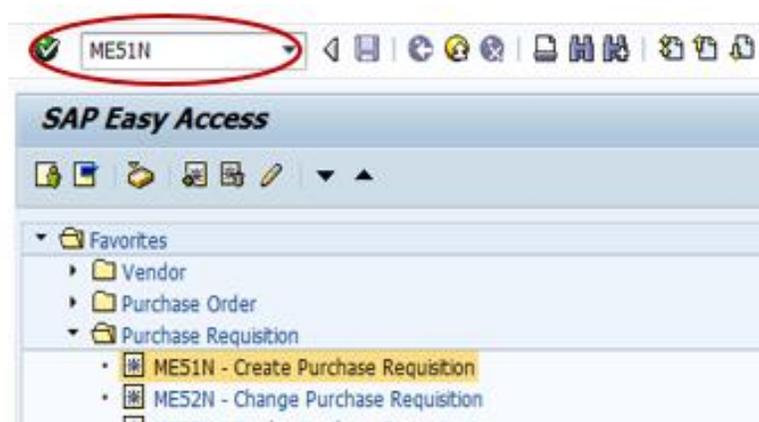


# AASIS STEPS FOR CREATING A PR

## Creating a Purchase Requisition: Information and Execution for Each Step

A PR is a document that is accessed and created in the AASIS system. Once you've signed in to AASIS, you will enter the transaction number ME51N to access the Create Purchase Requisition transaction.



The PR transaction screen in AASIS has three sections where you will enter data:

### Header

- Contains two tabs for general information about the purchase.

### Item Overview

- Contains multiple lines for entering each commodity or service you wish to purchase.
- The lines automatically number for quick reference.

### Item Detail

- Contains specific details about each line item, such as the delivery address.
- The data elements entered in this section are linked by line number to the corresponding line in the Item Overview section.

**Header**

Total Projected Cost: 5,000.00  
Report Category: COMM - COMMODITY - NO IT

**Item Overview**

St.	Item	Proc. St.	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Material Group	Plant	Stor. Loc.	PGr	Requisitioner	TrackingNo	Des. Vendor	Fixed
	1			U						D 11/03/2015		Reference Plant		C00				
												Reference Plant		C00				
												Reference Plant		C00				
												Reference Plant		C00				
												Reference Plant		C00				
												Reference Plant		C00				
												Reference Plant		C00				
												Reference Plant		C00				
												Reference Plant		C00				
												Reference Plant		C00				

**Item Detail**

Name: Reference Plant  
Country: US USA  
Address: [Empty]  
Customer: [Empty]  
Vendor: [Empty]  SC vend

You will start the transaction by entering some basic information in the Header section, but most of the data you enter will be in the Item Overview and Item Detail sections.

For each item you wish to purchase, you will enter the required data on a line in the Item Overview section, then complete the Item Detail section for that line.

Once all items are listed and detailed, you will complete the remaining fields in the Header section and attach the required documents to complete the PR.

## Step 1: Selecting the Resultant Purchasing Document Type

A procurement typically results in the creation of a purchasing document in AASIS. An important step in creating a PR is to designate the type of purchasing document that should result from the PR.

There are two different types of AASIS purchasing documents:

Purchase order (PO): Provides the transaction terms for a single, specific purchase.

Outline agreement (OA): Provides an outline of overarching transaction terms that allows for multiple purchases or expenditures during a specified time period. Used when

multiple purchases of the same commodity or service are needed during the timeframe referenced in the OA.

POs and OAs can be created from a new solicitation or by referencing an existing OA.

For a one-time purchase, you will select one of these options:

- **Req to PO** (Requisition to Purchase Order)

For the one-time purchase of a commodity or a technical and general service (TGS), such as purchasing a piece of lab equipment or purchasing a one-time calibration service for lab equipment.

- **Req to Prof Svc PO** (Requisition to Professional Services PO)

For a one-time purchase of professional consulting services (PCS), such as for a subject matter expert speaker at a conference.

If you anticipate making multiple purchases or payments throughout a specified period of time, you will select one of these options:

- **Req to OA** (Requisition to Outline Agreement)

For making multiple purchases or payments throughout a specified period of time for commodities or technical and general services (TGS), such as for office supplies or janitorial services, or for a project with benchmark payments.

- **Req to Prof Svc OA** (Requisition to Professional Services OA)

For purchasing professional consulting services (PCS) throughout a specified period of time, such as a financial advisor, and making payments each time services are requested and provided.

***Helpful Hint:***

*AASIS defaults to Req to PO unless it is manually changed.*

The last two options for document type are:

- Sub Grant Req to PO
- Sub Grant Req to OA

A Sub Grant PO or OA is used to track the issuance of grant funding to sub-grantees. This is different than using State funds to make a purchase.

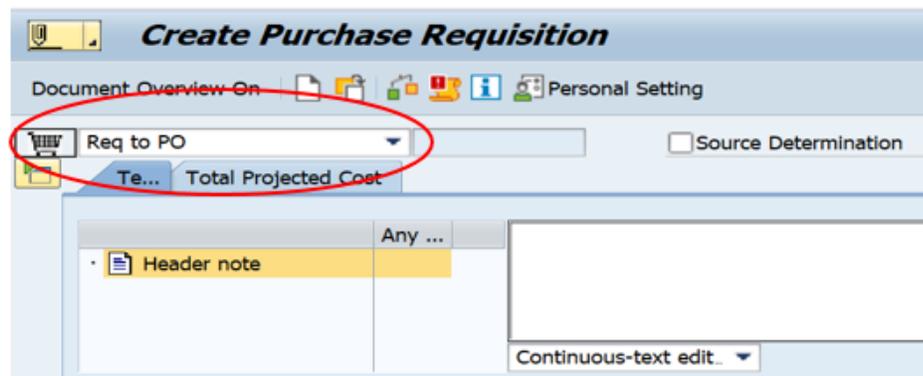
See your supervisor for direction on creating a PR with a reference to Sub Grant funding.

### To execute Step 1:

In the top left of the Header section:

Select the dropdown arrow.

Select the correct resultant document type for your procurement.



## Step 2: Account Assignment – Overview

Beginning on line 1 in the Item Overview section, you will enter data specific to the first item you wish to purchase.

Account Assignment Category is the first field where you will enter data, and it is designated by a single capital letter: A, F, K, P, or U. This code identifies the funding source from which an agency will pay for the item on that line.

The end user may provide the Account Assignment Category to the requisitioner, or the requisitioner may consult with his/her supervisor or accounting department to make the final determination.

It is critical to ensure the correct account assignment is chosen so that your agency's accounting directives are followed.

## **Account Assignment A - Asset**

An asset (A) is defined in the Capital Asset Guidelines, which can be found on the DFA Accounting website under Financial Management Guide. The State Financial Management Guide can be found on the OSP website under Laws, Rule, and Guidelines. The guidelines provide a list of commodity categories and each category's dollar amount that would designate an item as an asset.

The A code prompts AASIS to require entry of an asset number for each line that contains an asset. The asset number is used to track inventory of items that are high dollar or are susceptible to loss, such as laptops, cell phones, and vehicles. The asset number is created for an item when the Asset Master Record (an accounting function) is created in AASIS.

*Requisitioners must create a new line on the PR for each asset item.* For example, to purchase 3 identical computers, enter each computer on a separate line so that an asset number can be assigned to *each* computer.

## **Account Assignment F – Internal Order**

An internal order (F) is typically used for purchases utilized by your agency's office, such as office supplies. It is used when costs are spread throughout multiple cost centers. Using this category requires entering supporting data, such as multiple cost centers, in the next section of the PR.

Some of this data comes from your accounting department, and it helps track spending for your agency. See your supervisor or accounting department for direction on using Account Assignment F.

## **Account Assignment K – Cost Center**

"K" is the letter that designates an expenditure from the pool of money appropriated for each State agency. "K" is used most often and requires entering additional accounting data later in the PR.

## **Account Assignment P – Projects**

"P" is used primarily for construction projects. "P" also requires entering additional accounting data later in the PR.

