OPERATIONAL SERVICES DIVISION

Training Quick Reference Guide

HOW TO RECORD A CONTRACT PURCHASE PREVIOULSY MADE

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". Job aids may be accessed via the Job Aids for Buyers link on the COMMBUYS Log In 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 goods or services such as the purchase of propane (ENE46), staff augmentation (ITS63), or network services (ITT46). It is also used for unanticipated circumstances such as replacement of a flat tire (VEH109) or windshield (VEH103).

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 Requisition.
3	Complete the **General** tab information: • **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 next to **Advanced Search.** A popup screen allows you to search by Item Description, Vendor Name, and Statewide Contract Number 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	Click on the **Enter Info** hyperlink to enter all the invoice information. Enter the **Invoice#, Invoice Date**, **Payment Due Date,** and the **Catalog Price/Unit Cost** into the respective fields. Click on the **Save & Exit** button.
8	Go to the **Summary** tab and click on the **Submit for Approval** button. You will either follow your organization's approval path or automatically approve the release requisition per your organization's approval policy.
9	After approval, the requisition status changes to **Gone to PO**, and a hyperlinked purchase order number displays. Click on the PO hyperlink.
10	The purchase order now displays a status of **Complete Receipt**. Since the transaction has already taken place, the vendor will not be sent a PO.