

## PURCHASE REQUEST CREATOR

### Main Form:

1. Choose Purchase Request, New.
2. Enter a Description.
3. Enter the PR number\* formatted like this XXXXXXXXXXXXXXX, no dashes or spaces.

First six characters = your DoDAAC

Next four characters = Julian date

Last four characters = serial number (of your own choosing)

\* This number is normally included in the line of accounting that your budget office will apply to the PR so it is highly recommended that you coordinate the number with them.

4. You must specify a Priority (13 – normal, 6 – urgent, 3 – extremely urgent).
5. Suggest a Vendor in the comments box and include Vendor POC information if you have it.
6. No carriage returns in the Comments box (can cause routing failures), let the text wrap.

### Line Item Detail:

1. Choose Line Item, New, CLIN (contract line item number).
2. You must specify the following for each CLIN:

Description

Delivery Date or Period of Performance (but not both)

Extended Description

Quantity

Estimated Unit Price

Unit of Issue

Shipping Address

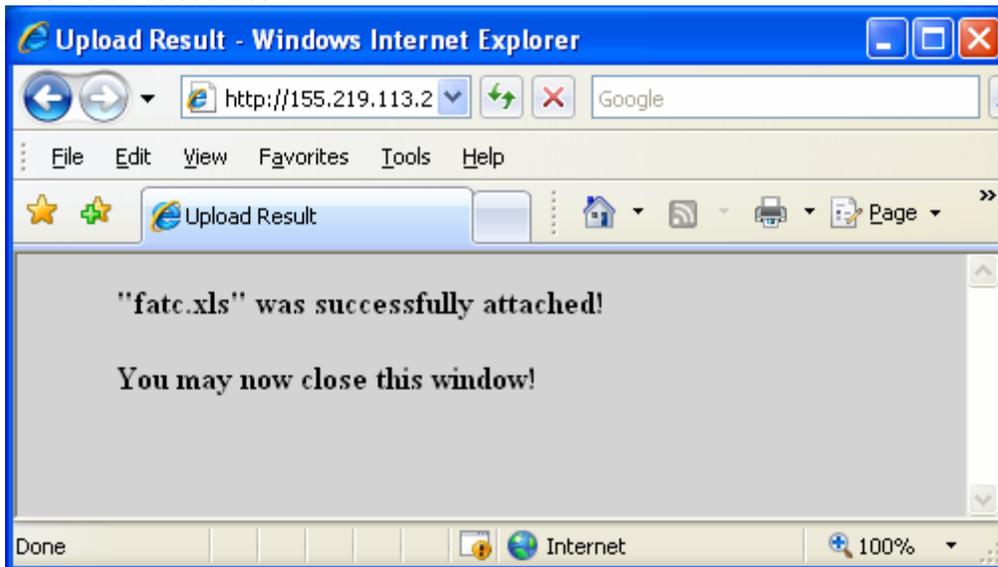
3. No carriage returns in the Extended Description box, let the text wrap.
4. Choose File, Update when finished.
5. If you have multiple line items make a copy of the first CLIN and edit the copied CLIN as necessary.

### Attachments:

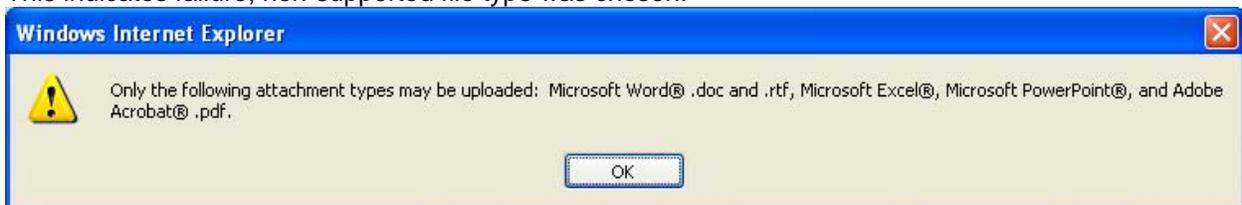
1. While the PR is open choose File, Attachments.
2. Choose Add and enter a "friendly name" in the File Name box, e.g. Quote, Services Approval, etc. (this is not the actual filename).
3. Choose Select File, Browse, and Attach.
4. If a separate Internet Explorer window did not open then your pop-up blocker has blocked it. Turn off pop-up blocker and try again.

