



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

RIFANS

INSTRUCTION MANUALS

4/20/2016

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

GENERAL INFORMATION

PURCHASING WEBSITE: WWW.PURCHASING.RI.GOV

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

EXAMPLE:

USER NAME: 68

PASSWORD: 68000

CLICK ON: AGENCY INFORMATION CENTER

CLICK ON: NAVIGATION

BUSINESS PROCESSES IS LOCATED UNDER COMMUNICATIONS

- **PAPER PURCHASE ORDER CHANGE FORM**

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



**STATE OF RHODE ISLAND
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**Difference Between Blanket Purchase Agreements and Contract
Purchase Agreements**

Blanket Purchase Agreements:

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

Contract Purchase Agreements:

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

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

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

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

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

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

End



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ATTACHMENT INSTRUCTIONS

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

1. DO YOU WANT THE SUPPLIER TO SEE THE ATTACHMENT (TEXT OR DOCUMENT)

- IF YES: SELECT "TO SUPPLIER" WHEN DOING THE ATTACHMENT
- IF NO: SELECT "INTERNAL TO REQUISITION" WHEN DOING THE ATTACHMENT

2. DOES THE ATTACHMENT NEED TO BE SENT TO SUPPLIER WITH THE PURCHASE ORDER

- IF YES: SELECT "TO SUPPLIER" WHEN DOING THE ATTACHMENT
- IF NO: SELECT "INTERNAL TO REQUISITION" WHEN DOING THE ATTACHMENT

3. IF THERE ARE MULTIPLE ATTACHMENTS AND SOME NEED TO BE INTERNAL AND OTHERS NEED TO VIEWED BY SUPPLIER:

- DO NOT SCAN ALL ATTACHMENTS TOGETHER AND DO ONE ATTACHMENT.
- SPLIT THEM UP SO THAT THE "INTERNAL TO REQUISITION" ATTACHMENTS ARE SCANNED TOGETHER AND ATTACHED. (EXAMPLE: CRITICAL EXPENSE FORMS, SOLE SOURCE JUSTIFICATION FORMS)
- SCAN TOGETHER ATTACHMENTS THAT WILL BE "TO SUPPLIER" AND DO AS ONE ATTACHMENT (EXAMPLE: SPECIFICATIONS, SOLE SOURCE QUOTE)

END



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

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BLANKET RELEASE INSTRUCTIONS



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

*Password
(example: 4099v23)

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

Accessibility None

Select a Language:
[English](#)

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LOG IN

Main Menu

[Personalize](#)

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

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

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

CLICK ON: REQUISITIONER

Shop Requisitions Receiving Contractors

Stores Shopping Lists Non-Catalog Request Contractor Request

Search Main Store MPA-8888 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
1437379	TEST - DECEMBER SCENARIO 45 CHANGE PARENT BLANKET END DATE DO RELEASE	800.00	Incomplete			
1437378	APA-14422 FY19 RENTAL FOR PARKING SPACES AT RICC	800.00	Incomplete			
1437377	TEST - DECEMBER 2015 SCENARIO 42 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT:939.21 FIXED ASSET OVER \$5000	8,000.00	Approved			
1437376	TEST - DECEMBER 2015 SCENARIO 41 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT:939.21 FIXED ASSET UNDER \$5000	4,000.00	Approved			
1437375	TEST DECEMBER 2015 SCENARIO 39 EXCEED WORK ORDER LIMIT ON BLANKET	900,000.00	Approved			

Shopping Cart
Your cart is empty.

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

Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences Help

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BLANKET RELEASES CAN ONLY BE CREATED FROM THE MAIN STORE

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

EXAMPLE LINE: MPA-8888

CLICK ON: GO

SCROLL DOWN TO VIEW ALL THE LINES ON THAT PAGE

IF THERE ARE MULTIPLE PAGES,

CLICK ON: NEXT TO SEE MORE LINES

Shop Requisitions Receiving Contractors

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

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

Shop: Stores > Shop Main Store >

Search Results from Main Store: MPA-8888

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

Select All | Select None

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

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

Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences Help

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Shopping Cart

Your cart contains 3 lines.

Recently Added Lines

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

View Cart and Checkout

Compare Items

No items selected.

Related Links

Categories

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

[More...](#)

Shopping Lists

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

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

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

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

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

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

Shopping Cart

Save

Checkout

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

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

REVIEW THE LINES SELECTED

MAKE SURE THE QUANTITY IS CORRECT FOR EACH LINE

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

CLICK ON: CHECKOUT

Shop Requisitions Receiving Contractors

Navigator Favorites Shopping Cart Home Logout Preferences Help

Requisition Information Approvals Review And Submit

Checkout: Requisition Information

* Indicates required field

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

* Requisition Description **MPA-8888 FY16 FY17 FY18 ITEMS**

* Document to Create **Blanket Release**

* Type of Requisition? **OTHER**

Prior PO#?

Change Order? **N**

PO to be Changed

Change will make PO over 5k? **N**

Delivery

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

* Requester

* Deliver-To Location 06800-025

Billing

GL Date 10-Mar-2016

Additional Line Information

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

* Bill To Location 06800-025

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

SELECT:

DOCUMENT TO CREATE: BLANKET RELEASE

TYPE OF REQUISITION: CLICK ON THE FLASHLIGHT

ENTER: BILL TO LOCATION

CLICK ON: EDIT LINES

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[Requisitions](#)
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[Favorites](#)

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

Requisition Information

Approvals

Review And Submit

Requisition Information: Edit Lines

* Indicates required field

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

Select Lines:

Update

Copy

Delete

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

Select	Line	Description	Need-By Date	Requester	Deliver-To Location	*Bill To Location	Employee Name (Initial contract)	Position Title
☐	1	MPA-8888 FY16 ITEM#1	15-Mar-2016		06800-025	06800-025 DOA CENTRAL SERVICES		
☐	2	MPA-8888 FY17 ITEM#2	15-Mar-2016		06800-025	06800-025 DOA CENTRAL SERVICES		
☐	3	MPA-8888 FY18 ITEM#3	15-Mar-2016		06800-025	06800-025 DOA CENTRAL SERVICES		

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CLICK ON: ACCOUNTS

✖ Error

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

Requisition Information: Edit Lines

* Indicates required field

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

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

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

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

Select Line	Description	Charge Account	GL Date	Split
☐ 1	MPA-8888 FY16 ITEM#1	Enter Charge Account	10-Mar-2016 	
☐ 2	MPA-8888 FY17 ITEM#2	Enter Charge Account	10-Mar-2016 	
☐ 3	MPA-8888 FY18 ITEM#3	Enter Charge Account	10-Mar-2016 	

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

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

CLICK ON: ENTER CHARGE ACCOUNT

Requisition Information: Split Cost Allocation

* Indicates required field

Apply

Selected Line

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

Projects Charge Accounts

Line	RI Accounting Flexfield	GL Date	Percent	Quantity	Amount (USD)	Cost Center	Delete
1	FY,FUND,AGENCY,LINE SEQ,SOURCE,NATURAL,PROJECT	10-Mar-2016	100	50	50.00		
Add Another Row			Total	100	50	50.00	

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

☐ Apply this Cost Allocation information to all applicable requisition lines

Apply

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

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

Cancel

Select

Search

* FY 

* FUND 

* AGENCY 

* LINE SEQ 

* SOURCE 

* NATURAL 

* PROJECT 

Search

Clear

Results

Create

Select Code Combination

No search conducted.

Cancel

Select

FILL IN THE FIELDS THAT ARE KNOWN

CLICK ON FLASHLIGHT ICON  TO SEARCH FOR INFORMATION

Search and Select: RI Accounting Flexfield

Search

* FY 16 

* FUND 10 

* AGENCY 068 

* LINE SEQ 

* SOURCE 

* NATURAL 

* PROJECT 

Results

Select Code Combination

No search conducted.

WHEN KNOWN FIELDS ARE FILLED IN

CLICK ON: SEARCH

Results

Create

Previous 1-10
Next 10

Select

Code Combination

☐	16.10.068.1000101.01.611000.00000
☐	16.10.068.1000101.01.614100.00000
☐	16.10.068.1000101.01.616200.00000
☐	16.10.068.1000101.01.619000.00000
☐	16.10.068.1000101.01.620100.00000
☐	16.10.068.1000101.01.620110.00000
☐	16.10.068.1000101.01.621110.00000
☐	16.10.068.1000101.01.624110.00000
☐	16.10.068.1000101.01.624120.00000
☐	16.10.068.1000101.01.624130.00000

Create

Previous 1-10
Next 10

Cancel

Select

CLICK ON: RADIO BUTTON NEXT TO CORRECT ACCOUNT STRING

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

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

Requisition Information: Split Cost Allocation

* Indicates required field

Apply

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

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

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

☒ Apply this Cost Allocation information to all applicable requisition lines

Apply

IF THE ACCOUNT NUMBER WILL BE THE SAME ON ALL LINES

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

CLICK ON: APPLY

Shop Requisitions Receiving Contractors

Requisition Information Approvals Review And Submit

Requisition Information: Edit Lines

* Indicates required field

Check Funds Apply

Delivery Billing Accounts Attachments

Select Lines: Update Copy Delete

Select All Select None

Select Line	Description	Charge Account	GL Date	Split
☐ 1	MPA-8888 FY16 ITEM#1	16.10.068.1000101.01.611000.00000	10-Mar-2016	
☐ 2	MPA-8888 FY17 ITEM#2	16.10.068.1000101.01.611000.00000	10-Mar-2016	
☐ 3	MPA-8888 FY18 ITEM#3	16.10.068.1000101.01.611000.00000	10-Mar-2016	

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

Check Funds Apply

SAME ACCOUNT NUMBER WILL APPEAR ON EACH LINE

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

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

IF COMPLETE:

CLICK ON: APPLY

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

Shop Requisitions Receiving Contractors

Requisition Information Approvals Review And Submit

Requisition Information: Edit Lines

* Indicates required field

Check Funds Apply

Delivery Billing Accounts Attachments

Select Lines: Update Copy Delete

Select All Select None

Select	Line	Description	Charge Account	GL Date	Split
☒	1	MPA-8888 FY16 ITEM#1	16.10.068.1000101.01.611000.00000	10-Mar-2016	
☐	2	MPA-8888 FY17 ITEM#2	16.10.068.1000101.01.611000.00000	10-Mar-2016	
☐	3	MPA-8888 FY18 ITEM#3	16.10.068.1000101.01.611000.00000	10-Mar-2016	

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

Check Funds Apply

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

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

CLICK ON: UPDATE

Requisition Information: Update Selected Line

* Indicates required field

Apply

Item

Description MPA-8888 FY16 ITEM#1

Category 800.08F8

* Quantity 60

Unit of Measure Barrel

Unit Price 1

Amount 60.00

Currency USD

Special Information

Supplier

Supplier NARRAGANSETT ELECTRIC C/O NATIONAL GRID

Site 01

Contact Name

Phone

Fax

Email

Supplier Item

Manufacturer

Manufacturer Part Number

Delivery

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

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

* Requester

* Deliver-To Location 06800-025

[Enter one-time address](#)

Billing

Charge Account 16.10.068.1000101.01.611000.00000

GL Date 10-Mar-2016

MAKE ANY NECESSARY CHANGES TO THIS LINE.

