



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.

PEOPLESOFT – TERM REQUISITION DETAILS

Term Requisitions have the following differences from Standard Requisitions:

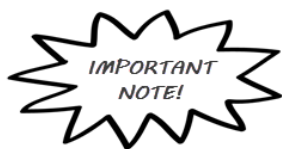
Field/Page	Difference
Accounting Date	Used to future date the start of the requisition. This is usually the first day of the fiscal year or the date of a new account with the supplier (e.g., 07/01/XX).
Due Date	Due Date is used to indicate when the purchase order will expire. This is usually the last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



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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:



CREATING TERM PURCHASE ORDERS: Magnetic Springs

Vendor/Payee and Item Details								
Item Number	Description	UOM	Quantity	Estimated Amount	Total Estimated Amount			
13001021	5 Gallon Bottled Water (Purified)	EA	110 X	\$2.59	=	\$284.90		
Vendor/Payee Information DS SERVICES OF AMER INC								
Item Number	Description	UOM	Quantity	Estimated Amount	Total Estimated Amount			
41000567	Bulk Water Dispenser Upright/ Floor Model	EA	1 X	\$0.00	=	\$0.00		
Vendor/Payee Information DS SERVICES OF AMER INC								
<i>Chiller is included on the request</i>								
TOTAL Request Amount \$284.90								
General Request Information								
Ship To	Contact and Location Information							
	Julie Boyd Executive Assistant 2151 N High St; Room 110 Columbus, OH 43210 614-292-0000							
Additional Information	Term of Service							
	This request is for July 2014- June 30, 2015.							
Business Purpose For Request	Delivery Schedule							
	Drinking water for staff and guests in the Finance Service Center, Office #110, 2151 North High Street Columbus, OH 43210. We need four 5-Gallon Bottled Water delivered every 2 weeks. This includes one Water Dispenser at no cost.							
Business Priority	Routine							
Funding Source								
Org Number	35900	Organization Name	Financial Management Systems					
Research Project Number		Project Name						
Special Funding Instructions	Single-Line Chartfield							
BU GL	Org	Fund	Account	Project	Program	User Defined	Pct	Estimated Amt
UNIV	35900	011000	61230				100%	\$284.90

Let's create the Term Requisition in PeopleSoft:



CREATING TERM PURCHASE ORDERS: Magnetic Springs

In the Header Defaults:

Header Defaults
Unit: UNIV Req ID: 35900421AA

Default Options
☐ Default ☒ Override

Item Defaults
Vendor: Location:
Vendor Lookup
Buyer:
Ship To: 522-110 Finance Svc Bldg
Due Date: 06/30/2015 Category: UOM: YR
Distribute by: Chart:

Distributions
Customize | Find | View All | First 1 of 1 Last

Dist	Percent	GL Unit	Org	Fund	Acct	Pri/Grt	Program	UserDef	Budget Date	Location
1	100	UNIV	35900	011000	61230	Pri/Grt			06/17/2014	522-110

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:

Form **Schedule**

Unit: UNIV Req ID: 35900421AA
*Requester: LEPE9927 Lepe, Jeanne Renee ☐ Hold From Further Processing
Status: Approved Budget Status: Valid
Accounting Date: 07/01/2014 Curr
Work Order ID:
eRequest PR Number: PR177236
eRequest Status: Complete

eStores

Change the Accounting Date to the beginning of the Fiscal Year

Enter the eRequest PR Number

Line	Description	Req Qty	UOM	Category	Price	Ship To	Status
1	5 Gallon Bottled Water (Purifi	110.0000	EA	FOODS	2.59000	522-110	Active
2	Bulk Water Dispenser Upright/	1.0000	EA	FOODS	0.00000	522-110	Active

284.90 USD

Select items from the eStores catalog

[Item Detail](#) [Line Defaults](#) [Line Details](#)
[Import Quote](#) [Link Comments](#) [Sourcing Controls](#) [More...](#)



CREATING TERM PURCHASE ORDERS: Magnetic Springs

Under the Header Comments:

Header Comments

Unit: UNIV Req ID: NEXT

Comments
☒ Active Only *Sort
Comments:
☐ Send to Vendor
Associated Document
File Name:

Standard Comments
Comments
*Action: Cut and Paste
Std Type:
*Eff Date: 04/28/2014
Description:
Short Desc:
Comments:

