CREATING TERM PURCHASE ORDERS: Magnetic Springs

Magnetic Springs Water Company, Inc. is the current contracted provider for office water service and distilled water (They are replacing DS Services). This job aid steps through the Delegated Buyer process when completing a Term Requisition for monthly chiller and water service with Magnetic Springs.

REQUEST DETAILS

When creating a Term Requisition for monthly chiller and water with Magnetic Springs, the critical details include:

- **Where is the service located?** Magnetic Springs is location-based for all of their equipment, agreements and billing.
- **What type of water is requested?** There are currently two water options: Purified or Spring
- **Is the chiller included in the request?** Even though the chiller has no cost, it must be included on the requisition.
- **What is the delivery frequency?** How many bottles of water should be delivered and how often should they be dropped off?
- **Who is the contact?** Magnetic Springs needs a contact person if there are questions about the request or delivery.
- **Who is paying for the request?** Departments frequently split costs when multiple areas are sharing water services.
- **What is the term of service?** Usually this will be for the next Fiscal Year.

PEOPLESOFIT – TERM REQUISITION DETAILS

Term Requisitions have the following differences from Standard Requisitions:

<table>
<thead>
<tr>
<th>Field/Page</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Date</td>
<td>Used to future date the start of the requisition. This is usually the first day of the fiscal year or the date of a new account with the supplier (e.g., 07/01/XX).</td>
</tr>
<tr>
<td>Due Date</td>
<td>Due Date is used to indicate when the purchase order will expire. This is usually the last day of the fiscal year (e.g., 6/30/XX).</td>
</tr>
<tr>
<td>Ship To</td>
<td>Use the delivery location in both the Ship To and Location fields.</td>
</tr>
<tr>
<td>UOM (Unit of Measure)</td>
<td>YR (year)</td>
</tr>
<tr>
<td>Header Comments</td>
<td>Insert the Standard Comment for Term requests and include all contact, delivery and other pertinent information.</td>
</tr>
</tbody>
</table>
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**eREQUEST – REQUISITION DISTRIBUTION METHOD**

Magnetic Springs is a vendor in eStores but the eRequest should not be dispatched using the eStores Distribution Method. A requisition for monthly chiller and water services is a Term Requisition and should be dispatched using the Requisition Distribution Method.

Magnetic Springs counts each chiller as an individual agreement. Each chiller is considered a new location and should have its own requisition.

For example, if the request is monthly service to your four-story building with chillers on each floor, this equates to four separate requisitions.

**EXAMPLES**

Here is an eRequest for Magnetic Springs using the eStores catalog:
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Let’s create the Term Requisition in PeopleSoft:
CREATING TERM PURCHASE ORDERS: Magnetic Springs

In the Header Defaults:

- Change the Ship To and the Location to the delivery location code.
- Change the UOM to YR.
- Change the Due Date to the purchase order expiration date.
- Enter the Chartfield Distribution.

On the Form tab:

- Change the Accounting Date to the beginning of the Fiscal Year.
- Enter the eRequest PR Number.
- Select items from the eStores catalog.
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Under the Header Comments:

[Image of a section of a screen showing the process of creating a term purchase order using specific comments and standard types.]

- The process involves selecting a standard header comment for a term purchase order.
- A list of standard comment types is shown, including POT, which stands for "PO Comments - Term.
- The comment ID is 260, and the details for this order are entered into the system.
- The screenshot includes a search for the comment ID and a search for the order comments.

Last Update: 05/19/2017
Creating Term Purchase Orders: Magnetic Springs

Header Comments
Unit: UNIV  Req ID: 35900421AA

Comments
This is a term request for July 2014 - June 30, 2015.
Please contact Julie Boyd at 614/292-0000 or boyd.00@osu.edu with questions.
Term PO for FY15 water cooler service. Replaces PO 359003AZ33
Deliver four 5-Gallon bottles of Purified Water every two weeks to:
Julie Boyd
Finance Service Center, Room 110
2151 N. High Street
Columbus, OH 43210
This request includes one Water Dispenser at no cost.
PR# 177236
This Purchase Order is for the estimated requirements as specified above. The term of this Purchase Order shall commence on 07/01/2015 and terminate on 06/30/2016. The Ohio State University reserves the right to extend the Purchase Order a maximum of thirty (30) days beyond the normal expiration date.

Optional: Enter a second Header Comment for the Business Purpose

Business Purpose comments are internal to OSU, so nothing is checked.
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The final step is approval:

![Approval screenshot]

Here’s another eRequest for DS Services.

eStores wasn’t used to create this request but it still has the information needed to complete the requisition.

![Request screenshot]

Let’s create the Term Requisition in PeopleSoft:
CREATING TERM PURCHASE ORDERS: Magnetic Springs

In the Header Defaults:

On the Form tab:
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Under the Header Comments:

Look Up Std Type

Select the Standard Header Comment for a Term Purchase Order
Std Type = POT
Comment ID = 260

Standard Comments

Look Up Comment ID

Search Results

OK  Cancel  Refresh

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Enter the Header Comments for the Vendor, including all contact, delivery and other pertinent information.

Check to send the comments to the Vendor, include at Receipt and on the Voucher.

OPTIONAL: Enter a second Header Comment for the Business Purpose.

Business Purpose comments are internal to OSU, so nothing is checked.
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And then approve the requisition:

![Image of requisition approval](image.png)

ADDITIONAL RESOURCES AND INFORMATION

Administrative Systems NewsLink:
- Most Recent NewsLink Articles
- eRequest Changes Summary - Effective 1/6/12

Procurement ASSIST:
- Entering a Term Requisition in PeopleSoft
- Entering a Standard Requisition in PeopleSoft

eRequest ASSIST:
- Updates: 1/7/2012 eRequest Changes Summary
- Job Aids & Tools:
  - Processing an eRequest – Service Center/Delegated Buyer
  - Setting eRequest Preferences

Contracted Suppliers:
- OSU Purchasing Contract Book
- Alphabetical Supplier Listing
- eStores Supplier List by Category

SUPPORT CONTACTS

eStores for questions about eStores vendors.
Email eRequest@osu.edu for questions about eRequest.
***** for service and billing issues.