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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
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
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

RIFANS

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

CLICK ON: REQUISITIONER
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
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
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
REQUISITION DESCRIPTION PULLS THE TEXT FROM YOUR FIRST LINE SELECTED. THE DESCRIPTION CAN BE CHANGED TO REFLECT THE TITLE OF YOUR REQUISITION.

SELECT:

DOCUMENT TO CREATE: BLANKET RELEASE
TYPE OF REQUISITION: CLICK ON THE FLASHLIGHT FOR OPTIONS
ENTER: BILL TO LOCATION
CLICK ON: EDIT LINES

4/20/2016
<table>
<thead>
<tr>
<th>Select Line Description</th>
<th>Need-By Date</th>
<th>Requester</th>
<th>Deliver-To Location</th>
<th>&quot;Bill To Location&quot;</th>
<th>Employee Name (Initial contract)</th>
<th>Position Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPA-8888 FY16 ITEM#1</td>
<td>15-Mar-2016</td>
<td></td>
<td>06800-025</td>
<td>06800-025</td>
<td>DOM CENTRAL SERVICES</td>
<td></td>
</tr>
<tr>
<td>MPA-8888 FY17 ITEM#2</td>
<td>15-Mar-2016</td>
<td></td>
<td>06800-025</td>
<td>06800-025</td>
<td>DOM CENTRAL SERVICES</td>
<td></td>
</tr>
<tr>
<td>MPA-8888 FY18 ITEM#3</td>
<td>15-Mar-2016</td>
<td></td>
<td>06800-025</td>
<td>06800-025</td>
<td>DOM CENTRAL SERVICES</td>
<td></td>
</tr>
</tbody>
</table>

**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 (c) 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 (c) 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 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 (c) 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.)

### Error Message
- **Row 1 Charge Account**
- **Row 2 Charge Account**
- **Row 3 Charge Account**

### Table
<table>
<thead>
<tr>
<th>Select Line</th>
<th>Description</th>
<th>Charge Account</th>
<th>GL Date</th>
<th>Split</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MPA-8888 FY16 ITEM#1</td>
<td>Enter Charge Account</td>
<td>1.0 Mar 2016</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>MPA-8888 FY17 ITEM#2</td>
<td>Enter Charge Account</td>
<td>1.0 Mar 2016</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>MPA-8888 FY18 ITEM#3</td>
<td>Enter Charge Account</td>
<td>1.0 Mar 2016</td>
<td></td>
</tr>
</tbody>
</table>

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

---

**CLICK ON: ENTER CHARGE ACCOUNT**
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.
FILL IN THE FIELDS THAT ARE KNOWN

CLICK ON FLASHLIGHT ICON 🔍 TO SEARCH FOR INFORMATION
WHEN KNOWN FIELDS ARE FILLED IN

CLICK ON: SEARCH
TO SELECT FROM LIST:
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)
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
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 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
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
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
TO CHANGE ANY OTHER LINES REPEAT THE SAME PROCESS

TO ADD AN ATTACHMENT,
CLICK ON: ATTACHMENT TAB
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”)
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
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
FOLLOW THE SAME INSTRUCTIONS AS THE HEADER ATTACHMENT.

WHEN COMPLETED

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

CLICK ON: APPLY
REVIEW YOUR INFORMATION

CLICK ON: SUBMIT
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
ONCE REQUISITION IS IN PROCESS MONITOR YOUR SHOP SCREEN TO SEE WHEN IT IS APPROVED.
WHEN REQUISITION IS IN “APPROVED” STATUS

CLICK ON: FULL LIST TO SEE YOUR PURCHASE ORDER NUMBER
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
HOME PAGE

CLICK ON: REQUISITIONER
SHOP PAGE

CLICK ON: NON-CATALOG REQUEST
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
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.
ENTER: QUANTITY

ENTER: UNIT OF MEASURE

ENTER: UNIT PRICE

CLICK ON: ADD TO CART
CHANGE INFORMATION NEEDED FOR NEXT LINE
• DESCRIPTION
• QUANTITY
• UNIT PRICE

CLICK ON: ADD TO CART
THE LINES WILL SHOW UP IN THE SHOPPING CART

CLICK ON: VIEW CART AND CHECKOUT
REVIEW THE LINES

CLICK ON: CHECKOUT
ENTER:
• DOCUMENT TO CREATE: CONTRACT RELEASE
• TYPE OF REQUISITION: OTHER
• BILL TO LOCATION

CLICK ON: EDIT LINES
<table>
<thead>
<tr>
<th>Select Line Description</th>
<th>Need-By Date</th>
<th>Requester</th>
<th>Deliver To Location</th>
<th>*Bill To Location</th>
<th>Employee Name (Initial contract)</th>
<th>Position Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 LINE #1</td>
<td>16-Mar-2016</td>
<td></td>
<td>06800-025</td>
<td>06800-025</td>
<td>DOA CENTRAL SERVICES</td>
<td></td>
</tr>
<tr>
<td>2 LINE #2</td>
<td>16-Mar-2016</td>
<td></td>
<td>06800-025</td>
<td>06800-025</td>
<td>DOA CENTRAL SERVICES</td>
<td></td>
</tr>
<tr>
<td>Select Line</td>
<td>Description</td>
<td>Charge Account</td>
<td>GL Date</td>
<td>GL Date</td>
<td>Split</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
<td>----------------</td>
<td>-------------</td>
<td>---------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>LINE #1</td>
<td>Enter Charge Account</td>
<td>11-Mar-2016</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>LINE #2</td>
<td>Enter Charge Account</td>
<td>11-Mar-2016</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

CLICK ON: ENTER CHARGE ACCOUNT
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

4/20/2016
**REVIEW CHARGE ACCOUNTS**

**CLICK ON: APPLY**
REVIEW

CLICK ON: SUBMIT
CONFIRMATION NOTICE WILL GIVE A REQUISITION NUMBER

CLICK ON: SHOP
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
HOME PAGE

CLICK ON: REQUISITIONER
SHOP PAGE

CLICK ON: NON-CATALOG REQUEST
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

4/20/2016
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.

