



## **Job Aid:**

### **How to Create an Open Market Requisition**

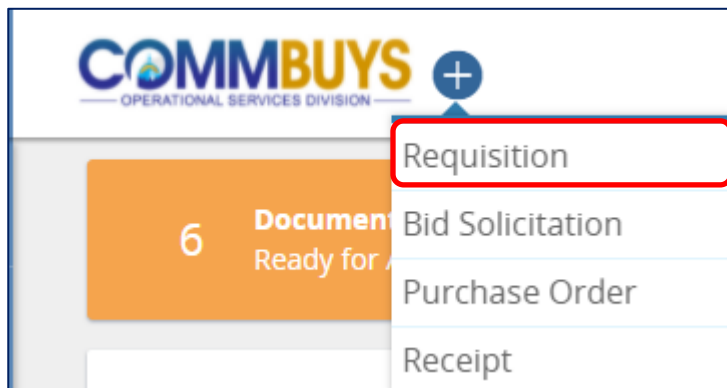
#### **This Job Aid shows how to:**

- Create an Open Market Requisition for goods and services not available on a Statewide Contract (SWC)

#### **Of Special Note:**

Open market items are those items not available on a SWC. An Open Market Requisition can be created for:

- A one-time (incidental) purchase of \$10,000 or less for goods and services which can be converted to a Purchase Order (PO), or
- creation of an ongoing limited user (departmental) contract which can be converted to a Master Blanket Purchase Order (MBPO).

**Step 1: Creating a New Requisition**

1. After logging into COMMBUYS, click on the **Add Documents** (plus sign) icon.
2. Select **Requisition** from the dropdown menu.

**COMMbuys+**  
OPERATIONAL SERVICES DIVISION

Search... Catalog Q Advanced

**New Requisition**

General Items Address Accounting Routing Attachments Notes Reminders Summary

Requisition Number: Short Description\*:

Status: TRI - Requisition In Progress (When User request is created) Fiscal Year: 2021

Department\*: BIDS1 - Procurement Department Organization: Department of State Purchasing

Location\*: BIDS1 - Procurement Solicitation Enabled: ☐

Required By Date:  Entered Date: 07/21/2020

Requestion Type:  Type Code:

P-Card Desired: ☐

Requestor: Bill O'Malley15 Purchaser: O'Malley15, Bill

Contact: Bill O'Malley15 Contact Phone: 617 999 9999

Alternate ID: Tax Rate:

Estimated Cost: \$0.00

Print Format\*: Requisition Print

Special Instructions:

Save & Continue

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Current Org: Department of State Purchasing | July 21, 2020 11:55:05 AM EST

## Step 2: Completing the Requisition General Tab (left side)

The General tab for the new requisition displays. Fields marked with an asterisk (\*) are required fields. On the left side of the screen complete the following fields:

- **Department\***: Defaults from the user profile. May be changed using the dropdown if other departments are available to the user.
- **Location\***: Defaults from the user profile. May be changed using the dropdown if other locations are available to the user.
- **Requisition Type**: Select **Open Market**.
- **Contact**: The contact person for this requisition – defaults to the initiator of the requisition.
- **Alternate ID**: Enter information as required. This may include (but is not limited to) data such as a MMARS encumbrance ID or Enterprise Resource Planning (ERP)/Accounting system transaction numbers for non-MMARS users.
- **Print Format\***: defaults to Requisition Print.
- **Special Instructions**: Enter information as required. This may include (but is not limited to) data such as shipping drop off info, locations, additional contacts, etc.

**COMMBUYS**  
OPERATIONAL SERVICES DIVISION

Search... Catalog Q Advanced

New Requisition

General Items Address Accounting Routing Attachments Notes Reminders Summary

Requisition Number: 191 - Requisition In Progress (When User request is created)

Status: 191 - Requisition In Progress (When User request is created)

Department\*: BIDS1 - Procurement Department

Location\*: BIDS1 - Procurement

Required By Date: [Calendar Icon]

Requisition Type: [Dropdown]

P-Card Desired: ☐

Requestor: Bill O'Malley15

Contact: Bill O'Malley15

Alternate ID: [Text Field]

