Purchasing Activities

Creating a Fixed Cost Service Requisition

Overview:

Understanding the Fixed Cost Service Requisition Process

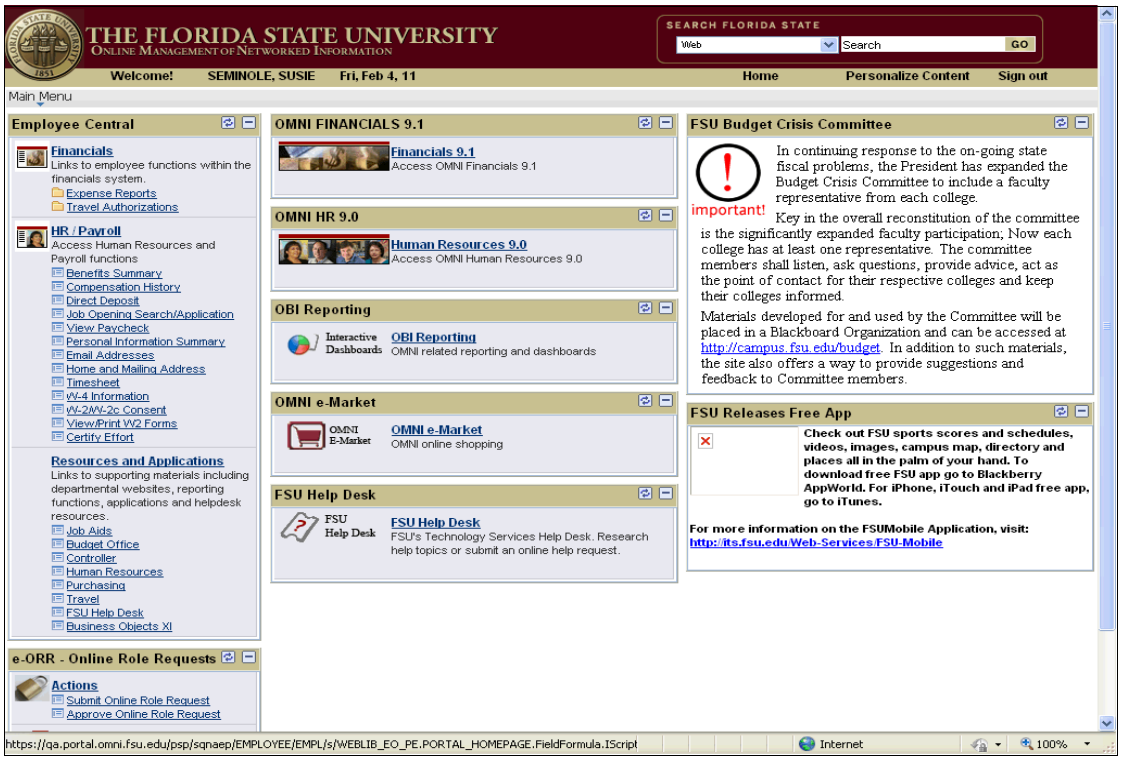
To enter a Requisition in eProcurement for a Fixed Cost Contractual Service (one fee for a service provided) purchase, you must provide all pertinent information since there is no catalog or item numbers to refer the vendor to in these requisitions. Be sure to include: all deliverables, dates, the FSU Contract Manager and a complete phone number (including area code) in every contractual service requisition. The purchase order that is subsequently processed and sent to the vendor is your contract, so be specific.

