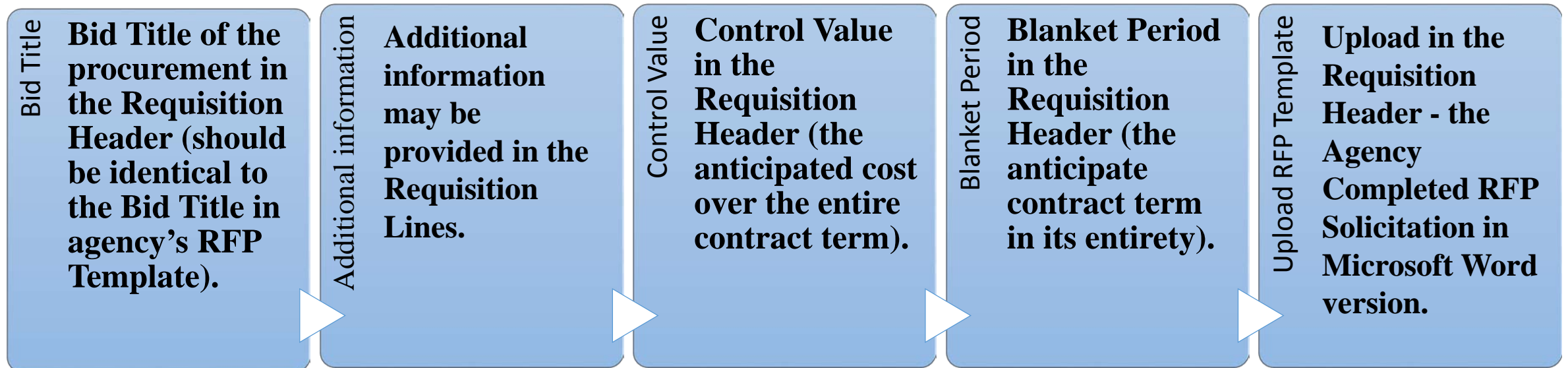


# How to Prepare a Requisition for a Request For Proposal “RFP”

- To submit a Requisition for a Request For Proposal “RFP” use the zero dollar requisition procedure that begins on page 2.
- The RFP template in Microsoft Word version and an RFP checklist are stored in the ARC for agency use.
- The requisition must include the following information:

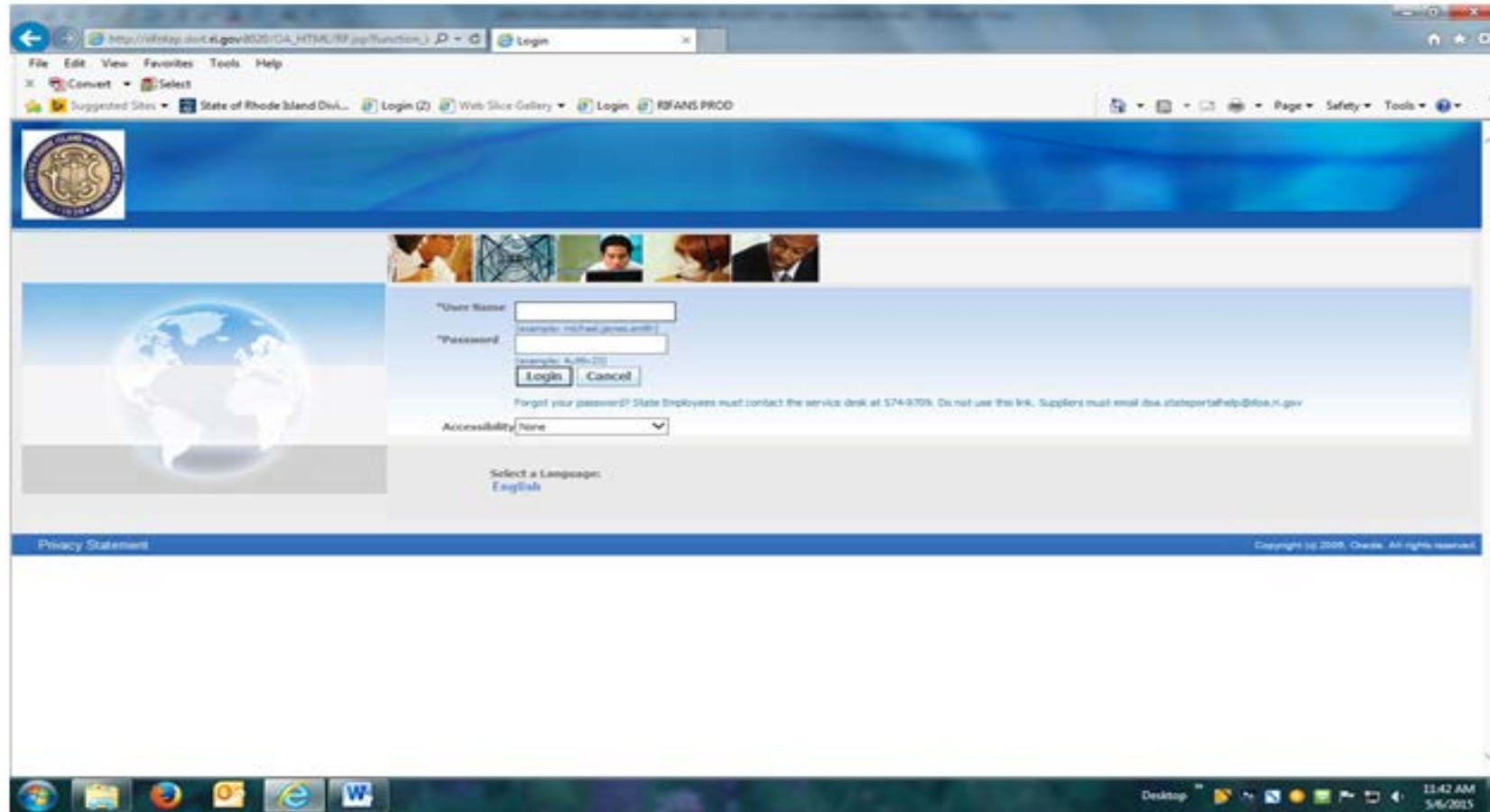




**STATE OF RHODE ISLAND  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASES**

**RIFANS**

**PURCHASE AGREEMENT  
REQUEST (ZERO DOLLAR  
REQUISITION) INSTRUCTIONS**



## LOG IN SCREEN

State of Rhode Island-RIFANS

Enterprise Search: All [Go] Search Results Display Preference: Standard Logged In As: SRAPOSA

Oracle Applications Home Page

**Main Menu** Personalize

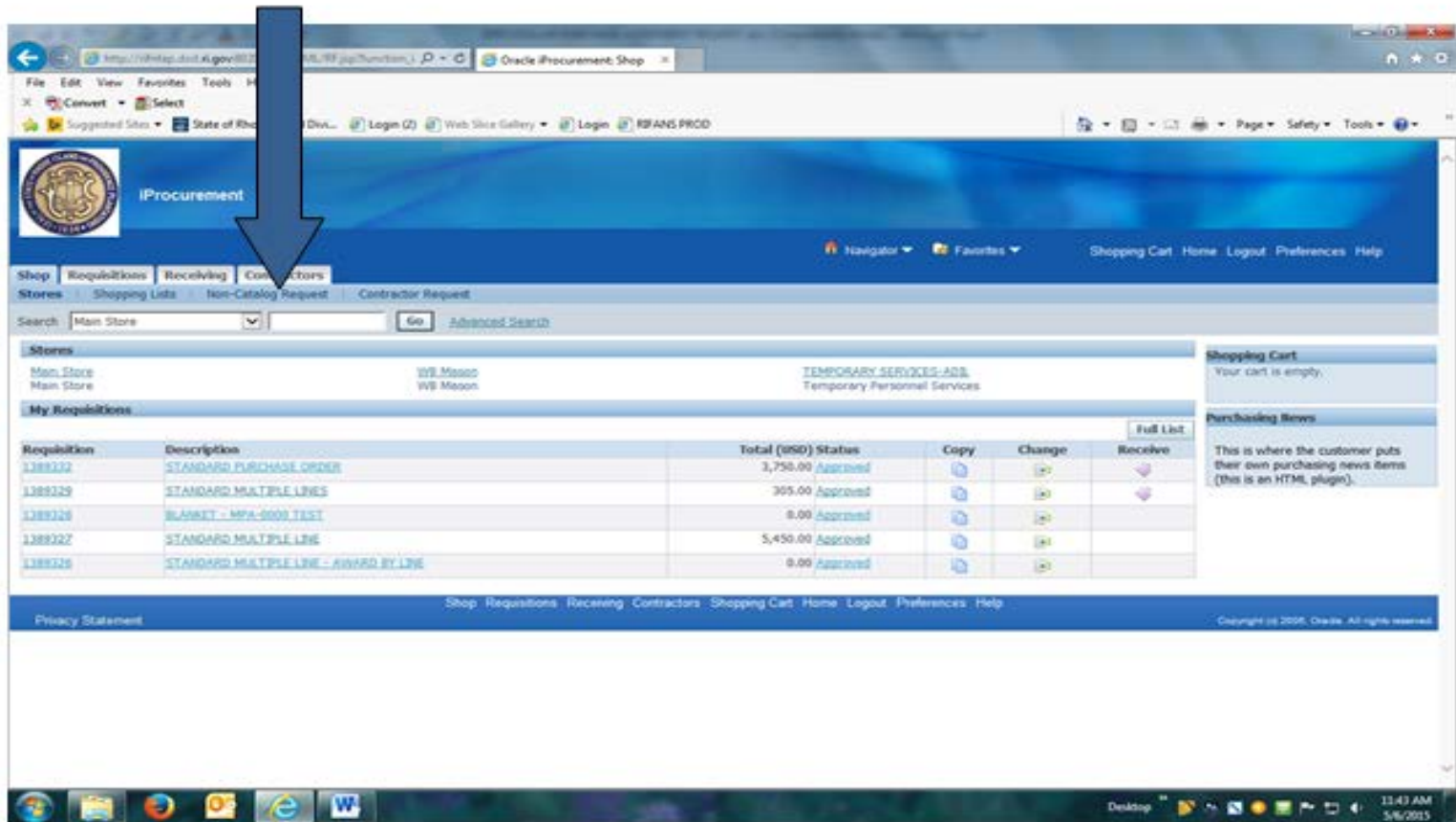
- R2 Requisitioner
- R1 Financial Inquiry
- R1 General Ledger Reports
- R1 Purchases Reports

**Worklist** Full List

From	Type	Subject	Sent	Date
Schiappa, Marco	R2 Requisition	Purchase Requisition 1389332 has been approved		06-May-2015
Schiappa, Marco	R2 Requisition	Purchase Requisition 1389329 has been approved		01-May-2015
Autocreate, *	PO Change Approval for Requester	Response to Requisition 1389324 Change Request(210.00 USD) for Raposa, Sandra		01-May-2015
Eaton, Robert	R2 Requisition	Purchase Requisition 1389328 has been approved		01-May-2015
Eaton, Robert	R2 Requisition	Purchase Requisition 1389326 has been approved		01-May-2015
Eaton, Robert	R2 Requisition	Purchase Requisition 1389327 has been approved		01-May-2015
	R2 Requisition	Purchase Requisition 1389325 failed correctness check		30-Apr-2015
Schiappa, Marco	R2 Requisition	Purchase Requisition 1389325 has been approved		30-Apr-2015
Schiappa, Marco	R2 Requisition	Purchase Requisition 1389322 has been approved		30-Apr-2015
Raposa, Sandra	R2 Requisition	Purchase Requisition 1387981 has been approved		21-Apr-2015
Raposa, Sandra	R2 Requisition	Purchase Requisition 1387979 has been approved		21-Apr-2015
	R2 Requisition	Purchase Requisition 1388030 failed correctness check		21-Apr-2015
	R2 Requisition	Purchase Requisition 1388021 failed correctness check		21-Apr-2015
Raposa, Sandra	R2 Requisition	Purchase Requisition 1388002 has been approved		21-Apr-2015
Raposa, Sandra	R2 Requisition	Purchase Requisition 1388013 has been approved		21-Apr-2015
	R2 Requisition	Unable to reserve Purchase Requisition 1388232		21-Apr-2015
Raposa, Sandra	R2 Requisition	Purchase Requisition 1388450 has been approved		21-Apr-2015
Raposa, Sandra	R2 Requisition	Purchase Requisition 1388783 has been approved		21-Apr-2015
Raposa, Sandra	R2 Requisition	Purchase Requisition 1388782 has been approved		21-Apr-2015
Raposa, Sandra	R2 Requisition	Purchase Requisition 1387912 has been approved		21-Apr-2015