4/20/2016
WHEN ALL REQUIRED FIELDS HAVE BEEN FILLED IN

CLICK ON: ADD TO CART
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
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
<table>
<thead>
<tr>
<th>Line</th>
<th>Item Description</th>
<th>Special Info</th>
<th>Unit</th>
<th>Quantity</th>
<th>Price</th>
<th>Amount (USD)</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>OUT OF STATE TRAV: , RIDE FORESTRY (10/1/)</td>
<td>Out of State Travel</td>
<td>Each</td>
<td>1</td>
<td>0 USD</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

Total 0.00

RETURN TO SHOPPING

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REVIEW
CLICK ON: CHECKOUT

4/20/2016
FILL IN THE FOLLOWING INFORMATION

• DOCUMENT TO CREATE: CONTRACT RELEASE
• TYPE OF REQUISITION
• BILL TO LOCATION

CLICK ON: EDIT LINES
Click on: ACCOUNTS
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

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.

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CLICK ON: ENTER CHARGE ACCOUNT
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
CLICK ON: FLASHLIGHT NEXT TO EACH FLEXFIELD TO SEARCH

FILL IN AS MANY FLEXFIELDS THAT ARE KNOWN
CLICK ON: SEARCH

CLICK ON: RADIO BUTTON NEXT TO CORRECT ACCOUNT
CLICK ON: SELECT
**CLICK ON: APPLY**

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

CLICK ON: ATTACHMENTS
**Add Attachment**

<table>
<thead>
<tr>
<th>Title</th>
<th>Type</th>
<th>Description</th>
<th>Category</th>
<th>Last Updated By</th>
<th>Last Updated</th>
<th>Usage</th>
<th>Update</th>
<th>Delete</th>
<th>Publish to Catalog</th>
</tr>
</thead>
<tbody>
<tr>
<td>No results found.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Requisition Line Attachments**

<table>
<thead>
<tr>
<th>Line</th>
<th>Item Description</th>
<th>Unit</th>
<th>Quantity</th>
<th>Price</th>
<th>Amount (USD)</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>OUT OF STATE TRAVE: RIDE FORESTRY (10/1/</td>
<td>Each</td>
<td>1</td>
<td>0 USD</td>
<td>0.00</td>
<td>+</td>
</tr>
</tbody>
</table>

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

**CLICK ON: ADD ATTACHMENT**

4/20/2016
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
DOCUMENT WILL POPULATE
CLICK ON: APPLY
ATTACHMENT CAN BE VIEWED UNDER ADD ATTACHMENT

CLICK ON: APPLY
CLICK ON: SUBMIT
CONFIRMATION NOTICE WILL GIVE A REQUISITION NUMBER

CLICK ON: SHOP
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

4/20/2016
HOME PAGE

CLICK ON: REQUISITIONER
### SHOP PAGE

**CLICK ON:** NON-CATALOG REQUEST

<table>
<thead>
<tr>
<th>Requisition</th>
<th>Description</th>
<th>Total (USD)</th>
<th>Status</th>
<th>Copy</th>
<th>Change</th>
<th>Receive</th>
</tr>
</thead>
<tbody>
<tr>
<td>1437381</td>
<td>MPA-888B FY16 ITEM1</td>
<td>160.00</td>
<td>Approved</td>
<td><img src="image" alt="Checkmark" /></td>
<td><img src="image" alt="Clipboard" /></td>
<td><img src="image" alt="Receipt" /></td>
</tr>
<tr>
<td>1437379</td>
<td>TEST - DECEMBER SCENARIO 45 CHANGE PARENT BLANKET END DATE DO RELEASE</td>
<td>800.00</td>
<td>Incomplete</td>
<td><img src="image" alt="Clipboard" /></td>
<td><img src="image" alt="Receipt" /></td>
<td><img src="image" alt="Receipt" /></td>
</tr>
<tr>
<td>1437378</td>
<td>APA-14422 FY12 RENTAL FOR PARKING SPACES AT RICC</td>
<td>800.00</td>
<td>Incomplete</td>
<td><img src="image" alt="Clipboard" /></td>
<td><img src="image" alt="Receipt" /></td>
<td><img src="image" alt="Receipt" /></td>
</tr>
<tr>
<td>1437377</td>
<td>TEST - DECEMBER 2015 SCENARIO 42 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT:939.21 FIXED ASSET OVER $5000</td>
<td>8,000.00</td>
<td>Approved</td>
<td><img src="image" alt="Checkmark" /></td>
<td><img src="image" alt="Clipboard" /></td>
<td><img src="image" alt="Receipt" /></td>
</tr>
<tr>
<td>1437376</td>
<td>TEST - DECEMBER 2015 SCENARIO 41 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT:939.21 FIXED ASSET UNDER $5000</td>
<td>4,000.00</td>
<td>Approved</td>
<td><img src="image" alt="Checkmark" /></td>
<td><img src="image" alt="Clipboard" /></td>
<td><img src="image" alt="Receipt" /></td>
</tr>
</tbody>
</table>
ENTER:
• **ITEM DESCRIPTION**
• **CATEGORY CODE**
• **UNIT OF MEASURE**
• **UNIT PRICE**
• **SUPPLIER NAME** (IF KNOWN)