## **Account Assignment U – Unknown**

"U" is used for purchases that will result in an outline agreement where the account

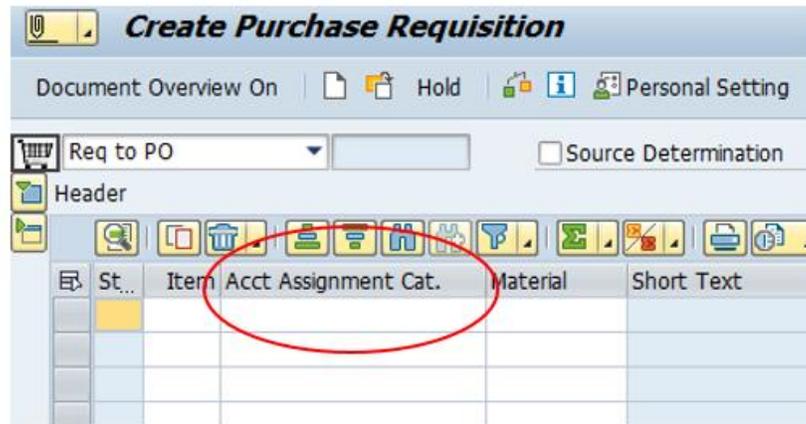
information for the appropriated funds is unknown at the time the PR is created. After K, this code is used most often.

### Account Assignment Field Left Blank - No Assignment

“No Assignment” (field left blank) is used *only* by certain State agency’s for inventory purposes. Information entered in the Account Assignment Category does *not commit* budget. It simply assigns the budget. Only a PO can *commit* budget.

#### To execute Step 2:

- In the Item Overview section, select the white box next to the Acct Assignment Cat. for a dropdown menu.
- Select A, F, K, P, or U - OR - Leave this field blank if using an inventory plant.
- Click Enter, then move to the Material field.



### KEEP IN MIND

*AASIS may auto-populate some data into the Item Overview line and/or into the Item Detail section based on the Account Assignment code entered, especially for F, K, and P. You will check this information when you move to the Item Detail section of the PR later in the process.*

### Step 3: Material Number

A material number is an 8-digit number assigned in AASIS to a specific commodity or service.

The purpose of the material number is to identify what you wish to purchase as well as to provide a reference of identical purchases for internal records, tracking, and reporting.

The following are examples of a material number for a commodity and for a service.

10027066 – HAMMER, BALL PEEN, GRAPHITE, 24 OZ, 15 ½”

10106269 – TECH SERVICE, REPAIR, WASHING MACHINE

A material number has data elements linked to it that auto-populate in the PR.

**Short Text:** A detailed description (up to 40 characters) of the commodity or service which appears after the Material field in Item Overview.

10027066 – HAMMER, BALL PEEN, GRAPHITE, 24 OZ, 15 ½”

10106269 – TECH SERVICE, REPAIR, WASHING MACHINE

**Material Group Number:** A 5-digit number that classifies similar materials into one group which appears in the Item Detail section.

44538 – HAMMERS MALLETS BARS is the material group for 10027066.

92800 – SERVICE, AUTO & EQUIPMENT MAINTENANCE is the material group for 10106269.

**Unit of Measure:** The assigned quantity available for purchase as a single unit.

### *Helpful Hint:*

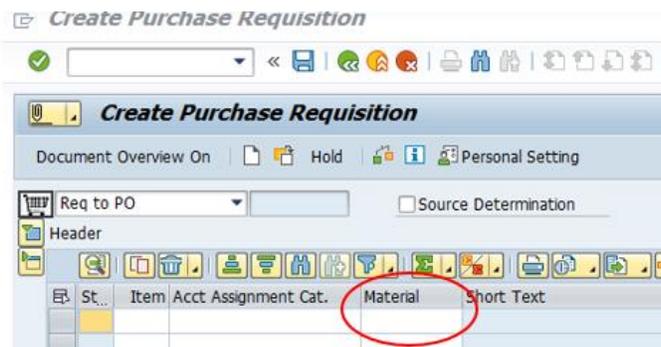
*Even though this information is auto-populated, check the short text to ensure it is accurate.*

### **To execute Step 3:**

If you know your material number:

- Enter or select it in the box.
- Click Enter, then move to the Quantity field.

If you do not know the material number, use the AASIS search function for that field to find it.



## **WARNING**

*A material number should **precisely** represent a specific commodity or service.*

*Entering an inaccurate material number in a PR causes critical issues in AASIS reporting, tracking, and accounting for both your agency and the State.*

*If you can't find an accurate material number in AASIS:*

- **Do not** enter a generic material number.
- **Do not** enter one that seems “close” to what you want to purchase.
- **Do not** enter one that has “misc.” anywhere in the short text.
  - “Misc.” material numbers are being deleted from the system.

*Request a new, accurate material number from OSP.*

*You, the requisitioner, are responsible for entering the correct material number.*

Submit the form to your agency approving official who will submit it to OSP.

Once OSP receives the approved form, OSP will create the new material number in the AASIS system and should contact you with your new material number by the next business day.

## **IF IN DOUBT...**

*OSP has a team dedicated to managing the material data in AASIS. They are available to help you when you have any questions about material numbers, such as:*

*How do I search for an appropriate material number?  
Have I selected the correct material number?  
How do I fill out the Material Master Request form?*

*If in doubt, contact OSP at 501-324-9316 or at [AASIS-OSP@Arkansas.gov](mailto:AASIS-OSP@Arkansas.gov) and  
for help from the administrative team that handles material numbers.*

*ask*

## Step 4: Quantity (and Unit of Measure)

The Quantity Requested is the number of units of a commodity or service you wish to purchase.

The Unit of Measure (UoM) is an AASIS-assigned quantity available for purchase as a single unit, such as:

- EA – Each, a single item per package, such as a stapler.
- DZ – Dozen, such as 12 pencils in a single package.
- GAL – Gallon, such as a single gallon of paint.
- DR – Drum, such as 55 gallons of paint in a single container.
- HR – Hours – used for services paid by the hour.
- MON – Monthly – used for services paid monthly.

Based on the unit of measure assigned to the material number, you must calculate the quantity of units you wish to purchase. For example, you need 12 pencils...

If the unit of measure is each (EA), you will enter 12 as the quantity.

If the unit of measure is a dozen (DZ), you will enter 1 as the quantity.

### **WARNING**

*The unit of measure will always default to the standard unit that is assigned to the material number in AASIS.*

*The default unit of measure cannot be changed in the PR; indicate the quantity accordingly.*

*If the UoM is inappropriate for the purchase, contact OSP to request a new material number with an appropriate UoM.*

## **ZLS: LUMP SUM**

There is one unit of measure that is different than the typical units of measure specifying quantity or time: ZLS Lump Sum.

A lump sum is typically used for the purchase of a service that will be provided as a single start-to-finish project for a specified total cost. Using ZLS, the contractor may be paid in increments of the total purchase cost.

For example, you need a medical consultant for a single project: To compile data, review procedures, and provide recommendations for updates. The project is priced as a single purchase, but you want to pay the contractor at the completion of each phase of the project. With ZLS, you can pay a portion of the total cost at intervals throughout the contract term.

### *Helpful Hint:*

*Use ZLS only when a specific unit of measure cannot be identified or calculated.*

#### **To execute:**

The unit of measure will have already auto-populated from the material number.

- Enter the desired quantity based on unit of measure.
- Click enter, then move to the Valuation Price field.

The screenshot shows the 'Create Purchase Requisition' interface. At the top, there are options for 'Document Overview On', 'Hold', and 'Personal Setting'. Below that, there are fields for 'Req to PO' and 'Source Determination'. The main part of the interface is a table with columns: 'Stat', 'Item A', 'Material', 'Short Text', 'Quantity Requested', 'Unit of Measure', 'Valuation Price', and 'Total Value'. The 'Quantity Requested' and 'Unit of Measure' columns are circled in red. There is also a 'Default Values' button in the top right of the table area.

### **REMINDER**

*The unit of measure always defaults to the measure assigned to the material number in AASIS. It cannot be changed on a PR. If the UoM is inappropriate for the purchase, contact OSP to request a new material number with an appropriate UoM.*

## Step 5: Valuation price

The valuation price is the anticipated cost of the commodity or service based on a single unit of measure.

For PRs that are initiating a purchase from an existing contract (OA), the **exact dollar amount per unit as shown in the OA must be entered and cannot be changed.**

For PRs that will initiate a new solicitation, the valuation price must be estimated.