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

WHEN THE CHANGE TO THIS LINE IS COMPLETED

CLICK ON: APPLY

Shop Requisitions Receiving Contractors

Requisition Information Approvals Review And Submit

Requisition Information: Edit Lines

* Indicates required field

Apply

Delivery Billing Accounts **Attachments**

Select Lines: Update Copy Delete

Select All Select None

Select Line	Description	Need-By Date	Requester	Deliver-To Location	*Bill To Location	Employee Name (Initial contract)	Position Title
☐	1 MPA-8888 FY16 ITEM#1	15-Mar-2016		06800-025	06800-025 DOA CENTRAL SERVICES		
☐	2 MPA-8888 FY17 ITEM#2	15-Mar-2016		06800-025	06800-025 DOA CENTRAL SERVICES		
☐	3 MPA-8888 FY18 ITEM#3	15-Mar-2016		06800-025	06800-025 DOA CENTRAL SERVICES		

Apply

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TO CHANGE ANY OTHER LINES REPEAT THE SAME PROCESS

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

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Requisition Information: Edit Lines

* Indicates required field

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

Requisition Attachments

[Add Attachment...](#)

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

Requisition Line Attachments

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

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

[Apply](#)

TO ADD A HEADER ATTACHMENT

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

CLICK ON: ADD ATTACHMENT

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

Shop Requisitions Receiving Contractors

Add Attachment

Cancel Add Another Apply

Add Desktop File/ Text/ URL

Attachment Summary Information

Title TEXT HEADER ATTACHMENT

Description

Category To Supplier

Define Attachment

Type File URL Text

Browse... No file selected.

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

ENTER: TITLE

CATEGORY: SELECT FROM DROPDOWN

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

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

TEXT ATTACHMENT:

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

SELECT TYPE: TEXT

ENTER TEXT IN THE "TEXT" BOX

FILE ATTACHMENT:

SELECT TYPE: FILE

CLICK ON: BROWSE TO SEARCH FOR DOCUMENT TO ATTACH

CLICK ON: DOCUMENT TO ATTACH

CLICK ON: OPEN (DOCUMENT WILL POPULATE)

CLICK ON: APPLY

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Navigator
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Shopping Cart
Home
Logout
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Requisition Information
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Review And Submit

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

Requisition Information: Edit Lines
* Indicates required field

Delivery
Billing
Accounts
Attachments

Add Attachment...

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

Requisition Line Attachments

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

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

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Contractors
Shopping Cart
Home
Logout
Preferences
Help
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VIEW THE HEADER ATTACHMENT THAT WAS ADDED

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

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

Add Attachment

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

Add

Attachment Summary Information

Title	TEXT LINE ATTACHMENT
Description	
Category	To Supplier

Define Attachment

Type ☐ File No file selected.

☐ URL

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

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

FOLLOW THE SAME INSTRUCTIONS AS THE HEADER ATTACHMENT.

WHEN COMPLETED

CLICK ON: APPLY

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Requisition Information

Approvals

Review And Submit

Confirmation

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

Requisition Information: Edit Lines

* Indicates required field

Delivery

Billing

Accounts

Attachments

Add Attachment...

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

Requisition Line Attachments

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

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

Apply

Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences Help

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

CLICK ON: APPLY

Checkout: Requisition Information

* Indicates required field

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

* Requisition Description

* Document to Create

[Blanket Release](#)

* Type of Requisition?

[Standard](#)

Prior PO#?

Change Order?

[No](#)

PO to be Changed

Change will make PO over 5k?

[No](#)

Delivery

* Need-By Date

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

* Requester

* Deliver-To Location

Billing

GL Date

Additional Line Information

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

* Bill To Location

REVIEW YOUR INFORMATION

CLICK ON: SUBMIT

Confirmation

Requisition 1437381 has been submitted to , for approval.

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

Continue Shopping

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

***** IMPORTANT*****

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

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

CLICK ON: SHOP

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

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

My Requisitions
[Full List](#)

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

Shopping Cart
Your cart is empty.

Purchasing News

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

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

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Temporary Personnel Services

My Requisitions

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

Shopping Cart
Your cart is empty.

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

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WHEN REQUISITION IS IN "APPROVED" STATUS

CLICK ON: FULL LIST TO SEE YOUR PURCHASE ORDER NUMBER

Views

View

☒ Indicates requisition with a pending change request.

Select Object:

1-25

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

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

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

END



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

RIFANS

CONTRACT RELEASE INSTRUCTIONS



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

*Password
(example: 4099v23)

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

Accessibility None

Select a Language:
[English](#)

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LOG IN

Main Menu

Personalize

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

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

HOME PAGE

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[Temporary Personnel Services](#)

My Requisitions
[Full List](#)

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

Shopping Cart
Your cart is empty.

Purchasing News
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SHOP PAGE

CLICK ON: NON-CATALOG REQUEST

Shop Requisitions Receiving Contractors

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

Non-Catalog Request

* Indicates required field

* Item Type Goods billed by quantity

* Item Description LINE #1

* Category

* Quantity

* Unit of Measure Each

* Unit Price

Currency USD

☐ RFQ Required

☐ Negotiated

Contract Number 3441893

☐ New Supplier

Supplier Name NARRAGANSETT ELECTRIC C/O NATIONAL GRID

Site 99

Contact Name

Phone

Supplier Item

Clear All Add to Cart Add to Favorites

Clear All Add to Cart Add to Favorites

Shopping Cart

Your cart is empty.

Privacy Statement

Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences Help

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

THE SUPPLIER INFORMATION WILL AUTOMATICALLY POPULATE

ENTER YOUR LINE ITEM DESCRIPTION IN THE ITEM DESCRIPTION BOX

CLICK ON THE FLASHLIGHT ICON NEXT TO CATEGORY

Search

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

Search By Code 800 Go

Results

					Previous	1-10	Next 10
Select	Quick Select	Description	Code	Commodity			
☐		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				
					Previous	1-10	Next 10

Cancel Select

ENTER THE CATEGORY CODE ON THE SEARCH BY BOX

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

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

***** IMPORTANT*****

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

Non-Catalog Request

* Indicates required field

* Item Type: Goods billed by quantity

* Item Description: LINE #1

* Category: 800.16

* Quantity: 300

* Unit of Measure: Each

* Unit Price: 250

Currency: USD

☐ RFQ Required

☐ Negotiated

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

Contract Number: 3441893

☐ New Supplier

Supplier Name: MARRAGANSETT ELECTRIC C/O NATIONAL GRID

Site: 01

Contact Name:

Phone:

Supplier Item:

Shopping Cart

Your cart is empty.

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

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ENTER: QUANTITY

ENTER: UNIT OF MEASURE

ENTER: UNIT PRICE

CLICK ON: ADD TO CART

Non-Catalog Request

* Indicates required field

* Item Type

Goods billed by quantity

* Item Description

LINE #2

* Category

800.16

* Quantity

400

* Unit of Measure

Each

* Unit Price

100

Currency

USD

☐ RFQ Required

☐ Negotiated

Clear All

Add to Cart

Add to Favorites

Contract Number

3441893

☐ New Supplier

Supplier Name

NARRAGANSETT ELECTRIC C/O NATIONAL GRID

Site

01

Contact Name

Phone

Supplier Item

Shopping Cart

Your cart contains 1 line.

Recently Added Lines

LINE #1	300	Each
---------	-----	------

View Cart and Checkout

Clear All

Add to Cart

Add to Favorites

CHANGE INFORMATION NEEDED FOR NEXT LINE

- DESCRIPTION
- QUANTITY
- UNIT PRICE

CLICK ON: ADD TO CART



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

Non-Catalog Request

* Indicates required field

* Item Type

Goods billed by quantity

* Item Description

LINE #2

* Category

800.16

* Quantity

400

* Unit of Measure

Each

* Unit Price

100

Currency

USD

☐ RFQ Required
☐ Negotiated

Clear All

Add to Cart

Add to Favorites

Contract Number

3441893

☐ New Supplier

Supplier Name

NARRAGANSETT ELECTRIC C/O NATIONAL GRID

Site

01

Contact Name

Phone

Supplier Item

Clear All

Add to Cart

Add to Favorites

Shopping Cart

Your cart contains 2 lines.

Recently Added Lines

LINE #2	400	Each
LINE #1	300	Each

View Cart and Checkout

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THE LINES WILL SHOW UP IN THE SHOPPING CART

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

4/20/2016

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

REVIEW THE LINES

CLICK ON: CHECKOUT

Checkout: Requisition Information

* Indicates required field

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

* Requisition Description LINE #1

* Document to Create Contract Release

* Type of Requisition? *OTHER

Prior PO#?

Change Order? N

PO to be Changed

Change will make PO over 5k? N

Delivery

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

* Requester

* Deliver-To Location 06800-025

Billing

GL Date 11-Mar-2016

Additional Line Information

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

* Bill To Location 06800-025

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

CLICK ON: **EDIT LINES**

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Requisition Information

Approvals

Review And Submit

Requisition Information: Edit Lines

Apply

* Indicates required field

Apply

[Delivery](#)
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Select Lines:

Update

Copy

Delete

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

Select	Line	Description	Need-By Date	Requester	Deliver-To Location	*Bill To Location	Employee Name (Initial contract)	Position Title
☐	1	LINE #1	16-Mar-2016		06800-025	06800-025 DOA CENTRAL SERVICES		
☐	2	LINE #2	16-Mar-2016		06800-025	06800-025 DOA CENTRAL SERVICES		

Apply

CLICK ON: ACCOUNTS

Error

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

Requisition Information: Edit Lines

* Indicates required field

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

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

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

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

Select Line	Description	Charge Account	GL Date	Split
☐ 1	LINE #1	Enter Charge Account	11-Mar-2016	
☐ 2	LINE #2	Enter Charge Account	11-Mar-2016	

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

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

CLICK ON: ENTER CHARGE ACCOUNT

Shop Requisitions Receiving Contractors

Requisition Information Approvals Review And Submit

Requisition Information: Split Cost Allocation

* Indicates required field

Apply

Selected Line

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

Projects Charge Accounts

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

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

☒ Apply this Cost Allocation information to all applicable requisition lines

Apply

ENTER CHARGE ACCOUNT NUMBER

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

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

CLICK ON: APPLY

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Requisition Information

Approvals

Review And Submit

Requisition Information: Edit Lines

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

* Indicates required field

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

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

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

Select Line	Description	Charge Account	GL Date	Split
☐ 1	LINE #1	16.10.068.1000101.01.611000.00000	11-Mar-2016	
☐ 2	LINE #2	16.10.068.1000101.01.611000.00000	11-Mar-2016	

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

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

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REVIEW CHARGE ACCOUNTS
CLICK ON: APPLY

Checkout: Requisition Information

* Indicates required field

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

* Requisition Description

* Document to Create

* Type of Requisition?

Prior PO#?

Change Order?

PO to be Changed

Change will make PO over 5k?

Delivery

* Need-By Date

* Requester

* Deliver-To Location

Billing

GL Date

Additional Line Information

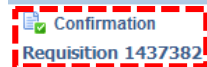
TIP Reminder: All Additional Line Information fields must be completed when requesting Contractor Services.

* Bill To Location

DOA CENTRAL SERVICES

REVIEW

CLICK ON: SUBMIT



has been submitted to for approval.