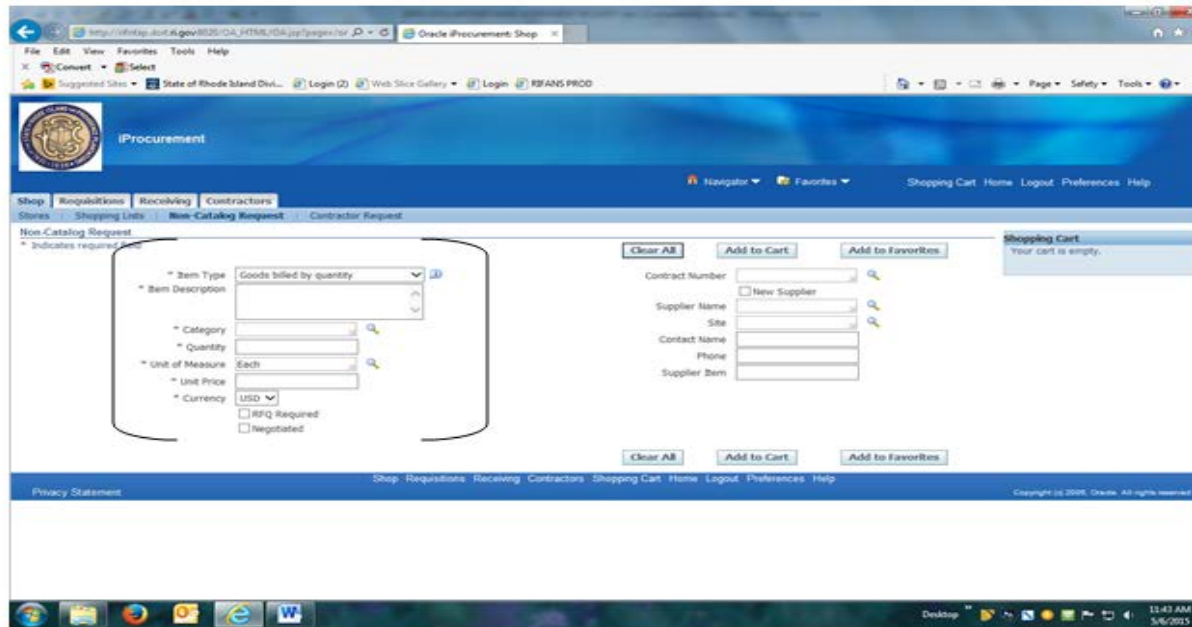
**HOME SCREEN**

**CLICK ON: REQUISITIONER**



## SHOP SCREEN

**CLICK ON: NON CATALOG REQUEST**



**ENTER LINE INFORMATION:**

- **ITEM DESCRIPTION**
- **CATEGORY**
- **QUANTITY**
- **UNIT OF MEASURE**
- **UNIT PRICE (ENTER “0” ZERO)**

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

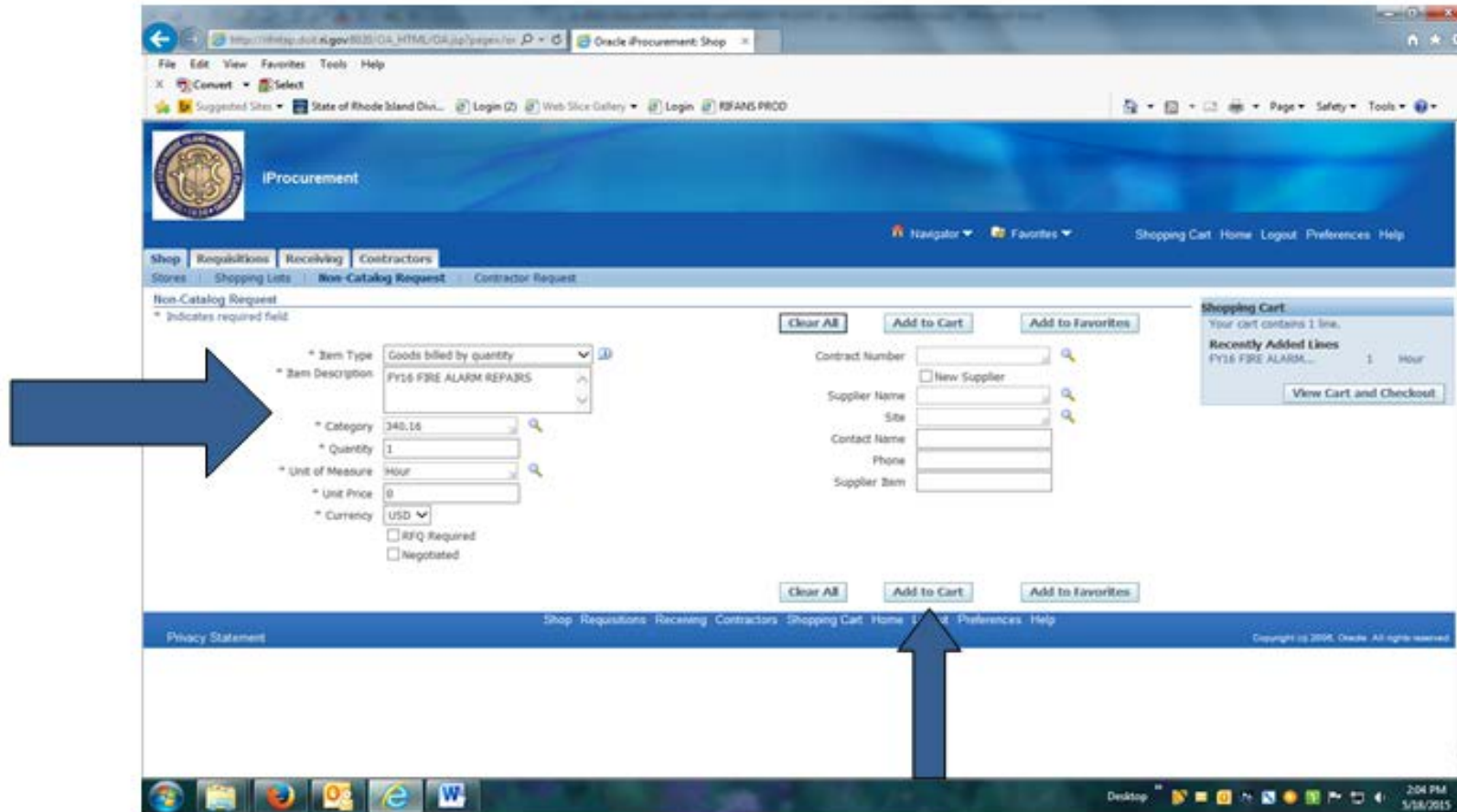
**IF PURCHASE ORDER IS CROSSING OVER INTO DIFFERENT FISCAL YEARS, SET UP A LINE FOR EACH ITEM FOR EACH FISCAL YEAR.**

**THIS EXAMPLE IS A PURCHASE AGREEMENT TO GO OUT TO BID FOR THREE FISCAL YEARS:**

**FIRE ALARM REPAIRS FOR FY16, FY17, FY18**

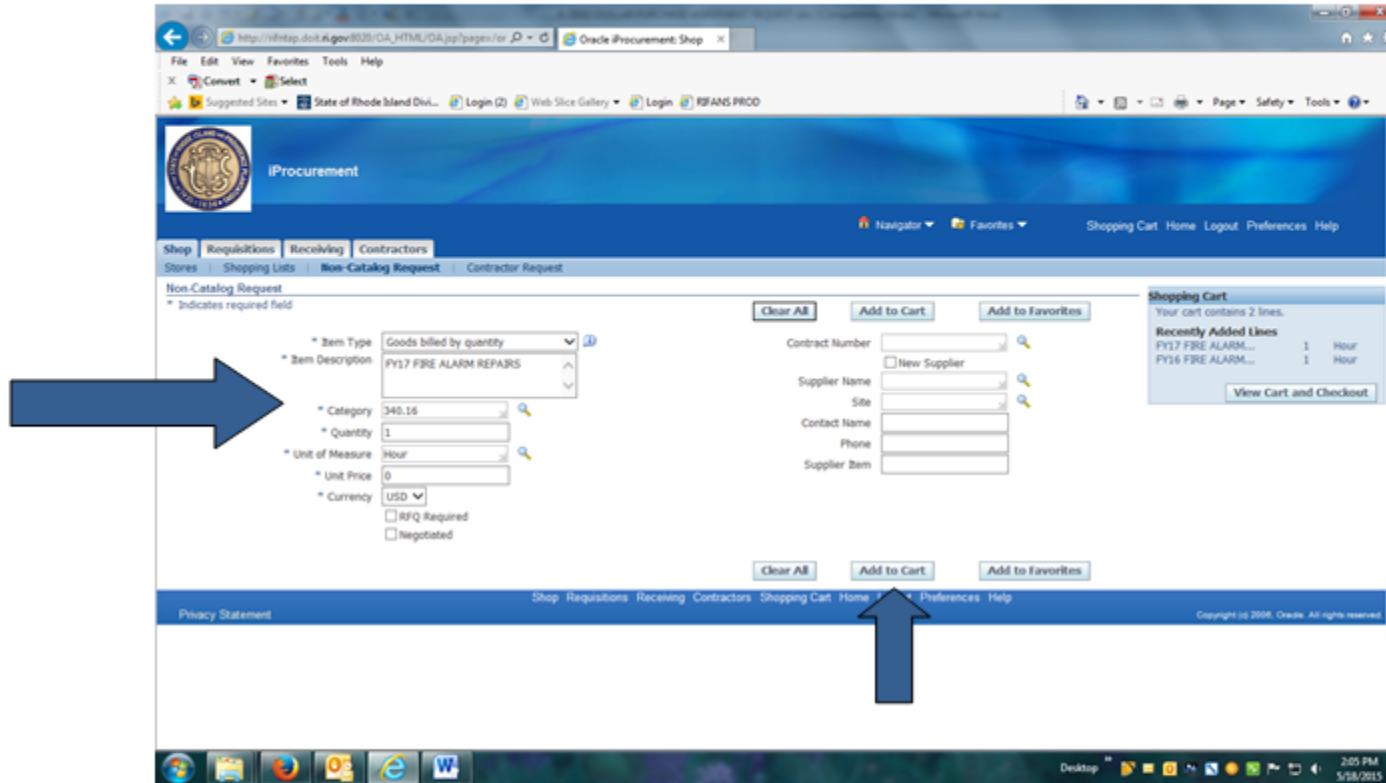
**FIRE ALARM TESTING FOR FY16, FY17, FY18**

