



Training Quick Reference Guide


HOW TO RECORD A CONTRACT PURCHASE PREVIOUSLY MADE (RPA RELEASE)

This Reference Guide:

Provides the minimum information required to create an RPA Release requisition. If you require more detail refer to the job aid “How to Record a Contract Purchase Previously Made (RPA Release)”. Job aids may be accessed via the Job Aids for Buyers link on the COMMBUYS Landing Page.

Of Special Note:

RPA Release requisitions are used in situations where the final purchase price is not known until receipt of an invoice. Examples of RPA Release purchases include Statewide Contract (SWC) goods or services in categories such as energy contracts (ENE), network services (ITT), or replacement of a flat tire or windshield (VEH).

STEP	Action
1	Log In to COMMBUYS. Select the Add Documents plus sign  icon next to the COMMBUYS logo in the upper left corner.
2	Select Requisition from the dropdown menu and the screen will refresh opening to the General tab of the new RPA Release Requisition.
3	Complete the General tab information: <ul style="list-style-type: none">• Short Description: Enter a searchable description for your requisition• Requisition Type: Select RPA Release from the dropdown menu (do NOT select RPA) Click on the Save & Continue button.
4	Go to the Items Tab. Click on the Search Items button.
5	Click on the plus sign icon next to Advanced Search . A popup screen allows you to search by Item Description or Vendor Name in the Description field. Enter a search description then click on the Find It button.
6	Click on the checkbox next to the desired item in the Select column and enter the item quantity in the Quantity column. Click on the Add to Req & Exit button.
7	Enter the Invoice # and Invoice Date , then click on the Save & Continue button.
8	Click on the Enter Info hyperlink. Enter the invoice price into the Catalog Price/Unit Cost field. Click on the Save & Exit button.
9	Click on the Attachments tab and attach a scanned copy of the invoice.
10	Click on the Summary tab and click on the Submit for Approval button. You will either follow your organization’s approval path or automatically approve the RPA Release requisition per your organization’s approval policy. Click on the Save & Continue button.
11	After approval, the requisition status changes to Gone to PO , and a purchase order is created with a status of Complete Receipt . Since the transaction has already taken place, the vendor will not be sent a PO.