



## CREATING TERM PURCHASE ORDERS: DS SERVICES

DS Services is the current contracted provider for office water service and distilled water. This job aid steps through the Delegated Buyer process when completing a Term Requisition for monthly chiller and water service with DS Services.

### REQUEST DETAILS

When creating a Term Requisition for monthly chiller and water with DS Services, the critical details include:

- **Where is the service located?** DS Services is location-based for all of their equipment, agreements and billing.
- **What type of water is requested?** There are currently two water options: Purified or Spring
- **Is the chiller included in the request?** Even though the chiller has no cost, it must be included on the requisition.
- **What is the delivery frequency?** How many bottles of water should be delivered and how often should they be dropped off?
- **Who is the contact?** DS Services needs a contact person if there are questions about the request or delivery.
- **Who is paying for the request?** Departments frequently split costs when multiple areas are sharing water services.
- **What is the term of service?** Usually this will be for the next Fiscal Year.

### PEOPLESOFT – TERM REQUISITION DETAILS

Term Requisitions have the following differences from Standard Requisitions:

| Field/Page            | Difference  |
|-----------------------|---|
| Accounting Date       | Used to future date the start of the requisition. This is usually the first day of the fiscal year or the date of a new account with the supplier (e.g., 07/01/XX). |
| Due Date              | Due Date is used to indicate when the purchase order will expire. This is usually the last day of the fiscal year (e.g., 6/30/XX).                                  |
| Ship To               | Use the delivery location in both the Ship To and Location fields.  |
| UOM (Unit of Measure) | YR (year)   |
| Header Comments       | Insert the Standard Comment for Term requests and include all contact, delivery and other pertinent information.  |



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### eREQUEST – REQUISITION DISTRIBUTION METHOD

DS Services is a vendor in eStores but the eRequest should not be dispatched using the eStores Distribution Method. A requisition for monthly chiller and water services is a Term Requisition and should be dispatched using the Requisition Distribution Method.



DS Services counts each chiller as an individual agreement. Each chiller is considered a new location and should have its own requisition.

For example, if the request is monthly service to your four-story building with chillers on each floor, this equates to four separate requisitions.

### EXAMPLES

Here is an eRequest for DS Services using the eStores catalog:



## CREATING TERM PURCHASE ORDERS: DS SERVICES

| Vendor/Payee and Item Details                              |   |                          |   |                  |                        |                          |      |               |
|--|---|--------------------------|---|------------------|------------------------|--------------------------|------|---------------|
|  |   |                          |   |                  |                        |                          |      |               |
| Item Number  | Description   | UOM                      | Quantity                                | Estimated Amount | Total Estimated Amount |                          |      |               |
| 13001021   | 5 Gallon Bottled Water (Purified)   | EA                       | 110 X                                   | \$2.59           | =                      | \$284.90                 |      |               |
| <b>Vendor/Payee Information</b><br>DS SERVICES OF AMER INC |   |                          |   |                  |                        |                          |      |               |
| Item Number  | Description   | UOM                      | Quantity                                | Estimated Amount | Total Estimated Amount |                          |      |               |
| 41000567   | Bulk Water Dispenser Upright/ Floor Model <input checked="" type="checkbox"/>   | EA                       | 1 X                                     | \$0.00           | =                      | \$0.00                   |      |               |
| <b>Vendor/Payee Information</b><br>DS SERVICES OF AMER INC |   |                          |   |                  |                        |                          |      |               |
| <i>Chiller is included on the request</i>                  |   |                          |   |                  |                        |                          |      |               |
| <b>TOTAL Request Amount</b> \$284.90                       |   |                          |   |                  |                        |                          |      |               |
| General Request Information                                |   |                          |   |                  |                        |                          |      |               |
| <b>Ship To</b>   | Julie Boyd <input checked="" type="checkbox"/><br>Executive Assistant <input checked="" type="checkbox"/><br>2151 N High St; Room 110<br>Columbus, OH 43210<br>614-292-0000   |                          | <i>Contact and Location Information</i> |                  |                        |                          |      |               |
| <b>Additional Information</b>                              | This request is for July 2014- June 30, 2015. <input checked="" type="checkbox"/>   |                          | <i>Term of Service</i>                  |                  |                        |                          |      |               |
| <b>Business Purpose For Request</b>                        | Drinking water for staff and guests in the Finance Service Center, Office #110, 2151 North High Street Columbus, OH 43210. We need four 5-Gallon Bottled Water delivered every 2 weeks. This includes one Water Dispenser at no cost. <input checked="" type="checkbox"/> |                          |   |                  |                        | <i>Delivery Schedule</i> |      |               |
| <b>Business Priority</b>                                   | Routine   |                          |   |                  |                        |                          |      |               |
| Funding Source   |   |                          |   |                  |                        |                          |      |               |
| <b>Org Number</b>  | 35900   | <b>Organization Name</b> | Financial Management Systems            |                  |                        |                          |      |               |
| <b>Research Project Number</b>                             |   | <b>Project Name</b>      |   |                  |                        |                          |      |               |
| <b>Special Funding Instructions</b>                        | <input checked="" type="checkbox"/> <i>Single-Line Chartfield</i>   |                          |   |                  |                        |                          |      |               |
| BU GL  | Org   | Fund                     | Account                                 | Project          | Program                | User Defined             | Pct  | Estimated Amt |
| UNIV   | 35900   | 011000                   | 61230                                   |                  |                        |                          | 100% | \$284.90      |

