

Externally Funded Sponsored Project Subaward Requisition Quick Guide

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 see the [Detailed Requisition Guidance](#) document 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, four-digit Subaward ID, and Account Number. The Subaward ID and fully executed subaward should be sent to you along with the fully executed subaward by the ORA Contract Officer.

Be sure to enter the same subaward number in the KC Subaward ID box.

Requisition • 3348241 ▾

Summary PO Preview Comments 1 Attachments 1 History

General

Status Pending
FO Approval

Submitted 1/3/2022 2:42 PM

Cart Name **Purdue_1212_4684168**

Description/Business Purpose no value

Prepared by Katie Gray

PO Clauses 6 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. COVID, Bicentennial, Remediation) no value

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

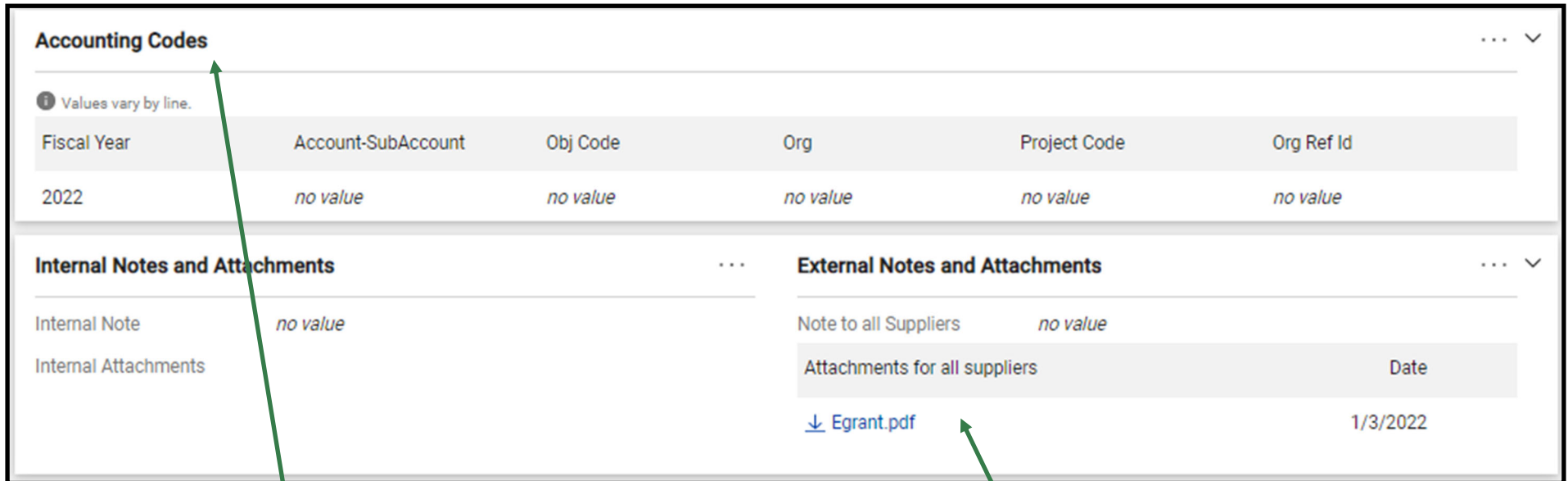
Shipping

Ship To

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

Accounting Codes and External Notes and Attachments Section

DO NOT FILL OUT ACCOUNT CODES SECTION



Accounting Codes ... ▾

Values vary by line.

Fiscal Year	Account-SubAccount	Obj Code	Org	Project Code	Org Ref Id
2022	no value	no value	no value	no value	no value

Internal Notes and Attachments ... ▾

Internal Note	no value
Internal Attachments	

External Notes and Attachments ... ▾

Note to all Suppliers	no value
Attachments for all suppliers	Date
↓ Egrant.pdf	1/3/2022

The Accounting Codes section **header level** should ALWAYS be BLANK for all externally funded Subaward Requisitions regardless if the requisition has one or multiple lines.

A copy of the fully executed agreement MUST be attached to the External Notes and Attachments section.

Recurring Payment and Tax Information Sections

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.

The Tax Information Section must be completed on all orders.

This process is detailed in the [BUY.IU Guidance](#) document starting on page 18.

In the Compliance section, answer the “Does your order include items from any of the below areas?” question.

Recurring Payments	
Recurring Payment?	<input checked="" type="checkbox"/>
Type of Recurring Payment	Variable Schedule/Variable Amount
PO Begin Date Month	July
PO Begin Date Day	1
PO Begin Date Year	2022
PO End Date Month	June
PO End Date Day	30
PO End Date Year	2023
Previous PO#	no value

Tax Information	
Gross Up?	no value
Location of Services Provided (Country)	USA
Location Of Services Provided (State)	IN

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)	×

Lines Section



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.

