

Job Aid:

How to Record a Contract Purchase Previously Made (RPA Release)

This Job Aid shows how to:

- Create an RPA Release Requisition in [COMMBUYS](#). This is accomplished after a purchase has already been made.

Of Special Note:

What are RPA Release Requisitions and When Are They Appropriate?

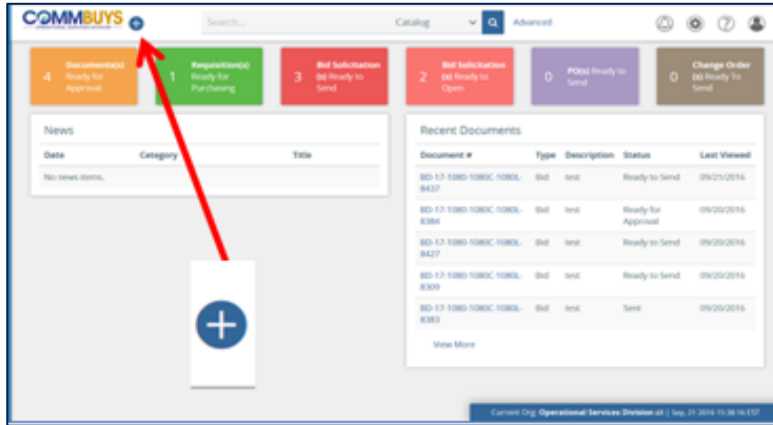
The Operational Services Division has numerous Statewide Contracts that allow buyers to record contract purchases in COMMBUYS **after** the purchase has been made. These COMMBUYS Statewide Contract transactions are called RPA Release Requisitions. They are appropriate in circumstances where the normal COMMBUYS Statewide Contract Purchase Order process is not possible. Examples of these include:

- Situations where the final purchase price is not known until receipt of an invoice. For example: purchase of propane, staff augmentation, or network services, among others; or
- Unanticipated circumstances, such as replacement of a flat tire, or windshield.


NOTE: Because these transactions already have taken place, the RPA Release Requisition will not result in a PO being sent to the vendor.

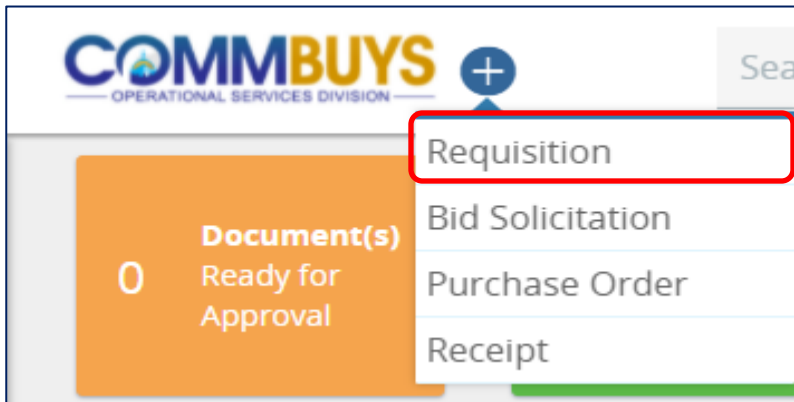
[Contract User Guides](#) indicate whether a contract accommodates RPA Release Requisition functionality and any limitations. Buyers also may find a list of RPA-enabled contracts using the *Expanded Search* in the Statewide Contract Index. Find Contract User Guides, the Statewide Contract Index, and Index instructions at mass.gov/osd > Search: [Buy from a Statewide Contract](#).

NOTE: RPA Requisitions (as opposed to RPA *Release* Requisitions) in COMMBUYS record *off-contract* purchases when the normal procurement process is impractical due to impending need (emergency purchases) and for one-time incidental purchases up to \$10,000. Locate the job aid *How to Record a Non-Contract or Incidental Purchase Previously Made (RPA)* at mass.gov/osd.