Estimated Cost: \$0.00

Print Format\*: Requisition Print

Special Instructions: [Text Area]

Short Description\*: [Text Field]

Fiscal Year: 2021

Organization: Department of State Purchasing

Solicitation Enabled: ☐

Entered Date: 07/21/2020

Type Code: [Dropdown]

Purchaser: O'Malley15, Bill

Contact Phone: 617 999 9999

Tax Rate: [Dropdown]

Save & Continue

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Current Org: Department of State Purchasing | July 21, 2020 11:55:05 AM EST

### Step 3: Completing the Requisition General Tab (right side)

On the right side of the **General** tab, complete the following fields:

- **Short Description\***: Be specific as this field is also used as search criteria to locate a requisition. May use any Departmental Identifier numbers.
- **Fiscal Year**: Defaults to the current Fiscal Year.
- **Solicitation Enabled**: Only selected for bids requesting goods or services available on a statewide contract.
- **Purchaser**: Defaults to your name. Use the dropdown to select a different purchaser.
- **Contact Phone**: Defaults to the number in your profile. Can be updated as needed.
- When complete, click on the **Save & Continue** button to save the information entered on both sides of the General tab.

Open Market Requisition RQ-21-1990-BIDS1-BIDS1-301187

Status: 191 - In Progress

General Items Vendors Address Accounting Routing Attachments Notes Reminders Summary

General Vendors Address Accounting Notes

There are no items. Please click 'Search Items' or 'Add Open Market Item' below to add an item.

Search Items Add Open Market Item

### Step 4: Adding Items to the Requisition

After the Save & Continue button is clicked, COMMBUYS will issue an auto-generated Open Market Requisition Number.

1. To add items to the requisition, click on the **Items** tab.
2. Click on the **Add Open Market Item** button to begin the process of adding items to the requisition.

Open Market Requisition RQ-21-1990-BIDS1-BIDS1-301187 Status: 1RI - In Progress

General Items Vendors Address Accounting Routing Attachments Notes Reminders Summary

General Vendors Address Accounting Notes

Item #: Item Type: Normal

Print Sequence: 1.0 Item Status: 1RI - In Progress

Description: Q

Quantity	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Total
0.0	0.00	\$0.00	BAG	0.0	0.0	\$0.00

Current Org: Department of State Purchasing July 21, 2020 12:15:05 PM EST

### Step 5: Completing the Items Tab (top portion of the Items tab screen)

The following fields should be completed for an open market item:

- **Item Type:** Two options:
  - **Normal** – The default value
  - **Narrative** – Permits the addition of a non-item to allow an additional description to appear on the requisition.
- **Print Sequence\*:** Defaults to 1.0. Change this field if the order of printing the line items should change from the Item # order.
- **Description\*:** A description of the good or service; can hold up to 4000 characters.

**NOTE:** If you plan to convert this requisition to a bid and include a list of your desired items as either an attachment to a Bid Solicitation, or as an uploaded file, enter a general description of the products in this field as a placeholder.

- **Quantity:** This field does not have an asterisk but requires an entry. Enter the quantity if known or enter **1.0** if unknown, or if the desired item is for a service.
- **Unit Cost:** Allows you to enter the cost of the good or service per unit. If converting this requisition to a bid, best practice is to make no entry in this field.
- **Net Unit Cost:** COMMBUYS automatically calculates based on the Quantity and Unit Cost.
- **UOM (unit of measure):** This field may be changed depending on how the item is sold/packaged/purchased
- **Discount %:** The percentage discount for item/service if applicable
- **Total Discount Amt.:** The total amount of discount – populate based on cost and discount %
- **Total:** COMMBUYS automatically calculates.

**NOTE:** If applicable, freight charges may be entered on the right-hand section of the middle portion of the screen if desired.

### Step 6: Adding UNSPSC Codes (middle portion of the Items tab screen)

Each open market good or service is required to have a corresponding UNSPSC (United Nations Standard Products and Services Code). This commodity code will be used to identify vendors who have registered in COMMBUYS using the code(s) you enter.

If converting this requisition to a bid, this code will ensure that your Bid Solicitation will be sent to vendors who do business in the category of commodity that you desire.