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

[Continue Shopping](#)

CONFIRMATION NOTICE WILL GIVE A REQUISITION NUMBER

CLICK ON: SHOP

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My Requisitions
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Requisition	Description	Total (USD)	Status	Copy	Change	Receive
1437382	LINE #1	115,000.00	In Process			
1437381	MPA-8888 FY16 ITEM#1	160.00	Approved			
1437379	TEST - DECEMBER SCENARIO 45 CHANGE PARENT BLANKET END DATE DO RELEASE	800.00	Incomplete			
1437378	APA-14422 FY19 RENTAL FOR PARKING SPACES AT RICC	800.00	Incomplete			
1437377	TEST - DECEMBER 2015 SCENARIO 42 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT:939.21 FIXED ASSET OVER \$5000	8,000.00	Approved			

Shopping Cart

Your cart contains 2 lines.

Recently Added Lines

LINE #2	400	Each
LINE #1	300	Each

[View Cart and Checkout](#)

Purchasing News

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

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CHECK THE STATUS OF YOUR REQUISITION TO MAKE SURE IT IS "IN PROCESS".

IF INCOMPLETE, CHECK YOUR NOTIFICATIONS ON THE HOME PAGE

END



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

RIFANS

TRAVEL REQUISITIONS INSTRUCTIONS



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

*Password
(example: 4099v23)

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

Accessibility

Select a Language:
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- + 074-Requisitioner
- + RI Financial Inquiry
- + RI General Ledger Reports
- + RI Payables Reports
- + RI Purchasing Reports
- + Vehicle Requisitions

Worklist

Full List

From	Type	Subject	Sent	Due
Leach, Elizabeth	RI Requisition	Purchase Requisition 1437336 has been approved	18-Feb-2016	
Maguire, Terrence	RI Requisition	Purchase Requisition 1437332 has been approved	18-Feb-2016	
Maguire, Terrence	RI Requisition	Purchase Requisition 1437331 has been approved	17-Feb-2016	
Leach, Elizabeth	RI Requisition	Purchase Requisition 1437330 has been approved	17-Feb-2016	
Leach, Elizabeth	RI Requisition	Purchase Requisition 1437326 has been approved	17-Feb-2016	

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

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

Favorites

Personalize

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

HOME PAGE

CLICK ON: REQUISITIONER

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

Stores

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

Main Store

WB Mason

[TEMPORARY SERVICES-ADIL](#)

Temporary Personnel Services

Shopping Cart

Your cart is empty.

Purchasing News

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

My Requisitions

[Full List](#)

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

[Privacy Statement](#)

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SHOP PAGE

CLICK ON: [NON-CATALOG REQUEST](#)

Non-Catalog Request

* Indicates required field

* Item Type: Goods billed by quantity

* Item Description: OUT OF STATE TRAVE:
RIDEM FORESTRY
(10/1/

* Category: 962.88

* Quantity: 1

* Unit of Measure: Each

* Unit Price: 0

Currency: USD

☐ RFQ Required

☐ Negotiated

Clear All

Add to Cart

Add to Favorites

Shopping Cart

Your cart is empty.

Contract Number: 3441896

☐ New Supplier

Supplier Name: PANAM INC

Site: 99

Contact Name:

Phone:

Supplier Item:

Clear All

Add to Cart

Add to Favorites

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

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

Search

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

Search By: Code 962.88 Go

Results

Previous 1-10 Next 10

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

Previous 1-10 Next 10

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

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

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

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

* Indicates required field

* Item Type	Goods billed by quantity
* Item Description	OUT OF STATE TRAVE: RIDEM FORESTRY (10/1/
* Category	962.88
* Quantity	1
* Unit of Measure	Each
* Unit Price	0
Currency	USD
	☐ RFQ Required
	☐ Negotiated

Clear All

Add to Cart

Add to Favorites

Shopping Cart

Your cart is empty.

Contract Number	3441896
	☐ New Supplier
Supplier Name	PANAM INC
Site	99
Contact Name	
Phone	
Supplier Item	

Clear All

Add to Cart

Add to Favorites

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

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

Special Information

* Indicates required field

[Continue](#)

Selected Line

Your selection requires special information.

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

Out of State Travel

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

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

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

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

WHEN COMPLETED,
CLICK ON: [CONTINUE](#)

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

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

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

Non-Catalog Request

* Indicates required field

* Item Type

* Item Description

* Category

* Quantity

* Unit of Measure

* Unit Price

Currency **USD**

☐ RFQ Required

☐ Negotiated

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

Contract Number

☐ New Supplier

Supplier Name **PANAM INC**

Site **99**

Contact Name

Phone

Supplier Item

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

Shopping Cart

Your cart contains 1 line.

Recently Added Lines

OUT OF STATE TR...	1	Each
--------------------	---	------

[View Cart and Checkout](#)

[Privacy Statement](#)
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IF ANOTHER LINE IS NEEDED, CHANGE THE INFORMATION ON THIS SCREEN FOR THE NEW LINE AND REPEAT THE PROCESS ABOVE.

WHEN ALL LINES HAVE BEEN ADDED TO THE CART

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

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

Shopping Cart

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

Line	Item Description	Special Info	Unit	Quantity	Price	Amount (USD)	Delete
1	OUT OF STATE TRAVE: , RIDEM FORESTRY (10/1/	Out of State Travel	Each	1	0 USD	0.00	
Total						0.00	

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

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REVIEW

CLICK ON: CHECKOUT

Requisition Information: Active step

Approvals: Next step

Review And Submit: Next step

Checkout: Requisition Information

* Indicates required field

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

* Requisition Description OUT OF STATE TRAVE: , RIDEM FOREST

* Document to Create Contract Release

* Type of Requisition? CRITICAL EXPENSE REQUEST

Prior PO#?

Change Order? N

PO to be Changed

Change will make PO over 5k? N

Delivery

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

* Requester

* Deliver-To Location 07400-034

Billing

GL Date 14-Mar-2016

Additional Line Information

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

* Bill To Location 06800-021

DOA ACCOUNTS & CONTROLS

FILL IN THE FOLLOWING INFORMATION

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

CLICK ON: EDIT LINES

Shop Requisitions Receiving Contractors

Requisition Information: Active step

Approvals: Next step

Review And Submit: Next step

Requisition Information: Edit Lines

* Indicates required field

Apply

Delivery Billing **Accounts** Attachments

Select Lines: Update Copy Delete

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

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

Apply

CLICK ON: ACCOUNTS

Requisition Information: Active step

Approvals: Next step

Review And Submit: Next step

**Error**

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

Requisition Information: Edit Lines

* Indicates required field

Check Funds

Apply

Delivery Billing Accounts Attachments

Select Lines: Update Copy Delete

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

Select Line	Description	Charge Account	GL Date	Split
☐ 1	OUT OF STATE TRAVE: , RIDEM FORESTRY (10/1/	Enter Charge Account	14-Mar-2016	

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

Check Funds

Apply

CLICK ON: ENTER CHARGE ACCOUNT

Requisition Information: Active step

Approvals: Next step

Review And Submit: Next step

Requisition Information: Split Cost Allocation

* Indicates required field

Apply

Selected Line

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

Projects Charge Accounts

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

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

Apply

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

Cancel Select

Search

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

Search

Clear

Results

Create

Select Code Combination



16.10.074.3700128.02.646340.00000

Cancel Select

CLICK ON: FLASHLIGHT NEXT TO EACH FLEXFIELD TO SEARCH

FILL IN AS MANY FLEXFIELDS THAT ARE KNOWN

CLICK ON: SEARCHCLICK ON: RADIO BUTTON NEXT TO CORRECT ACCOUNTCLICK ON: SELECT

Shop Requisitions Receiving Contractors

Requisition Information: Active step

Approvals: Next step

Review And Submit: Next step

Requisition Information: Split Cost Allocation

* Indicates required field

Apply

Selected Line

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

Projects Charge Accounts

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

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

☐ Apply this Cost Allocation information to all applicable requisition lines

Apply

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CLICK ON: APPLY

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

Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving Contractors

Requisition Information: Active step Approvals: Next step Review And Submit: Next step

Requisition Information: Edit Lines

* Indicates required field

Check Funds Apply

Delivery Billing Accounts Attachments

Select Lines: Update Copy Delete

Select All | Select None

Select Line	Description	Charge Account	GL Date	Split
☐ 1	OUT OF STATE TRAVE: , RIDEM FORESTRY (10/1/	16.10.074.3700128.02.646340.00000	14-Mar-2016	

