

# Sponsored Project Subaward Requisition Entry

A subaward (or subcontract) is an agreement with a third-party organization performing a portion of an externally funded sponsored project or program. This means that IU received a grant or contract, who in turn contracts out portions of work related to the project to other institutions or entities, known as subrecipients (or suppliers). The Office of Research Administration (ORA) reviews sponsored approved subaward requests and negotiates their agreements.

[Request a new sponsored approved subaward or amendment to a subaward be written using the forms available on ORA's website.](#)

This document walks through how to request a new subrecipient (supplier) and establish a subaward purchase order in BUY.IU, IU's procure-to-pay system.

**Before you follow the steps in this document, make sure you have the following materials:**

- Completed and signed subaward agreement from ORA
- Full name and contact information for the subrecipient

You will need the above information to complete the processes outlined in this document.

## Contents

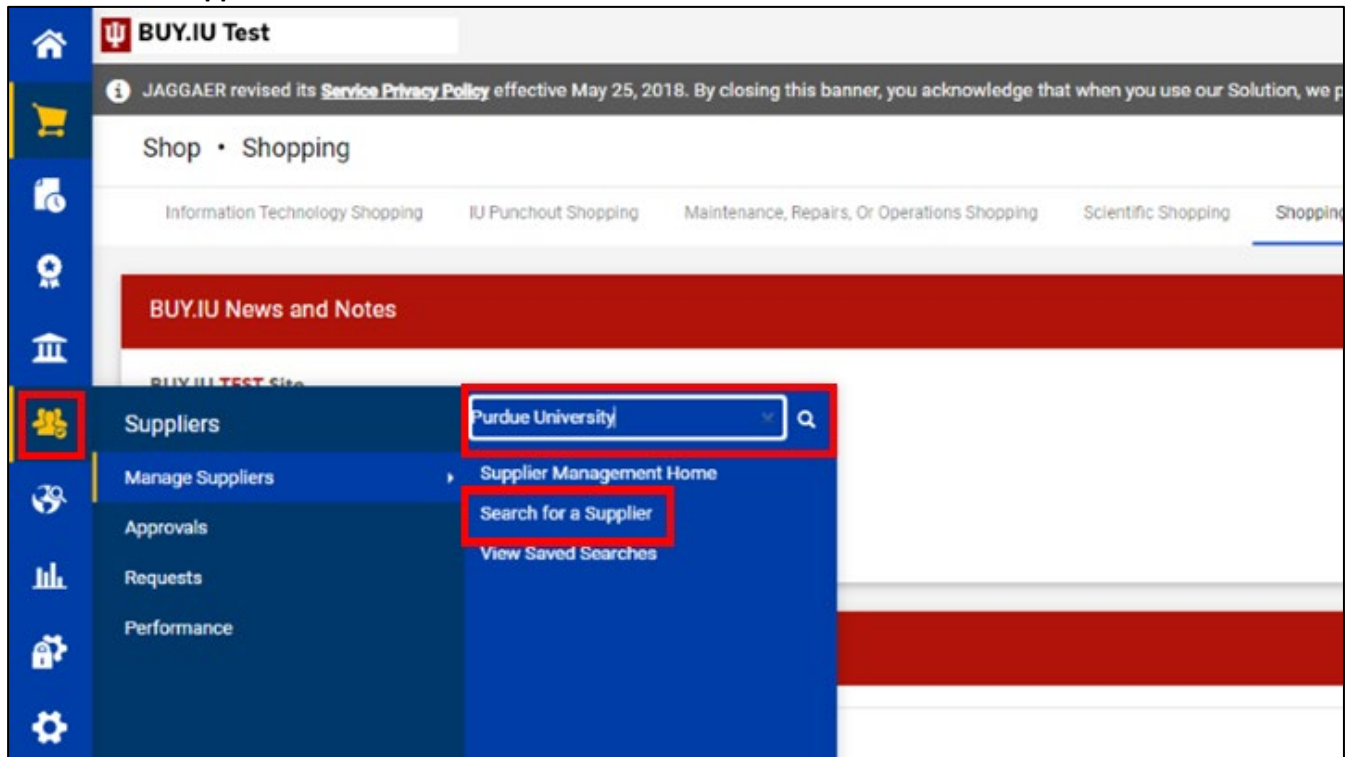
|   |    |
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## Supplier






The supplier is the subrecipient institution or entity who will perform work associated with the subaward and will invoice your department for the work performed. The supplier must be active and available in BUY.IU before you can establish your order.

### Search for a supplier

Search for the supplier in the **supplier module** in the left-hand menu. Enter the supplier name in the **search field** or click **Search for a Supplier**.



Active suppliers, which have a green checkmark next to their name, can be used in subawards. Inactive suppliers are signified with a red x.

| Search Details   |  | Results Per Page: 20   | Sort by: Best Match | Page 1 of 1 | Legend ? |
|--|--|--|---------------------|-------------|----------|
| <b>Filtered By</b><br>Search Terms: Purdue University [Remove All]<br><b>Network</b><br><input checked="" type="checkbox"/> In Network [Save New Search]   |  |  |                     |             |          |
| <b>Refine Supplier Search</b> ?<br><b>Profile Last Updated By Supplier</b><br><input type="text"/><br><b>Last Invitation Date</b><br><input type="text"/><br><b>Registration Status</b><br>None (9)<br><b>Registration Type</b><br>None (8)<br>Profile 3 - No Tax ID (1)<br><b>Registration Method</b> |  |  |                     |             |          |
|  |  | <div>  <b>PURDUE UNIVERSITY</b> Type: <input type="checkbox"/> Last Updated: 6/11/2019 5:06 PM <a href="#">Manage</a> </div> <div>           Supplier Number: u12913461<br/>           Diversity Classifications: <u>None</u><br/>           Registration Status: None<br/>           Contract Party Types: Supplier         </div>                     |                     |             |          |
|  |  | <div>  <b>Purdue University</b> Type: <input type="checkbox"/> Last Updated: 6/11/2019 5:06 PM <a href="#">Manage</a> </div> <div>           Supplier Number: u12913485<br/>           Diversity Classifications: <u>None</u><br/>           Registration Status: None<br/>           Contract Party Types: Supplier         </div>                     |                     |             |          |
|  |  | <div>  <b>PURDUE UNIVERSITY</b> Type: <input type="checkbox"/> Last Updated: 12/18/2019 3:09 PM <a href="#">Manage</a> </div> <div>           Registration Status: None<br/>           Diversity Classifications: <u>None</u><br/>           Registration Type: Profile 3 - No Tax ID<br/>           Contract Party Types: Supplier         </div>      |                     |             |          |
|  |  | <div>  <b>Purdue University Northwest-Athletics</b> Type: <input type="checkbox"/> Last Updated: 6/11/2019 5:06 PM <a href="#">Manage</a> </div> <div>           Supplier Number: u12913469<br/>           Diversity Classifications: <u>None</u><br/>           Registration Status: None<br/>           Contract Party Types: Supplier         </div> |                     |             |          |
|  |  | <div>  <b>Purdue University-Animal Sciences</b> Type: <input type="checkbox"/> Last Updated: 6/11/2019 5:06 PM <a href="#">Manage</a> </div> <div>           Supplier Number: u12913459<br/>           Diversity Classifications: <u>None</u><br/>           Registration Status: None         </div>   |                     |             |          |

If the supplier you need is inactive or not available in BUY.IU, request their invitation to join the supplier network submitting a supplier request in BUY.IU.

### Request a Supplier

If your supplier is in BUY.IU but inactive, request they be invited by submitting a Supplier Edit Request form. [This written guide walks through how to submit the form.](#)

If requesting a new **foreign** supplier, please be sure to let the supplier know their preferred currency must be US Dollar (USD) due to the subaward contract requiring USD.

If your supplier does not exist in BUY.IU, request they be invited using a Non-Catalog (Purchase Order) supplier request form. [This written guide walks through how to complete the form and monitor the supplier's progress.](#)

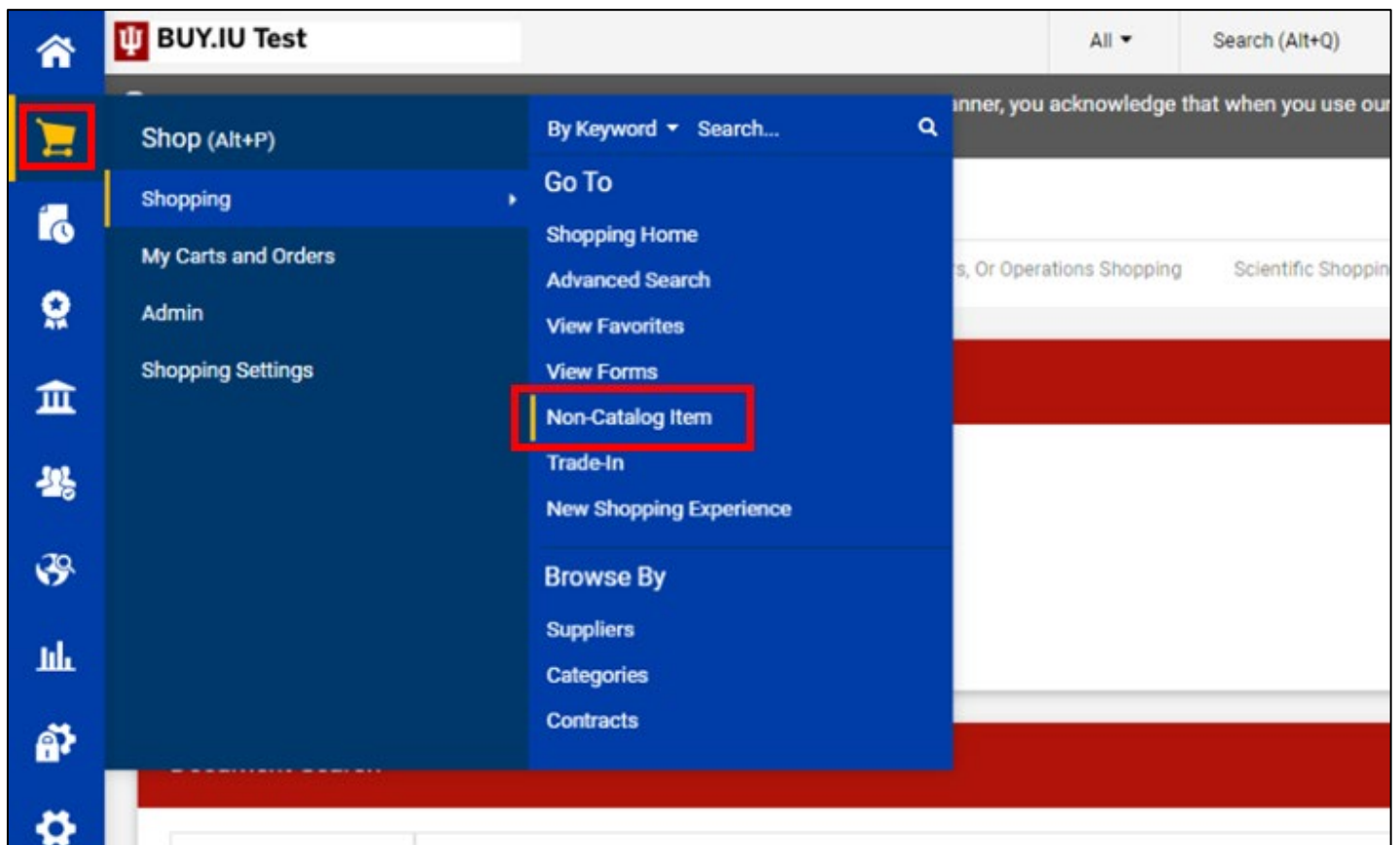
When Completing the Non-Catalog (Purchase Order) form for externally funded sponsored project, be sure to select ORA1 from the commodity code drop-down menu. This ensures your request routes to the correct group for invitation and review.

