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 AASI S 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.