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


THIS WILL ALLOW YOU TO MAKE PARTIAL PAYMENTS

CLICK ON: **ADD TO CART**
EDIT INFORMATION FOR NEXT LINE IF NEEDED

CLICK ON: ADD TO CART

REPEAT FOR AS MANY LINES AS NEEDED

***** NOTE****

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

CLICK ON: VIEW CART AND CHECKOUT
<table>
<thead>
<tr>
<th>Line</th>
<th>Item Description</th>
<th>Special Info</th>
<th>Unit</th>
<th>Quantity</th>
<th>Price</th>
<th>Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>LINE #1 STANDARD PURCHASE ORDER</td>
<td>Each</td>
<td>1</td>
<td>250 USD</td>
<td>250.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>LINE #2 STANDARD PURCHASE ORDER</td>
<td>Each</td>
<td>1</td>
<td>250 USD</td>
<td>250.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>LINE #3 STANDARD PURCHASE ORDER</td>
<td>Each</td>
<td>1</td>
<td>250 USD</td>
<td>250.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>750.00</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REVIEW LINES**

**CLICK ON: CHECKOUT**
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

4/20/2016
TO ENTER ACCOUNT NUMBERS:

CLICK ON: ACCOUNTS
ERROR MESSAGE WILL APPEAR – SYSTEM IS LOOKING FOR ACCOUNT NUMBERS TO BE ENTERED

CLICK ON: ENTER CHARGE ACCOUNT
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
IF ALL ACCOUNT NUMBERS HAVE BEEN ENTERED AND NO ATTACHMENTS ARE NEEDED

CLICK ON: APPLY
REVIEW

CLICK ON: SUBMIT
CONFIRMATION NOTICE GIVES YOU A REQUISITION NUMBER

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

4/20/2016
LOG IN

*User Name

*Password

Login  Cancel

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

Accessibility: None

Select a Language:

English
<table>
<thead>
<tr>
<th>From</th>
<th>Type</th>
<th>Subject</th>
<th>Sent</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>O’Donnell, Thomas</td>
<td>RI Requisition</td>
<td>Purchase Requisition 1437377 has been approved</td>
<td>09-Mar-2016</td>
<td></td>
</tr>
<tr>
<td>O’Donnell, Thomas</td>
<td>RI Requisition</td>
<td>Purchase Requisition 1437376 has been approved</td>
<td>09-Mar-2016</td>
<td></td>
</tr>
<tr>
<td>O’Donnell, Thomas</td>
<td>RI Requisition</td>
<td>Purchase Requisition 1437379 failed correctness check</td>
<td>09-Mar-2016</td>
<td></td>
</tr>
<tr>
<td>Orgel, Daniel</td>
<td>RI Requisition</td>
<td>Purchase Requisition 1437375 has been approved</td>
<td>09-Mar-2016</td>
<td></td>
</tr>
<tr>
<td>Schiappa, Marco</td>
<td>Requester Change Order Approval</td>
<td>Response to Requisition 1437373 (10,000.00 USD) Change Request for Rapisma, Sandra</td>
<td>09-Mar-2016</td>
<td></td>
</tr>
<tr>
<td>Reynolds, Kimberly</td>
<td>RI Requisition</td>
<td>Purchase Requisition 1437373 has been approved</td>
<td>09-Mar-2016</td>
<td></td>
</tr>
</tbody>
</table>
SHOP PAGE

CLICK ON: NON-CATALOG REQUEST
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
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.
WHEN ALL LINES HAVE BEEN ADDED TO THE CART