Let's create the Term Requisition in PeopleSoft:



# CREATING TERM PURCHASE ORDERS: DS SERVICES

In the Header Defaults:

**Header Defaults**  
Unit: UNIV Req ID: 35900421AA

**Default Options**  
Default  Override

**Item Defaults**  
Vendor: [ ] Location: [ ]  
Buyer: [ ]  
Ship To: 522-110 Finance Svc Bldg  
Due Date: 06/30/2015  
Category: [ ] UOM: YR

**Distributions**

| Dist | Percent | GL Unit | Org   | Fund   | Acct  | Pri/Gr | Program | UserDef | Budget Date | Location |
|------|---------|---------|-------|--------|-------|--------|---------|---------|-------------|----------|
| 1    | 100     | UNIV    | 35900 | 011000 | 61230 | Pri/Gr |         |         | 06/17/2014  | 522-110  |

Callouts:  
 - Change the Ship To and the Location to the delivery location code (points to Ship To and Location)  
 - Change the UOM to YR (points to UOM)  
 - Change the Due Date to the purchase order expiration date (points to Due Date)  
 - Enter the Chartfield Distribution (points to the Distributions table)

On the Form tab:

**Form** Schedule

Unit: UNIV Req ID: 35900421AA  
 \*Requester: LEPE9927 Lepe, Jeanne Renee  
 Status: Approved Budget Status: Valid  
 Accounting Date: 07/01/2014  
 eRequest PR Number: PR177236  
 eRequest Status: Complete

**Item Details**

| Line | Item ID | Description                    | Req Qty  | UOM | Category | Price   | Ship To | Status |
|------|---------|--------------------------------|----------|-----|----------|---------|---------|--------|
| 1    |         | 5 Gallon Bottled Water (Purifi | 110.0000 | EA  | FOODS    | 2.59000 | 522-110 | Active |
| 2    |         | Bulk Water Dispenser Upright/  | 1.0000   | EA  | FOODS    | 0.00000 | 522-110 | Active |

Callouts:  
 - Change the Accounting Date to the beginning of the Fiscal Year (points to Accounting Date)  
 - Enter the eRequest PR Number (points to eRequest PR Number)  
 - Select items from the eStores catalog (points to eStores logo)  
 - Item Details table highlights the two line items.