Estimated Length: 3 Minutes

Procedure

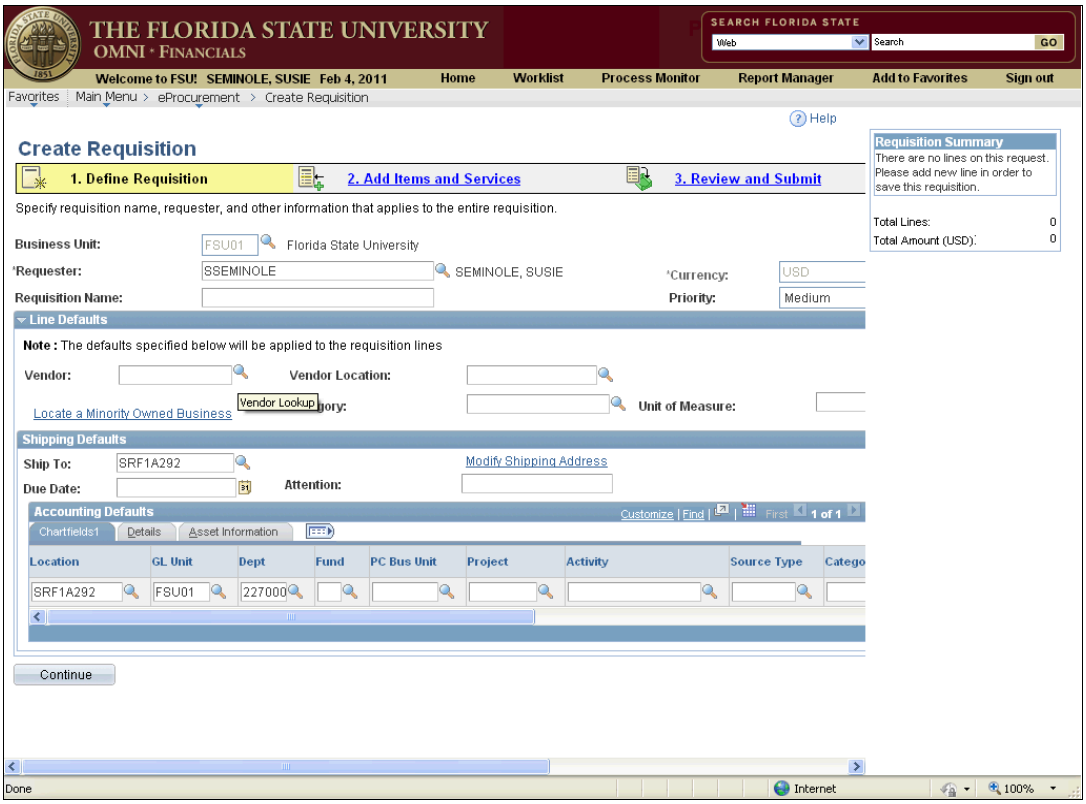
Scenario:
In this topic, you will learn how to create a contractual service that has one cost for the entire service to be provided.

Key Information:
Vendor Name
Cost of Service
Dates of Service (beginning and ending)
FSU Contract Manager and phone number
(Person responsible to insure the vendor does the work and certifies payment is due).