When you have received the email notification stating that the supplier record is approved and ready to use, proceed to the requisition section of this document.

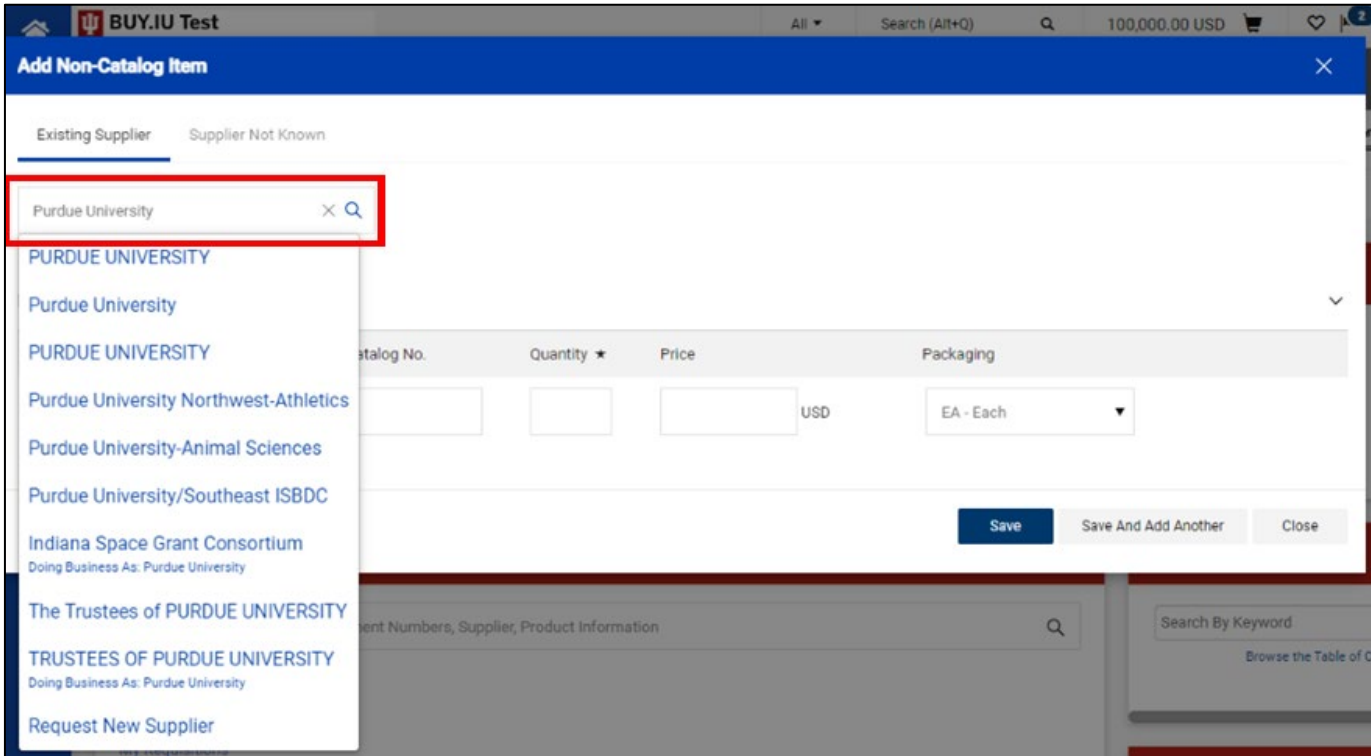
## Requisition

### Enter Line Items

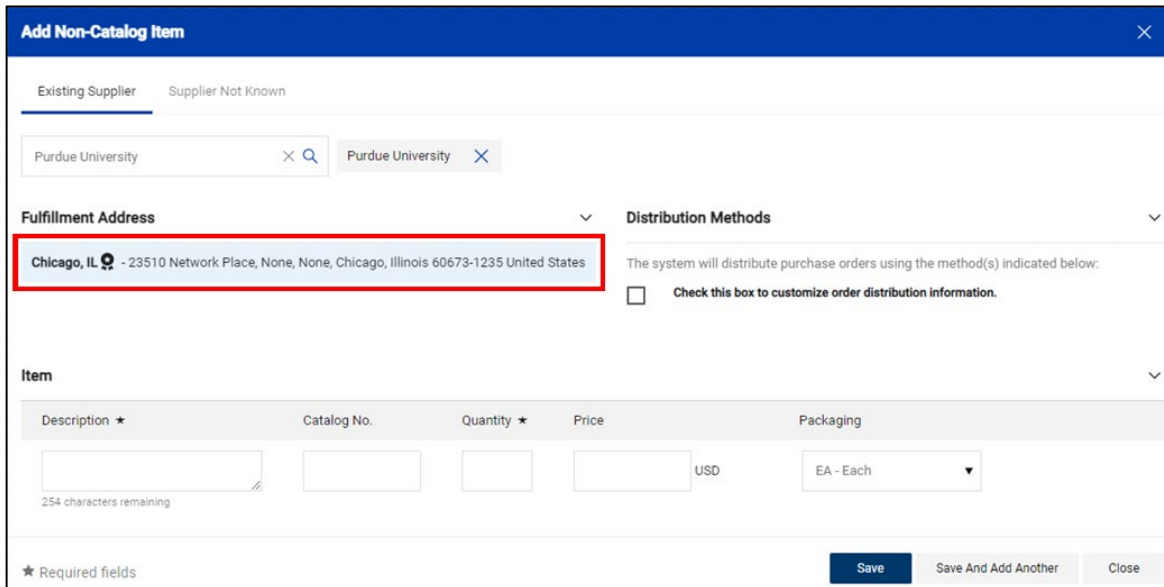
Subawards are established as recurring orders which start as non-catalog item orders. Click the **Non-Catalog Item** shortcut on the Shopping home page or use the **Non-Catalog Item** shortcut in the Shopping module to get started.



A new window opens. Search for the supplier in the search box.



Click on the appropriate Supplier in the drop-down list. Be sure to double check the fulfillment address.

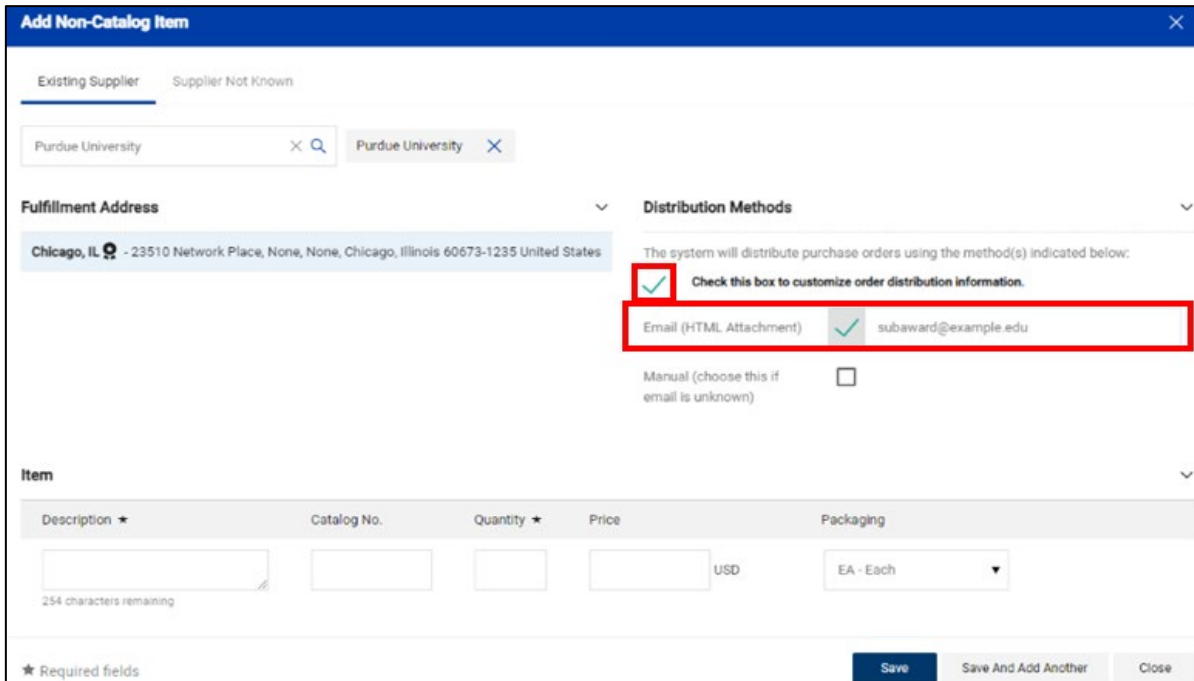


Most subawards contain a form 3B Attachment or similar form which lists various contacts for the supplier. Select the **Remit Payment To** or **Financial** contact information from the fulfillment center list. If this information is not available in the subaward documentation, contact the supplier to collect correct financial contact information or refer to the 3B Attachment of the original subaward.

