The intention of this Quick Guide is to illustrate how an Externally Funded Subaward Requisition should be completed. For a step by step guide on how to complete this type of requisition, please use the BUY.IU Guidance on the Subaward Agreements section of our website.

IMPORTANT: Supplier Information should be verified PRIOR to initiating the Requisition (see the Supplier Information section for details on how to do this.)

The Cart Name should include the Subrecipient Name, Account Number and the four-digit Subaward ID. The Subaward ID and fully executed subaward should be sent to you along with the fully executed subaward by the ORA Contract Officer.
The Accounting Codes section header level should ALWAYS be BLANK for all externally funded Subaward Requisitions.

A copy of the fully executed agreement MUST be attached to the External Notes and Attachments section.
The Recurring Payment box MUST be checked.

The Type of Recurring Payment should match the Agreement Type
- Cost Reimbursement agreements should be “Variable Schedule/Variable Amount”
- Fixed Price agreements should be “Fixed Schedule/Fixed Amount” or “Fixed Schedule/Variable Amount”

The PO Begin Date Month/Day/Year and PO End Date Month/Day/Year should match the term in the Subaward.

Recurring Payment and Tax Information Sections

The Tax Information Section must be completed on all orders. This process is detailed in the BUY.IU Guidance document starting on page 18.
The Lines section is the most important section for ensuring the payment is applied correctly.

The Supplier (Subrecipient) information is included in this section, as well as, the account and object code(s) that should be used for any payments. This payment information is detailed in the Product Description section.

IMPORTANT: The ORA1 Commodity code should ONLY be used on Requisitions for subawards paid from ORA grant or contract accounts. The ORA1 Commodity code should NOT be used for internally funded subawards paid from a departmental account.
There should be one line for each object code that needs to be included in the PO.

All account and object code information should be entered in the appropriate line.

All Requisitions for externally funded subawards that are over $25,000 should have two lines: one for the payments to be applied to the first $25,000 and one for all remaining balance.

The Supplier total should match the amount in the agreement.
When adding your Supplier to the Requisition be sure to select the correct Fulfillment address that is noted in the Subaward. Most subawards contain a 3B Attachment or similar form which lists various contacts for the supplier. If an email address is listed as part of the contact information, be sure to check the Email check box when adding the Supplier to the Requisition.

If the financial fulfillment address you need is not available for a particular supplier, submit a Supplier Edit Request form to request the appropriate address be added to the supplier record. Once the supplier team in Purchasing (SDM) has added the appropriate address, you may continue.
Adding New Supplier to BUY.IU

If the Supplier you need is not in the system, you will need to invite new Suppliers by using the Supplier Module in BUY.IU. This process is detailed in the BUY.IU Guidance document.

If the Subrecipient is not an active Supplier, submit a request with Purchasing to add the supplier to the system. This process is detailed in the Request a Non-Catalog Supplier guidance document found on the Purchasing website.