

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 Subcontract Available Actions: Add and go to Cart

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" will be the encumbrances in the financial system for the current period of the subcontract. If the subcontract SPO will be encumbered over multiple years, the total amount over the life of the subcontract should be entered in the field titled "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

Standing Order Details ?

Please provide a brief description (100 characters or less) of this blanket order request.

SPO Description	Unit Price	SPO Encumbrance
<input style="width: 95%;" type="text"/>	1.00	<input style="width: 80%;" type="text" value="25000"/>

254 characters remaining [expand](#) | [clear](#)

Commodity Code 17 - Subcontracts / Sponsored Pr... ▼

Standing Order Term

Begin Date mm/dd/yyyy

End Date mm/dd/yyyy

Additional SPO Details

Subcontract Grand Total (Multi-Year Only)

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".

Available Actions:

?

- 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.

Form added to cart successfully
Each **Add to cart** action adds the item to the cart. Use the **Save** option to update the item in the cart.

SPO - Sponsored Project Subcontract Available Actions: Add and go to Cart

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" will be the encumbrances in the financial system for the current period of the subcontract. If the subcontract SPO will be encumbered over multiple years, the total amount over the life of the subcontract should be entered in the field titled "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

Standing Order Details ?

Please provide a brief description (100 characters or less) of this blanket order request.

SPO Description	Unit Price	SPO Encumbrance
training documentation	1.00	75000

232 characters remaining [expand](#) | [clear](#)

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

- Leave 'Available Actions:' as "Add and go to Cart" then click Go:
in the cart.

Available Actions: Add and go to Cart

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

6. Click on the ‘Accounting Codes’ tab:

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
1 SPO - Sponsored Project Subcontract Standing Order Flat Item			1.00	25,000	25,000.00 USD
Accounting Codes (same as header)					
Business Unit	Speedtype	Fund	Org	Program	Project code
UICOLCO	51087755	10	52005	46717	ICCA
The University of Colorado	Operations	Unrestricted Gen Oper	Procurement Service Center	Procurement Operations	ICCA
Account					
492600 Subcontract 0 - In: \$35000					
edit					
2 SPO - Sponsored Project Subcontract SPO Description - training documentation			1.00	75,000	75,000.00 USD
Accounting Codes					
values have been overridden for this line					
Business Unit	Speedtype	Fund	Org	Program	Project code
UICOLCO	51087755	10	52005	46212	ICCA
The University of Colorado	Operations	Unrestricted Gen Oper	Procurement Service Center	Procurement Operations	ICCA
Account					
492601 Subcontract 0 - In: \$26000					
edit					
Supplier subtotal					100,000.00
Shipping					0.00
Handling					0.00
Supplier total					100,000.00 USD
Subtotal					100,000.00
Shipping					0.00
Handling					0.00
Total					100,000.00 USD

8. Submit the requisition.