If the financial fulfillment address you need is not listed when you search for the supplier, submit a [Supplier Edit Request form](#) to request the appropriate address be added to the supplier record. You cannot complete submission of the order until this address is added.

Note: you will receive an email response stating your edit request was rejected. This means your request has been addressed. The “rejection” email is how the system eliminates duplicate requests.

Next, **check the box** in the **Distribution Methods** section. New fields appear. Uncheck each new box **except** the box next to **Email (HTML Attachment)**. Enter the email address of the subaward Financial contact in the field.



**Add Non-Catalog Item**

Existing Supplier | Supplier Not Known

Purdue University

**Fulfillment Address**  
Chicago, IL - 23510 Network Place, None, None, Chicago, Illinois 60673-1235 United States

**Distribution Methods**  
The system will distribute purchase orders using the method(s) indicated below:  
☒ Check this box to customize order distribution information.  
 Email (HTML Attachment) ☒ subaward@example.edu  
 Manual (choose this if email is unknown) ☐

**Item**

| Description          | Catalog No.          | Quantity             | Price                | Packaging |
|----------------------|----------------------|----------------------|----------------------|-----------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | USD       |

254 characters remaining

★ Required fields

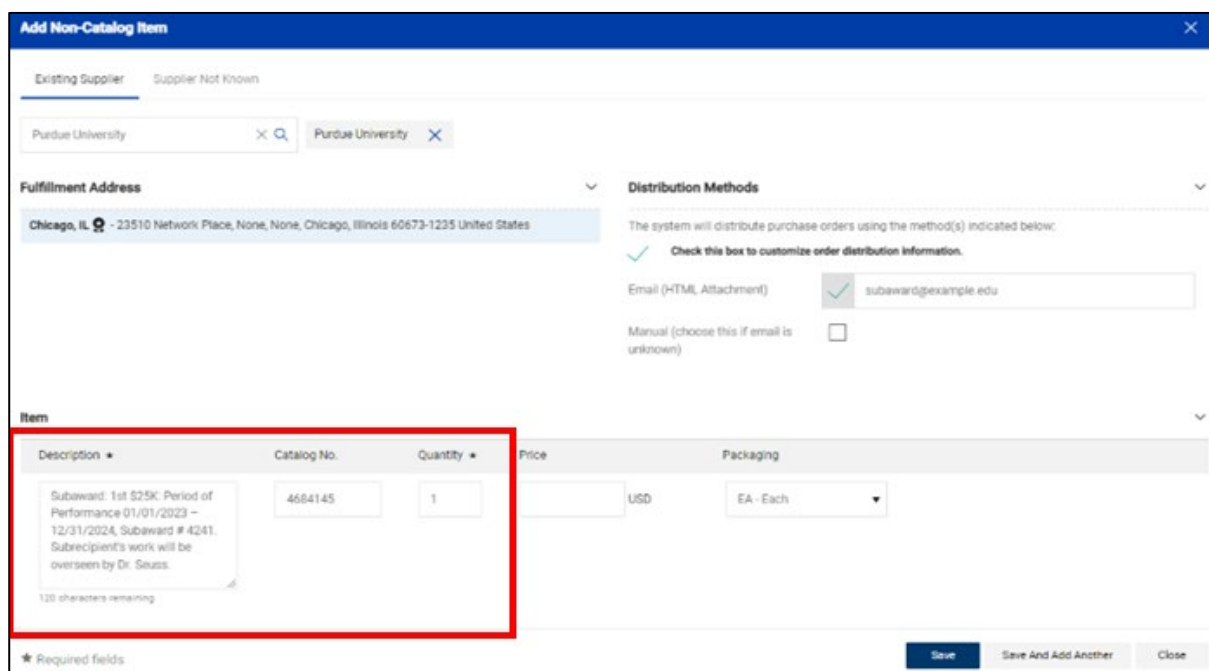
Save Save And Add Another Close

Now we will enter the line items which will appear on the purchase order. Enter the following text in the **Product Description** field:

Subaward: 1st \$25K: Period of Performance MM/DD/YYYY – MM/DD/YYYY, Subaward # [this is the four-digit subaward number found on the subcontract or provided by an ORA Contract Officer]. Subrecipient's work will be overseen by [PI name].

The **Product Description** field offers 254 characters. Additional text can be entered in the Shopping Cart.

Enter the ORA account number associated with the subaward in the **Catalog No.** field and "1" in the **Quantity** field.



**Add Non-Catalog Item**

Existing Supplier | Supplier Not Known

Purdue University

**Fulfillment Address**  
Chicago, IL - 23510 Network Place, None, None, Chicago, Illinois 60673-1235 United States

**Distribution Methods**  
The system will distribute purchase orders using the method(s) indicated below:  
☒ Check this box to customize order distribution information.  
 Email (HTML Attachment) ☒ subaward@example.edu  
 Manual (choose this if email is unknown) ☐

**Item**

| Description   | Catalog No. | Quantity | Price                | Packaging |
|---|-------------|----------|----------------------|-----------|
| Subaward: 1st \$25K: Period of Performance 01/01/2023 – 12/31/2024, Subaward # 4241. Subrecipient's work will be overseen by Dr. Seuss. | 4684145     | 1        | <input type="text"/> | USD       |

120 characters remaining

★ Required fields

Save Save And Add Another Close

Next, enter the value of the subaward in the **Price** field.

A subaward requisition total should reflect the total amount awarded for the period of performance specified in the subaward contract, less any previous payments made to the supplier.

- If the subaward's value is \$25,000 or less, enter the subaward amount in the Price Estimate field. Leave the **Packaging** drop-down as "Each" and click **Save and Close**.
- Subawards with a value greater than \$25,000 must be broken down into two item lines. Click **Save and Add Another** to create Line 2. Next, enter the following text in the **Product Description** field:

Subaward: After 1st \$25K: Period of Performance MM/DD/YYYY – MM/DD/YYYY, Subaward #[subaward number]. Subrecipient's work will be overseen by [PI name].

Remember, if the full description above does not fit in the **Product Description** field additional characters may be entered in the Shopping Cart.

Leave the **Packaging** drop-down as "Each" and click **Save** to add the lines to your Shopping Cart.

Add Non-Catalog Item

Recently Added

| Supplier Name     | Product Description  | Catalog No | Size – Packaging | Unit Price    | Quantity |
|-------------------|--|------------|------------------|---------------|----------|
| Purdue University | Subaward: 1st \$25K: Period of Performance 07/01/2022 – 06/30/2023 Subaward # 1212. Subrecipient's work will be overseen by Dr. Seuss. | 4684145    | EA               | 25,000.00 USD | 1        |

Existing Supplier

Supplier Not Known

Purdue University

Purdue University

Fulfillment Address

Chicago, IL - 23510 Network Place, None, None, Chicago, Illinois 60673-1235 United States

Distribution Methods

Check this box to customize order distribution information.

Email (HTML Attachment)

subaward@example.edu

Manual (choose this if email is unknown)

Item

| Description ★  | Catalog No. | Quantity ★ | Price      | Packaging |
|--|-------------|------------|------------|-----------|
| Subaward: After 1st \$25K: Period of Performance 07/01/2022 - 06/30/2023, Subaward #1212. Subrecipient's work will be overseen by Dr. Seuss. | 4684145     | 1          | 500000 USD | EA - Each |