Look Up Std Type

Search Results

View All First 1-25 of 25 Last

Standard Comment Type	Description
POA	PO Comments - Univ Cap Assets
POB	PO Comments - Blanket
POC	PO Comments - Change Orders
POF	PO Comments - FRI
POG	PO Comments - General
POL	PO Comments - Lease
POM	PO Comments - Maintenance Agmt
POR	PO Research Foundation
POT	PO Comments - Term
PWS	Prevailing Wage
PYF	Physical Facilities
RF	Research Foundation
RIS	Reg Comment - Internal Supp
RSS	Office Radiation Safety Use
TBM	Building/Maint/Repair Team
TOS	Research & Medical Team
TSR	Services Team
UAO	University Architect Office
VEH	Standard Comments for Vehicle
XBC	Bid - Construction
XBG	Bid - General
XBL	Bid - Lease
XBP	Bid - Printing
ZRF	OSURF BU Comments
ZUN	UNIV Business Unit Comments

Select the Standard Header Comment for a Term Purchase Order

Std Type = POT
Comment ID = 260

Standard Comments

Comments

*Action: Cut and Paste

Std Type: POT Comment ID:

*Eff Date: 04/28/2014 *Status: Active

Description:

Short Desc:

Comments:

Look Up Comment ID

Search Results

View All First 1 of 1 Last

Standard Comment ID	Description
260	Term order comment

This Purchase Order is for the estimated requirements as specified above. The term of this Purchase Order shall commence on / / and terminate on / / . The Ohio State University reserves the right to extend the Purchase Order a maximum of thirty (30) days beyond the normal expiration date.

OK Cancel Refresh



CREATING TERM PURCHASE ORDERS: Magnetic Springs

Header Comments

Unit: UNIV Req ID: 35900421AA

Comments Find | View 1 First 1-2 of 2 Last

☒ Active Only *Sort Method: Comment Time Sta *Sort Seq: Ascending

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.

☒ Send to Vendor ☒ Shown at Receipt ☒ Shown at Voucher

Associated Document

File Name: File Extension:

[Standard Comments](#) [GoTo Source](#) [Fetch Item Specs](#)

Comments:

Business Purpose: Drinking water from July 2014-June 30, 2015 for staff and guests in the Finance Service Center, Office #110, 2151 North High Street, Columbus, OH

☐ Send to Vendor ☐ Shown at Receipt ☐ Shown at Voucher

Associated Document

File Name: File Extension:

Business Purpose comments are internal to OSU, so nothing is checked

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



CREATING TERM PURCHASE ORDERS: Magnetic Springs

The final step is approval:

Click the green approval checkmark to approve the Requisition

Form Schedule

Unit: UNIV Req ID: 35900421AA *Req Date: 06/17/2014 Origin: ERP ☒ ☐ ☐ ☐ ☐

*Requester: LEPE9927 Leppern, Jeanne Renee ☐ Hold From Further Processing

Status: Approved Budget Status: Valid Accounting Date: 07/01/2014 *Currency: USD Dollar

eStores Work Order ID: eRequest PR Number: PR177236 eRequest Status: Complete

Line	Item ID	Description	Req Qty	UOM	Category	Price	Ship To	Status
1		5 Gallon Bottled Water (Purifi	110.0000	EA	FOODS	2.59000	522-110	Active
2		Bulk Water Dispenser Upright/	1.0000	EA	FOODS	0.00000	522-110	Active

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.

Vendor/Payee and Item Details

Description	UOM	Quantity	Estimated Amount	Total Estimated Amount
Water services		1	\$320.00	= \$320.00

Vendor/Payee Information
DS Services

TOTAL Request Amount \$320.00

General Request Information

Ship To 355-401, Contact: Madison Spence ☒ *Contact and Location Information*

Additional Information One Water Dispenser and 9 bottles per month. ☒ *Chiller and Water Information*

Business Purpose For Request Annual Water Renewal FY '14 - split between the Dean's Office and Administration; for guests and meetings related to College activities. ☒ *Delivery Schedule*

Business Priority Routine ☒ *Term of Service*

Funding Source

Org Number 01900 Organization Name Administration

Research Project Number Project Name

Special Funding Instructions

BU GL	Org	Fund	Account	Project	Program	User Defined	Pct	Estimated Amt
UNIV	01900	011000	61230				80%	\$256.00
UNIV	74200	011000	61230				20%	\$64.00

☒ *Multi-Line Chartfield*

Let's create the Term Requisition in PeopleSoft:



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In the Header Defaults:

Header Defaults
Unit: UNIV Req ID: 35900421AA

Default Options
☐ Default ☒ Override

Item Defaults
Vendor: Location:
Buyer:
Ship To: 355-401
Due Date: 06/30/2015
Distribute by: UOM: YR

Distributions
Customize | Find | View All | First 1 of 1 Last

Dist	Percent	GL Unit	Org	Fund	Acct	Pri/Grt	Program	UserDef	Budget Date	Location
1	80	UNIV	01900	011000	61230	Pri/Grt			06/17/2014	355-401
2	20	UNIV	74200	011000	61230	Pri/Grt			06/17/2014	355-401

Annotations:
- 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:

Form **Schedule**
Unit: UNIV Req ID: 35900421AA
*Requester: LEPE9927 Lepe, Jeanne Renee
Status: Approved Budget Status: Valid
eStores
Accounting Date: 07/01/2014
eRequest PR Number: PR177237
eRequest Status: Complete

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

Line	Description	Req Qty	UOM	Category	Price	Ship To	Status
1	5 Gallon Bottled Water (Purifi	108.0000	EA	FOODS	2.59000	355-401	Active
2	Bulk Water Dispenser Upright/	1.0000	EA	FOODS	0.00000	355-401	Active

284.90 USD
Item Detail | Line Defaults | Line Details
Sourcing Controls ...More...



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Under the Header Comments:

Header Comments

Unit: UNIV Req ID: NEXT

Comments
☒ Active Only *Sort
Comments:
☐ Send to Vendor
Associated Document
File Name:

Standard Comments
Comments
*Action: Cut and Paste
Std Type:
*Eff Date: 04/28/2014
Description:
Short Desc:
Comments:

Look Up Std Type

Search Results

View All First 1-25 of 25 Last

Standard Comment Type	Description
POA	PO Comments - Univ Cap Assets
POB	PO Comments - Blanket
POC	PO Comments - Change Orders
POF	PO Comments - FRI
POG	PO Comments - General
POL	PO Comments - Lease
POM	PO Comments - Maintenance Agmt
POR	PO Research Foundation
POT	PO Comments - Term
PWS	Prevailing Wage
PYF	Physical Facilities
RF	Research Foundation
RIS	Reg Comment - Internal Supp
RSS	Office Radiation Safety Use
TBM	Building/Maint/Repair Team
TOS	Research & Medical Team
TSR	Services Team
UAO	University Architect Office
VEH	Standard Comments for Vehicle
XBC	Bid - Construction
XBG	Bid - General
XBL	Bid - Lease
XBP	Bid - Printing
ZRF	OSURF BU Comments
ZUN	UNIV Business Unit Comments

Select the Standard Header Comment for a Term Purchase Order

Std Type = POT
Comment ID = 260

Standard Comments

Comments

*Action: Cut and Paste

Std Type: POT Comment ID:

*Eff Date: 04/28/2014 *Status: Active

Description:
Short Desc:
Comments:

Look Up Comment ID

Search Results

View All First 1 of 1 Last

Standard Comment ID	Description
260	Term order comment

Standard Comments

Comments

*Action: Cut and Paste

Std Type: POT Comment ID: 260

*Eff Date: 04/28/2014 *Status: Active

Description:
Short Desc:
Comments:
This Purchase Order is for the estimated requirements as specified above. The term of this Purchase Order shall commence on / / and terminate on / / . The Ohio State University reserves the right to extend the Purchase Order a maximum of thirty (30) days beyond the normal expiration date.

OK Cancel Refresh



CREATING TERM PURCHASE ORDERS: Magnetic Springs

Header Comments

Unit: UNIV Req ID: 35900421AA

Comments Find | View 1 First 1-2 of 2 Last

☒ Active Only *Sort Methd: Comment Time Sta *Sort Seq: Ascending

Comments:

This term request is for July 2014 - June 30, 2015. PR# 177237

Deliver nine 5-Gallon bottles of Purified Water every month to:

Maidson Spence (614-297-0000)
265 W 11th Ave, Room 401
Columbus, OH 43210

Provide one Water Dispenser as per contract.

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.

☒ Send to Vendor ☒ Shown at Receipt ☒ Shown at Voucher

Associate Document

File Name: File Extension:

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

[Standard Comments](#) [Go to Source](#) [Fetch Item Specs](#)

Comments:

Annual Water Renewal FY '14 - split between the Dean's Office and Administration; for guests and meetings related to College activities.

☐ Send to Vendor ☐ Shown at Receipt ☐ Shown at Voucher

Associated Document

File Name: File Extension:

[Standard](#)

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:

Click the green approval checkmark to approve the Requisition

Form Schedule

Unit: UNIV Req ID: 35900421AA *Req Date: 06/17/2014 Origin: ERP ☒ ☐ ☐ ☐

*Requester: LEPE9927 Leppern, Jeanne Renee ☐ Hold From Further Processing

Status: Approved Budget Status: Valid Accounting Date: 07/01/2014 *Currency: USD Dollar

eStores Work Order ID: eRequest PR Number: PR177237 eRequest Status: Complete

Line	Item ID	Description	Req Qty	UOM	Category	Price	Ship To	Status
1		5 Gallon Bottled Water (Purifi	108.0000	EA	FOODS	2.59000	355-401	Active
2		Bulk Water Dispenser Upright/	1.0000	EA	FOODS	0.00000	355-401	Active

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.