A valuation price should be estimated based on criteria such as:

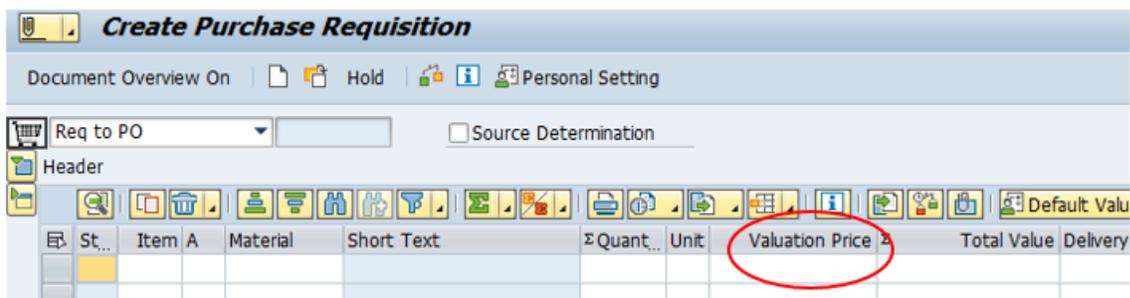
Information from the end user.

- Market research for cost estimates.
- Similar purchases from previous contracts.

The valuation price is a key factor for triggering approvals; therefore, the estimate should be based on comprehensive research and/or information.

### To execute Step 5:

- Enter the cost per unit through two decimal points.
- Click Enter, then move to the Delivery Date field.



## Step 6: Delivery Date

The delivery date is the deadline for:

- The receipt of the commodity at the agency or plant.
- The completion of services.

The required or preferred delivery date should be provided by the end user.

For internal purchases, such as for office supplies, the requisitioner should consider the delivery timeframe and create the PR in time to receive the commodity or service when needed.

### To execute Step 6:

- Enter desired delivery date.
- Click Enter, then move to the Plant field.

The screenshot shows the SAP 'Create Purchase Requisition' interface. At the top, there are options for 'Document Overview On', 'Hold', and 'Personal Setting'. Below this is a 'Req to PO' dropdown menu and a 'Source Determination' checkbox. A 'Header' section contains various icons and a 'Default Values' button. The main table has columns for 'Stat', 'Item A', 'Material', 'Short Text', 'Quantity', 'Unit', 'Valn', 'Price', 'Total Value', 'Delivery Date', 'Plant', and 'PGr'. The 'Delivery Date' column is circled in red.

### Step 7: Plant

Some commodities are not immediately put to use when received. They are delivered to a storage location for the agency to have on-hand as needed. In these cases, a plant number indicates the storage location to where a commodity will be delivered.

Because delivery to storage is the exception, requisitioners will almost always use the generic plant number 9999 which signifies that delivery is made directly to the State agency address. There are only a few State agency's that use a plant number other than 9999. For those requisitioners, see your supervisor or accounting department for direction.

### To execute Step 7:

- Enter 9999 - OR - For delivery to a storage location, see your supervisor for the plant number to enter here.
- Click Enter, then move to the Purchasing Group field.

This screenshot shows the same SAP 'Create Purchase Requisition' interface as the previous one, but with a data row entered. The 'Item A' column contains '1', 'Quantity' is '1.000', 'Unit' is 'ZLS', and 'Valn' is '1.00'. The 'Plant' column is circled in red.

## Step 8: Purchasing Group

An individual Purchasing Group number is assigned to all State procurement employees who use AASIS. The number entered in this field identifies your agency's buyer who will receive the PR in the next phase of the procurement.

Purchasing group numbers are 3 numbers, such as 345 or a letter and 2 numbers, such as C28. Your supervisor will provide the number you will enter for this field, or your AASIS system may be set for this field to auto-populate the appropriate number.

### HELPFUL HINT

*The requisitioner will be identified in the Item Detail section of the PR where his/her name will auto-populate.*

#### To execute Step 8:

- Enter the Purchasing Group number, if not already auto-populated.
- Click Enter, then move to the Requested By field.

The screenshot shows the 'Create Purchase Requisition' interface. At the top, there is a title bar and a toolbar. Below that, there are tabs for 'Document Overview On', 'Hold', and 'Personal Setting'. A dropdown menu for 'Req to PO' and a checkbox for 'Source Determination' are visible. The main area contains a table with columns: 'St.', 'Item A', 'Material', 'Short Text', 'Σ Quant.', 'Unit', 'Val.', 'Price', 'Σ', 'Total Value', 'Delivery Date', 'Plant', 'Purchasing Group', and 'Requisnr.'. The 'Purchasing Group' column is circled in red.

## Step 9: Requested By

Requested By is typically the name of the end user who requested the purchase. The purpose of this field is:

- To identify and contact the end user if questions arise.
- For internal tracking.

If the commodity or service is not for a specific end user, but is for your agency as a whole, enter the requisitioner's name; for example, when you are ordering copy paper for the office.

### To execute Step 9:

- Enter either the end user's name or the requisitioner's name.
- Click Enter, then move to the Tracking Number field.

The screenshot shows the 'Create Purchase Requisition' window. At the top, there are buttons for 'Document Overview On', 'Hold', and 'Personal Setting'. Below that is a 'Req to PO' dropdown and a 'Source Determination' checkbox. A 'Header' section contains various icons and a 'Default Values' button. The main area is a table with columns: 'St.', 'Item A', 'Material', 'Short Text', 'Quant.', 'Unit', 'Val.', 'Price', 'Total Value', 'Delivery Date', 'Plant', 'Purch. Grp', 'Requested By', and 'Tracking..'. The 'Requested By' column is circled in red.

## Step 10: Tracking Number

A tracking number is used for tracking and reporting, typically to:

- Link a PR to a contract outside of AASIS from which a purchase is being made.
  - Often, it is the number of a previous solicitation that resulted in an outline agreement.
- Reference the SAVA approval number when purchasing a vehicle.
- Reference a Division of Building Authority (DBA) project number for construction purchases.
- Provide an internal tracking method for the agency, if none of the above are used.

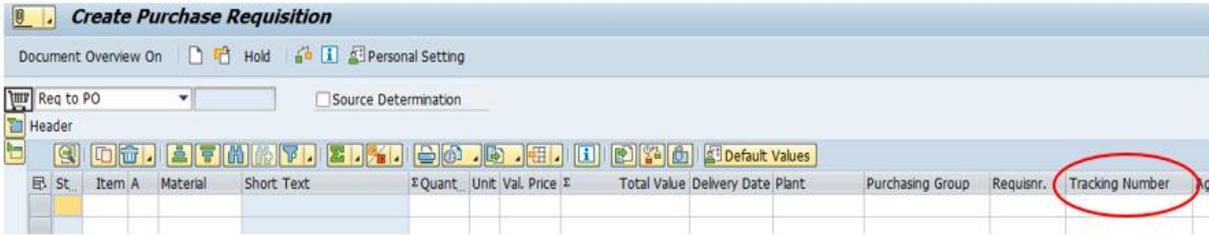
The number format may vary depending upon which State agency issued the solicitation or how the agency wants to structure their internal tracking.

The end user may provide the tracking number if he or she is aware of a previous solicitation/contract. If the end user does not provide a solicitation number, but the requisitioner knows that one exists, the requisitioner should check with his or her supervisor, and/or the end user, to confirm the use of that reference.

The field may be left blank or may simply be populated with the requisitioner's name or initials if there is not an existing tracking reference.

### To execute Step 10:

- Enter tracking number (solicitation number).  
OR
- Leave blank or enter standard internal tracking data if there is no referenced document.
- Click Enter, then move to the Agreement Number field.



