

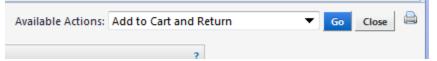
## **Overview**:

For Subcontract SPOs that are greater than \$25,000 and need to account for F&A, the requisition needs to be set up with 2 PO lines, with account code 492600 pointing to line 1 and 492601 pointing to line 2. Note: this is not to be confused with 2 distribution lines on one PO line. The following is a quick guide that shows how to create a 2 line requisition.

1. Open the form and create the first line. This line will be for account code 492600.

SPO - Sponsored Project Subcontr	ract		Available Ac	tions: Add and go to Car	t 🔻 🔽 Go	Close 🗎
	Standing	Order Request Instructions		?		
	Use this form to request a Sponsored Project Subcontract Standing	Purchase Order (SPO).				
	The amount entered in the field titled "Standing Order Amount" wil the subcontract SPO will be encumbered over multiple years, the to "Subcontract Grand Total".					
		Instructions		?		
	Supplier	University of Denver more info select different supplier				
	Fulfillment Address	000001: (preferred) 2130 South High Street Denver, CO 80210 US				
		select different fulfillment center				
	Supplier Phone	+1 (303) 871-3215				
	Distribution					
	The system will distribute purchase orders using the method(s) indicated below.					
	Check this box to customize order distribution information.					
	Email (HTML Body)	tara.nicklay@du.edu				
	St	anding Order Details		?		
	Please provide a brief description (100 characters or less) of this bla	nket order request.				
	SPO Description		Unit Price	SPO Encumbrance		
	254 characters remaining expand   clear		1.00	25000		
	Commodity Code	17 - Subcontracts / Sponsored Pr 🔻				
	Standing Order Term					
	Begin Date	02/01/2017 mm/dd/yyyy				
	End Date	02/28/2017  mm/dd/yyyy				
	Additional SPO Details					
	Subcontract Grand Total (Multi-Year Only)	100000				
	Standing Order PO # being replaced					
	- ·				Total	0.00

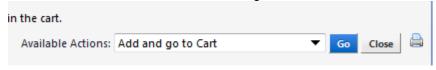
2. Change the 'Available Actions' (on the top right hand corner) to "Add to Cart and Return", click "Go".



3. This will bring up a blank form. Enter the information for line 2 – this will be for 492601. The SPO Description, Commodity Code, Beginning and End Date and Subcontract Grand Total should all be the same as line 1.

		added to cart successfully to the cart. Use the Save option to update th	the item in the cart.			
SPO - Sponsored Project Subcor	ıtract		Available Ad	ctions: Add and go to Cart	G	Close
	Standing	g Order Request Instructions		?		
	Use this form to request a Sponsored Project Subcontract Standing	g Purchase Order (SPO).				
	The amount entered in the field titled "Standing Order Amount" w the subcontract SPO will be encumbered over multiple years, the to "Subcontract Grand Total".					
		Instructions		?		
	Supplier	University of Denver more info select different supplier				
	Fulfillment Address	000001: (preferred) 2130 South High Street Denver, CO 80210 US select different fulfillment center				
	Supplier Phone	+1 (303) 871-3215				
	Distribution					
	The system will distribute purchase orders using the method(s) indicated below	w:				
	Check this box to customize order distribution information.					
	Email (HTML Body)	tara.nicklay@du.edu				
	S	Standing Order Details		?		
	Please provide a brief description (100 characters or less) of this bla	anket order request.				
	SPO Description		Unit Price	SPO Encumbrance		
	training documentation		1.00	75000		
	232 characters remaining expand   clear					
	Commodity Code	17 - Subcontracts / Sponsored Pr 🔻	-			
	commonly cere	17 - Subcontracts / Sponsored ( )				
	Standing Order Term					
	Begin Date	02/01/2017				
	End Date	mm/dd/yggy 02/28/2017				
		mm/dd/yyyyy				
	Additional SPO Details					
	Additional SPO Details Subcontract Grand Total (Multi-Year Only)	100000				
		100000				

4. Leave 'Available Actions:' as "Add and go to Cart" then click Go:



5. Now you should see two lines for this requisition. Click the "Add SpeedType/Shipping/etc." button.

Shopping Carl to bethy Hemanuch	Continue Shopping 100,000 Item(s) for a total of 100,000.00 unit
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## 6. Click on the 'Accounting Codes' tab:

Requisition	PR Approvals	PO Preview	Comments	Attachments	History	
Summary	Shipping	Billing	Accounting	Codes Sup	plier Info	Shipping and Handling

7. On the header line add the SpeedType and account code 492600, then on line 2 click the 'edit' button (on the right of the line) and change the account code to 492601.

	Product Description				Catalog No		Size / Packaging	Unit Price Quantity	Ext. Price
	SPO - Sponsored Project Subcontract	more info							Ext. Price
1	Standing Order Flat Item Accounting Codes (same as header)							1.00 25.000	25.000.00 USD
	Business Unit	Speedtype	Fund	Org	Program	Project_code	Subclass	Account	edit
	UCDLO The University of Colorado	51087735 Operations	10 Unrestricted Gen Oper	52005 Procurement Service Center	46212 Procurement Operations		ICCA ICCA	492600 Subcomeact 0 - 1as \$25000	
	SPO - Sponsored Project Subcontract	mote info.							
2	SPO Description - training documer Accounting Codes Values have been overridden for this line							1.00 75,000	75,000.00 USD
	Business Unit	Speedtype	Fund	Org	Program	Project code	Subclass	Account	adiz
	UCOLO The University of Colorado	51087735 Operations	10 Unvestingtied Gen Oper	\$2005 Procurement Service Center	46212 Procurement Operations		KCA ECA	492601 Subcontract 0 - > \$25000	
	copy to other lines								
								Supplier subtotal Shipping Handling	100,000.00 0.00 0.00
								Supplier total	100,000.00USD
nippir	g and Handling charges are calculated and ch	arged as appropriate by ea	ich supplier. The values shown here	are for estimation purposes, budget	checking, and workflow approvals.			Supplier total Subtotal	100,000.00USD
hippir	g and Handling charges are calculated and ch	arged as appropriate by ea	sch supplier. The values shown here	are for estimation purposes, budget	checking, and workflow approvals.				

## 8. Submit the requisition.