CLICK ON: VIEW CART AND CHECKOUT
### 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
<table>
<thead>
<tr>
<th>Select</th>
<th>Line</th>
<th>Description</th>
<th>Need-By Date</th>
<th>Requester</th>
<th>Deliver-To Location</th>
<th>Bill To Location</th>
<th>Employee Name (Initial contract)</th>
<th>Position Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>[]</td>
<td>1</td>
<td>FY16 FIRE ALARM REPAIRS</td>
<td>19-Mar-2016</td>
<td></td>
<td>06800-025</td>
<td>06800-025</td>
<td>DOA CENTRAL SERVICES</td>
<td></td>
</tr>
<tr>
<td>[]</td>
<td>2</td>
<td>FY17 FIRE ALARM REPAIRS</td>
<td>19-Mar-2016</td>
<td></td>
<td>06800-025</td>
<td>06800-025</td>
<td>DOA CENTRAL SERVICES</td>
<td></td>
</tr>
<tr>
<td>[]</td>
<td>3</td>
<td>FY18 FIRE ALARM REPAIRS</td>
<td>19-Mar-2016</td>
<td></td>
<td>06800-025</td>
<td>06800-025</td>
<td>DOA CENTRAL SERVICES</td>
<td></td>
</tr>
<tr>
<td>[]</td>
<td>4</td>
<td>FY16 FIRE ALARM TESTING</td>
<td>19-Mar-2016</td>
<td></td>
<td>06800-025</td>
<td>06800-025</td>
<td>DOA CENTRAL SERVICES</td>
<td></td>
</tr>
<tr>
<td>[]</td>
<td>5</td>
<td>FY17 FIRE ALARM TESTING</td>
<td>19-Mar-2016</td>
<td></td>
<td>06800-025</td>
<td>06800-025</td>
<td>DOA CENTRAL SERVICES</td>
<td></td>
</tr>
<tr>
<td>[]</td>
<td>6</td>
<td>FY18 FIRE ALARM TESTING</td>
<td>19-Mar-2016</td>
<td></td>
<td>06800-025</td>
<td>06800-025</td>
<td>DOA CENTRAL SERVICES</td>
<td></td>
</tr>
<tr>
<td>[]</td>
<td>7</td>
<td>FY16 FIRE ALARM INSPECTIONS</td>
<td>19-Mar-2016</td>
<td></td>
<td>06800-025</td>
<td>06800-025</td>
<td>DOA CENTRAL SERVICES</td>
<td></td>
</tr>
<tr>
<td>[]</td>
<td>8</td>
<td>FY17 FIRE ALARM INSPECTIONS</td>
<td>19-Mar-2016</td>
<td></td>
<td>06800-025</td>
<td>06800-025</td>
<td>DOA CENTRAL SERVICES</td>
<td></td>
</tr>
<tr>
<td>[]</td>
<td>9</td>
<td>FY18 FIRE ALARM INSPECTIONS</td>
<td>19-Mar-2016</td>
<td></td>
<td>06800-025</td>
<td>06800-025</td>
<td>DOA CENTRAL SERVICES</td>
<td></td>
</tr>
<tr>
<td>Select Line</td>
<td>Description</td>
<td>Charge Account</td>
<td>GL Date</td>
<td>Split</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------------</td>
<td>-------------------------</td>
<td>--------------</td>
<td>-------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>FY16 FIRE ALARM REPAIRS</td>
<td>Enter Charge Account</td>
<td>14-Mar-2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>FY17 FIRE ALARM REPAIRS</td>
<td>Enter Charge Account</td>
<td>14-Mar-2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>FY18 FIRE ALARM REPAIRS</td>
<td>Enter Charge Account</td>
<td>14-Mar-2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>FY16 FIRE ALARM TESTING</td>
<td>Enter Charge Account</td>
<td>14-Mar-2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>FY17 FIRE ALARM TESTING</td>
<td>Enter Charge Account</td>
<td>14-Mar-2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>FY18 FIRE ALARM TESTING</td>
<td>Enter Charge Account</td>
<td>14-Mar-2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>FY16 FIRE ALARM INSPECTIONS</td>
<td>Enter Charge Account</td>
<td>14-Mar-2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>FY17 FIRE ALARM INSPECTIONS</td>
<td>Enter Charge Account</td>
<td>14-Mar-2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>FY18 FIRE ALARM INSPECTIONS</td>
<td>Enter Charge Account</td>
<td>14-Mar-2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

CLICK ON: ENTER CHARGE ACCOUNT
**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**

CLICK ON: **APPLY**
<table>
<thead>
<tr>
<th>Select Line</th>
<th>Description</th>
<th>Charge Account</th>
<th>GL Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FY16 FIRE ALARM REPAIRS</td>
<td>16.10.068.1000101.01.611000.00000</td>
<td>14-Mar-2016</td>
</tr>
<tr>
<td>2</td>
<td>FY17 FIRE ALARM REPAIRS</td>
<td>16.10.068.1000101.01.611000.00000</td>
<td>14-Mar-2016</td>
</tr>
<tr>
<td>3</td>
<td>FY18 FIRE ALARM REPAIRS</td>
<td>16.10.068.1000101.01.611000.00000</td>
<td>14-Mar-2016</td>
</tr>
<tr>
<td>4</td>
<td>FY16 FIRE ALARM TESTING</td>
<td>16.10.068.1000101.01.611000.00000</td>
<td>14-Mar-2016</td>
</tr>
<tr>
<td>5</td>
<td>FY17 FIRE ALARM TESTING</td>
<td>16.10.068.1000101.01.611000.00000</td>
<td>14-Mar-2016</td>
</tr>
<tr>
<td>6</td>
<td>FY18 FIRE ALARM TESTING</td>
<td>16.10.068.1000101.01.611000.00000</td>
<td>14-Mar-2016</td>
</tr>
<tr>
<td>7</td>
<td>FY16 FIRE ALARM INSPECTIONS</td>
<td>16.10.068.1000101.01.611000.00000</td>
<td>14-Mar-2016</td>
</tr>
<tr>
<td>8</td>
<td>FY17 FIRE ALARM INSPECTIONS</td>
<td>16.10.068.1000101.01.611000.00000</td>
<td>14-Mar-2016</td>
</tr>
<tr>
<td>9</td>
<td>FY18 FIRE ALARM INSPECTIONS</td>
<td>16.10.068.1000101.01.611000.00000</td>
<td>14-Mar-2016</td>
</tr>
</tbody>
</table>

IF ATTACHMENT IS NEEDED, CLICK ON: ATTACHMENTS
**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)
ENTER TITLE: CONTROL VALUE

SELECT CATEGORY: INTERNAL TO REQUISITION

SELECT TEXT: ADD APPLICABLE TEXT (SEE EXAMPLE ABOVE)

CLICK ON: APPLY
ADD A LINE ATTACHMENT TO THE VERY LAST LINE WITH THE PURCHASE AGREEMENT TERM DATES.