5. Ensure that the attach was successful.

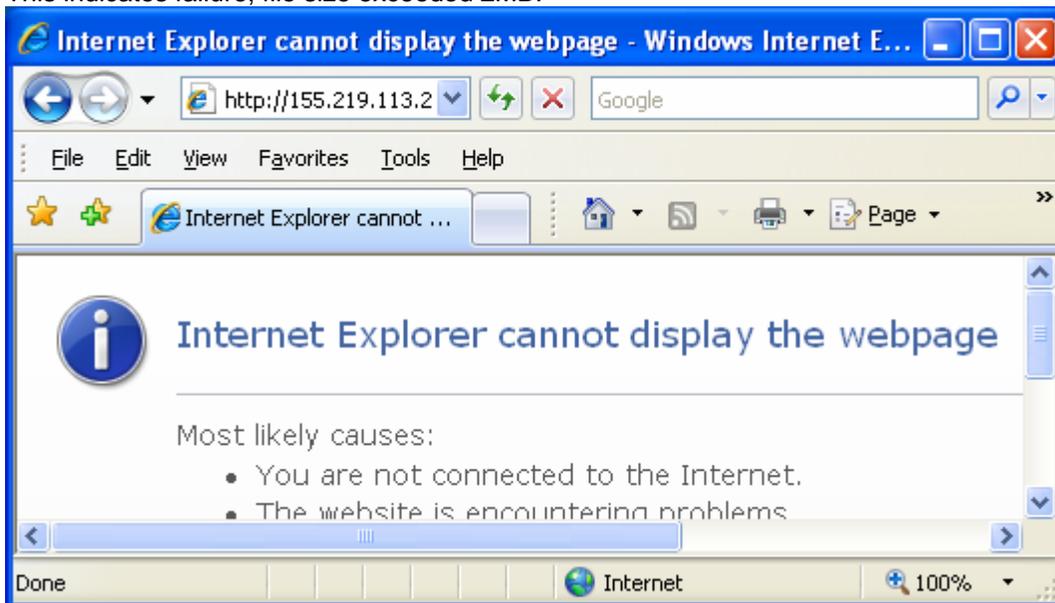
This indicates success:



This indicates failure, non-supported file type was chosen.



This indicates failure, file size exceeded 2MB:



6. Attach the following documents as applicable:

Service Contract Approval  
Sole Source Justification  
Urgent Justification  
Brand Name Justification  
Independent Government Estimate  
Quotes

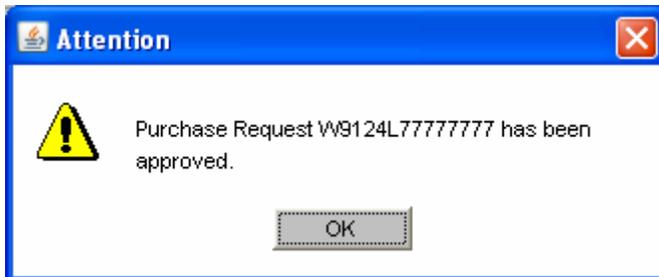
**Routing:**

1. Highlight the PR in your Drafts folder and choose Purchase Request, Route. If the PR is already open you can choose File, Route.

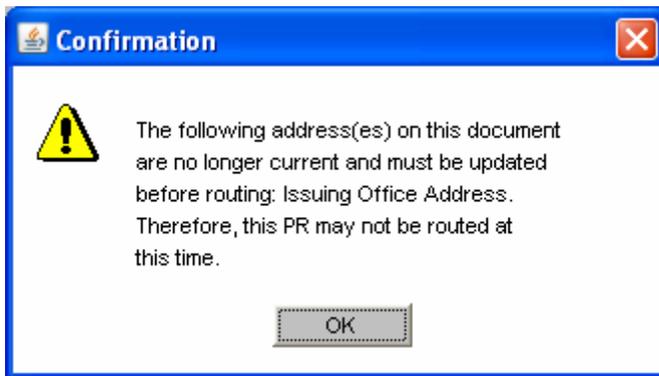
2. Ensure that you include the necessary personnel in the routing sheet, usually in this order:

- An approving official in your organization if required by your organization's business rules
- DOIM for IT requisitions
- DPW for requisitions that affect or pertain to real property/facilities/grounds
- DPW, Environmental Quality for requisitions that have environmental implications
- DOL, Supply for requisitions that require Local Purchase Authority
- Budget (always)
- CPBO if the supplies are required to be delivered/accepted there
- Sill PRWeb (in the Route to PD2 User box)

3. Ensure that your PR routes successfully. This message indicates successful routing and the PR will move to your Outbox.



4. If you get this error message then you must re-select the offending address(es) on your PR before it will route. Normally this will only happen if you created your PR from a copy of an existing PR.



5. The possibilities are Requesting Office Address, Shipping Address, and/or Issuing Office Address
- Issuing Office Address is re-selected on the Main Form Tab (search for W9124L% by Code)
  - Requesting Office Address is re-selected on the Main Form Tab
  - Shipping Address is re-selected on EACH CLIN on the Line Item Tab