## Step 11: Agreement Number

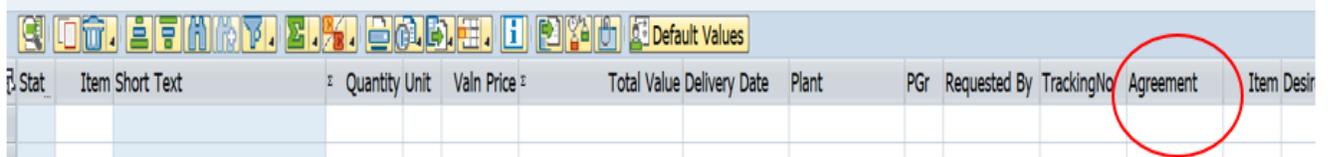
An Agreement Number is a reference that links a PR to another document in AASIS. It is an existing outline agreement (OA) number. For example:

- You do a Req to PO on a quarterly basis to purchase office supplies from an existing OA. The office supply OA number is used as the Agreement Number to link the PO to the OA.
- You do a Req to OA to establish a 3-year lease (monthly payments) for a copier from the Statewide copier contract. The Statewide copier OA number is used as the Agreement Number to link your OA to the Statewide OA.

The end user should supply the existing OA number. If the end user does not know the OA number, see your supervisor for assistance in locating the correct number. If you are not referencing an existing OA, leave this field blank.

### To execute Step 11:

- Enter OA number, if applicable.
- Click Enter, then move to the Item Number field



## Step 12: Item Number

When you reference an existing agreement number, you must also reference the line in that OA to link your purchase to that line item number. This reference is used for tracking and reporting purposes. The Item Number field is where you enter this line item number.

The end user may supply the line item number if known. If the end user does not know

the item number, see your supervisor for assistance in locating the correct number.

If you are not referencing an existing OA number, leave this field blank.

**To execute Step 12:**

- Enter item (line) number from existing OA, if applicable.
- Click Enter, then move to the Desired Vendor field.

Stat	Item	Quantity	Unit	Val	Price	Total Value	Delivery Date	Plant	PGr	Requested By	TrackingNo	Agreement	Item Desired Vendor

### Step 13: Desired Vendor (Contractor)

If you are creating a PR to make a purchase from an existing contract (OA), you will get the contractor’s vendor number from the existing OA.

If your PR will result in a new solicitation being issued, you will not know the name of the contractor at the time you create the PR. In this instance, leave this field blank.

**To execute step 13:**

- Enter the contractor’s vendor number only if purchasing from existing contract.  
OR
- Leave blank for a new solicitation.
- Click Enter, then move to the Purchasing Organization field.

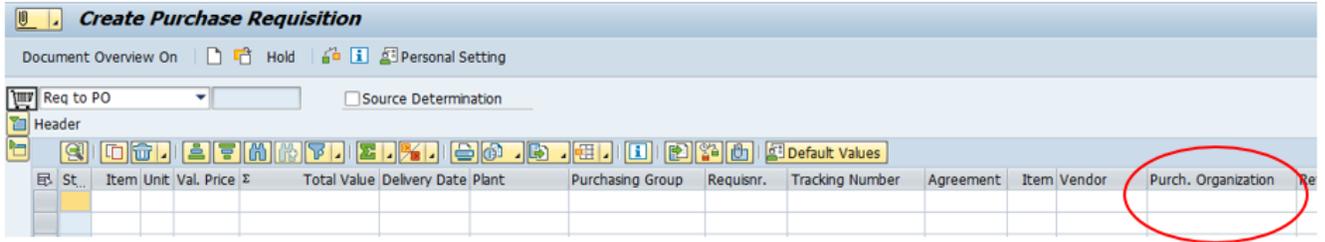
Stat	Item	Quant	Unit	Val	Price	Total Value	Delivery Date	Plant	Purch. Grp	Requested By	Tracking	Agreement	Item Desired Vendor	POrg

### Step 14: Purchasing Organization

The Purchasing Organization is the four-digit business area number used to identify the State agency for which the purchase is being made. This number is used for tracking and reporting purposes.

**To execute Step 14:**

- Enter the 4-digit number for your State agency.
- Click Enter to complete the data entry for line 1.



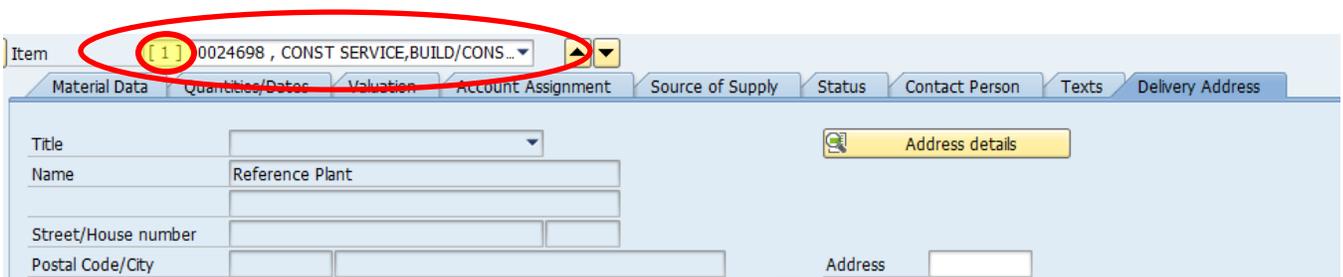
A Reference Item field (at the end of each line) may or may not be visible on your screen.

This field is not used for a PR, so you may disregard it.

### HELPFUL HINTS

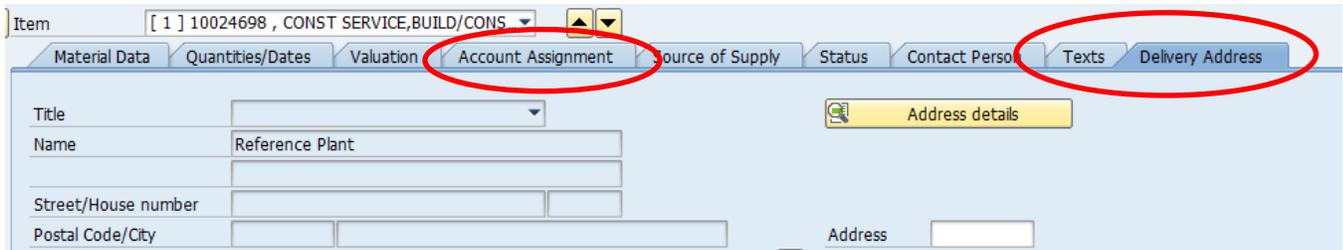
- *When entering information on a line, hit the Enter key after each field. This will check your data for system-recognized errors.*
- *If a line of data is incomplete or has an AASIS-recognized error, you will see a red dot in the Status column to the far left of the line. Correct any errors before you continue.*
- *If you enter a line and wish to delete it:*
  - *Highlight the line by selecting the line number.*
  - *Click the trash can icon at the top of the Item Overview section.*
    - *The line will disappear, but the remaining line numbers will not change relative to the missing line.*

Make sure you have the correct line number selected in the dropdown box at the top of this section to connect it with the appropriate line in the Item Overview section.



You will mainly enter data in the Texts and Delivery Address tabs, and sometimes in the Account Assignment tab.

- The Account Assignment tab appears only when you have used Acct Assignment codes A, F, K, or P.
- Data for the remaining tabs is auto-populated from the information entered in the Item Overview section.



The screenshot shows the SAP Item Overview interface for item [ 1 ] 10024698, CONST SERVICE,BUILD/CONS. The 'Account Assignment' tab is selected and circled in red. Other tabs visible include Material Data, Quantities/Dates, Valuation, Source of Supply, Status, Contact Person, Texts, and Delivery Address. The Texts and Delivery Address tabs are also circled in red. The form fields below the tabs include Title, Name (Reference Plant), Street/House number, Postal Code/City, and Address. An 'Address details' button is also visible.

## Step 15: Account Assignment Tab

If you used Account Assignment code A, F, K, or P on a line in Item Overview, you will need to enter additional accounting information in the Account Assignment tab for that line. The fields in the Account Assignment tab will change automatically based on the code entered in the Item Overview line.

If you don't use one of the Account Assignment codes that triggers the Account Assignment tab to pop up, you can skip this step and move to Step 16.

