Delete
⌄ 🔍	🔍	⌄ 🔍	⌄ 🔍	📋	100	6000	6,000.00	🗑
				Total	100	6000	6,000.00	

Cancel   Apply

CLICK ON: APPLY

ALL LINES SHOULD NOW HAVE THE SAME ACCOUNT NUMBER.

| | | | | Total | 11,000.00 USD | | | P-Card Number | |
| | * Description | STANDARD PURCHASE ORDER | | | | ☐ Notify me with status updates for my Purchase Order | |

| | Justification | | |

Additional Information

	* Document to Create	Standard PO ⌄ 🔍
		Standard PO
	* Type of Requisition?	*OTHER ⌄ 🔍
		Standard
	Prior PO#?	
	Change Order?	N ⌄ 🔍
		No
	PO to be Changed	
	Change will make PO over 5k?	N ⌄ 🔍
		No
	Agency Use	

Select Lines: [Update] [Copy] [Delete] | •••

☐	Details	Line	Item Number	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	* Bill To Location	Empl
☐	▶	1		LINE #1 ITEM	6000	Each	1 USD	6,000.00	28-Apr-2023 00:00:00 🕒	06800-021 ⌄ 🔍 Enter one-time address	06800-001 ⌄ 🔍 DOA CENTRAL BUSINESS OFFICE	
☐	▶	2		LINE #2 ITEM	3500	Each	1 USD	3,500.00	28-Apr-2023 00:00:00 🕒	06800-021 ⌄ 🔍 Enter one-time address	06800-001 ⌄ 🔍 DOA CENTRAL BUSINESS OFFICE	
☐	▶	3		LINE #3 ITEM	1500	Each	1 USD	1,500.00	28-Apr-2023 00:00:00 🕒	06800-021 ⌄ 🔍 Enter one-time address	06800-001 ⌄ 🔍 DOA CENTRAL BUSINESS OFFICE	
							Total	11,000.00				

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

TO VIEW THE ACCOUNT NUMBER AND DETAILS OF THE LINE:

CLICK ON THE "DETAIL ARROW" FOR THE LINE YOU WANT TO VIEW.

	Details	Line	Item Number	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	*Bill To Location	Employee Name (Initial contract)	Position Title
☐	◢	1		LINE #1 ITEM	6000	Each	1 USD	6,000.00	28-Apr-2023 00:00:00	06800-021 ⬛ 🔍 Enter one-time address	06800-001 ⬛ 🔍 DOA CENTRAL BUSINESS OFFICE		

Select Lines: Update Copy Delete | •••

Supplier

New Supplier	No
Supplier	NARRAGANSETT ELECTRIC COMPANY
Site	01
Contact Name	Henschel, Rachel
Phone	222-222-2222
Fax	
Email	doa.acctcontrol@doa.ri.gov
Supplier Onboarding Status	
Supplier Item	
Manufacturer	
Manufacturer Part Number	

Note To Supplier

Distributions

Line	Charge Account	Project Number	Task Number	Award Number	Expenditure Type
1	23.10.068.1000101.01.611000.00000				

ACCOUNT NUMBER IS NOW VISABLE

SCROLL UP AND DOWN FOR ADDITIONAL INFORMATION

CLICK ON THE ARROW AGAIN TO CLOSE OUT THE DETAIL VIEW.

TO ENTER DIFFERENT ACCOUNTS ON EACH LINE:

	Details	Line	Item Number	Description	Quantity	Unit	Price	Amount (USD)	Need By Date		Deliver-To Location			*Bill To Location			Employee Name (Initial contract)	Position Title
☐	▶	1		LINE #1 ITEM	6000	Each	1 USD	6,000.00	28-Apr-2023 00:00:00	📋	06800-021 ↘ 🔍 Enter one-time address			06800-001 ↘ 🔍 DOA CENTRAL BUSINESS OFFICE				
☑	▶	2		LINE #2 ITEM	3500	Each	1 USD	3,500.00	28-Apr-2023 00:00:00		06800-021 ↘ 🔍 Enter one-time address			06800-001 ↘ 🔍 DOA CENTRAL BUSINESS OFFICE				
☐	▶	3		LINE #3 ITEM	1500	Each	1 USD	1,500.00	28-Apr-2023 00:00:00	📋	06800-021 ↘ 🔍 Enter one-time address			06800-001 ↘ 🔍 DOA CENTRAL BUSINESS OFFICE				
					Total	11,000.00												

Select Lines: **Update** | Copy | Delete | •••

IF YOU NEED TO ADD A DIFFERENT ACCOUNT NUMBER TO EACH LINE CLICK ON THE SELECT BOX AND CLICK ON UPDATE AND REPEAT THIS PROCESS FOR EACH LINE.

FOR MULTIPLE DISTRIBUTION ACCOUNT NUMBERS ON ONE LINE:

Billing

➕

Line	RI Accounting Flexfield	GL Date	Project	Task	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	Quantity	Amount (USD)	Delete
1	23.10.068.1000101.01.611000.00000 ↘ 🔍 FY.FUND.AGENCY.LINE SEQ.SOURCE.NATURAL.PROJECT	18-Apr-2023 📋	↘ 🔍	🔍	↘ 🔍	↘ 🔍	📋	100	3500	3,500.00	🗑
							Total	100	3500	3,500.00	

CLICK ON THE GREEN BILLING PLUS SIGN

Billing

Line	RI Accounting Flexfield	GL Date	Project	Task	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	Quantity	Amount (USD)	Delete
1	23.10.068.1000101.01.611000.00000 FY.FUND.AGENCY.LINE SEQ.SOURCE.NATURAL.PROJECT	18-Apr-2023						50	1750	1,750.00	🗑
2	23.10.068.1000101.01.616200.00000 FY.FUND.AGENCY.LINE SEQ.SOURCE.NATURAL.PROJECT	18-Apr-2023						50	1750	1,750.00	🗑
							Total	100	3500	3,500.00	

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

☐ Apply this Cost Allocation information to all applicable requisition lines

Cancel   Apply

A SECOND LINE WILL APPEAR

ADD YOUR ADDITIONAL ACCOUNT NUMBER

CHANGE YOUR PERCENT

CHANGE ANY OTHER FIELDS THAT ARE APPLICABLE

IF YOU DON'T SEE THE APPLY BUTTON SCROLL OVER AND CLICK ON APPLY ANY OTHER LINES REPEAT THE SAME PROCESS

ENTERING A LINE ATTACHMENT

	Details	Line	Item Number	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	* Bill To Location	Employee Name (Initial contract)	Position Title
Select Lines: Update Copy Delete | •••													
☐	▶	1		LINE #1 ITEM	6000	Each	1 USD	6,000.00	28-Apr-2023 00:00:00	06800-021 / Q Enter one-time address	06800-001 / Q DOA CENTRAL BUSINESS OFFICE		
☐	▶	2		LINE #2 ITEM	3500	Each	1 USD	3,500.00	28-Apr-2023 00:00:00	06800-021 / Q Enter one-time address	06800-001 / Q DOA CENTRAL BUSINESS OFFICE		
☐	▶	3		LINE #3 ITEM	1500	Each	1 USD	1,500.00	28-Apr-2023 00:00:00	06800-021 / Q Enter one-time address	06800-001 / Q DOA CENTRAL BUSINESS OFFICE		
				Total	11,000.00								

CLICK ON GREEN PLUS SIGN NEXT TO LINE YOU WANT TO ADD AN ATTACHMENT TO
IF YOU DON'T SEE THE GREEN PLUS SIGN SCROLL ALL THE WAY OVER TO THE RIGHT

	Service Categories	Hours per Week	Under RI State Supervision	Extension of Previous Year	Effort	Factors in Decision	Attachment	SpotBuy Suppliers	Delete
Select Lines: Update Copy Delete | •••									
/ Q	/ Q		/ Q	/ Q	/ Q	/ Q	**+**	✏	🗑
/ Q	/ Q		/ Q	/ Q	/ Q	/ Q	**+**	✏	🗑
/ Q	/ Q		/ Q	/ Q	/ Q	/ Q	**+**	✏	🗑

Add Attachment ✕

Attachment Type	File ▾
Title	
Description	
Category	Internal to Requisition ▾
*File	Choose File No file chosen

Cancel Add Another **Apply**

TO ENTER A FILE ATTACHMENT:

- **ATTACHMENT TYPE : CLICK ON DROPDOWN ARROW AND SELECT FILE**
- **TITLE: ENTER WHAT YOU WANT TO NAME THE ATTACHMENT**
- **DESCRIPTION: OPTIONAL**
- **CATEGORY: SELECT CATEGORY FROM THE DROPDOWN (ONLY USE EITHER TO SUPPLIER OR INTERNAL)**
  - **INTERNAL TO REQUISITION - IF THE ATTACHMENT SHOULD NOT BE SEEN BY THE SUPPLIER**
  - **TO SUPPLIER - IF ATTACHMENT SHOULD BE SEEN BY SUPPLIER**
- **FILE: CLICK ON CHOOSE FILE**
  - **SEARCH FOR DOCUMENT TO ATTACH**
  - **CLICK ON: OPEN (DOCUMENT WILL POPULATE)**
  - **CLICK ON: APPLY**

TO ENTER A TEXT ATTACHMENT:

- <mark>ATTACHMENT TYPE</mark>: CLICK ON DROPDOWN ARROW AND LONG TEXT
- <mark>TITLE:</mark> ENTER WHAT YOU WANT TO NAME THE ATTACHMENT
- <mark>DESCRIPTION:</mark> OPTIONAL
- <mark>CATEGORY:</mark> SELECT CATEGORY FROM THE DROPDOWN (ONLY USE EITHER TO SUPPLIER OR INTERNAL)
  - INTERNAL TO REQUISITION - IF THE ATTACHMENT SHOULD <u>NOT</u> BE SEEN BY THE SUPPLIER
  - TO SUPPLIER - IF ATTACHMENT <u>SHOULD</u> BE SEEN BY SUPPLIER
- <mark>LONG TEXT:</mark> TYPE TEXT IN THE BOX AND CLICK ON APPLY

TO ENTER A HEADER ATTACHMENT: SCROLL DOWN THE PAGE TO REQUISITION ATTACHMENT

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

Approvals

Manage Approvals

Charves, Sandra R → Fuoco, James L II

Notes And Attachments

Notes

Note To Buyer

Requisition Attachments

Add Attachment...

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

Return to Shopping   Check Funds | Refresh | Save | Printable Page | Submit

CLICK ON: ADD ATTACHMENT

THE SAME ATTACHMENT BOX WILL APPEAR EXCEPT THIS WILL APPEAR IN THE HEADER SECTION OF THE REQUISITION. COMPLETE THE SAME INSTRUCTIONS AS THE LINE ATTACHMENT INSTRUCTIONS ABOVE AND APPLY WHEN COMPLETED.

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

NOTE:

A HEADER ATTACHMENT WILL PRINT OUT BEFORE THE LINES ON A REQUISITION IF YOU SELECT "TO SUPPLIER"

A LINE ATTACHMENT WILL PRINT OUT UNDER THE LINE YOU SELECTED IF YOU SELECT AS "TO SUPPLIER"

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

Approvals

Manage Approvals

Charves, Sandra R → Fuoco, James L II

Notes And Attachments

Notes

Note To Buyer

Requisition Attachments

Add Attachment...

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

Return to Shopping

Check Funds   Refresh   Save   Printable Page   Submit

NOTE TO BUYER: AN INTERNAL NOTE TO THE BUYER CAN BE ADDED HERE

REVIEW YOUR INFORMATION

CLICK ON: SUBMIT

Confirmation

Requisition 1792382 has been submitted to Charves, Sandra R 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 CONFIRMATION WITH THE <u>REQUISITION NUMBER</u>. YOU WILL ALSO SEE WHO THE REQUISITION WILL GO TO FOR APPROVAL.

<mark>IMPORTANT</mark>

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

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

CLICK ON: <u>SHOP</u>

ONCE REQUISITION IS <u>IN PROCESS</u> MONITOR YOUR <u>SHOP</u> SCREEN TO SEE WHEN IT IS <u>APPROVED</u>.

WHEN REQUISITION IS IN "APPROVED" STATUS

CLICK ON: FULL LIST TO SEE YOUR PURCHASE ORDER NUMBER

YOU WILL SEE A <u>PURCHASE ORDER RELEASE NUMBER</u> NEXT TO THE <u>APPROVED STATUS</u>

THIS IS THE PURCHASE ORDER NUMBER YOU WILL USE TO MAKE YOUR PAYMENT. THE PURCHASE ORDER NUMBER WILL BE IN BLUE WHEN APPROVED. IF THE PURCHASE ORDER NUMBER IS IN BLACK THEN IT IS NOT IN APPROVED STATUS YET.

END

STATE OF RHODE ISLAND DEPARTMENT OF ADMINISTRATION DIVISION OF PURCHASES

RIFANS

ZERO DOLLAR PURCHASE AGREEMENT INSTRUCTIONS

LOG IN

THIS IS YOUR HOME PAGE 🏠

NOTIFICATIONS WILL SHOW HERE IN YOUR WORKLIST

TO VIEW A NOTIFICATION CLICK ON THE <u>SUBJECT</u> LINE

TO PROCEED TO CREATE YOUR REQUISITION CLICK ON <u>REQUISITIONER</u>

| Shop | Requisitions | Receiving | Contractors | Assessments | Feedback |

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

Search [Main Store ▼] [_____] [Go] Advanced Search

Stores

| Main Store | WB Mason | TEMPORARY SERVICES-ADIL |
| Main Store | WB Mason | Temporary Personnel Services |

My Requisitions

[Full List]

Requisition	Description	Total (USD)	Status	Copy	Change	Receive
1792382	STANDARD PURCHASE ORDER	11,000.00	Approved	📋	📤	🔷
1792381	line #1	1,200.00	Incomplete	📋		
1792380	MIAMI, FL CONFERENCE IN APRIL 2023	0.00	In Process	📋	📤	
1792379	MIAMI, FL CONFERENCE IN APRIL 2023	0.00	Approved	📋	📤	🔷
1792377	TEST CONTRACT RELEASE	5,088.00	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 PAGE

CLICK ON: <u>NON-CATALOG REQUEST</u>

ENTER LINE INFORMATION:
- **ITEM DESCRIPTION**
- **CATEGORY**
- **QUANTITY**
- **UNIT OF MEASURE**
- **UNIT PRICE** (ENTER "0")

CLICK ON: ADD TO CART

NOTE: IF PURCHASE ORDER IS CROSSING OVER INTO MULTIPLE 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: FY23, FY24 AND FY25
CREATE A LINE FOR EACH FISCAL YEAR BELOW REPEATING THE STEPS SHOWN ON THE PREVIOUS PAGE:

FIRE ALARM REPAIRS FOR FY23, FY24, AND FY25
FIRE ALARM TESTING FOR FY23, FY24, AND FY25
FIRE ALARM INSPECTIONS FOR FY23, FY24, AND FY25

FOR THIS EXAMPLE, SHOULD BE 9 LINES IN TOTAL

Non-Catalog Request

Clear All   Add to Favorites   Add to Cart

* Indicates required field

* Item Type	Goods.I can provide description, item price and quantity
* Item Description	FY25 FIRE ALARM INSPECTIONS
* Category	340.16
* Quantity	1
* Unit of Measure	Each
* Unit Price	0
* Currency	USD
	☐ RFQ Required
	☐ Negotiated

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

Shopping Cart

Your cart contains 9 lines.

