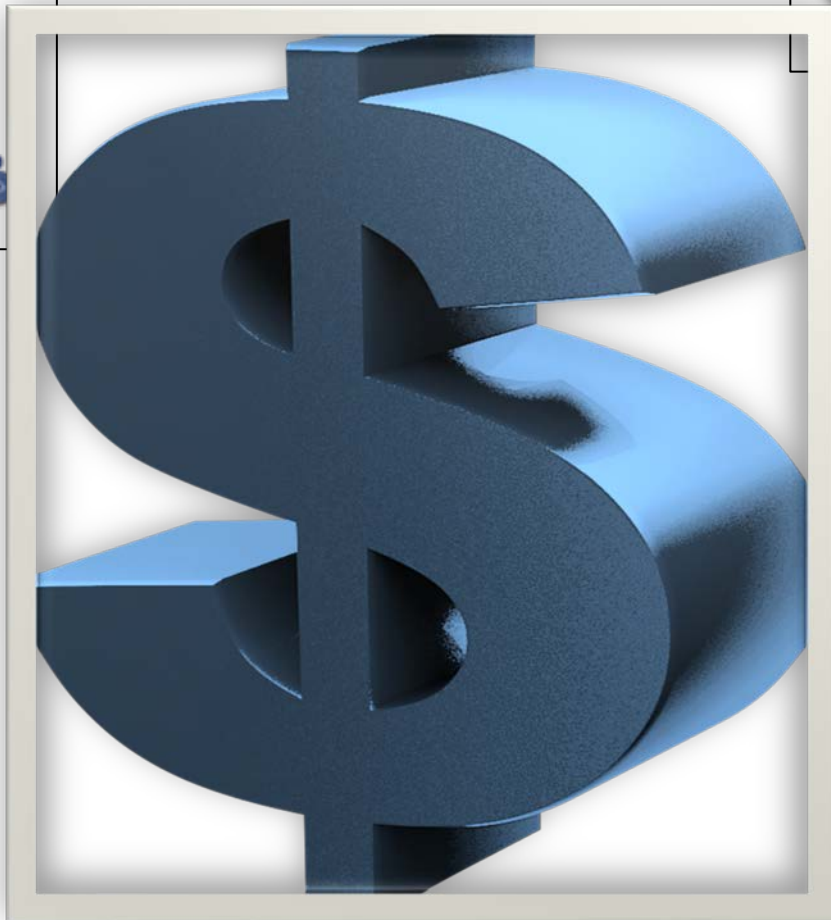


PROCUREMENT



This training is provided to employees of the University of Alaska who wish to have a better understanding of the UA Procurement process and how to incorporate it into Banner.

UA Procurement & Contract Services requires that new employees of UA and rural campuses complete the Procurement & Banner Training in order to gain access to the Procurement Modules. This manual includes all the information that is covered in the training and is designed to be used independently outside of the classroom.

If you wish to view additional detailed instructions for other Banner Finance forms, visit the Statewide website at: <https://www.alaska.edu/financial-systems/banner/>

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Procurement and Contract Services

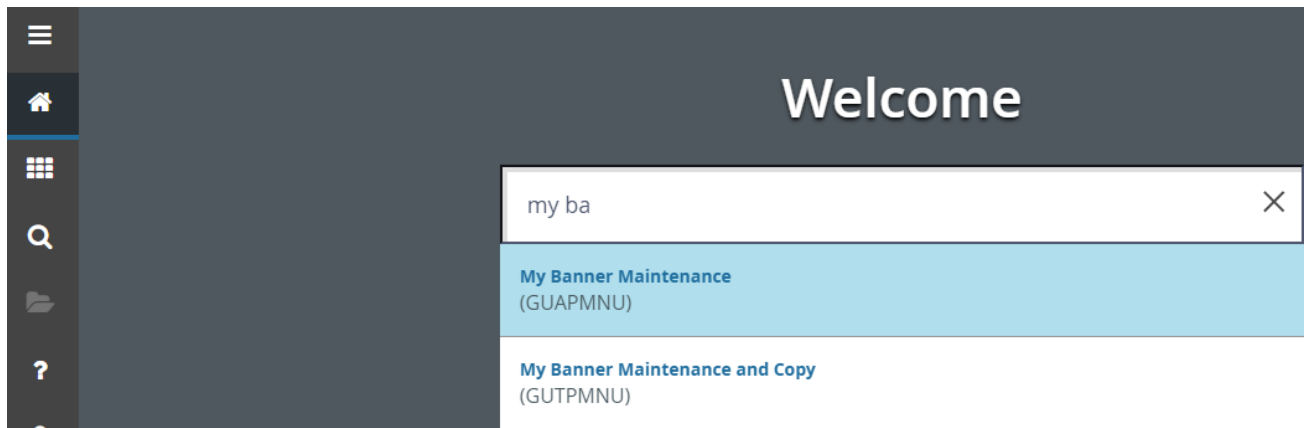
Mission Statement

Procurement & Contract Services is dedicated to providing convenient, timely, and cost-effective acquisition of goods and services on behalf of the campus community, support for collaborative research, and professional administration and monitoring of contracts and sub awards, while maintaining compliance with University of Alaska Board of Regents' Policies, State of Alaska statutes and federal regulations.

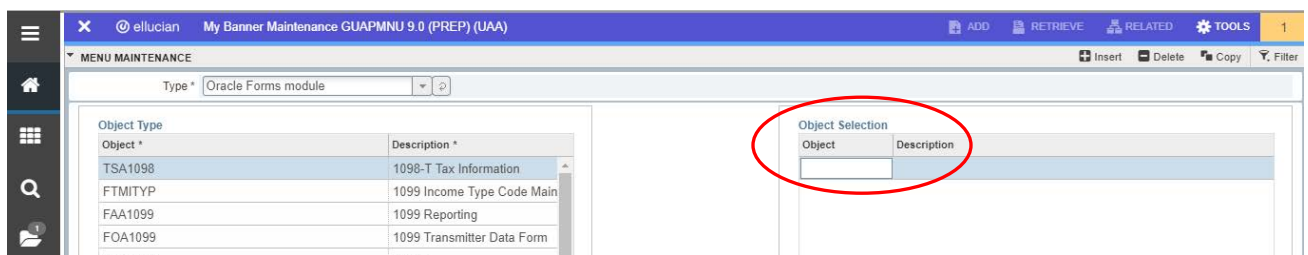
MY BANNER – SETTING UP A PERSONAL MENU

A personal menu may be constructed to contain the forms and jobs that are most frequently used in your day-to-day operations. The advantage of setting up the personal menu, 'My Banner', is for easy access to the pages and it saves the time of navigation or the need to remember form names. The description of the page may be changed as desired to more clearly identify the function of the page. This is done in the My Banner Maintenance (GUAPMNU) page.

1. In the Dashboard search field, search for and select **My Banner Maintenance (GUAPMNU)**



The cursor resides in the **Object** field of the Object Selection panel on the right.



2. Type **FPIOPOV** into the Object field and **<Tab>**, note the name "Purchase Orders by Vendor" appears in the **Description** field and is highlighted.

- Click **+Insert** to add a blank line. Type **FPA2PUR** and **<Tab>**. This time, while the description is still highlighted, type **Call Number** and **<Tab>**. This changes the name of the page to something that more clearly identifies what you actually do in this page.



Object *	Description *
TSA1098	1098-T Tax Information
FTMITYP	1099 Income Type Code Main
FAA1099	1099 Reporting
FOA1099	1099 Transmitter Data Form

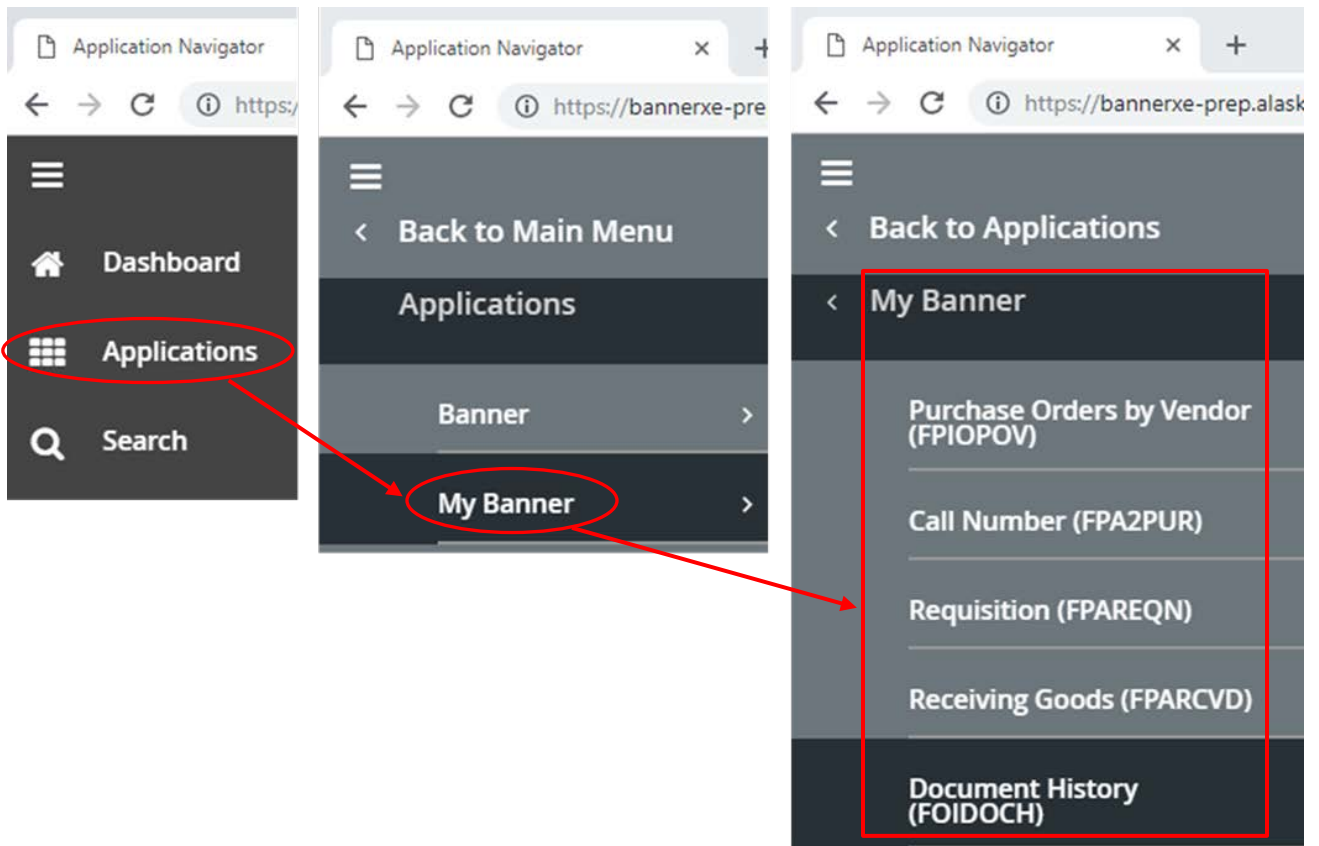
Object	Description
FPIOPOV	Purchase Orders by Vendor
FPA2PUR	Call Number
FPAREQN	Requisition
FPARCVD	Receiving Goods
FOIDCH	Document History

- Click **+Insert** and continue entering the remaining page names (FPAREQN, FPARCVD, FOIDCH) as shown below, each time inserting a blank line to continue for the next entry. These are pages you will be using for training and when you gain access to Banner PROD.

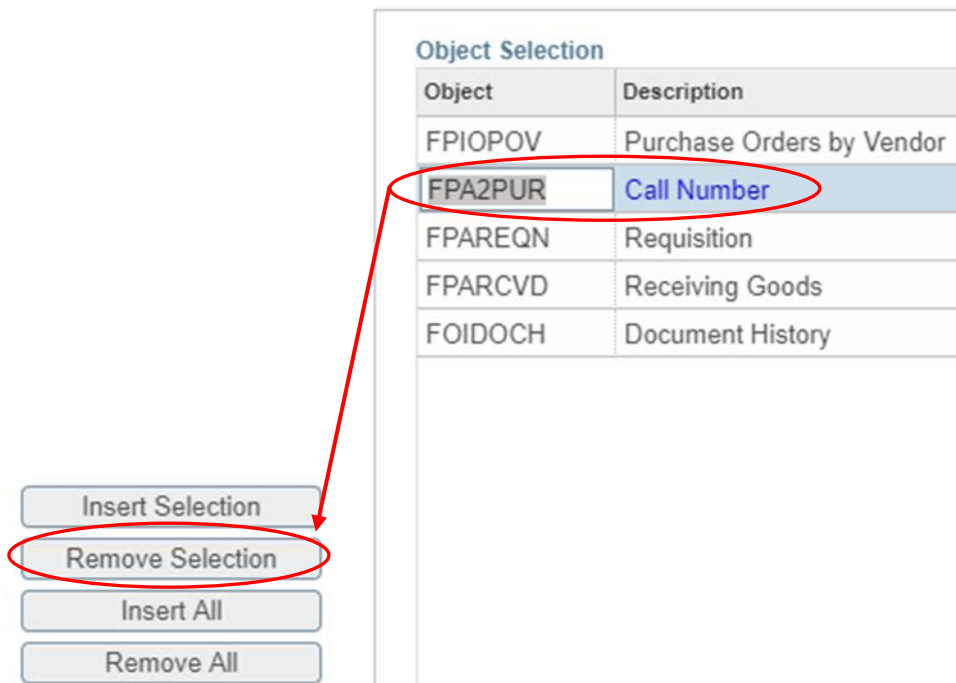
Object *	Description *
TSA1098	1098-T Tax Information
FTMITYP	1099 Income Type Code Main
FAA1099	1099 Reporting
FOA1099	1099 Transmitter Data Form
PXA1099	1099-R
PTV1099	1099-R Distribution Code Vali

Object	Description
FPIOPOV	Purchase Orders by Vendor
FPA2PUR	Call Number
FPAREQN	Requisition
FPARCVD	Receiving Goods
FOIDCH	Document History

- After entering all page names, click the **save icon**  at the bottom right.
- Exit the page by clicking **"X"** at the upper left.
- Log out of Banner  and log back in.
- Click **Applications** to open sub menu where you will now see **My Banner**; click **My Banner** to open sub menu and you will see all of the Banner forms that you entered into GUAPMNU.