115 characters remaining

★ Required fields

⚙ Preferred

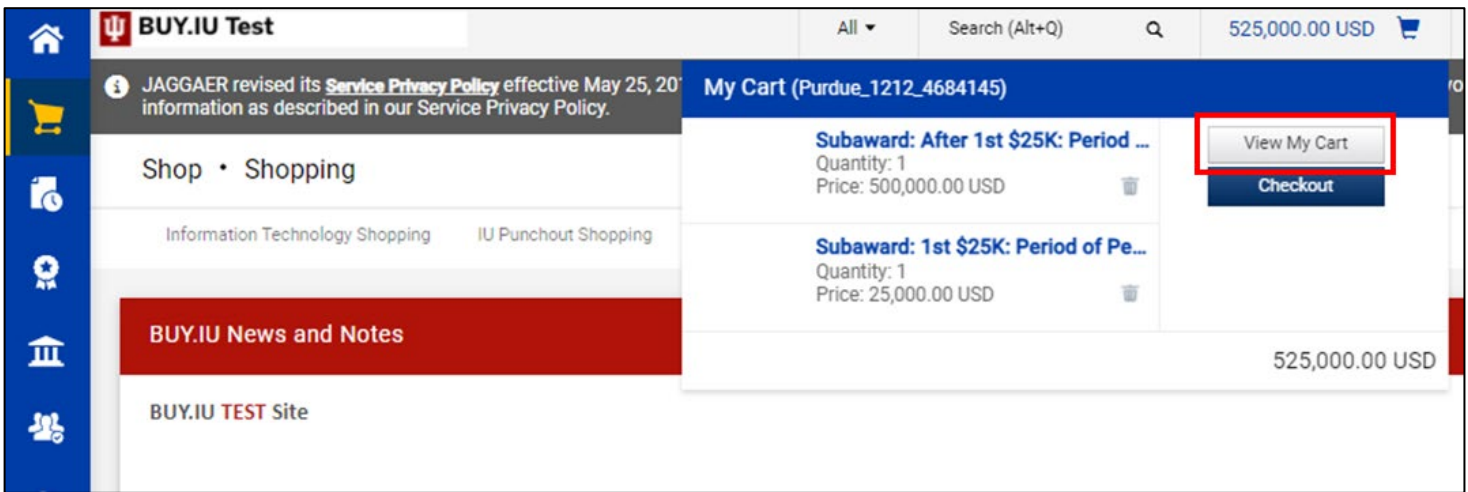
Save

Save And Add Another

Close



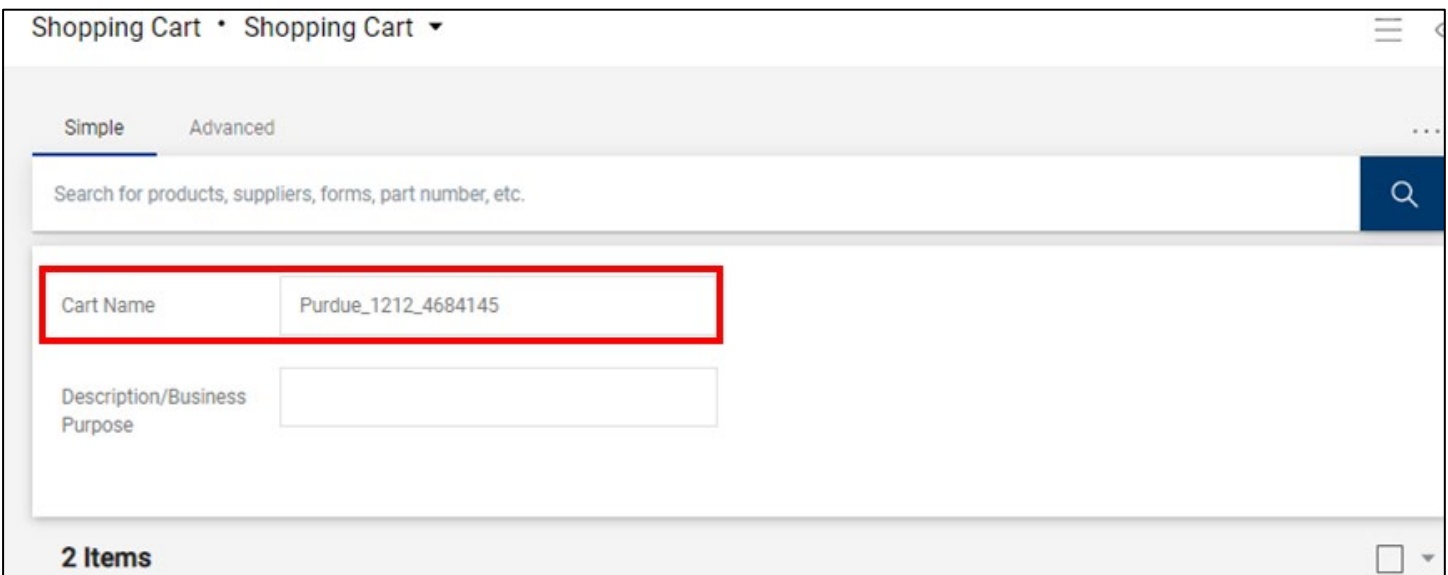
Click the **Shopping Cart** icon in the upper right-hand corner, then the **View My Cart** button to access the cart.



### Shopping Cart Review

Enter the following information in the **Cart Name** field:

[subrecipient name]\_[subaward #]\_[account #]



The screenshot shows the 'Shopping Cart • Shopping Cart' review form. It has two tabs: 'Simple' and 'Advanced'. Below the tabs is a search bar with the placeholder text 'Search for products, suppliers, forms, part number, etc.'. The 'Cart Name' field is highlighted with a red rectangle and contains the text 'Purdue\_1212\_4684145'. Below it is a 'Description/Business Purpose' field. At the bottom left, it says '2 Items'.

Next, update the commodity code of each line item. Enter "ORA1" in each **Commodity Code** field. This field is case sensitive; be sure to use all capital letters. Click **Save** to save your changes.

***Note: the ORA1 Commodity Code should ONLY be used on subaward requisitions that are paid via an ORA grant or contract account. This code should NOT be used for internally funded subawards paid from a department account. Please list another Commodity Code appropriate for the specific expenses instead.***

If additional characters need to be added to the Product Description lines, add the information in the text field next to the **External Note** field for that line.

**Purdue University · 2 Items · 525,000.00 USD**

SUPPLIER DETAILS Chicago, IL : 23510 Network Place, None, None, Chicago, Illinois 60673-1235 United States

| Item   | Catalog No. | Size/Packaging | Unit Price | Quantity | Ext. Price |
|--|-------------|----------------|------------|----------|------------|
| 1 Subaward: 1st \$25K: Period of Performance 07/01/2022 – 06/30/2023 Subaward # 1212...  | 4684145     | EA             | 25,000.00  | 1 EA     | 25,000.00  |
| <p>ITEM DETAILS</p> <p>Contract: Select price or contract...</p> <p>Commodity Code: <b>ORA1</b> (SubAwards (ORA Use Only))</p> <p>Capital Asset? <input type="checkbox"/></p> <p>Internal Note: 1000 characters remaining</p> <p><b>External Note: 1000 characters remaining</b></p> |             |                |            |          |            |
| 2 Subaward: After 1st \$25K: Period of Performance 07/01/2022 - 06/30/2023, Subaward #1212...  | 4684145     | EA             | 500,000.00 | 1 EA     | 500,000.00 |
| <p>ITEM DETAILS</p> <p>Contract: Select price or contract...</p> <p>Commodity Code: <b>ORA1</b> (SubAwards (ORA Use Only))</p> <p>Capital Asset? <input type="checkbox"/></p> <p>Internal Note: 1000 characters remaining</p> <p><b>External Note: 1000 characters remaining</b></p> |             |                |            |          |            |

Click **Proceed to Checkout** to move on to the requisition part of the process.

Shopping Cart · Shopping Cart

Assign Cart **Proceed To Checkout**

Simple Advanced

Search for products, suppliers, forms, part number, etc.

Cart Name: Purdue\_1212\_4684145

Description/Business Purpose:

**2 Items**

**Purdue University · 2 Items · 525,000.00 USD**

SUPPLIER DETAILS Chicago, IL : 23510 Network Place, None, None, Chicago, Illinois 60673-1235 United States

| Item  | Catalog No. | Size/Packaging | Unit Price | Quantity | Ext. Price |
|---|-------------|----------------|------------|----------|------------|
| 1 Subaward: 1st \$25K: Period of Performance 07/01/2022 – 06/30/2023 Subaward # 1212... | 4684145     | EA             | 25,000.00  | 1 EA     | 25,000.00  |

**Details**

For Katie Gray

**Estimate (\$25,000.00 USD)**

|          |                |
|----------|----------------|
| Subtotal | 525,000.00     |
| Total    | 525,000.00 USD |

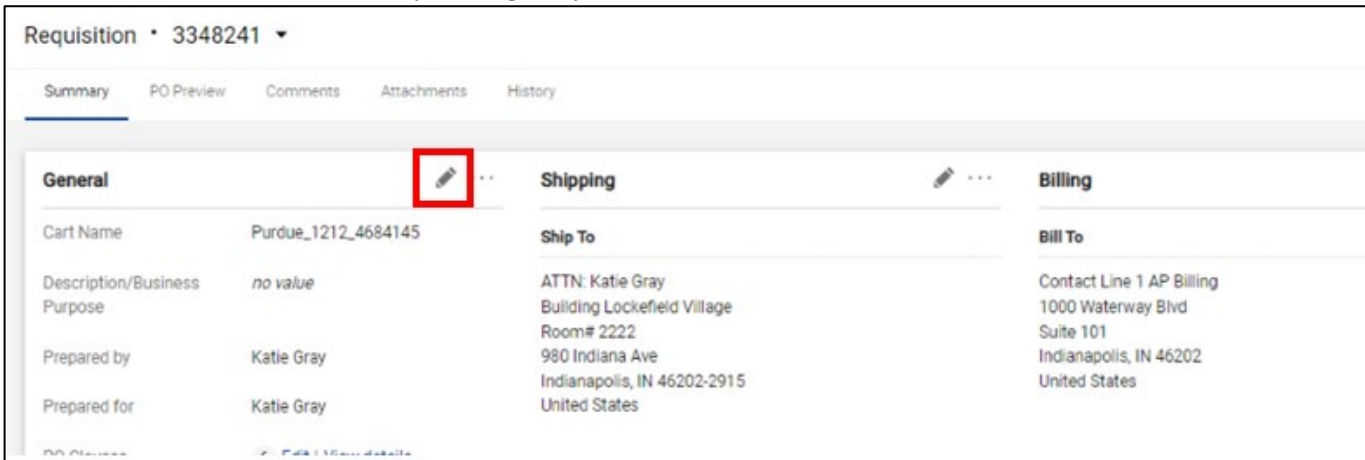


## Requisition Review

### Summary Tab

#### General Section

First, add the subaward number by clicking the pencil icon in the General section.