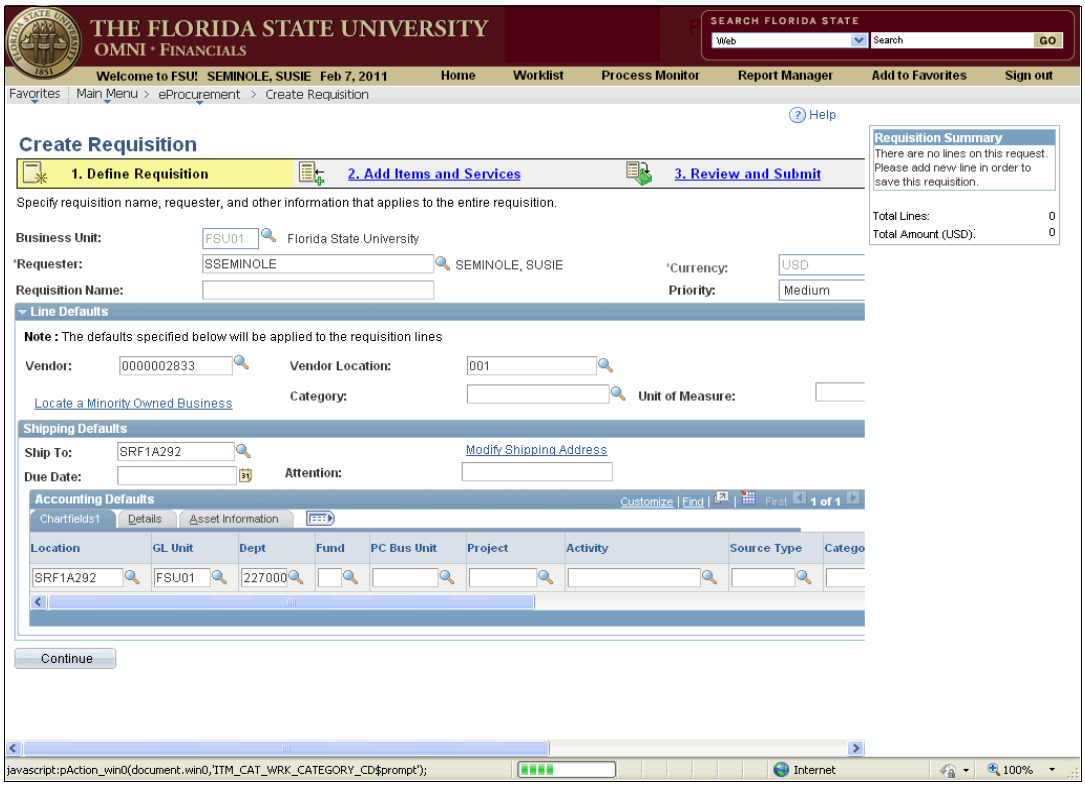


Step	Action
1.	Click the **Financials 9.1** link. Financials 9.1

Step	Action
2.	Click the **Main Menu** button. Main Menu
3.	Point to the **eProcurement** menu. Click on the **Create Requisition** menu.



Step	Action
4.	Select the **Vendor Look Up** Icon.
5.	Enter the desired vendor information into the search criteria. Click the **Find** button. Find
6.	Select the desired vendor from the list of returned results. 0000002833