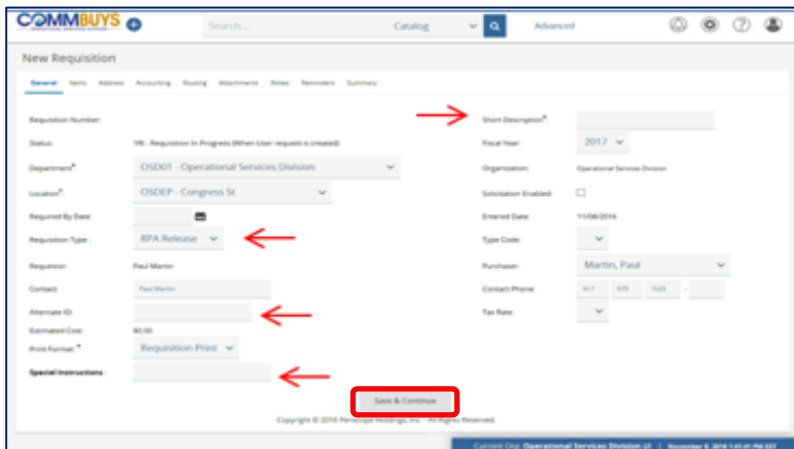


Step 1: Creating a New Document

1. After logging in to COMMBUYS, click on the **Add Documents**  icon to begin a new requisition.



2. Select **Requisition** from the dropdown menu.



Step 2: Entering Data in the General Tab

The **General** tab page displays. Fields with asterisks are required fields. The required fields for Department, Location, and Print Format default to values that may be changed.

1. In the required **Short Description** field enter a searchable description of the purchased goods or services.
2. Click on the dropdown arrow next to the **Requisition Type** field and select **RPA Release** (do NOT select RPA).
3. **Alternate ID**: Enter information as required. Use this field to enter your agency Massachusetts Management Accounting and Reporting System (MMARS) encumbrance ID or your In-House Financial System's PO Number for non-MMARS users.
4. When you are finished, click on the **Save and Continue** button.

Screenshot

Directions

Step 3: Searching for Items

1. Click on the **Items** tab.
2. Click on the **Search Items** button.

Step 4: Conducting an Item Search

1. The item lookup or Search Items page opens. Input the search criteria in the **Search Using** field and click on the **Find It** button.

Preferred method:

Click on the **Plus Sign icon (+)** next to **Advanced Search** to open more search fields.

The most often used fields are:

Description: Enter the Statewide Contract Number

Vendor Name: Enter the Vendor Name

Item Description: Enter the description of the good or service to be purchased.

2. Click on the **Find It** button to reveal search results displayed at the bottom of the page.

Step 5: Selecting the Item

1. Click on the checkbox next to the purchased item in the left **Select** column.
2. Enter the item quantity in the **Quantity** column.
3. To add other items from other pages, click on the **Add to Req & Next Page** button; otherwise click on the **Add to Req & Exit** button.

<input type="checkbox"/>	0	0	DELUXE TIRE CHANGER AIR, High Performance Tire Changer for Passenger car, light trucks and motorcycle wheels. Designed L...	\$11608.10	EA - Each	Snap-on Industrial, a Division of ISGC Holdings LLC	25-19 - Transportation services equipment 17 - Vehicle servicing equipment	21.57%	PO-17-1080-1080C-1080C-7743 / 8704	Yes
<input type="checkbox"/>	0	0	2 DOD TUBO TIRE CHG, Cars and Light Trucks with 15 wheels. Optional adapters for Motorcycle and ATV wheel and tire a...	\$13185.25	EA - Each	Snap-on Industrial, a Division of ISGC Holdings LLC	25-19 - Transportation services equipment 17 - Vehicle servicing equipment	21.57%	PO-17-1080-1080C-1080C-7743 / 8705	Yes
<input type="checkbox"/>	0	0	12PK 320Z CLEANING SOLU, Fresh scent formula is a specially formulated multi-surface cleaner for tiles, aluminum and al...	\$85.75	EA - Each	Snap-on Industrial, a Division of ISGC Holdings LLC	53-13 - Personal care products 16 - Bath and body	34.12%	PO-17-1080-1080C-1080C-7743 / 8897	Yes
<input checked="" type="checkbox"/>	3	0	BIG KONG 9 CREPPER, 13 and 1/2" wide padded creeper with 6-in. pneumatic tires. Provides a smooth ride over rough terrain.	\$331.95	EA - Each	Snap-on Industrial, a Division of ISGC Holdings LLC	24-10 - Material handling machinery and equipment 75 - Industrial trucks	34.12%	PO-17-1080-1080C-1080C-7743 / 10441	Yes
<input type="checkbox"/>	0	0	FLUID TRANSF PUMP, Transfer or siphon all types of fluids including coolants, oil, transmission fluid and water. Use to...	\$28.50	EA - Each	Snap-on Industrial, a Division of ISGC Holdings LLC	25-17 - Transportation components and systems 17 - Braking systems and components	34.10%	PO-17-1080-1080C-1080C-7743 / 12363	Yes
<input type="checkbox"/>	0	0	3BK TUN-WWC EL ORANGE SS TOP Larger Roll Car Base - KRL1023 Stainless work surface and handles KRLP1023 Series TUN an...	\$29570.00	EA - Each	Snap-on Industrial, a Division of ISGC Holdings LLC	24-11 - Containers and storage 24 - Storage chests and cabinets and bins	45.62%	PO-17-1080-1080C-1080C-7743 / 17801	Yes

