




RQS - Standard Requisition Document

Header Section

▼ General Information

Document Name :	<input type="text"/>	PCard ID :	<input type="text"/>
Record Date :	<input type="text"/> 	PCard Exp :	<input type="text"/>
Budget FY :	<input type="text"/>	Procurement Folder :	
Fiscal Year :	<input type="text"/>	Procurement Type ID :	<input type="text"/> 
Period :	<input type="text"/>	Tracking Number :	<input type="text"/>
Document Description :	<input type="text"/>		
Document Short Description :	<input type="text"/>	Warehouse :	<input type="text"/> 
Actual Amount :			
Closed Amount :			
Closed Date :			

▼ Contact

Issuer ID :	<input type="text"/> 	Team ID :	
		Buyer :	
Requestor ID :	<input type="text"/> 		
Name :	<input type="text"/>		
Phone Number :	<input type="text"/>		
Email :	<input type="text"/>		

▼ Extended Description

Extended Description :	<input type="text"/>
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▼ Additional Information

Vendor List Template Code :	<input type="text"/>	>
Prequalified List :	<input type="checkbox"/>	
New Vendor List Template Code :	<input type="text"/>	
New Vendor List Template Name :	<input type="text"/>	
New Vendor List Template Department Code :	<input type="text"/>	>
New Vendor List Template Buyer ID :	<input type="text"/>	>
New Vendor List Template Commodity Class :	<input type="text"/>	>
Add Vendor Template :	<input type="checkbox"/>	
Vendor List Template Creation Date :	<input type="text"/>	

▼ Default Shipping/Billing

Shipping Location :	<input type="text"/>	>	Billing Location :	<input type="text"/>	>
Shipping Method :	<input type="text"/>	>	Billing Additional Info :	<input type="text"/>	
Free On Board :	<input type="text"/>	>			
Delivery Date :	<input type="text"/>				
Delivery Type :	<input type="text"/>	▼			
Shipping Additional Info :	<input type="text"/>				

Vendor Section

▼ Vendor

Vendor Customer :	<input type="text"/>	>	Vendor Contact ID :	<input type="text"/>	>
Legal Name :	<input type="text"/>		Vendor Contact Name :	<input type="text"/>	
Alias/DBA :	<input type="text"/>		Vendor Contact Phone :	<input type="text"/>	
Address Code :	<input type="text"/>	>	Vendor Contact Phone Ext. :	<input type="text"/>	
Fax :	<input type="text"/>		Vendor Contact Email :	<input type="text"/>	
Fax Extension :	<input type="text"/>				
Web Address http:// :	<input type="text"/>				

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▼ Additional Information

Address Type :	<input type="text"/>	Comments :	<input type="text"/>
Correspondence Type :	<input type="text"/>	Additional Information :	<input type="text"/>
Criteria :	<input type="text"/>		
Status :	<input type="text"/>		
Added Using :	<input type="text"/>		
Business Types :	<input type="text"/>		

Accounting Distribution

▼ General Information

Event Type :	<input type="text"/>
Accounting Template :	<input type="text"/>
Distribution % :	<input type="text"/>
Total % :	<input type="text"/>

▼ Fund Accounting

Fund :	<input type="text"/>	Object :	<input type="text"/>	OBSA :	<input type="text"/>
Sub Fund :	<input type="text"/>	Sub Object :	<input type="text"/>	Sub OBSA :	<input type="text"/>
Department :	<input type="text"/>	Revenue :	<input type="text"/>	Dept Object :	<input type="text"/>
Unit :	<input type="text"/>	Sub Revenue :	<input type="text"/>	Dept Revenue :	<input type="text"/>
Sub Unit :	<input type="text"/>	BSA :	<input type="text"/>		
Appr Unit :	<input type="text"/>	Sub BSA :	<input type="text"/>		

▼ Detail Accounting

Location :	<input type="text"/>	Reporting :	<input type="text"/>	Major Program :	<input type="text"/>
Sub Location :	<input type="text"/>	Sub Reporting :	<input type="text"/>	Program :	<input type="text"/>
Activity :	<input type="text"/>	Task :	<input type="text"/>	Phase :	<input type="text"/>
Sub Activity :	<input type="text"/>	Sub Task :	<input type="text"/>	Program Period :	<input type="text"/>
Function :	<input type="text"/>	Task Order :	<input type="text"/>		
Sub Function :	<input type="text"/>				

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Special Instructions Section

Special Instructions Code :

Special Instructions Name :

Special Instructions Details :

Commodity Group Section

Line	Description	Total Amount	Count
1	Default Commodity Group	\$0.00	0
✓ 2		\$0.00	0

[Cancel](#)

Commodity Section

General Information

Commodity : <input type="text"/>	Fixed Asset : <input type="checkbox"/>
Stock Item Suffix : <input type="text"/>	Commodity Specs : <input type="text"/>
Line Type : <input type="text"/>	No Code Description : <input type="text"/>
Quantity : <input type="text"/>	Extended Description : <input type="text"/>
Unit : <input type="text"/>	Non-Reserved Funding Total : <input type="text"/>
Unit Price : <input type="text"/>	Item Sub Total : <input type="text"/>
List Price : <input type="text"/>	Item Total Amount : <input type="text"/>
Contract Amount : <input type="text"/>	Closed Date : <input type="text"/>
Discounted Unit Price : <input type="text"/>	Closed Amount : <input type="text"/>
Service From : <input type="text"/>	Ref Amount : <input type="text"/>
Service To : <input type="text"/>	Closed Quantity : <input type="text"/>
	Ref Quantity : <input type="text"/>
	Closed Contract Amt : <input type="text"/>