CLICK ON: PLUS ICON 📂 ON LAST LINE

4/20/2016
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
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
CLICK ON: SUBMIT
CONFIRMATION NOTICE WILL GIVE A REQUISITION NUMBER
GO BACK TO YOUR SHOP TAB TO CONFIRM THAT REQUISITION STATUS IS: “IN PROCESS”
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
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:
HOME PAGE

CLICK ON: REQUISITIONER
SHOP SCREEN

CLICK ON: FULL LIST
<table>
<thead>
<tr>
<th>Requisition Number</th>
<th>Description</th>
<th>Total Quantity</th>
<th>Qty Delivered</th>
<th>Qty Cancelled</th>
<th>Open Quantity</th>
<th>Creation Date</th>
<th>Status</th>
<th>Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>1442786</td>
<td>RECEIVING STANDARD PURCHASE ORDER TEST 2</td>
<td>4,450.00 USD</td>
<td>650</td>
<td>0</td>
<td></td>
<td>18-Mar-2016 09:07:39</td>
<td>Approved</td>
<td>3441980</td>
</tr>
<tr>
<td>1442787</td>
<td>LINE#1 - RECEIVING STANDARD PURCHASE ORDER TEST</td>
<td>4,450.00 USD</td>
<td>650</td>
<td>0</td>
<td></td>
<td>18-Mar-2016 08:47:04</td>
<td>Approved</td>
<td>3441898</td>
</tr>
<tr>
<td>1442788</td>
<td>FIRE ALARM REPAIRS, TESTING, AND INSPECTION FOR FY16, FY17, AND FY18</td>
<td>0.00 USD</td>
<td>9</td>
<td>0</td>
<td>0</td>
<td>14-Mar-2016 16:02:41</td>
<td>In Process</td>
<td></td>
</tr>
<tr>
<td>1442781</td>
<td>LINE#1 STANDARD PURCHASE ORDER</td>
<td>750.00 USD</td>
<td>3</td>
<td>0</td>
<td></td>
<td>11-Mar-2016 13:36:11</td>
<td>Approved</td>
<td>3441895</td>
</tr>
<tr>
<td>1442781</td>
<td>MPA-8888 FY16 ITEM#1</td>
<td>160.00 USD</td>
<td>160</td>
<td>0</td>
<td></td>
<td>10-Mar-2016 10:42:37</td>
<td>Approved</td>
<td>3441864-2</td>
</tr>
<tr>
<td>1442789</td>
<td>TEST - DECEMBER SCENARIO 45 CHANGE PARENT BLANKET END DATE DO RELEASE</td>
<td>800.00 USD</td>
<td>600</td>
<td>0</td>
<td>0</td>
<td>09-Mar-2016 14:24:37</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>1442787</td>
<td>APA-14422 FY19 RENTAL FOR PARKING SPACES AT BICC</td>
<td>800.00 USD</td>
<td>600</td>
<td>0</td>
<td></td>
<td>09-Mar-2016 14:15:35</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>1442777</td>
<td>TEST - DECEMBER 2015 SCENARIO 42 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT: 939.21 FIXED ASSET OVER $5000</td>
<td>8,000.00 USD</td>
<td>1</td>
<td>0</td>
<td></td>
<td>09-Mar-2016 12:01:20</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>1442776</td>
<td>TEST - DECEMBER 2015 SCENARIO 41 STANDARD CRIT CAPITOL PROJECT ACCOUNT CAT: 939.21 FIXED ASSET UNDER $5000</td>
<td>4,000.00 USD</td>
<td>1</td>
<td>0</td>
<td></td>
<td>09-Mar-2016 13:54:54</td>
<td>Approved</td>
<td>3441891</td>
</tr>
<tr>
<td>1442775</td>
<td>TEST DECEMBER 2015 SCENARIO 39 EXCEED WORK ORDER LIMIT ON BLANKET</td>
<td>900,000.00 USD</td>
<td>90000</td>
<td>0</td>
<td></td>
<td>09-Mar-2016 10:57:13</td>
<td>Approved</td>
<td>3441864-1</td>
</tr>
<tr>
<td>1442774</td>
<td>TEST DECEMBER 2015 SCENARIO 39 EXCEED WORK ORDER LIMIT ON BLANKET</td>
<td>1,500,000.00 USD</td>
<td>150000</td>
<td>0</td>
<td></td>
<td>09-Mar-2016 10:45:23</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>1442773</td>
<td>TEST - DECEMBER 2015 SCENARIO 37 CONTRACT RELEASE EXCEED AMOUNT AGREED</td>
<td>5,000.00 USD</td>
<td>1</td>
<td>0</td>
<td></td>
<td>09-Mar-2016 09:31:17</td>
<td>Approved</td>
<td>3441889</td>
</tr>
<tr>
<td>1442772</td>
<td>TEST - DECEMBER 2015 SCENARIO 35 AWARD BID WITH INITIATE APPROVAL UNCHECKED</td>
<td>8,000.00 USD</td>
<td>1</td>
<td>0</td>
<td></td>
<td>08-Mar-2016 16:11:06</td>
<td>Approved</td>
<td>3441885</td>
</tr>
</tbody>
</table>