Recently Added Lines

FY25 FIRE ALARM...	1	Each
FY24 FIRE ALARM...	1	Each
FY23 FIRE ALARM...	1	Each
FY25 FIRE ALARM...	1	Each
FY24 FIRE ALARM...	1	Each
FY23 FIRE ALARM...	1	Each
FY25 FIRE ALARM...	1	Each
FY24 FIRE ALARM...	1	Each
FY23 FIRE ALARM...	1	Each

View Cart and Checkout

WHEN ALL LINES HAVE BEEN ADDED TO THE CART

CLICK ON: VIEW CART AND CHECKOUT

* Where do they need to be delivered? 06800-021

Additional Header Information

* Document to Create   Purchase Agreement
  Blanket or Contract Purchase Agreement
* Type of Requistion?   *OTHER
  Standard
  Prior PO#?   3567891
  Change Order?   N
  No
  PO to be Changed
  Change will make PO over 5k?   N
  No
  Agency Use

▶ Show Delivery and Billing

Line	Item Description	Unit	Quantity	Price	Amount (USD)	Delete
1	FY23 FIRE ALARM REPAIRS	Each	1	0 USD	0.00	🗑
2	FY24 FIRE ALARM REPAIRS	Each	1	0 USD	0.00	🗑
3	FY25 FIRE ALARM REPAIRS	Each	1	0 USD	0.00	🗑
4	FY23 FIRE ALARM TESTING	Each	1	0 USD	0.00	🗑
5	FY24 FIRE ALARM TESTING	Each	1	0 USD	0.00	🗑
6	FY25 FIRE ALARM TESTING	Each	1	0 USD	0.00	🗑
7	FY23 FIRE ALARM INSPECTIONS	Each	1	0 USD	0.00	🗑
8	FY24 FIRE ALARM INSPECTIONS	Each	1	0 USD	0.00	🗑
9	FY25 FIRE ALARM INSPECTIONS	Each	1	0 USD	0.00	🗑
				Total	0.00	

Continue Shopping	Edit	Save	Submit

ENTER:

- **DOCUMENT TO CREATE: PURCHASE AGREEMENT**
- **TYPE OF REQUISITION**
- **PRIOR PO NUMBER** IF APPLICABLE
- **SHIP 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

REVIEW LINES

CLICK ON: <u>EDIT</u>

Edit and Submit Requisition 1792384

Check Funds | Refresh | Save | Printable Page | Submit

* Indicates required field

Total 0.00 USD

P-Card Number

* Description FIRE ALARM SYSTEM FOR DEPARTMENT OF ADMINISTRATION

☐ Notify me with status updates for my Purchase Order

Justification

Additional Information

* Document to Create   Purchase Agreement
Blanket or Contract Purchase Agreement

* Type of Requisition?   *OTHER
Standard

Prior PO#?   3567891

Change Order?   N
No

PO to be Changed

Change will make PO over 5k?   N
No

Agency Use

Select Lines: Update | Copy | Delete | •••

☐	Details	Line	Item Number	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Bill To Location	Employee Name (Initial contract)	Position Title
☐	▶	1		FY23 FIRE ALARM REPAIRS	1	Each	0 USD	0.00	31-May-2023 00:00:00	06800-021 Enter one-time address			
☐	▶	2		FY24 FIRE ALARM REPAIRS	1	Each	0 USD	0.00	31-May-2023 00:00:00	06800-021 Enter one-time address			
☐	▶	3		FY25 FIRE ALARM REPAIRS	1	Each	0 USD	0.00	31-May-2023 00:00:00	06800-021 Enter one-time address			
☐	▶	4		FY23 FIRE ALARM TESTING	1	Each	0 USD	0.00	31-May-2023 00:00:00	06800-021 Enter one-time address			
☐	▶	5		FY24 FIRE ALARM TESTING	1	Each	0 USD	0.00	31-May-2023 00:00:00	06800-021 Enter one-time address			
☐	▶	6		FY25 FIRE ALARM TESTING	1	Each	0 USD	0.00	31-May-2023 00:00:00	06800-021 Enter one-time address			
☐	▶	7		FY23 FIRE ALARM INSPECTIONS	1	Each	0 USD	0.00	31-May-2023 00:00:00	06800-021 Enter one-time address			
☐	▶	8		FY24 FIRE ALARM INSPECTIONS	1	Each	0 USD	0.00	31-May-2023 00:00:00	06800-021 Enter one-time address			
☐	▶	9		FY25 FIRE ALARM INSPECTIONS	1	Each	0 USD	0.00	31-May-2023 00:00:00	06800-021 Enter one-time address			

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

REVIEW AND CHANGE ANY OF THE LINES AS NEEDED
- **DESCRIPTION**
- **QUANTITY**
- **PRICE**
- **NEED BY DATE**
- **DELIVER TO LOCATION**
- **BILL-TO LOCATION**
- **FOR CONTRACTOR INFORMATION SCROLL OVER TO THE RIGHT FOR THOSE FIELDS TO FILL IN**

Additional Information

* Document to Create	Purchase Agreement
	Blanket or Contract Purchase Agreement
* Type of Requisition?	*OTHER
	Standard
Prior PO#?	3567891
Change Order?	N
	No
PO to be Changed	
Change will make PO over 5k?	N
	No
Agency Use	

Select Lines: | **Update** | Copy | Delete | ···

	Details	Line	Item Number	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	* Bill To Location	Employee Name (Initial contract)	Position Title
☑	▶	1		FY23 FIRE ALARM REPAIRS	1	Each	0	USD	0.00	31-May-2023 00:00:00	06800-021 / Enter one-time address			
☐	▶	2		FY24 FIRE ALARM REPAIRS	1	Each	0	USD	0.00	31-May-2023 00:00:00	06800-021 / Enter one-time address			
☐	▶	3		FY25 FIRE ALARM REPAIRS	1	Each	0	USD	0.00	31-May-2023 00:00:00	06800-021 / Enter one-time address			
☐	▶	4		FY23 FIRE ALARM TESTING	1	Each	0	USD	0.00	31-May-2023 00:00:00	06800-021 / Enter one-time address			
☐	▶	5		FY24 FIRE ALARM TESTING	1	Each	0	USD	0.00	31-May-2023 00:00:00	06800-021 / Enter one-time address			
☐	▶	6		FY25 FIRE ALARM TESTING	1	Each	0	USD	0.00	31-May-2023 00:00:00	06800-021 / Enter one-time address			
☐	▶	7		FY23 FIRE ALARM INSPECTIONS	1	Each	0	USD	0.00	31-May-2023 00:00:00	06800-021 / Enter one-time address			
☐	▶	8		FY24 FIRE ALARM INSPECTIONS	1	Each	0	USD	0.00	31-May-2023 00:00:00	06800-021 / Enter one-time address			
☐	▶	9		FY25 FIRE ALARM INSPECTIONS	1	Each	0	USD	0.00	31-May-2023 00:00:00	06800-021			

TO ADD ACCOUNT NUMBER YOU WILL NEED TO CLICK ON THE BOX NEXT TO THE FIRST LINE

CLICK ON: UPDATE

IF YOU KNOW THE FULL ACCOUNT STRING JUST ENTER IN THE <u>RI ACCOUNTING FLEXFIELD BOX</u>

TO SEARCH FOR THE ACCOUNT NUMBER, CLICK ON THE <u>ICON</u> NEXT TO THE FLEXFIELD BOX WHICH

WILL OPEN UP THE BOX TO SEARCH FOR AN ACCOUNT NUMBER. ENTER KNOWN FIELDS THEN CLICK ON

SEARCH TO SELECT AN ACCOUNT NUMBER.

A LIST OF ACCOUNT NUMBERS WILL SHOW UP. (KEEP SCROLLING DOWN TO SEE MORE ACCOUNTS)

**CLICK ON THE RADIO BUTTON NEXT TO THE CORRECT ACCOUNT AND CLICK ON SELECT
OR CLICK ON "QUICK SELECT"**

Requisition Information : Update Selected line

Item

* Description	FY23 FIRE ALARM REPAIRS
* Category	340.16
* Quantity	1
* Unit of Measure	Each
* Unit Price	0
Amount	0.00
* Currency	USD

Supplier

☐ New Supplier

Supplier	
Site	
Contact Name	
Phone	
Fax	
Email	
Supplier Item	
Manufacturer	
Manufacturer Part Number	

Delivery

☐ Urgent

* Need-By Date	31-May-2023 00:00:00
Requester	Paolissi, Alice
Deliver-To Location	06800-021

☐ Enter one-time address

Notes

Note To Buyer	Note To Supplier	Note To Receiver

Billing

Line	RI Accounting Flexfield	GL Date	Project	Task	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	Quantity	Amount (USD)	Delete
1	23.10.068.1000101.01.611000.00000 FY.FUND.AGENCY.LINE SEQ.SOURCE.NATURAL.PROJECT	21-Apr-2023						100	1	0.00	🗑
							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

Cancel   Apply

IF SAME ACCOUNT WILL BE USED FOR ALL LINE ITEMS

- **CLICK ON THE BOX NEXT TO "APPLY THIS COST ALLOCATION INFORMATION TO ALL APPLICABLE REQUISITION LINES**

SCROLL OVER TO THE RIGHT TO FIND THE APPLY BUTTON IF IT DOES NOT APPEAR ON YOUR SCREEN

CLICK ON: APPLY

ALL LINES SHOULD NOW HAVE THE SAME ACCOUNT NUMBER

Additional Information

* Document to Create	Purchase Agreement	
	Blanket or Contract Purchase Agreement	
* Type of Requisition?	*OTHER	
	Standard	
Prior PO#?	3567891	
Change Order?	N	
	No	
PO to be Changed		
Change will make PO over 5k?	N	
	No	
Agency Use		

Select Lines: [Update] [Copy] [Delete] | •••

☐	Details	Line	Item Number	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	* Bill To Location	Employee Name (Initial contract)	Position Title
☐	▶	1		FY23 FIRE ALARM REPAIRS	1	Each	0 USD	0.00	31-May-2023 00:00:00	06800-021 Enter one-time address			
☐	▶	2		FY24 FIRE ALARM REPAIRS	1	Each	0 USD	0.00	31-May-2023 00:00:00	06800-021 Enter one-time address			
☐	▶	3		FY25 FIRE ALARM REPAIRS	1	Each	0 USD	0.00	31-May-2023 00:00:00	06800-021 Enter one-time address			
☐	▶	4		FY23 FIRE ALARM TESTING	1	Each	0 USD	0.00	31-May-2023 00:00:00	06800-021 Enter one-time address			
☐	▶	5		FY24 FIRE ALARM TESTING	1	Each	0 USD	0.00	31-May-2023 00:00:00	06800-021 Enter one-time address			
☐	▶	6		FY25 FIRE ALARM TESTING	1	Each	0 USD	0.00	31-May-2023 00:00:00	06800-021 Enter one-time address			
☐	▶	7		FY23 FIRE ALARM INSPECTIONS	1	Each	0 USD	0.00	31-May-2023 00:00:00	06800-021 Enter one-time address			
☐	▶	8		FY24 FIRE ALARM INSPECTIONS	1	Each	0 USD	0.00	31-May-2023 00:00:00	06800-021 Enter one-time address			
☐	▶	9		FY25 FIRE ALARM INSPECTIONS	1	Each	0 USD	0.00	31-May-2023 00:00:00	06800-021 Enter one-time address			
				Total				0.00					

TO VIEW THE ACCOUNT NUMBER AND DETAILS OF THE LINE:
CLICK ON THE "DETAIL ARROW" FOR THE LINE YOU WANT TO VIEW.

ACCOUNT NUMBER IS NOW VISABLE

SCROLL UP AND DOWN FOR ADDITIONAL INFORMATION

CLICK ON THE ARROW AGAIN TO CLOSE OUT THE DETAIL VIEW.

TO ENTER DIFFERENT ACCOUNTS ON EACH LINE:

IF YOU NEED TO ADD A DIFFERENT ACCOUNT NUMBER TO EACH LINE CLICK ON THE SELECT BOX AND CLICK ON UPDATE AND REPEAT THIS PROCESS FOR EACH LINE.

