

NOTICE

PROOF REQUISITION PROCESS HAS CHANGED

- **IMPORTANT INFORMATION – IF YOU RELIED ON BLANKET ORDERS IN THE PAST, THIS APPLIES TO YOU – ACTION IS REQUIRED IMMEDIATELY.**
 - **ENCLOSED IS A LIST OF BLANKET AND/OR MAINTENANCE PURCHASE ORDERS YOUR DEPARTMENT SUBMITTED LAST YEAR FROM PROOF REQUISITIONS.**
 - **YOU WILL BE USING USHOP TO INITIATE ANY OF THESE ORDERS THAT SHOULD GO FORWARD TO FY2017.**
-

EACH DEPARTMENT PO RENEWAL SUBMITTED BY **MAY 31, 2016** WILL QUALIFY THAT DEPARTMENT FOR OUR WEEKLY DRAWING FOR DOUGHNUTS OR BAGELS FOR YOUR OFFICE.

IS ALSO REPLACING: MARKETPLACE

- **PROOF REQUISITIONS/BLANKET ORDERS (DISCONTINUED)**
- **PAPER-BASED REQUISITIONS (AUGUST '16)**
- **LIMITED PURCHASE ORDERS (SEPTEMBER '16)**
- **PAYMENT REQUEST DIRECT PAYMENTS (OCTOBER '16)**
- **PAYMENT REQUEST REIMBURSEMENTS (NOVEMBER '16)**
- **CAMPUS ORDERS (TBD)**

WE WANT TO ASSIST YOUR DEPARTMENT IN MIGRATING YOUR PURCHASING PROCESS INTO USHOP.

STEP 1: GET TRAINED AND GET ANSWERS - [FBS.ADMIN.UTAH.EDU/USHOP](https://fbs.admin.utah.edu/ushop)

P2P (PURCHASING TO PAYMENT) PERSONNEL WILL PLAY THESE ROLES:



SHOPPER

(Training online!)



REQUISITIONER

(Training online or in-person)



APPROVER

(Training online!)



**MANAGEMENT
REPORT REVIEWER**

(Training coming soon)

PROOF REQUISITIONS/RENEWALS WILL REQUIRE AT LEAST ONE REQUISITIONER PER DEPARTMENT

(YOU MUST BE A REQUISITIONER TO SUBMIT A USHOP REQUISITION INTO ELECTRONIC APPROVAL WORKFLOW)

INTERNAL CONTROLS REQUIRE AT LEAST 2 PERSONS TO COMPLETE THESE 4 ROLES.

**IF YOU ARE TRAINED, AND COMFORTABLE WORKING WITHIN USHOP, YOU MAY PROCEED TO STEP 2.
IF NOT, SEE BELOW:**

WANT TO KNOW MORE?

ATTEND OPTIONAL INTRO TO P2P WORKSHOP

20 MIN. SUMMARY OF HOW THE PCARD AND USHOP CAN WORK TOGETHER TO SIMPLIFY YOUR PROCUREMENT PROCESSES.

40 MIN. OPEN Q&A TO PROVIDE SUPPORT FOR SPECIFIC QUESTIONS ABOUT PROOF REQUISITIONS.

TWO SESSIONS WILL BE OFFERED EACH DAY:

4/12 – INSCC AUDITORIUM: 10am-11am / 11am-12pm

4/13 – ASB 220: 2pm-3pm / 3pm-4pm

4/19 – HSEB 5100 B: 11am-12pm / 12pm-1pm

4/20 – UNION 323: 1pm-2pm / 2pm-3pm

STEP 2: DETERMINE WHICH OF YOUR FY2016 PURCHASE ORDERS WILL GO FORWARD TO FY2017.