Click on: Requisition Number

(Do not click on the radio button)
### Receiving Standard Purchase Order Test 2

**Description:**
RECEIVING STANDARD PURCHASE ORDER TEST 2

**Date:**
18-Mar-2016 09:07:39

**Location:**
DOA CENTRAL SERVICES ONE CAPITOL HILL, 2ND FLOOR SMITH ST PROVIDENCE, RI, 02908

**Status:**
Approved

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

**Total:** 4,150.00

---

**CLICK ON: CHANGE BUTTON**
**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**
CLICK ON: NEXT

(IF APPROVERS ARE ALREADY THERE YOU SHOULD NOT HAVE TO ADD ANYTHING TO THIS SCREEN)
THIS PAGE SHOWS THE CHANGES MADE WITH THE NEW VALUE INDICATOR 🌶

CLICK ON: SUBMIT
CONFIRMATION NOTICE

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

GO BACK TO THE SHOP TAB

CLICK ON: FULL LIST
THERE WILL BE A BLUE DOT FOR A CHANGE ORDER THAT IS IN PROGRESS.

CLICK ON: APPROVED NEXT TO THE BLUE DOT 🌟
THIS PAGE WILL SHOW YOU THE APPROVAL PATH

CLICK ON: VIEW CHANGE HISTORY
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 INVOICES)

• 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.
EXISTING LINE ITEM. A REQUISITION MUST BE CREATED IN PROCUREMENT.

☐ THIS FORM DOES NOT APPLY FOR ADDING A LINE ITEM OR INCREASING A QUANTITY OF AN

<table>
<thead>
<tr>
<th>PRINTED NAME</th>
<th>AUTHORIZED AGENT</th>
<th>PHONE NUMBER</th>
<th>CONTRACT PERSON</th>
<th>REASON/JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>N/A</th>
<th>N/A</th>
<th>YES</th>
<th>CANCEL ENTIRE PURCHASE ORDER</th>
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</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td>BLANKET/CONTRACT DATE CHANGE</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td>BLANKET/CONTRACT CONTROL VALUE CHANGE</td>
</tr>
<tr>
<td>#</td>
<td>#</td>
<td></td>
<td>MUST IDENTIFY LINE NUMBER</td>
</tr>
<tr>
<td>#</td>
<td>#</td>
<td></td>
<td>CHANGE ACCOUNT NUMBER</td>
</tr>
<tr>
<td>#</td>
<td>#</td>
<td></td>
<td>MUST IDENTIFY LINE NUMBER</td>
</tr>
<tr>
<td>#</td>
<td>#</td>
<td></td>
<td>REDUCE THE QUANTITY OF A LINE ITEM</td>
</tr>
<tr>
<td>#</td>
<td>#</td>
<td></td>
<td>MUST IDENTIFY LINE NUMBER</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DELETE/CANCEL A LINE ITEM</td>
</tr>
</tbody>
</table>

Suppler Name (Include W-9 Form)

<table>
<thead>
<tr>
<th>TO</th>
<th>FROM</th>
<th>TYPE OF CHANGE TO BE MADE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ NON-DELEGATED AUTHORITY
☐ DELEGATED AUTHORITY

☐ NON-DELEGATED AUTHORITY (ONLY 1 PURCHASE ORDER PER FORM)

PURCHASE ORDER NUMBER TO BE CHANGED:

AGENCY DOCUMENT ID:

DATE:

PURCHASE ORDER CHANGE FORM

REF-ANS

FAX # 401-222-6317
DIVISION OF PURCHASES
Department of Administration
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
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 SCREEN**

**CLICK ON: NON-CATALOG REQUEST**
COMPLETE THE FOLLOWING FIELDS:
•ITEM DESCRIPTION
•CATEGORY CODE
•UNIT OF MEASURE
•UNIT PRICE

****NOTE****
SUPPLIER IS NOT NEEDED WHEN CREATING A CHANGE ORDER REQUISITION.

CLICK ON: ADD TO CART
CLICK ON: VIEW CART AND CHECKOUT
REVIEW LINE

CLICK ON: CHECKOUT
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
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
<table>
<thead>
<tr>
<th>From</th>
<th>Type</th>
<th>Subject</th>
<th>Sent</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>O'Donnell, Thomas</td>
<td>RI Requisition</td>
<td>Purchase Requisition 1437377 has been approved</td>
<td>09-Mar-2016</td>
<td></td>
</tr>
<tr>
<td>O'Donnell, Thomas</td>
<td>RI Requisition</td>
<td>Purchase Requisition 1437376 has been approved</td>
<td>09-Mar-2016</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RI Requisition</td>
<td>Purchase Requisition 1437379 failed correctness check</td>
<td>09-Mar-2016</td>
<td></td>
</tr>
<tr>
<td>Orgel, Daniel</td>
<td>RI Requisition</td>
<td>Purchase Requisition 1437375 has been approved</td>
<td>09-Mar-2016</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RI Requisition</td>
<td>Purchase Requisition 1437374 failed correctness check</td>
<td>09-Mar-2016</td>
<td></td>
</tr>
<tr>
<td>Schiappa, Marco</td>
<td>Requestor Change Order Approval</td>
<td>Response to Requisition 1437373 (10,000.00 USD) Change Request for Reposa, Sandra</td>
<td>09-Mar-2016</td>
<td></td>
</tr>
<tr>
<td>Reynolds, Kimberly</td>
<td>RI Requisition</td>
<td>Purchase Requisition 1437373 has been approved</td>
<td>09-Mar-2016</td>
<td></td>
</tr>
</tbody>
</table>
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
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

