

Procurement Management
Training Manual

Tips on How to Complete a Requisition
And
Writing Specifications

Office of Procurement Management
Bureau of Administration

Writing a Paper Copy Requisition

There are two types of requisition forms: Single line and Multiple line.

Single line requisitions are used when purchasing one item or purchasing several items from different vendors.

Multiple line requisitions are to be used only when multiple items will be used on the same contract or the same vendor will be supplying the items.

It is very important that requisitions are filled out properly if you wish to acquire the item needed in a timely fashion. Appendixes A, B and C are examples of how a requisition should be written when received in the Procurement Management office. The fields that are filled in on the appendixes are the necessary fields required when writing a requisition.

Appendix A is an example of a multiple requisition, with multiple items being purchased from an established contract. Remember you can only use a multiple requisition with items from a contract, if all the items needed are coming from the same vendor. If you need to purchase items from another vendor you will need to use a separate requisition.

Appendix B is an example of a single item being purchased from a contract.

Appendix C is an example of an item that is not available on a contract but needs to be bid out on a proposal. Note the *Suggested Bidder* below the description. If you have been working with a particular company on requiring information of stated item, please put the name of the company and address below the description. Procurement Management will then send a copy of the proposal to the company to allow them to bid on the item. Or if you know of a bidder(s) that is able to supply the item needed, do put them down as a suggested bidder. Be sure to include the correct address and a contact person

Explanation of Terminology found on a Requisition

Contract Items:

Contract items have a specific item number that must be used when writing out a requisition. The item number will be listed next to the item description in the Notice of Award.

Requisition Number:

Is assigned by the agency. This is the number used to reference the item being purchased. Refer to the Accounting Policy Manual.

Requester Code:

Code assigned by Bureau of Finance and Management to identify a requester. To find the code assigned to your agency, use the Requester Code List (RCL) screen on the DBS program. See page 3 for instructions on using the RCL screen.

Buyer ID:

The Buyer ID is the buyer's number from the Office of Procurement Management who will be purchasing the item for you. To find the Buyers ID number, use the Buyer ID List (BIL) screen on the DBS program. See page 3 for instructions on using the BIL screen.

Line:

A number that designates the number of items on a requisition. On a single requisition the line number would be one and on a multiple requisition the number would correlate with the number of items being purchased.

Item #:

Is the number used to categorize the item being requested. For example if you are purchasing a computer keyboard it will have its own identifying number and if you are purchasing a desk chair it will have its own identifying number. It is very important that the item # is correct or you might not get the item you requested. To find the correct item #, use the Item Short Name Lookup (ISN) screen on the DBS program. See page 3 or instructions on looking up the item #.

Vendor #:

Is used only for items being purchased from a contract. The vendor number is located in the Notice of Award with the item you are ordering. Please be sure you write the correct vendor number. A wrong vendor number may delay the purchase order. See page 3 or instructions on looking up the Vendor #.

Quantity:

The number of that particular item needed.

Unit Price:

Is only filled in for items being purchased from a contract. The price of the item will be stated in the Notice of Award.

Total Price:

Is the quantity multiplied by the unit price.

UOM:

Stands for Unit of Measure. The unit of measure tells the buyer and vendor how to order the item needed. For example, if you order motor oil, do you want it priced by the case or gallons? To find the right code of abbreviation, use the Units of Measure List (UML) screen in the DBS program, or the insert in the manual.

Invoice To:

This code is used to instruct where the receipt of payment is to be delivered. The Invoice to Code is assigned by the Bureau of Finance and Management. Use the Ship to Code (STL) screen on the DBS program to find the correct code to use for your agency.

Ship To:

This code is used to tell the vendor where to deliver or distribute the purchased item. To find the correct code for your agency, use the Ship to Codes (STL) screen on the DBS program.

Delivered By:

This field is optional. Vendors are given 30 days from the time the purchase order is written to deliver the items.

Estimated Price:

This field is not necessary to fill in for an item being purchased from a contract. However, if you are not buying from a contract and you have a set dollar amount you can spend, you need to fill in this field. The buyer will call you if the amount of the item you are ordering is higher than the amount you wrote down.