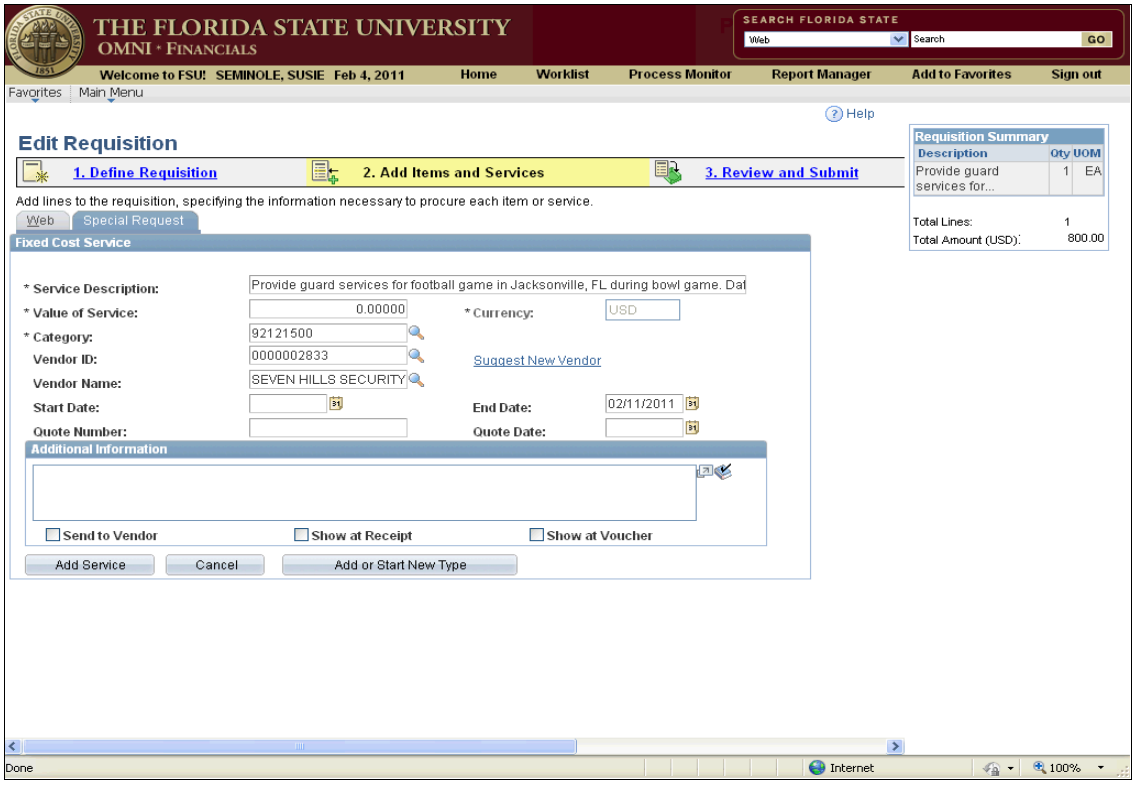


Step	Action
7.	Click the **Look up Category (Alt+5)** button.
8.	A useful way to search for data is to change the **Description** field to "contains" and enter a keyword. To do this, click the **Description** list.
9.	Enter the desired information into the **Description** field. Enter "**serv**". Enter a few letters of your keyword into the **Description** field. For services, use the letters "serv" as a keyword to see a list of categories labeled as "services."
10.	Point to the **Look Up** button.
11.	Click the **View 100** link to see 100 returned values containing the word "serv."
12.	Scroll down to view more results.
13.	Click the **Look Up** button. Find the best match for the service to be performed and select that category code.

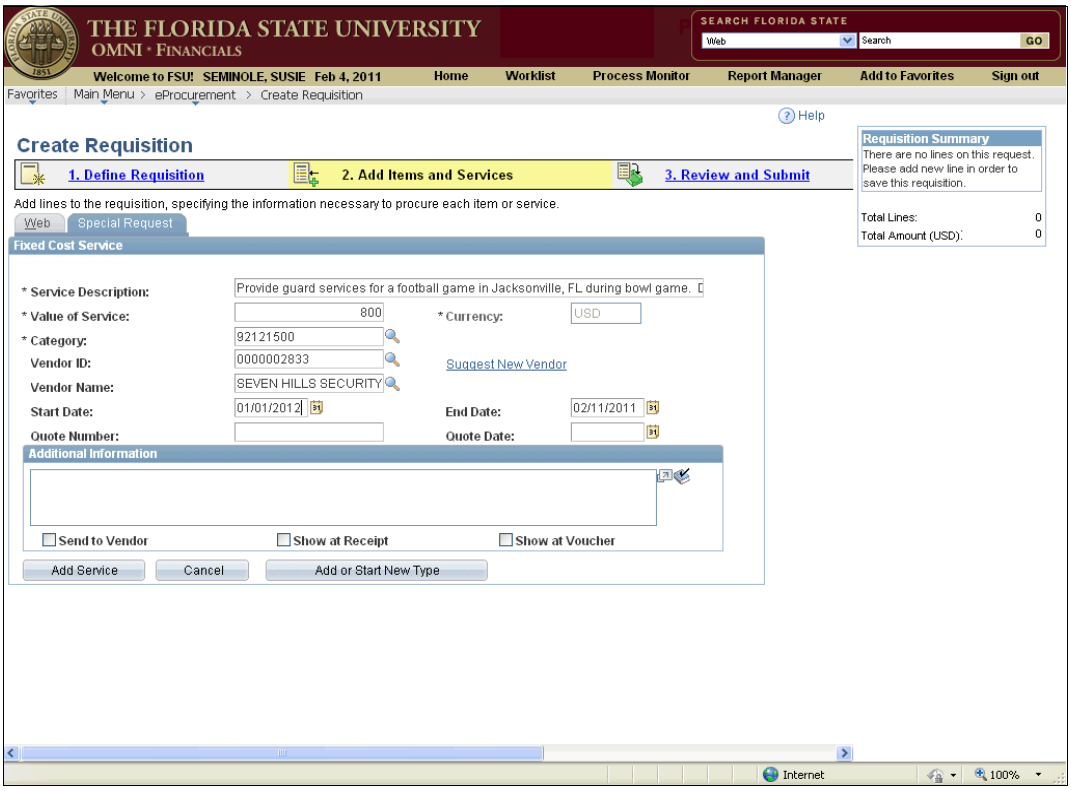
Step	Action
14.	Enter the desired information into the **Unit of Measure** field. Enter "". Enter the **Unit of Measure**. For a fixed cost service, the recommended **Unit of Measure** is "Each."
15.	Enter the desired information into the **Due Date** field. Enter "**02/11/01**". The **Due Date** is always the ending date of the service. In this example, the service is a two-day event.
16.	Enter the desired information into the **Dept** field. Enter "**027000**". Enter the correct Department ID to pay for the service into the **Dept** field.
17.	Enter the desired information into the **Fund** field. Enter "**110**". Enter the correct Fund code to pay for the service into the **Fund** field.
18.	Click the **Continue** button. Continue