A screenshot of the 'Items tab' screen showing three input fields: 'UNSPSC Segment-Family', 'UNSPSC Class', and 'Commodity-EPP'. Each field has a dropdown arrow icon to its right, which is highlighted with a red box. To the right of these fields, there are three more input fields: 'Tax Rate', 'Tax Amount' (displaying '\$0.00'), and 'Freight' (displaying '\$ 0.0'). Below these is an 'Extended Amount' field displaying '\$0.00'.

1. Click on the dropdown arrow next to the **UNSPSC Segment-Family** field. The dropdown menu will display the list of UNSPSC Segment and Family codes. These codes will display with two numeric characters followed by a dash followed by two additional numeric characters.
2. From the dropdown menu, click on the desired code and the number will be entered in the UNSPSC Segment-Family field.
3. After the page refreshes, click on the dropdown arrow next to the **UNSPSC Class** field and select the desired two-character code.

**NOTE:** As a second option, if the UNSPSC Segment-Family and/or Class fields are known, they can be entered directly into the fields. As a third option, if unknown, click on the magnifying glass icon, enter a keyword in the **UNSPSC Keyword** field and click on the **Search** button.

**NOTE:** If additional help is needed, UNSPSCs can also be found by using the UNSPSC Lookup Tool on the COMMBUYS Landing Page, or by going to [unspsc.org](http://unspsc.org).

4. Click on the magnifying glass icon next to the **Commodity-EPP** field. If codes are available, they will display. If available, click on the desired code, then click on the **Find It** button. Scroll to the bottom of the popup screen, select the radio button next to the

A screenshot of the UNSPSC search popup. At the top, it shows 'Search Fields' with 'Segment-Family ID' set to '46-16 - Public safety and control', 'Class ID' set to '16 - Water safety', and 'UNSPSC Group' set to '46-16-16-00 - Water safety'. Below this is a list of options: '46-16-16-01 - Rope float lines', '46-16-16-02 - Life rings', '46-16-16-03 - Pool alarms', and '46-16-16-04 - Life vests or preservers'. The '46-16-16-04 - Life vests or preservers' option is selected. Below the list is a 'Description' field. At the bottom of the popup, there is a 'Find It' button (highlighted with a red box) and a 'Clear' button. Below these is a table with columns 'Select', 'Commodity-EPP', and 'Description'. The table has two rows: the first row has a radio button selected next to '46-16-16-04' and the description 'Life vests or preservers'; the second row has an unselected radio button next to '46-16-16-04-0000' and the description 'Life vests or preservers'. A red arrow points from the 'Find It' button to the first row of the table. At the bottom of the popup, there is a 'Select' button (highlighted with a red box) and a 'Close Window' button.

desired code and click the **Select** button.

Additional product information ▶

Save & Add New

Save & Exit

Save & Continue

Reset

Cancel & Exit

**Step 7: Saving the Item Information**  
**(bottom portion of the Items tab screen)**

After the item is added to the requisition, there are five options:

- **Save & Add New** – saves the item to the requisition and opens a new item entry so additional items can be added (see note below).
- **Save & Exit** – saves the item, closes the item entry page, and returns to the Requisition Items General tab
- **Save & Continue** – saves the item and remains on the item entry page
- **Reset** – removes the item from the requisition without saving it
- **Cancel & Exit** – cancels the item and exits from the item entry page.

**NOTE:** If you have many items that you would like to include in a Bid Solicitation, instead of saving and adding a new item, you may choose to use a single line item with a general description, and then use the Export Items template during the Bid process to identify several items all at once. You may also include a list of the items and add as an attachment to your Bid Solicitation.

## Screenshot

## Directions

### Step 8: Verifying the Item Information

Once saved, the Items General screen displays the entered data. Verify that the information is correct.

Item #	Print Sequence	Quantity	Unit Cost	Net Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Freight	Total Cost	Delete All
1	1.0	1.0	\$0.00	\$0.00	EA - Each	\$0.00		\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
Total										\$0.00	

### Step 9: Looking Up Vendors

Click on the **Vendors** tab, then click on the **Lookup & Add Vendors** button at the bottom of the page.