Contract #:

At designated times during the year, certain commodities are bid out and are contracted for a set amount of time. When the contracts have been awarded you can view them at <http://www.state.sd.us/boa/opm/>, select "Contracts", then "Statewide Contracts". The contracts are listed alphabetically and the effective and expiration dates are listed. If the expiration date is obsolete, then contact the buyer at the Office of Procurement Management to acquire a current contract.

Comp. Account and Center:

The Bureau of Finance and Management has assigned these numbers to identify agencies using the accounting system. Refer to the Accounting Policy Manual.

Description or Specifications:

A clear description of the item you are purchasing is needed in assuring you order the correct item. See Writing Specifications, page 4.

Below are the steps in finding the Requestor ID, Buyer ID, Item # and Vendor Number using the DBS program. Before doing any of these steps you must first sign on to the DBS program then continue with the steps below.

Steps to find Requestor ID

In the Next Function field, type **RCL** (Requestor Code List) and press **Enter**
In the Buy Entity field you have two choices: **SDPP** for State Funds and **LOCL** for Local Funds
Type the Buy Entity and press **Enter**
Continue pressing Enter until you match your agency with a requester code
Press **Home** and type **R** to return to the RQH screen

Steps to find Buyer ID

In the Next Function field, type **BIL** (Buyer ID List) and press **Enter**
In the Buy Entity field you have two choices: **SDPP** for State Funds and **LOCL** for Local Funds
Type the Buy Entity and press **Enter**
Match the buyer's name with the Buyer ID number
Press **Home** and type **R** to return to the RQH screen

Steps to find Item #

In the Next Function field type **ISN** (Item Short Name Lookup) and press **Enter**
In the Short Name field type the item you are ordering followed by an **@** sign, press **Enter**

For example, if you are purchasing a telephone you could type phone@.

A screen will come up with the items that correlate with the short name you typed.
Go through the screens by pressing enter until the item you are purchasing matches the description given. Be sure to use the correct number or you may receive the wrong item and have to reorder.

Steps to find Vendor

In the Next Function field, type **VSL** (Vendor Short Name Lookup) and press **Enter**

In the Pay Entity field, type **PAYR**

In the Short Name Lookup field, type the vendor name follow by an @ sign and press **Enter**

Example: Gateway@

Vendors with that name will be shown on the screen along with their address. If a vendor has several addresses, the vendor number will have a 2-digit number, after the vendor number, called a group number. The group number designates that particular address. It is your responsibility to make sure the correct vendor number with the group number is used when ordering items.

Press **Enter** until you find the vendor with the correct address.

Writing Specifications

It is your responsibility to provide the necessary specification and information for Procurement Management to bid your item as requested. Incomplete or vague specifications allow vendors to furnish items which do not meet an agency's requirements. Requisitions received that do not contain complete or detailed specifications will be returned to the requesting agency for completion. The Office of Procurement Management reserves the rights to revise specifications that are restrictive and allowing limited competition among vendors.

It is advised that old specifications are reviewed and upgraded before requesting an item. Specifications cannot be changed after a proposal has been advertised and is out for bid.

A specification describes what is required or desired by the purchaser so the bidder can make a responsive bid.

A good specification will do four things:

1. Identify minimum requirements.

A requirement that is too low will result in goods or services not performing up to expectations. Too high of a requirement results in waste and an expenditure of tax dollars not properly used.

2. Allows for a competitive bid.

Capable of being met by several bidders for the sake of competition.

3. List reproducible test methods to be used in testing for compliance with specifications.

A method of testing and inspection of goods and services must be indicated in the specification. Methods indicated in the specification must be measurable and verifiable. Testing done by the using agency should have procedures of testing clearly spelled out.

4. Provide for an equitable award at the lowest possible cost.

The buyer and the seller both benefit from the sale. The buyer obtains the goods and services necessary to fulfill the task stated in the specification. While the seller is able to make a reasonable profit by providing the goods and service requested in the specification.

Sources to use in Writing a Specification

- ◆ Office of Procurement Management
- ◆ Agencies that use that particular item
- ◆ Vendors
- ◆ Reference Material such as, catalogs and magazines
- ◆ Internet

Types of Specifications

- ◆ Design
- ◆ Performance
- ◆ Combination

Design Specification

Design specification is how the product is to be designed or constructed. The specification is so detailed that it describes how the product is to be manufactured. This type of specification is used mostly with construction of buildings, highways and other public works.

