



Training Quick Reference Guide


HOW TO RECORD A NON-CONTRACT OR INCIDENTAL PURCHASE PREVIOUSLY MADE (RPA)

This Reference Guide:

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

Of Special Note:

RPA requisitions are used in situations where the normal procurement process is impractical due to impending need (emergency purchases) and for one-time incidental purchases up to \$10,000.

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 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 from the dropdown menu (do NOT select RPA Release) Click on the Save & Continue button.
4	Go to the Items Tab. Click on the Add RPA Item button.
5	When the page refreshes enter a Description of the goods or services, Invoice # , Invoice Date , Payment Due Date (optional), Quantity purchased, Unit Cost , UOM (Unit of Measure - defaults to EA – each), and UNSPSC Segment-Family and UNSPSC Class in their respective fields. Click on the Save & Exit button.
6	Click on the Vendors tab. Click on the Lookup & Add Vendor button at the bottom of the page. Click on the Find It button.
7	In the Select column, select the radio button next to the desired vendor name. Scroll to the bottom and click on the Add Vendor button.
8	Click on the Attachments tab and attach a scanned copy of the invoice.
9	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 requisition per your organization’s approval policy. Click on the Save & Continue button.
10	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.