

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?

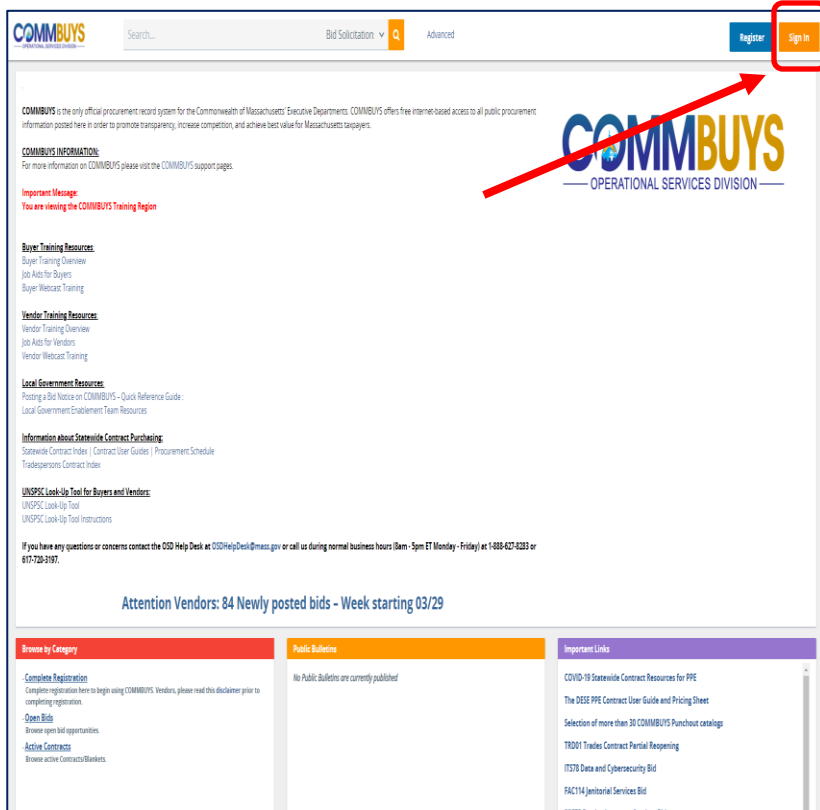
The Operational Services Division has numerous Statewide Contracts that allow buyers to record contract purchases in COMMBUYS **after** the purchase has been made. These COMMBUYS Statewide Contract transactions are called RPA Release Requisitions. They are appropriate in circumstances where the normal 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 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](#).

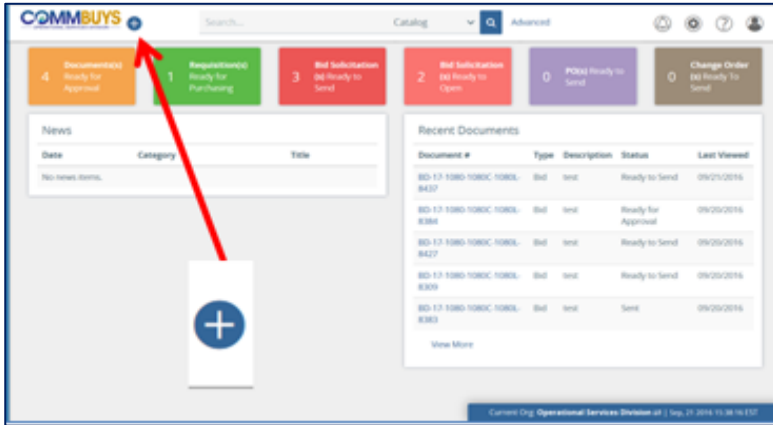


Step 1: Logging in to COMMBUYS


1. Launch the COMMBUYS website by entering the URL commbuys.com.
2. Click on the **Sign In** button in the upper right-hand corner.

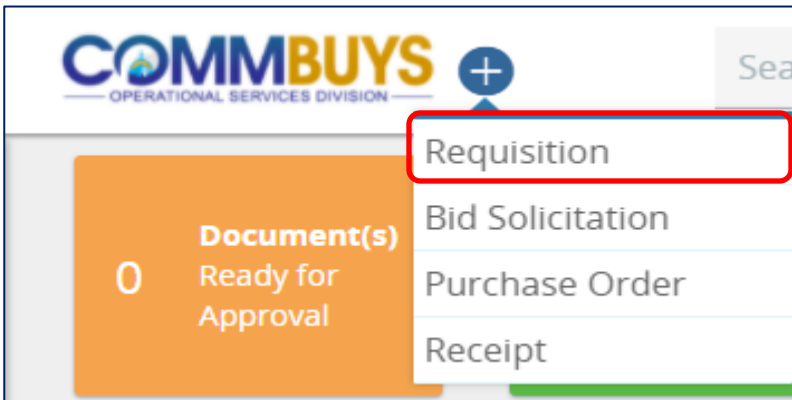
3. Enter your Login ID and Password and click on the **Sign In** button.