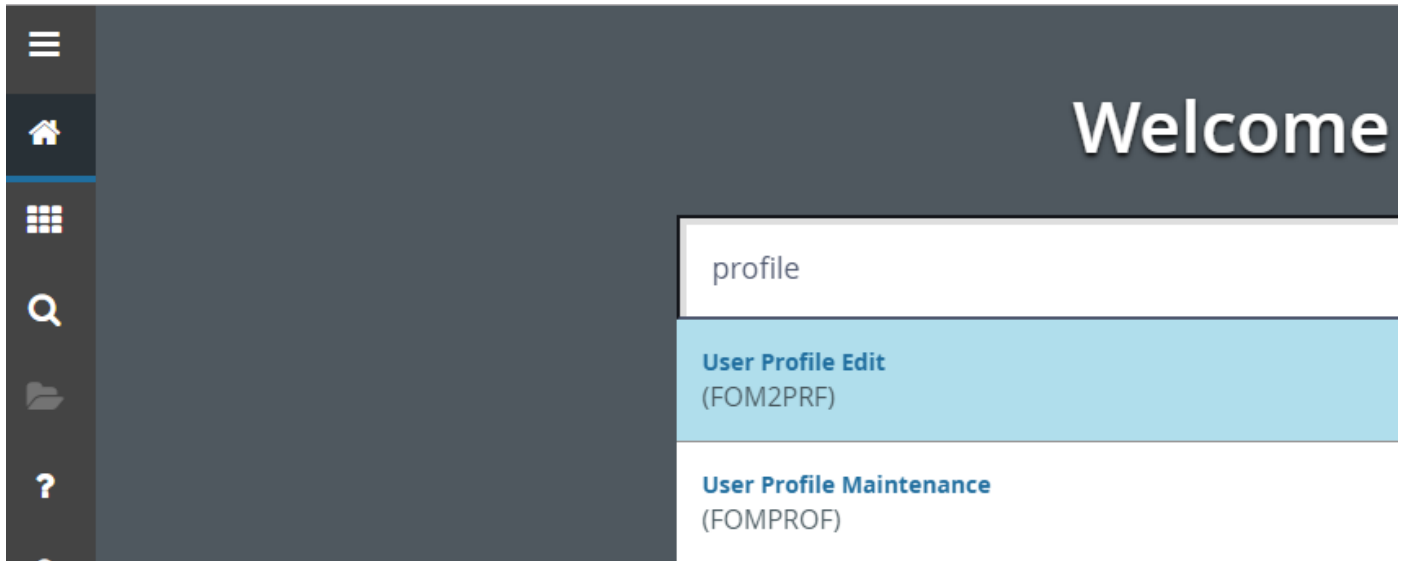
9. You may also remove pages from your personal menu. In the Object Selection panel on the left, double click on the page that you want to remove, both the Object and Description will appear blue. Click **Remove Selection** button.





FOM2PRF – User Profile Edit

FOM2PRF is used to update a user's department information profile. Profile information will default into Banner entry forms such as FPAREQN and FPA2PUR; this prevents repetitive data entry by the user. When this information defaults into Banner pages, it may be changed, if desired. Only the user can update their profile.

In the Dashboard search field, search for (enter any part of the form name) and select **User Profile Edit (FOM2PRF)**.

A screenshot of the 'User Profile Edit FOM2PRF 9.0 (PREP) (UAA)' form. The form is displayed in a window with a title bar. At the top, there's a 'User Id:' field with the value 'TRNTDB'. Below this, the form is divided into two main sections. The left section contains fields for 'User Name' (with the value 'Training ID 1'), 'Organization', 'Phone Area', 'Fax Area', and 'Email'. The right section contains fields for 'Ship To', 'Address', 'Address 2', 'Building / Floor', and 'Contact'. At the bottom of the form, there's a pagination bar showing '1 of 1' and 'Per Page'. The status bar at the bottom right indicates 'Record 1 of 1'.

1. **User ID:** The User Profile Edit Form opens to display the User ID of the person logged into the current Banner session. **<Tab>** to move through the fields and update each field as desired.
2. **User Name:** Upon entry, the cursor resides in this hi-lighted field. The displayed name may be updated if the user desires. This does not officially change the user's name, but only how it displays on Banner forms.
3. **Organization:** This is the primary organization/departmental code for the user. **<Search>** is available and displays a list of organization codes from which to choose. This is not a required field.
4. **Phone:** Enter area code and phone number.
5. **Fax:** Enter area code and fax number.
6. **Email:** Enter a valid UA work-based email address.

7. **Ship To: <Search>** is available and displays a list of addresses from which to choose. Contact the office of Procurement and Contract Services if an address needs to be updated or if a new address needs to be added.
10. After updating all fields, save the record by clicking the save icon  at the bottom right.
8. **Exit** the page by clicking “X” at the upper left.
9. **Exit**  from Banner and log back in to activate the changes.

ellucian User Profile Edit FOM2PRF 9.0 (PREP) (UAA) ADD RETRIEVE RELATED TOOLS

User Id: TRNTDB Start Over

USER PROFILE EDIT Insert Delete Copy Filter

User Name	Thomas Boot	Ship To	FPURCH ...
Organization	50098 ... Purchasing Operations	Address	Purchasing
Phone Area	907 - 474-6425	Address 2	PO Box 757940
Fax Area	907 - 474-7780	Building / Floor	Administration 103
Email	tdboot@alaska.edu	Contact	Helen Connor

1 of 1 Per Page Record 1 of 1

PROCUREMENT METHODS

1. ProCard – \$5,000.00 Limit – Goods & Services

Complete information on obtaining a ProCard, as well as ProCard training manuals and guides can be found at the following web site: <https://www.alaska.edu/procurement/pro-cards.php>

Contact Denise Caissie in Procurement & Contract Services for additional information @ dlcaissie@alaska.edu.

2. Blanket Purchase Order (BPO) – \$5,000.00 Limit – Goods and Services

All UA Blanket Purchase Orders begin with “BP”.

A BPO is an agreement with a vendor that permits University departments to order items directly from the vendor. These BPO’s can be used for goods and services offered by the vendors, up to \$5,000.00. The department utilizes them by creating a “call number” in Banner (FPA2PUR). This “call number” acts as the department’s “purchase order” and authorizes them to place their order with the vendor and have it shipped directly to the department.

Once the goods are received, or the service is complete, the department notifies Accounts Payable (A/P) to authorize payment of the invoice. This is done via the Banner Receiving form, e-mail, or fax. If the line item exceeds \$2,500, the receiving **must** be done through Banner (FPARCVD); if under that amount and the department chooses not to do receiving in Banner, an e-mail or fax authorizing A/P to pay is fine.

3. Blanket Delivery Orders (BDO) – No \$ Limit – Goods and Services

All UA Blanket Delivery Orders begin with “BPC”.

The UA Procurement Office has competed and issued contracts to various vendors for their goods and services in order to secure the best possible price. Some of these contracts have been processed as UNFUNDED Blanket Delivery Orders. Because a low competitive price has been established, there is no limit to the amount that can be spent on an individual “call number”.

Blanket Delivery Order “call numbers” are created in Banner using the same method as a Blanket Purchase Order.

4. Requisitions – No \$ Limit – Goods and Services

When goods and services cannot be obtained by one of the methods outlined above, a “Requisition” must be entered in Banner (FPAREQN). Requisitions are processed solely by the Procurement Office and do not give the department authorization to call an order in to a vendor. If a department has a need to receive something immediately, a call to the procurement office will expedite the processing of the requisition.

Requisitions are assigned a “Purchase Order” (PO) number by the procurement officers in Procurement and Contract Services. The buyer then processes a purchase order and phones, faxes, or mails it to the vendor. It is the department’s responsibility to provide good, complete information to Procurement for prompt processing; this includes complete vendor information and detailed descriptions of the goods or services that are being requested. If there is backup (i.e. order forms, catalog pages, etc.) that would help Procurement better understand what is being requested, it should be emailed to Procurement (with the requisition number written on each page) within three days of submitting the requisition (**see Page 23 for backup submission details**). The buyer decides whether the goods should be delivered to Central Receiving or when it is appropriate for them to be delivered directly to the department. If goods have been delivered to Central Receiving, then Central Receiving staff will do the “receiving” in Banner for the department.

If goods have been delivered directly to the department, and not paid for in advance (enclosing a check with the PO), the department must notify Accounts Payable that the items or services have been received and the invoice may be paid. This notification is done by the Banner Receiving process, e-mail, or fax.

Requisitions that exceed the \$10,000.00 small purchase limit may go out to “quote” or “solicitation”.

“**Quotes**” are issued for goods or services that total \$10,000.01 - \$99,999.99 and are available from multiple sources. This is an informal process that can take anywhere from a few days to a few weeks, depending on the request.

“**Solicitations**” are issued for goods and services that total \$100,000.00 or more. This is a formal process that can take several months to complete. It is important for the departments to allow enough time for the Procurement Office to complete this process. Therefore, careful planning is necessary – particularly as the fiscal year end draws near.

Departments are encouraged to track the progress of their requisitions in FOIDoch. If there are any questions concerning the requisition, the department should always contact the buyer in Procurement and Contract Services who handles that particular commodity or service before contacting the vendor. In the event that a department does contact the vendor and a duplicate shipment is received, the department will be responsible for any costs incurred for returned items.

Questions?

The UA Procurement & Contract Services office views all departments as customers. Departments are strongly encouraged to contact the Procurement office with any questions concerning the procurement process. Phone numbers and e-mail addresses may be found on the Procurement web site at <https://www.alaska.edu/procurement/files/UA%20Commodity%20List%208-26-2022.pdf>

FINDING A BPO/BDO NUMBER (FPIOPOV)

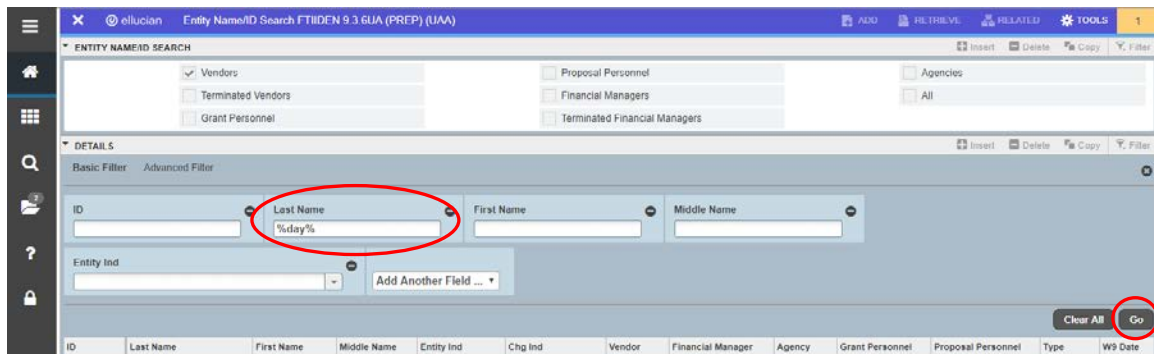
UA Procurement and Contract Services has created hundreds of BPO/BDO's with vendors all over the country. **The preferred method of finding a BPO/BDO for a particular vendor is to use the Banner page FPIOPOV – Purchase Orders by Vendor**, which is detailed below.

FINDING A VENDR BPO/BDO BY SEARCHING BANNER – FPIOPOV

1. Enter **FPIOPOV** in the dashboard search field and **click Purchase Orders by Vendor (FPIOPOV)** – OR – select the FPIOPOV page from your My Banner menu.
2. Click the **ellipsis** next to the Vendor field to initiate a search.



3. In the Last Name field, **enter a unique part of the vendor name** using the % as a wild card on both sides of your entry, this will ensure that all possible query results are returned. (Example: %day% will return all vendors with 'day' located anywhere in the name). Punctuation is important. If you are not sure as to how the vendor is listed, be sure to only search on the portion of the name holding no punctuation.



4. Click **Go** to execute the query.
5. If the vendor you are searching for exists, place the cursor on the desired vendor and click **Select**. (You may also double click on the desired vendor to select.) If there is more than one vendor ID for the vendor and you chose one that did not show any BPO numbers, click **Start Over** to rollback, execute another query, and choose another vendor ID number.
6. Clear the **Fiscal Year** field and **click Go**.
7. If a BPO/BDO number exists, it will be towards the top of the resulting list and will begin with BP. Write the number down and click **X** to exit the page. *NOTE: if the BPO/BDO commodity description does not fit the item(s) you are purchasing, write down the BPO number and contact Procurement & Contract Services for further direction.*
8. Sometimes there will be more than one BPO listed. To determine which one to use, ensure that there is a dollar amount in the **Amount** field. If you do not know which BPO to use, give the procurement office a call.

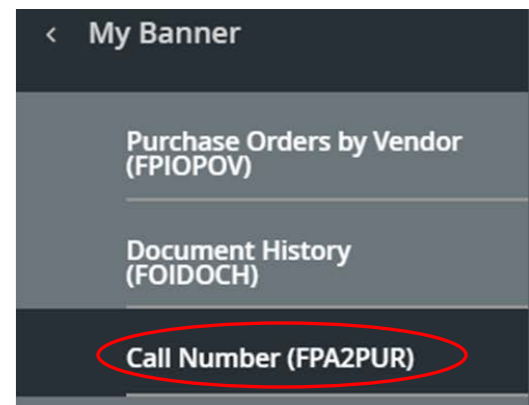
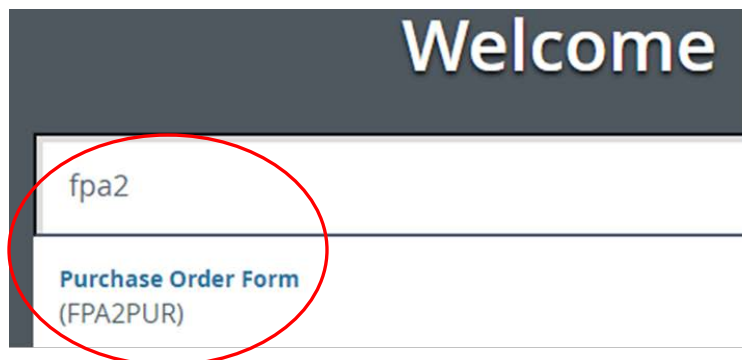
In order to utilize Blanket Orders for purchasing goods and services, you will also need to obtain a system-generated **Call Number** in Banner prior to placing an order with a vendor.

CREATING A CALL NUMBER (FPA2PUR)

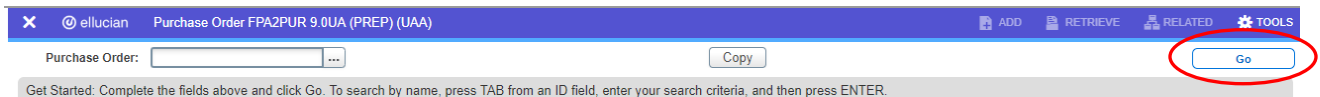
A Call is used by departments to place orders with pre-authorized vendors, and the Call Number acts as the department's Purchase Order, authorizing them to place an order with the vendor and have it shipped directly to the department.

The Call is completed by the department before an order is placed with a vendor, and must reference a Blanket Purchase Order (BPO/BDO) using the desired vendor. A BPO is an agreement with a vendor that permits University departments to order items directly from the vendor. The purchasing departments of each campus establish Blanket Orders with vendors. BPO's can be viewed on the FPIOPOV form.

1. Start typing **FPA2PUR** in the dashboard search field and select the **Purchase Order Form FPA2PUR** page – OR – select **Call Number (FPA2PUR)** from your My Banner menu.



2. Click **Go** to allow the system to generate a PO number.



3. The **Document Information** page displays where the cursor resides in the **Blanket Order*** field.



The **Blanket Order** field requires data entry (indicated by the asterisk). UAF has many established Blanket Purchase Orders and Blanket Delivery Orders.

