

Requisitions and Purchase Orders Certification

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1. Document Types and Fields

- Identify the correct document type for the transaction
 - PO, DO, PD, GAE
 - RQM, RQS
- Identify the required fields
- Identify the information available on a MA

2. Lookup and retrieval

- Find a MA (contract)
 - Using URSRCH
 - Using Document Catalog
- Find an existing purchase order document on the Document Catalog
- Find a Vendor
- Find a commodity code

3. Document Creation

- Create a new document from the Document Catalog
- Create from URSRCHMA
- Create a purchase order with commodity information and without
- Request a MA
- Request a PO
- Create a DO, PD, GAE
- Modify a document
 - What can you modify
 - When can you modify
 - Open
 - Closed
- When can you create a DO for a contract
 - Open
 - Final
 - Expired
- Print
 - How to print
 - Why do you print
- How to make a purchase order when the order information is different than the contract
 - Choose an alternate vendor address

Requisitions and Purchase Orders Certification

- Information you cannot modify
- How to use default shipping
- How to use Accounting Distribution
- When to use a Free Form Vendor

4. Requisitions and Order Processes and Policies

- Criteria for requesting a MA
- Criteria for requesting a PO
- Dollar amounts for requesting a MA or PO

5. Other information

- Procurement Type
- Commodity Line Type