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

Check Funds Apply

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IF ATTACHMENT IS NEEDED

CLICK ON: ATTACHMENTS

Shop Requisitions Receiving Contractors

Requisition Information: Active step

Approvals: Next step

Review And Submit: Next step

Requisition Information: Edit Lines

* Indicates required field

Apply

Delivery Billing Accounts Attachments

Requisition Attachments

Add Attachment

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

Requisition Line Attachments

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

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

Apply

CLICK ON: ADD ATTACHMENT

Shop Requisitions Receiving Contractors

Add Attachment

Cancel

Add Another

Apply

Add Desktop File/ Text/ URL

Attachment Summary Information

Title	CERF
Description	CERF
Category	Internal to Requisition

Define Attachment

Type	☒ File	Browse...	No file selected.
	☐ URL		
	☐ Text		

Cancel

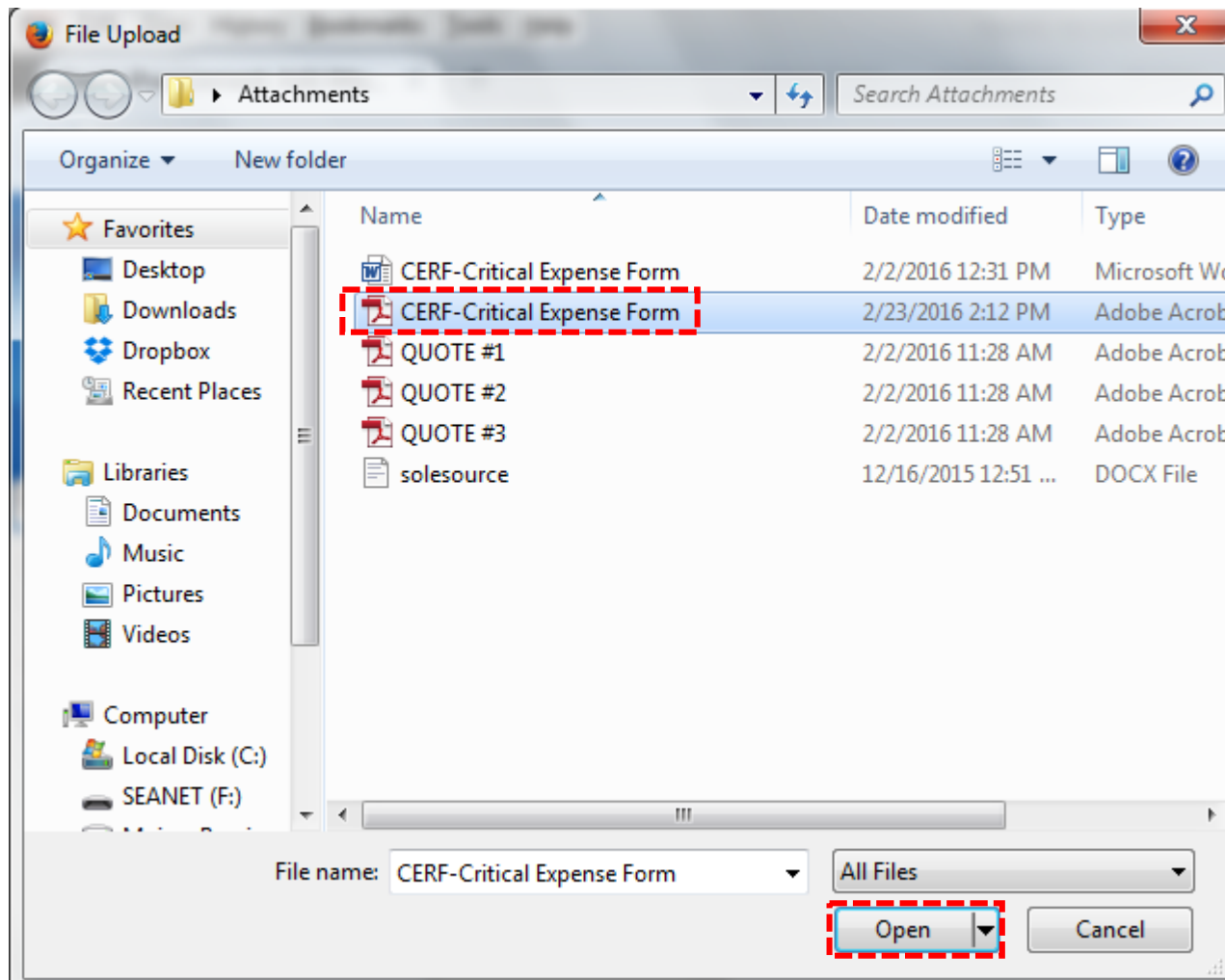
Add Another

Apply

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



SEARCH FOR DOCUMENT TO ATTACH

CLICK ON: DOCUMENT

CLICK ON: OPEN

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

Add Attachment

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

Attachment Summary Information

Title	CERF
Description	CERF
Category	Internal to Requisition

Define Attachment

Type	☒ File	Browse...	CERF-Critical Expense Form.pdf
	☐ URL		
	☐ Text		

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

DOCUMENT WILL POPULATE
CLICK ON: APPLY

Shop Requisitions Receiving Contractors

Requisition Information: Active step

Approvals: Next step

Review And Submit: Next step

Requisition Information: Edit Lines

* Indicates required field

Apply

Delivery Billing Accounts Attachments

Requisition Attachments

Add Attachment

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

Requisition Line Attachments

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

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

Apply

ATTACHMENT CAN BE VIEWED UNDER ADD ATTACHMENTCLICK ON: APPLY

Shop Requisitions Receiving Contractors

Requisition Information: Active step

Approvals: Next step

Review And Submit: Next step

Checkout: Requisition Information

* Indicates required field

Cancel

Save

Submit

Edit Lines

Step 1 of 3

Next

* Requisition Description OUT OF STATE TRAVE: , RIDEM FORESTI

* Document to Create Contract Release

Contract Release

* Type of Requisition? CRITICAL EXPENSE REQUEST

Critical Expense Request

Prior PO#?

Change Order? N

No

PO to be Changed

Change will make PO over 5k? N

No

Delivery

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

* Requester

* Deliver-To Location 07400-034

Billing

GL Date 14-Mar-2016

Additional Line Information

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

* Bill To Location 06800-021

CLICK ON: SUBMIT

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

 Confirmation

Requisition 1437385 has been submitted to . for approval.

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

[Continue Shopping](#)

[Privacy Statement](#)

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CONFIRMATION NOTICE WILL GIVE A REQUISITION NUMBER

CLICK ON: SHOP

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

[Stores](#)
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Search

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Stores

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

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

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

My Requisitions

[Full List](#)

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

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

IF REQUISITION IS "INCOMPLETE"

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

END



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

RIFANS

**STANDARD PURCHASE ORDER
INSTRUCTIONS**



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

*Password
(example: 4099v23)

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

Accessibility None

Select a Language:
[English](#)

[Privacy Statement](#)

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LOG IN

Main Menu

Personalize

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

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

HOME PAGE

CLICK ON: REQUISITIONER

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[Contractor Request](#)

Search
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Go
[Advanced Search](#)

Stores

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

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

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

My Requisitions
[Full List](#)

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

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[Receiving](#)
[Contractors](#)
[Shopping Cart](#)
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[Preferences](#)
[Help](#)

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Shopping Cart
Your cart is empty.

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

SHOP PAGE

CLICK ON: NON-CATALOG REQUEST

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

Non-Catalog Request

* Indicates required field

* Item Type
Goods billed by quantity

* Item Description
LINE #1 STANDARD PURCHASE ORDER

* Category
800.16

* Quantity
1

* Unit of Measure
Each

* Unit Price
250

* Currency
USD

☐ RFQ Required
☐ Negotiated

Clear All
Add to Cart
Add to Favorites

Contract Number

☐ New Supplier

Supplier Name
NARRAGANSETT ELECT

Site
01

Contact Name

Phone

Supplier Item

Clear All
Add to Cart
Add to Favorites

Shopping Cart
Your cart is empty.

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

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ENTER:

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

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

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

THIS WILL ALLOW YOU TO MAKE PARTIAL PAYMENTS

CLICK ON: ADD TO CART

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

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

Non-Catalog Request

* Indicates required field

* Item Type: Goods billed by quantity

* Item Description: LINE #2| STANDARD PURCHASE ORDER

* Category: 800.16

* Quantity: 1

* Unit of Measure: Each

* Unit Price: 250

* Currency: USD

☐ RFQ Required

☐ Negotiated

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

Contract Number:

☐ New Supplier

Supplier Name: NARRAGANSETT ELECT

Site: 01

Contact Name:

Phone:

Supplier Item:

Shopping Cart

Your cart contains 1 line.

Recently Added Lines

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

[View Cart and Checkout](#)

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

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EDIT INFORMATION FOR NEXT LINE IF NEEDED

CLICK ON: ADD TO CART

REPEAT FOR AS MANY LINES AS NEEDED

******* NOTE*******

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

Non-Catalog Request

* Indicates required field

* Item Type

* Item Description

* Category

* Quantity

* Unit of Measure

* Unit Price

* Currency

☐ RFQ Required

☐ Negotiated

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

Contract Number

☐ New Supplier

Supplier Name

Site

Contact Name

Phone

Supplier Item

Shopping Cart

Your cart contains 3 lines.

Recently Added Lines

LINE #3 STANDAR...	1	Each
LINE #2 STANDAR...	1	Each
LINE #1 STANDAR...	1	Each

View Cart and Checkout

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

WHEN ALL LINES HAVE BEEN ADDED TO THE CART

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

Shopping Cart

Save

Checkout

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

[Return to Shopping](#)

Save

Checkout

REVIEW LINES

CLICK ON: CHECKOUT

Shop Requisitions Receiving Contractors

Navigator Favorites Shopping Cart Home Logout Preferences Help

Requisition Information Approvals Review And Submit

Checkout: Requisition Information

* Indicates required field

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

* Requisition Description

* Document to Create

* Type of Requisition?

Prior PO#?

Change Order?

PO to be Changed

Change will make PO over \$k?

Delivery

* Need-By Date

* Requester

* Deliver-To Location

Billing

GL Date

Additional Line Information

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

* Bill To Location

ENTER:

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

***** NOTE*****

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

CLICK ON: EDIT LINES

✖ Error

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

Requisition Information: Edit Lines

* Indicates required field

[Check Funds](#)

[Apply](#)

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

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

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

Select Line	Description	Charge Account	GL Date	Split
☐ 1	LINE #1 STANDARD PURCHASE ORDER	Enter Charge Account	11-Mar-2016 	
☐ 2	LINE #2 STANDARD PURCHASE ORDER	Enter Charge Account	11-Mar-2016 	
☐ 3	LINE #3 STANDARD PURCHASE ORDER	Enter Charge Account	11-Mar-2016 	

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

[Check Funds](#)

[Apply](#)

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

CLICK ON: ENTER CHARGE ACCOUNT

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 Favorites ▾
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[Preferences](#)

Shop
Requisitions
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Contractors

Requisition Information
Approvals
Review And Submit

Requisition Information: Split Cost Allocation

* Indicates required field

Selected Line

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

Projects
Charge Accounts

Line	RI Accounting Flexfield	GL Date	Percent	Quantity	Amount (USD)	Cost Center	Delete
1	10.068.1000101.01.611000.00000	11-Mar-2016	100	1	250.00		
		FY.FUND.AGENCY.LINE SEQ.SOURCE.NATURAL.PROJECT					
Add Another Row			Total	100	1	250.00	

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

☒ Apply this Cost Allocation information to all applicable requisition lines

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

CLICK ON: FLASHLIGHT ICON TO SEARCH FOR ACCOUNT NUMBER

IF SAME ACCOUNT NUMBER WILL BE APPLIED TO ALL LINES:

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

CLICK ON: APPLY

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Requisition Information

Approvals

Review And Submit

Requisition Information: Edit Lines

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

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

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

Select Line	Description	Charge Account	GL Date	Split
☐ 1	LINE #1 STANDARD PURCHASE ORDER	16.10.068.1000101.01.611000.00000	11-Mar-2016	
☐ 2	LINE #2 STANDARD PURCHASE ORDER	16.10.068.1000101.01.611000.00000	11-Mar-2016	
☐ 3	LINE #3 STANDARD PURCHASE ORDER	16.10.068.1000101.01.611000.00000	11-Mar-2016	

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

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

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

CLICK ON: APPLY

Checkout: Requisition Information

* Indicates required field

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

* Requisition Description LINE #1 STANDARD PURCHASE ORDER

* Document to Create Standard PO

* Type of Requisition? *OTHER

Prior PO#?

Change Order? N

PO to be Changed

Change will make PO over 5k? N

Delivery

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

* Requester

* Deliver-To Location 06800-025

Billing

GL Date 11-Mar-2016

Additional Line Information

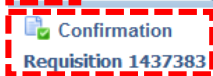
 **TIP** Reminder: All Additional Line Information fields must be completed when requesting Contractor Services.

* Bill To Location 06800-025

DOA CENTRAL SERVICES

REVIEW

CLICK ON: **SUBMIT**



Requisition 1437383 has been submitted to for approval.

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

Continue Shopping

CONFIRMATION NOTICE GIVES YOU A REQUISITION NUMBER

CLICK ON: SHOP

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[WB Mason](#)
[TEMPORARY SERVICES-ADII](#)

[Main Store](#)
[WB Mason](#)
[Temporary Personnel Services](#)

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

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

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[Shopping Cart](#)
Your cart is empty.

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

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

Stores

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

My Requisitions

Shopping Cart

Your cart is empty.

Purchasing News

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

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

[Full List](#)

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

Requisitions

Views										
View All My Requisitions Go										
☒ Indicates requisition with a pending change request.										
Select Object:		Copy To Cart		Cancel Requisition		Complete		Previous 1-25 Next 25		
Select	Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date	Status	Order
☐	1437383	LINE #1 STANDARD PURCHASE ORDER	750.00 USD	3	0	0	3	11-Mar-2016 11:36:11	Approved	3441895
☐	1437381	MPA-8888 FY16 ITEM#1	160.00 USD	160	0	0	160	10-Mar-2016 10:42:37	Approved	3441864-2
☐	1437379	TEST - DECEMBER SCENARIO 45 CHANGE PARENT BLANKET END DATE DO RELEASE	800.00 USD	600	0	0	600	09-Mar-2016 14:24:37	Incomplete	
☐	1437378	APA-14422 FY19 RENTAL FOR PARKING SPACES AT RICC	800.00 USD	600	0	0	600	09-Mar-2016 14:15:35	Incomplete	
☐	1437377	TEST - DECEMBER 2015 SCENARIO 42 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT:939.21 FIXED ASSET OVER \$5000	8,000.00 USD	1	0	0	1	09-Mar-2016 12:01:20	Approved	
☐	1437376	TEST - DECEMBER 2015 SCENARIO 41 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT:939.21 FIXED ASSET UNDER \$5000	4,000.00 USD	1	0	0	1	09-Mar-2016 11:54:54	Approved	3441891

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

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

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

END



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

RIFANS

**ZERO DOLLAR PURCHASE AGREEMENT
INSTRUCTIONS**



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

*Password
(example: 4099v23)

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

Accessibility None

Select a Language:
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Main Menu

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

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

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

My Requisitions

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

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Shopping Cart
Your cart is empty.