Blanket Purchase Orders begin with 'BP' and have a \$5,000.00 limit.

Blanket Delivery Orders begin with 'BPC' have no dollar limit since contracts have already been established with the vendors to ensure a low competitive price.

4. **Blanket Order*** – enter the Blanket Purchase Order number.
5. **Order Date*** – defaults the date the blanket order was created. **Update this field to current date.** *Transaction Date will default to current date and should not be changed.*
6. **Delivery Date*** – enter realistic desired date for delivery. If desired, add notes in **Comments** field.

7. Click **Requestor/Delivery Information** tab – the cursor will reside in the **Requestor** field. You may update this data as needed and enter any data that did not default from **FOM2PRF**.

Document Information	Requestor/Delivery Information	Vendor Information	Commodity/Accounting	Balancing/Completion
REQUESTOR/DELIVERY INFORMATION				
Requestor *	Thomas Boot	Street Line 2	PO Box 757940	
COA *	B ... University of Alaska	Street Line 3		
Organization	50098 ... Purchasing Operations	Attention To	Helen Connor	
Email	tdboot@alaska.edu	Contact	Helen Connor	
Phone Area Code	907	Building	Administration	
Phone Number	474-6425	Floor	103	
Phone Extension		City	Fairbanks	
Fax Area Code	907	State or Province	AK	
Fax Number	474-7780	Zip or Postal Code	99775-7940	
Fax Extension		Nation		
Ship To	FPURCH ...	Area Code	907	
Street Line 1	Purchasing	Phone Number	4746465	
		Extension		

8. Click **Vendor Information** tab – confirm the expected Vendor is displayed. If the desired vendor is not displayed, the Blanket Order number entered on the Document Information page is incorrect. Click **Start Over** to rollback the form, obtain the correct Blanket Order number, and begin again. If the vendor information is correct, proceed to step 9.

Ensure the Vendor is correct for the goods being purchased. Blanket Orders are issued to a specific Vendor. If the Vendor is incorrect, the correct Blanket Order must be found for the desired vendor.

If more than one Blanket Order displays for a vendor in **FPIOPOV**, ensure that a dollar amount is displayed in the **Amount** field. To determine if one of the displayed Blanket Orders was created for a specific purpose, navigate to Banner form **FPIPURR**, and enter the Blanket Order number in the **Blanket Order** field. Click on the **Related** button to select and view the **Document Text** for the Blanket Order for instructional information (if present). If you are unable to determine which is the correct BPO to use, contact Procurement and Contract Services for assistance.

ellucian Purchase Order FPA2PUR 9.0UA (PREP) (UAA)	
Purchase Order: NEXT	
PURCHASE ORDER	
Purchase Order	NEXT
Blanket Order	BF1012 ...
Order Type	Regular
Order Date	10/25/2018
Transaction Date	10/25/2018
Document Information	Requestor/Delivery Information
VENDOR INFORMATION	
Vendor	G1100011 ... Godiva Chocolates
<input type="checkbox"/> Vendor Hold	
Address Type	PO ...
Address Sequence	3 ...

ellucian Purchase Orders by Vendor FPIOPOV 9.3.5 (PREP) (UAA)		
Vendor: T006825 Troxell Communications Status: <input checked="" type="radio"/> Open <input type="radio"/> Closed <input type="radio"/> Cancelled		
Purchase Order	Commodity	Commodity Description
BF8004		AUDIO/VIDEO EQUIPMENT AS NEEDED-2
BF8005		AUDIO/VIDEO EQUIPMENT AS NEEDED-3

RELATED TOOLS	
Start Over	
Insert	Delete Copy Filter
Amount	500.00
	100,000.00

9. Click on the **Commodity/Accounting** tab – the Commodity information defaults from the Blanket Order, which is created with **ONE Item only**. When additional Items are added to a Call, errors will occur in other documents using the Call as the source, (such as an invoice). **It is very important to NOT add additional Items to a Call**. Allow the populated description to remain.

Under no circumstances should additional items be added to the call. Freight, for instance, should be included in the total amount. Multiple FOAPAL records may be entered to accommodate proper accounting.

Order Type: Regular
Order Date: 10/25/2018
Transaction Date: 10/25/2018

Item	Commodity	Description
1		Sweet treats for bored hoards

10. **Commodity & Description** – Upon entry, the cursor resides in the Commodity field. Leave this field **blank** – the University of Alaska does not use this field. Allow the **Description** to remain as populated. **<Tab>**
11. **Quantity** – A Call is always set up with the **Unit Price** equal to 1, so when you enter the **Quantity** it will always be *equal to the total dollar amount to be spent*. (As an example, instead of ordering 1 item for \$50, 50 items are ordered for \$1. This is done by entering Quantity = 50). The Unit Price is permanently set to 1.0000, so the extended amount will reflect the Total Dollar amount expected to be spent.


Purchase Order: P0800541

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price
1		Sweet treats for bored hoards	EA			1.0000

In the **Quantity** field, enter the TOTAL DOLLAR AMOUNT of the order.

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price
1		Sweet treats for bored hoards	EA		50.00	1

Extended Amount: 50.00
Discount: 0.00
Additional: 0.00
Commodity Total: 50.00
Blanket Order Balance: 31,881.00

12. **Extended Amount/Commodity Total:** Ensure the fields are populated, then  **<Next Block>** to **Accounting** block.

Document Information Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion									
COMMODITY									
Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1		Sweet treats for bored hoards	EA		50.00	1.0000			
Extended Amount					50.00		Tax		
Discount					0.00		Commodity Total		
Additional					0.00		50.00		
Blanket Order							31,881.00		
Balance							Distribute		

13. **Accounting** block. The cursor will reside in the **Chart Of Account (COA)** field.

Document Information Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion									
COMMODITY									
Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1		Sweet treats for bored hoards	EA		50.00	1.0000			
Extended Amount					50.00		Tax		
Discount					0.00		Commodity Total		
Additional					0.00		50.00		
Blanket Order							31,881.00		
Balance							Distribute		
ACCOUNTING									
Sequence	COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn
	B								

<Tab> and the Fund, Orgn, Prog codes will default from the Requestor/Delivery Information block of the form. Ensure this information is correct for the department paying for the item requested. Care should be taken when entering the accounting fields to ensure accurate budget reporting.

ACCOUNTING									
Sequence	COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn
	B	19		103010	50098		3061GA		

14. **COA** – Verify **B** has populated the field.
15. **Yr** – Verify the current Fiscal year has defaulted.
16. **Index** – the University of Alaska does not use this field - leave **blank**.
17. **Fund** – If the defaulted Fund Code is incorrect, enter the desired Fund **<Search>** is available.
18. **Orgn** If the defaulted Organization Code is incorrect, enter the desired Orgn. **<Search>** is available.
19. **Acct** Enter the Account Code for the item purchased. Care should be taken to select the proper Account Code. Reference the Accounting and Administrative manual [Expenditure and Revenue Account Codes](#).
20. **Prog** will default in. If the Prog is incorrect, delete the accounting line and enter the Orgn, Fund, Acct again. **NEVER** enter a different PROG code.

21. Activity Code is an optional field, enter Activity Code when desired.
22. **<Next Block>** to the **Balancing/Completion** block. **Make note of the Call Number.** Call numbers are generated by the system and will begin with 'P0'. Click the **<Complete>** icon to forward the document to the posting process.

Purchase Order: P0800542

PURCHASE ORDER

Purchase Order: P0800542
Blanket Order: BF1012
Order Type: Regular
Order Date: 07/21/2011
Transaction Date: 12/18/2018

Delivery Date: 06/30/2019
Comments:
Commodity Total: 50.00
Accounting Total: 50.00
Document Level Accounting: ☐

☒ In Suspense
☐ Document Text

Document Information Requestor/Delivery Information Vendor Information Commodity/Accounting **Balancing/Completion**

PURCHASE ORDER DETAILS

Vendor: G1100011 Godiva Chocolates
Vendor Hold: ☐
COA: B University of Alaska
Requestor: Thomas Boot
Organization: 50098 Purchasing Operations

Currency Code:
Exchange Rate:
Commodity Record: 1
Count:
Input Amount: 50.00
Converted Amount: 0.00

BALANCING/COMPLETION

	Header	Commodity	Accounting	Status
Approved Amounts	50.00	50.00	50.00	BALANCED
Discount Amounts	0.00	0.00	0.00	BALANCED
Additional Amounts	0.00	0.00	0.00	BALANCED
Tax Amounts	0.00	0.00	0.00	BALANCED

Complete In Process

Last Chance!!

When completed, the Auto Hint Status Line will display the Document Number and process message of completed and forwarded to the Posting process.

Document P0972839 completed and forwarded to the Posting process.

Record: 1/1 ... <OSC>

REQUISITION PROCESSING

Use the Requisition form (FPAREQN) to request the purchase of goods or services that cannot be obtained by using other University purchasing methods: ProCard, Blanket Purchase/Delivery Orders or Limited Purchase Orders. Processed solely by the local purchasing office, Purchase Requisitions have no dollar limit.

It is the responsibility of the department to provide the Procurement Office with complete information on the requisition, as well as ensure the vendor has submitted a W9, so the purchasing agent may provide prompt processing. Before creating a Requisition in Banner, attention to all details concerning the order should be clearly outlined.

Items to consider before entering a Requisition into Banner:

1. Is the delivery date clearly stated? When does the product have to be here? If the delivery date is VERY soon, telephone the appropriate person in Procurement and ask if it is even possible for the item to be delivered by the delivery date.
2. Is this a RUSH? If so, use the "RUSHUAF" clause in Document Text.

3. Ensure all vendor Information is included (if not already found in the data base):
 - Name
 - Address
 - City/State/Zip
 - Phone
 - Fax
 - Contact Name (if known)
 - Tax ID
4. Will the order be a cash pay (does a check need to accompany the purchase order)? An order form will have this information.
5. How is it going to be shipped? UPS? USPS? FedEx? This is very important information for Procurement! Be sure to include a line for shipping on the requisition if applicable. If the cost of the item includes shipping, indicate that as well, so the Procurement Office will not have to call and ask.
6. All requisition backup will be sent to Procurement via email. The email address is:
ua-pcs-backup@alaska.edu.
Instructions for backup are found in the requisition entry instructions on Page 23.
7. Departments are responsible for obtaining the W-9 for both new vendors and any vendor that does not have one on file in Banner. Instructions for determining this are included in the Requisition instructions.
8. Description of items MUST be complete. If the end user is ordering 't-shirts', for instance, there is more to the description than that. Ensure the colors, sizes, styles, etc. are defined. When entering requisitions and purchase orders for commodities and equipment into Banner, the following protocol is to be used:
9. Proper formatting of the line items is critical to the timely processing of your requisition. In fact, requisitions that do not contain appropriate information are subject to cancellation and re-entry.
10. What accounting numbers will be needed? Will all costs be paid with one FOAPAL? What is the proper account code for the product?
11. Does the department's budget have available funds to cover the cost of the product?
(FGIBAVL)

Use the form **FOIDoch** to track documents associated with a requisition and form **FGIENCD** to view the detailed activity of the purchase order assigned.

NEW PROCEDURE

To make better use of our procurement spend data, it is necessary that we be able to quickly identify specific commodities and equipment we have purchased by querying Banner. In order to make the queries useful, the methodology used by requisitioners and procurement officers for entering descriptive data on commodity line items and line item text in Banner must be consistent. In other words, part numbers, model names, nouns, and other descriptive adjectives need to be in the same place on our requisitions and purchase orders. Therefore, beginning immediately, the following protocol is to be used when entering requisitions and purchase orders for commodities and equipment into Banner.

Commodity & Equipment Purchases

Part number first surrounded by two pound characters (ex. ##12345-B##), then brand, model, noun, other descriptive words such as size or color, and optional components, quote and/or contract reference, invoice requirements (ex. GACINV), award no. and CFDA (if applicable)

Example:

*##GV546A8##, HP P2480, LCD Monitor,
24-inch, No Integrated Speakers, with 3-year Parts and Labor Warranty.*


Per attached quotation no. XXXXXXXX

Thank you for your efforts and your patience as we get this in place.

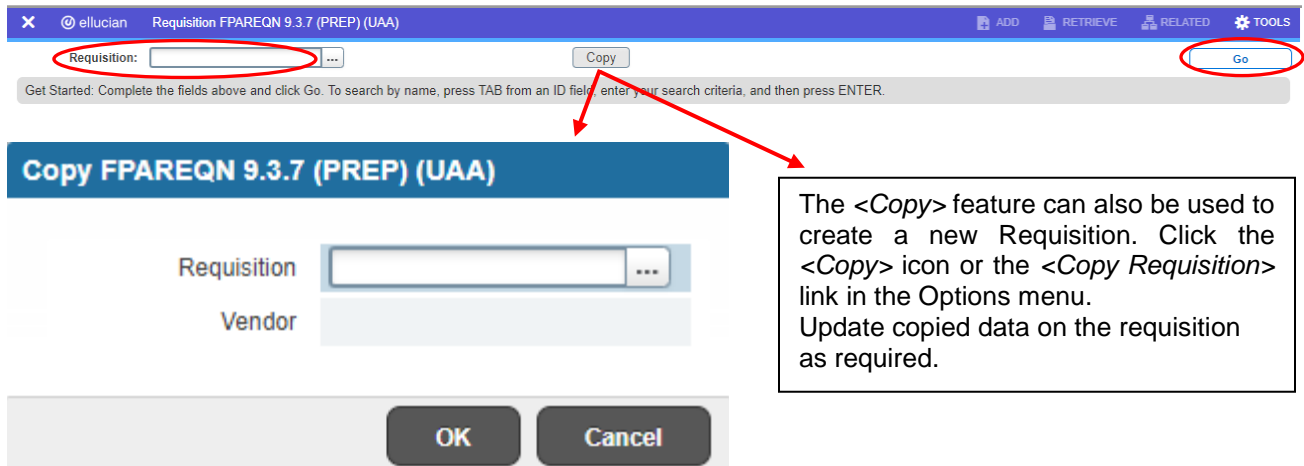
Regards,




John
John A. Hebard, C.P.M.
C.P.O.
Procurement and Contract Services
University of Alaska
2025 Yukon Dr Ste 001
Fairbanks, AK 99775

CREATING A REQUISITION (FPAREQN)

1. Start typing **FPAREQN** in the dashboard search field and select the **Requisition** form – OR – select **Requisition** page from your My Banner menu.
2. Upon entry into the form the cursor resides in the **Requisition** field. Leave this field blank to allow the system to assign the next available Requisition number – or if retrieving a requisition in process, enter the document number of the incomplete Requisition.  <Search> is available.


Click **Go** to open the **Requestor/Delivery Information** key block.