Vendor Validation Warnings

No recommended vendor.  
Item # 1: No vendor, and there is no recommended vendor at header level.

Vendor ID	Alternative ID	Vendor Name	Preferred Delivery Method	Vendor Email Address	Recommended	Informal Quote

☐ Publish Informal Bid On Web  
☐ Show Unit Prices to Vendors  
☐ Allow Vendor to Change Quantity  
☐ Allow Vendor to Change UOM  
 Select bidder participation:  
☐ Unrestricted informal bid, all vendors can view and respond  
☐ Restricted informal bid, only selected vendors can view and respond

Informal Bid Date Section

Bid Ending Date: (MM/DD/YYYY HH:MM:SS AM or PM)

Bid Available Date: (MM/DD/YYYY HH:MM:SS AM or PM)

Purge Date: (MM/DD/YYYY)

Save & Continue    **Lookup & Add Vendors**    Print

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Current Org: Department of State Purchasing | July 21, 2020 2:08:07 PM EDT



**Step 10: Searching for Vendors**

A Lookup & Add Reference Vendors popup window appears with a Vendor advanced search page. You can either:

- enter vendor search criteria and click on the **Find It** button (commonly used for one-time only Open Market purchases), or

Lookup & Add Reference Vendors - Requisition RQ-21-1990-BIDS1-BIDS1-301187

Vendor Lookup

Search Using: ALL of the criteria

Find It Clear

Search Fields:

Vendor ID		Vendor Name	
Vendor Tax ID		Show Vendor Legal Name	
Vendor Keyword		Alternate ID	
Integration ID			
ZIP Code		County	
State			
<input type="checkbox"/> Emergency Suppliers <input type="checkbox"/> Reference Vendor			
UNSPSC Segment-Family			
UNSPSC Class			
UNSPSC Keyword			
Disadvantaged Business Enterprise (DBE) Certified			

Find It Clear

Find Vendors for All Commodity-EPP on the Req Close Window

- scroll to the bottom of the page and click on the **Find Vendors for All Commodity-EPP on the Req** button (commonly used for Bid Solicitations)

**Step 11: Selecting Vendors**

The results display with all vendors who registered in COMMBUYS using the same commodity code as you entered on the Items tab, or with all vendors meeting the criteria you entered using the Find It button.

- Select the checkbox in the **Select** column next to the desired vendor (one-time purchase) or select the top checkbox in the **Select** column to include all the listed Vendors (this is the best practice for bids).
- Click on the **Save & Exit** button at the bottom of the page to return to the Vendors tab

Lookup & Add Reference Vendors - Requisition RQ-21-1990-BIDS1-BIDS1-301187

Vendor Lookup

1-25 of 85  
1 2 3 4

Select	Vendor ID	Vendor Name	Alternate ID	Last PO Date	Last Bid Date	Address	City	State	Contact Name	Phone	Reference Vendor
<input type="checkbox"/>	00017178	2-Way Communications Service, Inc.				23 River Road	Newington	NH	Nicholas Hamel	(123)456-7890	No
<input type="checkbox"/>	00000862	7 Generations Inc.			May 1, 2015	P.O. Box 713	Pepperell	MA	Loretta Marino Sanford	(123)456-7890	No
<input type="checkbox"/>	200146	A and A Industrial Supply / ALBECCO Fastener, Inc.		Sep 15, 2016	Mar 24, 2016	792 Main Street	Tewksbury	MA	Ted Noble Morang, Sr.	(123)456-7890	No
<input type="checkbox"/>	300123	Adamson Industries Corp.		Sep 10, 2019	May 30, 2018	45 RESEARCH DRIVE	HAVERHILL	MA	Dawn Davidson	(123)456-7890	No
<input type="checkbox"/>	00003837	Agathos Laboratories, Inc.				900 Lafayette St, Suite 704	Santa Clara	CA	Paul Momoh	(123)456-7890	No
<input type="checkbox"/>	216361	All Sports - Heroes Uniforms, Sporting Goods & Promotions		Feb 11, 2019	Feb 28, 2019	18 First Street	Lowell	MA	Charles E. Kuendler	(123)456-7890	No