Performance Specification

A performance specification is not as concerned about how a product is made, but more concerned about how well it performs and at what cost for its intended use. When writing performance requirements you describe the capabilities that the item must satisfy. This type of specification allows for more flexibility and competition.

Combination

Using both design and performance specifications in accomplishing your need.

Guidelines in Using Brand Names in Specifications

Brand names with the model number used in specifications give the bidder an example of the quality that is desired for the requesting item. Items that meet this quality or exceed it are considered acceptable. All brand and model numbers used must be those in current production, available on the market, and familiar to most bidders. The brand name must meet the required specification.

More than one acceptable brand name should be stated when used in a specification. This allows for competitive bidding and is nonrestrictive to the manufacturer preferred. When using brand names a phrase such as "approved equal" or "or equal" should accompany the specification, to indicate that items equivalent in quality to the specified brand names will be acceptable.

Three problems that can occur when using brand names in specifications:

1. They may lessen objectivity in the process of evaluation and award.
2. They may reduce equality of opportunity among bidders.
3. They may discourage competition.

Requesting Samples

Requesting samples during a bid process is a way to compare unidentified samples with the specifications stated. Samples are compared by visual inspections and evaluated through tests conducted by evaluating teams or agency. Data and performance results are documented and determinations are made on a price/performance, cost-effective basis.

Requesting a pilot model or prototype before actual production is made can alleviate errors and cost of production. If agreement on the pilot or sample cannot be reached, the contract can be awarded to another bidder. Examples where a model or a copy of an item could be made ahead of the initial production, is uniform patches and printing of manuals. Keep in mind that this can be costly, especially with printing.

Samples should be retained for checking and comparing deliveries for contract compliance. Vendors have been known to send substitute products instead of the product specified and evaluated. If samples were destroyed in the evaluation, documentation of that particular product should be used for comparison.

The Do's and Don'ts of Writing Specifications

Don'ts

1. Avoid making something a mandatory requirement if it is simply an optional enhancement.
2. Do not limit competition by applying restrictions.
3. Do not place bid requirements or bidder information in the technical specifications section, since this section addresses the bidder responsibilities after the award of the contract.

Do's

1. Update specifications as required. Mark updated specifications as "Revised" and date.
2. Use words "Must" or "Shall" to describe a command or mandatory requirement.
3. Use words "Should" and "May" to describe advisory or optional requirements.
4. Be as specific and detailed as possible in stating mandatory requirements.
5. State a requirement of fact only once, and avoid repetition.
6. When using measurements, use numbers instead of words.
7. Write specifications clearly, using simple language to avoid variation in interpretation.
8. State what the warranty should cover or include.

Examples of Well Written Specifications

Cellular Phone Specification

Motorola 2900M Cellular Phone or equal
Frequency Range: 824.04-848 MHZ. Transmit 869.04-893.97 MHZ. Receive Power 3 watts minimum
Warranty 3 years
Permanent installation
3 dedicated one touch dialing keys
One touch emergency dialing
Turbo Dial Locations for memory locations 01 to 09
Alpha Nametag and 104 memory locations and memory overwrite protection
Large 7 character LCD Display, Signal Strength Meter, and Volume Meter
Dual NAM Capability (Two System Registration)
Full duplex digital hands free/X operation
Scratch pad memory/silent scratchpad
Memory autoload, auto answer, memory scrolling, last number recall
Automatic redial, mute control, 5 call timers, theft alarm
Electronic lock and 5 levels of selectable system registration
Permanent mount antenna with 3 DB gain minimum
Includes pedestal mount

Picnic Table Specification

Outdoor Table (Picnic Type)
Picnic Table complete with hardware, bolts and treated lumber tops
Minimum clearance from the ground to the bottom of the table is 30"
Seats shall be 8 ft. in length
Table lumber: 5 ea. 2" x 10" x 8' No. 1 Southern Yellow Pine
CCA pressure treated, kiln dried before and after treatment
Hardware: Leg frame is 1-5/8" OD galvanized steel pipe, 1-1/4" OD minimum
Table top board supports: 10 gauge galvanized 2" x 2" x 27" long
Pilot Rock Model UT/G/8-SP or equivalent
Units to be shipped with all necessary instructions for easy assembly

Car Safety Seat Specification

Car Safety Seats for Toddlers Only (Children from 9 months to 4 years or 20-40 pounds).
Seats to have a 5 point harness system with an easy pushbutton release and a growth allowance to maintain a secure fit.