**FIRE ALARM INSPECTIONS FOR FY16, FY17, FY18**



**ENTER LINE NO. 1 INFORMATION**

**CLICK ON: ADD TO CART**

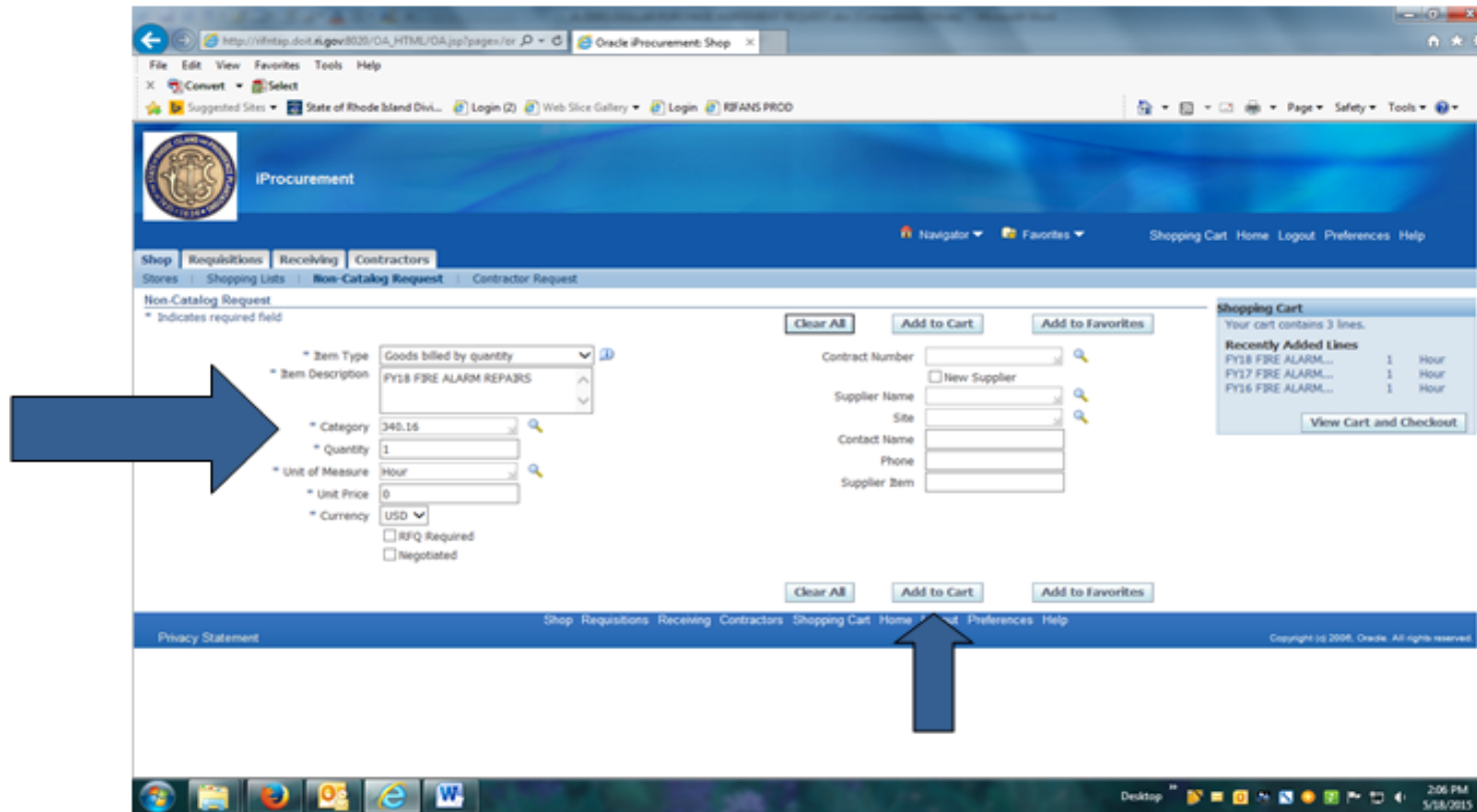


**EDIT INFORMATION FOR LINE NO. 2  
CLICK ON: ADD TO CART**

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

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



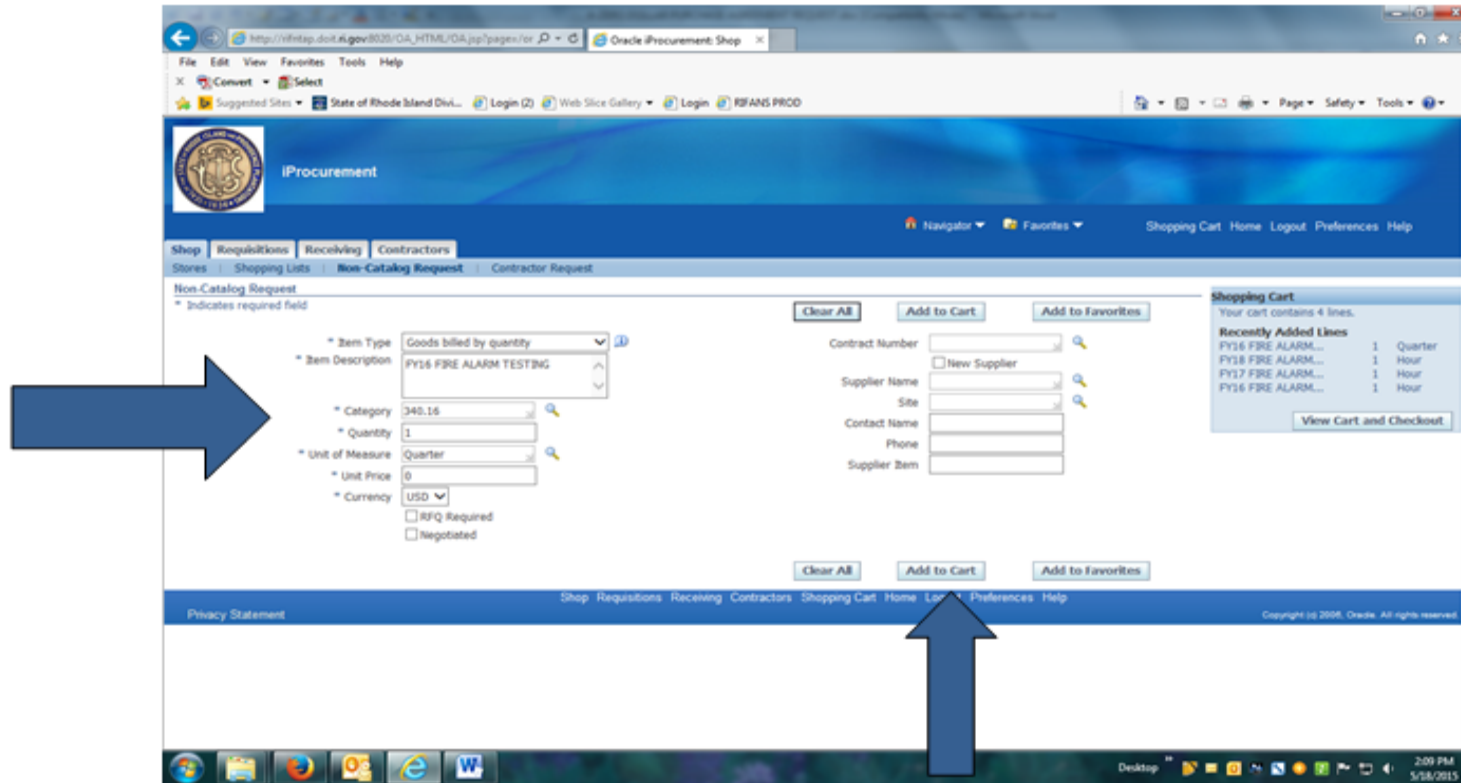


**EDIT INFORMATION FOR LINE NO. 3**

**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.**

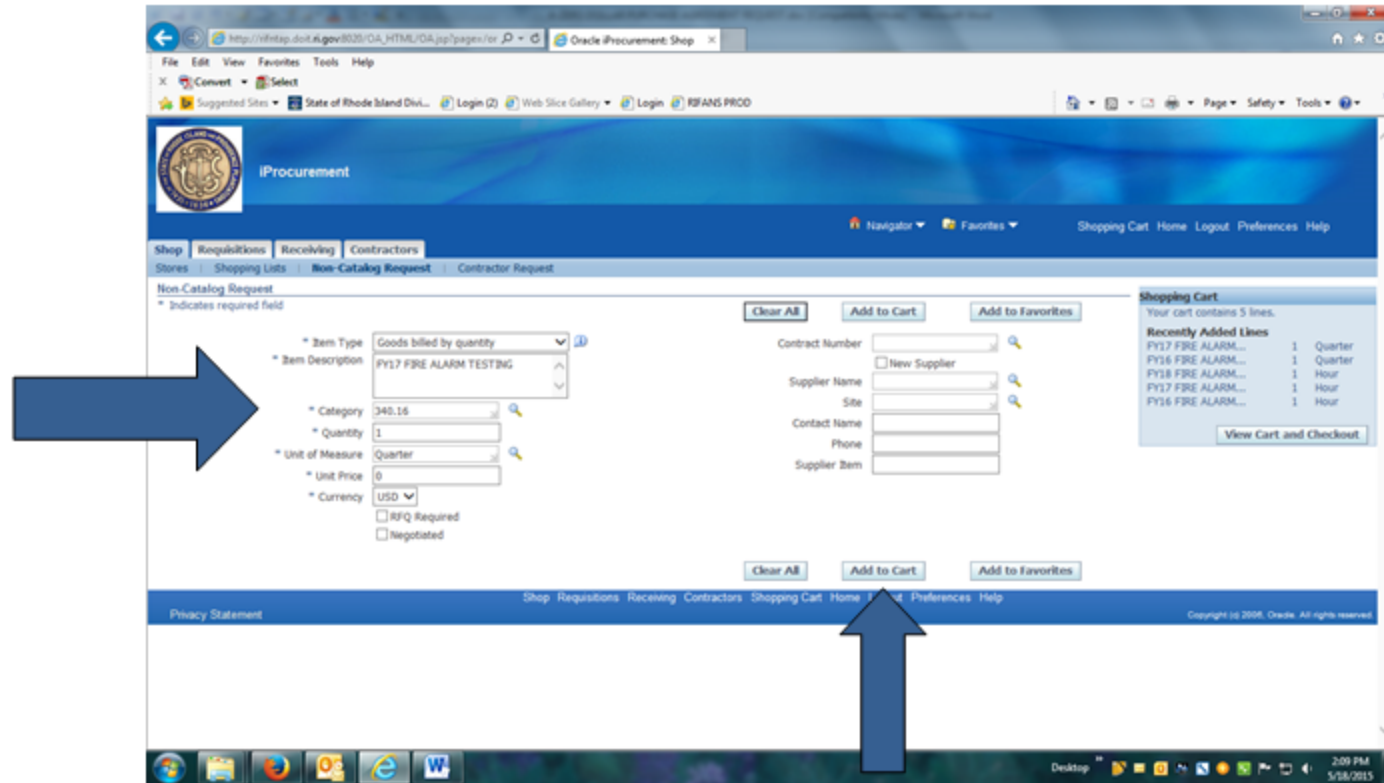


**EDIT INFORMATION FOR LINE NO. 4**

**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.**

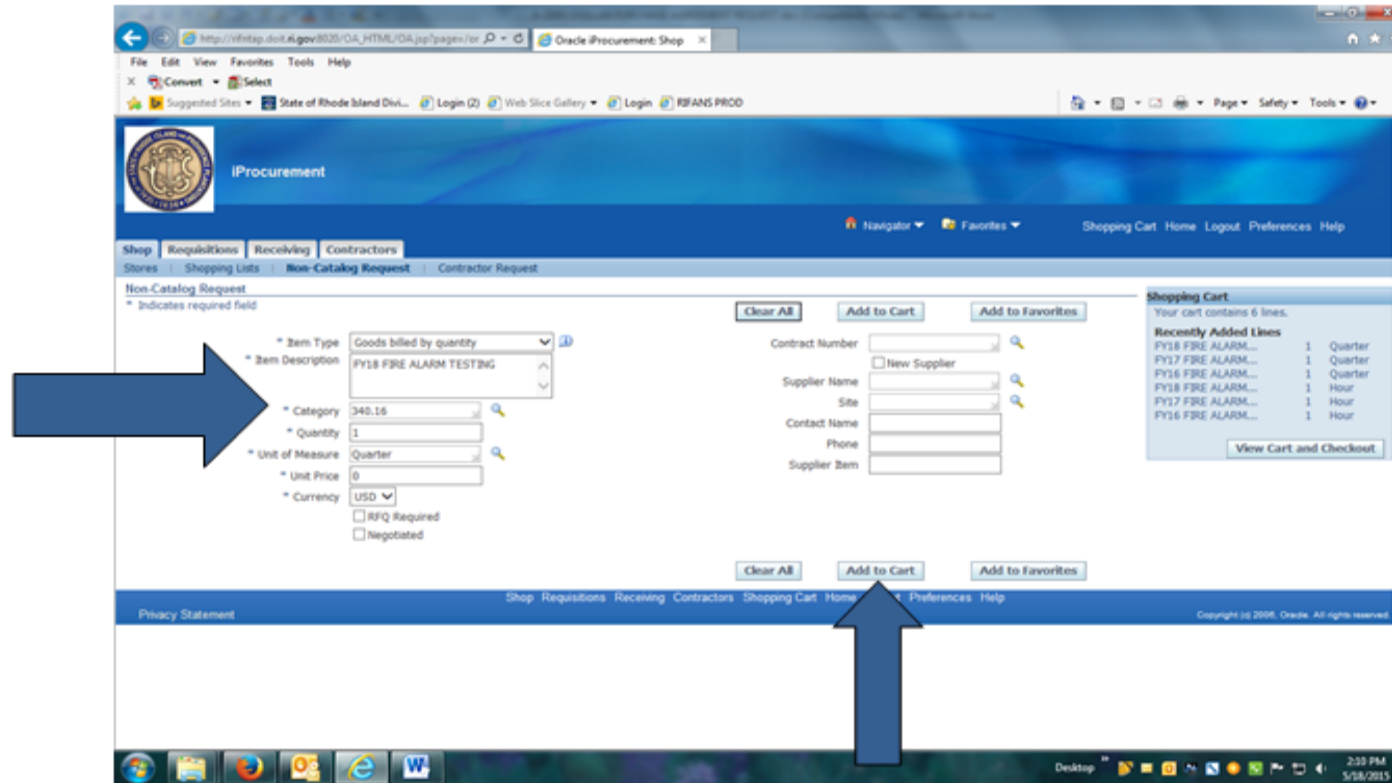


**EDIT INFORMATION FOR LINE NO. 5**

**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.**

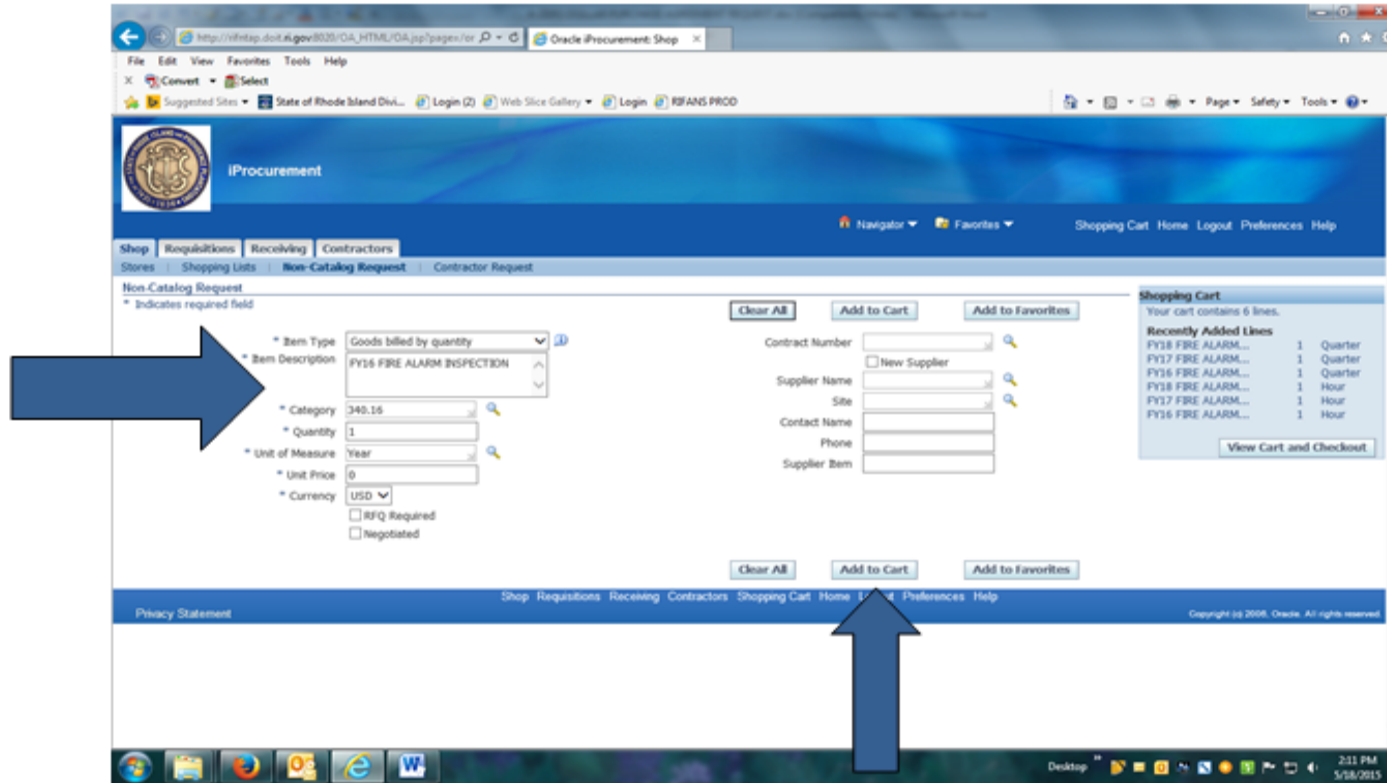


**EDIT INFORMATION FOR LINE NO. 6**

**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.**

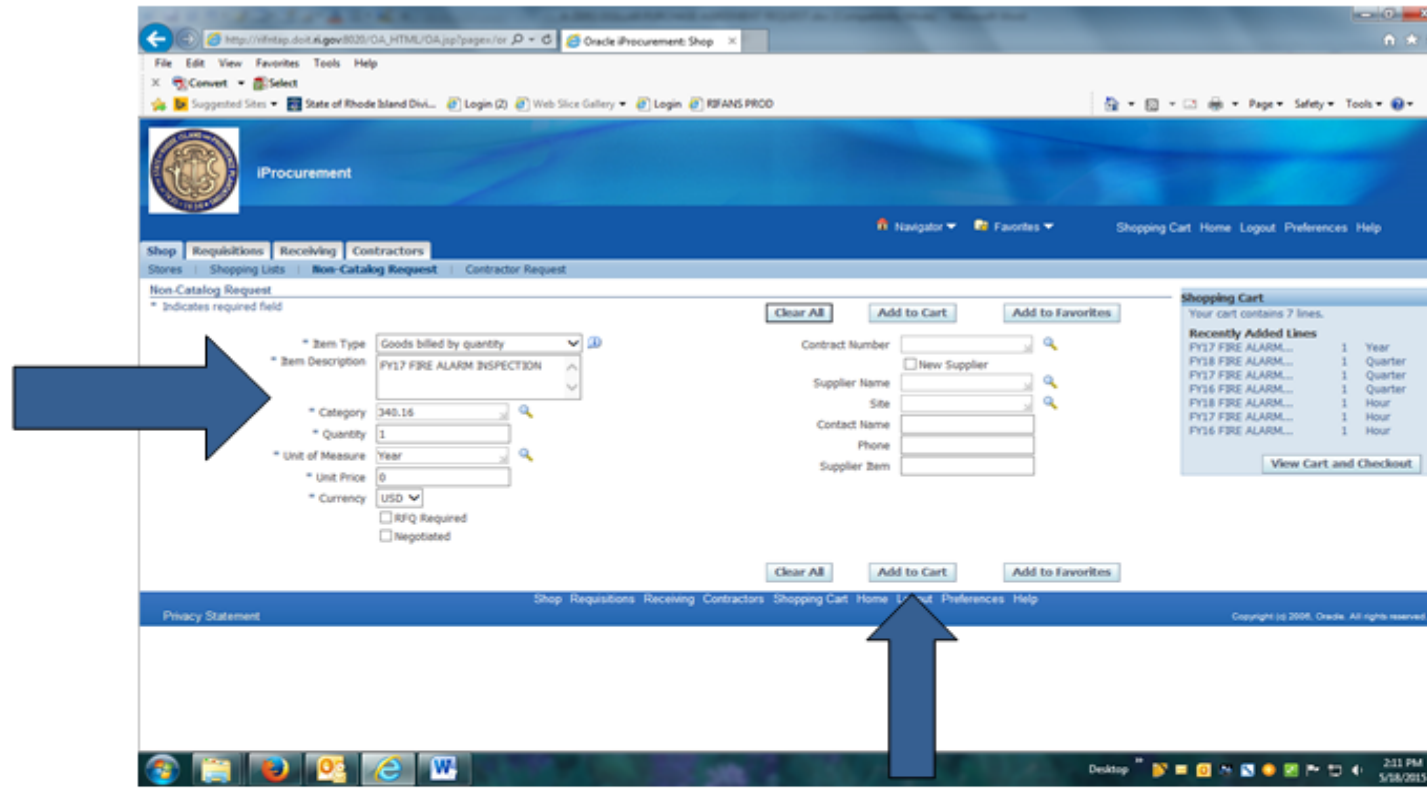