Requisition:   

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Copy FPAREQN 9.3.7 (PREP) (UAA)

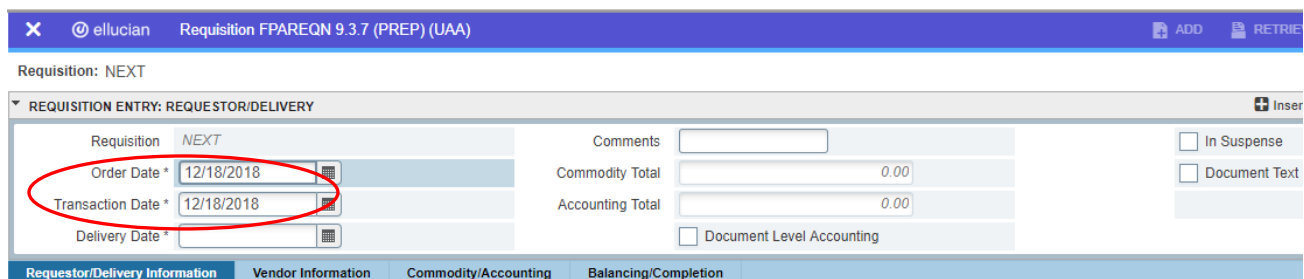
Requisition 

Vendor

OK **Cancel**

The <Copy> feature can also be used to create a new Requisition. Click the <Copy> icon or the <Copy Requisition> link in the Options menu. Update copied data on the requisition as required.


3. **Requestor/Delivery Information** –The cursor will reside in the **Order Date*** field. Allow defaulted current date to remain. <Tab> to **Transaction Date*** field. Allow defaulted current date to remain. <Tab> to **Delivery Date*** field.





Requisition: NEXT

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: NEXT

Order Date * 12/18/2018 

Transaction Date * 12/18/2018 

Delivery Date * 

Comments

Commodity Total 0.00

Accounting Total 0.00

☐ In Suspense

☐ Document Text

☐ Document Level Accounting

Requestor/Delivery Information **Vendor Information** **Commodity/Accounting** **Balancing/Completion**

4. **Delivery Date** – enter the date that the order needs to be received by the department. <Tab> to move to **REQUESTOR/DELIVERY INFORMATION** block.
5. Enter data in the **REQUESTOR/DELIVERY INFORMATION** block that did not default from the **FOM2PRF** form. Data as defaulted in may also be updated. Note that all field names that are followed by an asterisk require data entry, others are optional. <Tab>

Requestor/Delivery Information	Vendor Information	Commodity/Accounting	Balancing/Completion
REQUESTOR/DELIVERY INFORMATION			
Requestor *	Thomas Boot		Street Line 2
Organization *	50098 ... Purchasing Operations		Street Line 3
COA *	B ... University of Alaska		
Email *	tdboot@alaska.edu		Contact
			Attention To *
Phone Area Code	907		Building
Phone Number	474-6425		Floor
Phone Extension			City
			State or Province
Fax Area Code	907		Zip or Postal Code
Fax Number	474-7780		Nation
Fax Extension			
Ship To *	FPURCH ...		Area Code
			Phone Number
Street Line 1	Purchasing		Extension

6. **Requestor*** – enter **your name** if not populated. <Tab>
7. **COA*** – enter **B** if not populated. <Tab>
8. **Organization*** – enter org number. <Search> available <Tab>
9. **Email*** – enter email address. <Tab>
10. **Phone** – enter phone area code and number. <Tab>
11. **Fax** – enter fax area code and number. <Tab>
12. **Ship-To*** – enter your department code. <Search> available <Tab>
13. **Attention To*** – this is a required data entry field. **Click Vendor Information** tab.
14. The cursor will reside in the **Vendor ID** field. Enter a valid Vendor ID, or initiate <Search> and select **Entity Name/ID Search (FTIIDEN)** to search for a vendor.

Requestor/Delivery Information **Vendor Information** Commodity/Accounting Balancing/Completion

VENDOR INFORMATION

Vendor: [] ... [] Contact: []

☐ Vendor Hold Email: []

Address Type: [] ... Phone Area Code: []

Sequence: [] ... Phone Number: []

Street Line 1: []

Street Line 2: []

Street Line 3: []

City: []

State or Province: []

Zip or Postal Code: []

Nation: []

Option List

[Entity Name/ID Search \(FTIIDEN\)](#)

[Vendor Maintenance \(FTM2VND\)](#)

Cancel

Click here

When a search is requested, the form FTIIDEN is displayed and is automatically initiated in query mode. The cursor resides in the ID NUMBER field. **<Tab>** to search on **Last Name**.

15. Enter a *unique part* of the vendor name using the % as a wild card. **Click Go**

Basic Filter Advanced Filter

ID: [] Last Name: [%center%] First Name: [] Middle Name: []

Entity Ind: [All] Add Another Field ...

Clear All Go

This search using the wildcard % on either side of the unique criteria will return all vendors with the word "center" in the Vendor's Name

ID	Last Name	First Name	Middle Name	Entity Ind	Chg Ind	V	F	A	G	P	Type	W9 Date
G1100011	Godiva Chocolates			C		Y	N	N	N	N		01-JUL-2010
G10102	The Godiva Factory			C		Y	N	N	N	N		

It is each department's responsibility to obtain a W-9 for new vendors, or if a W-9 does not exist for current vendors. The **W9 Date** field on the form FTIIDEN indicates the date of the vendor's W9 submission. If this field is empty, the department must request a W9 from the vendor, and include it with the Requisition backup before the purchase order may be completed. See page 58 for an example Form W9.

16. **<Select>** the desired Vendor to populate the Requisition Form –or–
If the vendor does *not* exist, exit this form. Enter NEWVEND as the Vendor ID and enter NEWVEND (Clause) information in **Document Text**. This Clause will prompt for all pertinent information, so a Vendor file may be created. Details for Document Text follow in a later step.

17. When the selected vendor populates the **Vendor Information** block, the default address may not be correct for this order.
18. Click the **ellipsis** next to the **Sequence** field to search available addresses.

Requestion: NEXT

Requestion ENTRY: REQUESTOR/DELIVERY

Requestion: NEXT

Order Date: 01/11/2019

Transaction Date: 01/11/2019

Delivery Date: 06/09/2019

Comments:

Commodity Total: 0.00

Accounting Total: 0.00

Document Level Accounting: ☐

In Suspense: ☐

Document Text: ☐

Requestor/Delivery Information | **Vendor Information** | Commodity/Accounting | Balancing/Completion

VENDOR INFORMATION

Vendor: G1100011 Godiva Chocolates

Vendor Hold: ☐

Address Type: PO

Sequence: 1

Street Line 1: 1122 Alps Drive

Street Line 2:

Street Line 3:

City: Geneva

State or Province:

Zip or Postal Code: TR78RO

Nation: Switzerland

Contact: Jacki Wilson

Email:

Phone Area Code:

Phone Number:

Phone Extension:

Fax Area Code:

Fax Number:

Fax Extension:

Discount:

Tax Group:

Currency:

Use arrows to scroll through the list of addresses. When you locate the address you want to use, click **<SELECT>**. If a specific vendor address does not exist, add the information to the Document Text (details for Document Text follow in a later step).

Address Information Query FQOADDR 9.0 (PREP) (UAF)

ID: G1100011 Godiva Chocolates

Address Type: AP

Sequence Number: 2

Source:

From Date:

To Date:

Status Indicator:

Street Line 1: 99 Hoi Fudge Lane

Street Line 2:

Street Line 3:

City: Hershey

State or Province: PA

ZIP or Postal Code: 66892

Nation:

1 of 6

Per Page

Record 2 of 6

CANCEL SELECT

Vendor address will then populate the Vendor Information tab.

Requestion: NEXT

Requestion ENTRY: REQUESTOR/DELIVERY

Requestion: NEXT

Order Date: 01/11/2019

Transaction Date: 01/11/2019

Delivery Date: 06/09/2019

Comments:

Commodity Total: 0.00

Accounting Total: 0.00

Document Level Accounting: ☐

In Suspense: ☐

Document Text: ☐

Requestor/Delivery Information | **Vendor Information** | Commodity/Accounting | Balancing/Completion

VENDOR INFORMATION

Vendor: G1100011 Godiva Chocolates

Vendor Hold: ☐

Address Type: AP

Sequence: 2

Street Line 1: 99 Hoi Fudge Lane

Street Line 2:

Street Line 3:

City: Hershey

State or Province: PA

Zip or Postal Code: 66892

Nation:

Contact: Jacki Wilson

Email:

Phone Area Code:

Phone Number:

SAVE

ADDING DOCUMENT TEXT

At this point in the requisition entry process, document text may be added to the requisition to transmit additional information concerning the order. **Procurement requires document text** for topics such as: back-up documents, delivery requirements, vendor information...any data that will assist the purchasing department to process the order efficiently.

A Modify Clause is specialized preformatted text that may be imported into the requisition at either the Document or Item level. Clauses are created to eliminate the need for repeatedly entering identical data and to prompt data entry for consistent formatting purposes and to help ensure that all pertinent information is included. Modify Clauses should be used when available.

Several Modify Clauses are described in the following pages along with instructions for their use. If there is a need for a new Modify Clause, please contact Becky Telling for assistance.

ritelling@alaska.edu

- Choose **Document Text** from the **Related** menu.

- Upon initiation, the Procurement Text Entry form (FOAPOXT) is displayed. The **Key Block** contains core elements of the Requisition.

- The cursor will reside in the **Modify Clause** field, where you may select a preformatted text clause, <Search> is available via the ellipsis.

Search for and select desired Modify Clause.

Down Arrow to populate Modify Clause.

Complete Modify Clause fields.

- <Down Arrow> will populate the form with the desired clause.

Key Block

e. **Text block**

The following fields are available:

TEXT: The cursor will reside on the first line in the text field. Type the desired text to be included with the document or item. At the end of the text line, **<Next Field>** to navigate to Clause field

CLAUSE #: Clause information is not required and is an optional field.

PRINT: The Print option defaults to checked (yes). **<Next Field>**.

LINE: This field is automatically incremented by the system as the cursor is navigated to a new text line. The default increment is 10, as defined in the Key block.

- f. **<Next Block>** to the **Text** area and enter additional information. This may include additional vendor information, shipping method, whether or not backup is being sent to procurement etc. Use the down arrows to navigate to a new text line for additional information. When all information has been entered:
- g. **<Save>** text and **<Exit>** FOAPOXT form and return to Call form.
The cursor is returned to the **Vendor Information** page.
< Next Block> to **Commodity/Accounting** page. Upon entry, the cursor will reside in the **Commodity** field. **Do not type in this field. <Next Field>**
19. **Description** Enter a complete description of the item. Enter as much of the description as the 50 characters allowed in this field will accommodate. Item text will be used to complete the description to be printed on the requisition form. If no additional room is required, continue to Step 20.

If more than 50 characters are required, Choose **Item Text** from **Options** menu. The Procurement Text Entry form (FOAPOXT) is displayed, where the **Key Block** contains core elements of the Requisition. The cursor will reside in the **Modify Clause** field, where a preformatted text clause may be entered in the **Modify Clause** field. **<Insert Record>** will populate the form with the desired clause. **<Search>** is available.

<Next Block> will place the cursor on the first Line in the Text field, where description of the Requisition Item may be continued.

The **Commodity Description** field contains the data entered previously in the Requisition **Description** field.

Text added in the Item Text field after that point will display without a break on the printed form.

File Edit Options Block Item Record Query Tools Help

Procurement Text Entry FOAPOXT 8.4 (TRNX)

Text Type: REQ Code: R0977710 Change Sequence: Item Number: 1

Vendor: G1100011 Godiva Chocolates

Commodity Description: Item number one has too many characters of descrip

Modify Clause: Copy Commodity Text Default Increment: 10

Text	Clause Number	Print	Line
tion to fit on one line.		<input checked="" type="checkbox"/>	10
Enter the remainder of the description into Item		<input checked="" type="checkbox"/>	20
Text - The information will print completely.		<input checked="" type="checkbox"/>	30
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

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04/25/11

Quanna Hager

Financial Systems Operations

Purchasing

PO Box 757940

Administration 103

Fairbanks AK 99775-7940

1 Item number one has too many characters of descrip

tion to fit on one line.

Enter the remainder of the description into Item

Text - The information will print completely.

VENDOR: H22222 Happy Day Flower Shop Inc

20. **<Next Field> U/M** Enter the appropriate code. Remember, there are many different units of measure for various items. **<Search>** is available to find the appropriate unit.
21. **<Next Field> Quantity & Unit Price** Enter the desired quantity and the price for the item. The system will calculate the extended dollar amount.
22. **<Next Field>** to display **Extended** amount. **<Next Block>** to **Accounting Block**

Requestor/Delivery Information		Vendor Information		Commodity/Accounting		Balancing/Completion	
Item	1 of 1	U/M	Tax Group	Quantity	Unit Price		
		ROL		4.00 X	28.4200	= Extended:	113.68
Commodity	Description					Discount:	0.00
	Dark Chocolate Fudge with walnuts					Additional:	0.00
						Tax:	0.00
						Commodity Line Total:	113.68



23. **Accounting block** The cursor will reside in the COA field. Ensure the information displayed is correct for the department paying for the item requested. Care should be taken when entering the Acct (account) field to ensure accurate reporting. The [Expenditure and Revenue Account Codes](#) section of the Accounting and Administrative manual includes descriptions of each account code usage to aid in selection of the correct account code.
24. **COA** Verify **B** has populated the field. **<Next Field>**
25. **Year** Verify the current Fiscal year has defaulted. **<Next Field>**
26. **Index** The University of Alaska does not use this field - leave **blank** **<Next Field>**
27. **Fund** If the defaulted Fund Code is incorrect, enter the desired Fund **<Search>** is available. **<Next Field>**
28. **Orgn** If the defaulted Organization Code is incorrect, enter the desired Orgn. **<Search>** is available. **<Next Field>**
29. **Acct** Enter the Account Code for the item purchased.
30. **Prog** will default in. If the Prog code is incorrect, delete the accounting line and enter the Orgn, Fund, Acct again. **NEVER** enter a different PROG code

FOAPAL		of		Remaining Commodity Amount:		NSF Override		NSF Suspense		%		USD	
COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended:			113.68
B	11		101010	80042	4078	0166GA				Discount:			0.00
										Additional:			0.00
										Tax:			0.00
FOAPAL Line Total:													113.68
Commodity Accounting Total:													0.00

31. If more accounting lines must be entered to equal the Commodity Line Total for this item, enter **<Next Record>** to insert as many additional FOAPAL lines as needed.

32. If there are additional items to enter on this Requisition, choose **<Previous Block>** to return to the beginning of the **Commodity** portion of the screen. **<Next Record>** and repeat steps 19-31.
33. When all line items have been entered, **<Next Block>** to **Balancing/Completion** block. **MAKE NOTE OF THE REQUISITION NUMBER.**

	Input	Commodity	Accounting	Status
Approved Amount:	3,599.95	3,599.95	3,599.95	BALANCED
Discount Amount:	.00	.00	.00	BALANCED
Additional Amount:	.00	.00	.00	BALANCED
Tax Amount:	.00	.00	.00	BALANCED

Complete:  In Process: 

34. Click the **Complete** icon to forward the document to the posting process.

LAST CHANCE!!

When completed, the Auto Hint Status Line will display the Document Number and process message of completed and forwarded to the Posting process.