# CREATING TERM PURCHASE ORDERS: DS SERVICES

Under the Header Comments:

### Header Comments

Unit: UNIV    Req ID: NEXT

**Comments**

Active Only    \*Sor

Comments:

Send to Vendor   

Associated Document

File Name:

[Standard Comments](#)

### Look Up Std Type

Search Results

View All    First 1-25 of 25 Last

| Standard Comment Type | Description                    |
|-----------------------|--------------------------------|
| POA                   | PO Comments - Univ Cap Assets  |
| POB                   | PO Comments - Blanket          |
| POC                   | PO Comments - Change Orders    |
| POF                   | PO Comments - FRI              |
| POG                   | PO Comments - General          |
| POL                   | PO Comments - Lease            |
| POM                   | PO Comments - Maintenance Aqmt |
| POR                   | PO Research Foundation         |
| <b>POT</b>            | <b>PO Comments - Term</b>      |
| PWS                   | Prevailing Wage                |
| PYF                   | Physical Facilities            |
| RF                    | Research Foundation            |
| RIS                   | Req Comment - Internal Supp    |
| RSS                   | Office Radiation Safety Use    |
| TBM                   | Building/Maint/Repair Team     |
| TOS                   | Research & Medical Team        |
| TSR                   | Services Team                  |
| UAO                   | University Architect Office    |
| VEH                   | Standard Comments for Vehicle  |
| XBC                   | Bid - Construction             |
| XBG                   | Bid - General                  |
| XBL                   | Bid - Lease                    |
| XBP                   | Bid - Printing                 |
| ZRF                   | OSURF BU Comments              |
| ZUN                   | UNIV Business Unit Comments    |

Select the Standard Header Comment for a Term Purchase Order

Std Type = POT  
Comment ID = 260

### Standard Comments

\*Action: Cut and Paste

Std Type: POT    Comment ID:

\*Eff Date: 04/28/2014    \*Status: Active

Description:

Short Desc:

Comments:

### Standard Comments

\*Action: Cut and Paste

Std Type: POT    Comment ID: 260

\*Eff Date: 04/28/2014    \*Status: Active

Description:

Short Desc:

Comments:

This Purchase Order is for the estimated requirements as specified above. The term of this Purchase Order shall commence on / / and terminate on / / . The Ohio State University reserves the right to extend the Purchase Order a maximum of thirty (30) days beyond the normal expiration date.

OK    Cancel    Refresh

### Look Up Comment ID

Search Results

View All    First 1 of 1 Last

| Standard Comment ID | Description        |
|---------------------|--------------------|
| 260                 | Term order comment |



# CREATING TERM PURCHASE ORDERS: DS SERVICES

**Header Comments**

Unit: UNIV    Req ID: 35900421AA

**Comments**    Find | View 1    First 1-2 of 2 Last

Active Only    \*Sort Methd: Comment Time Sta    \*Sort Seq: Ascending

**Comments:**

This is a term request for July 2014 - June 30, 2015.

Please contact Julie Boyd at 614/292-0000 or boyd.00@osu.edu with questions.

Term PO for FY15 water cooler service. Replaces PO 359003AZ33

Deliver four 5-Gallon bottles of Purified Water every two weeks to:  
Julie Boyd  
Finance Service Center, Room 110  
2151 N. Hight Street  
Columbus, OH 43210

This request includes one Water Dispenser at no cost.

PR# 177236

This Purchase Order is for the estimated requirements as specified above. The term of this Purchase Order shall commence on 07/01/2015 and terminate on 06/30/2016. The Ohio State University reserves the right to extend the Purchase Order a maximum of thirty (30) days beyond the normal expiration date.