Screenshot

Directions

Step 6: Entering the Invoice Data

A red error box appears at the top of the page indicating the information that needs to be entered from the Invoice.

1. Enter the invoice number in the **Invoice #** field.
2. Enter the **Invoice Date** and **Payment Due Dates** into the respective fields.
3. Click on the blue **Enter Info** hyperlink.

RPA Release Requisition RQ-21-1990-BIDS1-BIDS1-347116

General Items Vendors Address Accounting Routing Attachments Notes Reminders Summary

General Item Information Validation Errors

Item #1: Invoice number is required.
Item #1: Invoice date is required.
Total for Master Series #PQ-19-100-0200-GR01-15709 must be greater than \$0.00.

General Item Information Validation Warnings

Item #1: Payment due date has expired.

Sort by Columns: Print Sequence ☐ Sort Descending Go

Item #	Links	Print Sequence	Invoice #	Invoice Date*	Payment Due Date	Item Description	Quantity	Minimum Order Quantity	Catalog Price/Unit Cost	Net Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost	Delete All
1	Master Series # Line # PQ-19-100-0200-GR01-15709 / 10	1.0				19-109 BROGGESTONE AMERICA TIRE OPERATIONS Automobile Passenger Vehicles	4.0	0.0		\$0.00	EA-Each	\$0.00		\$0.00	\$0.00	
Total \$0.00																

Please save your changes before sorting. Otherwise, your changes will be lost.

Save & Continue Search Items

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Step 7: Entering the Invoice Amount

1. Enter the invoice amount in the **Catalog Price/Unit Cost** field.
2. Click on the **Save & Exit** button.

RPA Release Requisition RQ-21-1990-BIDS1-BIDS1-347116

General Items Vendors Address Accounting Routing Attachments Notes Reminders Summary

Item Detail Validation Warnings

Item #1: Payment due date has expired.

Item #1: Print Sequence* 1.0

Item Type: Normal Item Status: 19- In Progress

Master Series # Line # PQ-19-100-0200-GR01-15709 / 10

Minimum Order Quantity: 0.0

Master Series Line Description: 19-109 BROGGESTONE AMERICA TIRE OPERATIONS Automobile Passenger Vehicles

Description: 19-109 BROGGESTONE AMERICA TIRE OPERATIONS Automobile Passenger Vehicles

Invoice #	Invoice Date*	Payment Due Date	Quantity	Catalog Price/Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Total
8762114	08/15/2021	08/15/2021	4.0	0.00	\$0.00	EA	0.0	\$0.00	\$0.00

Price Reference # 8762114

U.N.S.P.S.C Segment Family: 25-17- Transportation components and systems

U.N.S.P.S.C Class: 25-17- Tires and tire tubes

Commodity-ERP: 25-17-25-50-0000- Tires and tire tubes

Tax Rate: Tax Amount: \$0.00 Extended Amount: \$0.00

Additional product information

Save & Exit Save & Continue Save & Copy Reset Cancel & Exit

Step 8: Preparing the Attachment

Click on the **Attachments** tab and click on the **Add File** button.

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

Screenshot

Directions

Step 9: Choosing the Attachment

Click on the **Choose File** button.

NOTE: This button may be labelled **Browse** if using another browser.

