

**Purchase Requisition Instructions**  
**(The Requisition works best in Internet Explorer)**

By choosing one of the following options, this will determine what fields will need to be populated.

**Purchase Order, Outline Agreement, or OSP Bid Request**

**Agency Information:**

- Select the agency name from the drop-down. Enter the contact name, telephone number, email address, and fax number of the Agency Representative coordinating the order.

**Authorized Representative:**

- An authorized person or designee should complete the form.
- Check the box confirming you are an authorized representative for your agency. Enter the date signed.

**Agency Delivery/Invoice Address:**

- Enter the agency name and address for shipment of goods and/or service to be rendered.
- If Invoice address is the same, check the box to populate the invoice address.
- If Invoice address is different, enter the agency name and address.

**Vendor (Supplier)/Remittance (Partner) Number:**

- Enter the AASIS Vendor number, name, and address.
- If the Partner Vendor number (payment) is the same, check the box to populate the Remittance information.
- If the Partner number (payment) is different then enter the Partner number, name, and address.

**AASIS Outline Agreement/State Contract Number:**

- Enter the AASIS Outline Agreement (it will start with 46).
- State Contract Number: If utilizing a state contract, enter the number (it will start with SP).

**Validity Begins and Validity Ends:**

- Enter the beginning and ending dates of the initial term of the contract.

**Total Projected Cost:**

- Purchase Order: Should be the sub-total of the purchase order.
- Outline Agreement: Anticipated cost of the contract including all possible extensions.

**Report Category:**

- Select the drop-down box and choose which category best represents the items and/or services being procured.

## Order Items:

- Enter the detailed specification of goods/services to be received. Be as specific as possible, this field determines which material code is used in AASIS.
- Select the unit of measure from the drop-down.
- Enter the quantity to be purchased.  
Ex: If unit of measure is each, then the quantity would be the number of items being purchased.  
Ex: If unit of measure is lump sum, then the quantity would be the dollar amount and the unit price would be 1.
- Enter the unit price: This is the price of the item(s) being purchased
- Enter the sub-total: Amount before tax
- Select the sales tax code from the drop-down.
- Enter the total price: This is the total of all items including tax. If P1 (tax applicable) is being used then the unit price and the total should be different.  
Ex: If you are paying for parking and the unit price is \$30.00 and the sales tax code is P1 then the total should be \$32.70.
- Enter the appropriate financial element: This information comes from the Accounting department. OSP procurement would not have access to know this information.  
Example 1: GL Account and Cost Center  
Example 2: Asset  
Example 3: GL Account, Cost Center and Project/WBS Element  
Example 4: GL Account, Cost Center and Internal Order
- Click "Add Row" button for more entries.

Once the Purchase Requisition is ready to be sent to the Office of State Procurement, please select the **eMail Form** button and be sure that you choose the Default email to continue. If for some reason you are unable to email directly from the form please email as a PDF attachment to [Purchase.Requisition@dfa.arkansas.gov](mailto:Purchase.Requisition@dfa.arkansas.gov) .