FOR MULTIPLE DISTRIBUTION ACCOUNT NUMBERS ON ONE LINE:

CLICK ON THE GREEN BILLING PLUS SIGN

Billing

Line	RI Accounting Flexfield	GL Date	Project	Task	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	Quantity	Amount (USD)	Delete
1	23.10.068.1000101.01.611000.00000 FY.FUND.AGENCY.LINE SEQ.SOURCE.NATURAL.PROJECT	18-Apr-2023						50	1750	1,750.00	🗑
2	23.10.068.1000101.01.616200.00000 FY.FUND.AGENCY.LINE SEQ.SOURCE.NATURAL.PROJECT	18-Apr-2023						50	1750	1,750.00	🗑
							Total	100	3500	3,500.00	

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

☐ Apply this Cost Allocation information to all applicable requisition lines

Cancel   Apply

A SECOND LINE WILL APPEAR

ADD YOUR ADDITIONAL ACCOUNT NUMBER

CHANGE YOUR PERCENT TO EQUAL 100%

CHANGE ANY OTHER FIELDS THAT ARE APPLICABLE

IF YOU DON'T SEE THE APPLY BUTTON SCROLL OVER

CLICK ON: APPLY

FOR ADDITIONAL LINES REPEAT THE SAME PROCESS

ENTERING A LINE ATTACHMENT

IF YOU DON'T SEE THE GREEN PLUS SIGN SCROLL ALL THE WAY OVER TO THE RIGHT

CLICK ON GREEN PLUS SIGN NEXT TO LINE YOU WANT TO ADD AN ATTACHMENT TO A

Add Attachment

Attachment Type	File ⌄
Title	
Description	
Category	Internal to Requisition ⌄
*File	Choose File No file chosen

Cancel   Add Another   **Apply**

TO ENTER A FILE ATTACHMENT:

- **ATTACHMENT TYPE** : CLICK ON DROPDOWN ARROW AND SELECT <u>FILE</u>
- **TITLE:** ENTER WHAT YOU WANT TO NAME THE ATTACHMENT
- **DESCRIPTION:** OPTIONAL
- **CATEGORY:** SELECT CATEGORY FROM THE DROPDOWN (ONLY USE EITHER TO SUPPLIER OR INTERNAL)
  - <u>INTERNAL TO REQUISITION</u> - IF THE ATTACHMENT SHOULD <u>NOT</u> BE SEEN BY THE SUPPLIER
  - <u>TO SUPPLIER</u> - IF ATTACHMENT <u>SHOULD</u> BE SEEN BY SUPPLIER
- **FILE:** CLICK ON CHOOSE FILE
  - SEARCH FOR DOCUMENT TO ATTACH
  - CLICK ON: OPEN (DOCUMENT WILL POPULATE)
  - CLICK ON: APPLY

TO ENTER A TEXT ATTACHMENT:

- **ATTACHMENT TYPE: CLICK ON DROPDOWN ARROW AND LONG TEXT**
- **TITLE: ENTER WHAT YOU WANT TO NAME THE ATTACHMENT**
- **DESCRIPTION: OPTIONAL**
- **CATEGORY: SELECT CATEGORY FROM THE DROPDOWN (ONLY USE EITHER TO SUPPLIER OR INTERNAL)**
    INTERNAL TO REQUISITION - IF THE ATTACHMENT SHOULD NOT BE SEEN BY THE SUPPLIER
    TO SUPPLIER - IF ATTACHMENT SHOULD BE SEEN BY SUPPLIER
- **LONG TEXT: TYPE TEXT IN THE BOX AND CLICK ON APPLY**

TO ENTER A HEADER ATTACHMENT: SCROLL DOWN THE PAGE TO REQUISITION ATTACHMENT

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

Approvals

Manage Approvals

Charves, Sandra R → Fuoco, James L II

Notes And Attachments

Notes

Note To Buyer

Requisition Attachments

Add Attachment...

Rectangular Snip

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

Return to Shopping   Check Funds   Refresh   Save   Printable Page   Submit

CLICK ON: ADD ATTACHMENT

THE SAME ATTACHMENT BOX WILL APPEAR EXCEPT THIS WILL APPEAR IN THE HEADER SECTION OF THE REQUISITION. COMPLETE THE SAME INSTRUCTIONS AS THE LINE ATTACHMENT INSTRUCTIONS ABOVE AND APPLY WHEN COMPLETED.

FOR A PURCHASE AGREEMENT ATTACHMENT THE CONTROL VALUE SHOULD BE ENTERED AS "INTERNAL TO REQUISITION"

Add Attachment ✕

Attachment Type	Long Text ▾
Title	CONTROL VALUE
Description	
Category	Internal to Requisition ▾

*Long Text

```
THE CONTROL VALUE FOR
FY23 $100,000.00
FY24 $100,000.00
FY25 $100,000.00
TOTAL CONTROL VALUE $300,000.00 FOR FULL
THREE YEARS
```

Cancel   Add Another   **Apply**

A SECOND HEADER ATTACHMENT IS NEEDED FOR THE TERM DATE "TO SUPPLIER"

Add Attachment ✕

Attachment Type	Long Text ⌄
Title	CONTRACT TERM DATES
Description	
Category	To Supplier ⌄
*Long Text	CONTRACT TERM DATES: 1/1/2023 TO 12/31/25

Cancel Add Another Apply

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

NOTE:
A HEADER ATTACHMENT WILL PRINT OUT BEFORE THE LINES ON A REQUISITION IF YOU SELECT "TO SUPPLIER"
A LINE ATTACHMENT WILL PRINT OUT UNDER THE LINE YOU SELECTED IF YOU SELECT AS "TO SUPPLIER"

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

Approvals

Manage Approvals

📄 → | 👤 Charves, Sandra R | → | 👤 Fuoco, James L II |

Notes And Attachments

Notes

Note To Buyer [   ]

Requisition Attachments

Add Attachment...

● Rectangular Snip

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

Return to Shopping

Check Funds **Refresh** **Save** **Printable Page** **Submit**

NOTE TO BUYER: AN INTERNAL NOTE TO THE BUYER CAN BE ADDED HERE

REVIEW YOUR INFORMATION

CLICK ON: SUBMIT

Confirmation

Requisition 1792384 has been submitted to Charves, Sandra R 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 CONFIRMATION WITH THE <u>REQUISITION NUMBER</u>. YOU WILL ALSO SEE WHO THE REQUISITION WILL GO TO FOR APPROVAL.

<mark><u>IMPORTANT:</u></mark>

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

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

CLICK ON: <u>SHOP</u>

ONCE THE REQUISITION IS <u>IN PROCESS</u> MONITOR YOUR <u>SHOP</u> SCREEN TO SEE WHEN IT IS IN <u>APPROVED STATUS</u>

- **IF REQUISITION STATUS IS <u>"INCOMPLETE"</u>, RETURN TO THE <u>HOME</u> PAGE TO CHECK NOTIFICATIONS IN THE <u>WORKLIST</u>. 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.**

<u>NOTE:</u>
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 THE COMPLETED RFP DOCUMENT.

FOR A PURCHASE AGREEMENT YOU WILL <u>NOT</u> SEE THE PURCHASE ORDER ON YOUR REQUISITION SCREEN.

THE REQUISITION WILL BE CANCELLED BY CENTRAL PURCHASING AND THE NOTE WILL TELL YOU YOUR PURCHASE ORDER NUMBER.

IF YOUR PURCHASE AGREEMENT IS A CONTRACT PURCHASE ORDER YOU WILL NEED TO CREATE A NON-CATALOG CONTRACT RELEASE TO MAKE PAYMENT ON.

IF YOUR PURCHASE ORDER IS A BLANKET PURCHASE AGREEMENT YOU WILL GO TO THE STORE TO CREATE A BLANKET RELEASE TO MAKE PAYMENT ON.

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.
(A Standard Purchase Order with a buyer's name on it can only be reduced or cancelled using the electronic change order process. You should notify the buyer because they will get the notification to approve it.)

The requisitioner 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:

LOG IN

Home

Worklist

Full List (13)

Rows 1 to 13

From	Subject ▲	Sent △
	Invoice Number 489205 has been submitted for PO Number 3801751	12-Jan-2023
	Invoice Number 490373 has been submitted for PO Number 3801751	12-Jan-2023
	Invoice Number 59949 has been submitted for PO Number 3794282	13-Jan-2023
	Invoice Number s231284 has been submitted for PO Number 3800349	12-Jan-2023
McGurn, Cheryl	Purchase Requisition 1765002 has been returned by the buyer	17-Aug-2022
Gardiner, Ryan	Purchase Requisition 1784159 has been approved	13-Jan-2023

☑TIP Vacation Rules - Redirect or auto-respond to notifications.

Favorites

Manage Favorites

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

Navigator

Personalize

Please select a responsibility.

📁 068Q-Requisitioner
📁 RI Financial Inquiry
📁 RI GL Agency User
📁 RI Payables Reports
📁 RI Purchasing Reports

THIS IS YOUR HOME PAGE 🏠

NOTIFICATIONS WILL SHOW HERE IN YOUR WORKLIST

TO VIEW A NOTIFICATION CLICK ON THE <u>SUBJECT</u> LINE

TO PROCEED TO DO AN ELECTRONIC CHANGE ORDER

CLICK ON: <u>REQUISITIONER</u>

| | | | | | Logged In As APAOLISSI | |

Shop | Requisitions | Receiving | Contractors | Assessments | Feedback

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

Search [Main Store ▼] [ ] [Go] Advanced Search

Stores

Main Store	WB Mason	TEMPORARY SERVICES-ADIL
Main Store	WB Mason	Temporary Personnel Services

Shopping Cart

Your cart is empty.

My Requisitions

Full List

...

Requisition	Description	Total (USD)	Status	Copy	Change	Receive
1792384	FIRE ALARM SYSTEM FOR DEPARTMENT OF ADMINISTRATION	0.00	In Process	📋	📇	
1792382	STANDARD PURCHASE ORDER	11,000.00	Approved	📋	📇	◈
1792381	line #1	1,200.00	Incomplete	📋		
1792380	MIAMI, FL CONFERENCE IN APRIL 2023	0.00	In Process	📋	📇	
1792379	MIAMI, FL CONFERENCE IN APRIL 2023	0.00	Approved	📋	📇	◈

Purchasing News

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

SHOP SCREEN CLICK

ON: FULL LIST

Requisitions

Search

Views

View [All My Requisitions ▼] [Go]

🔵 Indicates requisition with a pending change request.

Select requisition: [Copy To Cart]   [Cancel Requisition]   [Complete]   [Delete] | •••   Rows 1 to 300

Select	Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date ▼	Status △	Order
○	1792384	FIRE ALARM SYSTEM FOR DEPARTMENT OF ADMINISTRATION	0.00 USD	9	0	0	9	21-Apr-2023 14:18:35	In Process	
○	1792382	STANDARD PURCHASE ORDER	11,000.00 USD	11000	0	0	11000	18-Apr-2023 14:18:51	Approved	3812410
○	1792381	line #1	1,200.00 USD	1	0	0	1	14-Apr-2023 14:55:23	Incomplete	
○	1792380	MIAMI, FL CONFERENCE IN APRIL 2023	0.00 USD	2	0	0	2	14-Apr-2023 13:42:37	In Process	
○	1792379	MIAMI, FL CONFERENCE IN APRIL 2023	0.00 USD	2	0	0	2	31-Mar-2023 14:02:03	Approved	3812409
○	1792377	TEST CONTRACT RELEASE	5,088.00 USD	3	0	0	3	27-Mar-2023 14:23:45	Approved	3812408
○	1792372	APA-41920 LINE BLANKET PURCHASE AGREEMENT	1,900.00 USD	10	0	0	10	09-Mar-2023 11:46:55	Approved	3784635-2
○	1792369	STANDARD - OTHER - REQ. TO PO	1,500.00 USD	1	0	0	1	08-Mar-2023 14:27:37	In Process	
○	1792273	FY23 MPA-550 CONTRACT #3791996 SOUTH SHORE GENERATOR ESH ZAMBARANO WATER PLANTS MINOR REPAIRS FOR GENERATORS AS NEEDED AGENCY CONTACT JOE GONYEA	5,000.00 USD	5000	0	0	5000	13-Jan-2023 12:12:44	In Process	
○	1792205	FY23 RELEASE BUILDING ENCLOSURE SCIENCE CONTRACT 3811245 DOC ASSESSMENT OF BUILDING ENVELOPE AGENCY CONTACT ARTIE JOCHMANN/PAUL TRUPPI	8,900.00 USD	8900	0	0	8900	13-Jan-2023 06:33:31	Approved	3812337
○	1792192	FY23 MTG MPA-415 AWARD 3345283 CUST # 6388-320063 ARRIGAN REHAB CENTER MPA-415 CONTRACT 3345283 EXPIRES ON 3/31/23	152.85 USD	15	0	0	15	12-Jan-2023 16:12:45	Approved	3345283-551
○	1792065	FY23 RELEASE SIGNET MPA-419 CONTRACT# 3727235 RI STATE BOMB SQUAD ACCESS CONTROL FOR WEAPONS STORAGE AGENCY CONTACT ROLAND DAIGLE/JOHN MCCOY	23,337.93 USD	23337.93	0	0	23337.93	12-Jan-2023 11:00:09	In Process	
		FY23 STD DV CORRECTIONAL INDUSTRIES DCAMM #10 WINDOW								

CLICK ON: <u>REQUISITION NUMBER</u> OF THE PURCHASE ORDER THAT YOU WANT TO CHANGE.

(DO NOT CLICK ON THE RADIO BUTTON)

Shop | **Requisitions** | Receiving | Contractors | Assessments | Feedback

Requisitions | Notifications | Approvals

Requisition 1792382

Copy To Cart | Cancel Requisition | **Change** | Receive

Description	STANDARD PURCHASE ORDER
Created By	Paolissi, Alice
Creation Date	18-Apr-2023 14:18:51
Deliver-To	DOA CONTROLLER ONE CAPITOL HILL, 4TH FLOOR SMITH ST PROVIDENCE,RI,02908
Justification	

Status	Approved
Change History	Yes
Urgent Requisition	No
Attachment	None
Note to Buyer	

☐ Notify me with status updates for my Purchase Order

Details

•••

Line	Item Number	Description	Need-By	Deliver-To	Unit	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Price	Amount (USD)	Details	Order Number	Notes
1		LINE #1 ITEM	28-Apr-2023 00:00:00	06800-021	Each	5000	0	0	5000	1 USD	5,000.00	📅	3812410	View / Manage
2		LINE #2 ITEM	28-Apr-2023 00:00:00	06800-021	Each	3500	0	0	3500	1 USD	3,500.00	📅	3812410	View / Manage
3		LINE #3 ITEM	28-Apr-2023 00:00:00	06800-021	Each	1500	0	0	1500	1 USD	1,500.00	📅	3812410	View / Manage
								Total			10,000.00			

Return

CLICK ON: <u>CHANGE TAB</u>

Requisitions | Notifications | Approvals

Enter Changes — View Approvals — Review And Submit

Change Order 1792382 (10,000.00 USD): Select Lines

Cancel | Step 1 of 3 | Next

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

Line	Description	Order Type	Order	Need-By	Unit	* Quantity	Price	Amount (USD)	Cancel Line	Attachments	Reason
1	LINE #1 ITEM	Purchase	3812410	28-Apr-2023 00:(	Each	5000	1 USD	5,000.00	☐	+	
2	LINE #2 ITEM	Purchase	3812410	28-Apr-2023 00:(	Each	3500	1 USD	3,500.00	☐	+	
3	LINE #3 ITEM	Purchase	3812410	28-Apr-2023 00:(	Each	1500	1 USD	1,500.00	☐	+	

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

THE QUANTITY AND PRICE CAN BE CHANGED AS NEEDED

TO CANCEL A LINE:
- **CLICK ON CANCEL LINE BOX AND ENTER A REASON**
- **(A LINE CAN ONLY BE CANCELLED IF IT HAS NOT BEEN RECEIVED OR BILLED ON)**

*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.