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

SHOP PAGE

CLICK ON: NON-CATALOG REQUEST

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

[Non-Catalog Request](#)

* Indicates required field

* Item Type: Goods billed by quantity

* Item Description:

* Category:

* Quantity:

* Unit of Measure: Each

* Unit Price:

* Currency: USD

☐ RFQ Required
☐ Negotiated

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

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

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

Shopping Cart

Your cart is empty.

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ENTER LINE INFORMATION:

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

CLICK ON: ADD TO CART

***** NOTE*****

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

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

Non-Catalog Request

* Indicates required field

* Item Type: Goods billed by quantity

* Item Description: FY16 FIRE ALARM REPAIRS

* Category: 340.16

* Quantity: 1

* Unit of Measure: Each

* Unit Price: 0

* Currency: USD

☐ RFQ Required

☐ Negotiated

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

Contract Number:

☐ New Supplier

Supplier Name:

Site:

Contact Name:

Phone:

Supplier Item:

Shopping Cart

Your cart is empty.

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

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

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

FOR THIS EXAMPLE, SHOULD BE 9 LINES IN TOTAL.

Non-Catalog Request

* Indicates required field

* Item Type	Goods billed by quantity		
* Item Description	FY18 FIRE ALARM INSPECTIONS		
* Category	340.16		
* Quantity	1		
* Unit of Measure	Each		
* Unit Price	0		
* Currency	USD		
	☐ RFQ Required		
	☐ Negotiated		

Clear All

Add to Cart

Add to Favorites

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

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

Shopping Cart		
Your cart contains 9 lines.		
Recently Added Lines		
FY18 FIRE ALARM...	1	Each
FY17 FIRE ALARM...	1	Each
FY16 FIRE ALARM...	1	Each
FY18 FIRE ALARM...	1	Each
FY17 FIRE ALARM...	1	Each
FY16 FIRE ALARM...	1	Each
FY18 FIRE ALARM...	1	Each
FY17 FIRE ALARM...	1	Each
FY16 FIRE ALARM...	1	Each

WHEN ALL LINES HAVE BEEN ADDED TO THE CART

CLICK ON: VIEW CART AND CHECKOUT

Shopping Cart

Save

Checkout

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

[Return to Shopping](#)

Save

Checkout

REVIEW LINES

CLICK ON: CHECKOUT

Shop Requisitions Receiving Contractors

Navigator Favorites Shopping Cart Home Logout Preferences Help

Requisition Information Approvals Review And Submit

Checkout: Requisition Information

* Indicates required field

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

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

* Document to Create Purchase Agreement
Blanket or Contract Purchase Agreement

* Type of Requisition? *OTHER
Standard

Prior PO#?

Change Order? N

PO to be Changed No

Change will make PO over 5k? N

Delivery

* Need-By Date 19-Mar-2016 00:00:00
(example: 14-Mar-2016 18:45:00)

* Requester

* Deliver-To Location 06800-025

Billing

GL Date 14-Mar-2016

Additional Line Information

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

* Bill To Location 06800-025

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

ENTER:

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

***** NOTE*****

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

CLICK ON: EDIT LINES

4/20/2016

110

Requisition Information: Edit Lines

* Indicates required field

Apply

Delivery **Accounts** Billing Attachments

Select Lines: Update Copy Delete

Select All | Select None

Select Line	Description	Need-By Date	Requester	Deliver-To Location	*Bill To Location	Employee Name (Initial contract)	Position Title
☐	1 FY16 FIRE ALARM REPAIRS	19-Mar-2016		06800-025	06800-025 DOA CENTRAL SERVICES		
☐	2 FY17 FIRE ALARM REPAIRS	19-Mar-2016		06800-025	06800-025 DOA CENTRAL SERVICES		
☐	3 FY18 FIRE ALARM REPAIRS	19-Mar-2016		06800-025	06800-025 DOA CENTRAL SERVICES		
☐	4 FY16 FIRE ALARM TESTING	19-Mar-2016		06800-025	06800-025 DOA CENTRAL SERVICES		
☐	5 FY17 FIRE ALARM TESTING	19-Mar-2016		06800-025	06800-025 DOA CENTRAL SERVICES		
☐	6 FY18 FIRE ALARM TESTING	19-Mar-2016		06800-025	06800-025 DOA CENTRAL SERVICES		
☐	7 FY16 FIRE ALARM INSPECTIONS	19-Mar-2016		06800-025	06800-025 DOA CENTRAL SERVICES		
☐	8 FY17 FIRE ALARM INSPECTIONS	19-Mar-2016		06800-025	06800-025 DOA CENTRAL SERVICES		
☐	9 FY18 FIRE ALARM INSPECTIONS	19-Mar-2016		06800-025	06800-025 DOA CENTRAL SERVICES		

Apply

Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences Help

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CLICK ON: ACCOUNTS

Requisition Information: Edit Lines

* Indicates required field

Check Funds

Apply

Delivery Billing Accounts Attachments

Select Lines: Update Copy Delete

Select All Select None

Select Line	Description	Charge Account	GL Date	Split
☐ 1	FY16 FIRE ALARM REPAIRS	Enter Charge Account	14-Mar-2016 	
☐ 2	FY17 FIRE ALARM REPAIRS	Enter Charge Account	14-Mar-2016 	
☐ 3	FY18 FIRE ALARM REPAIRS	Enter Charge Account	14-Mar-2016 	
☐ 4	FY16 FIRE ALARM TESTING	Enter Charge Account	14-Mar-2016 	
☐ 5	FY17 FIRE ALARM TESTING	Enter Charge Account	14-Mar-2016 	
☐ 6	FY18 FIRE ALARM TESTING	Enter Charge Account	14-Mar-2016 	
☐ 7	FY16 FIRE ALARM INSPECTIONS	Enter Charge Account	14-Mar-2016 	
☐ 8	FY17 FIRE ALARM INSPECTIONS	Enter Charge Account	14-Mar-2016 	
☐ 9	FY18 FIRE ALARM INSPECTIONS	Enter Charge Account	14-Mar-2016 	

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

Check Funds

Apply

Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences Help

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CLICK ON: ENTER CHARGE ACCOUNT

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

Requisition Information Approvals Review And Submit

Requisition Information: Split Cost Allocation

* Indicates required field

Selected Line

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

Projects

Charge Accounts

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

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

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

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

CLICK ON: APPLY

Requisition Information

Approvals

Review And Submit

Requisition Information: Edit Lines

* Indicates required field

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

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

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

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

Select Line	Description	Charge Account	GL Date	Split
☐ 1	FY16 FIRE ALARM REPAIRS	16.10.068.1000101.01.611000.00000	14-Mar-2016	
☐ 2	FY17 FIRE ALARM REPAIRS	16.10.068.1000101.01.611000.00000	14-Mar-2016	
☐ 3	FY18 FIRE ALARM REPAIRS	16.10.068.1000101.01.611000.00000	14-Mar-2016	
☐ 4	FY16 FIRE ALARM TESTING	16.10.068.1000101.01.611000.00000	14-Mar-2016	
☐ 5	FY17 FIRE ALARM TESTING	16.10.068.1000101.01.611000.00000	14-Mar-2016	
☐ 6	FY18 FIRE ALARM TESTING	16.10.068.1000101.01.611000.00000	14-Mar-2016	
☐ 7	FY16 FIRE ALARM INSPECTIONS	16.10.068.1000101.01.611000.00000	14-Mar-2016	
☐ 8	FY17 FIRE ALARM INSPECTIONS	16.10.068.1000101.01.611000.00000	14-Mar-2016	
☐ 9	FY18 FIRE ALARM INSPECTIONS	16.10.068.1000101.01.611000.00000	14-Mar-2016	

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

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

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

Shop Requisitions Receiving Contractors

Requisition Information Approvals Review And Submit

Requisition Information: Edit Lines

* Indicates required field

Delivery Billing Accounts Attachments

Requisition Attachments

Add Attachment...

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

Requisition Line Attachments

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

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

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CLICK ON: ADD ATTACHMENT

(THIS IS THE HEADER ATTACHMENT)

****IMPORTANT****

ONLY USE THIS HEADER ATTACHMENT FOR “INTERNAL” ATTACHMENTS.

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

Add Attachment

Add

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

Attachment Summary Information

Title	CONTROL VALUE
Description	
Category	Internal to Requisition

Define Attachment

Type ☐ File ☐ URL ☒ Text

No file selected.

THE CONTROL VALUE FOR
FY16 \$100,000.00
FY17 \$100,000.00
FY18 \$100,000.00
TOTAL AMOUNT \$300,000.00

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

ENTER TITLE: CONTROL VALUE

SELECT CATEGORY: INTERNAL TO REQUISITION

SELECT TEXT: ADD APPLICABLE TEXT (SEE EXAMPLE ABOVE)

CLICK ON: APPLY

Shop

Requisitions

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Requisition Information

Approvals

Review And Submit

Confirmation

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

Requisition Information: Edit Lines

* Indicates required field

Delivery

Billing

Accounts

Attachments

Requisition Attachments

Add Attachment...

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

Requisition Line Attachments

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

TIP

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

Apply

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

CLICK ON: PLUS ICON ON LAST LINE

Add Attachment

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

Add

Attachment Summary Information

Title	PURCHASE AGREEMENT TERMS
Description	
Category	To Supplier

Define Attachment

Type ☐ File No file selected.

☐ URL ☒ Text

PURCHASE AGREEMENT TERMS: 7/1/15-6/30/18
 FY16 7/1/15-6/30/16
 FY17 7/1/16-6/30/17
 FY18 7/1/17-6/30/18

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

ENTER TITLE: PURCHASE AGREEMENT TERMS

SELECT CATEGORY: TO SUPPLIER

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

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

CLICK ON: APPLY

Shop Requisitions Receiving Contractors

Requisition Information Approvals Review And Submit

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

Requisition Information: Edit Lines
* Indicates required field

Delivery Billing Accounts **Attachments**

Requisition Attachments

Add Attachment...

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

Requisition Line Attachments

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

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

Apply

Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences Help

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HEADER ATTACHMENT WILL APPEAR UNDER TITLE

LINE ATTACHMENT WILL APPEAR NEXT TO LAST LINE AS AN ICON



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

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

WHEN ATTACHMENTS ARE COMPLETED

CLICK ON: APPLY

Requisition Information

Approvals

Review And Submit

Checkout: Requisition Information

* Indicates required field

Cancel
Save
Submit
Edit Lines
Step 1 of 3
Next

* Requisition Description

* Document to Create 

Blanket or Contract Purchase Agreement

* Type of Requisition? 

Standard

Prior PO#?

Change Order? 

No

PO to be Changed

Change will make PO over 5k? 