Document R0974919 completed and forwarded to the Posting process
Record: 1/1 | ... | <OSC>

Requisition for goods or services related to grant funding:

If the encumbrance is related to a grant using restricted funds with a sensitive acct code, the grant technician will require supporting information to ensure the encumbrance meets the requirements of the grant. Include the following information in **document text**:

1. Name of traveler
2. Destination
3. Dates of travel
4. If an RFN is en-route, please notate
5. How was the travel listed in the proposal
6. Purpose of the travel (eg, name of conference)
7. Describe the reason for an encumbrance change

Back-up must be sent to Procurement & Contract Services via email for every Requisition entered as per the following instructions. The requisition number must be noted on all pages of the back-up.

1. Address the email to ua-pcs-backup@alaska.edu.
2. Subject is the requisition number (R and all 7 digits as assigned by Banner). **DO NOT** type anything else on the subject line
3. Attachments need to be PDF files
4. Attachments should be separated and named as follows:
 - a. Back-up
 - b. W-9
5. You do not need to type any message in the email

TWO EXAMPLE CLAUSES FOR USE IN DOCUMENT TEXT

RUSHUAF When a requisition must be processed quickly and the product received within two weeks, using this clause clearly indicates to the Purchasing Department a critical date must be met. Document text will appear at the top portion of the printed requisition. **<Insert Record> (F6)** to populate form with clause text. **<Next Block>** to enter additional text in the Text block.



Be sure to use <Insert Record> (not <Next Block>), when a clause is selected, else the clause text will not be entered into the form. If <Next Block> is mistakenly used, perform a <Rollback> to return to the Key block of the text form and select the clause again as defined above.

RUSHUAF

The inserted record displays an indistinct RUSH message.

Procurement Text Entry FOAPOXT 8.4 (TRNX)

Text Type: REQ Code: R0977328 Change Sequence

Vendor: H22222 Happy Day Flower Shop Inc

Commodity Description:

Modify Clause: ☐ Copy Commodity Text Default Increment

Text	Clause Number	Print	Line
RRRRRR UU UU SSSSS HH HH ##		<input checked="" type="checkbox"/>	10
RR RR UU UU SS SS HH HH ##		<input checked="" type="checkbox"/>	20
RR RR UU UU SS HH HH ##		<input checked="" type="checkbox"/>	30
RRRRRR UU UU SSSSS HHHHHH ##		<input checked="" type="checkbox"/>	40
RR RR UU UU SS HH HH ##		<input checked="" type="checkbox"/>	50
RR RR UU UU SS SS HH HH		<input checked="" type="checkbox"/>	60
RR RR UUUUU SSSSS HH HH ##		<input checked="" type="checkbox"/>	70
		<input checked="" type="checkbox"/>	80

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RRRRRR UU UU SSSSS HH HH ##
RR RR UU UU SS SS HH HH ##
RR RR UU UU SS HH HH ##
RRRRRR UU UU SSSSS HHHHHH ##
RR RR UU UU SS HH HH ##
RR RR UU UU SS SS HH HH
RR RR UUUUU SSSSS HH HH ##

.
.
.

1 Item number one has too many characters of descrip 1.00 EA 10.5000 10.50
tion to fit on one line.

Enter the remainder of the description into Item
Text - The information will print completely.

VENDOR: H22222 Happy Day Flower Shop Inc

However, **RUSH!** is very apparent when printed. Document text displays before the items on the printed form.

NEWVEND – Use this clause to alert the Procurement Department of a Requisition using a new vendor that does not exist in Banner, or uses a new address that is not under an existing vendor. Procurement will use this information to enter the vendor into the database, so the next time the vendor is required, it will be available for selection.

Go to “Document Text” and type “NEWVEND” in the “Modify Clause” field. **<Insert Record>(F6)**
Click down in the “Text” area and fill in the blanks.

File Edit Options Block Item Record Query Tools Help

Procurement Text Entry FOAPOXT 8.4 (TRNX)

Text Type: REQ Code: R0977334 Change Sequence: ☐

Vendor: G1100011 Godiva Chocolates

Commodity Description:

Modify Clause: ☐ Copy Commodity Text Default Increment: 10

Text	Clause Number	Print	Line
New Vendor Name:		<input checked="" type="checkbox"/>	10
.		<input checked="" type="checkbox"/>	20
Address:		<input checked="" type="checkbox"/>	30
.		<input checked="" type="checkbox"/>	40
.		<input checked="" type="checkbox"/>	50
City/St/Zip:		<input checked="" type="checkbox"/>	60
Contact:		<input checked="" type="checkbox"/>	70
Phone:		<input checked="" type="checkbox"/>	80
Fax:		<input checked="" type="checkbox"/>	90
Tax ID:		<input checked="" type="checkbox"/>	100
Additional Info:		<input checked="" type="checkbox"/>	110

A clause may be updated as needed. As shown here, the Vendor's information is added to the existing New Vend clause.

Mouse click in the line to be updated and **<Arrow Right>** or **<Arrow Left>** to the desired insertion point.

Text Type: REQ Code: R0977335 Change Sequence

Vendor:

Commodity Description:

Modify Clause: ☐ Copy Commodity Text Default Increment

Text	Clause Number	Print	Line
New Vendor Name: Chocolate All Around		<input checked="" type="checkbox"/>	10
.		<input checked="" type="checkbox"/>	20
Address: #1 Cocoa Avenue		<input checked="" type="checkbox"/>	30
.		<input checked="" type="checkbox"/>	40
.		<input checked="" type="checkbox"/>	50
City/St/Zip: Hersheytown, Alaska 99709		<input checked="" type="checkbox"/>	60
Contact: Betty Cocoabutter		<input checked="" type="checkbox"/>	70
Phone: (907)555-1212		<input checked="" type="checkbox"/>	80
Fax: (907)555-1213		<input checked="" type="checkbox"/>	90
Tax ID: 778456222		<input checked="" type="checkbox"/>	100
Additional Info: Closed June - August		<input checked="" type="checkbox"/>	110

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Quanna Hager

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Financial Systems Operations

04/25/11

Purchasing
PO Box 757940
Administration 103
Fairbanks AK 99775-7940

New Vendor Name: Chocolate All Around
.
Address: #1 Cocoa Avenue
.
.
City/St/Zip: Hersheytown, Alaska 99709
Contact: Betty Cocoabutter
Phone: (907) 555-1212
Fax: (907) 555-1213
Tax ID: 778456222
Additional Info: Closed June - August
1 sample package of chocolate 2.00 EA 4.0000 8.00
VENDOR:

The NEWVEND information will print on the Requisition form in a format easily read by the Procurement Department for entry into Banner.

CLAUSES FOR USE IN LINE ITEM TEXT

Guest Speaker

Clause: SPEAKER

Type “Guest Speaker” on the description line of the Requisition. Select “Item Text” and type “SPEAKER” in the “Modify Clause” field. **<Insert Record> (F6) <Next Block>** to the Text block and fill in the blanks.

Honorarium

Clause: HONORAR

Type “Honorarium for (what did the recipient do for UA)” on the description line of the Requisition. If more space is needed, continue in Item Text. Select “Item Text” and type “HONORAR” in the “Modify Clause” field. **<Insert Record> (F6) <Next Block>** to the Text block and continue the description if need be. Fill in the date of the letter being sent to the recipient. Determine if the recipient is a US citizen or not and indicate it on the requisition.

Lodging

Clause: LODGING

Type “Lodging for (person’s name)” on the description line of the Requisition; or, in the case of a large group, type “Lodging for the participants of the (name and date of event). In the case of a small group, type “Lodging for the following people:” and list the names in Item Text.

Select “Item Text” and type “LODGING” in the “Modify Clause” field. **<Insert Record> (F6) <Next Block>** to Text block and fill in the blanks. Determine if the guests are US citizens. Do not do a lodging PO for employees.

List the names of the people in the small groups at the BOTTOM of the clause text and renumber the lines so they print at the top of Item Text (this will not appear in this order unless you exit the text area and go back in), to separate the names from the remaining text. See example below:

Oracle Developer Forms Runtime - Web: Open > FPAREQN - FOAPOXT

File Edit Options Block Item Record Query Tools Help

Procurement Text Entry FOAPOXT (TRNX)

Text Type: REQ Code: R0977253 Change Sequence: Item Number: [

Vendor: 30013966 Bentley's B & B

Commodity Description: lotsa pens

Modify Clause: LODGING Copy Commodity Text Default Increment: 10

Text	Clause Number	Print	Line
.		✓	70
Fax:		✓	80
.		✓	90
THE UNIVERSITY OF ALASKA IS A NON-PROFIT		✓	100
CORPORATION OF THE STATE OF ALASKA AND THEREFORE		✓	110
EXEMPT FROM PAYMENT OF HOTEL TAXES. THIS PURCHASE		✓	120
ORDER COVERS ROOM COSTS ONLY. ALL INCIDENTAL		✓	130
EXPENSES ARE THE RESPONSIBILITY OF THE TRAVELER(S)		✓	140
.		✓	150
Is this person a US Citizen/Permanent Resident?		✓	160
Is this person a UA Employee?		✓	170
Mark Carlson		✓	1
Jodi Morgan		✓	2
Lynn Courtney		✓	3
Steve Klumpner		✓	4
Mary Witgen		✓	5
.		✓	

Record: 23/23 ... <OSC>

Care must be used when renumbering lines that each line of text is assigned a unique Line number.

Membership

Clause: MEMBER

Type "Membership" on the description line of the Requisition. Select "Item Text" and type "MEMBER" in the "Modify Clause" field. Press "Insert Record". Click down in the "Text" area and fill in the blanks. Be sure to include members mailing address in the "Member" section of the text.

Registration

Clause: REGISTRA

Type "Registration" on the description line of the Requisition. Select "Item Text" and type "REGISTRA" in the "Modify Clause" field. **<Insert Record> (F6) <Next Block>** to the Text block and fill in the blanks.

Subscription (New)

Clause: SUBNEW

Type "Subscription" on the description line of the Requisition. Select "Item Text" and type "SUBNEW" in the "Modify Clause" field. **<Insert Record> (F6) <Next Block>** to the Text block and fill in the blanks.
the blanks.

Subscription Renewal

Clause: SUBRNW

Type "Subscription Renewal" on the description line of the Requisition. Select "Item Text" and type "SUBRNW" in the "Modify Clause" field. **<Insert Record> (F6) <Next Block>** to the Text block and fill in the blanks.

Requisition Form		Requisition No:			
		Purchase Order No:			
		Date Entered:			
Req Type: PO CO CP DP	Ship Via: UPS 2 nd Day	Required Delivery: 2 weeks			
Suggested Vendors					
Name: Troxell Communications Address: 7981 168 th Ave Redmond, WA 98052 Contact: Stewart White Phone: 888-245-1085 Fax: 800-546-8465 Tax ID: 86-4562-89		Name: Address: Contact: Phone: Fax: Tax ID:			
Comments/Special Instructions: This is a RUSH!! (use RUSHUAF clause) Backup sent via email Ship UPS 2 nd Day Vendor does not take credit cards					
Item	Description	Qty	Unit	Price	Extended Price
1	Sony Camcorder, Handycam DCR-DVD7, Part No. SD46251	5	Ea	599.99	2,999.95
	with 10X Optical 120X Digital Zoom				
2	Estimated Shipping/Handling	1	Frt	100.00	100.00
				Total	3,099.95
Accounting					
Fund	Org	Acct	Amount		
103010	50098	4011	3,099.95		

Remember to use the “RUSHUAF” clause when your order needs to be processed quickly.

Requisition Form		Requisition No: Purchase Order No: Date Entered:			
Req Type: PO CO CP DP		Ship Via:		Required Delivery: 6/30/15 (Always the last day of the event)	
Suggested Vendors					
Name: Univ of California - Los Angeles Address: Television/Film Department 10920 Wilshire Blvd. Los Angeles, CA 90024-6503 Contact: Steven Spielberg Phone: 800-451-0087 Fax: 800-646-9521 Tax ID:			Name: Address: Contact: Phone: Fax: Tax ID:		
Comments/Special Instructions: Registration form being sent via email					
Item	Description	Qty	Unit	Price	Extended Price
1	Registration for "Writing for the Big Screen"	2	ea	3,500.00	7,000.00
	June 26-30, 2012 for Shannon O'Kelley &				
	Shayne Bowers in Los Angeles, CA				
				Total	7,000.00

Accounting			
Fund	Org	Account	Amount
103010	50098	3661	3,500.00
173014	50262	3661	3,500.00

This requisition is for the registration of a class. Often times registrations, memberships and subscriptions costs may be put on the department's ProCard, but for those vendors that do not accept the card a Requisition will need to be completed.

Requisition Form	Requisition No: Purchase Order No: Date Entered:
------------------	---

Req Type: PO CO CP DP	Ship Via: Fed Ex	Required Delivery: 06/30/19
------------------------------	-------------------------	------------------------------------

Suggested Vendors

Name: Acme Industrial Hardware Address: 3501 Lathrop St Fairbanks, AK 99701 Contact: Pablo Picasso Phone: 907-451-0087 Fax: 907-451-9521 Tax ID: 92-6384891	Name: Address: Contact: Phone: Fax: Tax ID:
--	--

Comments/Special Instructions: Must be Pittsburg paint Brand name justification included in backup sent via email
--

Item	Description	Qty	Unit	Price	Extended Price
1	Paint, Latex Enamel, Pittsburg ##9-510##	300	Gal	14.25	4,275.00
	Interior Latex Pure Performance in				
	One-Gallon Plastic Containers				
2	Primer, Seal Grip, Pittsburg 17-21 in	150	Gal	14.25	2,137.50
	One-Gallon Plastic Containers				
Total					6,412.50

Accounting			
Fund	Org	Account	Amount
103010	50098	4151	6,412.50

Requisition Form		Requisition No: Purchase Order No: Date Entered:			
Req Type: PO CO CP DP		Ship Via:		Required Delivery: 6/20/19	
Suggested Vendors					
Name: Hyatt Regency Hotel Address: 1333 Bayside Highway Los Angeles, CA 94010 Contact: Evana Trump Phone: 650-347-1234 Fax: 650-896-2655 Tax ID: 91-1147331			Name: Address: Contact: Phone: Fax: Tax ID:		
Comments/Special Instructions: Backup sent via email					
Item	Description	Qty	Unit	Price	Extended Price
1	Single Room for Dana Harris	5	day	85.00	425.00
	Arriving: June 25, 2015				
	Departing: June 30, 2015				
	Confirmation #1234567 TA# TA091170				
2	Deluxe Suite for Susan Hanson	10	day	125.00	1,250.00
	Arriving: June 20, 2015				
	Departing: June 30, 2015				
	Confirmation #7654321 TA# TA082749				
				Total	1,675.00

Accounting			
Fund	Org	Account	Amount
50098	2010	103010	1,675.00

LODGING

Due to the volume of requisitions and the time-sensitive nature of lodging, it is important to include all of the pertinent information on the requisition so a purchase order can be processed as soon as possible. Once the purchase order is complete, it is faxed to the hotel to save time and ensure confirmation of the reservation.