Enter Changes   View Approvals   Review And Submit

Change Order 1792382 (10,000.00 USD): Select Lines

Cancel Step 1 of 3 Next

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

Line	Description	Order Type	Order	Need-By	Unit	* Quantity	Price	Amount (USD)	Cancel Line	Attachments	Reason
1	LINE #1 ITEM	Purchase	3812410	31-May-2023 10:	Each	6000	1 USD	6,000.00	☐	✚	INCREASED LINE #1 QTY FROM 5000 TO 6000
2	LINE #2 ITEM	Purchase	3812410	31-May-2023 10:	Each	3500	1 USD	3,500.00	☑	✚	CANCELLED - NO LONGER NEEDED
3	LINE #3 ITEM	Purchase	3812410	28-Apr-2023 00:(	Each	1500	1 USD	1,500.00	☐	✚	

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

CHANGE THE QUANITY OR PRICE ON YOUR LINE

CLICK ON CANCEL LINE BOX IF YOU WANT TO CANCEL A LINE THAT HAS NOT BEEN RECEIVED OR BILLED ON

(TO CLOSE A LINE OUT THAT HAS BEEN PAID ON REDUCE YOUR QUANTITY TO THE AMOUNT BILLED – THIS WILL CLOSE OUT YOUR LINE)

ENTER A REASON IN THE REASON BOX NEXT TO EACH CHANGE (WILL NOT GO TO NEXT SCREEN IF REASON IS NOT ENTERED)

WHEN CHANGES ARE COMPLETE

CLICK ON: NEXT

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

CLICK ON: <u>NEXT</u>

Shop | **Requisitions** | Receiving | Contractors | Assessments | Feedback

Requisitions | Notifications | Approvals

○ Enter Changes   ○ View Approvals   ● Review And Submit

Change Order 1792382: 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
▶	1	LINE #1 ITEM	Purchase	3812410	28-Apr-2023 00:00:00 31-May-2023 10:36:44 ✿	Each	5000 6000 ✿	1	USD	5,000.00 6,000.00 ✿	0.00	0.00			INCREASED LINE #1 QTY FROM 5000 TO 6000
▶	2	LINE #2 ITEM	Purchase	3812410	28-Apr-2023 00:00:00	Each	3500	1	USD	3,500.00	0.00	0.00		Yes	CANCELLED - NO LONGER NEEDED
▶	3	LINE #3 ITEM	Purchase	3812410	28-Apr-2023 00:00:00	Each	1500	1	USD	1,500.00	0.00	0.00			

THIS PAGE SHOWS THE CHANGES MADE WITH THE NEW VALUE INDICATOR

REVIEW

CLICK ON: <u>SUBMIT</u>

📑 **Confirmation**

Your change request(s) for Requisition 1792382 have been submitted for processing. View status of the change request(s) from the Requisition Status page.

Change Order 1792382: Confirmation Details

Request Created By	Paolissi, Alice	Old Non-Recoverable Tax	0.00 USD
Request Creation Date	26-Apr-2023 10:41:05	New Non-Recoverable Tax	0.00 USD
Old Requisition Total	10,000.00 USD	Note to Approver	
New Requisition Total	7,500.00 USD		

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
▶	1	LINE #1 ITEM	Purchase	3812410	28-Apr-2023 00:00:00 31-May-2023 10:36:44 �	Each	5000 6000 �	1	USD	5,000.00 6,000.00 �	0.00	0.00			INCREASED LINE #1 QTY FROM 5000 TO 6000
▶	2	LINE #2 ITEM	Purchase	3812410	28-Apr-2023 00:00:00	Each	3500	1	USD	3,500.00	0.00	0.00		Yes	CANCELLED - NO LONGER NEEDED
▶	3	LINE #3 ITEM	Purchase	3812410	28-Apr-2023 00:00:00	Each	1500	1	USD	1,500.00	0.00	0.00			

Return to Requisition Details

CONFIRMATION NOTICE

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

TO CHECK THE STATUS OF AN ELECTRONIC CHANGE ORDER

GO BACK TO THE <u>SHOP TAB</u>

CLICK ON: <u>FULL LIST</u>

THERE WILL BE A <u>BLUE DOT</u> FOR A CHANGE ORDER THAT IS IN PROGRESS.

CLICK ON: <u>APPROVED</u> NEXT TO THE BLUE DOT

Requisitions | Notifications | Approvals

Requisitions: Requisitions >

Approval History for Requisition 1792382

<button>View Change History</button> <button>OK

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

→ Approved

... Rows 1 to 12

Sequence	Approver	Organization Name	Action	Action Date	Notes
12	Mertus, Elena J	State of Rhode Island			
11	Fuoco, James L II	State of Rhode Island			
10	Charves, Sandra R	State of Rhode Island	Pending		
9	Paolissi, Alice	State of Rhode Island	Change Requested	26-Apr-2023 10:42:57	
8	Fuoco, James L II	State of Rhode Island	Approved	24-Apr-2023 11:48:01	
7	Charves, Sandra R	State of Rhode Island	Approved	24-Apr-2023 11:47:32	
6	Paolissi, Alice	State of Rhode Island	Change Requested	24-Apr-2023 11:42:24	
5	Mertus, Elena J	State of Rhode Island	Approved	18-Apr-2023 15:35:00	
4	Fuoco, James L II	State of Rhode Island	Approved	18-Apr-2023 15:32:19	
3	Charves, Sandra R	State of Rhode Island	Approved	18-Apr-2023 15:31:38	

THIS PAGE WILL SHOW YOU THE APPROVAL PATH

CLICK ON: <u>VIEW CHANGE HISTORY</u>

Requisition 1792382 Change History

Requisitions: Requisitions > Approval History for Requisition 1792382 >

OK

Charves, Sandra R → Fuoco, James L II → Mertus, Elena J → In Process

⚙ Indicates new value

Details	Requested Date △	Line △	Description	Order Type △	Order △	Need-By	Unit	Quantity		Price		Amount (USD)	Cancel Line △	Overall Status △	Reason
▶	24-Apr-2023 11:42:09	1	LINE #1 ITEM	Purchase	3812410	28-Apr-2023 00:00:00	Each	6000 5000 ⚙		1	USD	6,000.00 5,000.00 ⚙		Accepted	DECREASED FROM 6000 TO 5000
▶	26-Apr-2023 10:39:59	2	LINE #2 ITEM	Purchase	3812410	28-Apr-2023 00:00:00	Each	3500		1	USD	3,500.00	Yes	Pending	CANCELLED - NO LONGER NEEDED
▶	26-Apr-2023 10:39:59	1	LINE #1 ITEM	Purchase	3812410	28-Apr-2023 00:00:00 31-May-2023 10:36:44 ⚙	Each	5000 6000 ⚙		1	USD	5,000.00 6,000.00 ⚙		Pending	INCREASED LINE #1 QTY FROM 5000 TO 6000

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

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)

ONCE THIS IS APPROVED ALL THE APPROVERS THE STATUS WILL CHANGE TO APPROVED AND THE BLUE DOT WILL BE GONE

| ○ | 1792382 | STANDARD PURCHASE ORDER | | 7,500.00 USD | 11000 | 0 | 3500 | 7500 | 18-Apr-2023 14:18:51 | Approved | 3812410 |

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

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 INVOICES)**

- **The Purchase Order to be changed should be in "Approved" status.**

- **The receiving should match what was billed.**

- **When 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, Blanket Purchase Agreement or a Standard Purchase Order created by Central Purchases (Not needed for any purchase orders or releases from Blanket/Contract Purchase Agreements with "Autocreate" as the buyer)

- Blanket/Contract Control Value (Amount Agreed) increase or decrease
- Blanket/Contract Date change
- Blanket Purchase Agreement line description change or price change
- A supplier name change on a Standard Purchase Order that was created in Central Purchases or a Blanket/Contract Purchase Agreement.
- Cancellation of a purchase order created in Central Purchases or a Blanket/Contract Purchase Agreement
- Decrease to a Standard Purchase

NOTE: If you are requesting 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 having you do both a paper change order and an electronic change order is that we need to also have documentation of any changes to update our file for auditing purposes.

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
Department of Administration DIVISION OF PURCHASES
RI-FANS CHANGE ORDER FORM
EMAIL CHANGE ORDERS TO: doa.purchangeorders@purchasing.ri.gov

This form is to be used for:
- Supplier Name Changes
- Cancellations to Blanket/Contract Purchase Agreements and Standard Purchase Orders.
- Line item changes, date changes and agreed amount changes to Blanket/Contract Purchase Agreements.

This form is not applicable for:
- Adding a line item or increasing a quantity on a Standard Purchase Order over $5000.00.
  (A change order requisition should be created and submitted for this type of change.)
- Releases (Blanket/Contract) Should be processed as an electronic change order through RIFANS.

(ONLY 1 PURCHASE ORDER PER CHANGE ORDER FORM)

	TYPE IN HERE		TYPE IN HERE
DATE		MPA NUMBER	
PURCHASE ORDER NUMBER		SOLE SOURCE (YES/NO)	
BID NUMBER		DELEGATED (YES/NO)	
BUYER NAME (as it appears on the purchase order)		GRANT (YES/NO)	
AGENCY DOC I.D. NUMBER		GRANT/ DELEGATED PO END DATE	
SUPPLIER NAME			

TYPE OF CHANGE TO BE MADE	FROM	TO
SUPPLIER NAME (include W-9 FORM and letters from companies advising of the name change)	Click or tap here to enter text.	Click or tap here to enter text.
AGREED AMOUNT CHANGE (BLANKET/CONTRACT)		
DATE CHANGE (BLANKET/CONTRACT)		
CANCEL ENTIRE PURCHASE ORDER (Standard, Blanket/Contract Purchase Agreements) (Give justification/reason below)	YES ☐	

LINE ITEM CHANGE FOR BLANKET PURCHASE AGREEMENTS:
CODES: (A) Add Line   (D) Delete Line   (DC) Description Change   (PC) Price Change

Code	Line #	Description	Price from	Price to
		Click or tap here to enter text.		
		Click or tap here to enter text.		
		Click or tap here to enter text.		

REASON/JUSTIFICATION: Click or tap here to enter text.

CONTACT PERSON: _____   PHONE NUMBER: _____

AUTHORIZED AGENT: _____   SIGNATURE _____

··
FOR DOA PURCHASES ONLY SECTION

BUYER SIGNATURE: _____   DATE: _____

INTERDEPARTMENTAL
PROJECT MANAGER SIGNATURE: _____   DATE: _____

DEPUTY/PURCHASING AGENT SIGNATURE: _____   DATE: _____

This form can be found on the purchasing website: www.purchasing.ri.gov in the Agency Resource Center. For complete instructions on processing change orders, visit the purchasing website www.purchasing.ri.gov Agency Resource Center/Instructions and Trainings/RIFANS Instruction Manuals.

RIFANS Change Order Form   Page 1 of 1   Last Revised on: 6/1/2017

This form is located Division of Purchases website:
www.ridop.ri.gov

It is located in the:
Agency Procurement Club and Campus
Agency Procurement Library
Under A-N
Change Order Form - RIFANS
Agency Procurement Library | Rhode Island Division of Purchases (ri.gov)

Once you have filled out the Paper Change Order form please submit to the email address on the top of the Change Order Form because it must be logged in first before being routed to the appropriate team member.

<u>CHANGE ORDER REQUISITION</u>

INSTRUCTIONS FOR AN INCREASE TO A STANDARD PURCHASE ORDER WITH A BUYER NAME ON IT

<u>(NOTE</u>: A STANDARD PURCHASE ORDER WITH "AUTOCREATE" AS THE BUYER CAN BE DONE BY USING THE ELECTRONIC CHANGE ORDER PROCESS)

<u>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:</u>

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

See Change Order Requisition Instructions on the following pages.

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

* **Password**
(example: 4u99v23)

Log In   Cancel

Forgot your password or login? Click here

Accessibility   None

Select a Language:
English

LOG IN

Home

Worklist

		Full List (13)
		Rows 1 to 13

From	Subject ▲	Sent △
	Invoice Number 59949 has been submitted for PO Number 3794282	13-Jan-2023
	Invoice Number s231284 has been submitted for PO Number 3800349	12-Jan-2023
McGurn, Cheryl	Purchase Requisition 1765002 has been returned by the buyer	17-Aug-2022
Gardiner, Ryan	Purchase Requisition 1784150 has been approved	13-Jan-2023
Gardiner, Ryan	Purchase Requisition 1791166 has been approved	13-Jan-2023

☑ TIP Vacation Rules - Redirect or auto-respond to notifications.

Navigator

	Personalize
📁 068Q-Requisitioner	Please select a responsibility.
📁 RI Financial Inquiry	
📁 RI GL Agency User	
📁 RI Payables Reports	
📁 RI Purchasing Reports	

Favorites

Manage Favorites

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

THIS IS YOUR HOME PAGE

NOTIFICATIONS WILL SHOW HERE IN YOUR WORKLIST

TO VIEW A NOTIFICATION CLICK ON THE <u>SUBJECT</u> LINE

TO PROCEED TO CREATE YOUR REQUISITION CLICK ON <u>REQUISITIONER</u>

SHOP SCREEN

CLICK ON: <u>NON-CATALOG REQUEST</u>

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

CLICK ON: <u>VIEW CART AND CHECKOUT</u>

ENTER:

- **<u>DOCUMENT TO CREATE</u>: CHANGE ORDER**
- **<u>TYPE OF REQUISITION:</u>**
- **<u>BILL TO LOCATION:</u>**
- **<u>CHANGE ORDER?</u>: Y**
- **<mark>MANDATORY</mark> - FILL IN PO NUMBER TO BE CHANGED FIELD**
- **<u>CHANGE WILL MAKE PO OVER 5K</u>?:**

CLICK ON: <u>EDIT</u>

COMPLETE THE REQUISITION PROCESS:

- **APPLY CHARGE ACCOUNT**
- **ADD ATTACHMENT WITH BACKUP DOCUMENTATION**

<mark>NOTE: A CHANGE ORDER REQUISIITON CAN ALSO BE USED TO ADD AN ADDITIONAL LINE TO A BLANKET RELEASE OR CONTRACT RELEASE. IT WOULD NEED TO BE CREATED THE SAME WAY AS THE ORIGINAL REQUISITION WAS CREATED. A CHANGE REQUISITION TO A BLANKET WOULD BE FROM THE STORE. A CONTRACT RELEASE WOULD BE A NON-CATALOG REQUEST AND THE CONTRACT WOULD NEED TO BE ENTERED.</mark>

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: 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: 4u99v23)

Log In   Cancel

Forgot your password or login? Click here

Accessibility   None

Select a Language:
English

LOG IN

FIRST OPTION

Home

Worklist

Rows 1 to 13

From	Subject ▲	Sent △
	Invoice Number 489205 has been submitted for PO Number 3801751	12-Jan-2023
	Invoice Number 490373 has been submitted for PO Number 3801751	12-Jan-2023
	Invoice Number 59949 has been submitted for PO Number 3794282	13-Jan-2023
	Invoice Number s231284 has been submitted for PO Number 3800349	12-Jan-2023
McGurn, Cheryl	Purchase Requisition 1765002 has been returned by the buyer	17-Aug-2022
Gardiner, Ryan	Purchase Requisition 1784150 has been approved	12-Jan-2023

☑ TIP Vacation Rules - Redirect or auto-respond to notifications.