No

Delivery

* Need-By Date 

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

* Requester 

* Deliver-To Location 

Billing

GL Date 

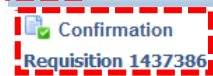
Additional Line Information

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

* Bill To Location 

DOA CENTRAL SERVICES

CLICK ON: SUBMIT



Requisition 1437386 has been submitted to ; for approval.

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

Continue Shopping

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

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

My Requisitions

Full List

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

Shopping Cart
Your cart is empty.

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

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

CORRECT IF NEEDED AND RE-SUBMIT.

*****NOTE*****

TO SUBMIT AN RFP REQUEST:

FOLLOW THIS SAME FORMAT – ZERO DOLLAR REQUISITION

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

END



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

RIFANS

CHANGE ORDER INSTRUCTIONS

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

ELECTRONIC CHANGE ORDER PROCESS

INSTRUCTIONS:

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

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



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

*Password
(example: 4099v23)

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

Accessibility None

Select a Language:
[English](#)

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LOG IN

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

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

HOME PAGE

CLICK ON: REQUISITIONER



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My Requisitions

Full List

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

Shopping Cart
Your cart is empty.

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

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SHOP SCREEN

CLICK ON: FULL LIST

4/20/2016

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Search

Views

View All My Requisitions Go

Indicates requisition with a pending change request.

Select Object: Copy To Cart Cancel Requisition Complete

[Previous](#)
1-25
[Next 25](#)

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

CLICK ON: REQUISITION NUMBER

(DO NOT CLICK ON THE RADIO BUTTON)

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Requisition 1437388

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

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

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

Details

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

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

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CLICK ON: CHANGE BUTTON

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Shop Requisitions Receiving Contractors

Requisitions | Notifications | Approvals

Enter Changes View Approvals Review And Submit

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

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

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

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

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

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

THE QUANTITY AND PRICE CAN BE CHANGED AS NEEDED

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

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

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

CLICK ON: NEXT

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Change Order: Select Approvers

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

Cancel

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Step 2 of 3

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Manage Approvals

Note to Approver

Cancel

Back

Step 2 of 3

Next

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Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences

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CLICK ON: NEXT

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

Change 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
+ Show	1	LINE#1 - RECEIVING STANDARD PURCHASE ORDER TEST	Purchase	3441900	23-Mar-2016 00:00:00	Each	150 175	15 USD	2,250.00 2,625.00	0.00	0.00			QUANTITY FROM 150 TO 175
+ Show	2	LINE#2 - RECEIVING STANDARD PURCHASE ORDER TEST	Purchase	3441900	23-Mar-2016 00:00:00	Each	200 210	5 USD	1,000.00 1,050.00	0.00	0.00			QUANTITY FROM 200 TO 210
+ Show	3	LINE#3 - RECEIVING STANDARD PURCHASE ORDER TEST	Purchase	3441900	23-Mar-2016 00:00:00	Each	4 300 4.5 USD	USD	1,200.00 1,350.00	0.00	0.00			PRICE FROM 4 TO 4.50

Cancel

Back

Step 3 of 3

Submit

THIS PAGE SHOWS THE CHANGES MADE WITH THE NEW VALUE INDICATOR

CLICK ON: SUBMIT

Confirmation

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

Change Order 1437388: Confirmation Details									
Request Created By					Old Non-Recoverable Tax				
Request Creation Date					New Non-Recoverable Tax				
Old Requisition Total					Note to Approver				
New Requisition Total									

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 - RECEIVING STANDARD PURCHASE ORDER TEST	Purchase	3441900	23-Mar-2016 00:00:00	Each	150		2,250.00					QUANTITY FROM 150 TO 175
							175	15 USD	2,625.00	0.00	0.00			
	2	LINE#2 - RECEIVING STANDARD PURCHASE ORDER TEST	Purchase	3441900	23-Mar-2016 00:00:00	Each	200		1,000.00					QUANTITY FROM 200 TO 210
							210	5 USD	1,050.00	0.00	0.00			
	3	LINE#3 - RECEIVING STANDARD PURCHASE ORDER TEST	Purchase	3441900	23-Mar-2016 00:00:00	Each	4	USD	1,200.00					PRICE FROM 4 TO 4.50
							300	4.5 USD	1,350.00	0.00	0.00			

[Return to Requisition Details](#)

CONFIRMATION NOTICE

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

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Temporary Personnel Services

My Requisitions

Full List

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

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[Contractors](#)
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TO CHECK THE STATUS OF AN ELECTRONIC CHANGE ORDER

GO BACK TO THE SHOP TAB

CLICK ON: FULL LIST

Views

View [All My Requisitions](#)

 Indicates requisition with a pending change request.

Select Object:
 1-25

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

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

CLICK ON: APPROVED NEXT TO THE BLUE DOT 

**Approval History for Requisition 1437388**

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

[View Change History](#)

OK



Approved

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

[View Change History](#)

OK

THIS PAGE WILL SHOW YOU THE APPROVAL PATH

CLICK ON: [VIEW CHANGE HISTORY](#)

Shop

Requisitions

Receiving

Contractors

Requisitions

Notifications

Approvals

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

In Process

Indicates new value

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

TIP

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

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Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences Help

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

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

CLICK ON: REJECTED

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

***** IMPORTANT*****

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

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

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

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

PAPER CHANGE ORDER FORM PROCESS

When to use the paper change order form:

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

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

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

To request the cancellation of a purchase order.

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

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

Form is located on the purchasing website: www.purchasing.ri.gov

An example of the form is on the following page.



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

RIFANS

PURCHASE ORDER CHANGE FORM

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

DELEGATED AUTHORITY ☐
NON-DELEGATED AUTHORITY ☐

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

REASON/JUSTIFICATION: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

AUTHORIZED AGENT: _____

PRINTED NAME

SIGNATURE

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

CHANGE ORDER REQUISITION INSTRUCTIONS

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

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

See Change Order Requisition Instructions on the following pages.

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

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

Search

[Advanced Search](#)

Stores

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

My Requisitions

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

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SHOP SCREEN

CLICK ON: NON-CATALOG REQUEST



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

Non-Catalog Request

* Indicates required field

* Item Type
* Item Description
* Category
* Quantity
* Unit of Measure
* Unit Price
* Currency

Goods billed by quantity
TEST - CHANGE ORDER REQUISITION
OVER \$5000.00
800.16
1
Each
6000
USD

☐ RFQ Required
☐ Negotiated

Clear All
Add to Cart
Add to Favorites

Contract Number

☐ New Supplier
Supplier Name

Site

Contact Name

Phone

Supplier Item

Clear All
Add to Cart
Add to Favorites

Shopping Cart

Your cart is empty.

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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

4/20/2016

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Non-Catalog Request

* Indicates required field

* Item Type

* Item Description

* Category

* Quantity

* Unit of Measure

* Unit Price

* Currency

☐ RFQ Required

☐ Negotiated

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

Contract Number

☐ New Supplier

Supplier Name

Site

Contact Name

Phone

Supplier Item

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

Shopping Cart

Your cart contains 1 line.

Recently Added Lines

TEST - CHANGE O...	1	Each
--------------------	---	------

[View Cart and Checkout](#)

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

Shopping Cart

Save

Checkout

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

[Return to Shopping](#)

Save

Checkout

REVIEW LINE

CLICK ON: CHECKOUT

Shop Requisitions Receiving Contractors

Navigator Favorites Shopping Cart Home Logout Preferences Help

Requisition Information Approvals Review And Submit

Checkout: Requisition Information

* Indicates required field

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

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

* Document to Create Change Order

* Type of Requisition? *OTHER

Prior PO#?

Change Order? Y

PO to be Changed 3441898

Change will make PO over 5k? Y

Delivery

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

* Requester

* Deliver-To Location 06800-025

Billing

GL Date 28-Mar-2016

Additional Line Information

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

* Bill To Location 06800-025

ENTER:

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

VERY IMPORTANT

ENTER:

Y ON THE CHANGE ORDER? FIELD

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

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

CLICK ON: EDIT LINES

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COMPLETE REQUISITION PROCESS:

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

CHANGING AN ACCOUNT NUMBER INSTRUCTIONS

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

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

Step: 1

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

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

Step: 2

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

*****IMPORTANT*****

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

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

END



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

RIFANS

RECEIVING INSTRUCTIONS



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

*Password
(example: 4099v23)

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

Accessibility

Select a Language:
[English](#)

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LOG IN

FIRST OPTION

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Worklist

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

HOME PAGE

CLICK ON: REQUISITIONER



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

My Requisitions

Full List

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

Shopping Cart
Your cart is empty.

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

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SHOP SCREEN

THERE ARE TWO WAYS TO BEGIN RECEIVING

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

CLICK ON: RECEIVING ICON

Shop Requisitions Receiving Contractors
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Shopping Cart Home Logout Preferences Help

Navigator Favorites

Select Items Receipt Information Review And Submit

Receive Items: Select Items

Requester

☐ Include people from all organizations

Requisition Number

Supplier

Order Number

Shipment Number

Items Due Any Time

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

Go Clear

Select All Select None

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

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

Cancel Clear Changes Step 1 of 3 Next

Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences Help

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CHECK THE BOX NEXT TO LINE YOU WANT TO RECEIVE ON

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

CLICK ON: NEXT

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Select Items

Receipt Information

Review And Submit

Receive Items: Enter Receipt Information

* Indicates required field

* Receipt Date

18-Mar-2016 08:57:39

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

Waybill

Packing Slip

Receipt Comments

Does this information apply to all items?

☒ Yes
 ☐ No, some receipt information differs by item

Cancel

Back

Step 2 of 3

Next

Attachments

Add Attachment...

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

Cancel

Back

Step 2 of 3

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ADD INFORMATION IF NEEDED BUT NOT REQUIRED

CLICK ON: NEXT



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Select Items

Receipt Information

Review And Submit

Receive Items: Review and Submit

Cancel

Back

Step 3 of 3

Submit

Receipt Information

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

Receipt Comments

Received Item Details

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

Cancel

Back

Step 3 of 3

Submit

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CLICK ON: SUBMIT

4/20/2016

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Confirmation
Receipt 480962 has been created for you.

Receive Items: Confirmation Details

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

CONFIRMATION NOTICE WITH RECEIPT NUMBER

OR

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

Search [Advanced Search](#)

Stores

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

Shopping Cart

Your cart is empty.

My Requisitions

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

Purchasing News

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

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IN THE SHOP SCREEN,

CLICK ON: RECEIVING TAB

SECOND OPTION

Receiving

Select the receiving action you want to perform.

Receive Items

Return Items

Correct Receipts

View Receipts

Requisitions to Receive

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

Full List

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

My Receipts at a Glance

Receiving Process

Receive

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

[Receive Items](#)

Return

Need to send items back to the supplier?

[Return Items](#)

Correct

Did you record the wrong receipt quantity?

[Correct Receipts](#)

View

View receipts with all associated returns and corrections.