ID	Company Name	Address	Contact	Delete	Create
212467	Prosource Analytical Services Inc.	General Mailing Address - Aimee Cormier 22 Cummings Park Woburn, ...	Aimee Cormier 22 Cummings Park Woburn, MA 01801 US Email: <a href="mailto:tcid@percipetoolings.com">tcid@percipetoolings.com</a> Phone: (723)456-7890 tel: 1205	<input type="checkbox"/>	Create
300058	New England Recycling Co., Inc.	General Mailing Address - Patricia deSousa 490 Winthrop Street Tau...	Patricia deSousa 490 Winthrop Street Taunton, MA 02780 US Email: <a href="mailto:tcid@percipetoolings.com">tcid@percipetoolings.com</a> Phone: (723)456-7890 tel: 671	<input type="checkbox"/>	Create
300095	ProMark Industries Inc.	General Mailing Address - Michael Duchemin 9 Scots Way PO Box 517 ...	Michael Duchemin 9 Scots Way PO Box 517 Essex, MA 01829 US Email: <a href="mailto:tcid@percipetoolings.com">tcid@percipetoolings.com</a> Phone: (723)456-7890 tel: 635	<input type="checkbox"/>	Create
300317	Capital Paper Recycling, Inc.	General Mailing Address - Daniel P. Buonagurio 200 Libbey Industri...	Daniel P. Buonagurio 200 Libbey Industrial Parkway East Weymouth, MA 02189 US Email: <a href="mailto:tcid@percipetoolings.com">tcid@percipetoolings.com</a> Phone: (723)456-7890 tel: 414	<input type="checkbox"/>	Create

☐ Publish Informal Bid On Web  
☐ Show Unit Prices to Vendors  
☐ Allow Vendor to Change Quantity  
☐ Allow Vendor to Change UOM  
 Select bidder participation  
☐ Unrestricted informal bid, all vendors can view and respond  
☐ Restricted informal bid, only selected vendors can view and respond

**Informal Bid Date Section**

Bid Ending Date (MM/DD/YYYY HH:MM:SS AM or PM)   
 Bid Available Date (MM/DD/YYYY HH:MM:SS AM or PM)   
 Purge Date (MM/DD/YYYY)

### Step 12: Verifying the Vendors

The Vendors tab now displays all the Vendors you selected.

You can delete vendors using the checkboxes in the **Delete** column, and/or you can continue to add Vendors by clicking on the **Lookup & Add Vendors** button.

**NOTE:** Generally, as a best practice, vendors should not be deleted from Bid Solicitations without good cause.

General Items Vendors **Address** Accounting Routing Attachments Notes Reminders Summary

Ship-to Address Bill-to Address

BIDS1 - Procurement BIDS1 - Procurement

Andy Dwyer  
80 West Avenue  
boston, MA 02117  
US  
Email: test@periscopeholdings.com  
Phone: (123)456-7890

Andy Dwyer  
80 West Avenue  
boston, MA 02117  
US  
Email: test@periscopeholdings.com  
Phone: (123)456-7890

Save & Continue

### Step 13: Viewing/Editing the Address Tab

1. Click on the **Address** tab. The Address tab is used to display the default Ship-to and Bill-to Address that is associated with your profile. Verify if the Ship-to and Bill-to addresses are correct. If no change is required, go to Step 14.
2. Update the incorrect Address by clicking on the **magnifying glass icon** if items are being shipped or billed to a different address from the default.
3. If there is an error message indicating that no valid Ship-to address exists, click on the **magnifying glass icon** to select a Ship-to address.

**NOTE:** If you want the option to ship to multiple addresses, go back to the Items tab and select the Address sub tab.

4. Click on the **Save and Continue** button at the bottom of the page if you make any changes.

The next tab is the **Accounting** tab which is presently not used in the Commonwealth.

The following tab is the **Routing** tab which displays the path this document will follow towards approval. It is not activated until after you submit the document for approval.

Open Market Requisition RQ-21-1990-BIDS1-BIDS1-301187

Status: 1RI - In Progress

General Items Vendors Address Accounting Routing **Attachments** Notes Reminders Summary

Agency(0) Vendor(0)

Files

Click Add File to add file attachments.