IT IS THE DEPARTMENT'S RESPONSIBILITY TO CONTACT THE HOTELS TO RESERVE, CANCEL, OR CHANGE RESERVATIONS. Most hotels will charge for "no shows," so departments must contact the hotel as soon as possible for cancellations to avoid being charged. If there is a change to the purchase order, email the changes requested to the email address listed below. In addition, many out-of-state hotels, particularly in larger cities, do not accept purchase orders; so always inquire before processing a requisition to save time and avoid canceling purchase orders.

It is common to receive requisitions with no names or dates for the lodging. All requisitions for lodging should include the following information:

- Name of person(s). If the lodging is for a group, then list the name of the group or meeting/conference on the requisition. It is not necessary to list all of the names of the entire group on the requisition; however, a list of names must be sent to the hotel by the department before the lodging dates.
- Dates. Include the "check-in" and "check-out" dates. If the guest will be arriving late, then include "late arrival" on the requisition.
- Confirmation # if applicable.
- Include the TA # if applicable.
- If a deposit is required, include the amount on the requisition.

Backup Generally, backup is not needed for lodging; however, for groups or large parties, there is usually an agreement, quote, or a confirmation letter. Email the backup to uaf-pcs@alaska.edu as soon as the requisition is entered with the requisition number on the backup.

Hotel Taxes The University does NOT pay hotel taxes for hotels located in Alaska, so ensure the rate quoted is the tax exempt rate. Hotel taxes are paid by the University for out-of-state hotels.

What Is Covered Unless noted otherwise, all purchase orders are for LODGING ONLY. All incidental purchases such as movies, dry cleaning, room service, alcohol, etc., are the responsibility of the travelers. If meals are listed on the purchase order, then they cannot be claimed on the expense report. For questions about travel and what is authorized, contact your university Travel Office

If you have questions about lodging, contact Procurement & Contract Services at ua-PCS-main@alaska.edu.

When entering a lodging requisition, type "LODGING" in the Modify Clause field in Item Text. <Insert Record> (F6) <Next Block> to the Text area and fill in the blanks.

HONORARIUMS

An honorarium is a gift for services for which **no fee has been set or agreed upon in advance**. It is generally a “thank you” gift as a token of appreciation. Any verbal or written agreement in which the University of Alaska will be **obligated** to pay for services or expenses is a contractual service, which must be processed in accordance with procurement regulations. A legal claim to payment by the recipient is not an honorarium but a contractual service. An honorarium cannot be used if an agreement has been made to reimburse for travel or other expenses. Contact the phone number below for questions.

Due to IRS requirements, the following information is required for processing honorariums:

- Honorariums for employees are **NOT** processed through procurement. This includes any individual no longer working for the University that has received a check during the calendar year. Employee honorariums are processed through payroll.
- Verify the citizenship of each honorarium recipient. **A SOCIAL SECURITY NUMBER ALONE DOES NOT DETERMINE U.S. CITIZENSHIP.** For non-U.S. citizens, have the individual fill out the UA Taxable Status Determination Form. The type of visa and the country of origin determine whether the person is qualified to receive the honorarium and whether tax withholding is required. For more information, contact your university Accounts Payable or Finance Office prior to entering the requisition to determine eligibility. Other IRS forms may need to be filled out.
- A social security number or Tax Identification Number is required for **ALL** honorariums for US citizens and resident aliens (those with “green” cards). Please have these individuals complete a W-9. This form can be found at the following link:
<https://www.alaska.edu/procurement/forms.php>
- A home address is required. For certain circumstances the person may not want the check mailed to their home address; however, the home address **must** be in Banner.
- A letter to the honorarium recipient or some other form of backup documenting the reason for the payment must accompany each honorarium requisition. The letter should indicate what the person did to receive the honorarium.

When entering an honorarium, type “HONORAR” in the Modify Clause field in Item Text. <Insert Record> (F6) <Next Block> to the Text area and fill in the blanks.

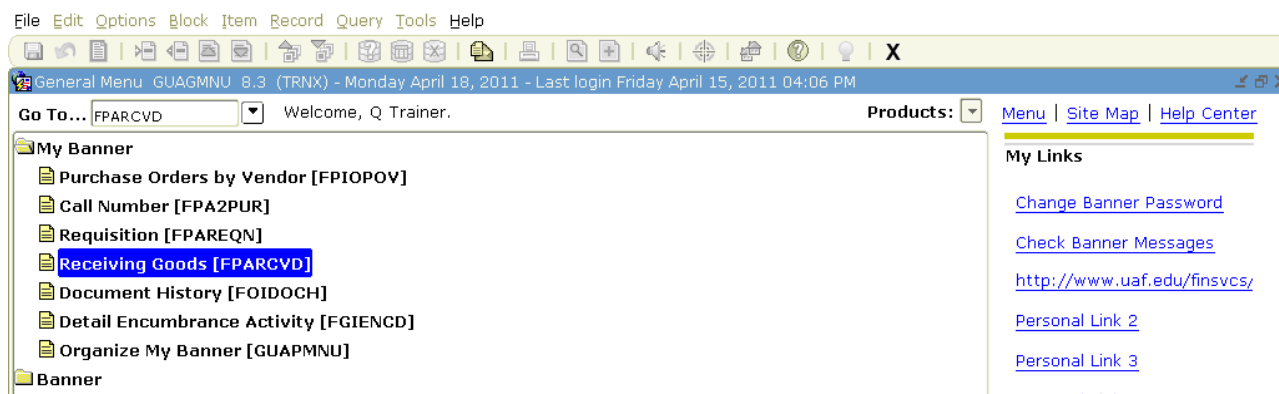
CREATING A RECEIVING DOCUMENT (FPARCVD)

The receiving process is used to record receipt of goods ordered. If the cost of an item exceeds \$2,500, receiving is required before an invoice may be paid in the Banner system. Since *receiving is optional on line items under \$2,500.00*, Accounts Payable must be notified by another method in order to approve payment of an invoice. An email or a signed, dated fax to the A/P clerk that handles the vendor will be sufficient to approve payment on goods received. **Confirm the Purchase Order, Line Item, Invoice number, and amount to be paid.**

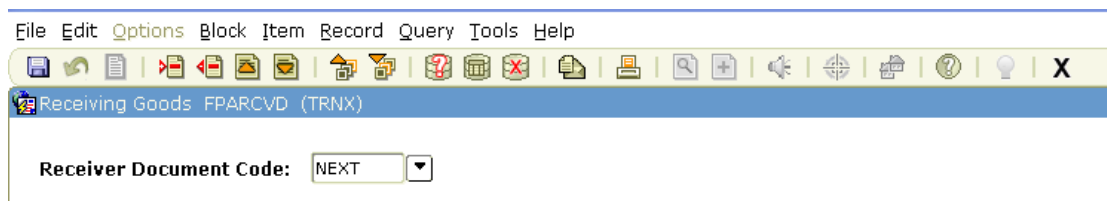
1. Enter **FPARCVD** in the **Go To** field & press **<Enter>**

-or-

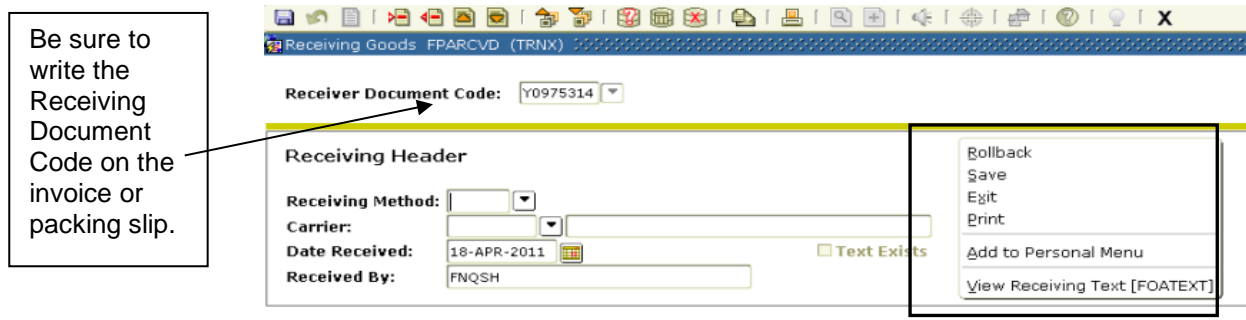
Using the My Banner menu, **<Double-Click>** on **FPARCVD**.



2. Enter **NEXT** in the Receiver Document Code field. **<Next Block>**



3. The cursor will reside in the **Receiving Method** field of the **Receiving Header** block.



4. There are no required fields in the Receiving Header block, but if there is specific information for Accounts Payable that is out of the ordinary, select from the Options Menu, or right-click your mouse to select **View Receiving Text**, which will display the General Text Entry form. Enter desired text, or **<Next Block>** to **Packing Slip** block.

- a. Click in the **Text** area and enter the appropriate information for Accounts Payable. **<Save>** & **<Exit>** the form.

The screenshot shows a form with a 'Text' label above a text input field containing 'Please pay this invoice on account 50262-173014'. To the right of the text field are 'Print' and 'Line' buttons. The 'Line' button shows the number '10'.

5. The cursor will reside in the **Packing Slip** field of the Packing Slip block.

The screenshot shows the 'Packing Slip' block. It includes a 'Packing Slip' label, a 'Packing Slip' field with 'OCT-123' and a dropdown arrow, a 'Bill of Lading' field with 'PARTIAL', and a 'Text Exists' checkbox. A callout box on the right says 'Do not enter text on the Packing Slip block'.

6. Enter the Invoice Number faxed from A/P or, if using this Receiving Document to authorize multiple payments on this order, enter the Receiving Document Code (**Yxxxxxxx** from the top of the form). **<Next Field>**
7. **Bill of Lading:** Enter **Partial** if only a portion of the order is received, or **Final** if the entire order has been shipped or is the **Final** shipment to complete an order. **<Next Block>**

NOTE – a **Final** indicator informs Accounts Payable that no other items are expected for this Purchase Order. The remaining funds will be liquidated to the appropriate budget, and the Purchase Order will be closed. (This may be verified via FGIENCD Detail Encumbrance Activity.)

8. The cursor will reside in the **Purchase Order** field of the Purchase Order block.

The screenshot shows the 'Purchase Order' block. It includes a 'Purchase Order' label, a 'Purchase Order' field with 'FP600020' and a dropdown arrow, a 'Buyer' field with 'Denise Ringhand', and a 'Vendor' field with 'T006825' and 'Troxell Communications'. There are radio buttons for 'Receive Items' (selected) and 'Adjust Items'. A callout box on the right says 'Ensure the Vendor : is correct, or perform <Roll Back> and begin again to enter correct Purchase Order or Call number.' with an arrow pointing to the Vendor field.

9. Enter the Call Number or Purchase Order Number (**Pxxxxxxx**). **<Next Field>**

The following pages describe how to use the:

Receive All Items, option when the first shipment received will complete a Purchase Order or Call

And

Receive Partial option when more than one shipment is required to complete the Purchase Order or Call.

RECEIVE ALL ITEMS

1. **Receive All Purchase Order Items** is available for receiving on a Purchase Order or Call for the **first** time only. Choose **Receive All Purchase Order Items** from Options menu – or – **<Right-Click>** mouse to select from Options displayed. **<Next Block>** to the **Commodity** block.
2. The **Commodity** block is displayed, where the cursor will reside in the **Item** field. **<Next Item>** to the **Current** field and update the amount if necessary.
3. **<Next Record>** if additional Items are on the Purchase Order and must be received.
4. **<Next Block>** to Completion block.

Receive All on a Purchase order – Document Number begins with 'P'
total ITEMS ordered populates Current field

When the **RECEIVE ALL** option is selected, the **FINAL RECEIVED**, **CURRENT**, and **U/M** fields are populated.

The Scroll Bar indicates more than one Item has been received on a Purchase Order. Ensure the correct amount is received for each Item

Receive All on a Call - Document Number begins with 'P0'
total DOLLAR AMOUNT ordered populates Current field

5. Click the **Complete** icon.

Oracle Developer Forms Runtime - Web: Open > FPARCVD

File Edit Options Block Item Record Query Tools Help

Commodity FPARCVD (TRNX)

Receiver Document Code: Y0975331 Packing Slip: S

Purchase Order: FP110071 Vendor: Coffee Jitters Inc

Item: 1 Commodity Record Count: 3

Commodity Code	Description	U/M	FOB Code	Final Received
	On the Go Instant Coffee	GAL		<input checked="" type="checkbox"/>

Quantity To Date Current

Received: 12 12

Rejected: 0

Returned: 0

Accepted: 12

Ordered: 25

U/M: GAL U/M: GAL

Primary Location: Sub Location:

Item Suspense

Complete: [icon] In Process: [icon]

The Hint Status Bar displays the Receiver Document number:

Receiver Document Y0972543 has been completed.

Record: 1/1 <OSC>

*****NOTE*****

Record this number on any paperwork being sent to Accounts Payable.

If receiving is done from an original Invoice, record the Receiving Document number ('Y' number), sign it, and send it to Accounts Payable. Accounts Payable will not require other documentation.

If there is more than one accounting line being paid on shipment, indicate clearly to Accounts Payable how much should be paid for each FOAPAL.

RECEIVE PARTIAL

When receiving is entered for a **partial shipment**, choose **Select Purchase Order Items** from Options menu at the top – or – **<Right-Click>** mouse to select from Options displayed. The Receiving Goods PO Item Selection form will display.

Purchase Order – Document number begins with ‘P’, may display **more than one** Item.

Purchase Order: FP110071 ☐ Receive All Blanket Order Number:

Receiver Document: Y0975328 Packing Slip: S

Vendor: COFFEE Coffee Jitters Inc

Item	Commodity	Text Exists	U/M	Quantity	Quantity Accepted
1	On the Go Instant Coffee	NONE	GAL	25	0
2	Dark Roast Whole Beans	NONE	BAG	7	0
3	Med Roast 100% Colombian	NONE	BAG	3	0

Add Item

Call – Document number begins with ‘P0’, will display **only one** Item.

Purchase Order: P0974845 ☐ Receive All Blanket Order Number:

Receiver Document: Y0975324 Packing Slip: S

Vendor: B00090010 Barnes & Noble Bookstore

Item	Commodity	Text Exists	U/M	Quantity	Quantity Accepted
1	BOOKS AND OTHER PUBLICATIONS	NONE	EA	50	0

Add Item

Click the **Add Item** checkbox for each purchase order item to be received.

Call will have a single Item to receive

1. Select the Item(s) to be received. **<Save>** and **<Exit>** this form. Answer “**YES**” to ‘**Close This Form?**’ prompt.
2. The cursor is returned to the **Purchase Order** block of Receiving Goods form. **<Next Block>** to Commodity block.

- Upon entry, the cursor resides in the **Item:** field. **<Next Field>** to the blank **Current** field.
- Enter the **dollar amount** (on a call) you wish to receive or Enter the **Item quantity** (on a purchase order).
<Save> & **<Next Block>** to Completion block.

Receive Partial on Purchase Order

A.