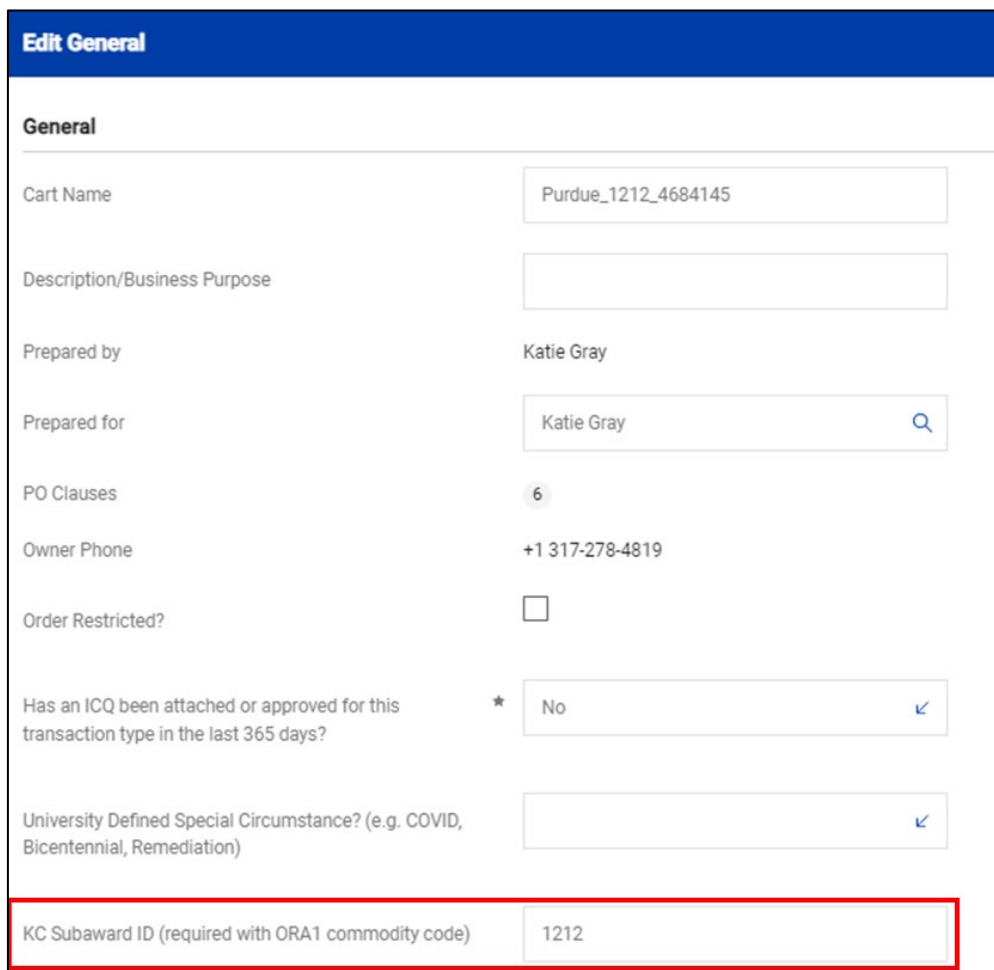


Requisition • 3348241 ▾

Summary PO Preview Comments Attachments History

| General   | Shipping   | Billing   |
|---|--|---|
| <b>Cart Name</b> Purdue_1212_4684145<br><b>Description/Business Purpose</b> no value<br><b>Prepared by</b> Katie Gray<br><b>Prepared for</b> Katie Gray | <b>Ship To</b><br>ATTN: Katie Gray<br>Building Lockefield Village<br>Room# 2222<br>980 Indiana Ave<br>Indianapolis, IN 46202-2915<br>United States | <b>Bill To</b><br>Contact Line 1 AP Billing<br>1000 Waterway Blvd<br>Suite 101<br>Indianapolis, IN 46202<br>United States |

A pop up will display, scroll down to the **KC Subaward ID** box and enter in the KC Subaward number. The Subaward ID should be sent to you along with the fully executed subaward by the ORA Contract Officer.



**Edit General**

**General**

Cart Name: Purdue\_1212\_4684145

Description/Business Purpose:

Prepared by: Katie Gray

Prepared for: Katie Gray

PO Clauses: 6

Owner Phone: +1 317-278-4819

Order Restricted? ☐

Has an ICQ been attached or approved for this transaction type in the last 365 days? ★ No

University Defined Special Circumstance? (e.g. COVID, Bicentennial, Remediation)

**KC Subaward ID (required with ORA1 commodity code): 1212**

Click **Save** to save the update.

### Shipping Section

Next, add a shipping address by clicking on the pencil icon in the Shipping section.

**Requisition • 3348241 ▾**

[Summary](#)
[PO Preview](#)
[Comments](#)
[Attachments](#)
[History](#)

| General   | Shipping   | Billing  |
|---|--|--|
| <div> <div> <div></div> <div>...</div> </div> </div> <div> <div>Cart Name</div> <div>Purdue_1212_4684145</div> </div> <div> <div>Description/Business Purpose</div> <div>no value</div> </div> <div> <div>Prepared by</div> <div>Katie Gray</div> </div> <div> <div>Prepared for</div> <div>Katie Gray</div> </div> | <div> <div></div> <div>..</div> </div> <div> <div>Ship To</div> <div>no address</div> <div>Required</div> </div> | <div> <div>Bill To</div> <div>Contact Line 1 AP Billing</div> <div>1000 Waterway Blvd</div> <div>Suite 101</div> <div>Indianapolis, IN 46202</div> <div>United States</div> </div> |

Saved addresses are available at the top of the window. Search for another address using the search field at the bottom of the window.

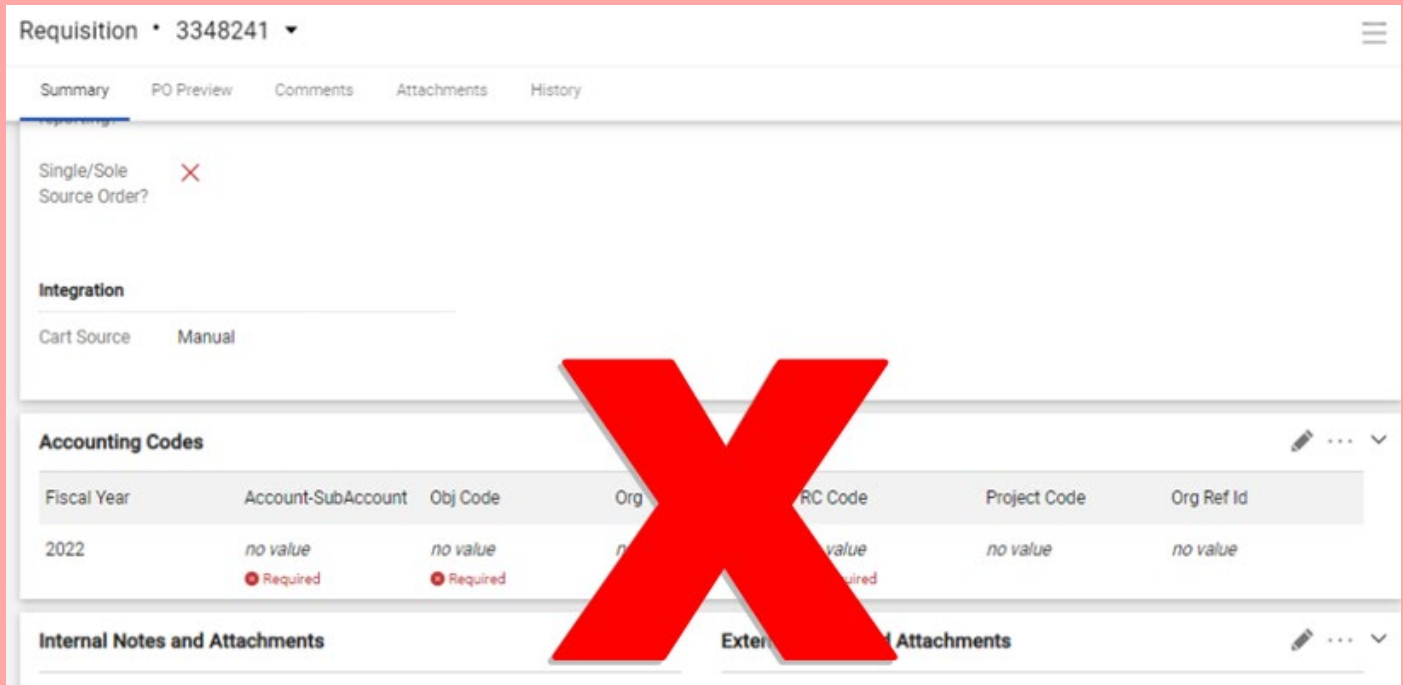
A shipping address is required for all orders, even if items will not be shipped as part of that order. Enter your office address, including a room number, in this section.

Click **Save** to save the address to the requisition.

### Accounting Codes Section

**Skip** this section. Accounting information must be added at the Lines/Product Description item level – even if there is only one line item.

**DO NOT enter funding information in the Accounting Codes header section.**



Requisition • 3348241

Summary PO Preview Comments Attachments History

Single/Sole Source Order? ✗

**Integration**

Cart Source Manual

**Accounting Codes**

| Fiscal Year | Account-SubAccount                                      | Obj Code  | Org   | RC Code   | Project Code | Org Ref Id |
|-------------|---|---|---|---|--------------|------------|
| 2022        | no value<br><span style="color: red;">● Required</span> | no value<br><span style="color: red;">● Required</span> | no value<br><span style="color: red;">● Required</span> | no value<br><span style="color: red;">● Required</span> | no value     | no value   |

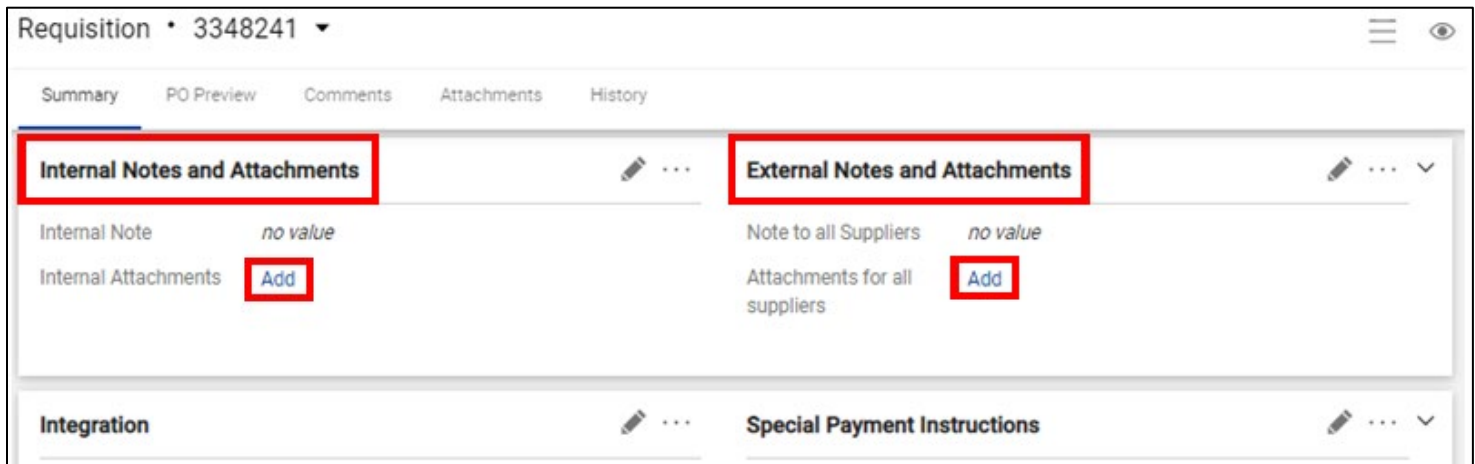
**Internal Notes and Attachments**

**External Notes and Attachments**

### Internal and External Notes and Attachments Section

Any attachments attached to the internal attachments section stay with the requisition for record keeping. Any attachments attached to the external attachments section are sent to the subrecipient (supplier) with a copy of the purchase order (PO).

Click **Add** and upload a copy of the fully executed subaward agreement and/or amendment.