[View Receipts](#)

CLICK ON: RECEIVE ITEMS

Receive Items: Select Items

Cancel

Clear Changes

Step 1 of 3

Next

Requester

☐ Include people from all organizations

Requisition Number 1437388

Supplier  

Order Number

Shipment Number

Items Due Any Time

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

Go Clear

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

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

CLICK ON: CLEAR

ENTER: REQUISITION NUMBER OR PURCHASE ORDER NUMBER

****NOTE****

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

CLICK ON: GO

Shop Requisitions Receiving Contractors

Receiving Work Confirmations

Select Items Receipt Information Review And Submit

Receive Items: Select Items

Requester Include people from all organizations ☐

Requisition Number

Supplier

Order Number

Shipment Number

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

Go Clear

Select All | Select None

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

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

Cancel Clear Changes Step 1 of 3 Next

Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences Help

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CHECK THE BOX NEXT TO LINE YOU WANT TO RECEIVE ON

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

CLICK ON: NEXT

Receive Items: Enter Receipt Information

* Indicates required field

Cancel

[Back](#)

Step 2 of 3

Next

* Receipt Date	18-Mar-2016 09:21:58 
	(example: 18-Mar-2016 19:45:00)
Waybill	
Packing Slip	
Receipt Comments	

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

Attachments

[Add Attachment...](#)

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

Cancel

[Back](#)

Step 2 of 3

Next

ADD INFORMATION IF NEEDED BUT NOT REQUIRED

CLICK ON: NEXT

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

Select Items

Receipt Information

Review And Submit

[Receive Items: Review and Submit](#)[Cancel](#)[Back](#)

Step 3 of 3

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

Receipt Comments

Received Item Details

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

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

Step 3 of 3

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

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CLICK ON: SUBMIT



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

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

 Confirmation
Receipt 480963 has been created for you.

[Receive Items: Confirmation Details](#)

Receipt Information

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

Received Item Details

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

[Return to Receiving](#)

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[Shop](#)
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[Receiving](#)
[Contractors](#)
[Shopping Cart](#)
[Home](#)
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CONFIRMATION NOTICE WITH RECEIPT NUMBER

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

- CORRECT
- RETURN
- REVIEW

END



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

RIFANS

**REQUISITION AND PURCHASE ORDER
INQUIRY INSTRUCTIONS**



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

*Password
(example: 4099v23)

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

Accessibility:

Select a Language:
[English](#)

[Privacy Statement](#)

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LOG IN

REQUISITION INQUIRY

Main Menu

[Personalize](#)

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

Worklist

[Full List](#)

Previous 1-25 Next 25

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

HOME PAGE

CLICK ON: FINANCIAL INQUIRY
 CLICK ON: REQUISITION INQUIRY



Do you want to run this application?



Name: Oracle E-Business Suite

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

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

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



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



More Information

Run

Cancel

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

CLICK ON: RUN

Find Requisitions

Operating Unit

Requisition Number

Preparer

Buyer

Reference Num

Type

Requester

Modified

Import Source

Line

Line Type

Line Status Date Ranges Sourcing Deliver To Related Documents

Item, Rev

Category

Description

Supplier Item

Results

☐ Headers

☒ Lines

☐ Distributions

Clear New Find (F)

ENTER THE REQUISITION NUMBER IN THE REQUISITION NUMBER BOX

CLICK ON: FIND

[illegible]

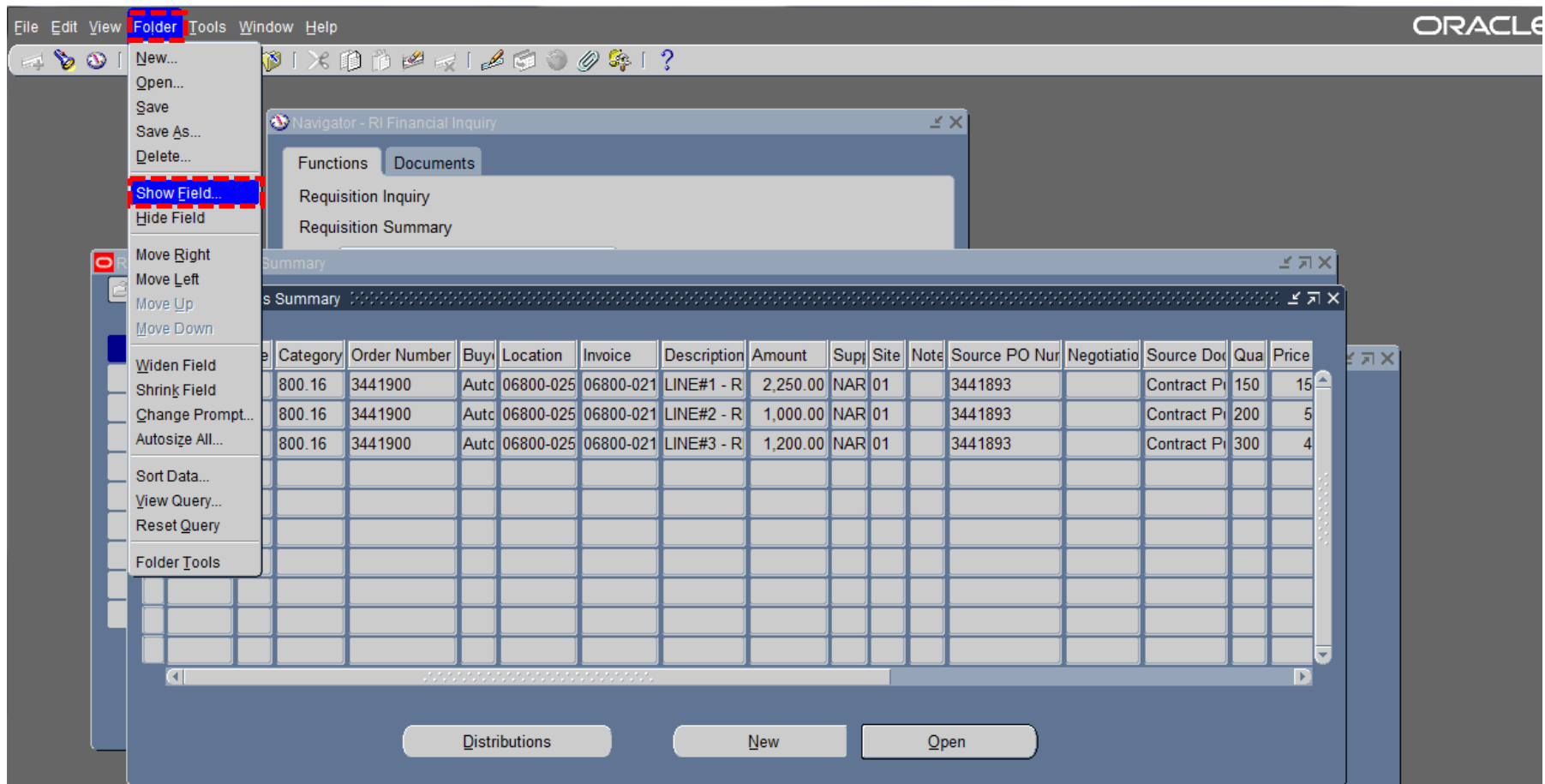
THE REQUISITION HEADER SUMMARY WINDOW WILL SHOW REQUISITION INFORMATION IN THE HEADER

REQUISITIONS CANNOT BE OPENED WHILE IN REQUISITION INQUIRY.

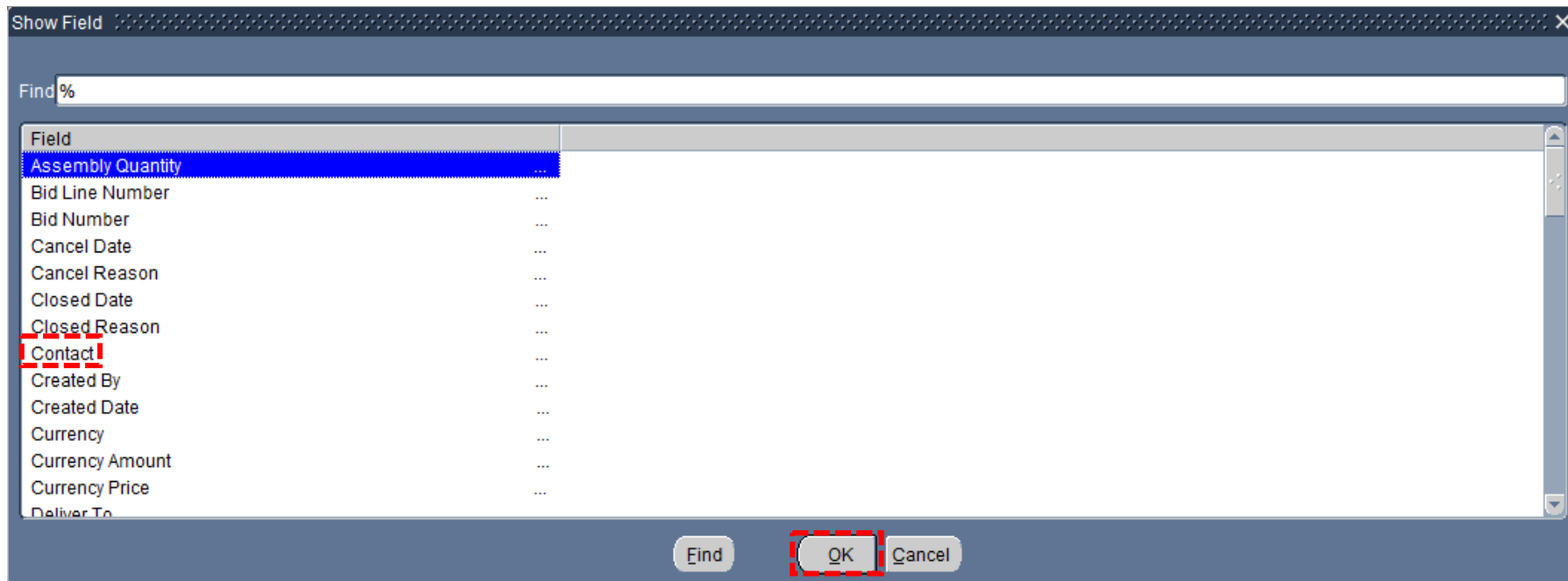
CLICK ON: LINES TO VIEW THE REQUISITION LINE SUMMARY

[illegible]

THE REQUISITION LINES SUMMARY WINDOW WILL SHOW INFORMATION PERTAINING TO ALL LINES



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



A LIST OF ALL THE FIELDS WILL APPEAR

SELECT A FIELD NEEDED FROM THE LIST

CLICK ON: OK

[illegible]

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



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

*Password
(example: 4099v23)

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

Accessibility:

Select a Language:
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[Privacy Statement](#)

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LOG IN

PURCHASE ORDER INQUIRY

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

Worklist

[Full List](#)

[Previous](#)

[Next 25](#)

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

HOME PAGE

CLICK ON: FINANCIAL INQUIRY

CLICK ON: PURCHASE ORDER INQUIRY



Do you want to run this application?



Name: Oracle E-Business Suite

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

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

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



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



More Information

Run

Cancel

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

CLICK ON: RUN

Find Purchase Orders

Operating Unit:

Number: ...

Release:

Supplier:

Ship-To Org:

Bill-To:

Ship-To:

Line:

Shipment:

Type:

Currency:

Site:

☐ Show External Locations

Line Type:

Buyer:

☐ View Releases

☐ Consumption Advice

☐ Global Agreement

☐ With Contract Terms

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

Item, Rev:

Category:

Description:

Supplier Item:

VMI:

Consigned:

Results

☐ Headers

☐ Lines

☐ Shipments

☐ Distributions

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

ENTER PURCHASE ORDER NUMBER IN THE NUMBER BOX

CLICK ON: FIND

Purchase Order Headers

RI PO HEADER DEFAULT

Number	Order Date	Supplier	Ship-To	Rev	Description	Expires On	Type	Amount Agreed	Amount	Matched A
3441895	11-MAR-2016 1	NARRAGANSETT	06800-025	0			Standard Purch		750.00	

Lines

New Release

New PO

Open

Error

Function not available to this responsibility. Change responsibilities or contact your System Administrator.