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:

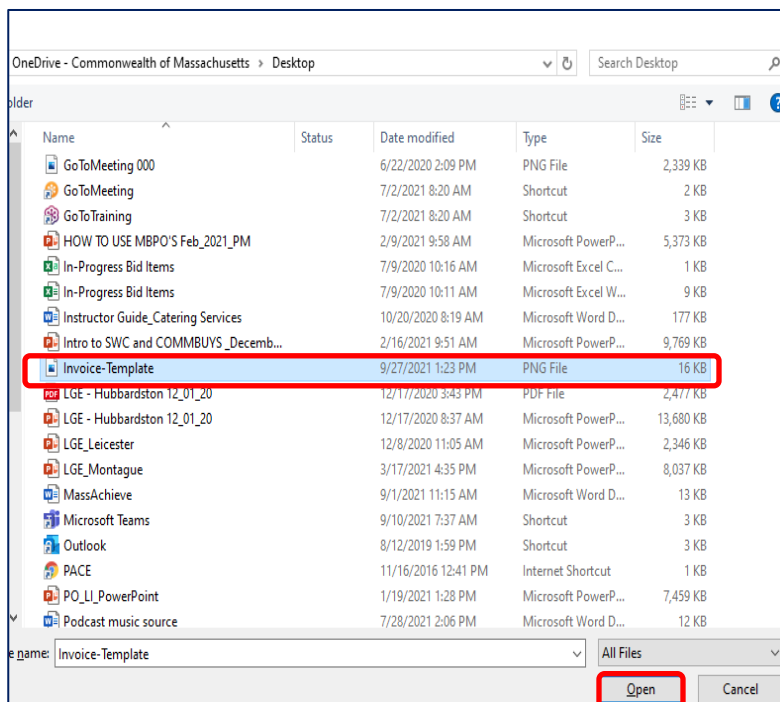
Description:

File: **Choose File** file chosen

Location: 1990

Step 10: Attaching the Invoice

1. Select the scanned copy of the invoice in the location where it was saved on your computer (e.g. documents file, desktop, flash drive, shared file, etc.).
2. Click on the **Open** button.



Step 11: Saving the Attachment

When the screen re-displays, click on the **Save & Exit** 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: Invoice-Template.png

Description:

File: **Choose File** Invoice-Template.png

Location: 1990

RPA Release Requisition RQ-21-1990-BID51-BID51-347116 Status: 18 - In Progress

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

Overall Validation Warnings
Item #1: payment due date has expired.

Header Information

Requisition Number:	RQ-21-1990-BID51-BID51-347116	Short Description:	test RPA Release	Status:	18 - In Progress
Organization:	Department of State Purchasing	Location:	BID51 - Procurement	Required By Date:	
Department:	BID51 - Procurement Department	Requisition Type:	RPA Release	Type Code:	
Entered Date:	09/27/2021	Purchaser:	BI O'Malley/S	Fiscal Year:	2021
Requestor:	BI O'Malley/S	Contact Phone:	(617)999-9999	Alternate ID:	
Estimated Cost:	\$21,54	Print Format:	Requisition Print		
Solicitation Enabled:	No				
Invoice Method:	Three Way Match				
Ship-to Address:	Andy Dwyer 80 West Avenue Boston, MA 02117 US Email: test@combuys.com Phone: (123456-7890)	Bill-to Address:	Andy Dwyer 80 West Avenue Boston, MA 02117 US Email: test@combuys.com Phone: (123456-7890)		

Special Instructions:

Attachments

Agency Files:

Agency Forms:

Vendor Files:

Vendor Forms:

Item Information:

[Submit for Approval](#) [Cancel Requisition](#) [Clone Requisition](#) [Print](#)

Step 12: Reviewing the Summary Tab

1. Click on the **Summary** tab and validate the information.
2. Click on the **Submit for Approval** button.

Step 13: Submitting for Approval

The approval path will display, or you're given the option to select the appropriate one. Click the **Save & Continue** button to complete.

NOTE: The RPA Release requisition will now proceed through your department's approval path (**no image is provided here as approval paths will vary**). You will be informed by COMMBUYS email when the approval is complete.

RPA Release Requisition RQ-17-1080-OSD01-OSDEP-77637 Status: 18GP - Gone to PO

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

System Warning(s)
New Purchase Order is [PO-17-1080-1080C-1080C-77483](#)

Header Information

Requisition Number:	RQ-17-1080-OSD01-OSDEP-77637	Short Description:	test	Status:	18GP - Gone to PO
Organization:	Operational Services Division	Location:	OSDEP - Congress St	Required By Date:	
Department:	OSD01 - Operational Services Division	Requisition Type:	RPA Release	Type Code:	
Entered Date:	11/08/2016				

Step 14: Requisition has Gone to PO

After approval, the Summary tab of the RPA Release requisition will have the status of **Gone to PO**. Your purchase has now been recorded in COMMBUYS and is now complete.

NOTE: The vendor will not receive this PO.

The purchase order for the RPA Release will have the status of **Complete Receipt**. To verify this, click on the blue hyperlink of the PO.