No File Attachments

Add File

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#### Step 14: Viewing the Attachments Tab

1. Click on the **Attachments** tab. If no attachments are needed, go to Step 17.
2. If any files auto-attach: review, keep, or delete as necessary.
3. To add attachments such as a bid solicitation (e.g. RFR) and required forms or contract documents, click on the **Add File** button.

Add File

**Name** is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.

Name:

Description:

File: Choose File to file chosen

Search File

Location: 1990

Save & Exit Save & Continue Reset Cancel & Exit

#### Step 15: Adding a File

1. The **Add File** window opens. To select a file from your desktop, click the **Browse** or **Choose File** button (depending on your browser). This will search for documents from your computer.
2. Select the desired file from its location (C: drive, shared drive, flash drive, documents folder, desktop, etc.).
3. Complete the following fields
  - **Name** – required; but will be populated with the selected file name if left blank
  - **Description** – optional
4. Click on the **Save & Continue** button to add another file or click on the **Save & Exit** button when all files have been added.

**NOTE:** Files previously uploaded or added to the Document Library in COMMBUYS are available in the Attachment Repository. To locate and attach from the repository, click on the **Search File** button and complete the advanced search criteria.

## Screenshot

The screenshot shows the 'Attachments' tab for an Open Market Requisition. The title bar reads 'Open Market Requisition RQ-21-1990-BIDS1-BIDS1-301187' with a status of '181 - In Progress'. The navigation bar includes 'General', 'Items', 'Vendors', 'Address', 'Accounting', 'Routing', 'Attachments(1)', 'Notes', 'Reminders', and 'Summary'. Below the navigation bar, there are tabs for 'Agency(1)' and 'Vendor(0)'. A 'Files' section is visible. A table lists attachments with columns: Name, Description, Show Vendor, Order, Attached By, Attached Date, and Delete. One attachment is listed: 'Water Safety Solicitation.docx' with a description '(view details)', a checked 'Show Vendor' box, order '0', attached by 'Bill O'Malley15', and attached date '07/21/2020'. At the bottom are 'Save & Continue' and 'Add File' buttons.

Name	Description	Show Vendor	Order	Attached By	Attached Date	Delete
Water Safety Solicitation.docx	(view details)	<input checked="" type="checkbox"/>	0	Bill O'Malley15	07/21/2020	

## Directions

### Step 16: Verifying the Attachment

The **Attachments** tab redisplay with a list of attached files.

The screenshot shows the 'Notes' tab for the same Open Market Requisition. The title bar reads 'Open Market Requisition RQ-21-1990-BIDS1-BIDS1-301187'. The navigation bar includes 'General', 'Items', 'Vendors', 'Address', 'Accounting', 'Routing', 'Attachments(1)', 'Notes', 'Reminders', and 'Summary'. The 'Notes' tab is selected. Below the navigation bar, there are tabs for 'Delete All', 'Note Date', 'User', and 'Note'. A table lists notes with columns: Note Date, User, and Note. One note is listed: 'Bill O'Malley15' with a large text area for the note content. At the bottom are 'Save & Continue' and 'Reset' buttons.

Note Date	User	Note
	Bill O'Malley15	

### Step 17: Adding Notes

1. Click on the **Notes** tab if you would like to add an internal note. If not, go to Step 18.
2. When complete, click on the **Save & Continue** button.

**NOTE:** Notes are viewable by you and others in your work group. These are not viewable by the Vendor, however, keep in mind that this information may be made available externally due to Freedom of Information requests.

## Screenshot

## Directions

### Step 18: Entering Reminders

General Items Vendors **Reminders** Accounting Routing Attachments Notes Summary

Due Date\* (MM/DD/YYYY) Comment\* (max 250 characters) Remind Whom\* Days Prior to Remind\* Date Completed (MM/DD/YYYY) Send Email Date Entered Entered By

Save & Continue Reset

1. Click on the **Reminders** tab if you want to send a reminder to yourself or another person within your organization. If not, go to Step 19.
2. Use the calendar icon in the **Due Date\*** field to select the date of the reminder.
3. Enter your reminder text in the **Comment\*** field.
4. Select yourself or another internal recipient from the dropdown menu next to the **Remind Whom\*** field.
5. If an advanced reminder (tickler message) is desired, enter a number in the **Days Prior to Remind\*** field.
6. Click on the **Send Email** checkbox to ensure that the reminder notification is emailed to the intended recipient.
7. When complete, click on the **Save & Continue** button.