• CONSIDER YOUR P.O. SPREADSHEET (ENCLOSED)

FY16 PROOF REQUISITIONS

PO Type	PO No.	Distribution Line	Vendor Name	Vendor in UShop?	OrgID	Org Name	Activity	Project	Account	A/U	PO Amount	Due
Blanket			SWIRE COCA COLA						66000	1	\$ 5,000.00	6/30/2016
Blanket		1	VWR SCIENTIFIC PRODUCTS						62600		\$ 17,000.00	6/30/2016
Blanket		1	UTAH QUALITY SERVICE INC						62600	1	\$ 7,500.00	6/30/2016
Blanket		1	AIRGAS DRY ICE	Yes					62600	1	\$ 10,000.00	6/30/2016
Blanket		1	UNIVERSITY OF WASHINGTON	Yes					62600		\$ 5,000.00	6/30/2016
Blanket		1	INTEGRATED DNA TECHNOLOGIES INC	Yes					62600		\$ 1,291.20	6/30/2016
Blanket		2	INTEGRATED DNA TECHNOLOGIES INC	Yes					62600	1	\$ 518.96	6/30/2016
Blanket		3	INTEGRATED DNA TECHNOLOGIES INC	Yes					62600		\$ 3,189.84	6/30/2016
Blanket		1	INTEGRATED DNA TECHNOLOGIES INC	Yes					62600		\$ 5,000.00	6/30/2016
Blanket		4	MERRILL'S POULTRY FARM INC						62600		\$ 780.00	6/30/2016
Blanket		4	FLEETSTREET INC.						63700		\$ 312.00	6/30/2016
Blanket		1	INDIANA UNIVERSITY	Yes					62600	1	\$ 5,000.00	6/30/2016
Blanket		1	ANIMAL REFERENCE PATHOLOGY	Yes					64300		\$ 15,000.00	6/30/2016
Blanket		1	UNIVERSITY OF WISCONSIN	Yes					66300		\$ 6,937.75	6/30/2016
Blanket		1	THERMO FISHER SCIENTIFIC ASHEVILLE LLC	Yes					65300	1	\$ 5,136.00	6/30/2016
Blanket		1	INTEGRATED DNA TECHNOLOGIES INC	Yes					62600		\$ 12,000.00	6/30/2016
Blanket		1	WILLIAM ANDREGG LOVE	Yes					62100		\$ 28,000.00	6/30/2016
Blanket		1	GENEWIZ INC	Yes					62600		\$ 372.00	6/30/2016
Blanket		2	GENEWIZ INC	Yes					62600	1	\$ 432.00	6/30/2016
Blanket		3	GENEWIZ INC	Yes					62600		\$ 4,196.00	6/30/2016
Blanket		1	MARINE ENVIRONMENT & RESOURCE FOUNDATION	Yes					66300		\$ 65,006.00	6/30/2016
Blanket		2	MARINE ENVIRONMENT & RESOURCE FOUNDATION	Yes					66300		\$ 14,994.00	6/30/2016

-  Use Renewal form for service or repetitive orders for proof requisitions that should be renewed for FY2017.
-  Orders for "consumables" should be submitted "as needed" and NOT on annual renewal forms – see discussion below.
-  Orders with multiple departmental accounting distributions will require approval by each departmental approver. Upon approval by each department, the requisition will then be processed and a purchase order will be issued.

Repetitive "Consumables" orders:

- Consumables are those supplies or materials which you need periodically, throughout the year, to complete your work.
- Consumables are best ordered on an "as needed" basis, using either one of our punch-out catalogs (below) or the Non-Catalog order form.
- Orders for consumables are most efficient when ordering through our Punch-Out Suppliers.



- Items not available from these suppliers are most efficiently ordered using our Non-Catalog order form.
- NOTE:** Consumables, supplies, or materials are to be purchased on an "as-needed" basis.

Non-Catalog

Repetitive "Consumables" orders (cont.):

- UShop functionality provides a "copy requisition to new cart" process for repetitive, timed orders, which can be initiated when you need to replenish your supplies. Outlook reminders can be used to remind you to copy your cart and initiate your new order.

NOTE: Review supplier pricing before proceeding.

STEP 3: REVIEW APPROVERS IN GFA



- Notify GFA approvers that they will receive an email indicating that an approval in UShop is pending.
- Your approvers will need to login to UShop to approve your Renewal requests.
- Approvers should view online Approver Training:
 - <http://fbs.admin.utah.edu/ushop/ushop-training>

A screenshot of the Financial & Business Services (FBS) web application interface. The page is titled "Financial & Business Services" and contains a list of menu items organized into several categories. A red arrow points to the "Granting Financial Authority" link under the "PROCESSING" section. The "UShop" logo is visible in the bottom right corner of the screenshot.