**EDIT INFORMATION FOR LINE NO. 7**

**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.**

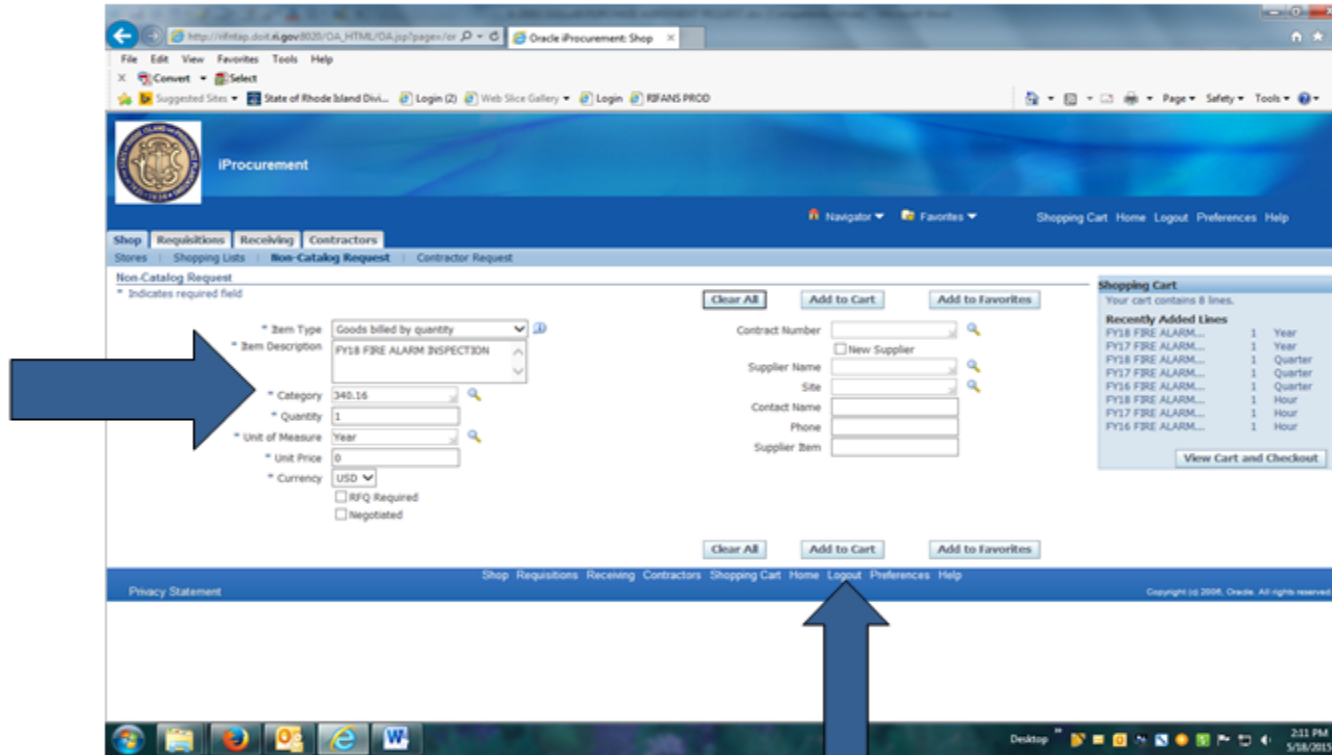


**EDIT INFORMATION FOR LINE NO. 8**

**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.**

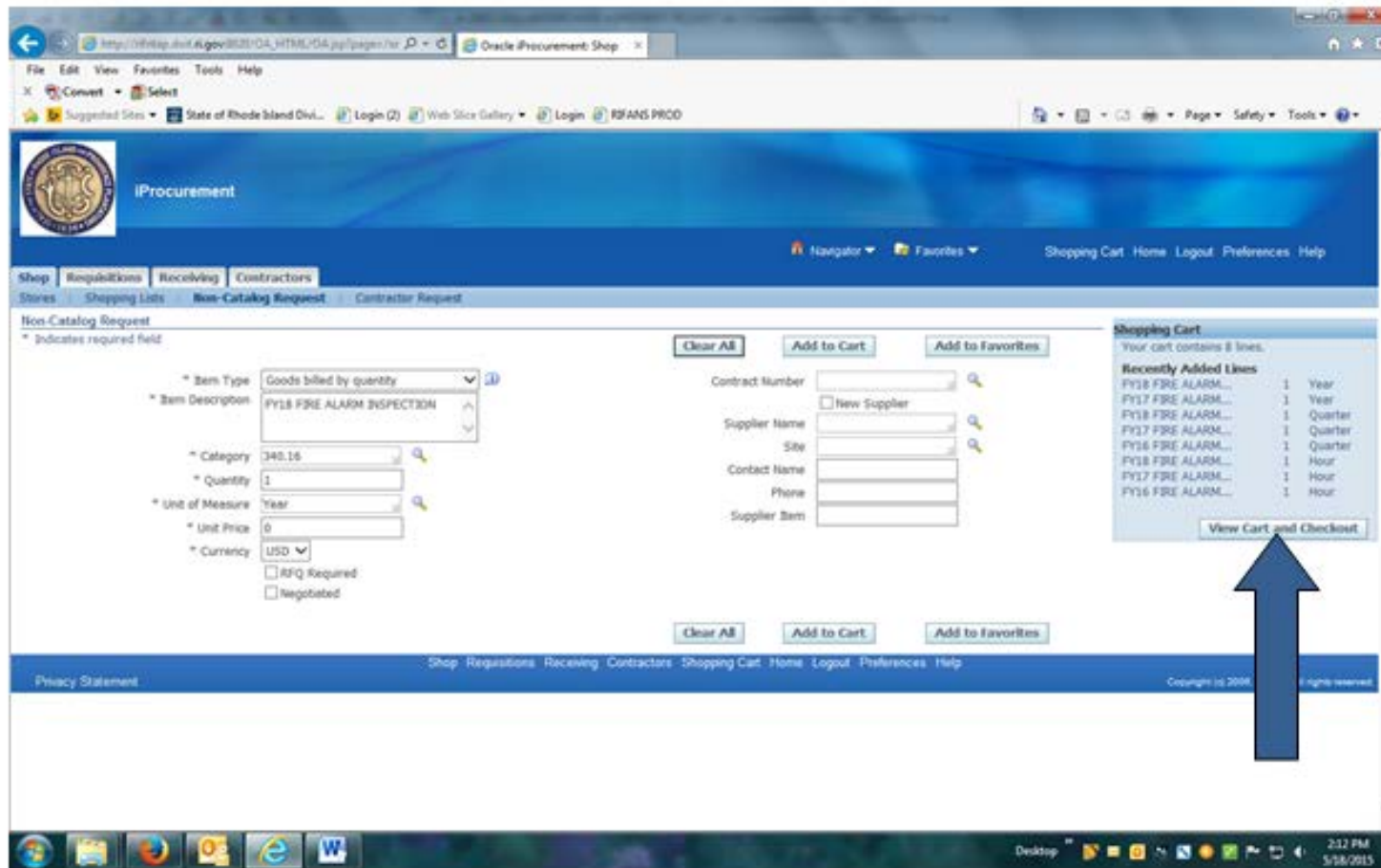


**EDIT INFORMATION FOR LINE NO. 9**

**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.**



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

**CLICK ON: VIEW CART AND CHECKOUT**

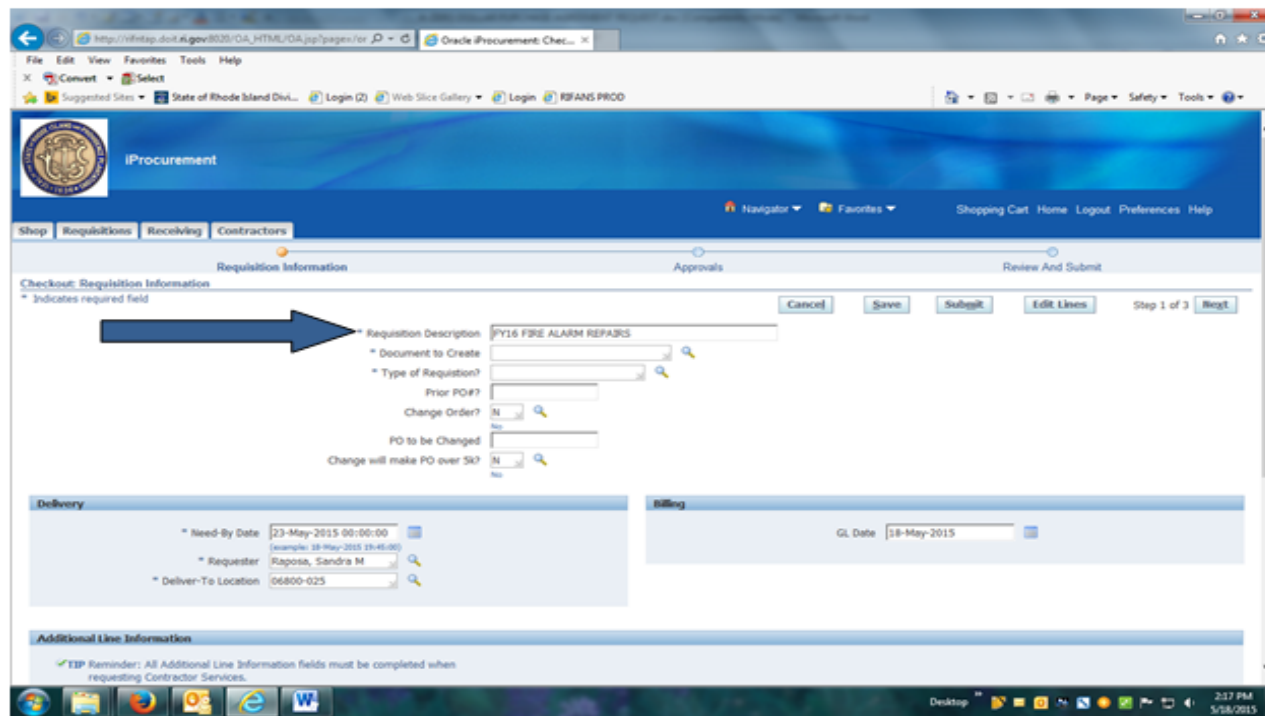


The screenshot shows the Oracle iProcurement 'Shopping Cart' page. The page header includes the Oracle logo and 'iProcurement' text. Below the header are navigation tabs for 'Shop', 'Requisitions', 'Receiving', and 'Contractors'. The main content area is titled 'Shopping Cart' and contains a table with the following columns: Line, Item Description, Special Info, Unit, Quantity, Price, Amount (USD), and Delete. The table lists 9 items, all with a quantity of 1 and an amount of 0.00 USD. The