### Account Assignment Tab for Code A

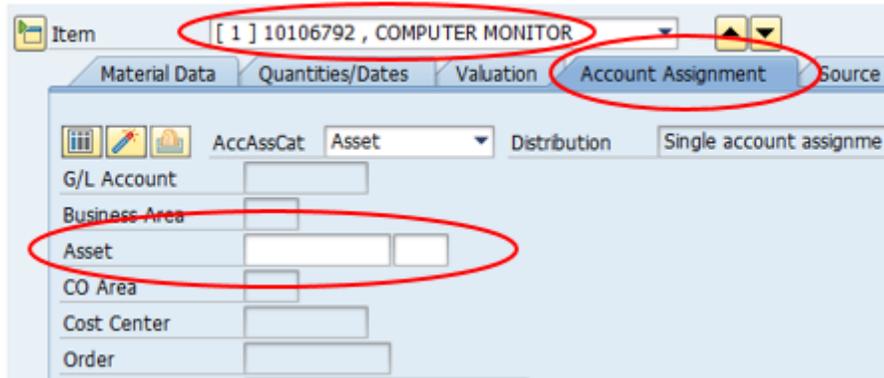
If you used Account Assignment code A on a line in Item Overview, you must enter an Asset number in the Account Assignment tab for that line.

An Asset number is created for an item when an Asset Master Record transaction is completed by your accounting department in AASIS.

- See your supervisor or accounting department to determine how you will acquire the Asset number for an item on a PR.

### To execute for Step 15 code A:

- Select the Account Assignment tab.
- Select the line number that corresponds with the item in Item Overview.
- Enter the Asset number for that line item that was generated from the Asset Master AASIS transaction.
- Click Enter.



### Account Assignment Tab for Code F

If you used Account Assignment code F on a line in Item Overview, in the Account Assignment tab you must:

1. Check the auto-populated G/L Account number.
  - The G/L number is a default number generated by AASIS based on the material number you use. It must be validated prior to saving the PR.
    - See your supervisor or accounting department if you have questions regarding the accuracy of the G/L Account number.
2. Enter a Cost Center.
  - See your supervisor for the appropriate six-digit Cost Center number(s) for your agency.
3. Enter an Internal Order Number for that line.
  - The Internal Order number is generated in AASIS by your accounting department.
    - See your supervisor or accounting department to determine how you will acquire the Internal Order number for a PR.

### To execute Step 15 for code F:

- Select the Account Assignment tab.
- Select the line number that corresponds with the item in Item Overview.
- Check the G/L Account number to confirm it's correct.
- Enter the appropriate Cost Center for your agency.

- Enter the Order number as provided by your accounting department.
- Click Enter.

The screenshot shows the SAP Account Assignment tab for Code K. The 'Account Assignment' tab is selected. The 'G/L Account' field contains '5090006000'. The 'Order' field is empty. The 'Cost Center' field is empty. The 'Fund' field is empty. The 'Functional Area' field is empty. The 'AccAssCat' is set to 'Order'. The 'Distribution' is set to 'Single account assignm'. The 'Item' field shows '10000520, CLIPS,PAPER,PLASTIC,LARGE'.

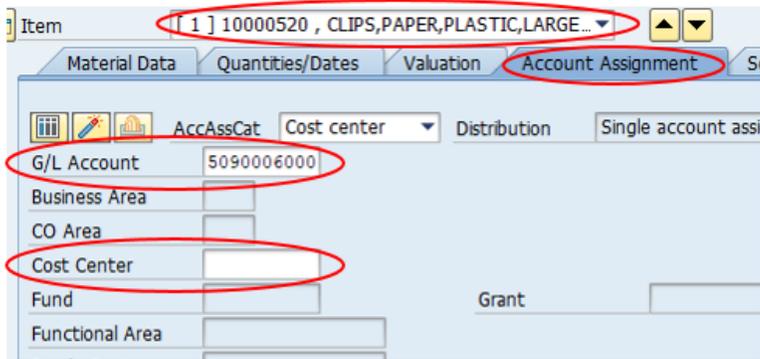
### Account Assignment Tab for Code K

If you used Account Assignment code K on a line in Item Overview, in the Account Assignment tab you must:

1. Check the auto-populated G/L Account number.
  - The G/L number is generated by AASIS based on the material number you use. It must always be validated and changed if needed.
    - See your supervisor or accounting department if you have questions regarding the accuracy of the G/L Account number.
2. Enter a Cost Center.
  - See your supervisor for the appropriate six-digit Cost Center number(s) for your agency.

### To execute Step 15 for code K:

- Select the Account Assignment tab.
- Select the line number that corresponds with the item in Item Overview.
- Check the G/L Account number to confirm it's correct.
- Enter the appropriate Cost Center for your agency.
- Click Enter.



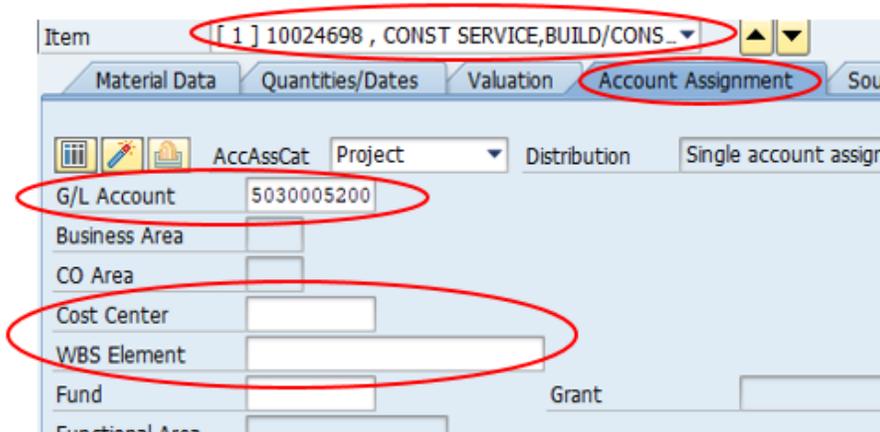
### Account Assignment Tab for Code P

If you used Account Assignment code P on a line in Item Overview, in the Account Assignment tab you must:

1. Check the auto-populated G/L Account number.
  - The G/L number is generated by AASIS based on the material number you use.
    - See your supervisor if you have questions regarding the accuracy of the G/L Account number.
2. Enter a Cost Center.
  - See your supervisor for the appropriate six-digit Cost Center number(s) for your agency.
3. Enter a WBS Element.
  - The WBS Element is generated by AASIS when your accounting department completes the Project System module.
    - See your supervisor or accounting department to determine how you will acquire the WBS Element number for a PR.

### To execute Step 15 for Code P:

- Select the Account Assignment tab.
- Select the line number that corresponds with the item in Item Overview.
- Check the G/L Account number to confirm it's correct.
- Enter the appropriate Cost Center for your agency.
- Enter the WBS Element generated from the Project System module in AASIS.
- Click Enter.



## Step 16: Delivery Address

Delivery Address is the last tab in the Item Detail section. The delivery address for a commodity is the physical location where the commodity will be delivered. Services may be provided at various locations, either on-site or off-site.

- For on-site, such as lawn care or pest control, you should enter the physical address for that line where the service will be provided.
- For off-site, such as advertising or marketing services, the delivery address for that line is usually entered as the central office address of your State agency.

If you are unsure of what address to enter for a service, see your supervisor.

Exceptions for Delivery Address entry are:

- If a State employee is picking up a commodity from the contractor, the delivery address will be the contractor's address.
- For delivery to a plant, leave the delivery address field blank. AASIS will default to the address linked to the plant number that was entered in Item Overview.

### To execute Step 16:

- Select the Delivery Address tab.
- Put the cursor in the white box next to Address and click in it.
- In the pop-up window, enter the 4-digit agency number in the Search Term 1 field.
- Click Enter.
- When the window pops up, select the address from the list.
- Click Enter.

**To execute the delivery address exception:**

For an inventory plant:

- Leave the delivery address field blank. It will default to the plant number entered in Item Overview.
- To pick up a commodity from a contractor:
- Enter the contractor’s vendor number in the vendor field to access the contractor’s address to use as the delivery address.

If you do not know the vendor number, use the AASIS search function for that field to find it.

**OSP support for Delivery Address**

If your agency’s delivery address is not listed under your agency’s number in AASIS, you may request to add a delivery address. Requesting a delivery address from OSP is a simple process.

- Fill out the Delivery Address Maintenance form found on the OSP website on the Forms and Reporting page.
- Submit the form to your agency approving official who will submit it to OSP.
- Once OSP receives the approved form, OSP will create the delivery address in the AASIS system and contact you to let you know your delivery address is in AASIS.