Financial & Business Services

REPORTS

- Effort Distribution Report (EDR)
- ePAR Quarterly Effort Certification
- Endowment Market Report
- Financial Information Library
- Management Reports
 - Evidence of Review (EOR)
 - PDF Bundle
- PI Budget Planning Tool

TRANSACTION DETAIL SEARCH

- Journals
- Purchase Orders
 - WFG Credit Card Detail
- Vendor Search
- Vouchers

FORMS

- Alphabetical List
- Departmental List

PROCESSING

- Chartfield Templates
- Departmental Deposits
- e-Journal Entry
- Granting Financial Authority
 - Account Executive Approval
 - Capture Signature
 - Verify Authorities
- LPC Positive Pay
- Purchasing Card Reallocation
- Sales Tax Reporting
- Travel
- UShop (Use requires setup & training)
- UShop Training/Help
- Web FTP Application
- Web Journal Processing

RESOURCES & INFORMATION

- Accounting Calendar
- Chartfields
 - Quick Chartfield Validate

FBS
Report Issues with
FBS Web Applications

UShop
MARKETPLACE

STEP 4: INITIATE YOUR FY2017 USHOP RENEWALS

1) The PO Renewal form is to be used for orders you anticipate repeating each fiscal year. It is located on the UShop home shopping page in the uRequests section.

The screenshot displays the UShop home shopping page, organized into three main sections:

- Visit these Supplier Websites to access Punch-Out Catalogs:** This section contains a grid of supplier logos and their categories:
 - B&H Audio Visual
 - DELL Dell Computers
 - EN POINTE Computers, Accessories
 - Fisher Scientific Lab and Research Supplies
 - Gray Connection COMPUTER PRODUCTS Computers, Accessories
 - GRAINGER Maintenance, Repair, Operation
 - HENRY SCHEIN Medical Supplies
 - hp invent HP Computers
 - MCK Medical Supplies
 - Parkland Research, Radioactives
 - shi Computer Software
 - STAPLES Office Supplies, Furniture
 - VWR INTERNATIONAL Lab and Research Supplies
 - WAXIE Janitorial Supplies
- uRequests:** This section is highlighted with a red box. It contains five options:
 - Non-Catalog: To order items not in catalogs
 - Change Order: Request changes to existing PO
 - NoPO: Payment of Non-PO Invoice
 - RENEWAL: PO Renewal Request** (highlighted with a red box and a red arrow pointing to it)
 - MOUNTAIN STATES NETWORKING
- University Internal Suppliers:** This section contains three options:
 - U PRINT & MAIL
 - U GENERAL STORES
 - Ethyl Alcohol GENERAL STORES

2) The first field on the form, Enter Supplier, is required. Start typing the name of your supplier here.

3) If the supplier is already enabled in UShop, the name of your supplier will auto populate – select the correct vendor name.

4) If the supplier is not yet in UShop, type the words New Supplier in this field.

- You may provide the New Supplier Details in the fields provided.

- You may also search for the supplier in CIS by clicking on the [Vendor Search](#) link above and following the prompts

The screenshot shows a web form titled "Supplier Information". At the top, there is a red instruction: "Please search for your supplier using the box below. If your supplier is not yet available in UShop, select 'New Supplier.' Fill in the **New Supplier Details** section. You may search for existing PeopleSoft vendors using the [Vendor Search](#) web app available in CIS." Below this, the form is divided into sections. The "Enter Supplier" section has a text input field highlighted with a red box and a red arrow pointing to it from the top right. Below this is a link for "Supplier Search". The "New Supplier Details:" section contains several fields: "Supplier Name" (with a red arrow pointing to it from the left), "Contact Name and/or Phone Number", "PO Email Address or Fax Number (used to distribute the PO to the supplier)", and "Supplier Address" (a larger text area with "1000 characters remaining" and "expand | clear" text below it). At the bottom, there is an "Additional Details" section with a text area and "1000 characters remaining" and "expand | clear" text below it. A red arrow points to this section from the bottom left.