Purdue University · 2 Items · 525,000.00 USD

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

Status	Item	Catalog No.	Size/Packaging	Unit Price	Qty:
1	 Subaward: After 1st \$25K: Period of Performance 07/01/2022 - 06/30/2023, Subaward #1212. Subrecipient's...	4684168	EA	25,000.00	Qty:
ITEM DETAILS 					
Contract:	no value		Internal Note	no value	
Commodity Code	ORA1 / SubAwards (ORA Use Only)		Internal Attachments		
Capital Asset?	✗		External Note	no value	
			Attachments for supplier		
ACCOUNTING CODES					
Fiscal Year	Account-SubAccount	Obj Code	Org	Project Code	
2022	4011123 PURDUE/F9002550402020/ALEMNEH,TES-MAIN (4011123 UA-INTP)	4074 SUBCONTRACT SUBJ TO ICR (FIRST \$25,000) (service)	UA-INTP	no value	

2	 Subaward: After 1st \$25K: Period of Performance 07/01/2022 - 06/30/2023, Subaward #1212. Subrecipient's...	4684168	EA	500,000.00	Qty:
ITEM DETAILS 					
Contract:	no value		Internal Note	no value	
Commodity Code	ORA1 / SubAwards (ORA Use Only)		Internal Attachments		
Capital Asset?	✗		External Note	no value	
			Attachments for supplier		
ACCOUNTING CODES					
Fiscal Year	Account-SubAccount	Obj Code	Org	Project Code	
2022	4011123 PURDUE/F9002550402020/ALEMNEH,TES-MAIN (4011123 UA-INTP)	4075 SUBCONTR AFTER THE FIRST \$25,000 (service)	UA-INTP	no value	

Product Description Details

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 Requisition total should match the amount in the agreement.

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Total (525,000.00 USD)

Subtotal	525,000.00
	525,000.00


Supplier Information


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.**

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Status	Item	Catalog No.	Size/Packaging
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^ ITEM DETAILS 

Contract:

no value

Internal Note

Commodity Code

ORA1 / SubAwards (ORA Use Only)

Internal Attachment

Capital Asset?

×

External Note

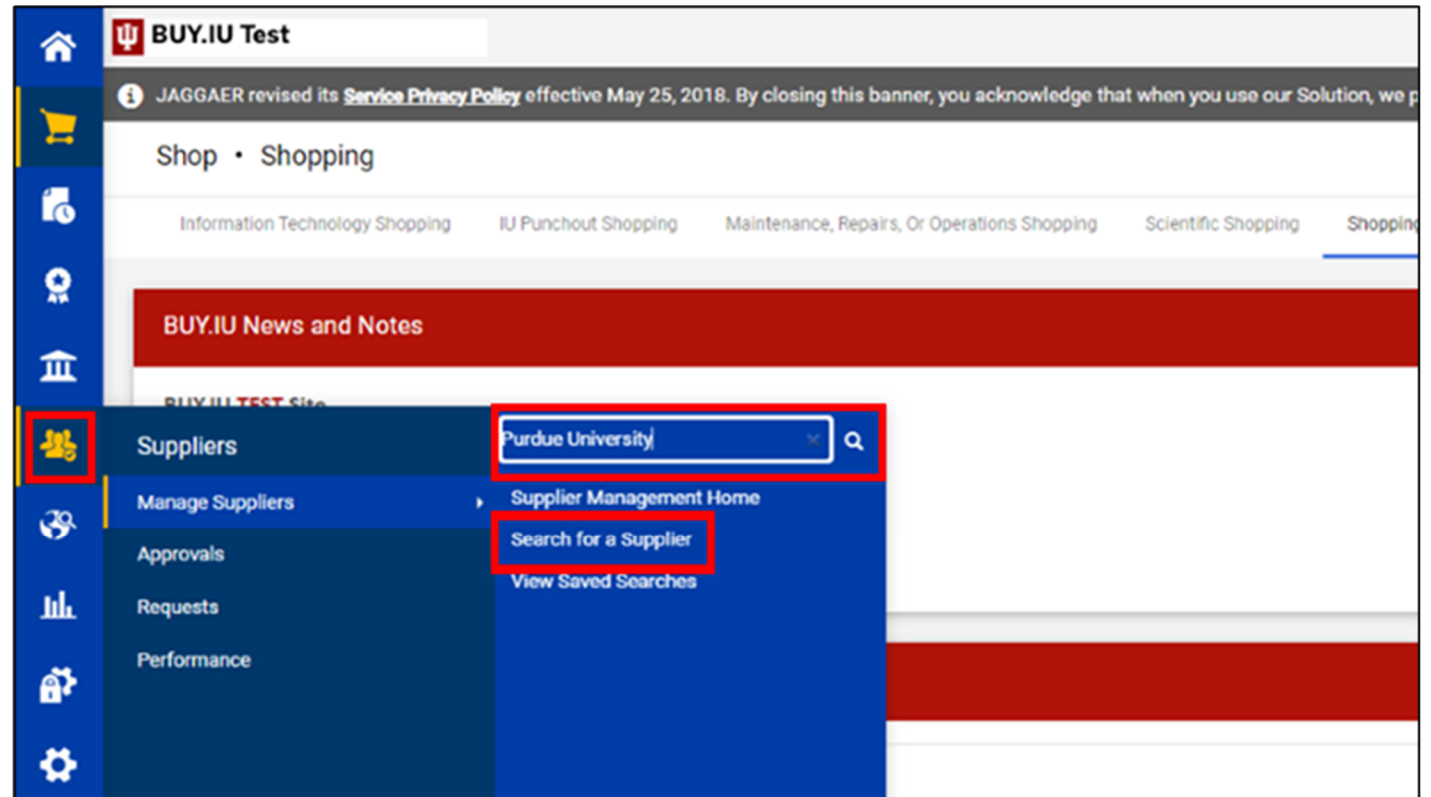
Attachments for su

^ ACCOUNTING CODES

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.



If you are experiencing any technical issues with BUY.IU, please fill out the support form at <https://purchasing.iu.edu/contact/contact.php>. If you have any questions the information being entered in the sections/boxes identified in this form, please email IUAward@iu.edu.