Step	Action
19.	For a service incurring a one-time fee, click the **Fixed Cost Service** link. Fixed Cost Service

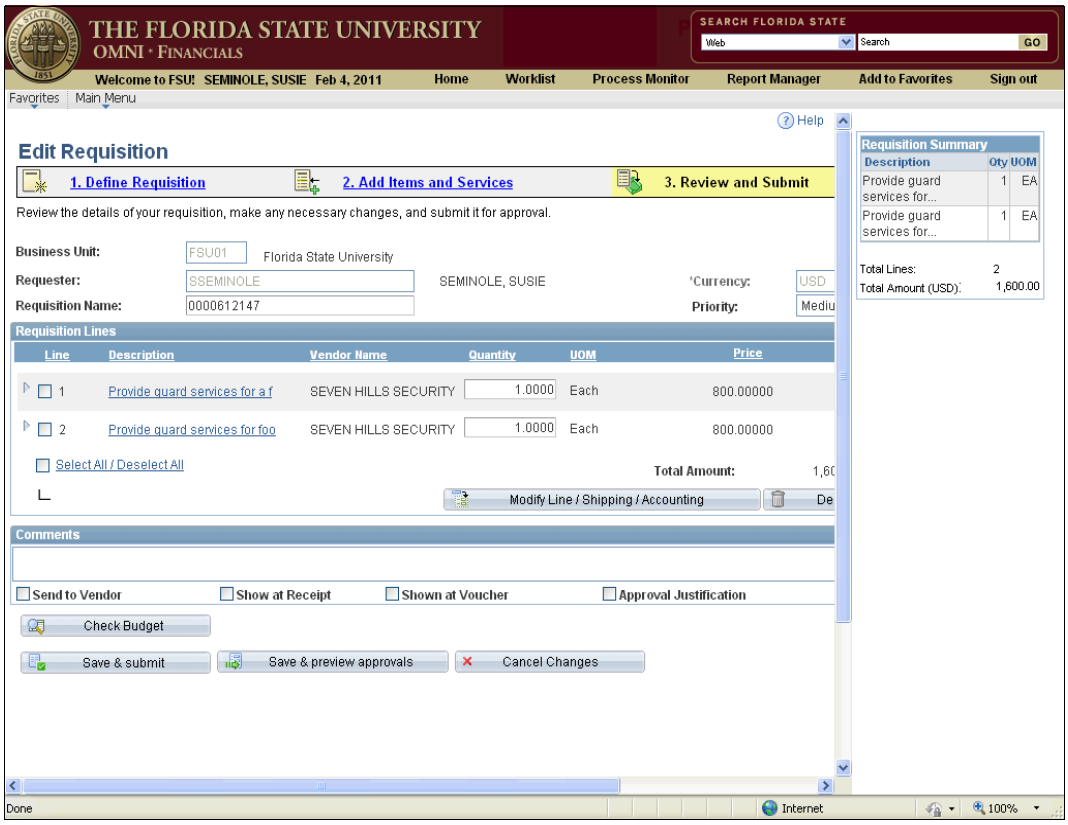
Step	Action
20.	Enter the scope of work into the **Service Description** field. Remember to include: A complete description of services to be provided, start and end date, and the name and phone number (including area code) of the FSU Contract Manager.