- In the Additional Details section, you may provide information for the supplier that you did not include in the Product Description (see next page). An example would be a delivery name and contact number pertaining to the order.

5) The information typed in the Product Description field will be seen on the Purchase Order as one line item.

Please include:

- A clear description of what you want to buy.
- The beginning and end dates of the order
- Service or Billing frequency
- Any other details such as equipment serial numbers, etc.

6) Quantity

- Type "1" if you are considering this order as one job for the whole year. In this case, you will indicate the total Estimated Line Unit Price for the whole order.
- You may choose to indicate quantity based on the number of deliveries/service calls, and you will indicate the Estimated Line Unit Price as the cost for one delivery/service call.

SEE EXAMPLES ON PAGE 14

The screenshot shows a web form titled "PO Renewal Details". At the top, there is a red instruction: "Fill in the purchase details in the fields below. Fields shown in **bold** are required. Include the service description, beginning and ending service dates, and any other details (equipment serial numbers, etc.) relating to this Purchase Order request. *NOTE: The Product Description will appear on the PO as a line item." Below this, the form has several sections: "Product Description" with a text input field (254 characters remaining) and an "expand | clear" link; "Quantity" with a text input field; "Estimated Line Unit Price" with a text input field; "Service Start Date" and "Service End Date" with date pickers (format mm/dd/yyyy); "Product Health & Safety Disclosure(s): According to the State of Utah and University of Utah Procurement law, you are required to list any hazardous materials or controlled substances being delivered to or used on campus. These requests will require the approval of the Department of Environmental Health & Safety and/or Radiological Health." Below this is a question: "Are any of the items on this purchase a controlled substance, hazardous and/or radioactive?" with radio buttons for "No" and "Yes". At the bottom, there is a section "Health and Safety" with a list of checkboxes: "Controlled substance", "Recycled", "Hazardous material", "Radioactive", "Rad Minor", "Select Agent", "Toxin", "Energy Star", and "Green". Red arrows point from the text instructions to the Product Description field, the Quantity field, the Service Start and End Date pickers, and the "No" radio button.

7) Even though you have added the dates in the Product Description, please indicate the Service Start and End dates here as well.

8) The Product Health & Safety Disclosures section is required.

- If you have no disclosures to declare, click No.
- If you click Yes, check the boxes below to give details.

9) In the Purchasing Department Details section, provide pertinent information about this order, such as, is there currently a Contract in place? Does this order require a competitive Bid or Sole Source approval? Please attach all applicable documents. However, **do not attach documents that are considered confidential or of a sensitive nature.**

Contact the Purchasing Department regarding the most appropriate methods for including confidential or sensitive documents.

Purchasing Department Details ?

Fiscal Year / PO Renewals will be evaluated by the Purchasing Dept. and a Buyer will contact you if more information is needed.

- Using the box below, please indicate any **CONTRACT** information applicable to the supplier and/or this Purchase Order request.
- If your department has a Contract *already in place* with the supplier, please attach it using [Internal Attachments](#) in the **Attachment Details** section of this form. DO NOT attach confidential or sensitive documents.

1000 characters remaining expand | clear

Will this order require a Bid, Sole Source approval or other special attention from Purchasing? No Yes

*Note: If this is a Sole Source request, you must fill out and attach the **Sole Source Request Form**. If this is a competitive bid request, please attach the bid specifications. These and other relevant attachments should be added as Internal Attachments in the **Attachment Details** section.*

10) To attach documents intended for the Purchasing Department or other UShop users, click on the Add Attachments button under Internal Attachments. Keep in mind that Internal Attachments can be seen by all UShop users, while External Attachments can be seen by all UShop users as well as the supplier.

Attachment Details ?

Internal Attachments are viewable only within UShop and are not sent to the supplier.