## Step 19: Submitting for Approval

1. Click on the **Summary** tab to display a summary view of the completed requisition.

**NOTE:** If you plan to convert the requisition to a bid, you can ignore the Vendor Validation Warning in the yellow box at this time. The vendor or vendors will be identified during creation of the Bid Solicitation.

2. Click on the **Submit for Approval** button at the bottom of the page.

**NOTE:** Once approved, the status of the requisition changes from **In Progress** to **Ready for Purchasing**.

To convert this Requisition to a Bid, please refer to the job aid entitled “How to Create a Bid using an Open Market Requisition”.

COMMBUYS

Search... Catalog Advanced

Open Market Requisition RQ-21-1990-BIDS1-BIDS1-301187 Status: 181 - In Progress

General Items Vendors Address Accounting Routing Attachments(1) Notes Reminders **Summary**

**Vendor Validation Warnings**  
No recommended vendor.  
Item # 1: No vendor, and there is no recommended vendor at header level.

**Header Information**

Requisition Number: RQ-21-1990-BIDS1-BIDS1-301187  
Organization: Department of State Purchasing  
Department: BIDS1 - Procurement Department  
Entered Date: 01/21/2020  
Requestor: Bill O'Malley/S  
Contact: Bill O'Malley/S  
Estimated Cost: \$0.00  
Solicitation Enabled: No  
Invoice Method: Three Way Match  
P-Card Desired: No  
Ship-to Address: Andy Dwyer  
80 West Avenue  
Boston, MA 02117  
US  
Email: vend@percipcoholdings.com  
Phone: (123)456-7890

Short Description: Training Project XYZ  
Location: BIDS1 - Procurement  
Requisition Type: Open Market  
Purchaser: Bill O'Malley/S  
Contact Phone: (617)999-9999  
Print Format: Requisition Print

Status: 181 - In Progress  
Required By Date:  
Type Code:  
Fiscal Year: 2021  
Alternate ID:

**Bill-to Address:** Andy Dwyer  
80 West Avenue  
Boston, MA 02117  
US  
Email: vend@percipcoholdings.com  
Phone: (123)456-7890

**Special Instructions :**

**Vendors:**

Vendor ID	Alternative ID	Vendor Name	Preferred Delivery Method	Recommended
00000204		Alliance Detective & Security Service, Inc.	Email	No
00000862		7 Generations Inc.	Email	No
00000913		Budy Armor Outlet, LLC	Email	No
00001737		Atlantic Tactical, Inc.	Email	No
00002951		D.O.T. FLEETPARTS	Email	No
00003837		Agathos Laboratories, Inc.	Email	No
00004840		BRANABT, Inc.	Email	No
00008101		ApproMed Corp.	Email	No
00016986		Base Pro Outdoor World LLC	Email	No
00017176		2-Way Communications Service, Inc.	Email	No
00017720		Angel GUARD Products, Inc.	Email	No
00020700		Bane	Email	No
00030144		Columbus Scuba Inc	Email	No
00032157		Brave Industrial Paint LLC	Email	No
00033328		Blank Industries, LLC	Email	No
00035888		Capwell Aerial Systems	Email	No
00036424		Cutter Enterprises LLC	Email	No
00042714		Aquasave Pure Water Services, Inc.	Email	No
200146		A and A Industrial Supply / ALBECCO Fastener, Inc.	Email	No
209332		Boston Data Group, Inc.	Email	No
216361		All Sports - Heroes Uniforms, Sporting Goods & Promotions	Email	No
219394		Brigham Industries, Inc.	Email	No
228681		Agustin Safety Inc.	Email	No
300123		Adamsen Industries Corp.	Email	No
300199		Communications International, Inc.	Email	No

**Attachments**

Agency Files: Water Safety Solicitation.docx  
Agency Forms:  
Vendor Files:  
Vendor Forms:

**Item Information**

Submit for Approval Cancel Requisition Close Requisition Print

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