Navigator

Personalize

📁 068Q-Requisitioner	Please select a responsibility.
📁 RI Financial Inquiry	
📁 RI GL Agency User	
📁 RI Payables Reports	
📁 RI Purchasing Reports	

Favorites

Manage Favorites

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

THIS IS YOUR HOME PAGE 🏠

NOTIFICATIONS WILL SHOW HERE IN YOUR WORKLIST

TO VIEW A NOTIFICATION CLICK ON THE <u>SUBJECT</u> LINE

TO PROCEED TO CREATE YOUR REQUISITION CLICK ON <u>REQUISITIONER</u>

SHOP SCREEN

THERE ARE TWO WAYS TO BEGIN RECEIVING

IF THERE IS A <u>RECEIVING ICON</u> **ON THIS SCREEN NEXT TO THE REQUISITION YOU WANT TO RECEIVE ON**

CLICK ON: <u>RECEIVING ICON</u>

Receive Items: Select Items

Cancel   Clear Changes   Step 1 of 3   Next

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)

Item Number ____

Go   Clear

☑	Requisition △	Item Number	Description	Need-By △	Receipt Quantity	Unit	Ordered	Received	Invoiced	Supplier △	Order Type	Order Number △	Shipment Number △	GL Encumbered Date	Attac
☑	1792382	LINE #1 ITEM	28-Apr-2023 00:00:00	6000	Each ▼	6000	0	0	NARRAGANSETT ELECTRIC COMPANY	Purchase	3812410		18-Apr-2023	
☑	1792382	LINE #2 ITEM	28-Apr-2023 00:00:00	1750	Each ▼	1750	0	0	NARRAGANSETT ELECTRIC COMPANY	Purchase	3812410		18-Apr-2023	
☑	1792382	LINE #2 ITEM	28-Apr-2023 00:00:00	1750	Each ▼	1750	0	0	NARRAGANSETT ELECTRIC COMPANY	Purchase	3812410		18-Apr-2023	
☑	1792382	LINE #3 ITEM	28-Apr-2023 00:00:00	1500	Each ▼	1500	0	0	NARRAGANSETT ELECTRIC COMPANY	Purchase	3812410		18-Apr-2023	

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

Cancel   Clear Changes   Step 1 of 3   Next

CHECK THE BOX NEXT TO LINE YOU WANT TO RECEIVE ON

THE RECEIPT QUANTITY AUTOMATICLLY POPULATES. I F IT IS THE CORRECT AMOUNT TO RECEIVE LEAVE IT OR CHANGE IT TO THE AMOUNT YOU WANT TO RECEIVE.

CLICK ON: NEXT

○ Select Items   ● Receipt Information   ○ Review And Submit

Receive Items: Enter Receipt Information

Cancel   Back   Step 2 of 3   Next

* Indicates required field

	* Receipt Date	24-Apr-2023 11:27:05
	Waybill	
	Packing Slip	
	Receipt Comments	

Does this information apply to all items?   ◉ Yes
○ No, some receipt information differs by item

Attachments

Add Attachment...

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

ADD ADDITIONAL INFORMATION IF NEEDED BUT NOT REQUIRED.

CLICK ON: NEXT

iProcurement

Shop | Requisitions | Receiving | Contractors | Assessments | Feedback

Home | 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 24-Apr-2023 11:27:05
Receipt Comments

Received Item Details

...

Requisition	Description	Receipt Quantity	Unit	Waybill	Packing Slip	Item Comments	Supplier	Attachments
1792382	LINE #1 ITEM	6000	Each				NARRAGANSETT ELECTRIC COMPANY	
1792382	LINE #2 ITEM	1750	Each				NARRAGANSETT ELECTRIC COMPANY	
1792382	LINE #2 ITEM	1750	Each				NARRAGANSETT ELECTRIC COMPANY	
1792382	LINE #3 ITEM	1500	Each				NARRAGANSETT ELECTRIC COMPANY	

REVIEW

CLICK ON: SUBMIT

CONFIRMATION NOTICE WITH RECEIPT NUMBER

OR

SECOND OPTION

IN THE SHOP SCREEN, CLICK

ON: <u>RECEIVING TAB</u>

Receiving | Work Confirmations

Search [Items to Receive ▾]   Search Attribute [Find by Requisition Number ▾]   Search Value [_____]   [Go]

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
1792382	STANDARD PURCHASE ORDER	NARRAGANSETT ELECTRIC COMPANY	3812410	◈
1792379	MIAMI, FL CONFERENCE IN APRIL 2023	TRAVELINE TRAVEL AGENCY INC	3812409	◈
1792377	TEST CONTRACT RELEASE	VISION SERVICE PLAN	3812408	◈
1792372	APA-41920 LINE BLANKET PURCHASE AGREEMENT	MULTI-HEALTH SYSTEMS INC	3784635	◈

My Receipts at a Glance

Click **View Details** to view receipt details   [Full List]

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: <u>RECEIVE ITEMS</u>

Receiving | Work Confirmations

Select Items ———— Receipt Information ———— Review And Submit

Receive Items: Select Items

Cancel | Clear Changes | Step 1 of 3 | Next

Requester	Paolissi, Alice
	☐ Include people from all organizations
Requisition Number	
Supplier	
Order Number	
Shipment Number	
Items Due	Last 7 Days ∨
	(Enter at least one additional search criterion when selecting Items Due Any Time)
Item Number	

Go | Clear

•••

☐	Requisition	Item Number	Description	Need-By	Receipt Quantity	Unit	Ordered	Received	Invoiced	Supplier	Order Type	Order Number	Shipment Number	GL Encumbered Date	Attachments
	No results found.														

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

CLICK ON: <u>CLEAR</u>

ENTER: <u>REQUISITION NUMBER</u> OR <u>PURCHASE ORDER NUMBER</u>

NOTE:
- **IF THE REQUISITION IS RECEIVED IN FULL IT WILL NOT SHOW UP.**
- **IF THE REQUISITION HAS BEEN PARTIALLY RECEIVED ON SOME LINES**
  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 REQUISITION LINES WILL SHOW UP

CLICK ON: <u>GO</u>

CHECK THE <u>BOX</u> NEXT TO LINE YOU WANT TO RECEIVE ON

THE <u>RECEIPT QUANTITY</u> AUTOMATICLLY POPULATES. IF IT IS THE CORRECT AMOUNT TO RECEIVE LEAVE IT OR CHANGE IT TO THE AMOUNT YOU WANT TO RECEIVE.

CLICK ON: <u>NEXT</u>

Shop   Requisitions   Receiving   Contractors   Assessments   Feedback

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

○ Select Items ──────────── ● Receipt Information ──────────── ○ Review And Submit

Receive Items: Enter Receipt Information

Cancel   Back   Step 2 of 3   Next

* Indicates required field

* Receipt Date	24-Apr-2023 11:27:05 📅
Waybill	
Packing Slip	
Receipt Comments	

Does this information apply to all items?   ⦿ Yes
                                            ○ No, some receipt information differs by item

Attachments

Add Attachment...

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

ADD ADDITIONAL INFORMATION IF NEEDED BUT NOT REQUIRED.

CLICK ON: NEXT

iProcurement

Logged In As **APAOLISSI**

Shop | Requisitions | Receiving | Contractors | Assessments | Feedback

Home | 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 24-Apr-2023 11:27:05
Receipt Comments

Received Item Details

Requisition	Description	Receipt Quantity	Unit	Waybill	Packing Slip	Item Comments	Supplier	Attachments
1792382	LINE #1 ITEM	6000	Each				NARRAGANSETT ELECTRIC COMPANY	
1792382	LINE #2 ITEM	1750	Each				NARRAGANSETT ELECTRIC COMPANY	
1792382	LINE #2 ITEM	1750	Each				NARRAGANSETT ELECTRIC COMPANY	
1792382	LINE #3 ITEM	1500	Each				NARRAGANSETT ELECTRIC COMPANY	

REVIEW

CLICK ON: SUBMIT

Shop | Requisitions | Receiving | Contractors | Assessments | Feedback

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

Confirmation

Receipt 971802 has been created for you.

Receive Items: Confirmation Details

Receipt Information

Receipt Date   24-Apr-2023 11:27:05

Received Item Details

Receipt	Requisition	Description	Receipt Quantity	Unit	Waybill	Packing Slip	Item Comments	Receipt Comments	Supplier	Attachments
971802	1792382	LINE #1 ITEM	6000	Each					NARRAGANSETT ELECTRIC COMPANY	
971802	1792382	LINE #2 ITEM	1750	Each					NARRAGANSETT ELECTRIC COMPANY	
971802	1792382	LINE #2 ITEM	1750	Each					NARRAGANSETT ELECTRIC COMPANY	
971802	1792382	LINE #3 ITEM	1500	Each					NARRAGANSETT ELECTRIC COMPANY	

Return to Receiving

CONFIRMATION NOTICE WITH RECEIPT NUMBER

<mark>NOTE:</mark>
YOU CAN ALSO PERFORM THE FOLLOWING FUNCTIONS IN THIS SECTION:

Receiving

☆

Select the receiving action you want to perform.

- Receive Items
- Return Items

- Correct Receipts
- View Receipts

END
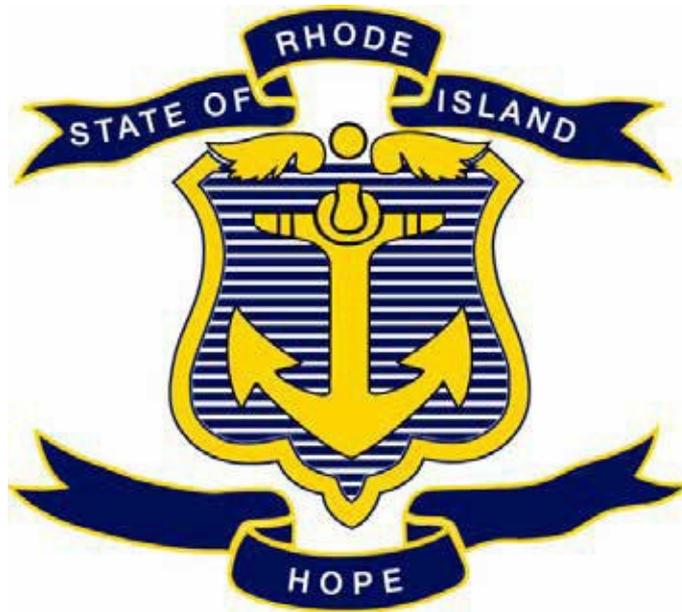
STATE OF RHODE ISLAND DEPARTMENT OF ADMINISTRATION DIVISION OF PURCHASES

RIFANS

REQUISITION AND PURCHASE ORDER INQUIRY INSTRUCTIONS

LOG IN TO INQUIRY

USER NAME: INQUIRY
PASSWORD: INQUIRY

REQUISITION INQUIRY

HOME PAGE

CLICK ON: RI FINANCIAL INQUIRY

Worklist

From	Subject	Sent
There are no notifications in this view.		

☑ TIP Vacation Rules - Redirect or auto-respond to notifications.

Table Diagnostics

Favorites

Manage Favorites

📷 Purchase Order Inquiry (RI Financial Inquiry)

📄 Run (Reports)

Navigator

Personalize

RI Financial Inquiry
- 📁 RI Financial Inquiry
- 📁 RI General Ledger Reports
- 📁 RI Payables Reports
- 📁 RI Purchasing Reports

RI Financial Inquiry
- 📷 Requisition Inquiry
- 📷 Purchase Order Inquiry
- 📷 Invoices Inquiry
- 📷 Payments Inquiry

GL Inquiry
- 📷 Account
- 📷 Budget
- 📷 Journal
- 📷 Funds
- 📄 Account Analysis and Drilldown
- 📄 Account Analysis and Drilldown

CLICK ON: REQUISITION INQUIRY

Downloads

📁 🔍 ⋯ 📌

🖼 frmservlet (38).jnlp   📁 🗑
Open file

THIS SERVLET BOX WILL SHOW UP.
CLICK ON OPEN FILE

Do you want to run this application?

Name:	**Oracle E-Business Suite**
Publisher:	State of Rhode Island
Location:	http://ent-ap-rfnt1.enterprise.ri.gov:8003

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 MAY OPEN UP ASKING TO RUN THE APPLICATION.

CLICK ON: RUN

ENTER THE <u>REQUISITION NUMBER</u>

CLICK ON: <u>FIND</u>

Requisition Headers Summary

REQ header

Number	Description	Approval Stat	Total	[ ]	Creation Date	Preparer	Type	Canc	Close	R
1792382	STANDARD PURCHASE	Approved	7,500.00	Standard PO.*OTHER..N..N	18-APR-2023 14:1	Paolissi,	Purchase R	☐	☐	☐
								☐	☐	☐
								☐	☐	☐
								☐	☐	

Note

You cannot open this requisition.

This requisition is in one of the following states: cancelled, approved, in process, finally closed or pre-approved.

OK

Lines   New   Open

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

IF YOU CLICK ON OPEN YOU WILL GET AN ERROR MESSAGE:

REQUISITIONS CANNOT BE OPENED WHEN IN REQUISITION INQUIRY.