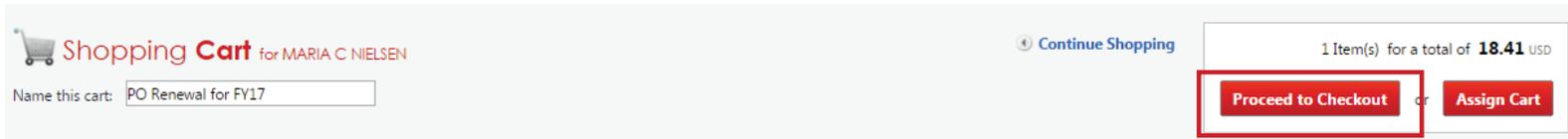
Internal Attachments
Add Attachments

External Attachments can also be viewed by the supplier and may be used to attach documents such as:

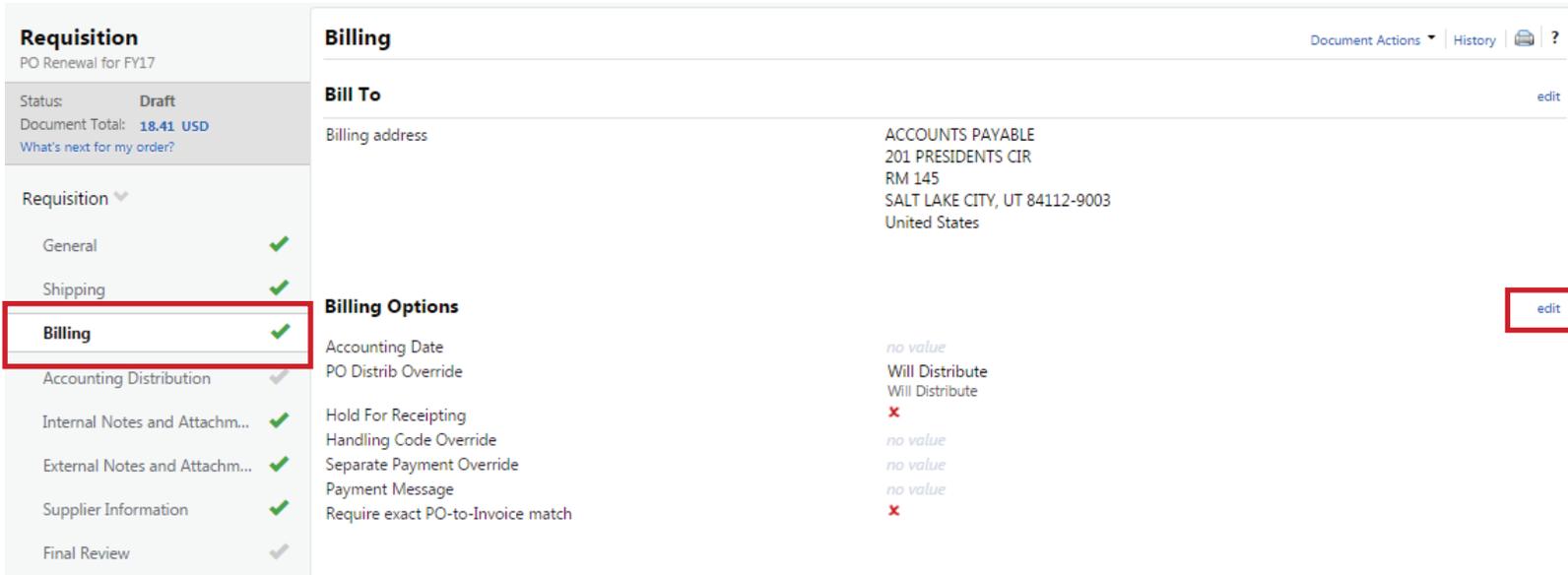
- Quotes
- An attachment for the supplier (i.e. a supplementary document containing additional purchase details)