4/20/2016
ADD INFORMATION IF NEEDED BUT NOT REQUIRED

CLICK ON: NEXT
<table>
<thead>
<tr>
<th>Requisition</th>
<th>Description</th>
<th>Receipt Quantity</th>
<th>Unit</th>
<th>Waybill</th>
<th>Packing Slip</th>
<th>Item Comments</th>
<th>Supplier</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1437387</td>
<td>LINE #1 - RECEIVING STANDARD PURCHASE ORDER TEST</td>
<td>150 Each</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NARRAGANSETT ELECTRIC C/O NATIONAL GRID</td>
</tr>
<tr>
<td>1437387</td>
<td>LINE #2 - RECEIVING STANDARD PURCHASE ORDER TEST</td>
<td>200 Each</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NARRAGANSETT ELECTRIC C/O NATIONAL GRID</td>
</tr>
<tr>
<td>1437387</td>
<td>LINE #3 - RECEIVING STANDARD PURCHASE ORDER TEST</td>
<td>300 Each</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NARRAGANSETT ELECTRIC C/O NATIONAL GRID</td>
</tr>
</tbody>
</table>

Received Item Details

Receipt Information

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

Click on: Submit
## Confirmation Notice with Receipt Number

Receipt 480962 has been created for you.

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

**Received Item Details**

<table>
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<tr>
<th>Receipt Requisition</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
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<th>Item Comments</th>
<th>Receipt Comments</th>
<th>Supplier</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>480962 1437387</td>
<td>LINE#1 - RECEIVING STANDARD PURCHASE ORDER TEST</td>
<td>150</td>
<td>Each</td>
<td></td>
<td></td>
<td></td>
<td>NARRAGANSETT ELECTRIC C/O NATIONAL GRID</td>
<td></td>
</tr>
<tr>
<td>480962 1437387</td>
<td>LINE#2 - RECEIVING STANDARD PURCHASE ORDER TEST</td>
<td>200</td>
<td>Each</td>
<td></td>
<td></td>
<td></td>
<td>NARRAGANSETT ELECTRIC C/O NATIONAL GRID</td>
<td></td>
</tr>
<tr>
<td>480962 1437387</td>
<td>LINE#3 - RECEIVING STANDARD PURCHASE ORDER TEST</td>
<td>300</td>
<td>Each</td>
<td></td>
<td></td>
<td></td>
<td>NARRAGANSETT ELECTRIC C/O NATIONAL GRID</td>
<td></td>
</tr>
</tbody>
</table>

---

**Confirmation Notice with Receipt Number**

OR

4/20/2016 156
IN THE SHOP SCREEN,

CLICK ON: RECEIVING TAB

SECOND OPTION

4/20/2016
**CLICK ON: RECEIVE ITEMS**

**Receiving**

Select the receiving action you want to perform.

- Receive Items
- Correct Receipts
- View Receipts

**Requisitions to Receive**

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

<table>
<thead>
<tr>
<th>Requisition Description</th>
<th>Supplier</th>
<th>Order Number</th>
<th>Receive</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECEIVING STANDARD PURCHASE ORDER TEST 2</td>
<td>NARRAGANSETT ELECTRIC C/O NATIONAL GRID</td>
<td>3441900</td>
<td>✔️</td>
</tr>
<tr>
<td>LINE #1 STANDARD PURCHASE ORDER</td>
<td>NARRAGANSETT ELECTRIC C/O NATIONAL GRID</td>
<td>3441895</td>
<td>✔️</td>
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<tr>
<td>MPA-8888 FY16 ITEM#1</td>
<td>NARRAGANSETT ELECTRIC C/O NATIONAL GRID</td>
<td>3441864</td>
<td>✔️</td>
</tr>
<tr>
<td>TEST - DECEMBER 2015 SCENARIO 41 STANDARD CRT CAPITOL PROJECT ACCOUNT</td>
<td>J &amp; B SOFTWARE INC</td>
<td>3441891</td>
<td>✔️</td>
</tr>
<tr>
<td>TEST DECEMBER 2015 SCENARIO 39 EXCEED WORK ORDER LIMIT ON BLANKET</td>
<td>NARRAGANSETT ELECTRIC C/O NATIONAL GRID</td>
<td>3441864</td>
<td>✔️</td>
</tr>
</tbody>
</table>

**My Receipts at a Glance**

- [Correct Receipts](#)
- [View Receipts](#)
CLICK ON: CLEAR
ENTER: REQUISITION NUMBER OR PURCHASE ORDER NUMBER

****NOTE***
• IF REQUISITION IS RECEIVED IN FULL IT WILL NOT 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
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
ADD INFORMATION IF NEEDED BUT NOT REQUIRED

CLICK ON: NEXT
<table>
<thead>
<tr>
<th>Requisition</th>
<th>Description</th>
<th>Receipt Quantity Unit</th>
<th>Waybill</th>
<th>Packing Slip</th>
<th>Item Comments</th>
<th>Supplier</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1437388</td>
<td>LINE#1 - RECEIVING STANDARD PURCHASE ORDER TEST</td>
<td>150 Each</td>
<td></td>
<td></td>
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<td>NARRAGANSETT ELECTRIC C/O NATIONAL GRID</td>
<td></td>
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<tr>
<td>1437388</td>
<td>LINE#2 - RECEIVING STANDARD PURCHASE ORDER TEST</td>
<td>200 Each</td>
<td></td>
<td></td>
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<td>NARRAGANSETT ELECTRIC C/O NATIONAL GRID</td>
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<tr>
<td>1437388</td>
<td>LINE#3 - RECEIVING STANDARD PURCHASE ORDER TEST</td>
<td>300 Each</td>
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<td></td>
<td></td>
<td>NARRAGANSETT ELECTRIC C/O NATIONAL GRID</td>
<td></td>
</tr>
</tbody>
</table>
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
HOME PAGE

CLICK ON: FINANCIAL INQUIRY
CLICK ON: REQUISITION INQUIRY
A JAVA WINDOW MIGHT OPEN UP ASKING FOR TO RUN THE APPLICATION.