total amount is 0.00. Below the table are 'Save' and 'Checkout' buttons. A blue arrow points to the 'Checkout' button. The footer of the page includes a 'Privacy Statement' link and a copyright notice for 2008 Oracle.

Line	Item Description	Special Info	Unit	Quantity	Price	Amount (USD)	Delete
1	FY16 FIRE ALARM REPAIRS		Hour	1	0 USD	0.00	
2	FY17 FIRE ALARM REPAIRS		Hour	1	0 USD	0.00	
3	FY18 FIRE ALARM REPAIRS		Hour	1	0 USD	0.00	
4	FY16 FIRE ALARM TESTING		Quarter	1	0 USD	0.00	
5	FY17 FIRE ALARM TESTING		Quarter	1	0 USD	0.00	
6	FY18 FIRE ALARM TESTING		Quarter	1	0 USD	0.00	
7	FY17 FIRE ALARM INSPECTION		Year	1	0 USD	0.00	
8	FY18 FIRE ALARM INSPECTION		Year	1	0 USD	0.00	
9	FY16 FIRE ALARM INSPECTION		Year	1	0 USD	0.00	
						<b>Total</b>	<b>0.00</b>

**REVIEW LINES**

**CLICK ON: CHECKOUT**



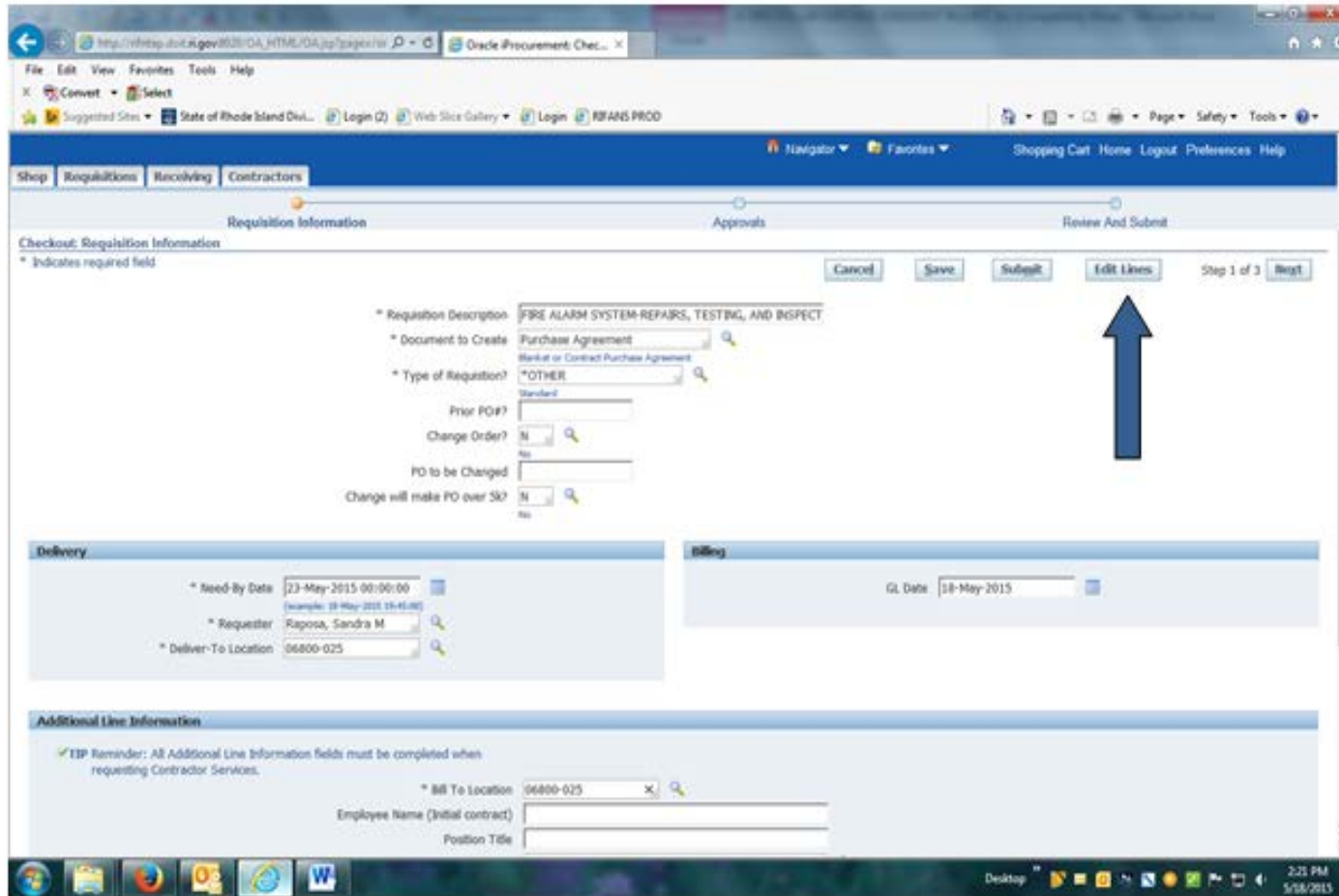
**REQUISITION DESCRIPTION IS PULLED FROM ITEM LINE NO. 1. THIS SHOULD BE CHANGED TO REFLECT THE TITLE OF THE ENTIRE REQUISITION.**