External Attachments
Add Attachments

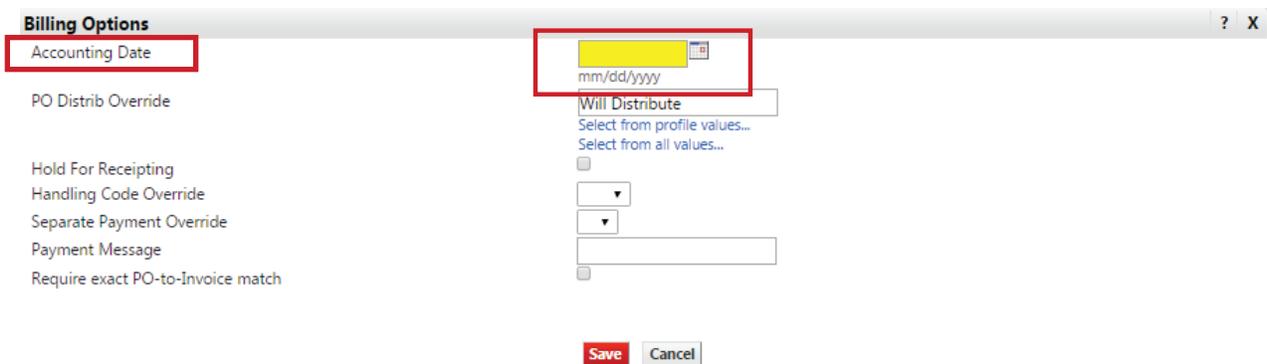
11) As you prepare orders for the fiscal new year, you will need to edit the Accounting Date. To do this, when your cart is ready to go, click on Proceed to Checkout.



12) Click on the Billing tab, then on the Edit link.



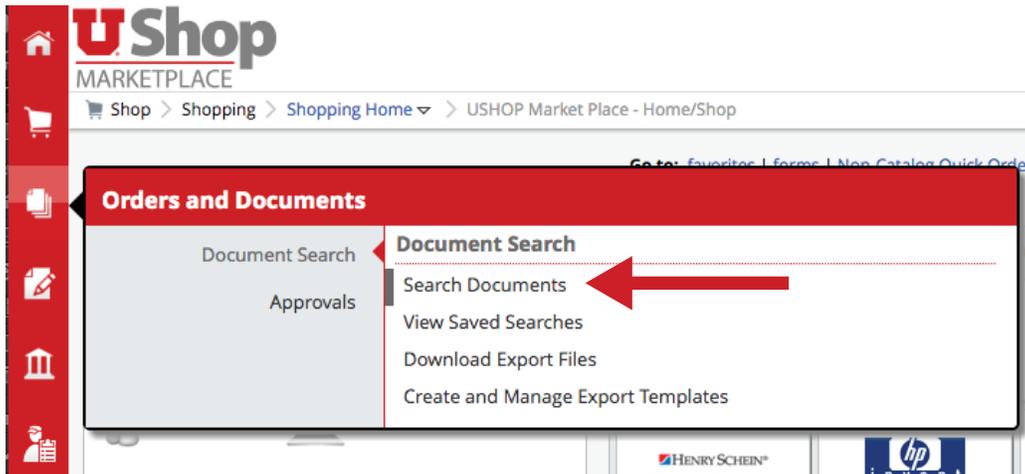
13) The first billing option is Accounting Date. For new fiscal year orders, select "July 1" of the current year and click Save. General Accounting has now opened accounting periods for four months following the current month.



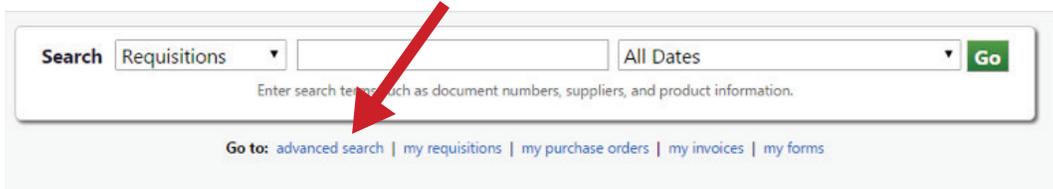
• When the order is complete and ready to submit, the requisitioner must click "Submit Requisition."

STEP 5: VERIFY YOUR RENEWAL PURCHASE ORDERS

1) On the left toolbar on the UShop Marketplace home shopping page, hover over the *Orders and Documents* icon, and select *Search Documents*.



2) Click on the *Advanced Search* link located under the *Simple Search* engine.



3) On the Advanced Search page, select *Requisitions* as your document type. Scroll down to *Form Type* and click on the spyglass.