Send to Vendor     Shown at Receipt     Shown at Voucher

**Associated Document**

File Name:     File Extension:

Enter the Header Comments for the Vendor, including all contact, delivery and other pertinent information

Check to send the comments to the Vendor, include at Receipt and on the Voucher

**Comments:**

Business Purpose: Drinking water from July 2014-June 30, 2015 for staff and guests in the Finance Service Center, Office #110, 2151 North High Street, Columbus, OH

Send to Vendor     Shown at Receipt     Shown at Voucher

**Associated Document**

File Name:     File Extension:

OPTIONAL: Enter a second Header Comment for the Business Purpose

*Business Purpose comments are internal to OSU, so nothing is checked*



# CREATING TERM PURCHASE ORDERS: DS SERVICES

The final step is approval:

**Click the green approval checkmark to approve the Requisition**

Form
Schedule

Unit: UNIV    Req ID: 35900421AA
\*Req Date: 06/17/2014    Origin: ERP

\*Requester: LEPE9927    Leppern, Jeanne Renee
 Hold From Further Processing

Status: Approved    Budget Status: Valid
Accounting Date: 07/01/2014    \*Currency: USD    Dollar

**eStores**
Work Order ID: \_\_\_\_\_

eRequest PR Number: PR177236
eRequest Status: Complete

| Line                                | Item ID | Description                    | Req Qty  | UOM | Category | Price   | Ship To | Status |
|-------------------------------------|---------|--------------------------------|----------|-----|----------|---------|---------|--------|
| <input checked="" type="checkbox"/> | 1       | 5 Gallon Bottled Water (Purifi | 110.0000 | EA  | FOODS    | 2.59000 | 522-110 | Active |
| <input type="checkbox"/>            | 2       | Bulk Water Dispenser Upright/  | 1.0000   | EA  | FOODS    | 0.00000 | 522-110 | Active |

Here's another eRequest for DS Services.

eStores wasn't used to create this request but it still has the information needed to complete the requisition.

**Vendor/Payee and Item Details**

| Description    | UOM | Quantity | Estimated Amount | Total Estimated Amount |
|----------------|-----|----------|------------------|------------------------|
| Water services |     | 1        | \$320.00         | = \$320.00             |

**Vendor/Payee Information**  
 DS Services

**TOTAL Request Amount**    \$320.00

**General Request Information**

|                                     |  |   |
|-------------------------------------|--|---|
| <b>Ship To</b>                      | 355-401, Contact: Madison Spence   | <input checked="" type="checkbox"/> <i>Contact and Location Information</i> |
| <b>Additional Information</b>       | One Water Dispenser and 9 bottles per month.   | <input checked="" type="checkbox"/> <i>Chiller and Water Information</i>    |
| <b>Business Purpose For Request</b> | Annual Water Renewal FY '14 - split between the Dean's Office and Administration; for guests and meetings related to College activities. | <input checked="" type="checkbox"/> <i>Delivery Schedule</i>                |
| <b>Business Priority</b>            | Routine  | <input checked="" type="checkbox"/> <i>Term of Service</i>                  |

**Funding Source**

|                                |   |
|--------------------------------|---|
| <b>Org Number</b> 01900        | <b>Organization Name</b> Administration |
| <b>Research Project Number</b> | <b>Project Name</b>                     |

**Special Funding Instructions**

| BU GL | Org   | Fund   | Account | Project | Program | User Defined | Pct | Estimated Amt |
|-------|-------|--------|---------|---------|---------|--------------|-----|---------------|
| UNIV  | 01900 | 011000 | 61230   |         |         |              | 80% | \$256.00      |
| UNIV  | 74200 | 011000 | 61230   |         |         |              | 20% | \$64.00       |

*Multi-Line Chartfield*

Let's create the Term Requisition in PeopleSoft:



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In the Header Defaults:

**Header Defaults**  
Unit: UNIV Req ID: 35900421AA

**Default Options**  
Default  Override

**Item Defaults**  
Vendor: [ ] Location: [ ]  
Buyer: [ ]  
Ship To: 355-401 Finance Svc Bldg  
Due Date: 06/30/2015  
UOM: YR