## Step 17: Texts Tab

### Material Master Text

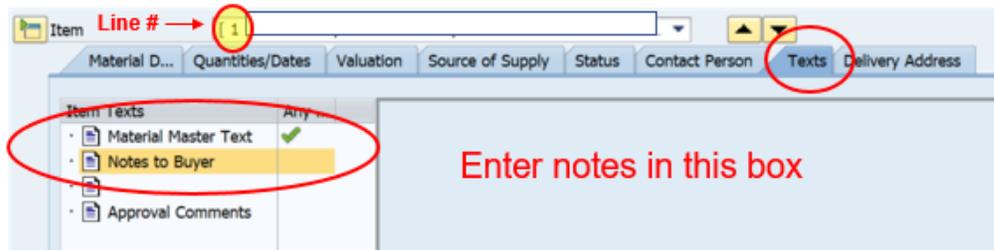
The Texts tab provides a place to enter additional notes *for a specific line* to clearly identify or describe the purchase for that line.

- The box at the top of the Item Detail section indicates the corresponding line number from Item Overview.
- The highlighted title on the left indicates which text box is open.

When a green check mark appears next to a title, it indicates that notes are entered for that title.

There are two areas where additional notes may be added:

1. Material Master Text
2. Notes to Buyer (rarely used in this section)



### HELPFUL HINT

*Material Master Text notes are the **only** PR notes that carry over to the printed resultant PO or OA.*

### Material Master Text Example 1 – Maintenance for a fleet of riding lawn mowers.

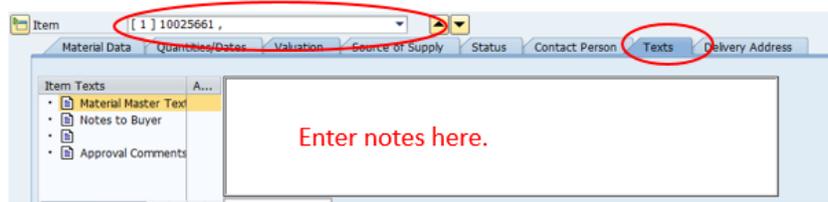
- The correct material number is 10126152 MAINTENANCE, EQUIPMENT, LAWN, but it does not clearly identify the actual service being purchased.
- To clearly identify the service being purchased on the resultant PO or OA, the requisitioner should enter very detailed notes in the Material Master Text box, such as:

“Oil change, blade sharpening, and filter replacement for 10 brand X model XXXX riding mowers.”

### To execute Step 17:

To enter information into the Material Master Text:

- Select the dropdown arrow in the top box to select the line number of the corresponding line in Item Overview.
- Select the Material Master Text title on the left. It will appear in yellow highlight.
- Select the text box to add your notes.
- Click Enter.



### Notes to Buyer

The Notes to Buyer text is used for providing information to the buyer *in reference to a single line* in Item Overview. This is rarely used since the information for the buyer is typically not in regard to a single line, but to the PR or its upcoming solicitation as a whole.

General information to the buyer is entered later in another area of the PR or is attached to the PR in AASIS. The Notes to Buyer do not appear on a printed requisition or resulting PO or OA.

To enter information in Notes to Buyer, if necessary, follow the same steps as above.

### HELPFUL HINT

*The notes in the Material Master Text will carry over to the PO or OA.  
The remaining two title options listed are not used in creating a PR.*

### Entering Line Items Correctly

The Item Overview and Item Detail sections of the PR contain the most detailed information that is entered into the transaction. Knowing how to enter multiple items, delivery addresses, and the relative data will ensure your purchase is processed, delivered, and invoiced correctly. The following table provides direction for entering the items/lines correctly in a PR.

## Item Entry Guidelines for Creating a PR

Example	Scenario	Directions Item Overview Section	Directions Item Detail Section
1	Purchase 1 hammer	Use 1 line	Enter address A
2	Purchase 3 hammers, shipping to address A	Use 1 line	Enter address A
3	Purchase 1 hammer, 1 saw, and 1 screwdriver, shipping to address A	Use 3 lines, 1 for each different item	Enter address A for each line
4	Purchase 3 hammers, shipping 1 each to address A, address B, and address C	Use 3 lines, 1 for each different delivery address	Enter each different delivery address by referencing the corresponding line
5	Purchase 3 hammers, shipping 1 to address A, and 2 to address B	Use 2 lines, 1 for each different delivery address	Enter each different delivery address by referencing the corresponding line
6	Purchase 2 hammers and 2 saws, shipping 1 each to address A and address B	Use 4 lines, 1 for each different item	Enter delivery address A for 1 hammer line and 1 saw line; Enter delivery address B for 1 hammer line and 1 saw line
7	Purchase 3 hammers, shipping to address A; 3 saws, shipping to address B; and 3 screwdrivers, shipping to address C	Use 3 lines, 1 for each different item	Enter delivery address A for the hammer line; enter address B for the saw line; and enter address C for the screwdrivers line.
8	Purchase 3 identical computers (assets) shipping to Address A	Use 3 lines, 1 for each computer	Enter delivery address A for each line. Each computer must be listed separately in order to assign a separate Asset number to each line item.

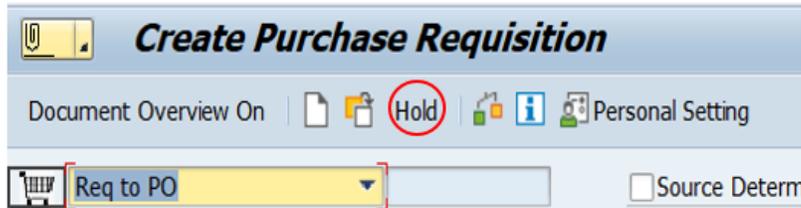
A printable copy of the above job aid can be found on the OSP website.

## Putting A PR on Hold

If you are creating a PR and need to leave your work momentarily, you can put the PR “on hold” to save the data you have already entered.

To put a PR on hold:

Select Hold at the top of the screen. (Do not select the Save icon.)



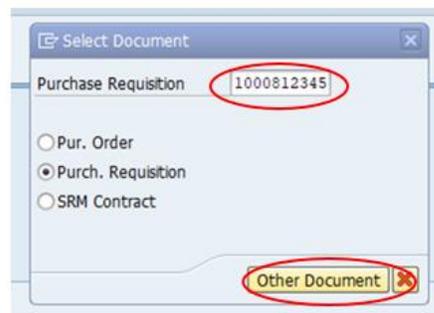
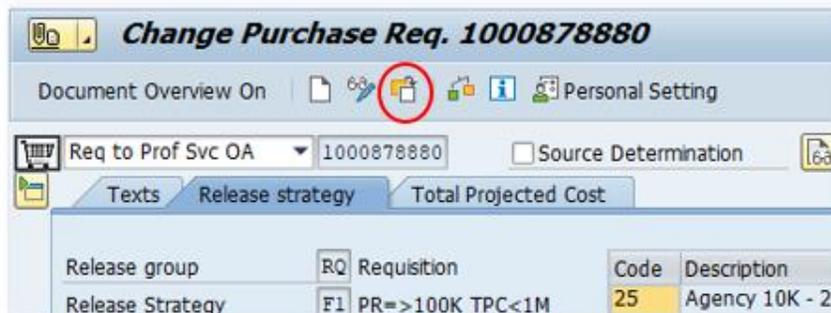
The purchase requisition number is generated at the bottom left of the screen. Be sure to record the number.

To continue working on a PR that was on hold:

- Go to AASIS transaction ME52N, Change a Purchase Req.

To open the appropriate PR:

- Select the Other Purchase Requisition icon at the top of the screen.
- In the pop-up window, enter the PR number in the field.
- Click Other Document to re-open the appropriate PR transaction to continue work.



## Attaching Documents and Notes to a PR

An attachment is a text note or a separate document (in Word, Excel, or PDF) that is attached to the PR in AASIS.

Attachments may consist of:

- Notes to support or explain the content or status of the PR.
- Documents or notes which are required to be attached based on the dollar amount and/or type of purchase.
- Documents for the buyer to use when creating the solicitation or facilitating the purchase.

You can add an attachment when you create the PR, or you can open a saved PR using transaction ME53N Display Purchase Requisition and add attachments in that transaction.