Search Requisitions 5

Go

Requisition Identification

Requisition Number(s)

Requisition Name

Requisition Information

Participant(s)

Shopper

Requisitioner

Approved By

Date Submit Date All Dates

Total Amount

Supplier

Department

Item/Product Information

Catalog Number(SKU)

Product Description

Commodity Code

Form Name

Form Type

Product Place

4) Select the Form Type *PO Renewal* and click *Add*.

Form Type

<input type="checkbox"/> AutoInv	<input type="checkbox"/> Non-Catalog Form	<input type="checkbox"/> Services
<input type="checkbox"/> Capital Expense	<input type="checkbox"/> NonDistrib	<input type="checkbox"/> Standing Order
<input type="checkbox"/> Change Order	<input type="checkbox"/> NonPO	<input type="checkbox"/> Utah Sandbox Form Type
<input type="checkbox"/> Check Request	<input checked="" type="checkbox"/> PO Renewal	<input type="checkbox"/> ZZTest Form Request
<input type="checkbox"/> Direct Pay	<input type="checkbox"/> Quick Quote	
<input type="checkbox"/> New Supplier Request	<input type="checkbox"/> Reimbursement	
<input type="checkbox"/> Non Catalog	<input type="checkbox"/> Restricted	

Add **Cancel**

5) Scroll down to the *Custom Fields* section and add your *Org ID*, or other applicable search criteria to filter your search. Click *Go*.

Custom Fields

Acct Dist Shortcut	Is Exactly ▼	<input type="text"/>	Add another Acct Dist Sho
		Select from profile values...	
		Select from all values...	
Activity	Is Exactly ▼	<input type="text"/>	Add another Activity
		Select from all values...	
BU	Is Exactly ▼	<input type="text"/>	Add another BU
		Select from all values...	
A/U	Is Exactly ▼	<input type="text"/>	Add another A/U
		Select from all values...	
Account	Is Exactly ▼	<input type="text"/>	Add another Account
		Select from all values...	
Fund	Is Exactly ▼	<input type="text"/>	Add another Fund
		Select from all values...	
Org	Is Exactly ▼	01673	Add another Org
		Select from all values...	

6) This will generate a list of all of the requisitions for your Renewal POs. You may compare this list to the Proof Requisition list provided in this packet to ensure you have addressed each of them. You may modify the Date on your search to view the requisitions for the Renewal POs of a specific year.

Results Per Page: 500 ▼ Sort by: Best match ▼

Requisition No.	Supplier(s)	Requisition Name	
✓ 1539051  	RUSSELL CONSULTING GROUP	Russell Consulting - Johnson Project 2016	MA
✓ 1539027  	WATER SPECIALTIES	Bottled Water Delivery FY17	MA
✓ 1539041  	ACE RECYCLING AND DISPOSAL, INC.	Ace Disposal Service FY17	MA

STEP 6: WHAT HAPPENS NEXT YEAR?

In the future as the next fiscal year end approaches, you will not receive a list of Renewal POs. You may generate your own list by following the steps outlined above (Step 5) and modifying the date either by adding a *Custom Date Range* or by selecting the appropriate *Fiscal Year* option. Identify the orders to be renewed, and copy the previous year's requisition to a new cart. Then you may rename the cart, edit quantities, etc. as needed, add current accounting information, and submit your new order for the coming year!

For detailed instructions on copying a requisition to a new cart, see the Training Materials on the UShop Marketplace home shopping page – fbs.admin.utah.edu/ushop

Accounting periods are now open for the four months following the current month to allow UShop users to submit orders well in advance.

This means that as early as the 8th business day of March, 2016 you may indicate July 1, 2016 as the Accounting Date under Billing Options on your UShop orders.

FBS will remind users when it is appropriate to prepare your PO renewals in future years.

EXAMPLES OF COMMON RENEWALS

1) SERVICE FOR ONE JOB TO BE DELIVERED OVER A PERIOD OF TIME

The screenshot shows the UShop Marketplace interface. At the top, the user is identified as HEATHER M HOLLEY. The cart contains 10 Action Items and 276 Notifications, with a total value of 10,000.00 USD. The cart is named "Consulting Service for Project XXXX" and contains one item for a total of 10,000.00 USD. The item description is "Consulting Services for XXXX Project. Project to run from 08/01/2016 to 02/15/2017. Specific requirements and expectations of service attached." The unit price is 10,000.00 USD and the quantity is 1. The total is 10,000.00 USD. The interface includes buttons for "Proceed to Checkout" and "Assign Cart".