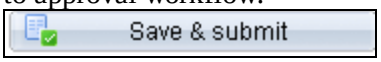


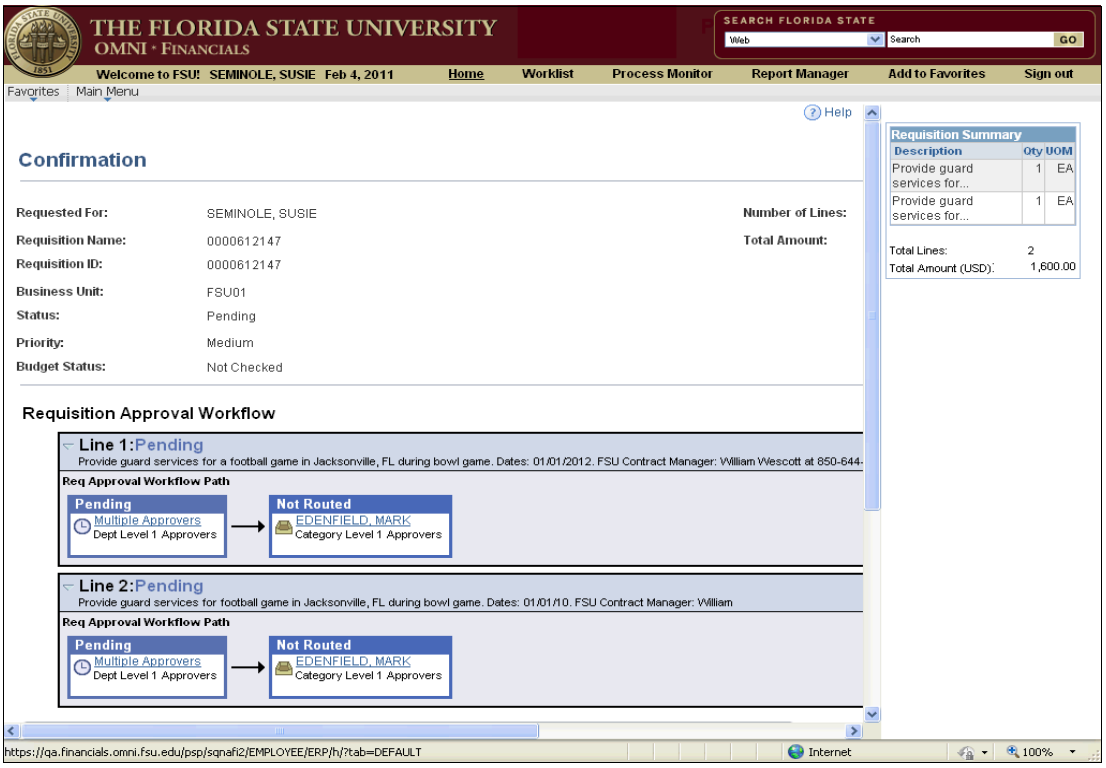
Step	Action
21.	Enter the desired information into the **Service Description** field. Enter "**Provide guard services for football game in Jacksonville, FL during bowl game. Dates: 01/01/10. FSU Contract Manager: William Westcott at 850-644-1234.**".
22.	Enter the desired information into the **Value of Service** field. Enter "**800**". Enter the cost of the service into the **Value of Service** field.
23.	Enter the desired information into the **Start Date** field. Enter "**01/01/10**". Enter the desired information into the **Start Date** field. Enter "**02/10/2011**". Enter the correct service **Start Date**.



Step	Action
24.	Click the **Add Service** button. Add Service
25.	Add additional service lines if necessary. For this example we are skipping to the next step. Once you have added all lines of service, click the **3. Review and Submit** link.



Step	Action
26.	Review all content, then click the **Save & submit** button to submit this Requisition to approval workflow. 
27.	The Requisition has now been given a number. The approval routing for this Requisition also appears below.



Step	Action
28.	Click the **Home** link to return to the main menu. Home
29.	**Congratulations!** You completed this topic. **End of Procedure.**