CLICK ON: <u>LINES</u> TO VIEW THE <u>REQUISITION LINE SUMMARY</u>

Requisition Lines Summary

REQ LINES

Number	Line	Category	Order Number	Buyer	Location	Invoice	Description	Amount	Supp	Site	Note	Source PO Nur	Negotiatio	Source Doc	Qua	Price
1792382	1	800.16	3812410		06800-021	06800-021	LINE #1 ITE	6,000.00	NAR	01					6000	1
1792382	2	800.16	3812410		06800-021	06800-021	LINE #2 ITE	0.00	NAR	01					3500	1
1792382	3	800.16	3812410		06800-021	06800-021	LINE #3 ITE	1,500.00	NAR	01					1500	1

[Distributions]   [New]   [Open]

THE <u>REQUISITION LINES SUMMARY</u> WINDOW WILL SHOW INFORMATION PERTAINING TO ALL LINES

File Edit View Folder Tools Window Help

Find Requisitions

Requisition Headers Summary

Requisition Lines Summary

REQ LINES

Number	Line	Category	Order Number	Buy	Location	Invoice	Description	Amount	Supp	Site	Note	Source PO Num	Negotiatio	Source Do	Qua	Price
1792382	1	800.16	3812410		06800-021	06800-021	LINE #1 IT	6,000.00	NAR	01					6000	1
1792382	2	800.16	3812410		06800-021	06800-021	LINE #2 ITE	0.00	NAR	01					3500	1
1792382	3	800.16	3812410		06800-021	06800-021	LINE #3 ITE	1,500.00	NAR	01					1500	1

Editor

LINE #1 ITEM

OK   Cancel   Search

Distributions   New

Open

TO VIEW THE WHOLE FIELD CLICK IN THE BOX YOU WANT TO VIEW

CLICK ON THE PENCIL ICON

TO SEE IF A REQUISITION HAS BEEN ASSIGNED TO A BUYER
CLICK IN THE BUYER BOX AND CLICK ON THE PENCIL
BUYERS NAME WILL APPEAR IF IT WAS ASSIGNED. IT WILL BE BLANK IF IT HAS NOT BEEN ASSIGNED YET

PURCHASE ORDER INQUIRY

LOG IN

HOME PAGE

CLICK ON: <u>FINANCIAL INQUIRY</u>

Worklist

From	Subject	Sent
There are no notifications in this view.		

☑ TIP Vacation Rules - Redirect or auto-respond to notifications.
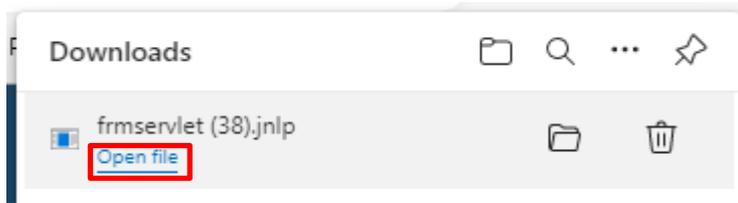
Table Diagnostics

Favorites

Manage Favorites

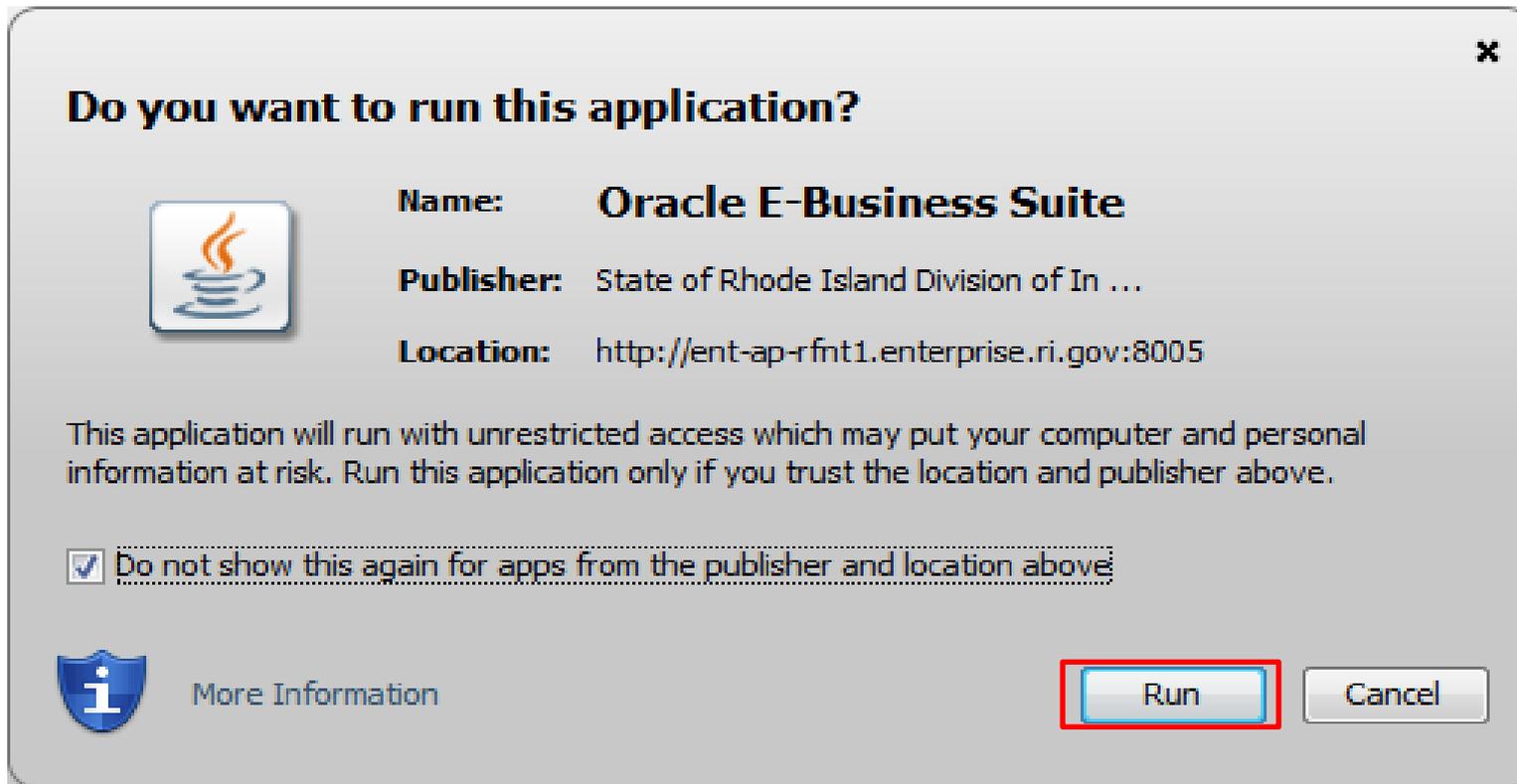🔲 Purchase Order Inquiry (RI Financial Inquiry)

📄 Run (Reports)

Navigator

Personalize

📁 **RI Financial Inquiry**
📁 RI General Ledger Reports
📁 RI Payables Reports
📁 RI Purchasing Reports

RI Financial Inquiry
🔲 Requisition Inquiry
🔲 Purchase Order Inquiry
🔲 Invoices Inquiry
🔲 Payments Inquiry

GL Inquiry
🔲 Account
🔲 Budget
🔲 Journal
🔲 Funds
📄 Account Analysis and Drilldown
📄 Account Analysis and Drilldown

CLICK ON: <u>PURCHASE ORDER INQUIRY</u>

THIS SERVLET BOX WILL SHOW UP.
CLICK ON OPEN FILE

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

CLICK ON: RUN

ENTER PURCHASE ORDER NUMBER IN THE NUMBER BOX

CLICK ON: FIND

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

PURCHASE ORDERS CANNOT BE OPENED WHEN IN PURCHASE ORDER INQUIRY.

SCROLL OVER TO SEE MORE COLUMNS

CLICK ON: LINES TO VIEW THE PURCHASE ORDER LINES

THE PURCHASE ORDER LINES WINDOW WILL APPEAR SHOWING INFORMATION FOR ALL LINES

SCROLL OVER TO SEE MORE COLUMNS

CLICK ON SHIPMENTS TO VIEW LINE #1 SHIPMENT LINES

LINE #1 SHIPMENT LINE WILL SHOW ALL COLUMNS

SCROLL OVER TO SEE MORE COLUMNS

CLICK ON DISTRIBUTIONS TO VIEW LINE #1 DISTRIBUTION LINES

THE DISTRIBUTION LINE FOR LINE #1 WILL SHOW ALL COLUMNS

SCROLL OVER TO SEE MORE COLUMNS

TO VIEW OTHER LINES SHIPMENTS AND DISTRIBUTION EXIT OUT OF THE SCREENS BACK TO THE PURCHASE ORDER LINES SCREEN AND CLICK ON THE NEXT LINE TO VIEW THE SHIPMENT AND DISTRIBUTION OF THE NEXT LINE. REPEAT FOR ALL LINES.

END

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

RIFANS

INSTRUCTIONS ON HOW TO VIEW AN INVOICE

LOG IN

Home

Worklist

Rows 1 to 15

From	Subject ▲	Sent △
	Invoice Number 489205 has been submitted for PO Number 3801751	12-Jan-2023
	Invoice Number 490373 has been submitted for PO Number 3801751	12-Jan-2023
	Invoice Number 59949 has been submitted for PO Number 3794282	13-Jan-2023
	Invoice Number s231284 has been submitted for PO Number 3800349	12-Jan-2023
McGurn, Cheryl	Purchase Requisition 1765002 has been returned by the buyer	17-Aug-2022
Gardiner, Ryan	Purchase Requisition 1794150 has been approved	12-Jan-2023

☑ TIP Vacation Rules - Redirect or auto-respond to notifications.

Navigator

Personalize

📁 068Q-Requisitioner
📁 RI Financial Inquiry   Please select a responsibility.
📁 RI GL Agency User
📁 RI Payables Reports
📁 RI Purchasing Reports

Favorites

Manage Favorites

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

HOME PAGE

CLICK ON: REQUISITIONER

SHOP SCREEN

CLICK ON: FULL LIST

Requisitions | Notifications | Approvals

Requisitions

Search

Views

View [All My Requisitions ⌄] [Go]

🔵 Indicates requisition with a pending change request.

Select requisition: [Copy To Cart] [Cancel Requisition] [Complete] [Delete] | •••   Rows 1 to 300

Select	Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date ▼	Status △	Order
○	1792384	FIRE ALARM SYSTEM FOR DEPARTMENT OF ADMINISTRATION	0.00 USD	9	0	0	9	21-Apr-2023 14:18:35	In Process	
○	1792382	STANDARD PURCHASE ORDER	7,500.00 USD	11000	0	3500	7500	18-Apr-2023 14:18:51	Approved	3812410
○	1792381	line #1	1,200.00 USD	1	0	0	1	14-Apr-2023 14:55:23	Incomplete	
○	1792380	MIAMI, FL CONFERENCE IN APRIL 2023	0.00 USD	2	0	0	2	14-Apr-2023 13:42:37	In Process	
○	1792379	MIAMI, FL CONFERENCE IN APRIL 2023	0.00 USD	2	0	0	2	31-Mar-2023 14:02:03	Approved	3812409
○	1792377	TEST CONTRACT RELEASE	5,088.00 USD	3	0	0	3	27-Mar-2023 14:23:45	Approved	3812408
○	1792372	APA-41920 LINE BLANKET PURCHASE AGREEMENT	1,900.00 USD	10	0	0	10	09-Mar-2023 11:46:55	Approved	3784635-2
○	1792369	STANDARD - OTHER - REQ. TO PO	1,500.00 USD	1	0	0	1	08-Mar-2023 14:27:37	In Process	
○	1792273	FY23 MPA-550 CONTRACT #3791996 SOUTH SHORE GENERATOR ESH ZAMBARANO WATER PLANTS MINOR REPAIRS FOR GENERATORS AS NEEDED AGENCY CONTACT JOE GONYEA	5,000.00 USD	5000	0	0	5000	13-Jan-2023 12:12:44	In Process	
○	1792205	FY23 RELEASE BUILDING ENCLOSURE SCIENCE CONTRACT 3811245 DOC ASSESSMENT OF BUILDING ENVELOPE AGENCY CONTACT ARTIE JOCHMANN/PAUL TRUPPI	8,900.00 USD	8900	0	0	8900	13-Jan-2023 06:33:31	Approved	3812337
○	1792192	FY23 MTG MPA-415 AWARD 3345283 CUST # 6388-320063 ARRIGAN REHAB CENTER MPA-415 CONTRACT 3345283 EXPIRES ON 3/31/23	152.85 USD	15	0	0	15	12-Jan-2023 16:12:45	Approved	3345283-551
○	1792065	FY23 RELEASE SIGNET MPA-419 CONTRACT# 3727235 RI STATE BOMB SQUAD ACCESS CONTROL FOR WEAPONS STORAGE AGENCY CONTACT ROLAND DAIGLE/JOHN MCCOY	23,337.93 USD	23337.93	0	0	23337.93	12-Jan-2023 11:00:09	In Process	
○	1792043	FY23 STD DV CORRECTIONAL INDUSTIRES DCAMM - #10 WINDOW ENVELOPES - AGENCY CONTACT SANDRA SCHENCK	200.30 USD	175.8	0	0	175.8	12-Jan-2023 09:56:03	Approved	3812137
○	1792041	FY23 ZERO DOLLAR MINI BID CONTRACT VALUE $7746.53 DOME CONSTRUCTION ROOF REPAIR (80 FABIEN ST) AGENCY CONTACT CARL HYLLESTER	0.00 USD	1	0	0	1	12-Jan-2023 09:49:25	Pre-Approved	

CLICK ON: <u>ORDER NUMBER</u> TO BRING UP PURCHASE ORDER INFORMATION

IF YOU DON'T SEE YOUR PURCHASE ORDER ON THE SCREEN YOU CAN DO A SEARCH

CLICK ON SEARCH TAB

Requisitions | Notifications | Approvals

Requisitions: Requisitions >

Requisitions Search

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

Views

Requisition Created By	Paolissi, Alice		Requester	
	☐ Include people from all organizations			☐ Include people from all organizations
Requisition Created	Last 7 Days ∨		Requisition Status	∨
Requisition Number			Requisition Description	
Order Number			Supplier	
	☐ Spot Buy Requisitions		Item Number	

Go   Clear

•••

Select	Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date	Status	Order
	No search conducted.									