Product Description	Unit Price	Quantity	Total
Consulting Services for XXXX Project. Project to run from 08/01/2016 to 02/15/2017. Specific requirements and expectations of service attached.	10,000.00 USD	1	10,000.00 USD

PO Renewal Details

Fill in the purchase details in the fields below. Fields shown in **bold** are required. Include the service description, beginning and ending service dates, and any other details (equipment serial numbers, etc.) relating to this Purchase Order request. *NOTE: The Product Description will appear on the PO as a line item.

Product Description

Consulting Services for XXXX Project. Project to run from 08/01/2016 to 02/15/2017. Specific requirements and expectations of service attached.

109 characters remaining [expand](#) | [clear](#)

Quantity

1

Estimated Line Unit Price

10000.00

Enter the service start and end dates below. *NOTE: these dates are for your reference only and do not print on the PO.

Service Start Date

08/01/2016

mm/dd/yyyy

Service End Date

02/15/2017

mm/dd/yyyy

2) GOODS DELIVERED ON A REGULAR BASIS

UShop MARKETPLACE

HEATHER M HOLLEY | Action Items 11 | Notifications 287 | 900.00 USD

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - Draft Requisition

Shopping Cart for HEATHER M HOLLEY

Name this cart: Bottled Water Fiscal 2017

12 Item(s) for a total of 900.00 USD

Proceed to Checkout or Assign Cart

Have you made changes? Update

Non-Catalog Quick Order | Empty cart | Perform an action on (0 items selected)...

MOUNT OLYMPUS WATERS INC more info... Non-Catalog Quick Order

Product Description	Unit Price	Quantity	Total
<p>Item added on Mar 7, 2016</p> <p>Add to Favorites</p> <p>Remove</p> <p>More Actions</p> <p>Bottled water to be delivered once monthly from July 1, 2016 to June 30, 2017 open form...</p> <p>Commodity Code</p>	75.00 USD EA	12	900.00 USD

PO Renewal Details

Fill in the purchase details in the fields below. Fields shown in **bold** are required. Include the service description, beginning and ending service dates, and any other details (equipment serial numbers, etc.) relating to this Purchase Order request. **NOTE: The Product Description will appear on the PO as a line item.*

Product Description 176 characters remaining expand | clear

Quantity

Estimated Line Unit Price

Enter the service start and end dates below. **NOTE: these dates are for your reference only and do not print on the PO.*

Service Start Date mm/dd/yyyy

Service End Date mm/dd/yyyy

3) SERVICE PROVIDED ON A REGULAR BASIS

U Shop MARKETPLACE

HEATHER M HOLLEY | Action Items 10 | Notifications 286 | 400.00 USD

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - Draft Requisition

Shopping Cart for HEATHER M HOLLEY

Name this cart: Copier Maintenance Fiscal 2017

4 Item(s) for a total of 400.00 USD

Proceed to Checkout or Assign Cart

Have you made changes? Update

Non-Catalog Quick Order | Empty cart | Perform an action on (0 items selected)...

New Supplier more info... Non-Catalog Quick Order

Product Description	Unit Price	Quantity	Total
<p>Item added on Mar 9, 2016</p> <p>Copier maintenance to occur once quarterly from July 1, 2016 to June 30, 2017. Maintenance service expected to occur February, May, August and November.</p> <p>Commodity Code <input type="text"/></p>	100.00 USD EA	4	400.00 USD

PO Renewal Details

Fill in the purchase details in the fields below. Fields shown in **bold** are required. Include the service description, beginning and ending service dates, and any other details (equipment serial numbers, etc.) relating to this Purchase Order request. **NOTE: The Product Description will appear on the PO as a line item.*

Product Description

102 characters remaining [expand](#) [clear](#)

Quantity

Estimated Line Unit Price

Enter the service start and end dates below. **NOTE: these dates are for your reference only and do not print on the PO.*

Service Start Date

mm/dd/yyyy

Service End Date

mm/dd/yyyy