**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**

Requisition Information

Approvals

Review And Submit

Requisition Information

\* Indicates required fields

Apply

Delivery Billing Accounts Attachments

Select Lines: Update Copy Delete

Select All | Select None

Select Line	Description	Need-By Date	Requester	Deliver-To Location	Bill To Location	Employee Name (Initial contract)	Position Title
<input type="checkbox"/> 1	FY16 FIRE ALARM REPAIRS	23-May-2015	Raposa, Sandra M.	06800-025	06800-025 DOA CENTRAL SERVICES		
<input type="checkbox"/> 2	FY17 FIRE ALARM REPAIRS	23-May-2015	Raposa, Sandra M.	06800-025	06800-025 DOA CENTRAL SERVICES		
<input type="checkbox"/> 3	FY18 FIRE ALARM REPAIRS	23-May-2015	Raposa, Sandra M.	06800-025	06800-025 DOA CENTRAL SERVICES		
<input type="checkbox"/> 4	FY16 FIRE ALARM TESTING	23-May-2015	Raposa, Sandra M.	06800-025	06800-025 DOA CENTRAL SERVICES		
<input type="checkbox"/> 5	FY17 FIRE ALARM TESTING	23-May-2015	Raposa, Sandra M.	06800-025	06800-025 DOA CENTRAL SERVICES		
<input type="checkbox"/> 6	FY18 FIRE ALARM TESTING	23-May-2015	Raposa, Sandra M.	06800-025	06800-025 DOA CENTRAL SERVICES		
<input type="checkbox"/> 7	FY17 FIRE ALARM INSPECTION	23-May-2015	Raposa, Sandra M.	06800-025	06800-025 DOA CENTRAL SERVICES		
<input type="checkbox"/> 8	FY18 FIRE ALARM INSPECTION	23-May-2015	Raposa, Sandra M.	06800-025	06800-025 DOA CENTRAL SERVICES		
<input type="checkbox"/> 9	FY16 FIRE ALARM INSPECTION	23-May-2015	Raposa, Sandra M.	06800-025	06800-025 DOA CENTRAL SERVICES		

**CLICK ON: ACCOUNTS**

**Error**

1. [Row 8 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 4 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.)
4. [Row 6 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.)
5. [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.)
6. [Row 9 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.)
7. [Row 7 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.)
8. [Row 5 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.)
9. [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.)

Requisition Information: Edit Lines  
\* Indicates required field

Check Funds Apply

Delivery Billing Accounts Attachments

Select Lines: Update Copy Delete

Select All | Select None

Select Line	Description	Charge Account	GL Date	Split
<input type="checkbox"/> 1	FY16 FIRE ALARM REPAIRS	<a href="#">Enter Charge Account</a>	18-May-2015	
<input type="checkbox"/> 2	FY17 FIRE ALARM REPAIRS	<a href="#">Enter Charge Account</a>	18-May-2015	
<input type="checkbox"/> 3	FY18 FIRE ALARM REPAIRS	<a href="#">Enter Charge Account</a>	18-May-2015	
<input type="checkbox"/> 4	FY16 FIRE ALARM TESTING	<a href="#">Enter Charge Account</a>	18-May-2015	
<input type="checkbox"/> 5	FY17 FIRE ALARM TESTING	<a href="#">Enter Charge Account</a>	18-May-2015	
<input type="checkbox"/> 6	FY18 FIRE ALARM TESTING	<a href="#">Enter Charge Account</a>	18-May-2015	
<input type="checkbox"/> 7	FY17 FIRE ALARM INSPECTION	<a href="#">Enter Charge Account</a>	18-May-2015	
<input type="checkbox"/> 8	FY18 FIRE ALARM INSPECTION	<a href="#">Enter Charge Account</a>	18-May-2015	
<input type="checkbox"/> 9	FY16 FIRE ALARM INSPECTION	<a href="#">Enter Charge Account</a>	18-May-2015	

**CLICK ON: ENTER CHARGE ACCOUNT**

The screenshot shows the Oracle iProcurement interface. At the top, there's a navigation bar with 'Shop', 'Requisitions', 'Receiving', and 'Contractors'. Below that, a 'Requisition Information' section is visible. The main area displays a 'Selected Line' table with one row: Line 1, Description 'FY16 FIRE ALARM REPAIRS', Unit 'Hour', Quantity '1', Price '0 USD', and Amount '(USD)' '0.00'. Below this is a 'Projects | Charge Accounts' section with a table for cost allocation. The table has columns: Line, RI Accounting Flexfield, GL Date, Percent, Quantity, Amount (USD), Cost Center, and Delete. The first row shows 'FY16 AGENCY LINE SEQ SOURCE NATURAL PROJECT', '18-May-2015', '100', '1', '0.00', and a search icon. A 'Total' row shows '100', '1', and '0.00'. Below the table are two checkboxes: one checked for 'Total allocation must equal 100% of the selected line values.' and one unchecked for 'Apply this Cost Allocation information to all applicable requisition lines.' Three blue arrows point to the search icon in the 'RI Accounting Flexfield' column, the 'Apply' button at the bottom right, and the 'Apply this Cost Allocation information' checkbox.

**IF CHARGE ACCOUNT IS KNOWN  
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**

Requisition Information: Split Cost Allocation  
\* Indicates required field

Selected Line

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

Projects Charge Accounts

Line	RI Accounting Field	Gl. Date	Percent	Quantity	Amount (USD)	Cost Center	Delete
1	15.10.008.1000101.01.411000.000 FY FUND.AGENCY LINE SEQ SOURCE AMTURAL PROJECT	18-May-2015	100	1	0.00		
Total			100	1	0.00		

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

Apply

**CLICK ON: APPLY**

The screenshot shows the iProcurement web application. At the top, there's a navigation bar with 'Shop', 'Requisitions', 'Receiving', and 'Contractors'. Below that, a 'Requisition Information' section includes 'Edit Lines', 'Check Funds', and 'Apply' buttons. A table of requisition lines is displayed with columns for 'Select Line', 'Description', 'Charge Account', 'GL Date', and 'Split'. A large blue arrow points to the 'Charge Account' column. At the bottom right, another blue arrow points to the 'Apply' button.

Select Line	Description	Charge Account	GL Date	Split
<input type="checkbox"/> 1	FY16 FIRE ALARM REPAIRS	15.10.068.1000101.01.611000.00000	18-May-2015	
<input type="checkbox"/> 2	FY17 FIRE ALARM REPAIRS	15.10.068.1000101.01.611000.00000	18-May-2015	
<input type="checkbox"/> 3	FY18 FIRE ALARM REPAIRS	15.10.068.1000101.01.611000.00000	18-May-2015	
<input type="checkbox"/> 4	FY16 FIRE ALARM TESTING	15.10.068.1000101.01.611000.00000	18-May-2015	
<input type="checkbox"/> 5	FY17 FIRE ALARM TESTING	15.10.068.1000101.01.611000.00000	18-May-2015	
<input type="checkbox"/> 6	FY18 FIRE ALARM TESTING	15.10.068.1000101.01.611000.00000	18-May-2015	
<input type="checkbox"/> 7	FY17 FIRE ALARM INSPECTION	15.10.068.1000101.01.611000.00000	18-May-2015	
<input type="checkbox"/> 8	FY18 FIRE ALARM INSPECTION	15.10.068.1000101.01.611000.00000	18-May-2015	
<input type="checkbox"/> 9	FY16 FIRE ALARM INSPECTION	15.10.068.1000101.01.611000.00000	18-May-2015	

**IF DIFFERENT ACCOUNT NUMBERS WILL BE USED FOR EACH LINE DO NOT CLICK ON APPLY THIS COST ALLOCATION INFORMATION TO ALL APPLICABLE REQUISITION LINES.**

**CLICK ON ENTER CHARGE ACCOUNT FOR EACH LINE TO ENTER CHARGE ACCOUNT INFORMATION**

**CLICK ON: APPLY**



The screenshot shows the iProcurement website interface. At the top, there is a navigation bar with the iProcurement logo and the text "iProcurement". Below this, there are tabs for "Shop", "Requisitions", "Receiving", and "Contractors". The main content area is titled "Requisition Information" and includes a "Requisition Information: Edit Lines" section. Below this, there are tabs for "Delivery", "Billing", "Accounts", and "Attachments". A "Select Lines" section contains buttons for "Update", "Copy", and "Delete". The main table displays the following data:

Select Line	Description	Charge Account	GL Date	Split
<input type="checkbox"/> 1	FY16 FIRE ALARM REPAIRS	15.10.068.1000101.01.611200.00000	18-May-2015	
<input type="checkbox"/> 2	FY17 FIRE ALARM REPAIRS	15.10.068.1000101.01.611200.00000	18-May-2015	
<input type="checkbox"/> 3	FY18 FIRE ALARM REPAIRS	15.10.068.1000101.01.611200.00000	18-May-2015	
<input type="checkbox"/> 4	FY16 FIRE ALARM TESTING	15.10.068.1000101.01.611200.00000	18-May-2015	
<input type="checkbox"/> 5	FY17 FIRE ALARM TESTING	15.10.068.1000101.01.611200.00000	18-May-2015	
<input type="checkbox"/> 6	FY18 FIRE ALARM TESTING	15.10.068.1000101.01.611200.00000	18-May-2015	
<input type="checkbox"/> 7	FY17 FIRE ALARM INSPECTION	15.10.068.1000101.01.611200.00000	18-May-2015	
<input type="checkbox"/> 8	FY18 FIRE ALARM INSPECTION	15.10.068.1000101.01.611200.00000	18-May-2015	
<input type="checkbox"/> 9	FY16 FIRE ALARM INSPECTION	15.10.068.1000101.01.611200.00000	18-May-2015	

At the bottom of the table, there is a tip: "TIP Click on a Split icon to allocate costs to multiple accounts." The bottom of the page features a footer with "Privacy Statement", "Copyright © 2008, Oracle. All rights reserved.", and a system tray showing the date and time as 2:33 PM 5/18/2015.