Requisition • 3348241

Summary PO Preview Comments Attachments History

**Internal Notes and Attachments**

Internal Note no value

Internal Attachments Add

**External Notes and Attachments**

Note to all Suppliers no value

Attachments for all suppliers Add

**Integration**

**Special Payment Instructions**

All requisitions must include the appropriate subaward and/or amendment specific to the requisition.

Omitting this step will result in the requisition being returned to the requestor.

## Recurring Payments Section

Next, navigate to the **Recurring Payments** section.

Here we will mark the order as recurring and enter the beginning and ending dates of the subcontract. Click the **pencil icon** in the upper right-hand corner to make changes.

Requisition • 3348241 ▾

Summary

PO Preview

Comments

Attachments

History


Check Special

Handling Instructions

Text 2

no value

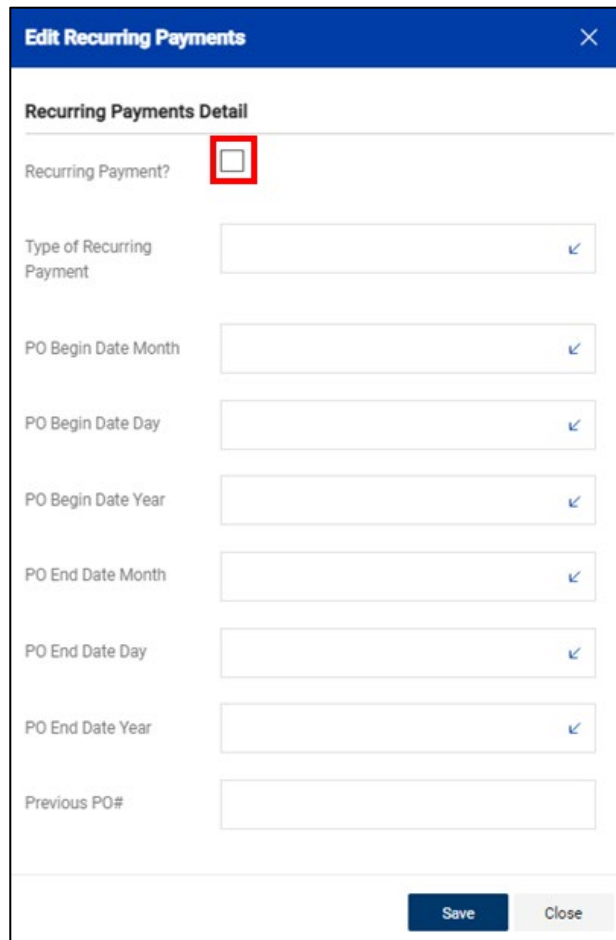
Recurring Payments

 ... ▾

|                           |          |
|---------------------------|----------|
| Recurring Payment?        | ×        |
| Type of Recurring Payment | no value |
| PO Begin Date Month       | no value |
| PO Begin Date Day         | no value |
| PO Begin Date Year        | no value |
| PO End Date Month         | no value |
| PO End Date Day           | no value |
| PO End Date Year          | no value |
| Previous PO#              | no value |

A pop up will display. **Check the box** next to Recurring Payment?

***This box must ALWAYS be checked (no exceptions). If left unchecked, the subaward purchase order will close after the first payment.***



Next, **select the blue arrow in the Type of Recurring Payment** box and choose the appropriate option from the drop-down menu based on the information in the table below:

| Recurring Payment Type            | Used with                               |
|-----------------------------------|---|
| Fixed Schedule/Fixed Amount       | Used with fixed price subawards.        |
| Fixed Schedule/Variable Amount    |   |
| Variable Schedule/Variable Amount | Used with cost reimbursement subawards. |

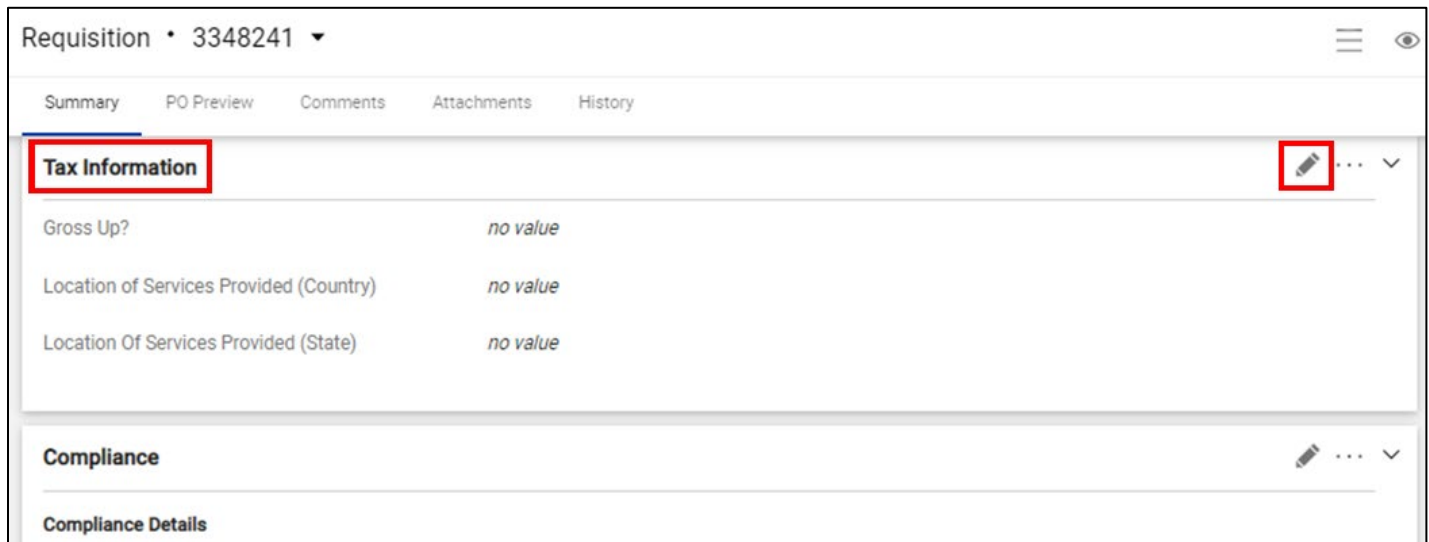
Enter the beginning and ending dates of the subaward in the **PO Begin** and **PO End Date** fields, respectively.

If the subaward previously existed in KFS or BUY.IU, enter the previous PO number in the **Previous PO #** field.

Click **Save** to save your changes.


## Tax Information Section

Next, complete the **Tax Information** section of the requisition. Click the **pencil icon** in the upper right-hand corner to make changes.




Requisition • 3348241 ▾

Summary PO Preview Comments Attachments History

**Tax Information**  ... ▾

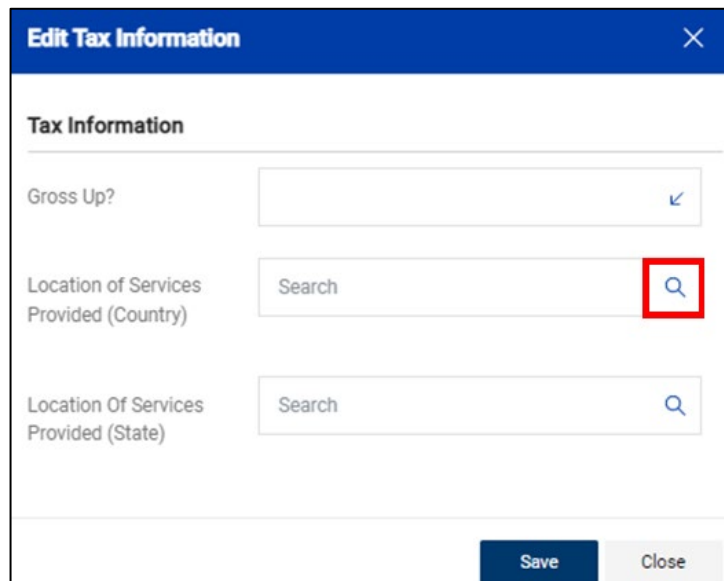
|   |          |
|---|----------|
| Gross Up?                               | no value |
| Location of Services Provided (Country) | no value |
| Location Of Services Provided (State)   | no value |

**Compliance**  ... ▾

Compliance Details



If this section is not completed the requisition will be automatically returned to you by BUY.IU.

A pop-up will display. Click the **magnifying glass** under the **Location of Services Provided (Country)** field to search for the code associated with the country in which work will be performed.



**Edit Tax Information** ✕

**Tax Information**

|   |                                     |  |
|---|-------------------------------------|--|
| Gross Up?                               | <input type="text"/>                | ↩  |
| Location of Services Provided (Country) | <input type="text" value="Search"/> |  |
| Location Of Services Provided (State)   | <input type="text" value="Search"/> |  |

**Save** **Close**



A full list of countries will return. To filter the list, enter the name of the country in the **Description** field and click **Filter**. Click the **plus sign** next to the appropriate country to return that country's code to the requisition.

Custom Field Search

Filter

Clear All Filters

1-7 of 7 Results

20 Per Page

| Value ↑ | Description                       |   |
|---------|-----------------------------------|---|
| ARE     | United Arab Emirates              | + |
| ENG     | England (United Kingdom)          | + |
| GBR     | Great Britain (United Kingdom)    | + |
| NIR     | Northern Ireland (United Kingdom) | + |
| SCT     | Scotland (United Kingdom)         | + |
| USA     | United States                     | + |
| WLS     | Wales (United Kingdom)            | + |

1-7 of 7 Results

20 Per Page

Click **Save** to save your work. If work will be performed in the U.S., complete the **Location State** field.

Edit Tax Information

Tax Information

Gross Up?