OK

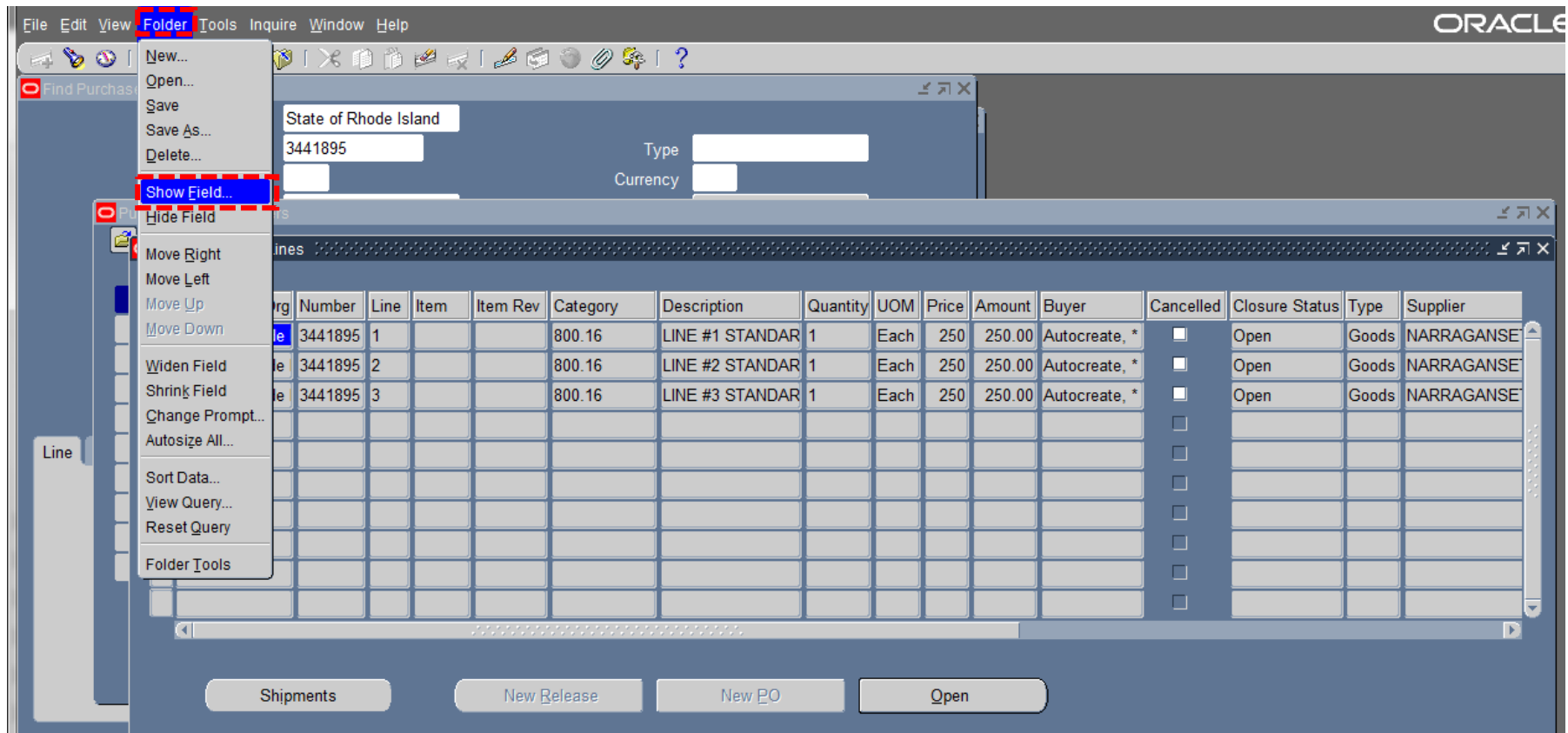
THE PURCHASE ORDER HEADER WINDOW WILL SHOW PURCHASE ORDER INFORMATION IN THE HEADER

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

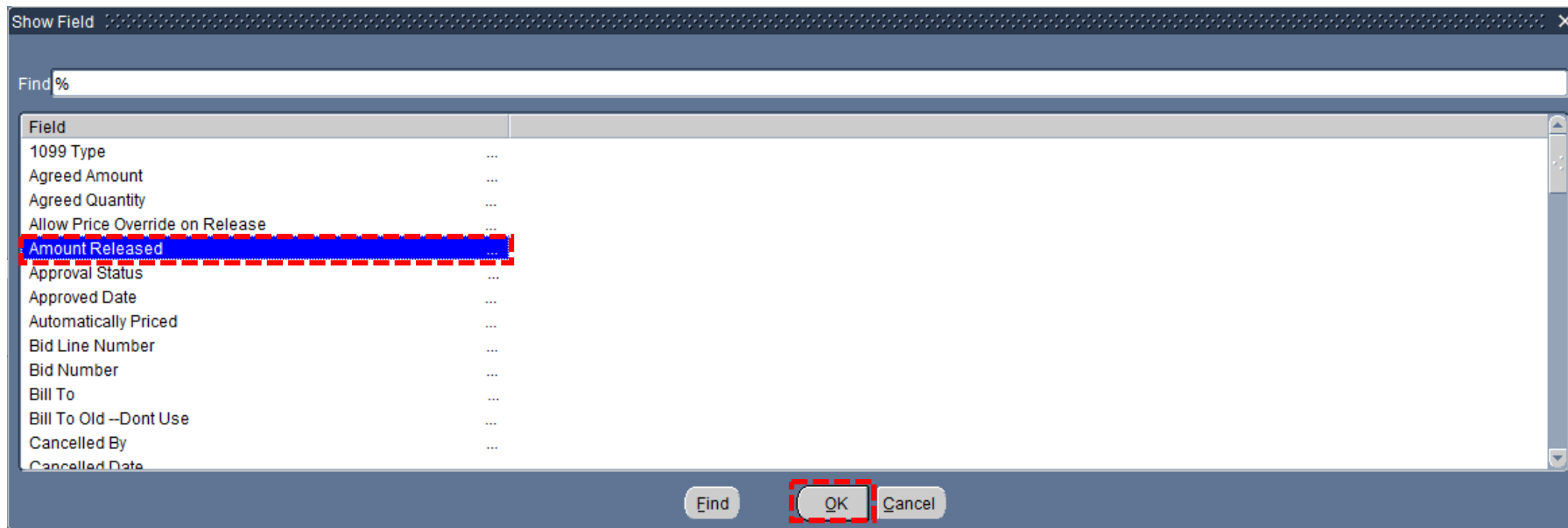
CLICK ON: LINES TO VIEW THE PURCHASE ORDER LINES

[illegible]

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



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



A LIST OF ALL THE FIELDS WILL APPEAR

SELECT A FIELD NEEDED FROM THE LIST

CLICK ON: OK



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

RIFANS

INVOICE INSTRUCTIONS



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

*Password
(example: 4099v23)

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

Accessibility None

Select a Language:
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LOG IN

Main Menu

Personalize

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

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

HOME PAGE

CLICK ON: REQUISITIONER

Stores

Main Store

Main Store

WB Mason

WB Mason

TEMPORARY SERVICES-ADIL

Temporary Personnel Services

My Requisitions

Full List

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

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 SCREEN

CLICK ON: FULL LIST

Shop Requisitions Receiving Contractors

Requisitions Notifications Approvals

Requisitions: Requisitions >

Requisitions Search

Personalize Table Layout: (ViewNavigationTableRN)

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

Views

Personalize Query: (ExpSearchRN)

Requisition Created By

☐ Include people from all organizations

Requisition Created

Requisition Number

Order Number

Go Clear

Requester

☐ Include people from all organizations

Requisition Status

Requisition Description

Supplier

Personalize Table: (ResultsTableRN)

Select Object: Copy To Cart Cancel Requisition Change

Previous 10 11-20 Next 10

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

Select Object: Copy To Cart Cancel Requisition Change

Previous 10 11-20 Next 10

CLICK ON: ORDER NUMBER TO BRING UP PURCHASE ORDER INFORMATION

Shopping Cart Close Window Preferences Help Personalize Page Diagnostics

Shop Requisitions Receiving Contractors

Requisitions Notifications Approvals

Requisitions: Requisitions > Requisitions Search >

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

Currency=USD

Personalize "View Order Detail Container"

Order Information

Personalize "Order Information"

Personalize Table Layout: (OrderHeaderDetails)

Personalize "General"

General

Total 101.98

Supplier DELL MARKETING LP

Supplier Site 02

Address PO BOX 643561
PITTSBURGH, PA 15264-3561

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

Description DELL 8 GM CERTIFIED REPLACEMENT MEMORY MODULE

Status Approved

Note to Supplier

Operating Unit State of Rhode Island

Sourcing Document

Supplier Order Number

Attachments [View](#)

Personalize Flow Layout: (PosShipBtlCont)

Personalize "Terms and Conditions"

Personalize Stack Layout: (termsstack1)

Terms and Conditions

Payment Terms NET 30

Carrier

FOB Destination

Freight Terms Paid

Shipping Control

Personalize "Ship-To Address"

Ship-To Address

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

Personalize "Bill-To Address"

Bill-To Address

Address MASTER PRICE AGREEMENT
SEE BELOW
RELEASE AGAINST, RI MPA

Summary

Personalize Default Single Column: (HeaderSummaryCol)

Total 101.98

Received 101.98

Invoiced 101.98

Payment Status Not Paid

PO Details

Personalize "PO Details"

Personalize "PO Details"

Show All Details Hide All Details

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

Return to Requisitions Search

Actions View Invoices Go Ok

CLICK ON: DROPDOWN ARROW NEXT TO THE ACTIONS FIELD

CLICK ON: VIEW INVOICES

CLICK ON: GO

Shopping Cart

Close Window

Preferences

Personalize Page

Diagnostics

Shop

Requisitions

Receiving

Contractors

Requisitions

Notifications

Approvals

Requisitions: Requisitions >

Requisitions Search >

View Order Details >

Invoices for Standard Purchase Order: 3448139

Export

Personalize "Invoice Results"

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

Return to View Order Details

Export

About this Page

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CLICK ON: INVOICE NUMBER TO VIEW ADDITIONAL INFORMATION

ATTACHMENT ICON  CAN BE CLICKED ON TO VIEW INVOICE BACKUP

[Shopping Cart](#) [Close Window](#) [Preferences](#) [Personalize Page](#) [Diagnostics](#)

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

[Requisitions](#) [Notifications](#) [Approvals](#)

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

Standard Invoice: XJW2912T1 (Total USD 101.98)

Currency=USD

[Export](#)

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

General

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

Amount Summary

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

Payment Information

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

Invoice Lines

Scheduled Payments

Hold Reasons

[Personalize "Invoice Lines"](#)

Line	Type	Description	Qty UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	DELL 8 GM CERTIFIED REPLACEMENT MEMORY MODULE	2 Each	50.99		101.98	0.00	Approved	3448139	1	1	Autocreate...	

[Return to View Invoices](#)

[Export](#)

[About this Page](#) [Privacy Statement](#)

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THIS IS THE ADDITIONAL INVOICE INFORMATION.

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



XJW2912T1



068



3830396



56



DELL-MARKETING-LP



29-DEC-15

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

END

THE INVOICE ATTACHMENT WILL BE DISPLAYED