**1. Header Field Section**

 **Yes/No**

|  |  |  |
| --- | --- | --- |
| **Header Note** | Include any comments or notes to the Contracting Officer, such as vendor information, Project Authority information, amendment is required, attachments are included, etc. Enter the amendment details in the **Item Details** section (see Section 3 below).  |  |
| **Project Title English****French** | The fields in the Project Title (English/French) will be the information provided on reports (proactive disclosure, ATIPs, Parliamentary questions). These titles should **accurately** reflect your requirement. Seek proper French translation if required. Refrain from using abbreviations unless commonly known – such as ESDC. Refer to Procurement Bulletin 2015-6 for further information. |  |

**2. Item Overview Section -** Ensure the first line item entered is the main line for your project or procurement as this description is used in our reporting.

 **Yes/No**

|  |  |  |
| --- | --- | --- |
| Account Assignment Category | Identify how you account for your purchase, such as A – Capital Asset, F – Internal Order, N – Network Activity, K – Cost Center, U - Unknown |  |
| **Item Category** | Enter D for service, leave blank for goods |  |
| **Material** | If the goods are not consumables and they must be tracked (for example, an asset label is required) you must enter the Material number. |  |
| **Short Text** | Short description for procurement of goods or services. |  |
| **Quantity** | The quantity being ordered, received or transferred. |  |
| **Unit** | Select the appropriate unit of measure. |  |
| **Delivery Date** | The proposed date you should receive the goods or services. *It is a good practice to add a few additional weeks to your delivery date to minimize any amendments to a contract and avoid Confirming Order situations.***NOTE**: If you are requisitioning several units of an item and you do not want all the units delivered in the same fiscal year, you must enter a separate line item for each applicable fiscal year. |  |
| **Material Group** | Leave blank, the Contracting Officer will enter the information. |  |
| **Plant** | The delivery address is retrieved from the plant. Verify the information in the **Delivery Address** tab (**Item Details** section) and change it if required. |  |
| **Purchasing Group** | Ensure when you enter new lines on your PReq, the **Purchasing Group is 000** for Central Allocations to allow the new lines to be assigned to the correct Contracting Officer. Refer to Procurement Bulletin 2015-8 for configuring your settings correctly. |  |
| **Requisitioner** | Name of the requisitioner. |  |
| **Purchasing Organization**  | Specifies the organization creating the PReq, 014A for EDSC, 014B for Service Canada and 014C for Labour. |  |
| **Agreement** | Enter the Outline Agreement number, if applicable. |  |
| **Item** | Enter the appropriate line number from the Outline Agreement above. |  |

**3. Item Details Section**

 **Yes/No**

|  |  |  |
| --- | --- | --- |
| Services or Limits | If the exact quantity and rate is known for planned services, enter a new line on the Services tab (for example, 8 hours at cost of $100 per hour) OR if the exact quantity and rate is unknown for unplanned services and the ceiling cost is known (for example, disbursements or ceiling cost for fees), enter the amount on the Limits tab, in the Overall Limit and Expected Value fields. Do not enter amounts on both the Services tab and the Limits tab, use one tab OR the other for each service requirement. |  |
| **Quantities/ Dates** | Once the PO is created, proceed with closing the lines of your PReq. Ensure you are in change mode for your PReq, select the checkbox next to Closed and save your PReq. |  |
| **Valuation**  | Enter the cost of the good, per unit – for goods only. |  |
| **Account Assignment** | Enter your financial coding. Select the following link for a listing of the most recent GL Accounts: [Financial Coding - GL Accounts](http://dialogue/grp/dfcu-ucfm/FCM_GCF_1516/FCM_GL_EN.pdf) See reverse side for the more commonly used GL Accounts. |  |
| **Status** | If the PO has been completed for your PReq, the PO number will be indicated here. |  |
| **Texts** | For each new line created for an amendment, enter the details in the **Amendment Information** field.If your PReq is rejected by the Contracting Officer, view the details in the **Rejection Reason** field. |  |
| **Delivery Address** | If you need your items delivered to a different address other than the default delivery address indicated on your PReq for the cost centre, you can change the details on the Delivery Address tab. |  |

**Resources**

For assistance regarding the creation or managing of PReqs in SAP, please refer to the following:

[Create Purchase Requisition for Goods](http://nspkipws.service.gc.ca/gm/folder-1.11.4049?mode=EU&originalContext=1.11.203270)

[Create Purchase Requisition for Services](http://nspkipws.service.gc.ca/gm/folder-1.11.4053?mode=EU&originalContext=1.11.203270)

[Managing Purchase Requisitions](http://nspkipws.service.gc.ca/gm/folder-1.11.203270?mode=EU)

[Attaching Documents to Purchase Requisitions](http://nspkipws.service.gc.ca/gm/folder-1.11.238229?mode=EU&originalContext=1.11.203270)

For further information on Purchase Requisitions, Goods Receipts, Service Entry Sheets, or Card Documents, refer to [SAP Procurement Instructions - iService](http://iservice.prv/eng/finance/purchasing/erp_sap/procurement_instructions.shtml)

For the most recent complete financial coding details, please refer to the [Financial Coding Manual](http://iservice.prv/eng/finance/FCM/index.shtml) **NOTE**: This manual is updated regularly – it should be bookmarked and read online.

**Commonly Used GL Accounts**

NOTE: The GL Accounts are regularly updated – please refer to the following link for the most recent listing: [Financial Coding - GL Accounts](http://dialogue/grp/dfcu-ucfm/FCM_GCF_1516/FCM_GL_EN.pdf)

Appeals Officers 538401

Coaching Services 533089

Facilitation Services 533090

Guest Speakers 533099

Human Resources Support Services - job description writing, staffing services 533088

Information Technology Consultants (including Task Authorizations) 533701

Management Consultants – advisory services in order to solve business 533801

and management problems, identify new opportunities and implement change

Outreach (office rental) 535501

Peer Review / Research Services 533301

Temporary Help Services 538201

Training – Training Consultants, Consultant Services, e-learning 533411

Training to facilitate the implementation of new systems or equipment 533412

Training – Language Training 533421

Training/Conference Fees/Seminars/Workshops 533423

Training during working hours 533429

Training – purchase of training courses and packages 533431