## 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	Hour	1	0 USD	0.00	+
2	FY17 FIRE ALARM REPAIRS	Hour	1	0 USD	0.00	+
3	FY18 FIRE ALARM REPAIRS	Hour	1	0 USD	0.00	+
4	FY16 FIRE ALARM TESTING	Quarter	1	0 USD	0.00	+
5	FY17 FIRE ALARM TESTING	Quarter	1	0 USD	0.00	+
6	FY18 FIRE ALARM TESTING	Quarter	1	0 USD	0.00	+
7	FY17 FIRE ALARM INSPECTION	Year	1	0 USD	0.00	+
8	FY18 FIRE ALARM INSPECTION	Year	1	0 USD	0.00	+
9	FY16 FIRE ALARM INSPECTION	Year	1	0 USD	0.00	+

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

Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences Help

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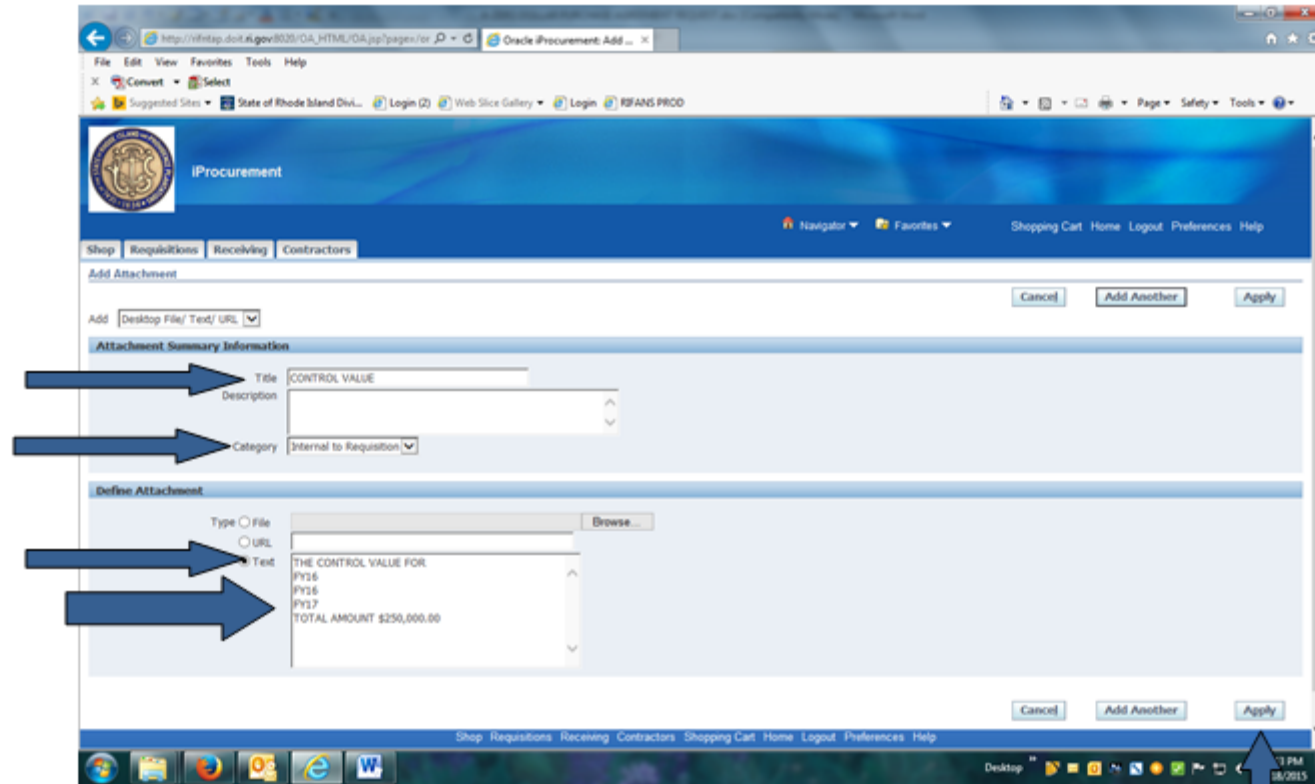
**CLICK ON: ADD ATTACHMENT**

**(THIS IS CONSIDERED THE HEADER ATTACHMENT)**

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

**ONLY USE THIS HEADER ATTACHMENT FOR “INTERNAL” ATTACHMENTS.**

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



**ENTER TITLE: CONTROL VALUE**

**SELECT CATEGORY: INTERNAL TO REQUISITION**

**SELECT TEXT: ADD APPLICABLE TEXT (SEE EXAMPLE ABOVE)**

**CLICK ON: APPLY**

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

Apply

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	SRAPOSA	18-May-2015	One-Time			

Requisition Line Attachments

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

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

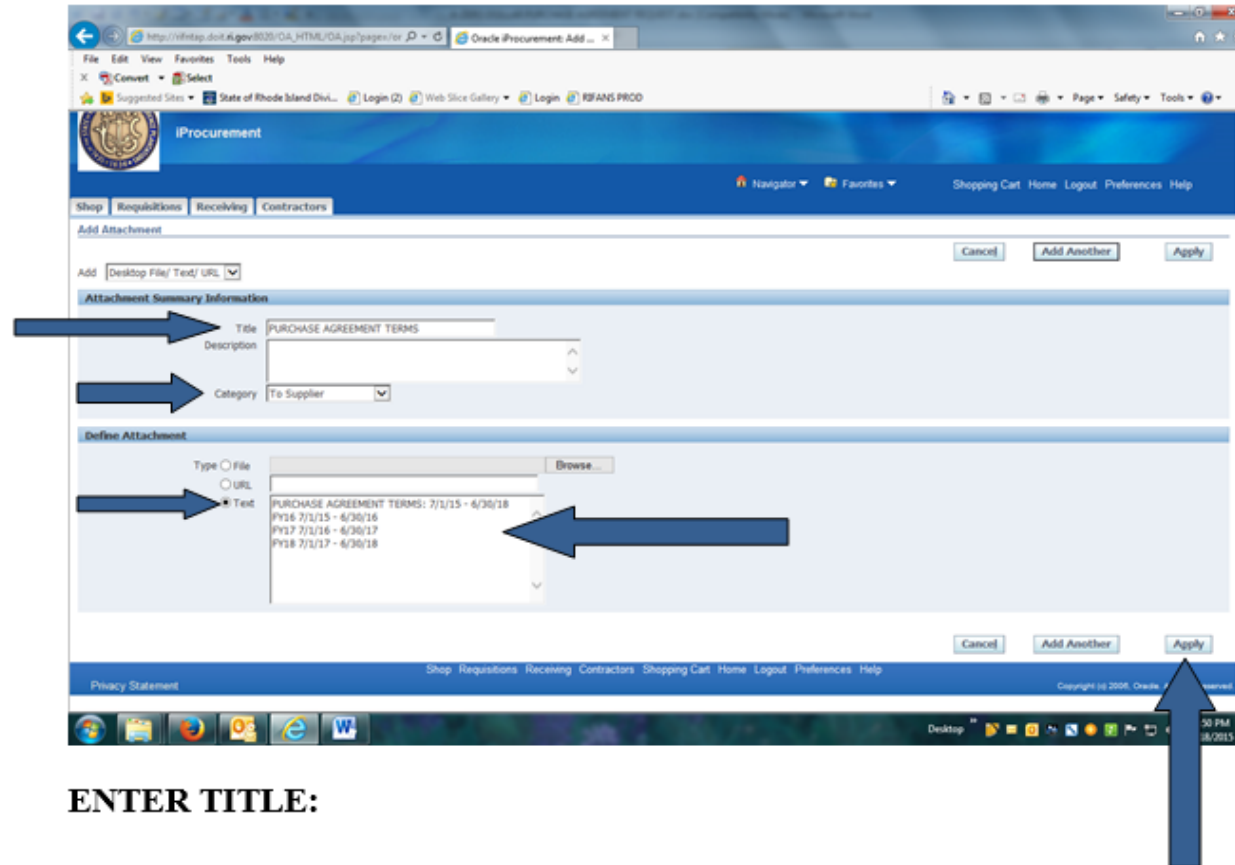
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**ADD A LINE ATTACHMENT TO THE VERY LAST LINE.**