Location of Services Provided (Country)

USA

Location Of Services Provided (State)

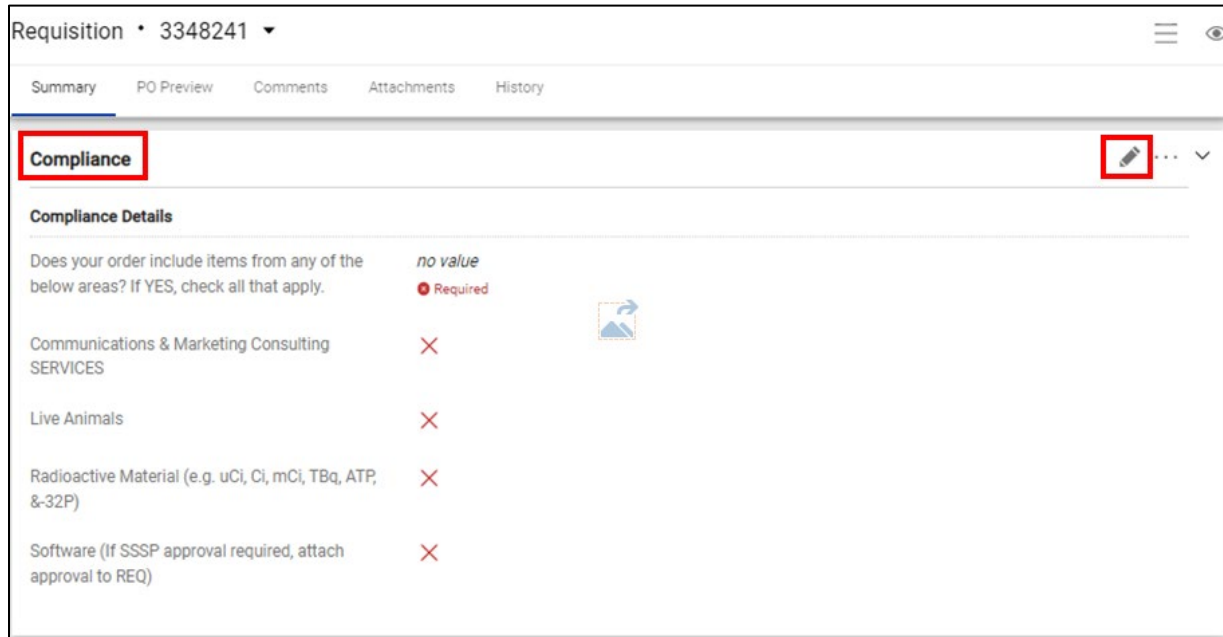
IN

Save

Close

## Compliance Section

Next, complete the **Compliance** section of the requisition. Click the **pencil icon** in the upper right-hand corner to make changes.



Requisition • 3348241

Summary PO Preview Comments Attachments History

**Compliance**

**Compliance Details**

Does your order include items from any of the below areas? If YES, check all that apply. *no value* ● Required

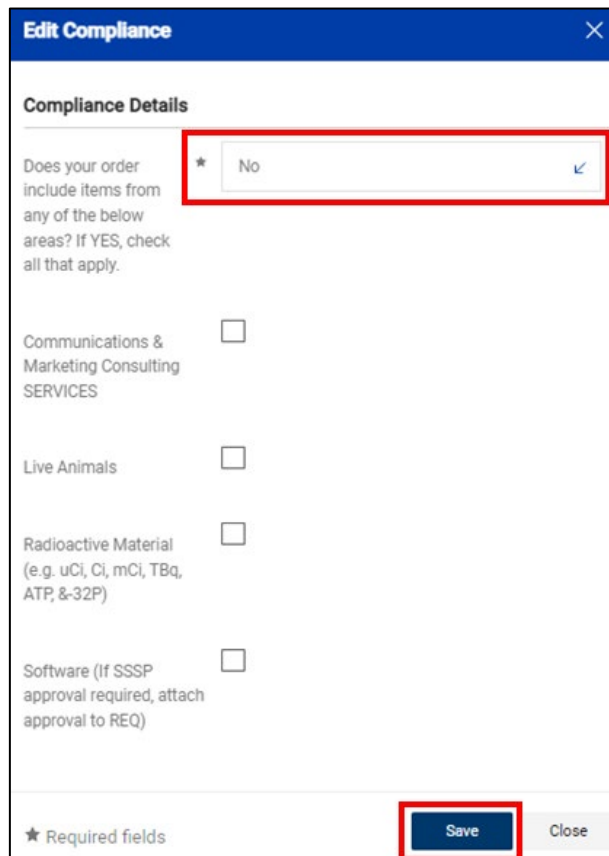
Communications & Marketing Consulting SERVICES ✗

Live Animals ✗

Radioactive Material (e.g. uCi, Ci, mCi, TBq, ATP, &-32P) ✗

Software (If SSSP approval required, attach approval to REQ) ✗

A pop-up will display. Answer the “**Does your order include items from any of the below areas?**” question. This answer should be “**No**” for all subawards. Click **Save** to save your work.



**Edit Compliance**

**Compliance Details**

Does your order include items from any of the below areas? If YES, check all that apply. ★ No

Communications & Marketing Consulting SERVICES ☐

Live Animals ☐

Radioactive Material (e.g. uCi, Ci, mCi, TBq, ATP, &-32P) ☐

Software (If SSSP approval required, attach approval to REQ) ☐

★ Required fields Save Close

## Items Section

Click **the three dots** in line item one, the line which contains the first \$25,000 of the subaward.

Requisition • 3348241

Summary PO Preview Comments Attachments History

**2 Items**

**Purdue University • 2 Items • 525,000.00 USD**

SUPPLIER DETAILS Chicago, IL : 23510 Network Place, None, None, Chicago, Illinois 60673-1235 United States

| Item  | Catalog No. | Size/Packaging | Unit Price | Quantity | Ext. Price |
|---|-------------|----------------|------------|----------|------------|
| 1 Subaward: 1st \$25K: Period of Performance 07/01/2022 – 06/30/2023 Subaward # 1212....  | 4684145     | EA             | 25,000.00  | 1 EA     | 25,000.00  |
| <p>ITEM DETAILS</p> <p>Contract: no value Internal Note no value</p> <p>Commodity Code ORA1 / SubAwards (ORA Use Only) Internal Attachments Add</p> <p>Capital Asset? X External Note no value Attachments for supplier Add</p> |             |                |            |          |            |
| 2 Subaward: After 1st \$25K: Period of Performance 07/01/2022 - 06/30/2023, Subaward #1212....  | 4684145     | EA             | 500,000.00 | 1 EA     | 500,000.00 |
| <p>ITEM DETAILS</p> <p>Contract: no value Internal Note no value</p> <p>Commodity Code ORA1 / SubAwards (ORA Use Only) Internal Attachments Add</p> <p>Capital Asset? X External Note no value Attachments for supplier Add</p> |             |                |            |          |            |

Select **Accounting Codes** from the drop-down menu.

| Item  | Catalog No. | Size/Packaging | Unit Price | Quantity | Ext. Price |
|---|-------------|----------------|------------|----------|------------|
| 1 Subaward: After 1st \$25K: Period of Performance 07/01/2022 - 06/30/2023, Subaward #1212....  | 4684168     | EA             | 25,000.00  | 1 EA     | 25,000.00  |
| <p>ITEM DETAILS</p> <p>Contract: no value Internal Note no value</p> <p>Commodity Code ORA1 / SubAwards (ORA Use Only) Internal Attachments Add</p> <p>Capital Asset? X External Note no value Attachments for supplier Add</p> |             |                |            |          |            |

Override

- General
- Ship To
- Bill To
- Credit Card Info
- Accounting Codes**

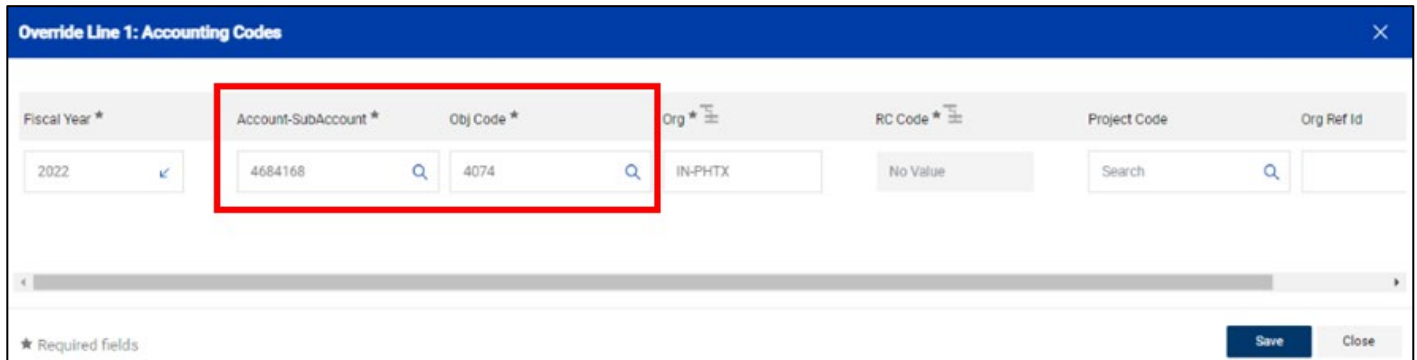
You are unable to proceed with this requisition. Required: Account-SubAccount

A new pop up will display, enter the account number in the **Account-Sub Account** field. Enter the appropriate object code from the table below in the **Obj Code** field.