CLICK ON: RUN
ENTER THE REQUISITION NUMBER IN THE REQUISITION NUMBER BOX

CLICK ON: FIND
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.
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
NOTICE THE FIELD APPEARS WITHIN THE REQUISITION LINE NOW

TO OPEN THE REQUISITION DISTRIBUTION SUMMARY OF A SPECIFIC LINE, SELECT A LINE
CLICK ON: DISTRIBUTIONS
THE REQUISITION DISTRIBUTION SUMMARY WINDOW WILL SHOW INFORMATION FROM A SPECIFIC LINE SELECTED
HOME PAGE

CLICK ON: FINANCIAL INQUIRY
CLICK ON: PURCHASE ORDER INQUIRY
A JAVA WINDOW MIGHT OPEN UP ASKING TO RUN THE APPLICATION.

CLICK ON: RUN
ENTER PURCHASE ORDER NUMBER IN THE NUMBER BOX

CLICK ON: FIND
THE PURCHASE ORDER HEADER WINDOW WILL SHOW PURCHASE ORDER INFORMATION IN THE HEADER.

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

CLICK ON: LINES TO VIEW THE PURCHASE ORDER LINES.
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
NOTICE THE FIELD APPEARS WITHIN THE PURCHASE ORDER LINES NOW

TO OPEN THE PURCHASE ORDER SHIPMENTS OF A SPECIFIC LINE,
SELECT A LINE
CLICK ON: SHIPMENTS
THE PURCHASE ORDER SHIPMENT INFORMATION FOR THE LINE SELECTED WILL APPEAR

CLICK ON: DISTRIBUTION TO VIEW THE PURCHASE ORDER DISTRIBUTION WINDOW
PURCHASE ORDER DISTRIBUTION INFORMATION WILL APPEAR FOR THE LINE SELECTED

*****NOTE*****
REMEMBER HIDDEN FIELDS OF INFORMATION CAN ALWAYS BE VIEWED ON THE HEADER, SUMMARY, SHIPMENTS, AND DISTRIBUTION WINDOWS BY CLICKING ON FOLDERS AND THEN CLICKING ON SHOW FIELDS

END
STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION
DIVISION OF PURCHASES

RIFANS

INVOICE INSTRUCTIONS
HOME PAGE

CLICK ON: REQUISITIONER
**SHOP SCREEN**

**CLICK ON: FULL LIST**

<table>
<thead>
<tr>
<th>Requisition</th>
<th>Description</th>
<th>Total (USD)</th>
<th>Status</th>
<th>Copy</th>
<th>Change</th>
<th>Receive</th>
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<tbody>
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<td>1437387</td>
<td>LINE #1 - RECEIVING STANDARD PURCHASE ORDER TEST</td>
<td>4,450.00</td>
<td>Approved</td>
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<tr>
<td>1437386</td>
<td>FIRE ALARM REPAIRS, TESTING, AND INSPECTION FOR FY16, FY17, AND FY18</td>
<td>0.00</td>
<td>In Process</td>
<td></td>
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<td>LINE #1 STANDARD PURCHASE ORDER</td>
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<td>MPA-8888 FY16 ITEM#1</td>
<td>160.00</td>
<td>Approved</td>
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<td>1437379</td>
<td>TEST - DECEMBER SCENARIO 45 CHANGE PARENT BLANKET END DATE DO RELEASE</td>
<td>800.00</td>
<td>Incomplete</td>
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CLICK ON: ORDER NUMBER TO BRING UP PURCHASE ORDER INFORMATION
CLICK ON: DROPDOWN ARROW NEXT TO THE ACTIONS FIELD

CLICK ON: VIEW INVOICES

CLICK ON: GO
<table>
<thead>
<tr>
<th>Invoice</th>
<th>Description</th>
<th>Invoice Date</th>
<th>Type</th>
<th>Supplier</th>
<th>Supplier Site</th>
<th>Currency</th>
<th>Amount</th>
<th>Due Status</th>
<th>On Hold</th>
<th>Payment Status</th>
<th>Remit to Supplier</th>
<th>Remit to Supplier Site</th>
<th>Due Date</th>
<th>Payment</th>
<th>PO Number</th>
<th>Receipt</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>000001211</td>
<td>ORDER 024720778</td>
<td>18-Dec-2015</td>
<td>Standard</td>
<td>DELL MARKETING LP</td>
<td>02</td>
<td>USD</td>
<td>101.08</td>
<td>101.08 Approved</td>
<td>Not Paid</td>
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<td></td>
<td>15-Jan-2016</td>
<td>2448125</td>
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<td>1</td>
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</tbody>
</table>

CLICK ON: INVOICE NUMBER TO VIEW ADDITIONAL INFORMATION

ATTACHMENT ICON 🗂️ CAN BE CLICKED ON TO VIEW INVOICE BACKUP
THIS IS THE ADDITIONAL INVOICE INFORMATION.

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