**Distributions**

| Dist | Percent | GL Unit | Org   | Fund   | Acct  | Pri/Grt | Program | UserDef | Budget Date | Location |
|------|---------|---------|-------|--------|-------|---------|---------|---------|-------------|----------|
| 1    | 80      | UNIV    | 01900 | 011000 | 61230 | Pri/Grt |         |         | 06/17/2014  | 355-401  |
| 1    | 20      | UNIV    | 74200 | 011000 | 61230 | Pri/Grt |         |         | 06/17/2014  | 355-401  |

Callouts:  
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 - Change the UOM to YR (points to UOM field)  
 - Change the Due Date to the purchase order expiration date (points to Due Date field)  
 - Enter the Chartfield Distribution (points to the Distributions table)

On the Form tab:

**Form** Schedule

Unit: UNIV Req ID: 35900421AA  
 \*Requester: LEPE9927 Lepe, Jeanne Renee  
 Status: Approved Budget Status: Valid  
 Accounting Date: 07/01/2014  
 eRequest PR Number: PR177237  
 eRequest Status: Complete

**eStores**

| Line | Description                    | Req Qty  | UOM | Category | Price   | Ship To | Status |
|------|--------------------------------|----------|-----|----------|---------|---------|--------|
| 1    | 5 Gallon Bottled Water (Purifi | 108.0000 | EA  | FOODS    | 2.59000 | 355-401 | Active |
| 2    | Bulk Water Dispenser Upright/  | 1.0000   | EA  | FOODS    | 0.00000 | 355-401 | Active |

284.90 USD

Callouts:  
 - Change the Accounting Date to the beginning of the Fiscal Year (points to Accounting Date field)  
 - Enter the eRequest PR Number (points to eRequest PR Number field)  
 - Select items from the eStores catalog (points to eStores button)  
 - Description (points to the Description column in the table)





# CREATING TERM PURCHASE ORDERS: DS SERVICES

Under the Header Comments:

### Header Comments

Unit: UNIV    Req ID: NEXT

**Comments**

Active Only    \*Sor

Comments:

Send to Vendor   

Associated Document

File Name:

[Standard Comments](#)

### Look Up Std Type

Search Results

View All    First 1-25 of 25 Last

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| POL                   | PO Comments - Lease            |
| POM                   | PO Comments - Maintenance Aqmt |
| POR                   | PO Research Foundation         |
| <b>POT</b>            | <b>PO Comments - Term</b>      |
| PWS                   | Prevailing Wage                |
| PYF                   | Physical Facilities            |
| RF                    | Research Foundation            |
| RIS                   | Req Comment - Internal Supp    |
| RSS                   | Office Radiation Safety Use    |
| TBM                   | Building/Maint/Repair Team     |
| TOS                   | Research & Medical Team        |
| TSR                   | Services Team                  |
| UAO                   | University Architect Office    |
| VEH                   | Standard Comments for Vehicle  |
| XBC                   | Bid - Construction             |
| XBG                   | Bid - General                  |
| XBL                   | Bid - Lease                    |
| XBP                   | Bid - Printing                 |
| ZRF                   | OSURF BU Comments              |
| ZUN                   | UNIV Business Unit Comments    |

Select the Standard Header Comment for a Term Purchase Order

Std Type = POT  
Comment ID = 260

### Standard Comments

\*Action: Cut and Paste

Std Type: POT    Comment ID:

\*Eff Date: 04/28/2014    \*Status: Active

Description:

Short Desc:

Comments:

### Standard Comments

\*Action: Cut and Paste

Std Type: POT    Comment ID: 260

\*Eff Date: 04/28/2014    \*Status: Active

Description:

Short Desc:

Comments:

This Purchase Order is for the estimated requirements as specified above. The term of this Purchase Order shall commence on / / and terminate on / / . The Ohio State University reserves the right to extend the Purchase Order a maximum of thirty (30) days beyond the normal expiration date.