No tether strap needed.

The seat must conform to all Federal Motor Vehicle Safety Standards and be compatible with all automobile restraint systems (Domestic & Foreign).

The seat must include a harness tie, locking clip, instructions and at least 3 shoulder harness growth adjustments which are easy to change.

The seat must have 3 sitting positions, with 2 positions for the crotch strap.

The seat to be one piece plastic molded construction without metal frame.

It must have only 1 safety belt slot to minimize misuse by the owner.

Seat to have vinyl padding over the seat portion including armrests.

Padding easily removed and cleaned.

Harness adjustment to be located on the seat for easy pull adjustment.

Company must make available a video that trains the user on how to install seats and other safety features.

Sewing Machine Specification

Bernina #1006 or equivalent sewing machine

To be of pressed aluminum housing

All operating parts of metal construction

Maximum stitch length forward of 5.0 MM, reverse maximum 2.5 MM, stitch width maximum of 5.5 MM continuous

Lowest point of needle bar is 0 degree

7.5 MM presser foot height, 0.5 MM darning foot minimum height

10MM 2:1 automatic long stitch

90 watt motor, 110VAC, 60 Hz.

Minimum and maximum number of stitches per minute to be 120-1050

Sewing lights to be 2 6 volt/4 watt

5 needle positions

Zig-zag and stitch length to be infinitely adjustable, Printed on panel of display of setting and presser foot display

6 step button hole

7 practical stitches without reverse feed

7 number of stitch patterns

Equipped with main switch

Combined light switch with main switch

Bobbin Winder and standard accessories

Examples of Poorly Written Specifications

Answering Machine

2-Line answering machine. Prefer it to be Panasonic brand to be compatible with existing machines. Will not accept Bell brand

Mop Board Cleaner

Gabriel Model 9950-0303 or equal Electric Edge Cleaner, with 3 adjustable positions.

Wading Shoes

Felt sole wading shoes. 2 pair size 9, 1 pair size 10, 1 pair size 11.

Gloves

3 pair extra large, 3 pair large
18" rubber gloves for
electro fishing.

Rain Coats

Stems Soloflex rain coats. 2 medium, 3 large, 1 extra large.

Testing Stalls

11 individual desk booths with plastic laminate on all sides, under desk, back of desk and side panels.

APPENDIX A

MULTIPLE FUND REQUISITION

Requisition Number: X Q091774 Requester Code: X ADM
 Date: X JULY 8, 2001 Buyer ID: X 011

Line	Item #	Vendor Item #	Vendor #	Qty.	X	Unit Price	=	Total Price	UOM
X <u>1</u>	X <u>72555066</u>	* _____	* <u>314359937</u>	X <u>1</u>		* <u>\$306.67</u>		<u>\$306.67</u>	<u>EACH</u>
Invoice To	Ship To	Ship Via	F.O.B.	Terms	Delivered By	Estimated Price		Contract #	
X <u>131</u>	X <u>131</u>							* <u>13041</u>	
Comp	Account		Center		Project Comp/#			P.O. #	
<u>6015</u>	<u>52079600 N</u>		<u>0123110639</u>					*	

X Description:

ISDN VOICE TERMINAL - TONE COMMANDER 1010280001

Line	Item #	Vendor Item #	Vendor #	Qty.	X	Unit Price	=	Total Price	UOM
X <u>2</u>	X <u>72555067</u>	* _____	* <u>314359937</u>	X <u>1</u>		* <u>\$189.78</u>		<u>\$189.78</u>	<u>EACH</u>
Invoice To	Ship To	Ship Via	F.O.B.	Terms	Delivered By	Estimated Price		Contract #	
X <u>131</u>	X <u>131</u>							* <u>13041</u>	
Comp	Account		Center		Project Comp/#			P.O. #	
<u>6015</u>	<u>52079600</u>		<u>0123110639</u>					*	

X Description:

NT1 INTERFACE - TONE COMMANDER NT1U220TC

Line	Item #	Vendor Item #	Vendor #	Qty.	X	Unit Price	=	Total Price	UOM
X <u>3</u>	X <u>72555068</u>	* _____	* <u>314359937</u>	X _____		* <u>\$30.67</u>		<u>\$30.67</u>	<u>EACH</u>
Invoice To	Ship To	Ship Via	F.O.B.	Terms	Delivered By	Estimated Price		Contract #	
X <u>131</u>	X <u>131</u>							* <u>13041</u>	
Comp	Account		Center		Project Comp/#			P.O. #	
<u>6015</u>	<u>52079600</u>		<u>0123110639</u>					*	

X Description:

POWER SUPPLY - TONE COMMANDER NT1U220TCPS

Line	Item #	Vendor Item #	Vendor #	Qty.	X	Unit Price	=	Total Price	UOM
X _____	X _____	* _____	* _____	X _____		* _____		_____	_____
Invoice To	Ship To	Ship Via	F.O.B.	Terms	Delivered By	Estimated Price		Contract #	
X _____	X _____							* _____	
Comp	Account		Center		Project Comp/#			P.O. #	
_____	_____		_____					*	

X Description:

APPROVAL SIGNATURES

X - FIELDS THAT NEED TO BE COMPLETED BEFORE SENDING THE REQUISITION TO PURCHASING
 * - OPTIONAL FIELDS

#05-0080

APPENDIX B
REQUISITION

Requisition Number: X Q091773 Requester Code: X ADM
 Date: X JULY 8, 2001 Buyer ID: X 005

Line	Item #	Vendor Item #	Vendor #	Qty.	X	Unit Price	=	Total Price	UOM
X <u>1</u>	X <u>60016001</u>	* <u></u>	* <u>460118580</u>	X <u>2</u>		* <u>72.00</u>		<u>144.00</u>	<u>EACH</u>
Invoice To	Ship To	Ship Via	F.O.B.	Terms	Delivered By	Estimated Price		Contract #	
X <u>131</u>	X <u>131</u>				*			* <u>12444</u>	
Comp	Account	Center	Project Comp/#					P.O. #	
<u>6015</u>	<u>52079600</u>	<u>0123110639</u>						*	

X Description:

ELECTRONIC CALCULATOR WITH 10 DIGIT PRINTER/DISPLAY.

SHARP CS 1194

APPROVAL SIGNATURES

X - FIELDS THAT NEED TO BE COMPLETED BEFORE SENDING THE REQUISITION TO PURCHASING
 * - OPTIONAL FIELDS

05-0078

REQUISITION

APPENDIX C

Requisition Number: X Q091775 Requester Code: X ADM
 Date: X JULY 8, 2001 Buyer ID: X 011

Line	Item #	Vendor Item #	Vendor #	Qty.	X	Unit Price	=	Total Price	UOM
X <u>1</u>	X <u>26059A</u>	*	*	X <u>1</u>	*				EACH
Invoice To	Ship To	Ship Via	F.O.B.	Terms	Delivered By	Estimated Price		Contract #	
X <u>131</u>	X <u>131</u>				<u>*9-12-01</u>	<u>*\$500.00</u>		*	
Comp	Account	Center		Project Comp/#				P.O. #	
<u>6015</u>	<u>52079600</u>	<u>0123110639</u>						*	

X Description:

WHALEDENT BIOSONIC UC-300 ULTRASONIC CLEANER OR EQUAL.
 LARGE VOLUME 3 GALLON TANK, LARGE FRONT MOUNTED DRAIN
 VALVE EMPTIES TANK IN LESS THAN 2 MINUTES,
 115 VOLT-300 WATT OUTPUT, TANK COVER.
 TO INCLUDE: LARGE FINGER GUARD BASKET, SMALL FINGER GUARD
 BASKET AND IMS CASSETTE RACK..

SUGGESTED BIDDER;

HENRY SCHEIN DENTAL SUPPLIES
 345 E 24TH STREET
 NEW YORK NY 10010

PHONE; 555-111-1234

CONTACT PERSON; JOE DOE

APPROVAL SIGNATURES

X - FIELDS THAT NEED TO BE COMPLETED BEFORE SENDING THE REQUISITION TO PURCHASING
 * - OPTIONAL FIELDS

05-0078