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▼ Reference

Solicitation Code :	<input type="text"/>	Agreement Code :	<input type="text"/>
Solicitation Dept :	<input type="text"/>	Agreement Dept :	<input type="text"/>
Solicitation ID :	<input type="text"/>	Agreement ID :	<input type="text"/>
Solicitation Comm Line Group :	<input type="text"/>	Agreement Vend Line :	<input type="text"/>
Solicitation Comm Line :	<input type="text"/>	Agreement Comm Line :	<input type="text"/>

▼ Shipping/Billing

Shipping Location :	<input type="text"/>	Billing Location :	<input type="text"/>
Shipping Method :	<input type="text"/>	Additional Info : <input type="text"/>	
Free On Board :	<input type="text"/>		
Delivery Date :	<input type="text"/>		
Delivery Type :	<input type="text"/>		
Additional Info :	<input type="text"/>		

▼ Specifications

Detailed Instructions :	<input type="text"/>	Manufacturer :	<input type="text"/>
Packing Instructions :	<input type="text"/>	Part Number :	<input type="text"/>
Hazardous Materials :	<input type="text"/>	Product/Category :	<input type="text"/>
Special Handling :	<input type="text"/>	Model :	<input type="text"/>
Additional Handling Info :	<input type="text"/>	Drawing :	<input type="text"/>
		Piece :	<input type="text"/>
		Serial Number :	<input type="text"/>
		Specification :	<input type="text"/>
		Size :	<input type="text"/>
		Color :	<input type="text"/>
		MSDS :	<input type="checkbox"/>
		Warranty Type :	<input type="text"/>

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▼ Tolerance

Under Quantity :	<input type="text"/>	Over Quantity :	<input type="text"/>
Under Contract Amt :	<input type="text"/>	Over Contract Amt :	<input type="text"/>
Under \$:		Over \$:	
Under % :		Over % :	

▼ Additional Information

PCard ID :	<input type="text"/>	Issuer :	<input type="text"/>
PCard Exp :	<input type="text"/>	Accounting Template ID :	<input type="text"/>
		Partial Receipts Allowed :	<input type="checkbox"/>

Accounting

▼ General Information

Event Type :	<input type="text"/>	Budget FY :	<input type="text"/>
Accounting Template :	<input type="text"/>	Fiscal Year :	<input type="text"/>
Line Description :	<input type="text"/>	Period :	<input type="text"/>
Line Amount :	<input type="text"/>		
Reserved Funding :	<input type="text"/>		
Line Closed Amount :			
Ref Line Amount :			
Line Closed Date :			

▼ Fund Accounting

Fund :	<input type="text"/>	Object :	<input type="text"/>	OBSA :	<input type="text"/>
Sub Fund :	<input type="text"/>	Sub Object :	<input type="text"/>	Sub OBSA :	<input type="text"/>
Department :	<input type="text"/>	Revenue :	<input type="text"/>	Dept Object :	<input type="text"/>
Unit :	<input type="text"/>	Sub Revenue :	<input type="text"/>	Dept Revenue :	<input type="text"/>
Sub Unit :	<input type="text"/>	BSA :	<input type="text"/>		
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▼ Detail Accounting

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Activity :	<input type="text"/>	Task :	<input type="text"/>	Phase :	<input type="text"/>
Sub Activity :	<input type="text"/>	Sub Task :	<input type="text"/>	Program Period :	<input type="text"/>
Function :	<input type="text"/>	Task Order :	<input type="text"/>		
Sub Function :	<input type="text"/>				

Posting

▼ General Information

Run Time/Date :	Budget FY :
Record Date :	Fiscal Year :
Journal Posting :	Period :
Budget Posting :	Post Pair ID :
Bank Account :	Line Amount :
BSA Type Indicator :	Posting Amount :
OBSA Type Indicator :	Closed Amount :

▼ Fund Accounting

Fund :	Cabinet :	BSA :
Sub Fund :	Department :	Sub BSA :
Object :	Unit :	OBSA :
Sub Object :	Sub Unit :	Sub OBSA :
Object Category :	Appr Unit :	Dept Object :
Revenue :	Appr Category :	Dept Revenue :
Sub Revenue :	Internal Fund :	
Revenue Category :	Internal Sub Fund :	
	Internal Dept :	

▼ Detail Accounting

Location :	Reporting :	Major Program :
Sub Location :	Sub Reporting :	Program :
Activity :	Task :	Phase :
Sub Activity :	Sub Task :	Program Period :
Function :	Task Order :	Funding Profile :
Sub Function :		Stage Profile :
		Funding Priority :
		Funding Line :

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Free Form Vendors

Line Number :

Vendor Name :

Principal Contact :


Added Using :

Comments :

Address 1 :


Address 2 :

City :

State Code : 

State :

Zip :

County Code : 


County :

Country :

Telephone Number :

Fax Number :

Email Address :

Correspondence Type : 

Business Types : 