OK    Cancel    Refresh

### Look Up Comment ID

Search Results

View All    First 1 of 1 Last

| Standard Comment ID | Description        |
|---------------------|--------------------|
| 260                 | Term order comment |



# CREATING TERM PURCHASE ORDERS: DS SERVICES

**Header Comments**

Unit: UNIV    Req ID: 35900421AA

**Comments**    Find | View 1    First 1-2 of 2 Last

Active Only    \*Sort Methd: Comment Time Sta    \*Sort Seq: Ascending

**Comments:**

This term request is for July 2014 - June 30, 2015. PR# 177237

Deliver nine 5-Gallon bottles of Purified Water every month to:

Maidson Spence (614-297-0000)  
265 W 11th Ave, Room 401  
Columbus, OH 43210

Provide one Water Dispenser as per contract.

This Purchase Order is for the estimated requirements as specified above. The term of this Purchase Order shall commence on 07/01/2015 and terminate on 06/30/2016. The Ohio State University reserves the right to extend the Purchase Order a maximum of thirty (30) days beyond the normal expiration date.

Send to Vendor     Shown at Receipt     Shown at Voucher

**Associate Document**

File Name:     File Extension:

Enter the Header Comments for the Vendor, including all contact, delivery and other pertinent information

Check to send the comments to the Vendor, include at Receipt and on the Voucher

[Standard Comments](#)    [Go to Source](#)    [Fetch Item Specs](#)

**Comments:**

Annual Water Renewal FY '14 - split between the Dean's Office and Administration; for guests and meetings related to College activities.

Send to Vendor     Shown at Receipt     Shown at Voucher

**Associated Document**

File Name:     File Extension:

OPTIONAL: Enter a second Header Comment for the Business Purpose

Business Purpose comments are internal to OSU, so nothing is checked

## CREATING TERM PURCHASE ORDERS: DS SERVICES

And then approve the requisition:

Click the green approval checkmark to approve the Requisition

Form
Schedule

Unit: UNIV    Req ID: 35900421AA
\*Req Date: 06/17/2014    Origin: ERP

\*Requester: LEPE9927    Leppern, Jeanne Renee
 Hold From Further Processing

Status: Approved    Budget Status: Valid
Accounting Date: 07/01/2014    \*Currency: USD    Dollar

**eStores**
Work Order ID: \_\_\_\_\_

eRequest PR Number: PR177237
eRequest Status: Complete

| Line | Item ID | Description                    | Req Qty  | UOM | Category | Price   | Ship To | Status |
|------|---------|--------------------------------|----------|-----|----------|---------|---------|--------|
| 1    |         | 5 Gallon Bottled Water (Purifi | 108.0000 | EA  | FOODS    | 2.59000 | 355-401 | Active |
| 2    |         | Bulk Water Dispenser Upright/  | 1.0000   | EA  | FOODS    | 0.00000 | 355-401 | Active |

### **ADDITIONAL RESOURCES AND INFORMATION**

Administrative Systems NewsLink:

- [Most Recent NewsLink Articles](#)
- [eRequest Changes Summary - Effective 1/6/12](#)

Procurement ASSIST:

- [Entering a Term Requisition in PeopleSoft](#)
- [Entering a Standard Requisition in PeopleSoft](#)

eRequest ASSIST:

- [Updates: 1/7/2012 eRequest Changes Summary](#)
- [Job Aids & Tools:](#)
  - Processing an eRequest – Service Center/Delegated Buyer
  - Setting eRequest Preferences

Contracted Suppliers:

- [OSU Purchasing Contract Book](#)
- [Alphabetical Supplier Listing](#)
- [eStores Supplier List by Category](#)

### **SUPPORT CONTACTS**

- [eStores](#) for questions about eStores vendors.
- Email [eRequest@osu.edu](mailto:eRequest@osu.edu) for questions about eRequest.
- [DS Services](#) for service and billing issues.