CLICK ON CLEAR

ENTER ORDER NUMBER

CLICK ON: GO

Requisitions | Notifications | Approvals

Requisitions: Requisitions >
Requisitions Search

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

[**Views**]

Requisition Created By		**Requester**	
☐ Include people from all organizations		☐ Include people from all organizations	
Requisition Created	Any Time ▾	**Requisition Status**	▾
Requisition Number		**Requisition Description**	
Order Number	3448139	**Supplier**	
☐ Spot Buy Requisitions		**Item Number**	

[Go] [Clear]

Select requisition: [Copy To Cart] [Cancel Requisition] [Change] [Complete] | •••

Select	Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date ▼	Status △	Order
○	1443523	DELL 8 GM CERTIFIED REPLACEMENT MEMORY MODULE	101.98 USD	2	2	0	0	17-Dec-2015 10:00:01	Approved	3448139

CLICK ON THE ORDER NUMBER

Not secure | ent-ap-rfnt1.enterprise.ri.gov:8003/OA_HTML/OA.jsp?OAFunc=POS_VIEW_ORDER_INT&ReqHeaderId=%7B!!jmDhuX5xpThtJ6yi7U...

OSP - STAGE   RIFANS LOGIN 8001   TEST 8003   TRANSPARENCY W...   PATCH INSTANCE I...   INTRANET   PURCHASES WEBSITE   DEV 1 TESTING - 80...   PATCH PORTAL   Other favorites

≡   **iProcurement**   🛒 | 🏠 ★ ⚙ 🔔15 | Logged In As APAOLISSI ❓ ⏻

Shop   **Requisitions**   Receiving   Contractors   Assessments   Feedback

Requisitions   Notifications   Approvals

Requisitions: Requisitions > Requisitions Search >

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

Actions   Printable View ▾   Go   Ok

Currency= USD

	Printable View
	View Receipts
	View Invoices
	View Payments
	View Shipments

Order Information

General

Total	101.98
Supplier	DELL MARKETING LP
Supplier Site	02
Supplier Contact	P, SASIDHAR
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	Closed
Note to Supplier	
Operating Unit	State of Rhode Island
Sourcing Document	
Supplier Order Number	
Attachments	None

Terms and Conditions

Payment Terms	NET 30
Carrier	
FOB	Destination
Freight Terms	Paid
Shipping Control	

Ship-To Address

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

Bill-To Address

Address	MASTER PRICE AGREEMENT
	SEE BELOW

Summary

Total	101.98
Received	101.98
Invoiced	101.98
Payment Status	Paid

CLICK ON: DROPDOWN ARROW NEXT TO THE ACTIONS FIELD

CLICK ON: VIEW INVOICES

CLICK ON: GO

Requisitions | Notifications | Approvals

Requisitions: Requisitions > Requisitions Search > View Order Details >

Invoices for Standard Purchase Order: 3448139

Export

Invoice △	Description	Invoice Date △	Type	Supplier	Supplier Site	Currency	Amount △	Due	Status	On Hold	PO Number	Receipt	Payment Status	Payment	Scheduled Payments	Attachments
XJW2912T1	ORDER 934720778	18-Dec-2015	Standard	DELL MARKETING LP	02	USD	101.98	0.00					Paid		🖥	📎1

Return to View Order Details

CLICK ON: <u>INVOICE NUMBER</u> TO VIEW ADDITIONAL INFORMATION

DISREGARD THE ERROR MESSAGE UNDER THE AMOUNT.

(IT ONLY EFFECTS THE VIEW)

Standard Invoice: XJW2912T1 (Total USD 101.98)

Export

Currency= USD

General

Invoice Date	18-Dec-2015
Status	Approved
On Hold	
Batch	
Attachments	📎 1
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

Paid	101.98
Discount Taken	0.00
Due	0.00
Status	Paid
Payment Date	15-JAN-2016
Payment	1890650
Term	NET 30

Invoice Lines   Scheduled Payments   Hold Reasons

...

Line ▲	Type △	Description	Qty	UOM	Price	Tax Included	Amount △	Retainage	Status △	PO Number	PO Line	PO Shipment	Buyer	Receipt	Cost Center	RIFANS RIGID
1	Item	DELL 8 GM CERTIFIED REPLACEMENT MEMORY MODULE	2	Each	50.99		101.98	0.00	Approved	3448139	1	1	Autocreate, *			

Return to View Invoices

ATTACHMENT ICON 📎1 CAN BE CLICKED ON TO VIEW INVOICE BACKUP

Requisitions | Notifications | Approvals

Rectangular Snip

Requisitions: Requisitions > Requisitions Search > View Order Details > View Invoices > Invoice Details >
Attachments

Search

Note that the search is case insensitive
Title [   ] Go
▶ Show More Search Options

Seq △	Title △	Type △	Description △	Category △	Last Updated By △	Last Updated △	Usage △	Update	Delete	Publish to Catalog
15740	Sharepoint - press cntrl a...	Web Page	Sharepoint - press cntrl a...	Invoice Internal	SYSADMIN	29-Dec-2015	Standard	✎	🗑	📇

Return to Standard Invoice: XJW2912T1 (Total USD 101.98)

CLICK ON THE TITLE

Confirmation

You are being taken to an external web page http://dor-ap-klwfe2.dor.ri.gov:8082/Documents.aspx?GetDocumentURL=http://klimg.rifans.dor.ri.gov/sites/RIFANS/RIFANS/2016/08/23/20/01/100110543.TIF. Do you want to continue?

No   Yes

CLICK ON: YES

CLICK ON: OPEN FILE

XJW2912T1

068

3830396

56

DELL-MARKETING-LP

29-DEC-15
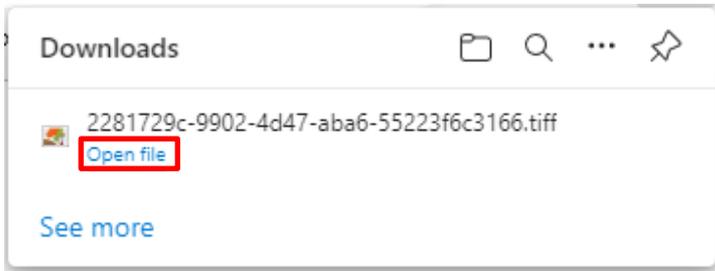
Initiated By	MKELLEY
Creation From Date:	2015/12/29 00:00:00
Creation To Date:	2015/12/29 00:00:00

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	DistAmount:
Agency	068	101.98
GL Date:	29-DEC-15

Page 1 of 3

THE INVOICE ATTACHMENT WILL BE DISPLAYED.
CLICK ON ARROW TO SEE OTHER PAGES

This is your **INVOICE**

Page: 1 of 1

FID Number: 74-2616805
Sales Rep: LISBETH A DUKE
For Sales: (800)981-3355
Sales Fax: (800)433-9527
For Customer Service: (800)981-3355
For Technical Support: (800)822-8965
Dell Online: http://www.dell.com

Customer Number: 001180708
Purchase Order: 3448139
Order Number: 934720778
Order Date: 12/17/15

Invoice Number: XJW2912T1

Invoice Date: 12/18/15
Payment Terms: NET DUE 30 DAYS
Due Date: 01/17/16
Shipped Via: STANDARD GROUND
Waybill Number: 8W0BR20388353249

RECEIVED
ACCOUNTS PAYABLE
2015 DEC 28 PM 2: 09

SOLD TO:
#BWNHKPV
#0011 8070 88#

RI DEPT OF ADMIN
ACCTS PAYABLE
1 CAPITOL HL STE 4
ADMIN/INFO PROCESS/CNTRL BUS
PROVIDENCE RI 02908-5803

SHIP TO:
RECV DEPT
DOA-OLIS-INFO PROCESSING
1 CAPITOL HL 2ND FL
PROVIDENCE, RI 02908-5803

PLEASE REVIEW IMPORTANT TERMS & CONDITIONS ON THE REVERSE SIDE OF THIS INVOICE

Order	Shipped	Item Number	Description	Unit	Unit Price	Amount
2	2	A7022339	Dell 8 GB Certified Replacemen t Memory Module for Select Del l Systems - 1600MHz LV SODIMM	EA	50.99	101.98

FOR SHIPMENTS TO CALIFORNIA, A STATE ENVIRONMENTAL FEE OF UP TO $5 PER ITEM WIL
L BE ADDED TO INVOICES FOR ALL ORDERS CONTAINING A DISPLAY GREATER THAN 4 INCHE
S. PLEASE KEEP ORIGINAL BOX FOR ALL RETURNS. COMPREHENSIVE, ONLINE CUSTOMER CA
RE INFORMATION AND ASSISTANCE IS A CLICK AWAY AT WWW.DELL.COM/PUBLIC-ECARE TO A
NSWER A VARIETY OF QUESTIONS REGARDING YOUR DELL ORDER.

Ship. &/or Handling	$	0.00
Subtotal	$	101.98
Taxable	Tax:	
$ 0.00	$	0.00
ENVIRO FEE	$	0.00
Invoice Total	$	101.98

DETACH AT PERF AND RETURN WITH PAYMENT

MAKE CHECK PAYABLE/REMIT TO:

Invoice Number: XJW2912T1
Customer Name: RI DEPT OF ADMIN
Customer Number: 001180708
Purchase Order: 3448139
Order Number: 934720778

DELL MARKETING L.P.
C/O DELL USA L.P.
PO BOX 643561
PITTSBURGH,PA 15264-3561

Ship. &/or Handling	$	0.00
Subtotal	$	101.98
Taxable	Tax:	
$ 0.00	$	0.00
ENVIRO FEE	$	0.00
Invoice Total	$	101.98
	$	
	$	
	$	
Balance Due	$	101.98
Amt. Enclosed	$	

000XJW2912T10000000010198840001180708P

(Rev 2/15)

Page 2 of 3

TERMS OF SALE
SEE BELOW INSTRUCTIONS FOR ACCESSING THE TERMS OF SALE APPLICABLE TO YOUR PURCHASE.
PLEASE REVIEW THESE TERMS CAREFULLY, AS THEY CONTAIN IMPORTANT INFORMATION ABOUT
YOUR RIGHTS AND OBLIGATIONS, AS WELL AS LIMITATIONS AND EXCLUSIONS. THE TERMS OF SALE REQUIRE THE
USE OF ARBITRATION ON AN INDIVIDUAL BASIS TO RESOLVE DISPUTES, RATHER THAN JURY TRIALS OR CLASS
ACTIONS, IF YOU DO NOT AGREE WITH THESE TERMS, DO NOT ORDER/KEEP YOUR PRODUCT.

○ **NOTICE TO CUSTOMERS IN THE U.S.:** Purchases of Dell products, software and services are governed by the
applicable Terms of Sale found at www.dell.com/terms.

○ **NOTICE TO CUSTOMERS OUTSIDE THE U.S.:** Different Terms of Sale applicable for certain Central American,
Caribbean & South American countries may be found at www.dell.com/la/TerminosCondiciones.

○ **NOTA A CLIENTES LOCALIZADOS FUERA DE EEUU:** Diferentes terminos de venta aplicables a determinados paises
de Centroamérica, Caribe y Sud América puede encontrarlos en www.dell.com/la/TerminosCondiciones.

Rev. 2/15

Page 3 of 3

END

STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION
DIVISION OF PURCHASES

RIFANS

PRINTING INSTRUCTIONS

LOG IN

Home

Worklist

Full List (15)

Rows 1 to 15

| From	Subject ▲	Sent △
	Invoice Number 489205 has been submitted for PO Number 3801751	12-Jan-2023
	Invoice Number 490373 has been submitted for PO Number 3801751	12-Jan-2023
	Invoice Number s231284 has been submitted for PO Number 3800349	12-Jan-2023
McGurn, Cheryl	Purchase Requisition 1765002 has been returned by the buyer	17-Aug-2022
Gardiner, Ryan	Purchase Requisition 1784150 has been approved	13-Jan-2023
Gardiner, Ryan	Purchase Requisition 1791166 has been approved	13-Jan-2023

☑ TIP Vacation Rules - Redirect or auto-respond to notifications.

Favorites

Manage Favorites

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

Navigator

Personalize

📁 068Q-Requisitioner
📁 RI Financial Inquiry
📁 RI GL Agency User
📁 RI Payables Reports
📁 RI Purchasing Reports

Please select a responsibility.

CLICK ON: RI PURCHASING REPORTS

Home

Worklist

Rows 1 to 15

From	Subject ▲	Sent △
	Invoice Number 489205 has been submitted for PO Number 3801751	12-Jan-2023
	Invoice Number 490373 has been submitted for PO Number 3801751	12-Jan-2023
	Invoice Number s231284 has been submitted for PO Number 3800349	12-Jan-2023
McGurn, Cheryl	Purchase Requisition 1765002 has been returned by the buyer	17-Aug-2022
Gardiner, Ryan	Purchase Requisition 1784150 has been approved	13-Jan-2023
Gardiner, Ryan	Purchase Requisition 1791166 has been approved	13-Jan-2023

☑ TIP Vacation Rules - Redirect or auto-respond to notifications.

