

Using the Route to Purchasing Form

Submit this form when placing an order of any amount that (1) requires an authorized University of Illinois signature on a document or (2) includes or requires any of the items listed below:

- Rental Agreements
- Any purchase requiring an authorized signature
- Any vendor terms and conditions different from U of I terms and conditions
- Any vendor contract or agreement that goes with the order that would need reviewed
- Any shipment that goes through Customs
- Telecommunications Equipment
- Weapons and Ammunition
- Furniture
- Charter Air or Bus Service
- Lab or Specialty Gases
- Laboratory or Office Moving (External Vendor)
- Onsite Services
- High Power Lasers
- Non-Denatured Ethyl Alcohol

For more information on how to fill out a non-catalog form, please see the *Using the Non-Catalog Form* job aid located on the **iBuy** website.

Remember when using this form the requisition needs to be quantifiable so UPAY can pay the invoice.

Example: Onsite Services > Janitorial Services

To submit a requisition for janitorial services for a monthly fee of 542.00/month:

Option 1	
	Use one line with a Quantity of 12 in the amount of \$542.00. Each month a quantity of 1 will be invoiced.
	This option is the easiest option and should be used if there will be no changes from month to month in the text or item description.
<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; margin: 0;">General Info</p> <p>Non-Configurable Fields</p> <p>Note: The information on this form must match the information on the vendor's invoice to ensure accurate and timely payment to the vendor. If necessary, contact the vendor to verify price, unit of measure, or any information that may need confirmation to ensure accuracy.</p> <p>Catalog No. <input type="text" value="N/A"/></p> <p>Product Description <input type="text" value="Janitorial services for Building A and B to be performed 3 days a week for one year. ETC....."/></p> <p>Quantity <input type="text" value="12"/></p> <p>Packaging <input type="text" value="1"/> <input type="text" value="MON - Months"/></p> <p>Estimated Price <input type="text" value="542.00"/></p> <p>Configurable Fields</p> <p>Commodity Code <input type="text" value="91039"/> <input type="text" value="search..."/></p> </div>	

Option 2	
	Use 12 lines with a Quantity of 1 in each line for the amount of \$542.00. Each month a quantity of 1 will be invoiced for each line. Fill out the Route to Purchasing Form for the first line item with the first month's information.
	Use this option if additional and/or different information or explanation of charges for each or any of the months in the description needs to be added. Also add attachments per line item once these items are back in the iBuy cart, if needed.

Option 2

General Info	
Non-Configurable Fields	
Note:	The information on this form must match the information on the vendor's invoice to ensure accurate and timely payment to the vendor. If necessary, contact the vendor to verify price, unit of measure, or any information that may need confirmation to ensure accuracy.
Catalog No.	N/A
Product Description	Janitorial services for Building A and B for January to be performed 3 days a week for 146 characters remaining expand clear
Quantity	1
Packaging	1 MON - Months
Estimated Price	542.00
Configurable Fields	
Commodity Code	91039 search...

Select the **Add to Cart and Return** option from the **Available Actions** drop-down.

Available Actions (Click [here](#) for details): **Add to Cart and Return**

Continue to add the additional 11 months with the information needed for each month.

Example once back in iBuy cart:

Supplier / Line Item Details						
Show line details		Available Actions/Options		Add To Favorites <input type="button" value="Go"/>		
3M Corp more info... Business-Purchases 12 3M HCSC Ste 200 Bldg 502, 3350 Granada Ave North, Oakdale, MN 55128 US		PO Number	To Be Assigned			
Add non-catalog item for this supplier...						
Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
1 Janitorial services for Building A and B for January to be performed 3 days a week for one year. ETC..... more info...	N/A	1/MON	542.00	1 MON	542.00 USD	<input type="checkbox"/>
2 Janitorial services for Building A and B for February to be performed 3 days a week for one year. ETC..... more info...	N/A	1/MON	542.00	1 MON	542.00 USD	<input type="checkbox"/>
3 Janitorial services for Building A and B for March to be performed 3 days a week for one year. ETC..... more info...	N/A	1/MON	542.00	1 MON	542.00 USD	<input type="checkbox"/>
4 Janitorial services for Building A and B for April to be performed 3 days a week for one year. ETC..... more info...	N/A	1/MON	542.00	1 MON	542.00 USD	<input type="checkbox"/>
5 Janitorial services for Building A and B for May to be performed 3 days a week for one year. ETC..... more info...	N/A	1/MON	542.00	1 MON	542.00 USD	<input type="checkbox"/>
6 Janitorial services for Building A and B for June to be performed 3 days a week for one year. ETC..... more info...	N/A	1/MON	542.00	1 MON	542.00 USD	<input type="checkbox"/>
7 Janitorial services for Building A and B for July to be performed 3 days a week for one year. ETC..... more info...	N/A	1/MON	542.00	1 MON	542.00 USD	<input type="checkbox"/>
8 Janitorial services for Building A and B for August to be performed 3 days a week for one year. ETC..... more info...	N/A	1/MON	542.00	1 MON	542.00 USD	<input type="checkbox"/>
9 Janitorial services for Building A and B for September to be performed 3 days a week for one year. ETC..... more info...	N/A	1/MON	542.00	1 MON	542.00 USD	<input type="checkbox"/>
10 Janitorial services for Building A and B for October to be performed 3 days a week for one year. ETC..... more info...	N/A	1/MON	542.00	1 MON	542.00 USD	<input type="checkbox"/>
11 Janitorial services for Building A and B for November to be performed 3 days a week for one year. ETC..... more info...	N/A	1/MON	542.00	1 MON	542.00 USD	<input type="checkbox"/>
12 Janitorial services for Building A and B for December to be performed 3 days a week for one year. ETC..... more info...	N/A	1/MON	542.00	1 MON	542.00 USD	<input type="checkbox"/>
Supplier subtotal					6,504.00 USD	

There may be situations when it is necessary to estimate the charges.

For example, janitorial services cost between \$480 and \$600 per month. In the description, enter “monthly cost not to exceed \$600” and enter the cost of \$600.00 per month.

If an invoice happens to come in more than 10% over \$600, it will throw it into over tolerance and UPAY would contact the appropriate department for approval.

For both options, one PO gets created and the vendor is still required to send invoices monthly to cover items/services.

NOTE: Multiple invoices cannot be received against a quantity of 1. Please select the option that is most efficient and best fits the departmental needs.