### HELPFUL HINT

*Anyone who has an AASIS role to display a PR (ME53N) can access the PR and add attachments.*

### Note Attachments

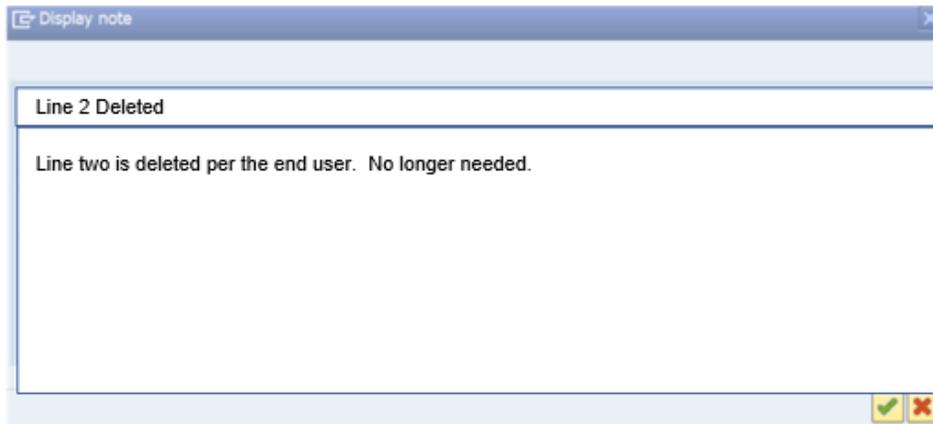
When attaching a note or document, create a title for the attachment that clearly identifies its content. For each attachment, AASIS automatically tags the date and person who added it. Attachments are listed by date in descending order.

Attachments can be added to a PR through the Services for Object paperclip icon at the top left of the screen. Here, you can also select to open the list of attachments.

The open attachment list looks like the table below, identifying each attachment line as a note or document by the icon on the left.

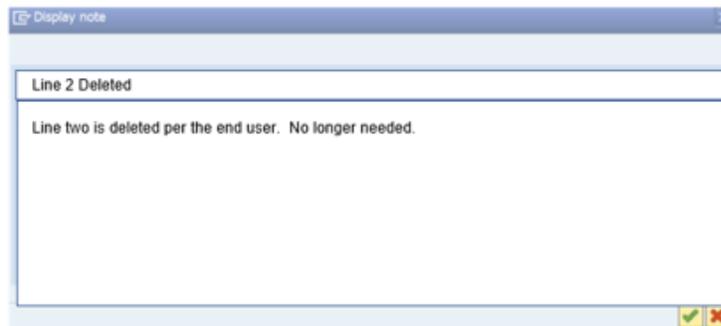
Icon	Title	Creator Name	Created On
	Line 2 Deleted	Jane Smith	3-17-2020
	Specifications	Joe Jones	3-13-2020
	Performance Standards	Joe Jones	3-13-2020
	Price Sheet	Joe Jones	3-13-2020
	Suggested Contractors	Joe Jones	3-13-2020

Clicking on an item in the list opens the attachment in a new window as a document or note. Below is an example of an open note attachment.



Notes are internal documentation regarding the PR and its movement through the procurement process. These notes may include tracking of approvals, information regarding attached documents, and notes regarding the PR status.

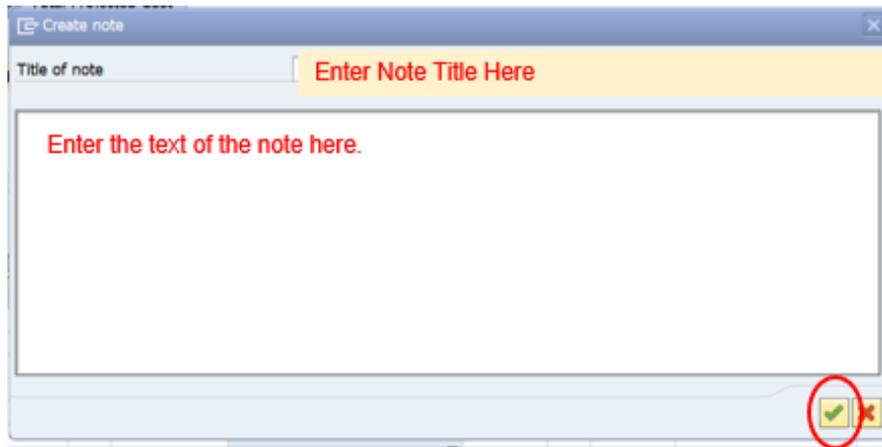
The notes are for documentation purposes and should not be used for general communication or discussion about the PR. For example, this attached note documents the outcome of a communication between the requisitioner and the end user.



**To execute:**

Select the yellow paperclip (Services for Object) icon.

- In the pop-up window, select Create.
- Select Create Note.
- In the next pop-up box, enter a title for the note in the yellow box.
- This should be a *concise and descriptive* identifier for the note content.
- Enter the text of the note in the white box.
- Select the green checkmark at the bottom of the box to save and add the note to the attachment list.



## Document Attachments

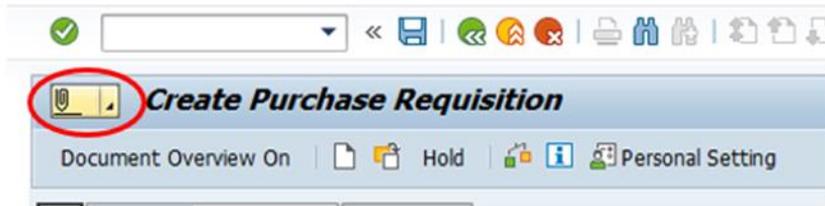
There are multiple document attachments that are required for a PR depending on the type and dollar amount of the purchase. As a requisitioner, it is your responsibility to ensure that all the necessary documents are attached.

First, ensure that the name of the file you wish to attach is saved to your computer with a file name that you want to appear as the document title in the attachment list.

- You cannot create a title for a document file when you attach it.
  - AASIS adopts the current file name as the title of the attached document.

### To execute:

- Select the yellow paperclip icon.
- In the pop-up window, select Create.
- Select Attachment.
  - A window will pop up that provides access to your computer's files.
- Select the file to attach and double click it.
  - A security box will pop up that says, "the system is trying to access the file."
- Select Allow to add the document to the PR attachment list.



**Helpful Hint:**  
*AASIS will allow you to attach only one document at a time.*

### **Common Document Attachments for A PR**

There are a few document attachments that are commonly used. The following pages will introduce and explain these documents.

These are the documents which are most often used; however, your PR may require other or additional attachments based on the circumstances of the purchase.

#### **Solicitation Review Memo**

The Governor's office (GO) and other State level entities review and approve PRs for purchases over a specific dollar threshold and for certain types of purchases. The Solicitation Review Memo is the document that provides a summary of the purchase information to the these reviewing entities.

This document is a required attachment on PRs which meet the following criteria:

- Information Technology (IT) purchases with a TPC of \$100,000 or more.
- Procurements with an initial contract amount (ICA) of \$2,000,000 or more.
  - The ICA is the total dollar amount of the purchase for the initial term of the contract as calculated by the item costs and quantities entered in Item Overview.
- Procurements that fall under the Division of Building Authority, a division of Transformation and Shared Services.

The Solicitation Review Memo form (and instructions) is located on the OSP website in the AGENCIES section on the Forms and Reporting page. The instruction document for the

Memo explains which State entities will review which purchase types, as well as how to fill out the form correctly.

This Memo must be attached to the PR when it is created where it can be accessed by the appropriate State entities to review and approve.

It must be:

- Attached as a PDF file.
- Titled "Solicitation Review Memo".



DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES  
OFFICE OF STATE PROCUREMENT  
**Solicitation for Review Memo**

Requisition #: [Click or tap here to enter text.](#)

To: [Choose an item.](#)

From: [Choose an item.](#)

Date: [Click to enter date.](#)

Date approval needed by Agency: [Click to enter date.](#)

Overview (brief 2 sentence summary only): [Click or tap here to enter text.](#)

Length of contract:

Initial contract term: [Click or tap here to enter text.](#)

Optional renewal: [Click or tap here to enter text.](#)

Estimated cost for initial contract term: [Click or tap here to enter text.](#)

Anticipated Total Projected Cost including all optional renewals and extensions: [Click or tap here to enter text.](#)

Funding: [Click or tap here to enter text.](#)

Are fund balances sufficient to support the request: [Click or tap here to enter text.](#)

Detailed Project description: [Click or tap here to enter text.](#)

Agency contact information:

Name: [Click or tap here to enter text.](#)

Phone: [Click or tap here to enter text.](#)

Email: [Click or tap here to enter text.](#)

**Note: A Cabinet Department Secretary's signature is required for requests with a total projected cost of \$1,000,000 or greater.**

**For Non-Cabinet Agencies, the Director's signature is required for requests with a total projected cost of \$1,000,000 or greater.**

**By signing this memo, I have reviewed and approve the bid solicitation request.**

---

Signature (Department Secretary or Director for Non-Cabinet)

---

Date

Version 1Revised 4/2023

## **Specifications**

A specifications attachment is required for PRs which will result in a new solicitation.

Specifications are a written description of the physical or functional characteristics of a commodity or the nature and requirements of a service. Specifications are also called “specs” or “requirements.”

The specifications are a critical piece of the solicitation, and ultimately, they become part of the procurement contract between the State and the awarded contractor.

The end user must provide the specifications to the requisitioner, and the requisitioner must attach the specs to the PR.

The specifications attachment must be:

- A separate document in Word format.
- Titled “Specifications”.

The specifications document should:

- Present the specs in an organized and logical order.
- Be easy to read and interpret, without ambiguities.
- Be as brief as possible, while still providing the comprehensive requirements for the commodity or service.

Specifications must not be written restrictively so that they limit competition or target one prospective contractor’s specific commodity or service, such as “cut and paste” specifications from a vendor’s website. If you feel that the specifications document may not be complete or correct, check with the end user prior to routing the PR to a buyer.

Examples of correctly written specifications can be viewed on the OSP website. Go to the Bid Opportunities page and click on a current solicitation to review the specs.

## **Price Sheet**

A price sheet attachment is required for PRs which will result in a new solicitation. A price sheet is a form provided in a solicitation that prospective contractors use to submit their pricing. The end user should provide a price sheet to the requisitioner to attach to the PR for the buyer.

By using an official price sheet, the State can:

- Review the submitted pricing in a configuration that best suits the purchase. For example: Monthly cost as opposed to hourly cost.

- Compare pricing across identical configurations to easily determine the lowest cost.

The price sheet attachment should be:

- A separate document in Word or Excel format.
- Titled "Official Solicitation Price Sheet".

Examples of price sheets can be viewed on the OSP website. Go to the Bid Opportunities page and click on the price sheets for current solicitations.

### **Performance Standards**

The performance standards document is a required attachment when a PR will result in a new solicitation for services that are anticipated to cost:

- \$1,000,000 or more in a single contract year.
- \$7,000,000 or more for the life of the contract, including renewals.

The performance standards document is included in the solicitation and prescribes the level of quality, quantity, or timeliness of services that must be met by the contractor in order to avoid damages.

The Performance Standards attachment should be:

- A separate document in Word or Excel format.
- Titled "Performance Standards".

The Performance Standards should be in the 3-column table format for Criteria, Standard, and Damages. Examples of performance standards can be viewed on the OSP website. Go to the Bid Opportunities page and open a services solicitation to view the performance standards.

#### **REMINDER**

*It is best practice to use performance standards for all procurements for services, regardless of cost.*

### **Suggested Vendors**

When an end user requests a purchase, that end user often knows of multiple companies who may be able to supply the commodity or service.

This information is also derived from:

- Market research.
- Previous solicitations of similar nature.
- A State agency's internal list of suggested vendors for a similar type of purchase.

Before routing the PR to the buyer, the requisitioner should attach a Word document with a list of suggested vendors including:

- Vendor company name
- Vendor contact person's name
- Vendor contact person's email address

## **Evaluation Criteria**

The evaluation criteria document is a required attachment when a PR will result in a new solicitation for services in which the proposals will be evaluated and scored to select the successful contractor (RFPs).

The evaluation criteria document is included in the solicitation as required by procurement law to provide the selection factors and scoring mechanism to the prospective contractors.

The evaluation criteria attachment should be:

- A separate document in Word or Excel format.
- Titled "Evaluation Criteria".

Examples of evaluation criteria can be viewed on the OSP website. Go to the Bid Opportunities page and click on the Technical Proposal Packet for a current RFP solicitation for services.

## **Evaluators**

When a PR will result in a new solicitation that will include evaluation (scoring) of proposals, the State agency must select a team of evaluators. Best practice is to select this team at the beginning of the procurement process so that the evaluators can contribute their expertise regarding the requirements and selection criteria in the solicitation.

Upper management in a State agency typically selects the evaluators, but even if the list of evaluators is not final, it is best practice to provide this information to the buyer with the PR.

The information for each evaluator should include:

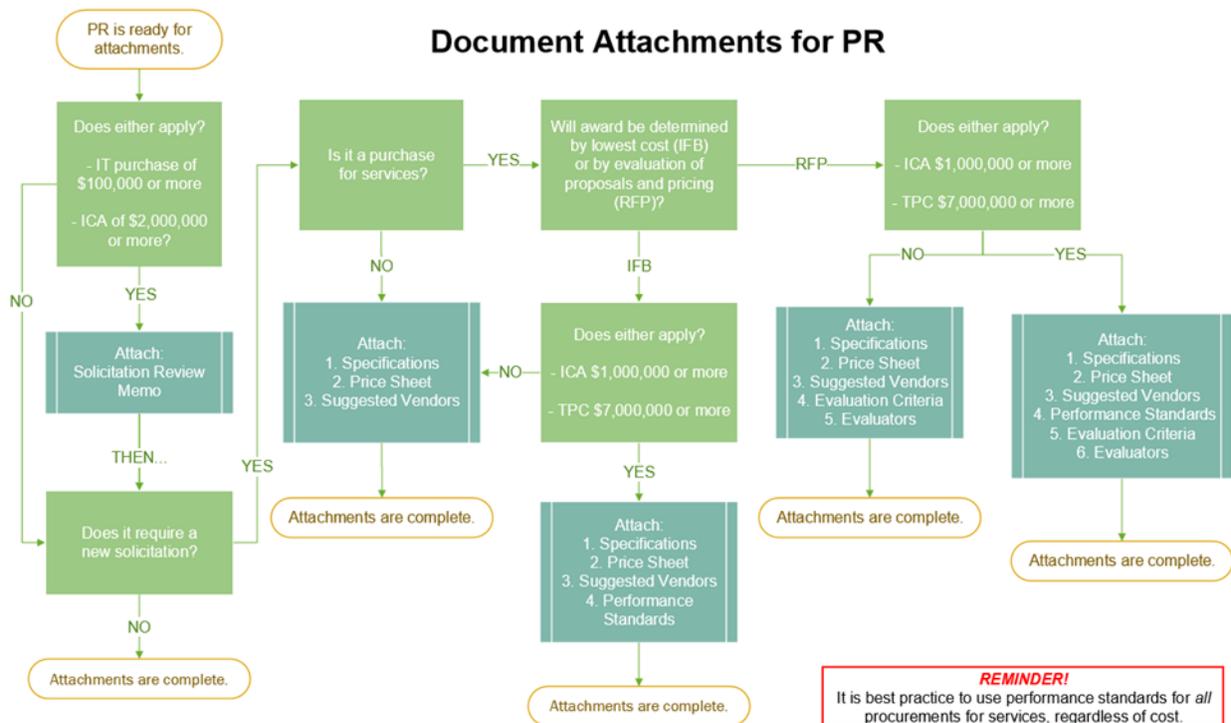
- Name
- Title/position, Department
- Phone number and Email address

The list of evaluators should be attached:

- As a separate document in Word format.
- Titled “Evaluators.”

See also **Evaluation of Proposals Policy** on the OSP website.

The following flowchart can help you determine which document attachments are required for your PR. You can also find a printable version of this job aid, **Document Attachments for a Purchase Requisition**, on the OSP website.



### KEEP IN MIND

- In addition to these standard notes and documents, your organization may have its own requirements for further attachments. See your supervisor for direction on any additional required internal attachments.
- As the PR moves through the approval process and is assigned to a buyer, others who affect the PR may add supplemental documentation or attachments.