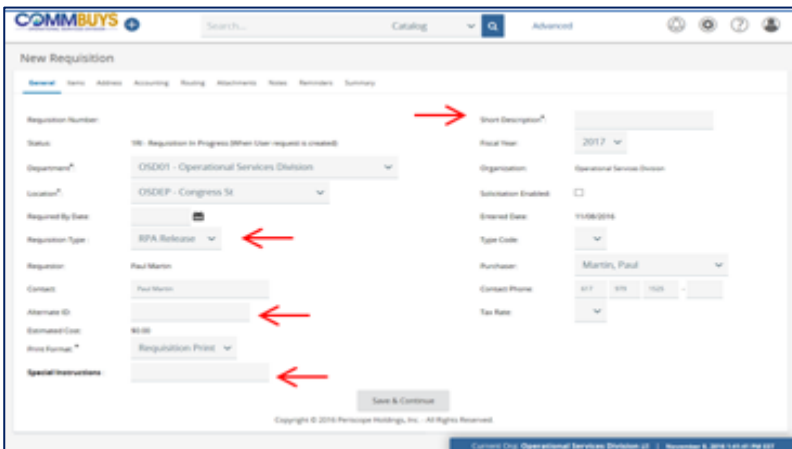
Step 2: Creating a New Document

1. Click on the **Add Documents**  icon to begin a new requisition.



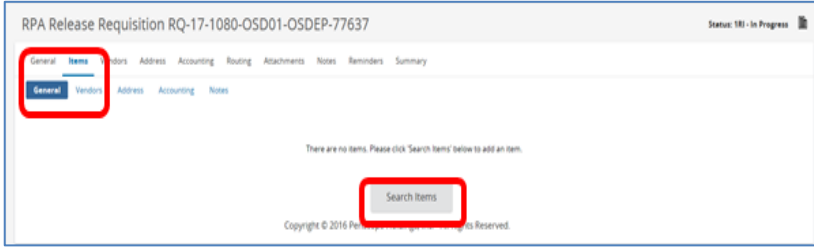
2. Select **Requisition** from the dropdown menu.

Step 3: Entering Data in the General Tab



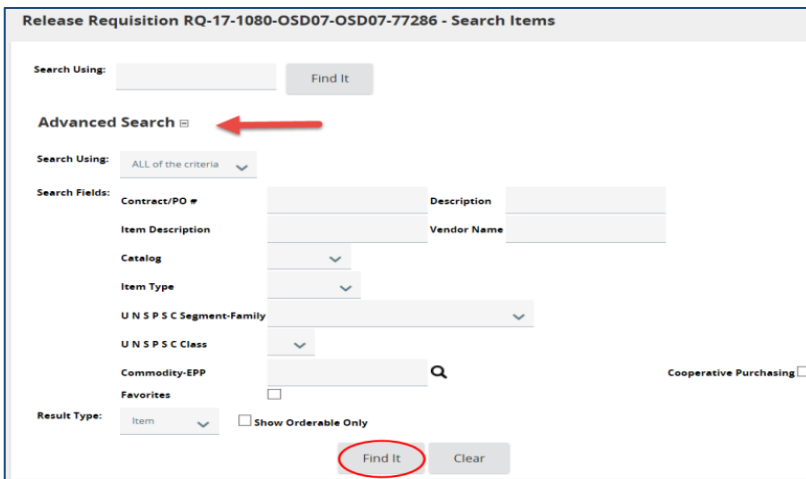
The **General** tab page displays. Fields with asterisks are required fields. The required fields for Department, Location, and Print Format default to values that may be changed.

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.



Step 4: Searching for Items

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



Step 5: 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.

Select	Quantity	Description	Unit Price	Unit	Vendor	Category	Rate	Yes/No	
<input type="checkbox"/>	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 IDSC Holdings LLC	25-19 - Transportation services equipment 17 - Vehicle servicing equipment	21.53%	PO-17-1080-1080C-1080L-7743 / 8794	Yes
<input type="checkbox"/>	0	2 SPD TLT-BK TIRE CHNG, Cars and Light Trucks with OE wheels. Optional adapters for Motorcycle and ATV wheel and tire a...	\$13185.25	EA - Each	Snap-on Industrial, a Division of IDSC Holdings LLC	25-19 - Transportation services equipment 17 - Vehicle servicing equipment	21.53%	PO-17-1080-1080C-1080L-7743 / 8795	Yes
<input type="checkbox"/>	0	12 PK. 32OZ CLEAVING SOLU, Fresh Apex formula is a specially formulated multi-surface cleaner for tires, aluminum and a...	\$85.75	EA - Each	Snap-on Industrial, a Division of IDSC Holdings LLC	53-13 - Personal care products 16 - Bath and body	34.12%	PO-17-1080-1080C-1080L-7743 / 8897	Yes
<input checked="" type="checkbox"/>	3	BIG KONG II CREEPER, 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 IDSC Holdings LLC	24-10 - Material handling machinery and equipment 15 - Industrial trucks	34.12%	PO-17-1080-1080C-1080L-7743 / 15441	Yes
<input type="checkbox"/>	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 IDSC Holdings LLC	28-17 - Transportation components and systems 17 - Strapping systems and components	34.10%	PO-17-1080-1080C-1080L-7743 / 12363	Yes
<input type="checkbox"/>	0	3BK TUV w/WC II, ORANGE SS TOP Large Roll Cut Size - 100-1123 Stainless work surface and fenders KRP1023 Series TUV an...	\$23570.00	EA - Each	Snap-on Industrial, a Division of IDSC Holdings LLC	24-11 - Containers and storage 24 - Storage chests and cabinets and trucks	45.62%	PO-17-1080-1080C-1080L-7743 / 17901	Yes