Receiver Document Code: Y0975329 Packing Slip: S
Purchase Order: FP110071 Vendor: Coffee Jitters Inc

Item: 1 Commodity Record Count: 3

Commodity Code Description U/M FOB Code
On the Go Instant Coffee ☐ Stock Item GAL ☐ Final Received

Quantity	To Date	Current
Received:	0	
Rejected:	0	
Returned:	0	
Accepted:	0	
Ordered:	25	

U/M: ☐ U/M: ☐
Primary Location: ☐ Sub Location: ☐
☐ Item Suspense
☐ Tolerance Suspense
☐ Tolerance Override

The **Ordered** field displays the item quantity entered in the **Quantity** field of the Purchase Order.

If there are multiple lines to receive on a Purchase Order, enter **<Next Record >** to access the additional Items. Update quantity received.

The scroll bar indicates more than one Item received for this Purchase Order

B.

Receiver Document Code: Y0975331 Packing Slip: S
Purchase Order: FP110071 Vendor: Coffee Jitters Inc

Item: 1 Commodity Record Count: 3

Commodity Code Description U/M FOB Code
On the Go Instant Coffee ☐ Stock Item GAL ☐ Final Received

Quantity	To Date	Current
Received:	12	12
Rejected:	0	
Returned:	0	
Accepted:	12	
Ordered:	25	

U/M: GAL ☐ Gallon
U/M: ☐
Primary Location: ☐ Sub Location: ☐
☐ Item Suspense
☐ Tolerance Suspense
☐ Tolerance Override

The **To Date Received:** and **To Date Accepted:** amounts will update to the total amount received including the **Current** amount just entered. The **Final Received** defaults as unchecked when the **Receive Partial** option is used.

Receive Partial on a Call

A.

Receiver Document Code: Y0975335 Packing Slip: S
Purchase Order: P0974887 Vendor: Happy Day Flower Shop Inc

Item: 1 Commodity Record Count: 1

Commodity Code Description U/M FOB Code
Flowers, Gift Cards, Balloons ☐ Stock Item EA ☐ Final Received

Quantity	To Date	Current
Received:	0	
Rejected:	0	
Returned:	0	
Accepted:	0	
Ordered:	22.99	

U/M: ☐ U/M: ☐
Primary Location: ☐ Sub Location: ☐
☐ Item Suspense
☐ Tolerance Suspense
☐ Tolerance Override

The **Ordered** field displays the dollar amount or Item quantity entered in the **Quantity** field of the Call number.

The scroll bar will indicate one Item received for this Call.

IMPORTANT

If there is more than one accounting line being paid on a **Partial** shipment, indicate clearly to Accounts Payable how much should be paid for each FOAPAL.

The **To Date Received:** and **To Date Accepted:** amounts will update to the total amount received including the **Current** amount just entered. The **Final Received** indicator defaults as unchecked when the **Receive Partial** option is used.

B.

Receiver Document Code: Y0975335 Packing Slip: S
Purchase Order: P0974887 Vendor: Happy Day Flower Shop Inc

Item: 1 Commodity Record Count: 1

Commodity Code Description U/M FOB Code
Flowers, Gift Cards, Balloons ☐ Stock Item EA ☐ Final Received

Quantity	To Date	Current
Received:	11.5	11.5
Rejected:	0	
Returned:	0	
Accepted:	11.5	
Ordered:	22.99	

U/M: EA Each
U/M: ☐
Primary Location: ☐ Sub Location: ☐
☐ Item Suspense
☐ Tolerance Suspense
☐ Tolerance Override

5. Click the **Complete** icon.

Oracle Developer Forms Runtime - Web: Open > FPARCVD

File Edit Options Block Item Record Query Tools Help

Commodity FPARCVD (TRNX)

Receiver Document Code: Y0975331 Packing Slip: S

Purchase Order: FP110071 Vendor: Coffee Jitters Inc

Item: 1 Commodity Record Count: 3

Commodity Code	Description	U/M	FOB Code	Final Received
	On the Go Instant Coffee	GAL		<input checked="" type="checkbox"/>

Quantity To Date Current

Received: 12 12

Rejected: 0

Returned: 0

Accepted: 12

Ordered: 25

U/M: GAL U/M: Gallon

Primary Location: Sub Location:

☐ Item Suspense

Completion FPARCVD (TRNX)

Complete: In Process:

The Hint Status Bar displays the Receiver Document number:

Receiver Document Y0972543 has been completed.

Record: 1/1 ... <OSC>

NOTE

Record this number on any paperwork being sent to Accounts Payable.

If receiving is done from an original Invoice, record the Receiving Document number ('Y' number), sign it, and send it to Accounts Payable. Accounts Payable will not require other documentation.

If there is more than one accounting line being paid on a **Partial** shipment, indicate clearly to Accounts Payable how much should be paid for each FOAPAL.

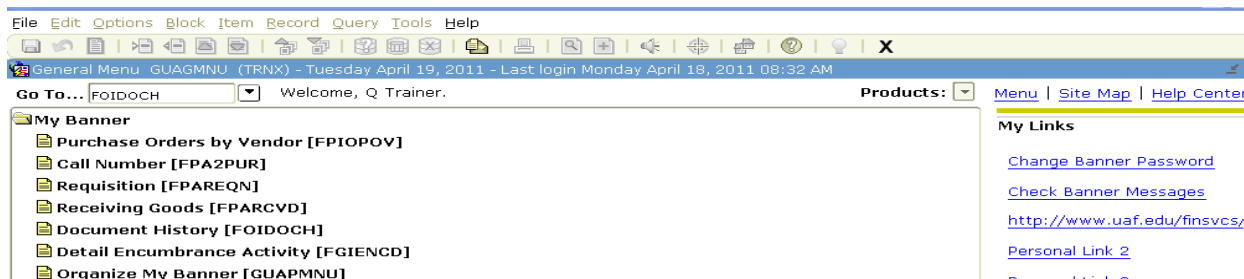
A receiving document "Y" number can be used only once. A **NEW** receiving document must be created for each partial shipment received. You will create as many receiving documents as are necessary to receive all of the items ordered on each PO/Call Number.

Receive **All** cannot be done after a **Partial** receiving has been done.

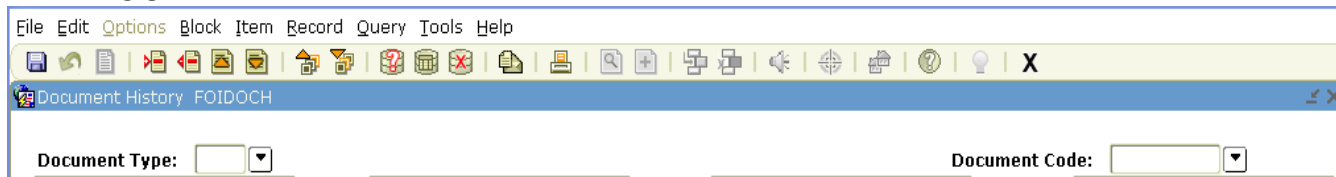
DOCUMENT HISTORY (FOIDOCH)

The Document History Form (FOIDOCH) is used to track and review the status of a Finance document such as a Requisition, Purchase Order, Call, Receiving Document, or Invoice as well as other associated documents. General Encumbrance information cannot be viewed via this form. Use FGIENCD instead. Please note that the Document History Form is an inquiry-only form used to review information. Changes may not be made to any documents via this form.

1. Enter FOIDOCH in the Go To: field & press <Enter/Return>
- or-
Using the My Banner menu, **<Double-Click> on FOIDOCH.**



KEY BLOCK:



2. Enter the **Document Type** from the list below. General Encumbrances cannot be viewed via FOIDOCH. **<Next Block>**

Requisition:	REQ
Purchase Order:	PO
Call Number:	PO
Invoice:	INV
Receiving:	RCV
Check:	CHK

3. **<Next Field>** to the Document Code field.
4. Enter the **Document Code** type from the list below. <Search> is available to find desired document.

Requisition:	Rxxxxxxx
Purchasing Order:	Pxxxxxxx
Call Number:	Pxxxxxxx
INV	Ixxxxxxx
Receiving:	Yxxxxxxx
Check:	Hxxxxxxx (for Fairbanks campus FC is the Bank Code)

File Edit Options Block Item Record Query Tools Help

Document History FOIDoch (TRNX)

Document Type: REQ Requisition Document Code: R0000000

Requisition	Status
R0000000	A

Bid	Status

Purchase Order	Status
FP300000	A

Issues	Status

Invoice	Status
4321-XYZ	P
I0970432	S

Check	Status
50268598	

Return	Status

Receiver	Status
Y0970822	C
Y0971148	C
Y0973583	C

Asset Tag	Status

Asset Adjustment	Status

Select **View Status Indicators** from the **Options Menu** to display the Legend for the STATUS Codes

Status Indicators

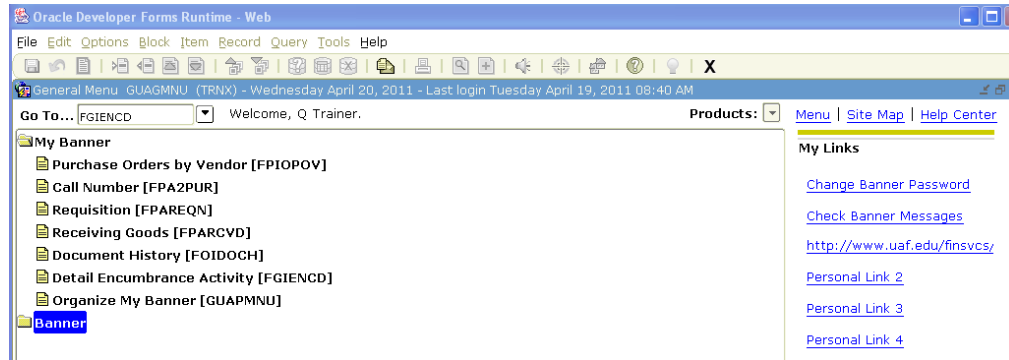
- (A) Approved
- (C) Completed
- (F) Final Reconciliation
- (P) Paid
- (R) Receipt Required
- (S) Suspended
- (O) Open
- (X) Cancelled
- (V) Void
- (H) Hold
- (T) Tagged Permanently

5. **<Next Block>** to go to Detail block.
6. The document requested will be displayed along with any other documents relating to it. Navigate from block to block by using **<Next Block>** and **<Previous Block>** or mouse click on the desired block.
7. View any document by navigating to the document number and pressing **<F3>** or the appropriate selection from the Options menu.
8. To view requisitions, purchase orders, invoices, press **<Next Block>**
9. When finished, **<Exit>** to return to FOIDoch
10. To view checks, enter the bank code FC (for Fairbanks & Statewide) and press **<Next Block>**
11. A document with no status indicator is INCOMPLETE.
12. To query another document, choose **<Roll Back>**. The cursor will return to the Document Type field.
13. To exit this form, choose **<Exit>**.

***To locate the procurement officer assigned to your requisition, select the related PO, and **<Page Down>** to view the Buyer Code and Name.

DETAIL ENCUMBRANCE ACTIVITY (FGIENCDD)

1. This inquiry-only form displays all transactions posted against an encumbrance. General Encumbrances, Requisitions, Purchase Orders, and Call documents can be viewed. This is a great form to quickly view the current status and activity of an encumbrance.
2. Enter FGIENCDD in the Go To: field & press <Enter/Return>
- OR -
Using the My Banner menu, **<Double-Click> on FGIENCDD**



Key Block

3. The cursor resides in the ENCUMBRANCE field. Enter the document number **<Search>** is available. **<Next Block>** to populate the form and move to Detail Block.

Enter the document number in the **Encumbrance:** field

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance

All information is display-only. The following Encumbrance header information is provided.

Oracle Developer Forms Runtime - Web: Open > FGIENCD

File Edit Options Block Item Record Query Tools Help

Detail Encumbrance Activity FGIENCD (TRNX)

Encumbrance: R0000000 Encumbrance Period: All

Description: Bonnie Kleven Status: C Type: R
 Date Established: 29-MAY-2002 Balance: 0.00 Vendor: T006825 Troxell Communications

Item: 1 Sony Camcorder, Part # S156825 with

Sequence: 1 Fiscal Year: 03 Status: C Commit Indicator: U
 COA Index Fund Orgn Acct Prog Actv Locn Proj
 B 103010 50098 4011 3061GA

Encumbrance: 1,196.00 Liquidation: -1,196.00 Balance: 0.00

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
01-JUL-2002	REQP	R0000000		1,196.00	1,196.00
01-JUL-2002	POLQ	FP300000	T	-1,196.00	0.00

Press Next Record or Previous Record to scroll accounting/transaction details

Record 1/2

DESC: Description of the Encumbrance

STATUS: O (Open) or C (Closed)

TYPE: E (Encumbrance), P (Purchase Order), or R (Requisition)

DATE EST: Date Established (DD-MON-YYYY)

BALANCE: Balance available on the Encumbrance

VENDOR: Vendor to which this encumbrance is issued

Transaction data displayed corresponds to the selected record.

Record Item and Sequence Numbers

Transaction Details for that particular record

ITEM:	The specific commodity for which information is being displayed
SEQUENCE:	The specific accounting line for the Item which information is being displayed
FISCAL YEAR:	The fiscal year for the encumbrance
COMMIT IND:	Commitment Indicator – C (Committed – prior fiscal year transactions that have rolled into the new fiscal year) or U (Uncommitted – current fiscal year transactions or restricted funds transactions that rolled from a prior fiscal year)
COA:	Chart of Accounts for the item/seq of the encumbrance, this value is always B
INDEX:	The University of Alaska does not use
FUND:	Fund code for the item/seq of the encumbrance
ORGN:	Organization code for the item/seq of the encumbrance
ACCT:	Account code for the item/seq of the encumbrance
PROG:	Program code for the item/seq of the encumbrance
ACTV:	The Activity field is blank in most instances
LOCN:	The Location field is blank
PROJ:	The Project field is blank
ENC:	The total encumbered amount for the item/seq of the encumbrance
LIQ:	The total liquidated amount for the item/seq of the encumbrance
BALANCE:	The balance available for the item/seq of the encumbrance

QUICK ENTRY SHEET FOR CALL NUMBERS

1. Navigate to FPA2PUR.
2. <Next Block> Leave the Purchase Order field blank to allow the system to assign a call number.
3. Enter the Blanket Purchase Order number in the “Blanket Order” field.
4. <Next Field> to the ‘Order Date’ field, clear it and enter today’s date.
5. <Next Field> to ‘Delivery Date’ – enter a date.
6. <Next Block> to Requestor/Delivery Info block. Enter your name in the ‘Requestor’ field if it did not default. If correct information is displayed, skip steps 7-12 and proceed to step 13.
7. <Next Field> to ‘COA’ – enter “B” if it did not default.
8. <Next Field> to ‘Organization’ – enter org number.
9. <Next Field> to ‘Email’ – enter email address.
10. <Next Field> to ‘Phone’ – enter phone number.
11. <Next Field> to ‘Fax’ – enter fax number.
12. <Next Field> to ‘ShipTo’ – enter your department code.
13. <Next Block> to Vendor Information block – verify correct vendor is displayed.
14. <Next Block> to Commodity/Accounting block.
15. <Next Field> to ‘Quantity’ field – enter TOTAL DOLLAR AMOUNT OF ORDER.
16. <Next Field> to display extended amount.
17. <Next Block> to Accounting block – if ‘COA’ did not default, enter “B”.
18. <Next Field> to enter the ‘FUND’, ‘ORGN’, and ‘ACCT’ fields. Accept the ‘PROG’ field default (**NEVER** key a Prog code; if it is incorrect, delete the entire accounting line and enter the correct Org, Fund and Acct, the correct Prog code will default in). Enter the amount. Add additional accounting lines when necessary.
19. <Next Block> to Balance/Completion block – WRITE DOWN THE CALL NUMBER.
20. Click the ‘Complete’ icon to forward the document to the posting process.

