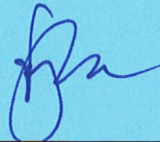


TITLE: REQUISITION PROCESS (PURCHASE ORDERS)	POLICY NO: CDLO 205
PURPOSE: To be in compliance with the process of preparing requisitions and blanket purchases (i.e., Xerox, long distance calls, supplies not available at GSA Tenda) using AS400 (Automated Procurement System)	UPDATED: JULY 2021 

PROCEDURE

○ CREATING REQUISITION (STEP 1)

1. Sign into the AS400 and select **"1"** and hit Enter for the DOA Accounting Menu.
2. Enter **"50"** for the Procurement Menu for Certifying Officers.
3. Enter **"3"** for the Department Requisitions Records.
4. To work with Requisition Records or begin preparing a new Requisition, hit the **"F6"** key.
5. Select the Requisition type by entering **"1"** on **"E"** for Equipment or **"O"** for Other/Non Equipment.
6. Complete the Requisition agency/contact information (Department Number, Delivery Date, Contact Name, Phone Number, Appropriation Account).
7. Enter Requisition information (Quantity, Description, Unit of Measure, Unit Cost) - If additional space is required due to not enough space on Description lines 1 and 2, Enter **"T"** on the small line below Unit Cost, then type necessary information. If more lines are needed, Enter **"Page Down"** key. When complete, hit **"F6"**.
8. Repeat the process for additional items.
9. When at the Requisition Justifical Remarks Menu, type suggested vendor or additional information to include previous Purchase Order with Vendor and Vendor Number. When complete, hit **"F6"**.
10. When prompted whether you would like to "interface the requisition into Accounting (Y=yes, N=no), Enter **"Y"**, then select the Agency clearances needed by typing **"Y"** on the Division Column. When complete, hit **"F6"**.
11. To print Requisition, Enter **"21"**.
12. Sign the Requisition and have Requisition Certified and Approved with the appropriate signatures.

○ **DIRECTOR CLEARANCE (STEP 2)**

1. Proceed to the Procurement Menu for Certifying Officers and Enter **"9"** for Director Clearance.
2. Input Division Code (0201 for CDLO), Enter **"N"**.
3. Choose the correct Requisition number then Enter.
4. Type **"2"** (to process) on the OPT column then Enter.
5. Select Clearance Code **"A"** approved.
6. In the Remarks, type the purpose of the Requisition then Enter.
7. Enter **"F5"** to Refresh then **"F12"** to Exit.

○ **AGENCY CLEARANCE (STEP 3)**

1. Proceed to the Procurement Menu for Certifying Officers and Enter **"3"** to open Requisition Records.
2. Type Requisition Number in appropriate line, type **"N"** To Show Open Only then Enter.
3. On the **"SEL"** column, Enter **"10"**.
4. On the Select Agency Clearance Needed Menu, choose the correct Division Code and type **"R"** on the **"SEL"** column to remove Pending Review, then hit **"F6"**.
5. Go to the **"Remarks"** page and type approval (Ex. Approved by J J Calvo), then hit Enter.
6. Hit **"F5"** to Refresh (F5 will change Unposted to Encumbrance Posted).
7. When Requisition shows Encumbrance Posted, hit **"F12"** to Exit.

○ **ENCUMBER (STEP 4)**

1. On the signed/approved Requisition printout, write the encumbrance date from AS400 on the **"ENCUMBER DATE"** box.
2. Email the requisition and all documents to gsaprocurement@guam.gov, then stamp using **"EMAILED"** stamp, or equivalent, then sign and date.
3. Once Purchase Order (PO) is received from GSA, route Purchase Order to vendor to sign Vendor Acknowledgement (last page of PO).
4. Submit Vendor acknowledged PO to GSA.