Favorites

Manage Favorites

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

Navigator

Personalize

	Reports
📁 068Q-Requisitioner	⊞ Run
📁 RI Financial Inquiry	
📁 RI GL Agency User	
📁 RI Payables Reports	
📁 **RI Purchasing Reports**	

CLICK ON: RUN

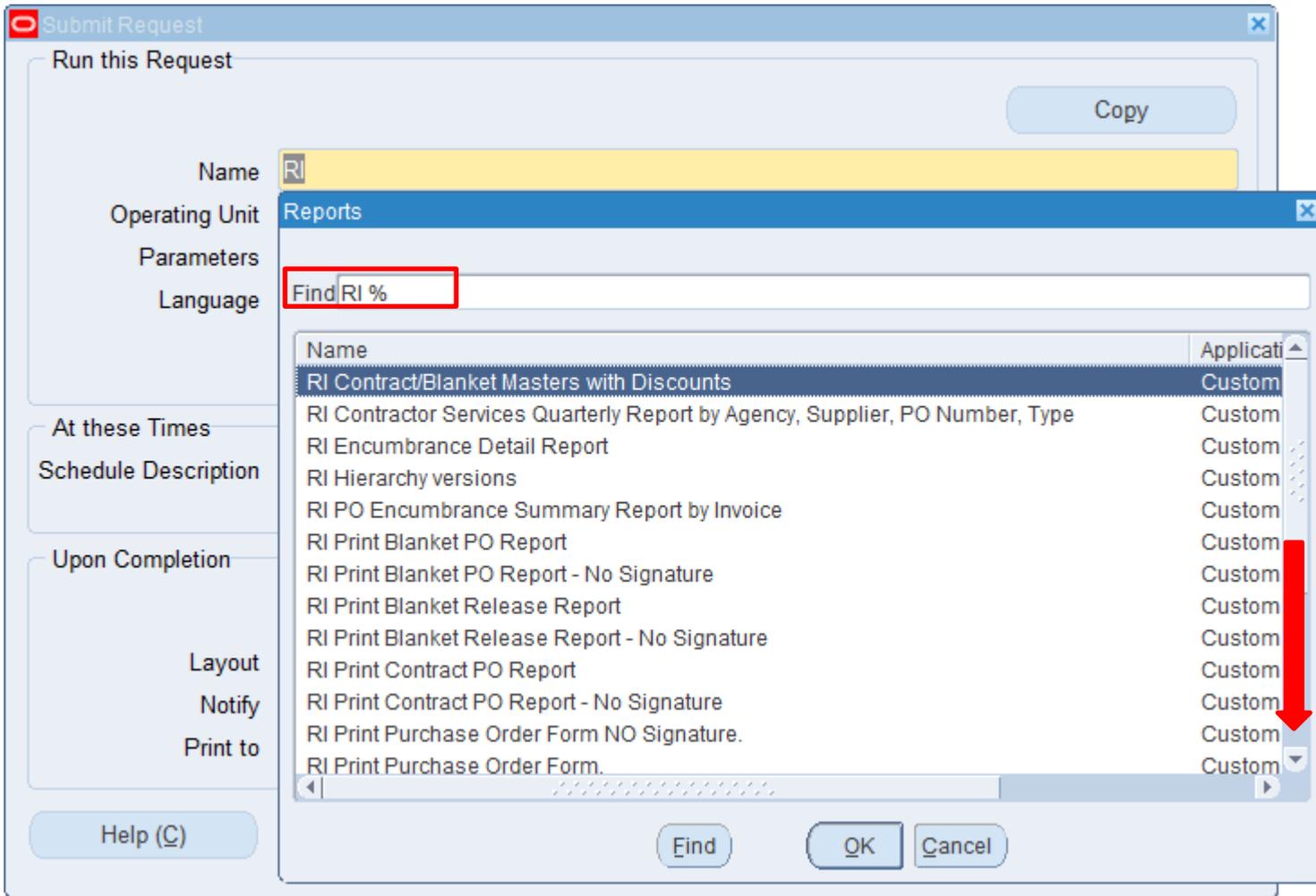**SERVLET BOX WILL APPEAR**

CLICK ON: OPEN FILE
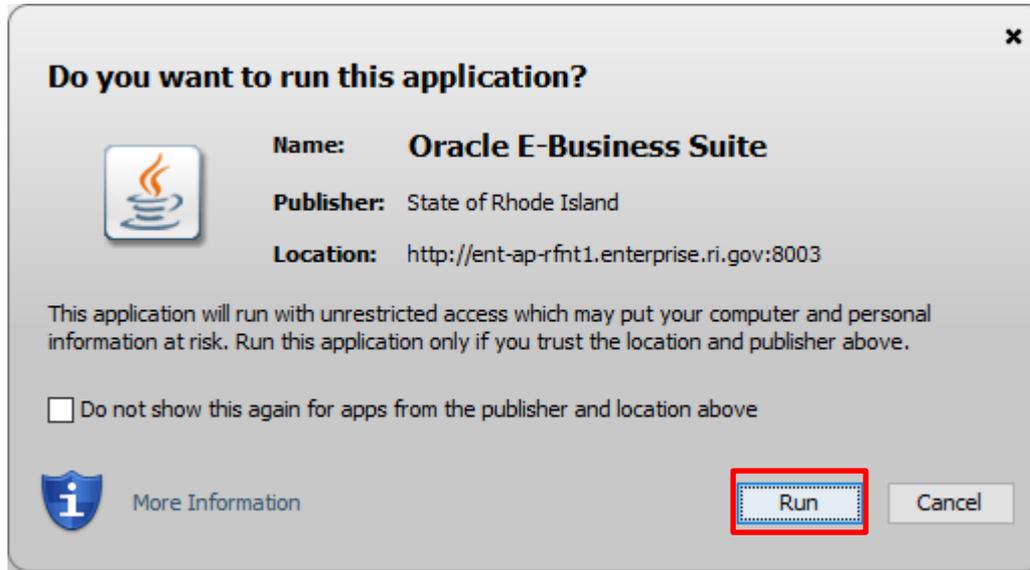
JAVA BOX WILL APPEAR

CLICK ON: RUN
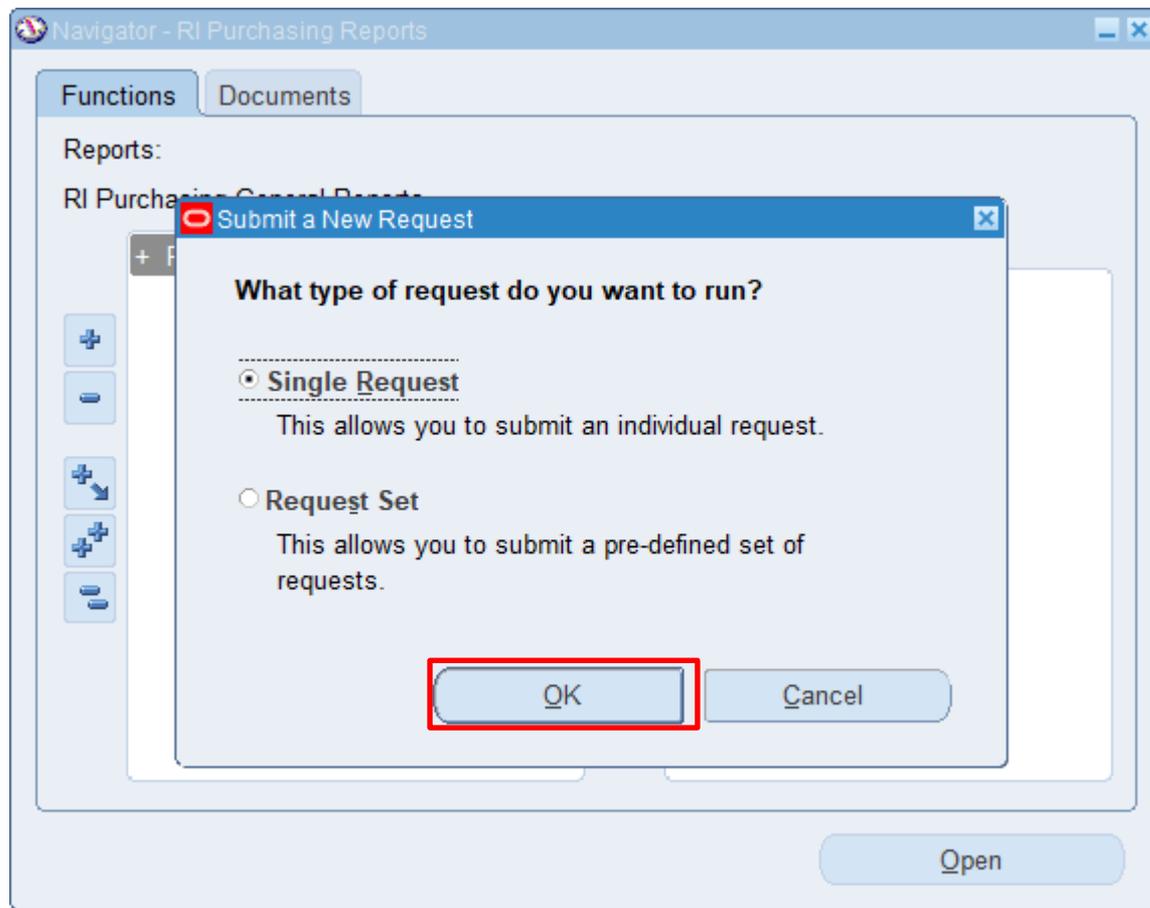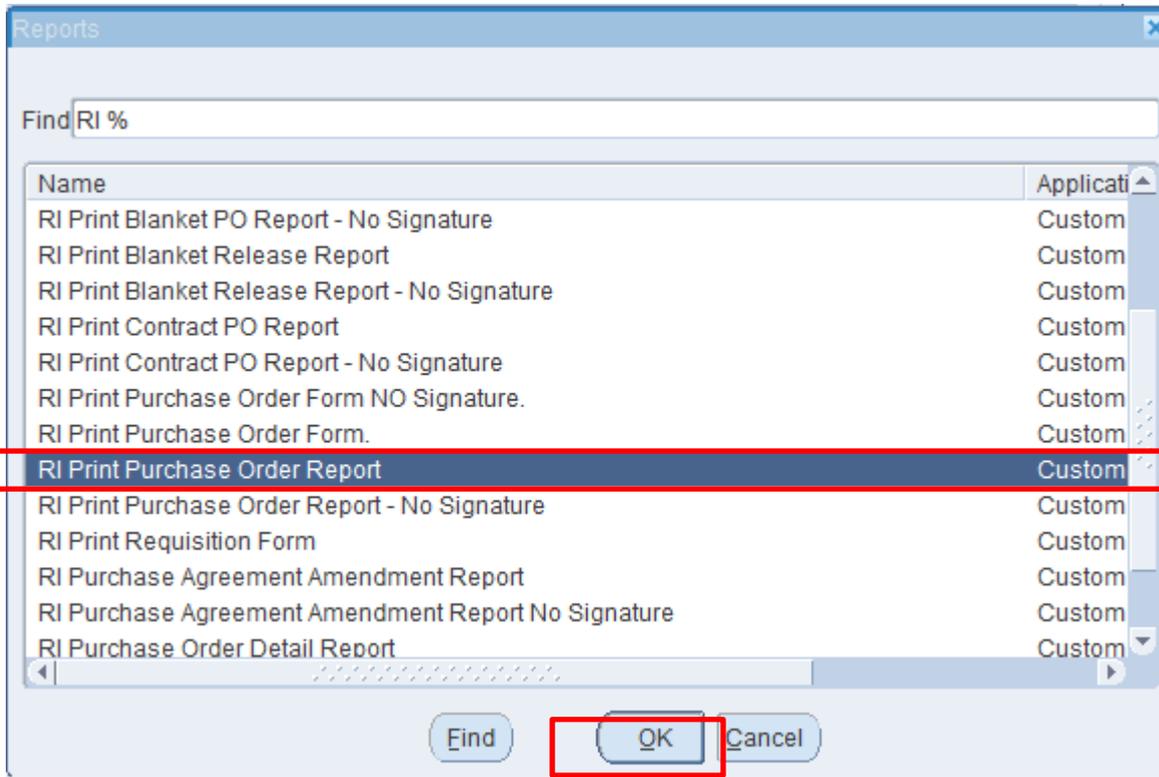
CLICK ON: OK

FIND: RI% (TAB)

 LIST OF PRINTING OPTIONS WILL APPEAR

SCROLL DOWN TO SEE ALL OPTIONS

Reports dialog box

Find: RI %

Name	Application
RI Print Blanket PO Report - No Signature	Custom
RI Print Blanket Release Report	Custom
RI Print Blanket Release Report - No Signature	Custom
RI Print Contract PO Report	Custom
RI Print Contract PO Report - No Signature	Custom
RI Print Purchase Order Form NO Signature.	Custom
RI Print Purchase Order Form.	Custom
RI Print Purchase Order Report	Custom
RI Print Purchase Order Report - No Signature	Custom
RI Print Requisition Form	Custom
RI Purchase Agreement Amendment Report	Custom
RI Purchase Agreement Amendment Report No Signature	Custom
RI Purchase Order Detail Report	Custom

Find   OK   Cancel

FOR THIS EXAMPLE: PRINTING OUT A STANDARD PURCHASE ORDER

SELECT: RI PRINT PURCHASE ORDER REPORT

CLICK ON: OK

FILL OUT THE FOLLOWING FIELDS

- **PRINT SELECTION: ALL**
- **PURCHASE ORDER NUMBERS FROM: _____**
- **PURCHASE ORDER NUMBERS TO: _____**
- **PRINT BLANKETS: NO**

CLICK ON: OK

CLICK ON: SUBMIT

CLICK ON REFRESH DATA TAB UNTIL THE GREEN HIGHLIGHTED BOXES CLEAR

THIS USUALLY TAKES A WHILE TO CLEAR

ONCE ALL THE GREEN HAS CLEARED CLICK IN THE COMPLETE PO REPORT OUTPUT

CLICK ON VIEW OUTPUT

YOUR PURCHASE ORDER WILL APPEAR

State Of Rhode Island
Department of Administration
Division of Purchases
One Capitol Hill
Providence, RI 02908-5860

Purchase Order Number	**3812410**
Revision Number	**2**
Reference Contract Number	
PO Date	**18-APR-2023**
Approved PO Date	**26-APR-2023**
Buyer	**Mcintyre, Nancy**

V
E **NARRAGANSETT ELECTRIC COMPANY**
N **DBA RHODE ISLAND ENERGY**
D **208 MELROSE ST**
O **PROVIDENCE, RI 02907**
R **United States**

S **DOA CONTROLLER**
H **ONE CAPITOL HILL, 4TH FLOOR**
I **SMITH ST**
P **PROVIDENCE, RI 02908**
  United States
T
O

Type of Requisition	
Requisition Number	
Change Order Requisition Number	
Solicitation Number	
Freight	**Paid**
Payment Terms	**NET 30**
Vendor Number	**1056**
Requester Name	**Paolissi, Alice**
Work Telephone	**401-574-8593**

This Purchase Order is issued pursuant to and in accordance with the terms and conditions of the solicitation and applicable federal, state, and local law, including the State of Rhode Island's General Conditions of Purchase which are incorporated herein by reference contain specific contract terms applicable to this Purchase Order. See: https://rules.sos.ri.gov/regulations/part/220-30-00-13

PO DESCRIPTION: LINE #1 ITEM

Line	Code	Description	Quantity	Unit	Unit Price (USD)	Amount (USD)
1		LINE #1 ITEM	6000	Each	1	6,000.00
2		LINE #2 ITEM	0	Each	1	0.00

Line CANCELED on 26-APR-2023

SCROLL DOWN TO VIEW THE WHOLE PURCHASE ORDER

FOLLOW THE SAME INSTRUCTIONS ABOVE FOR EACH TYPE OF PRINT OUT OF DOCUMENT NEEDED

END