QUICK ENTRY SHEET FOR REQUISITIONS

1. Navigate to FPAREQN.
2. Leave the 'Requisition' field blank (system will assign a requisition number). <Next Block>
3. Enter 'Delivery Date' (required field). <Next Field>
4. Enter 'Requestor' information, including 'Name', 'Phone' and 'Organization Code'.
5. Enter 'Ship To' code or choose from <List>.
6. Enter 'Attention To' (required field). <Next Block>
7. Choose <List> to search for vendor. If vendor is found, select address code and seq # for vendor. If vendor is not found, select Vendor ID "NEWVEND" and enter the name and address of the new vendor in <Document Text> for Procurement (use NEWVEND Modify Clause).
8. If there are comments for Procurement, click the <Document Text> link in Options menu at the top.
9. <Next Block> to navigate to 'Commodity/Accounting' block and enter values for 'Description', 'U/M', 'Quantity' and 'Unit Price'.
10. If additional space is required to enter commodity description, click <Item Text> link in Options menu, enter additional text, <Save> and <Exit>.
11. <Next Block> to move to the Accounting Data block. Value fields 'Orgn', 'Fund', 'Acct'. Accept 'Prog' field default (**NEVER** key a Prog code; if it is incorrect, delete the entire accounting line and enter the correct Org, Fund and Acct, the correct Prog code will default in). Enter 'Amount'. Choose <Next Record> if an additional accounting line is required.
12. To enter more commodity items select <Previous Block> and <Next Record> ('Item' number will be blank) and repeat steps 8 through 11.
13. When all commodity and accounting data has been entered choose <Next Block> to move to the Balancing/Completion block.
14. Click the 'Complete' icon to forward the document to the posting process.

QUICK ENTRY SHEET FOR RECEIVING CALL NUMBERS

1. Go to FPARCVD.
2. Type "NEXT" in 'Receiver Document Code' field.
3. <Next Block> to Receiving Header block. Make note of the Receiver Document Code.
4. To enter and additional information that A/P may need in order to process payment, click on 'View Receiving Text' and type a message in the text area, <Save> and <Exit>.
5. <Next Block> to 'Packing Slip' field – enter Invoice #, if known, or the Receiver Document Code (the 'Y' number of the document you are creating),
6. <Next Field> to 'Bill of Lading' – enter 'Partial' or 'Final'.
7. <Next Block> to 'Purchase Order' – enter the call number (this will begin with 'P0'), <Next Field>.
8. If the order was received complete on the first shipment select 'Receive All Purchase Order Items' under the Options menu and continue to Step 11.
9. If only part of the order was received, select 'Select Purchase Order Items' under the Options menu.
10. Double-click in the 'Add Item' box to the right of the line item(s) you are receiving (may select multiple line items), <Save> and <Exit> and answer "YES" to 'Close This Form?' prompt.
11. <Next Block> to 'Commodity' block, <Next Field> to the 'Current' field and enter the dollar amount you wish to pay, <Next Field>.
12. <Next Block> to the 'Completion' block, click 'Complete'.

NOTE

If receiving is done from an original Invoice, record the Receiving Document number ('Y' number) on the invoice, sign and date it, and send it to Accounts Payable. Accounts Payable will not require other documentation.

QUICK ENTRY SHEET FOR RECEIVING PURCHASE ORDERS

1. Go to FPARCVD.
2. Type "NEXT" in 'Receiver Document Code' field.
3. <Next Block> to Receiving Header block. Make note of the Receiver Document Code.
4. To enter additional information that A/P may need in order to process payment or for OGCA grant information, click on 'View Receiving Text' and type a message in the text area, <Save> and <Exit>.
5. <Next Block> to 'Packing Slip' field – enter Invoice #, if known, or the Receiver Document Code (the 'Y' number of the document you are creating).
6. <Next Field> to 'Bill of Lading' – enter 'Partial' or 'Final'.
7. <Next Block> to 'Purchase Order' – enter the PO number (this will begin with 'P'), <Next Field>.
8. If the order was received complete on the first shipment select 'Receive All Purchase Order Items' under the Options menu and continue to Step 11.
9. If only part of the order was received, click on 'Select Purchase Order Items' under the Options menu.
10. Double-click in the 'Add Item' box next to the line item(s) you are receiving (may select multiple line items), <Save> and <Exit> and answer "YES" to 'Close This Form?' prompt.
11. <Next Block> to 'Commodity' screen, <Next Field> to the 'Current' field and enter the item quantity you wish to pay, <Next Field>. When there are additional Items to receive, enter <Next Record> and repeat this step.
12. <Next Block> to go to the 'Completion' block, click 'Complete'.

NOTE

If receiving is done from an original Invoice, record the Receiving Document number ('Y' number) on the invoice, sign and date it, and send it to Accounts Payable. Accounts Payable will not require other documentation.

University of Alaska**Independent Contractor Status Determination Form**

Except as noted in the following paragraph, this form is required to be completed for all contracts with individuals for which treatment as an independent contractors is requested. The form is also required for contracts with partnerships and other non-incorporated businesses for which the services to be performed will be completed exclusively by a specific individual.

Completion is not required for contracts with entities such as corporations, governmental agencies, professional organizations, or other colleges or universities which have provided the required employer identification number. Nor is completion required for contracts with individuals engaged as guest speakers or performers who provide one-time nonrecurring services and who are not otherwise employed by the University.

Requesting departments may complete this document in abbreviated form and without requiring the contractor applicant signature, if clear and convincing evidence supporting independent contractor determination is attached.

Section A (To be completed by the prospective contractor):

1. Name: _____
2. Address: _____

3. Type of business (sole proprietorship, partnership, etc.): _____
4. Social security or employer ID number: _____
5. Business License No.: Alaska _____ Other: _____
6. Which business income and employer tax returns were filed for the prior year (Forms 1040 Sch. C, Form 1065, Form 941, etc.)? _____
7. Number of years the business has been active? _____
8. Do you maintain a business listing in the telephone directory? _____
9. Do you advertise or otherwise hold yourself out to the public to provide similar services (if yes, describe how)? _____
10. Do you maintain your own shop or office? _____

Independent Contractor Status Determination Form

11. Do you have a significant financial investment in your business (if yes, describe)?

12. Describe your primary business activities: _____

13. List five other companies or customers for whom you provide or have provided similar services: _____

14. What percent of your estimated revenues for the next twelve months will be received from the University? _____
15. What unreimbursed expenses will be incurred by you in doing this work? _____

16. Have you previously been employed by the University, as an employee, to provide similar services? _____
17. Are you currently an employee of the University (if yes, the number of hours worked per week or number of credit hours taught)? _____
18. Attach a certificate of insurance (if not available, describe in detail the workers compensation and general, professional and auto liability coverages maintained, including limits of coverage and the name and phone number of the agent or broker who can verify coverages): _____

19. Describe the work to be performed for the University: _____

Independent Contractor Status Determination Form

Section B (To be completed by a University representative)

1. Attach a copy of the proposed contract (if not, explain why a draft contract is not available):

2. Will charges for the services be based on hourly, weekly, lump-sum, or other rates?

3. How frequently will payments be due? _____
4. Is a particular individual expected or required to perform the work personally?

5. Will the applicant provide instruction to University students (if yes, credit, non-credit, or continuing education credit)? _____
6. How frequently or regularly will the applicant perform these services for the University?

7. Will the services be performed on the University's or the applicants business premises?

8. What tools, equipment, materials and supplies are required to perform the work and who will provide them? _____

9. What clerical or other support services are required and who will provide them to the applicant? _____

10. Who will hire, direct and pay for any helpers or substitutes which the applicant may require?

11. Does the University have the right to direct or give instruction on how to do the work or to change how the work will be done? _____
12. Does the applicant have a risk of incurring a loss in the performance of these services, other than lost time of the principal worker? _____
13. Describe contract termination procedure and potential liabilities, if terminated before completion of work: _____

Independent Contractor Status Determination Form

Contractor and departmental certification:

I certify that to the best of my knowledge the above listed information is true, correct and complete. I authorize the University to use this information for determination of independent contractor status and to release such information to the Internal Revenue Service and auditors of the University and its programs.

Contractor:

Signature _____ Date _____

Requesting Department:

Signature _____ Date _____

Waiver of insurance requirements:

If a certificate of insurance which meets the University's requirement for independent contractors is not attached and the exposure to loss is substantially limited by the nature of the work performed or other coverage, the requirement may be waived by the Statewide Director of Risk Management or his/her designee by signing below.

Approved: _____ Disapproved: _____

Signature _____ Date _____
SW Director of Risk Management or Designee

Determination:

Independent contractor status determination, (if not approved, indicate primary reasons for non-approval): _____

Approved: _____ Disapproved _____

Signature _____ Date _____
Administrative Vice Chancellor, Controller or Designee

UNIVERSITY OF ALASKA

SHORT FORM CONTRACT FOR GUEST SPEAKERS OR PERFORMERS

This agreement becomes effective when accepted and signed by the authorized Purchasing official.

CONTRACT NUMBER _____
(to be completed by Purchasing)

SSN/Tax ID _____
(SSN entry applies only to sole proprietors or individuals.
All others require entry of federal Tax ID numbers.)

NAME & ADDRESS OF CONTRACTOR: (Contractor may not be a current UA employee.)

NAME & ADDRESS OF UA DEPARTMENT:

THIS AGREEMENT, entered into by the University of Alaska and the Contractor named above, documents the understanding of the parties. (This form must be signed and dated by the Contractor before it is submitted to Purchasing.)

1. SCOPE OF SERVICES: (one time non-recurring) The contractor shall perform all services described below for the amount stated:

- ☐ GUEST SPEAKER Topic _____ (Topic must be shown for a Guest Speaker.)
☐ PERFORMER

[DEPARTMENT MUST CHECK ONE BOX ABOVE & FILL ALL BLANKS BELOW TO COMPLETE THIS SECTION.]

Event _____

Date _____

Location _____

Time _____

Contractor agrees to provide the following equipment/items for this agreement:

University agrees to provide the following equipment/items for this agreement:

2. COMPENSATION: Contractor will be paid in a lump sum amount not to exceed \$ _____. Total compensation includes all costs related to the scope of services, including but not limited to:

_____ (i.e. travel, phone calls, hand-out materials).

3. TERMS OF PAYMENT: [TO BE COMPLETED BY THE DEPARTMENT]

- ☐ Payment to the contractor within 30 days upon receipt of invoice, payable after performance is verified by the department.
☐ Payment to the contractor within 10 days after completion of the engagement.
☐ Payment to the contractor upon close of the engagement.

4. INDEMNIFICATION AND HOLD HARMLESS AGREEMENT. To the fullest extent permitted by law, the Contractor shall defend, indemnify, and hold harmless the Contracting Agency, its Board of Regents, officers, and employees from and against any and all loss, expense, damage, claim, demand, judgement, fine, charge, lien, liability, action, cause of action or proceedings of any kind whatsoever (whether arising on account of damage to or loss of property, or personal injury, emotional distress, or death) arising directly or indirectly in connection with the performance or activities of the Contractor hereunder, whether the same arises before or after completion of the Contractor's operations or expiration of this Contract, except for damage, loss, or injury resulting from the Contracting Agency's gross negligence or willful misconduct.

5. TERMINATION. This contract may be terminated at no cost to either party upon _____ DAYS ADVANCE WRITTEN NOTICE. (30 unless otherwise indicated)

6. OTHER. Contractor is an independent contractor and will pay all applicable state, local and federal taxes associated with this agreement. This agreement is the complete & exclusive understanding of the parties. Time is of the essence in this agreement.

The following attachments are a part of this agreement: _____

CONTRACTOR

UNIVERSITY OF ALASKA

By: _____
(Signature)

By: _____
(Procurement Officer Signature)

Name & Title: _____
(Type or Print)

Name: _____
(Type or Print)

Date: _____

Date: _____

CERTIFICATION OF NEED FOR RESTRICTIVE SPECIFICATION

UAF relies upon the expertise of its faculty to conduct academic instruction of students in order to provide quality education. It also relies upon the expertise of its research community to conduct quality research.

To these ends, whenever a faculty member, or a Primary Investigator or Project Director, has determined that only a particular item or service is suitable for use in the classroom, or suitable for a research project, brand name or sole source procurement is both appropriate and justified.

Purchase Requisitions for such items or services must specify that no substitute is acceptable and must be accompanied by a Certification of Need for Restrictive Specification Form, completed and signed by the faculty member, Primary Investigator, or Project Director.

If more than one supplier exists for a specified brand, competition must still be sought in accordance with all applicable laws and regulations. For services, certification by the faculty member, Primary Investigator, or Project Director that no other known source for the required services exists is justification for proceeding with sole source procurement. This determination only applies to items or services to be used in direct support of academic instruction or sponsored research.

UNIVERSITY OF ALASKA FAIRBANKS

**CERTIFICATION OF NEED FOR RESTRICTIVE SPECIFICATION
FOR RESEARCH OR CLASSROOM USE**

Department: _____

Purchase Req. No. _____ Est. Value \$ _____

If for supplies or equipment:

Manufacturer(s) & Model No.(s) _____

Purchase Description: _____

If for services:

Only known source(s) of services: _____

Description of Services: _____

The item(s) or service(s) listed herein will be used as indicated below:

☐ Academic application in the classroom

☐ Direct support of sponsored research

Class/Course or Research Project Name: _____

The Faculty Member, Principal Investigator, or Project Director signing below certifies that only the item(s) or service(s) specified in this purchase request is suitable for the intended application, and no substitute is acceptable.*

Signature

Date _____

Type Name and Title

Telephone Number

*If the department has determined that their need can be met by a specified list of vendors, competition will be limited to those vendors only.

ONLY SEND FIRST PAGE OF W-9 TO PROCUREMENT

Form W-9 (Rev. September 2007) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.) City, state, and ZIP code List account number(s) here (optional)	
		Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number : : : : : : : : :	or	Employer identification number : : : : : : : : :
---	----	---

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). Check the "Limited liability company" box only and enter the appropriate code for the tax classification ("D" for disregarded entity, "C" for corporation, "P" for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

For an LLC classified as a partnership or a corporation, enter the LLC's name on the "Name" line and any business, trade, or DBA name on the "Business name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

Exempt payees. Backup withholding is not required on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt recipients 1 through 7 ²

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see *Exempt From Backup Withholding* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

NOTES