## 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. General Info Non-Configurable Fields 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. Note: Catalog No. Product Description Janitorial services for Building A and B to be performed 3 days a week for one year. ETC. 158 characters remaining expand | clear Quantity Packaging MON - Months Estimated Price 542.00 Configurable Fields Commodity Code search.

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## Option 2

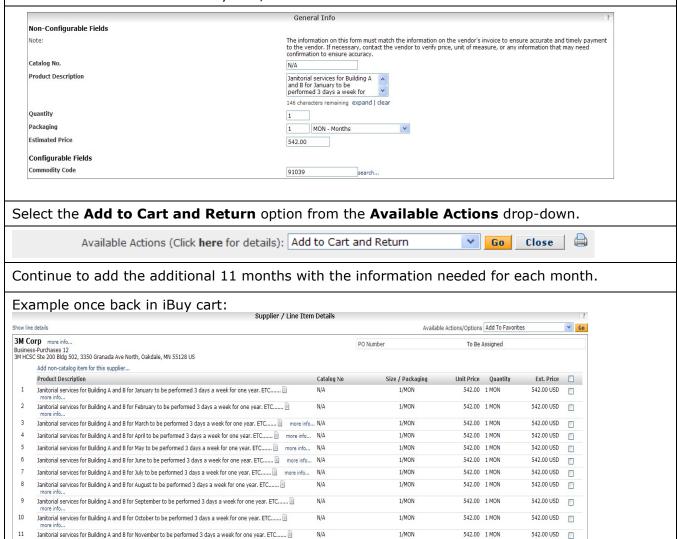
12

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.



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

Janitorial services for Building A and B for December to be performed 3 days a week for one year. ETC......

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.

1/MON

542.00 1 MON

542.00 USD 6,504.00 USD

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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.

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