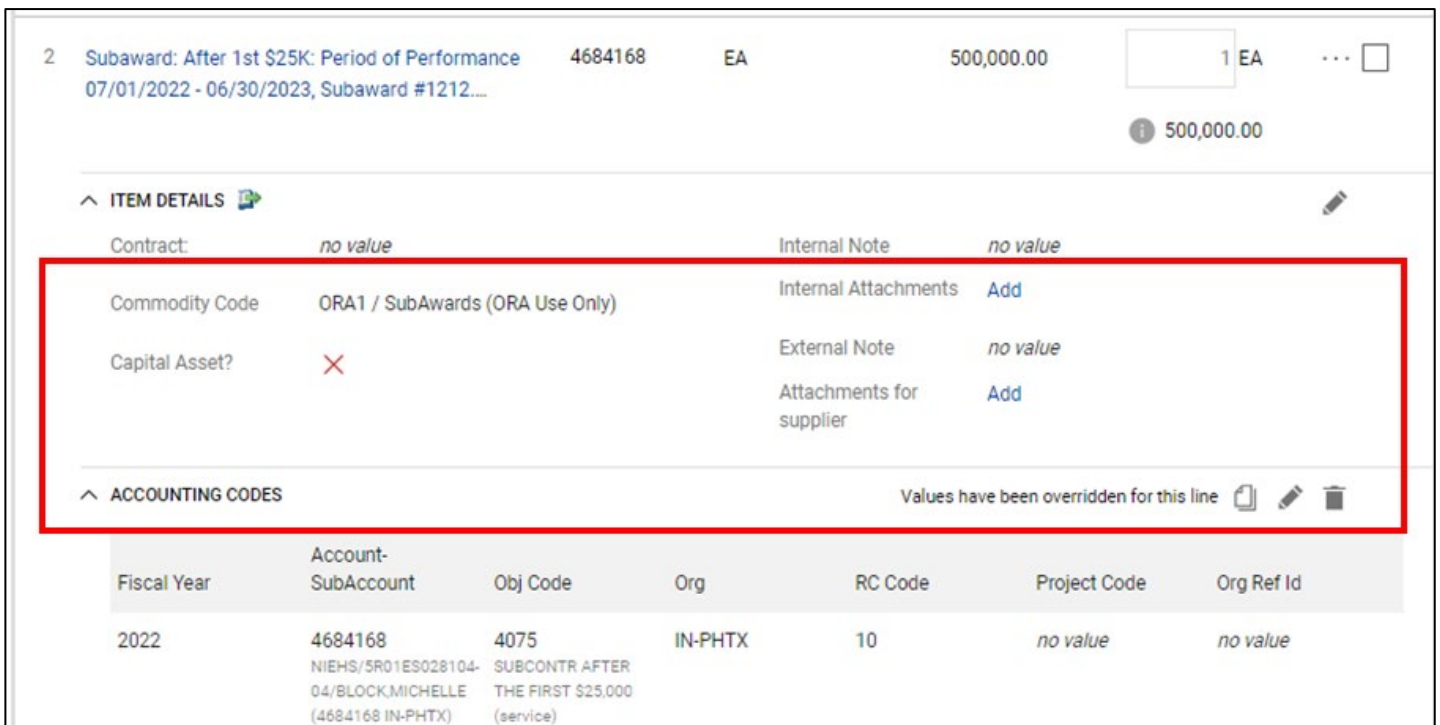
| Object Code | Description   |
|-------------|---|
| 4073        | Subcontract Not Subject to (exempt from) ICR (First \$25,000) |
| 4074        | Subcontract Subject to ICR (First \$25,000)                   |
| 4075        | Subcontract After the First \$25,000                          |
| 4077        | Subcontract Amount Over \$25,000 Charging ICR                 |

Note: If a particular subaward is exempt from indirect costs but the actual ORA account is not exempt, use object code 4073 and add a **comment** to the requisition to indicate the reason for the exemption, i.e., per contract, correspondence, another agreement, etc.

The chart and org code associated with the account should autofill in the **Org** field. Your department may use **Project Codes** or **Org Ref Ids**. Check with your department to see what, if anything, should be entered in these fields. Click **Save** to save your work.



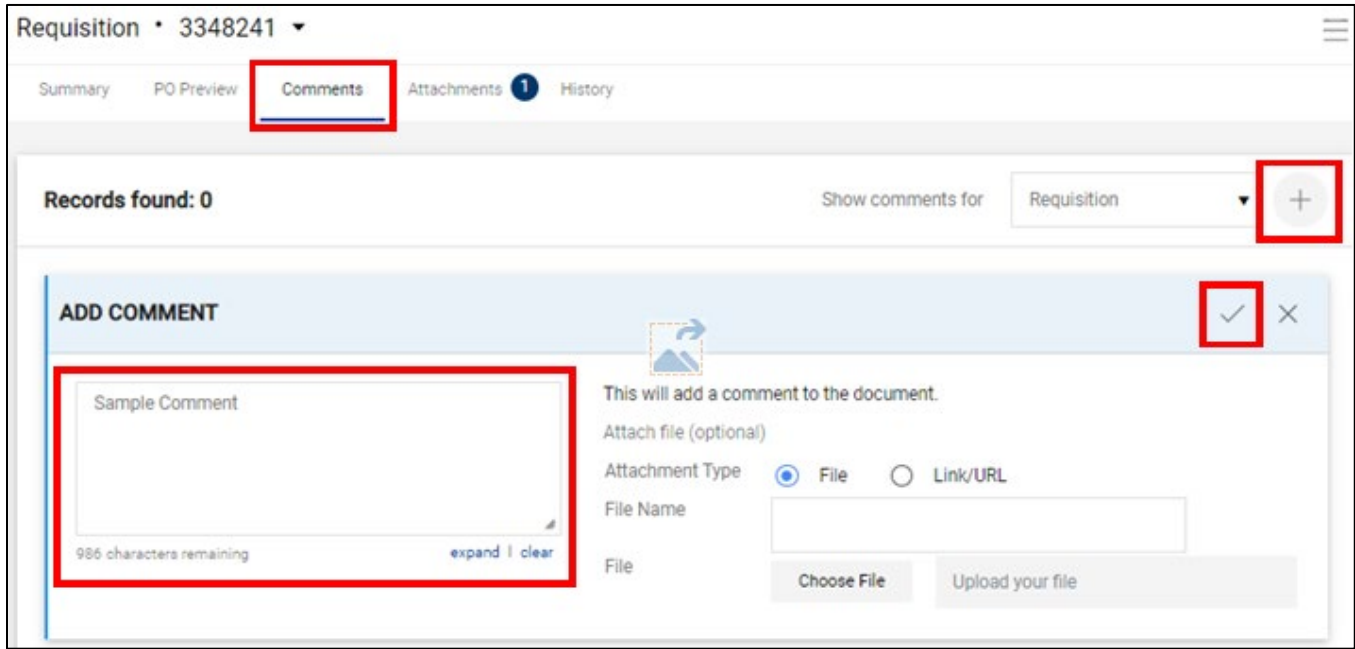
If the subaward is greater than \$25,000, click the **three dots** next to the second line item and repeat these steps, being sure to use the appropriate object code from the table above.



## Comments Tab

Enter any information specific to the requisition you want the approvers to know.

If object code 4073 was used, add a comment to the requisition explaining why the subaward is exempt from indirect cost recovery. Click **Comments** in top menu, then the **+** button to add a new comment. Click the **checkmark** to save your comment.



The screenshot shows the 'Requisition • 3348241' interface. The 'Comments' tab is selected in the top menu. Below the menu, there are tabs for 'Summary', 'PO Preview', 'Comments', 'Attachments 1', and 'History'. The 'Comments' tab is highlighted with a red box. Below the tabs, there is a section for 'Records found: 0' and a 'Show comments for' dropdown menu set to 'Requisition'. To the right of the dropdown is a red box containing a '+' button. Below this is an 'ADD COMMENT' section. It features a text area with 'Sample Comment' and a red box around it. Below the text area is a character count '986 characters remaining' and links 'expand' and 'clear'. To the right of the text area is a section for attaching files, including a 'File Name' input field and 'Choose File' and 'Upload your file' buttons. A red box with a checkmark is located at the top right of the 'ADD COMMENT' section.

Comments are used for any questions, issues or concerns relating to a requisition. To keep a streamlined record of all conversations relating to a particular requisition, please add all notes to BUY.IU rather than emailing ORA. Adding a comment is the best way to ensure the appropriate ORA staff member receives the note for action. If necessary, additional recipients can be included on a comment.

**All notes about the review of the requisition and responses to comments will be made via the requisition's comments.**

## Final Review and Submission

Scroll through the **Summary** tab and do a final review the requisition. **You are not able to make changes to the document after it has been submitted.** Click the **pencil icon** in the upper right-hand corner of a section to make changes.

Document validation errors display in the **Draft** box on the right-hand side of the screen as you complete the requisition. Review this box and remove all errors before submitting the requisition.

Requisition • 3348241

Summary PO Preview Comments 1 Attachments 1 History

**General**

Cart Name: Purdue\_1212\_4684168

Description/Business Purpose: no value

Prepared by: Katie Gray

Prepared for: Katie Gray

PO Clauses: 6 [Edit](#) | [View details](#)

Owner Phone: +1 317-278-4819

Order Restricted?: ✗

Has an ICQ been attached or approved for this: No

**Shipping**

**Ship To**

ATTN: Katie Gray  
Building Lockefield Village  
Room# 2222  
960 Indiana Ave  
Indianapolis, IN 46202-2915  
United States

**Billing**

**Bill To**

Contact Line 1 AP Billing  
1000 Waterway Blvd  
Suite 101  
Indianapolis, IN 46202  
United States

**Draft**

✗ **Correct these issues.**  
You are unable to proceed until addressed.

Required: Account  
You do not have permission to access this field: Account

**Total (525,000.00 USD)**

Subtotal: 525,000.00

525,000.00

What's next for my order? >

When you are ready to submit the requisition, click **Place Order**.

Requisition • 3348241

Summary PO Preview Comments 1 Attachments 1 History

**General**

Cart Name: Purdue\_1212\_4684168

Description/Business Purpose: no value

Prepared by: Katie Gray

Prepared for: Katie Gray

PO Clauses: 6 [Edit](#) | [View details](#)

Owner Phone: +1 317-278-4819

Order Restricted?: ✗

Has an ICQ been attached or approved for this transaction type in the last 365 days?: No

University Defined Special Circumstance? (e.g. [Crisis Response](#)): no value

**Shipping**

**Ship To**

ATTN: Katie Gray  
Building Lockefield Village  
Room# 2222  
960 Indiana Ave  
Indianapolis, IN 46202-2915  
United States

**Billing**

**Bill To**

Contact Line 1 AP Billing  
1000 Waterway Blvd  
Suite 101  
Indianapolis, IN 46202  
United States

**Draft**

**Total (525,000.00 USD)**

Subtotal: 525,000.00

525,000.00

What's next for my order? >



You will see a confirmation screen like the one below. The subaward is now enroute and under review.

Simple

Advanced

Go to: [Non-Catalog Item](#) | [Favorites](#) | [Forms](#) | [Shop](#) | [Trade-In](#) | Browse: [Suppliers](#) | [Categories](#) | [Contracts](#)

Search for products, suppliers, forms, part number, etc.

✓ Requisition 3348241 Submitted

Summary

Requisition number3348241

Requisition statusPending

Cart namePurdue\_1212\_4684168

Requisition date1/3/2022

Requisition total525,000.00 USD

Number of line items2

Options

[Print](#)

[Recent orders](#)

[Return to your home page](#)