Step 6: 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.

General Items Vendors Address Accounting Routing Attachments Notes Reminders Summary

General Vendors Address Accounting Notes

General Item Information Validation Errors

Item #1: invoice number is required.
Item #1: invoice date is required.

General Item Information Validation Warnings

Item #1: payment due date has expired.

Sort by Column: Print Sequence Sort Descending

Line #	Link	Price	Invoice #	Invoice Date	Payment Due Date	Quantity	Unit	Catalog Price	Net Unit Cost	Net Cost	UOM	Total Disc	Tax Amt
1	Master Blanket # / Line # PO-17-1080-1080C-1080L-7743 / 10441	1.0	BIG KONG II CREEPER, 13 and 1/2" wide padded creeper with 6 in. pneumatic tires. Provides a smooth ride over rough terrain. Constructed from 1 and 1/2" tubing. Overall dimensions 39 in L x 29 in W x 12 in H.			3.0	EA	\$331.95	\$218.69	\$650.37	EA - Each		\$339.754

Step 7: 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. If it states you need to enter a price, click on the **Enter Info** hyperlink to complete all the fields. Otherwise, follow the steps below.

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 **Save & Continue** button.

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

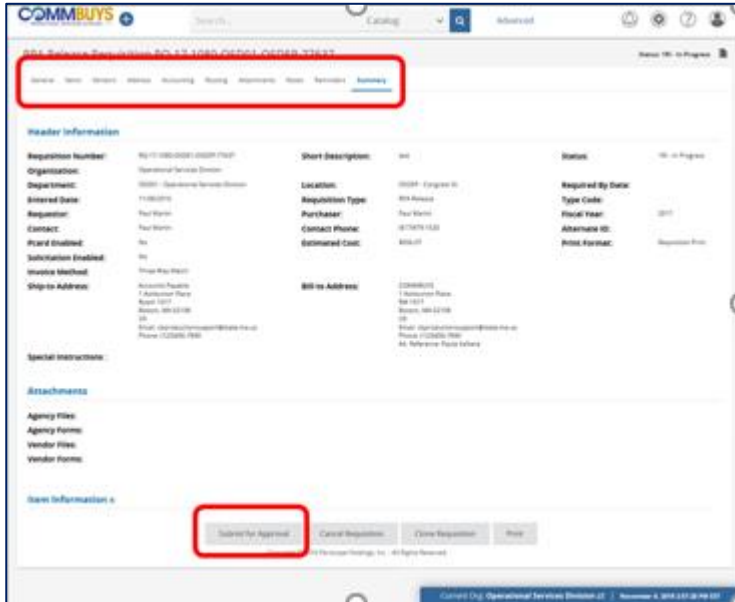
Agency(0) Vendor(0)

Files

No File Attachments

Step 8: Attaching Documents

As an option, the Attachments tab page may be used to add documents such as invoices, emails, quotes, etc.



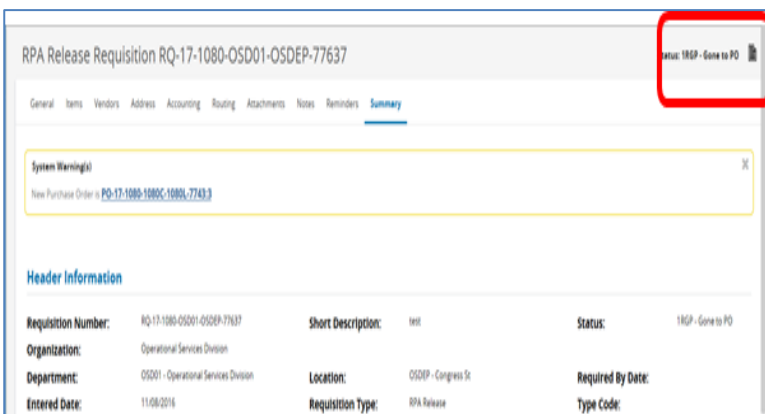
Step 9: Reviewing the Summary Tab

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

Step 10: 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.



Step 11: 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.