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



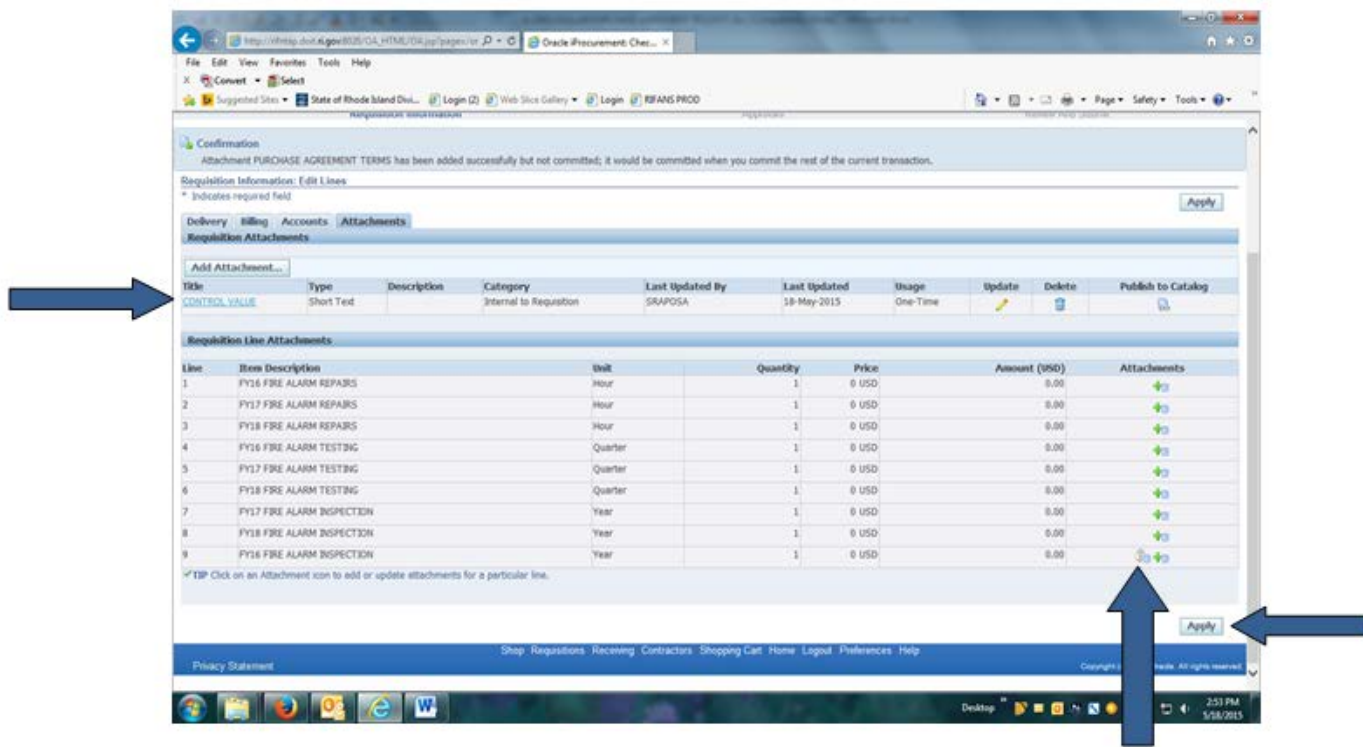
**ENTER TITLE:**

**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**



**HEADER ATTACHMENT WILL APPEAR**

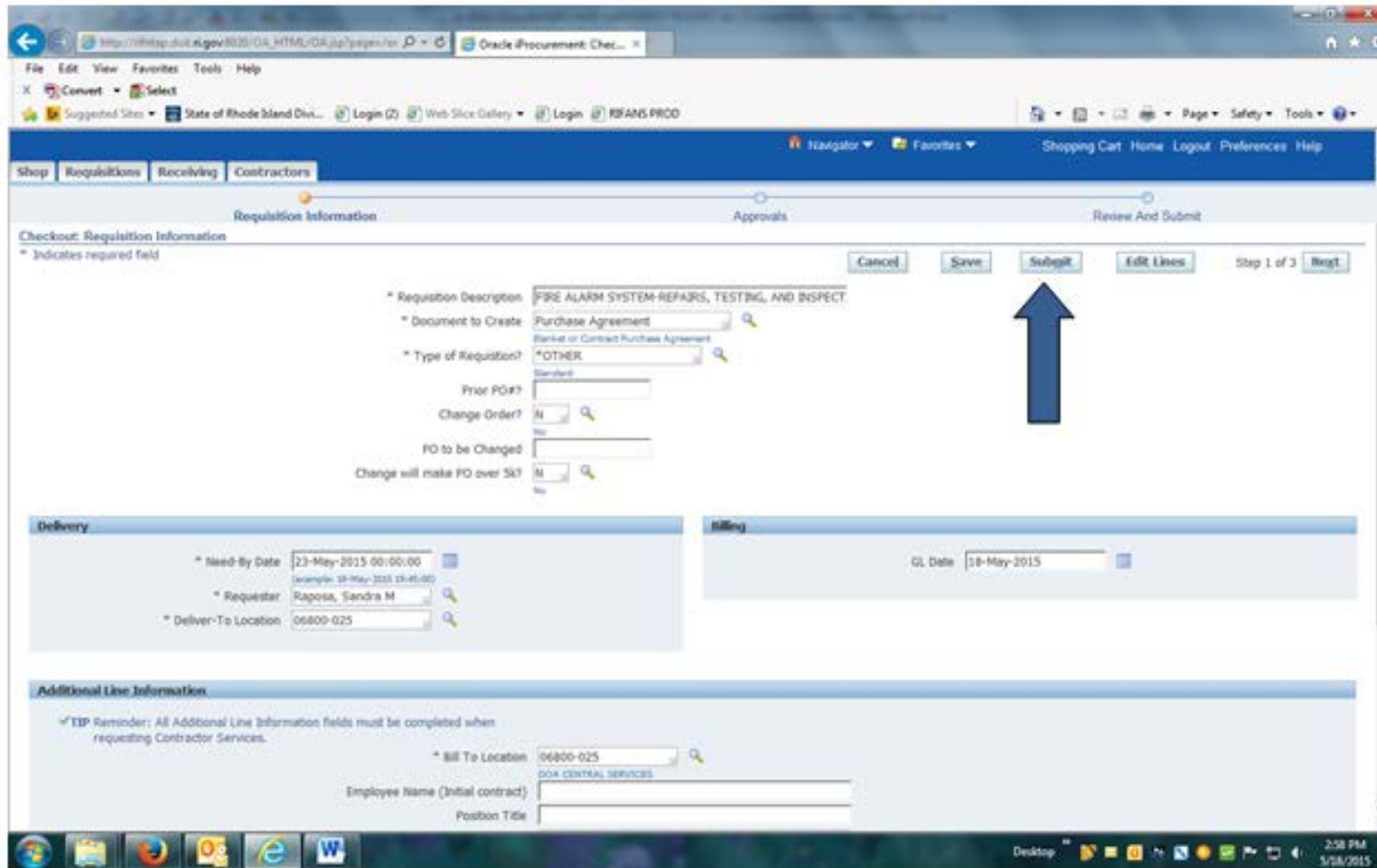
**LINE ATTACHMENT WILL APPEAR NEXT TO LAST LINE AS AN ICON**

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

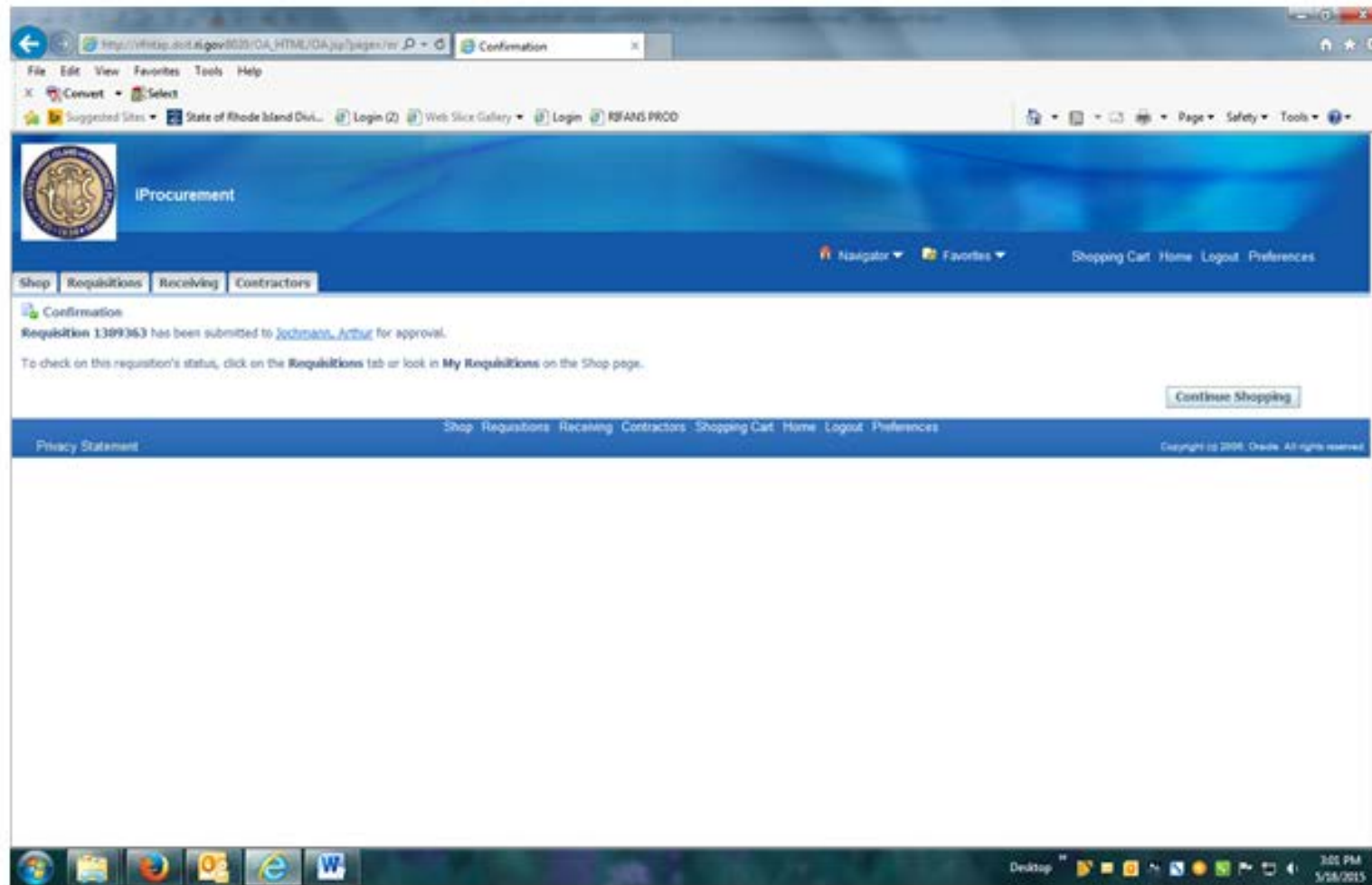
**REMEMBER: SELECT INTERNAL WHEN INFORMATION IS JUST FOR PURCHASING. ANY TIME "TO SUPPLIER" IS SELECTED IT WILL PRINT OUT ON THE REQUISITION.**

**WHEN ATTACHMENTS ARE COMPLETED**

**CLICK ON: APPLY**



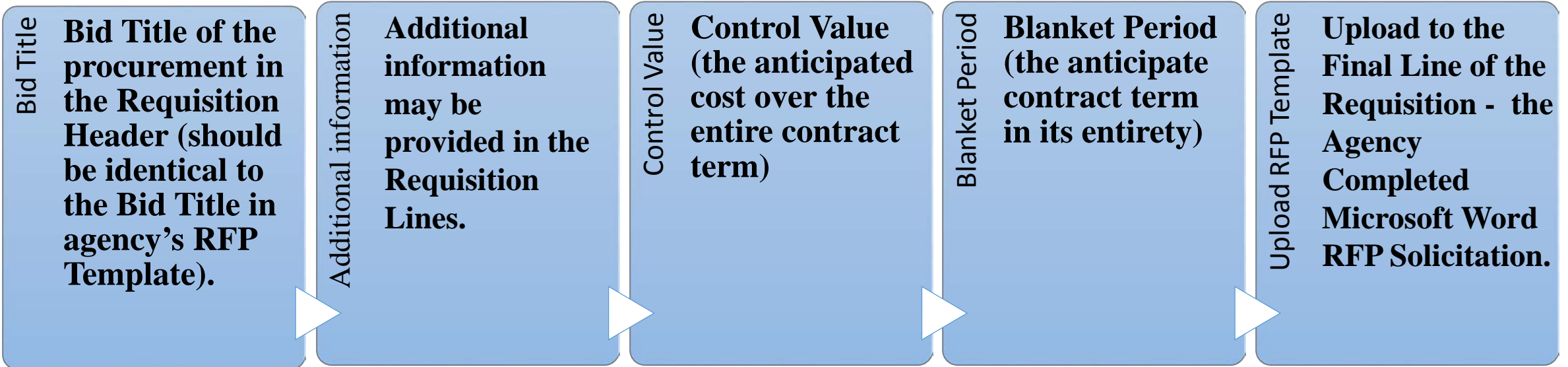
**CLICK ON: SUBMIT**

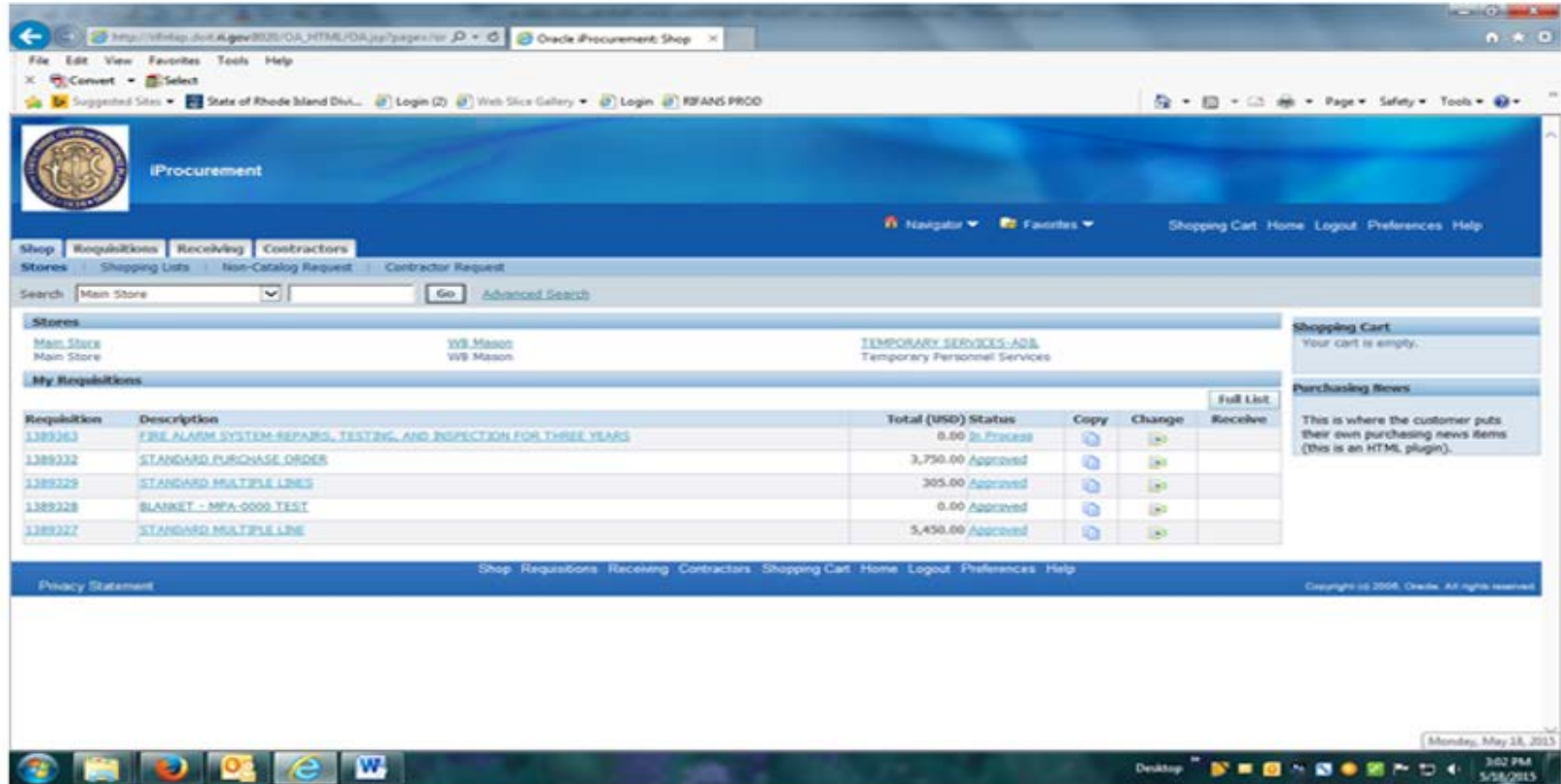


**GO BACK TO YOUR SHOP TAB TO CONFIRM THAT REQUISITION STATUS IS: “IN PROCESS”**



**The requisition must include the following information:**





**IF REQUISITION STATUS WAS “INCOMPLETE” RETURN TO THE HOME PAGE TO CHECK NOTIFICATION. CLICK ON 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.**